



# **INFORMATION PACKAGE**

## **MANAGER WORKS & SERVICES**

**110 MASSINGHAM STREET, KELLERBERRIN WA 6410**

**TELEPHONE: (08) 9045 4006**

**WEBSITE: [WWW.KELLERBERRIN.WA.GOV.AU](http://WWW.KELLERBERRIN.WA.GOV.AU)**

Contact:

Raymond Griffiths, Chief Executive Officer

[ceo@kellerberrin.wa.gov.au](mailto:ceo@kellerberrin.wa.gov.au)

(08) 9045 4006



**Manager Works and Services  
Shire of Kellerberrin**

**NOVEMBER / DECEMBER 2024 COMMENCEMENT**

**Situated in the Wheatbelt region only 200kms east of Perth on the Great Eastern Highway, the countryside around Kellerberrin just beckons to be explored. Sweeping golden plains lead to stunning natural attractions, rocky outcrops and scenic hills to give a panoramic perspective of the region.**

Council is in search of an individual who will strive, in partnership with Council's Chief Executive Officer and our community, to oversee the Management of Council's Operations including Engineering, Parks, Gardens, Caravan Park, Swimming Pool, Capital Works programmes, Footpaths, Reserves and Road Maintenance Programmes.

The Shire of Kellerberrin is searching for a motivated person who wants to be part of a dynamic Management Team and be our new Manager Works and Services.

The position provides a great opportunity to be involved at a progressive Council that has a strong focus on maintaining and upgrading its Road Network and Public Infrastructure.

The position will be offered on a performance-based contract of three to five years with a total remuneration package between \$159,795 to \$183,095 per annum, including housing, superannuation, private use of a vehicle. Reasonable relocation expenses will be available where appropriate.

The **Information Package** can be viewed on the Shire website or obtainable via email [ea@kellerberrin.wa.gov.au](mailto:ea@kellerberrin.wa.gov.au) quoting "MWS Shire of Kellerberrin". For further information contact Raymond Griffiths, Chief Executive Officer on (08) 9045 4006. **Applications** should be sent to: [ea@kellerberrin.wa.gov.au](mailto:ea@kellerberrin.wa.gov.au) or mailed to Mr Raymond Griffiths, Chief Executive Officer, Shire of Kellerberrin, PO Box 145, KELLERBERRIN WA 6410 marked "Private & Confidential - MWS Shire of Kellerberrin" by 4.00pm Tuesday, 1<sup>st</sup> October 2024.

**Please Note:** *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*

## Shire of Kellerberrin

When you follow C. Y. O'Connor's pipeline for a couple of hundred kilometers east of Perth you will arrive in the township of Kellerberrin.

The town's origins date back to 1908 when the '*Kellerberrin Road Board*' was gazetted. The Road Board covered large areas of land stretching across parts of Tammin, Wyalkatchem, Trayning, Merredin and beyond. On 1st July, 1961, following changes to the Local Government Act, the Shire of Kellerberrin was born.

Fuelled by wheat and sheep farming, the Shire has grown to a population of around 1,400 and now includes most modern amenities. The Shire boasts a supermarket, café, chemist, schools, swimming pool, speedway, recreation and leisure centre, train station, Aged Care facility, hospital and resident medical practitioner.

By far the most attractive feature of the Shire is the community. Friendly, family-orientated, optimistic and active is how some locals would describe it. You get a sense of this just by looking at the large range of junior sporting activities on offer. There's an Aquatic Club, Basketball Club, Cricket Club, Football Club, Netball and Hockey Club. And for anyone left over, there's tennis, golf, lawn bowls, dancing, darts and horse riding!

It's no secret that the people of Kellerberrin value safety. In fact, residents will tell you quietly that there's really not a lot of demand for locks on doors and security patrols in Kellerberrin. And, it has been that way since history can remember.

In 2024, the Shire of Kellerberrin is growing. Growing in both population *and* infrastructure. Right now, there are a significant number of exciting projects on the drawing board.

Growth presents its own challenges. And the opportunity exists for the new MWS for the Shire of Kellerberrin to make a significant contribution; a difference to the Shire and the lives of its people.

### Council Statistics

Population: 1,270

Area(sq kms) 1,852

Distance from Perth: 202

Length of Sealed Roads (km):228.59

Length of Unsealed Roads (km):710.17

Local Industries: Steel fabrications, sheet metal works, grain silo manufacturers, seed cleaning and sales, concrete, trailer manufacturer, roadhouse

Number of Electors: 820

Number of Dwellings: 570

Number of Employees: 28

### Shire of Kellerberrin Council

**President** Cr Matthew Steber

**Deputy President** Cr Emily Ryan

#### Councillors

Cr Monica Gardiner

Cr David Leake

Cr Dennis Reid

Cr Kelsey Pryer

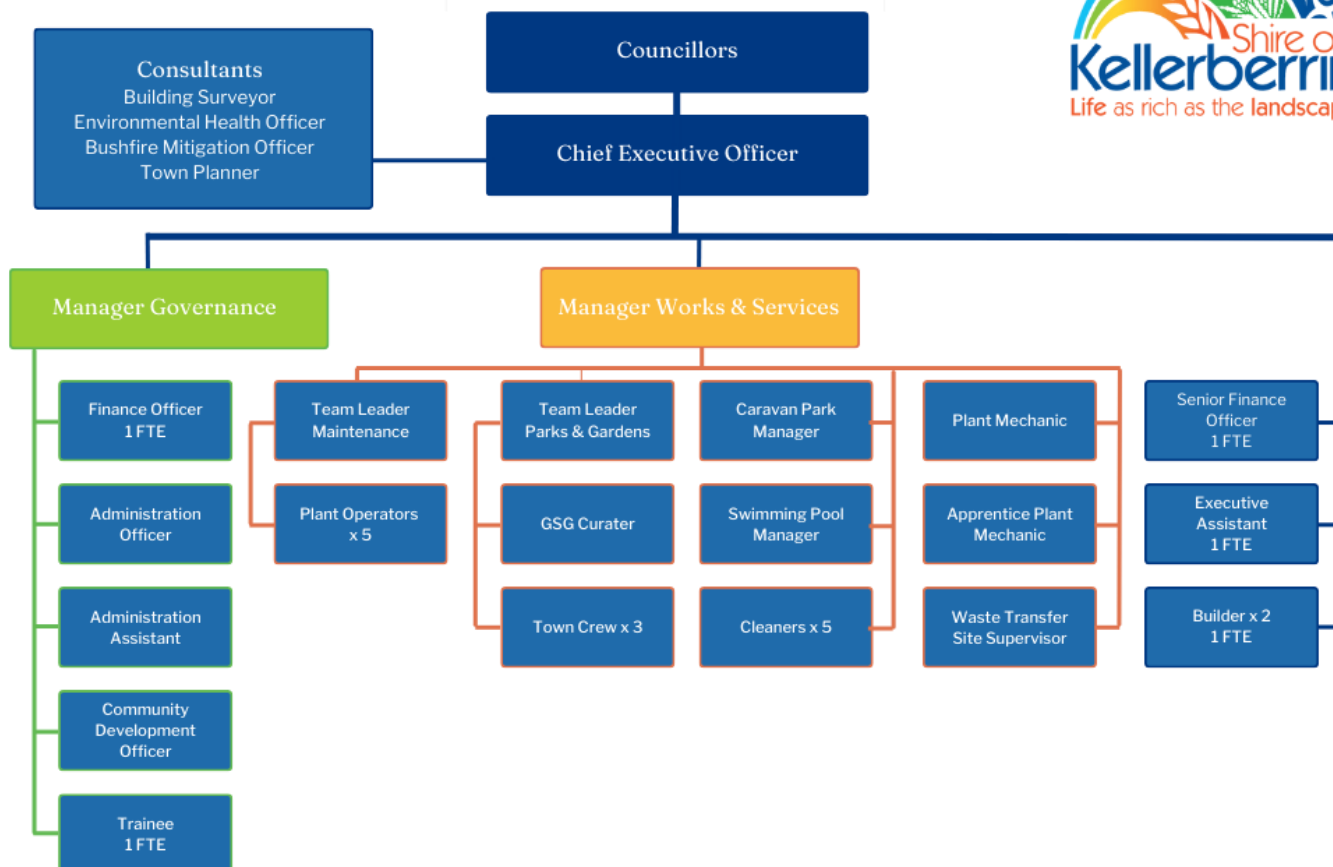
Cr Paul Brown

### Council Meetings

Full Council meets third Tuesday of each month at 4pm except January

**Main Office:**  
**110 Massingham Street, Kellerberrin, WA, 6410**  
 Email: [shire@kellerberrin.wa.gov.au](mailto:shire@kellerberrin.wa.gov.au)  
 Website: [www.kellerberrin.wa.gov.au](http://www.kellerberrin.wa.gov.au)  
 Telephone: 9045 4006  
 Facsimile: 9045 4437

# Organisational Chart



***The Shire of Kellerberrin is an equal opportunity employer and provides a smoke free work environment.***



### LINE MANAGEMENT

<b>Responsible to:</b>	Chief Executive Officer (CEO)
<b>Supervision of:</b>	Outside Staff comprising: Team Leaders (2) Leading Hand (1) Grader Operator (2) Plant Mechanic Apprentice Mechanic Cleaners Greenkeeper Gardener/Town Maintenance Plant Operators Caravan Park Staff Swimming Pool Staff Plus Contractors

#### Internal and External Liaison:

<b>Internal:</b>	Shire President Councillors Chief Executive Officer (CEO) Management Team Employees
<b>External:</b>	Residents, ratepayers and the general public Culturally diverse people Government, non-government and private organisations Contractors Product and service suppliers

### EXTENT OF AUTHORITY

This position operates under limited direction of the Chief Executive Officer and Council in accordance with:

- Established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.
- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and workplace health & safety
- Operates in accordance with delegated authority as assigned by the Chief Executive Officer.
- All written reprimands, dismissals or appointments must be authorised by the Chief Executive Officer.
- Ability to authorise and generate purchase orders in accordance with established procedures and policies

### POSITION OBJECTIVES

To supervise, manage and control the Shire's works construction and maintenance programmes for the CEO. To provide leadership and management of the Works and Services department including the construction, maintenance, parks & gardens and Caravan Park teams.

### **Within Section**

- Direct and control staff and monitor use of materials.
- Attend, contribute and support senior management group meetings

### **Within Organisation**

- Liaise with the CEO, public, public authorities and contractors on matters required for the implementation of the works program.
- Uphold the image of the Shire with competent and efficient attendance to private works and budgeted attendance to the road program.
- Ensure adequate and trained personnel are available to carry out the tasks ancillary to the construction and maintenance program.

## **KEYS DUTIES & RESPONSIBILITIES**

### **Customer Service/Administration**

- Comply with Council's Customer Service Charter.
- Arrange materials and plant as required for Works Programme.
- Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
- Develop and maintain effective consultant links with community groups and relevant Government agencies

### **Finance**

- Monitor the progress of works and expenditure against Budget allocations and report anticipated discrepancies to the Chief Executive Officer.
- Preparation of cost estimates for Budget and work programmes.
- Assistance with the development of the annual budget
- Ensure that funding applications are applied for, monitored and delivered within the requirements of the grant/funding
- Provide regular activity and financial reports to the CEO, and at other times as requested
- Ensure that purchasing of plant and equipment and the use of contractors is carried out in line with Shire's policies and legislative requirements
- Ensure funded services including Capital and Infrastructure operate in accordance with and give effect to Government policies, standards, performance indicators and agreements

### **Management & Leadership**

- Co-ordinate and supervise contractors and works contracts.
- Supervise the operation of Council's outside workforce and allocation of distribution of work.
- Monitor the preparation of employee time sheets and verify attendance and time allocations in conjunction with team leaders.
- Ensure that safe work practices are adhered to.
- Ensure accepted work standards are maintained.
- Prepare monthly report to the Chief Executive Officer on progress of works, condition of plant and other matters considered pertinent.
- Develop and implement long term plans for the construction and maintenance of roads within the Shire
- Reviewing and monitoring the implementation of contract services provided to the Works Department
- Developing plans and programs which provide a range of cost effective, high quality, timely and customer responsive services
- In consultation with the relevant managers and supervisors, ensure that resources, including staffing levels, are appropriately allocated to meet the required outcomes of the Department
- Developing performance objectives for each works team to ensure performance standards, procedures and productivity improvement
- Ensure that all employee issues and concerns are effectively managed in line with Council's policy and procedures and legislative requirements

- Provision of high level assistance and advice to the CEO, on works matters impacting the organisation
- As a member of the Executive Team actively contribute to the development and achievement of the strategic objectives of the Council
- Attend Council meetings, Committee meetings and Working Groups as required including those scheduled out of hours from time to time
- Ensure that annual performance reviews are completed in line with the Shire of Kellerberrin's policies and procedures
- To make recommendations to the Chief Executive Officer for approval on the appointment, promotion, written reprimand, dismissal and demotion of Council Officer's in the Works & Services section.
- Direct, oversee and monitor all Works and Services including the delivery of construction, maintenance, parks and gardens and depot programs
- Direct, oversee and monitor all Caravan Park operations, asset management, development and maintenance programs,
- Undertake the role of project coordinator for various Council initiatives under instruction from the Chief Executive Officer.
- Direct, oversee and monitor all Swimming Pool operations, asset management, development and maintenance programs,
- Provide technical expertise and direction as necessary to deliver a safe and fit for purpose road network to the Shire
- Supervise the mechanic to ensure the maintenance of Council's plant and equipment is in good working order.
- Monitor productivity of labour and plant and make appropriate changes to ensure operations are performed in an efficient and effective manner.
- Assist in the selection of outside staff, preparation of job descriptions and job appointment terms.
- Preparation of tender documentation for plant, materials, contractors, etc.
- Direct, oversee and monitor all Cemetery operations, asset management, development and maintenance programs,
- Any other duties consistent with the level of this position and the principles of broad banding as required by the Chief Executive Officer.

### **Asset Management**

- Provision of cost effective, environmentally responsible design, construction and maintenance of the Council's infrastructure
- Ensuring management and maintenance of Council's plant and equipment including regular servicing and managing breakdowns effectively
- Capital works programs and relevant asset management plans are developed and managed
- Ensure that the asset registers are maintained and prioritised according to need

### **Work Health & Safety**

- Ensure that all staff fully comply with all Work Health and Safety requirements and any other applicable legislation
- Oversee safety management practices and WH&S Plans across the Organisation and within the Department in conjunction with the relevant WH&S representatives
- Undertake risk assessment, hazard identification and control and participate in accident/incident/near misses investigation and documentation
- Promptly report all accidents, incidents, near misses and hazardous situations arising in the course of work
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
- Ensure all employees and contractors are suitably qualified, trained and hold the correct licences to carry out the work

- Maintain Safe Work Procedures for the Department and ensure compliance with Safe work method statement and standard operating procedures, safety management procedures and plans
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work
- Identify and assess possible hazards, recommend and initiate appropriate solutions

## SELECTION CRITERIA

	Essential	Desirable
<b>Experience/Qualifications</b>		
Practical experience in the supervision of employees	✓	
Practical experience in developing, planning, implementing and finalising projects.	✓	
Practical experience in budget preparation and monitoring.	✓	
“HC” or “HR” class drivers licence		✓

## POSITION PREREQUISITES

No formal offer of employment will be made until the following employment prerequisites are received –

- Pre-employment Medical Examination with a General Practitioner of their choice
- current police clearance no more than six months old

## COMPLIANCE

This position will comply with all legal obligations, including by complying with:

- Workplace Health & Safety Act 2020;
- Organisational workplace health and safety policies and procedures;
- Local Government Officers (WA) Award 2021;
- Local Government Act 1995;
- Equal Opportunity Act 1984;
- Code of Conduct Policy;
- Community Engagement Policy; and
- All other applicable workplace policy and legislation.

### Work Health & Safety

All Shire employees will comply with the Shire’s WHS Policy and other Shire WHS policies and procedures and legislations relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the employee. In accordance with Shire’s policy and procedures, employees will report all hazards, incidents and near misses in the required timeframe. Assist in the management and identification of risks to ensure all Shire employee’s, contractors and the community are protected against preventable injuries and damage to property.

All Shire employees are required to comply with Council’s WH&S Policies and all legislations relevant to their role and responsibilities; Observe safe work practices and operating procedures; As well as report any hazards, incidents or near misses in accordance with WH&S requirements.

## CONFIDENTIALITY

All employees are required to sign the Employees Code of Conduct. It should be remembered that your employment may place you in a position where you will be aware of confidential information regarding staff and customers. Misuse of such information will be treated seriously and may lead to termination of employment.



As per the Code of Conduct *Employees must not access, use or disclose information held by the Shire of Kellerberrin except as directly required for, and in the course of, the performance of their duties. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.*

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995 s.5.103*,
- the *Local Government (Administration) Regulations 1996 r. 34B and 34C*, and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the CEO's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

## TERMS OF EMPLOYMENT

<b>Award</b>	Local Government Officers (WA) Award 2021	
<b>Position Status</b>	Full Time	Permanent
<b>Hours of Work</b>	Working Hours: 8:15 am - 5:00 pm 45 minute lunch break incorporating one RDO every 4 weeks (Hours negotiable due to monitoring works staff)	
<b>Overtime</b>	N/A	
<b>Award Level</b>	Negotiated Contract	
<b>Gross Wage per Hour</b>	As per Contract	Paid fortnightly to nominated bank account
<b>Gross Annual Salary</b>	Negotiated Contract.	
<b>Superannuation</b>	11.5% Employer Superannuation Guarantee Contribution Council superannuation contribution scheme is 5% of ordinary time earnings subject to conditions as per scheme requirements (you are required to put in 5% to receive the additional 5% from Council).	
<b>Probation</b>	Six (6) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
<b>Performance Review</b>	Annually – to be undertaken by the Chief Executive Officer	
<b>Leave</b>	<p><b>Annual Leave</b> 4 weeks Annual Leave allocated to the position.</p> <p><b>Personal Leave</b> Ten days sick leave per year for the first three years of service and 12 days sick leave per year for four or more years of service. (this incorporates Sick, Carers and Bereavement Leave to which an employee other than a casual is entitled without loss of pay because of his or her personal circumstances i.e. illness or injury).</p> <p><b>Long Service Leave</b> Thirteen (13) weeks after ten (10) years continual Local Government services, transferable between Local Authorities within Western Australia</p>	
<b>Uniform</b>	Uniform allowance of up to \$500.00, after the completion of the six (6) month probation. All uniforms are the property of the Shire of Kellerberrin as it is embroidered therefore if you were to terminate all uniforms are to be returned. You are responsible for the maintenance and security of the clothing, Footwear and Protective Equipment provided other than fair wear and tear caused through ordinary use. You will also be responsible for the security of the relevant issues. You are required to dress appropriately for your job and for this reason Council provides extremely generous clothing, footwear and protective equipment arrangements.	
<b>Vehicle</b>	The Local Government agrees to provide for the business and private use of the Officer a motor vehicle of a standard of a 4WD Dual Cab Trayback Utility or equivalent. Council is to meet all costs of the vehicle.	
<b>Housing</b>	Council housing is available. Council will provide full rental on housing as required	
<b>Job Location</b>	Kellerberrin, Western Australia 6410	

## Remuneration Details

Employment is offered under a performance based contract of three years with a remuneration package of \$159,795 to \$183,095 per annum, which comprises:

### Remuneration Package

• Salary	\$ 95,000	\$ 115,000
• Superannuation Guarantee (11.5%)	\$ 10,925	\$ 13,225
• Superannuation – Matching (Policy) (5%)	\$ 4,750	\$ 5,750
• Associated FBT	\$ 7,900	\$ 7,900
• Professional Membership	\$ 440	\$ 440
• Vehicle	\$ 13,500	\$ 13,500
• Uniform	\$ 500	\$ 500
• Gym Membership	\$ 180	\$ 180
• Rental Subsidy	\$ 15,600	\$ 15,600
• Utilities (power, water, home phone)	\$ 8,000	\$ 8,000
• Mobile Phone	\$ 3,000	\$ 3,000
	\$159,795	\$183,095

\*Superannuation of up to 16%, based on 11.0% superannuation guarantee contributions and an additional 5% contingent upon employee contributions;

### Please note:

- 17.5% leave loading on four weeks annual leave are factored into the base salary.
- The Council will pay the relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects. Reasonable travel costs to Kellerberrin and transport of one personal vehicle will also be paid to a total amount of up to \$3,000 any excess negotiable with reimbursement required at 100% if the officer leaves within 12 months and 50% if the officer leaves within 24 months.

### PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the Competency Requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

If possible, your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

**Applications** can be either be emailed (preferred), or posted but must be received before the closing advertised date.

Email address for applications: ea@kellerberrin.wa.gov.au

Postal address for applications:

Mr Raymond Griffiths,  
Chief Executive Officer  
Shire of Kellerberrin  
PO Box 145  
KELLERBERRIN WA 6410  
marked "Private & Confidential - MWS Shire of Kellerberrin."

In order to qualify as a valid application you must include all the following information.

#### Resume (Curriculum Vitae) which comprise of:

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

#### Statements Addressing the Competency Requirements (Selection Criteria):

- Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criteria is dependent on the position you are applying for an your discretion. As a guideline, a quote to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

#### Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

The successful applicant will be required to obtain relevant Police Clearances.

#### Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in your application.

- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

### **Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

### **Late Applications**

In fairness to all applicants, late applications cannot be received by Council.

### **The Interview**

An interview will be conducted by a panel of which the membership will be advised prior to the interview.

The interview questions predominantly will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To assist you in preparing for the interview, you may be asked questions on the following topics:

- Focus on the selection criteria and this of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think on any problems you would encounter and how you would resolve them.
- If the position is a supervisory role, think about your responsibilities as a Supervisor.
- If you have any relevant reports or other work which you have which will provide examples of your skills and abilities, you should prepare it for a presentation at the interview.
- Prepare a few question that you may wish to ask of Council.

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position regardless of your previous experience or reputation.
- Try to remember the names of the person/people interviewing you.
- You will be provided a copy of the questions to the interview to prepare brief notes immediately prior to your interview.
- If you do not understand a question or part thereof please ask for clarification of request the question be repeated.
- Give direct honest answers to the questions with direct experience you may have had.

The interview panel will record your replies to the questions to assist them in accurately recalling your responses to question when determining the successful applicant.

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.