

**Shire of Bruce Rock  
Manager of Works and Services  
Application Pack**



# SHIRE OF BRUCE ROCK

## Manager Works and Services

An outstanding opportunity exists for an enthusiastic professional to become part of a growing and innovative Shire.

The Bruce Rock Shire is ideally located just 245km east of Perth in the Eastern Wheatbelt region. Bruce Rock has a district hospital, doctor, dentist and chemist. Other facilities include excellent educational and shopping amenities and its sporting and recreational facilities are second to none. All of these facilities help make living in Bruce Rock, as part of a great community, very comfortable.

The successful applicant will be responsible for overseeing Council's outside workforce, helping deliver Council's Integrated Strategic Planning and Budget, develop and ensure Council's road plan is completed. Liaise with Chief Executive Officer, Council, public and contractors on matters relating to works functions of the Shire. Ideally you will have experience in a Local Government management role and a good understanding on the workings of Local Government.

The position will be offered for a three to five year contract with a remuneration package offered from \$110,150 to \$127,850 per annum. The package includes additional superannuation, private use of vehicle, subsidised Council housing. Reasonable relocation expenses will be negotiated where appropriate.

To obtain the application package either visit Council's website [www.brucerock.wa.gov.au](http://www.brucerock.wa.gov.au) or contact Catherine Dunn on 08 9061 1377 or email [dceo@brucerock.wa.gov.au](mailto:dceo@brucerock.wa.gov.au).

Applications, addressing the selection criteria, including the names of two referees marked "Confidential – Manager of Works and Services", will be received until 4.00 pm on Friday 7 August 2015.

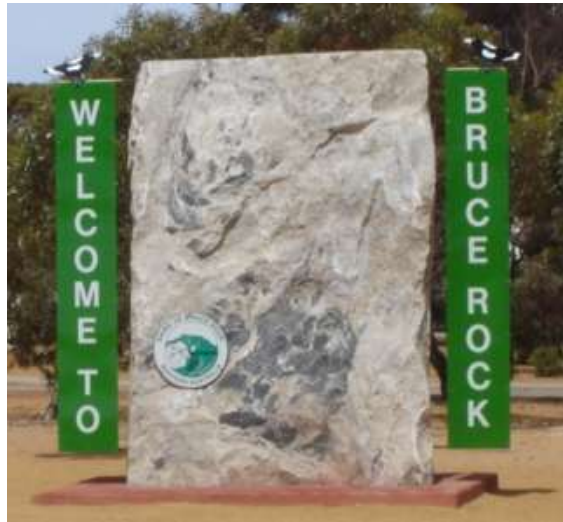
Darren Mollenoyux  
Chief Executive Officer  
Shire of Bruce Rock  
PO Box 113  
BRUCE ROCK

## THE ORGANISATION

The Shire of Bruce Rock has a total annual revenue of approximately 5 million dollars and consists of 9 councillors, including the Shire President.

Council currently meets the third Thursday of every month, with the meeting commencing at 1.30pm. Council does not meet in January.

The Shire of Bruce Rock employs around 40 staff members, including inside and outside workers. Additional external contractors and services includes rubbish collection and Ranger Services.



## THE STAFF

Chief Executive Officer (CEO)	1
Deputy Chief Executive Officer (DCEO)	1
Manager of Finance	1
Manager of Works & Services	1
Building Surveyor	1
Environmental Health Officer	1
Natural Resources Management Officer	1
Foreman	2
Senior Finance Officer	1
Administration Staff	4
Plant Mechanic	2
Town Maintenance	5
Outside Workforce	9
Gardeners	3
Cleaning Staff	2
Aquatic Centre Manager	1
Recreation Manager	1
Building Staff	2
Medical Centre Staff	3

## **PHYSICAL CHARACTERISTICS**

### **Location**

The Shire of Bruce Rock is situated in the Western Australian Wheatbelt 245km east of Perth, and includes 3 satellite town sites (Shackleton, Babakin & Ardath).

### **Population**

The permanent population of Bruce Rock townsite is approximately 700.  
The permanent population of the Shire of Bruce Rock is approximately 1100.

### **Area**

The Shire has a total area of 2,772 km<sup>2</sup> consisting of agricultural land and some nature reserves.

### **Soil Types**

Good fertile soil suitable for agriculture.

## **HISTORY**

### **The First Settlers**

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

### **Railway**

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

### **Townsite**

The town was gazetted as Bruce Rock in June 1913.

## **PHYSICAL INFRASTRUCTURE**

### **Roads**

Total Length in the district	1258
Main roads	72
Sealed local	425
Unsealed local roads	761

## **PUBLIC UTILITIES**

### **Water**

Water Corporation

### **Sewerage**

Leach & Septic Individual Systems.

### **Electricity**

Electricity is supplied by the Western Power electricity grid

### **Telephone**

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

## **BUSINESS AND INDUSTRY**

### **Rural**

Mixed farming- wheat and other cereals, wool, sheep, cattle and pigs.  
Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

### **Support Industries**

Metal Fabrication, Light industrial, agricultural agencies and transport operations.

## **COMMUNITY SERVICES**

### **Health**

20 bed hospital servicing by a resident local GP  
Dentist  
Physiotherapy

### **Emergency Services**

St Johns Ambulance  
Volunteer Emergency Services



### **Education and Training**

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12. Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

### **The Town and District Halls**

Halls have been built at Bruce Rock, Babakin & Shackleton.

## **Recreation Centre and Facilities**

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, hockey, netball, tennis and squash. A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



## **Other Services**

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

## **Bruce Rock Federation Amphitheatre & Sculpture Park**

The Bruce Rock Federation Amphitheatre was officially opened in October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is host for many get-togethers, community events including the annual Vietnam Veterans Reunion.

The adjoining Sculpture Park has contributions of artwork from all around the region and is a unique place for a family picnic or a stroll through the picturesque gardens that also become a popular venue for weddings.



## **TOURISM**

### **Granite Way**

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

### **Museums**

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

### **Wildflowers**

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire. A wildflower drive is also sign posted from Bruce Rock.

### **Other Places of Interest**

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank

### **Accommodation**

Bruce Rock Hotel Motel, Bruce Rock B & B, Bruce Rock Roadhouse, Bruce Rock Caravan Park Cabins and Chalets.

### **Other Information**

Should you wish to obtain additional information on the Shire and services available you may contact the CEO, Darren Mollenoyux on 08 9061 1377 or 0428 611 377.

### **Canvassing of Councillors**

*Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.*



## **THE INTERVIEW**

### **Preparing for the Interview**

An interview will be conducted by the CEO and Council representatives.

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

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think 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 of any problems you would encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a Supervisor
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask Council.

### **The Selection Interview**

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 even though you may have worked with them or have had previous experience in the position for which you have applied.
- Try to remember the names of the person/people interviewing you.
- Take time to answer each question. In some instances you will be given the opportunity to read the interview questions and prepare brief notes immediately prior to the interview.
- If you do not understand a question ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

### **After the Interview**

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.

## **SUBMITTING YOUR APPLICATION**

You may post, deliver, email or fax your application. Applications must arrive by 4.00pm on Friday 7 August 2015.

### **Mark your application:**

#### **Post:**

**“Confidential”**  
Manager of Works and Services  
PO Box 113  
Bruce Rock WA 6418

#### **Email:**

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

#### **Fax:**

(08) 9061 1340

Should you require any further information or assistance please contact:

Darren Mollenoyux  
Tel: 08 9061 1377  
Mobile: 0428 611 377  
Email: [ceo@brucerock.wa.gov.au](mailto:ceo@brucerock.wa.gov.au)

## **Statement of Claims against the Selection Criteria**

Your Selection for an interview will depend on you demonstrating that you meet the essential criteria.

### **When preparing your statement of claims**

- 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 and your discretion. As a guideline, a quarter 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.

### **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.

### **General Application Information**

- Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.
- Do not attach any information that is not relevant to the position that you are applying for.
- When lodging your application, submit a covering letter, Resume, Statement of claims against the criteria and written references.
- Staple all information in the top left-hand corner. DO NOT submit your application in a plastic or cardboard folders (as your application may need to be photocopied)
- Please only include photocopies of your attachments as the application will not be returned.



## POSITION DESCRIPTION

<b>Position Title</b>	Manager of Works and Services
<b>Department</b>	Works and Services
<b>Award/Agreement</b>	Local Government Industry Award 2010
<b>Classification</b>	Negotiated Contract
<b>Status/Hours</b>	Full-time / 76 hours

### Position Objective

To directly supervise and manage the Works (Construction and Maintenance) programme.

To direct and control all aspects of service delivery by Council in the Works, Maintenance and Building sections and to ensure all tasks budgeted by Council and as directed by the Chief Executive Officer are carried out in an efficient and timely manner to a high standard.

To ensure that all works are carried out to the highest standard, in a timely manner and within budget.

To provide professional assistance, information, advice and reports to the Council, Chief Executive Officer, staff, public, public authorities and others.

To be an active contributing member of the Senior Executive Team.

### Key Responsibilities and Duties

<b>Key Areas of Accountability</b>	
<b>Management of Works Programme</b>	<ul style="list-style-type: none"> <li>To effectively manage and supervise the total Works Programme and best utilising Council's workforce and contractors within Budget parameters this is to include construction crew, town crew, building crew and depot staff.</li> <li>Ensure work practices are to an acceptable standard and that a safe work place is maintained and that there is compliance with Occupational Health &amp; Safety legislation.</li> <li>Monitor productivity of labour and plant and make appropriate changes to ensure operations are performed in an efficient and effective manner.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Arrange the attendance of Staff to emergency call-outs outside normal work hours. Manager of Works and Services to ensure adequate staff resources are available for such callouts.</li> <li>Check and ensure the accuracy of daily timecards for all relevant employees.</li> <li>In conjunction with the Chief Executive Officer, conduct the appointment, promotion, written reprimand, dismissal and performance review of Council Staff in the Works section.</li> </ul>

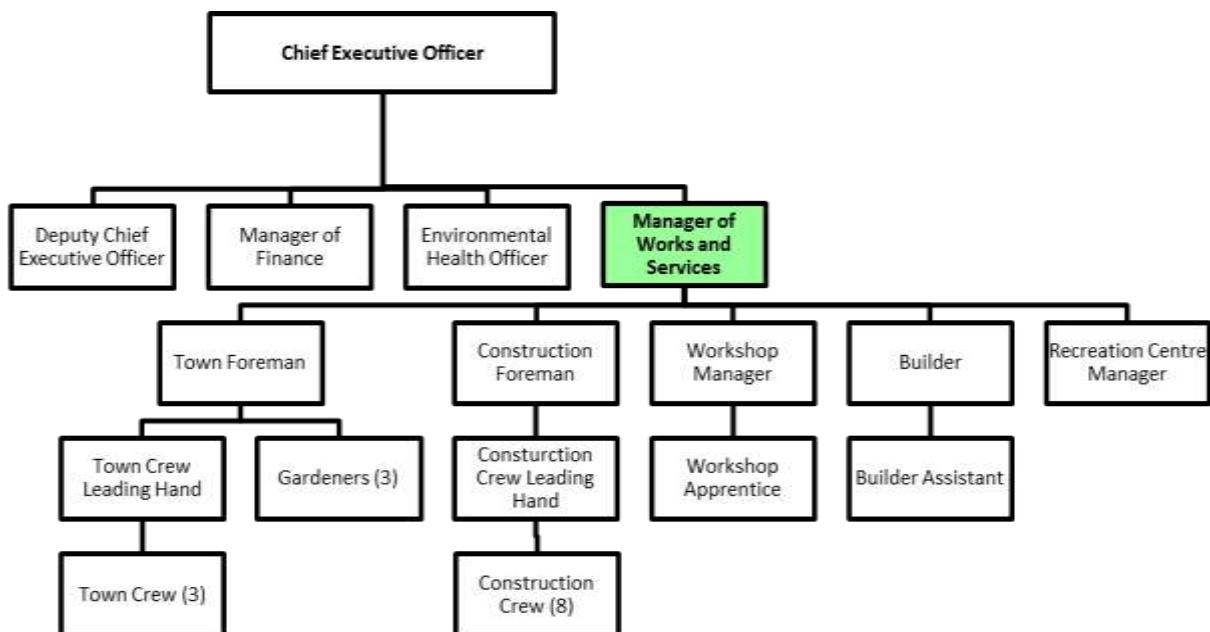
<b>Forward Planning</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Depot Manager monitor all items of plant and arrange servicing / repairs to ensure that plant is operating at its optimal level and within Budget parameters.</li> <li>• In conjunction with the Chief Executive Officer and Deputy Chief Executive Officer, prepare the Works Annual Budget and monitor budget expenditure within the areas of responsibility. Report any identified anticipated discrepancies to the Chief Executive Officer at the earliest opportunity.</li> <li>• In conjunction with the Chief Executive Officer, assist with the preparation of Council's Annual and 5 year works program and Road Project and Black Spot funding submissions and acquittals.</li> <li>• Provide advice on plant replacement and equipment, and in conjunction with the Chief Executive Officer, manage Council's adopted 10 Year Plant Replacement Program.</li> <li>• In conjunction with the Senior Management team aid in the implementation of Integrated Planning particularly in the area of Asset Management.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure that all relevant policies, specifications, standards and budgets within the areas of responsibility are adhered to.</li> <li>• Prepare a monthly written report to Council.</li> <li>• Attendance at the following meetings or part of meeting as requested by Council:- <ul style="list-style-type: none"> <li>○ Council Meeting (monthly, Works portion of meeting only except January)</li> </ul> </li> <li>• Liaise with the general public and Government Departments, Agencies, Utilities and external consultants on all aspects of the Works section and related areas of responsibility.</li> <li>• All other duties consistent with the senior level of this position and as authorised by the Chief Executive Officer.</li> </ul>
<b>Occupational Safety and Health</b>	<ul style="list-style-type: none"> <li>• Demonstrate a strong commitment to Occupational Safety &amp; Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others.</li> </ul>

### Position Requirements

<b>Skills</b>	<b>Knowledge</b>	<b>Experience/Qualifications</b>
Developed leadership and decision-making skills.	Sound practical knowledge of Local Government Works, Programming and Implementation.	Desirable to have at least 2 years practical supervisory experience.
Team development skills.	Working knowledge of Works Budgeting and Materials estimating.	Experienced in the construction and maintenance of roads for local or public authorities or private contractors.
Well developed communication skills, both written and verbal.	Working knowledge of plan and design interpretation and use of levels - desirable.	Experienced in footpath and drainage construction and maintenance works.

Skills	Knowledge	Experience/Qualifications
Developed management and organisational skills.	Sound knowledge of the safe and efficient operation of heavy plant and the maintenance of heavy plant.	Desirable to have undertaken formal training/studies in supervision/management / plant operation / traffic management.
Good public relations & interpersonal skills.	Sound knowledge of Local Government Law and other relevant legislation in respect of working in Streets / Roads.	Essential – “C” class drivers licence.
Developed problem solving and conflict resolution skills.	Knowledge of Occupational Health & Safety and Equal Employment Opportunity requirements.	Desirable – “HC” or “HR” drivers licence.
Computer literacy skills.	Working knowledge of Awards, disciplinary, dispute resolution procedures and performance reviews.	
	Working knowledge of information technology.	
	Knowledge of the functions of Local Government.	
	Working knowledge of Local Government law and meeting procedure.	

## Organisational Relationship



<b>Responsible to</b>	<b>Responsible For</b>
Chief Executive Officer	Construction Foreman
	10 Works Employees
	Town Foreman
	Town Works Crew
	Rec Centre Manager and Gardeners
	Building Crew
	Depot Manager
	Workshop Crew

### **Internal/External Liaison**

<b>Internal</b>	<b>External</b>
Shire President and Councillors	Community Groups
Chief Executive Officer	Ratepayers/Residents
Other Executive Staff	Various Business Organisations (including Contractors to Council)
Other Staff	Government Departments
	Local Government Agencies
	External Consultants

### **Extent of Authority**

Operate under limited direction of the Chief Executive Officer and Council within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

Operate 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.

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
Developed leadership and decision-making skills	✓	
Team Building skills	✓	
Well developed communication skills, both written and verbal	✓	
Developed time management and organisational skills	✓	
Excellent public relations & interpersonal skills	✓	
Developed problem solving and conflict resolution skills	✓	
<b>Knowledge</b>		
Knowledge of Occupational Health & Safety and Equal Employment Opportunity requirements	✓	
Working knowledge of Local Government law and meeting procedure.		✓
Knowledge of the functions of Local Government.		✓
Commitment to professional development / training in relevant Works Construction and supervisory areas.		✓
Working knowledge of Awards, disciplinary, dispute resolution procedures and performance review procedures		✓
Working knowledge of human resource development (ie training programmes)		✓
Working knowledge of plan and design interpretation and reading of levels		✓
Understanding of the "Roman II" Asset Management Software.		✓
<b>Experience/Qualifications</b>		
Essential – "C" class drivers licence.	✓	
Practical experience in footpath and drainage construction and maintenance works.	✓	
Practical experience in the supervising of Road Construction and Maintenance projects and Town Works.	✓	
Practical experience in developing planning, implication and finalising projects.	✓	
Experience in planning and budgeting projects.	✓	
Experience in developing planning and implementing and maintaining an assets management plan.	✓	
Practical experience in using computers and relevant software packages	✓	
"HC" or "HR" class drivers licence.		✓
Practical experience in the construction and maintenance of roads for local or public authorities or private contractors.	✓	

## **PROPOSED SALARY PACKAGE**

The Council is offering a negotiable salary package with a cash component of \$75,000 to \$90,000 per annum which takes into account the requirement to attend Council and Committee Meetings outside ordinary working hours.

### **Salary (Cash Component)**

The Employee's salary shall be payable fortnightly, in arrears to a bank account(s) nominated by the Employee.

### **Award**

Employee conditions are in accordance with the Local Government Industry Award 2010.

### **Hours of Employment**

Normal working hours are 7:00am to 3.30pm with a ½ hour lunch break or 7:00am to 4:00pm with 1 hour lunch break.

The position accrues 1 Rostered Day of Per Month.

Additional hours of work are required to attend meetings or requirements of the position, this is included in the package.

### **Annual Leave**

Employee will be entitled to four (4) weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.

### **Housing**

If required, Council will provide a fully maintained executive residence for the Officer. Council will provide a "Water Allowance" of 500KL per annum.

Officer to be responsible for all other utilities consumed. Rent is not charged for the residence.

### **Motor Vehicle**

The Council shall provide negotiated private use of a Motor Vehicle, equivalent to a Ford Territory for the use of the Employee, as per Council policy. The employee will contribute \$50.00 per week towards the running costs of the vehicle.

The Council shall be responsible for all running costs of the Motor Vehicle including but not limited to all registration, insurance, fuel and repair costs of the Motor Vehicle except where petrol is to be paid by Officer whilst on annual leave or extended travel.

### **Long Service Leave**

The Officer is entitled to long service leave in accordance with the Regulations.

### **Telephone**

The Council provides the employee with a home telephone and will pay for line rental and all reasonable charges.

The Council will provide a mobile telephone for business purposes with all costs to be paid by Council.

### **Uniform**

An annual allowance of \$450 will be made for the provision of approved uniform expenses.

## **Superannuation**

- (a) The Local Government shall pay any superannuation guarantee charge (as defined in the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992) payable by the Local Government in respect of the Officer ("**Statutory Superannuation entitlement**")  
***Currently Council is paying over the superannuation guarantee and contributes 10% instead of the required 9.25%.***
- (b) If (and only if) the Officer contributes up to 8% of the salary to superannuation from the Officer's own resources, the Local Government shall make an equal contribution to superannuation on behalf of the Officer of a percentage of the salary equal to:
  - (i) 8% of the salary.
- (c) All contributions by way of superannuation must be paid by the Local Government in accordance with the Act and any other law but the Officer shall be permitted to have superannuation contributions paid by the Local Government into a superannuation fund of the Officer's choice if permitted under the Trust Deed of the Western Australia Local Government Superannuation Fund.
- (d) At the request of the Officer, the Local Government may from time to time vary the amount of the Officer's contributions towards superannuation by way of salary sacrifice.

## **Fringe Benefit Tax**

The Council must pay any liability with respect to fringe benefits tax incurred as a result of the benefits provided in this Contract, or the ordinary carrying out of Council business by way of functions or travelling.

## **Medical Examination**

The Officer will be required as a condition of appointment to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. Council will bear the full cost of Pre-Employment Medical Examination. A copy will be retained in the employee's personal file and made available for the employee.

## **Alcohol and Drug Testing**

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire you may be required to take a test under the Shire's drug and alcohol policy.

## **Police Clearance**

The Officer may be required as a condition of employment, to provide a current "Police Clearance" at Council's expense.

## **Relocation**

If necessary, Council will negotiate the reimbursement of relocation expenses with the successful applicant.

## **Professional Development**

Provision is available for the officer to participate in relevant training and attend relevant conferences, as approved by the Chief Executive Officer.

## **Remuneration Details**

Employment is offered under a contract period of three years with a remuneration package between \$110,150 and \$127,850 per annum, dependant on skills and experience. The package comprises of:

### Remuneration Package

• Salary	\$ 75,000	\$ 90,000
• Motor Vehicle (WALGA Valuation)	\$ 14,000	\$ 14,000
• Superannuation Guarantee 10%	\$ 7,500	\$ 9,000
• Superannuation (Policy Matching 8%)	\$ 6,000	\$ 7,200
• Rental Subsidy \$50 p/w	\$ 2,600	\$ 2,600
• Telephone Landline & Mobile	\$ 1,500	\$ 1,500
• Water Charges	\$ 600	\$ 600
• Conference/ Seminars & Training (approx.)	\$ 2,500	\$ 2,500
• Uniform	\$ 450	\$ 450
	<b>\$110,150</b>	<b>\$127,850</b>