

Notice of Special Meeting



31 Burrowes Street, Darkan
Western Australia 6392
Telephone: (08) 97362222
Facsimile: (08) 97362212
shire@westarthur.wa.gov.au

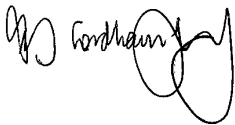
Dear Elected Member

The next Special meeting of the Shire of West Arthur will be held on Tuesday 10th May in the Council Chambers commencing at 6.00pm.

Schedule

6.00pm Special Council Meeting

Vin Fordham Lamont
Chief Executive Officer



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of West Arthur for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of West Arthur disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of West Arthur during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of West Arthur. The Shire of West Arthur warns that anyone who has an application lodged with the Shire of West Arthur must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of West Arthur in respect of the application.

AGENDA

Shire of West Arthur
Special Council Meeting
10th May 2022

MISSION STATEMENT

To value and enhance our community lifestyle and environment through strong local leadership, community involvement and effective service delivery.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of West Arthur.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of West Arthur Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of West Arthur Office and the Shire of West Arthur website within ten (10) working days after the Meeting.

Vin Fordham Lamont
Chief Executive Officer



SHIRE OF WEST ARTHUR - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

Please Note: Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

Please see Notes on Public Question Time on Pages 4 and 5 above

* **Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.



APPLICATION FOR LEAVE OF ABSENCE

(Pursuant to Section 2.25 of the *Local Government Act 1995* (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day;
or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending;
or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, _____ hereby apply for Leave of Absence from the
 West Arthur Shire Council from _____ to _____ for the
 purpose of _____

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

(1) I, _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on

(2) _____

(3) Agenda item _____

(4) The type of interest I wish to declare is;

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(5) The nature of my interest is

(6) The extent of my interest is

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item is to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

**DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST
AFFECTING IMPARTIALITY*****Financial pursuant to Sections 5.60A of the Local Government Act 1995*****5.60A – Financial Interest**

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995**5.60B – Proximity Interest**

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995**5.61 – Indirect financial interest**

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007**11 – Disclosure of interest**

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Shire of West Arthur

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2022 to December 2022, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE		LOCATION	TIME
January 2022	No meetings Scheduled		
15 February 2022	Council Meeting	Council Chambers	7.00pm
15 March 2022	Council Meeting	Council Chambers	7.00pm
12 April 2022	Council Meeting	Council Chambers	7.00pm
17 May 2022	Council Meeting	Council Chambers	7.00pm
21 June 2022	Council Meeting	Council Chambers	7.00pm
26 July 2022	Council Meeting	Council Chambers	7.00pm
16 August 2022	Council Meeting	Council Chambers	7.00pm
20 September 2022	Council Meeting	Council Chambers	7.00pm
18 October 2022	Council Meeting	Council Chambers	7.00pm
15 November 2022	Council Meeting	Council Chambers	7.00pm
13 December 2022	Council Meeting	Council Chambers	7.00pm

SHIRE OF WEST ARTHUR

Agenda for the Special Meeting of Council to be held in the Council Chambers on Tuesday 10th May 2022 – commencing at 6.00pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

COUNCILLOR'S: Cr Neil Morrell (Shire President)
Cr Graeme Peirce (Deputy Shire President)
Cr Neil Manuel
Cr Adam Squires
Cr Karen Harrington
Cr Robyn Lubcke
Cr Duncan South

STAFF: Darren Friend (A/Manager Corporate Services)

APOLOGIES:
Vin Fordham Lamont (Chief Executive Officer) *COVID-19 Protocol*

LEAVE OF ABSENCE:

ABSENT:

MEMBERS OF THE PUBLIC:

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**4. PUBLIC QUESTION TIME****5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. DISCLOSURES OF INTEREST**

8. REPORTS OF OFFICERS**8.1 APPOINTMENT OF MANAGER WORKS AND SERVICES**

File Reference:	2.15.4
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – Acting Manager Corporate Services
Authorising Officer	Vin Fordham Lamont - Chief Executive Officer
Date:	5 May 2022
Disclosure of Interest:	Nil
Attachments:	Advertised MWS Package
Previous Reference:	Nil

Summary:

Following the recruitment process and in accordance with Section 5.37 of the Local Government Act 1995 Council is requested to consider endorsing the appointment of a new employee to the position of Manager Works and Services.

Background:

The former Manager Works and Services Jamie Muir tendered his resignation to the Chief Executive Officer on Monday 28 March 2022 giving four weeks' notice and finished his employment with Council on Friday 29 April 2022.

Comment:

Advertising of the vacancy commenced on Friday 1 April and closed on Wednesday 20 April 2022 with only one application being received which was considered unsuitable. The CEO then commenced contacting prospective applicants, currently engaged in a similar role at other Councils who may be ready to make a change of location.

One such applicant was asked to come in for an interview on Monday 2 May 2022 with the CEO, Shire President Neil Morrell and the Acting MCS being present. The applicant is deemed suitable for the role and in order to commence employment with the Shire of West Arthur in a timely manner (three months' notice is currently required), Council is requested to endorse the appointment of Gary Rasmussen to the role of Manager Works and Services and delegate to the Chief Executive Officer to negotiate a contract with the successful applicant, within the parameters set as part of the advertised package.

Consultation:

Shire President – Neil Morrell
CEO – Vin Fordham Lamont
A/MCS – Darren Friend

Statutory Environment:

Local Government Act 1995
S5.37 – Senior Employees

Policy Implications:

G1.10a Human Resources Policy

Financial Implications:

Nil – Package is similar to outgoing MWS.

Strategic Implications:

Community Strategic Plan Towards 2031

Leadership and Management – inspirational, dynamic, transparent

Outcome 5.2 Shire staff are well trained, motivated and customer focused

Risk Implications:

Risk	N/A
Risk Likelihood (based on history and with existing controls)	5
Risk Impact / Consequence	4
Risk Rating (Prior to Treatment or Control)	20
Principal Risk Theme	Compliance Failures
Risk Action Plan (Controls or Treatment Proposed)	Invest in adequate human resources.

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council:

1. accepts the Chief Executive Officer's recommendation to engage Gary Rasmussen as the Manager Works and Services; and
2. delegates authority to the CEO to negotiate a contract of employment with Mr Rasmussen within the parameters set in the attached advertised package.

Moved: _____

Seconded: _____

CARRIED BY ABSOLUTE MAJORITY:**ATTACHMENT**

MWS Applicant Information



APPLICATION PACKAGE

MANAGER WORKS AND SERVICES

Applications for this position close at 4pm on Wednesday 20 April 2022.

Position Advertisement

Council is seeking suitably qualified applicants for the current vacancy.

Responsible for ensuring the Shire's road network and public facilities are maintained to a high standard, the successful applicant will be required to develop and implement the annual and long-term works programs and oversee all infrastructure asset management including capital works and maintenance.

Aa attractive three to five year performance based contract is offered. Salary and benefits are subject to negotiation and include:

- Cash component \$90,000 to \$110,000 per annum.
- 4 x 2 house with large shed.
- 9 day fortnight.
- Private use of vehicle.
- Up to 11.5% superannuation.
- Professional development.
- Relocation expenses.

The Shire of West Arthur is located in the south-west of the wheatbelt region. Its major population centre is the town of Darkan which is 200km south of Perth and 115km east of Bunbury.

Applications are to be submitted to mcs@westathur.wa.gov.au and will close at 4pm on Wednesday 20 April 2022.

Further information is available from the Shire's website www.westarthur.wa.gov.au or contact CEO Vin Fordham Lamont on 9736 2222.

Employment Application Package

Shire of West Arthur 31 Burrowes Street DARKAN WA 6392; Telephone (08) 9736 2222; email: shire@westarthur.wa.gov.au

GENERAL CONDITIONS OF EMPLOYMENT

Thank you for your interest in this vacancy.

These guidelines are to assist you in preparing a written application. Also enclosed is a position description.

If you would like to find out anything further about the position, please contact the Shire's Chief Executive Officer, Vin Fordham Lamont on 9736 2222.

General Information

Prior to any offer of employment, the applicant will be required to produce a police clearance. A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record you will be given the opportunity to discuss the matter fully before a final decision is made.

Canvassing of Councillors will disqualify.

The successful applicant will be required to provide a medical declaration and may be required to undertake a medical examination prior to an offer of employment.

Preparing Your Application

Applicants are not required to separately address selection criteria. Applications should include a resume and information about previous employment that relates to this position including duties and achievements along with at least two recent work related referees. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position. If there is a special need for confidentiality, please provide details with your application.

Applications should be emailed to mcs@westarthur.wa.gov.au with "Application Manager Works and Services" in the subject line. Applications for this position close at 4pm on Wednesday 20 April 2022.

The preferred candidates will be required to attend an interview in Darkan with a selection panel comprising the CEO, Manager Corporate Services and Manager Financial Operations.

Originals of supporting documents must be made available on request (e.g., motor vehicle licence/s and qualifications where applicable).

Probation Period

A probationary period of three (3) months applies to all new appointments. The probation period may be extended if necessary.

COMPILATION OF SALARY PACKAGE (PER ANNUM)

	Min	Max
Base Salary	90,000	110,000
Superannuation – SGC (10%)	9,000	11,000
Council Matching contribution up to (1.5%)	1,350	1,650
Motor Vehicle	17,000	17,000
Fringe Benefits Tax	8,000	8,000
Professional Development	2,000	2,000
Housing (Value \$240 per week)	12,480	12,480
Utilities (power, water, phone)	2,000	2,000
Uniform/Clothing	450	450
TOTAL	142,280	164,580

Superannuation

Superannuation of 10% in accordance with the Superannuation Contribution Guarantee shall apply. The Shire pays an additional 1.5% superannuation to employees contributing 5%. Salary sacrificing is available.

Hours

The hours for this position are generally 76 hours worked Monday to Friday 7.00am to 4.00pm with a rostered day off each second Friday of the fortnight. This position requires the person to work the hours necessary to meet the requirements of the position including attendance at Council meetings. No overtime is paid for extra hours worked however, time off may be accrued in exceptional circumstances with the approval of the CEO. If required to assist with operating plant after hours, applicable casual plant operator rate is paid.

Annual Leave

Five weeks per annum. An allowance for leave loading has been incorporated into the base salary and is therefore not applicable. The additional week of annual leave is in recognition of the requirement to attend meetings out of hours.

Uniform

Up to \$450 per annum.

Motor Vehicle

A motor vehicle (currently 4 x 4 Mitsubishi Pajero) is available for private use. CEO approval is required for private use more than 700kms from Darkan. Fuel is not provided for private use when on leave.

Housing

A 4 x 2 house constructed in 2007 with a three bay shed is available rent free. Utilities may be subsidised subject to negotiation.

Relocation Expenses

- Relocation expenses may be reimbursed to new staff as follows:
 - Being limited to removal expenses only
 - Being supported by proof of expenditure
 - Limit of \$3,500

Repayable in full if resignation occurs within 2 years of appointment.

Code of Conduct

The successful applicant will be expected to observe the Shire's Code of Conduct, and Council policies.

Location Amenities

The Shire is well serviced with various recreation and amenities including supermarket, primary school, bus to high school in Collie, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, and sporting facilities.

Further information is available from the Shire's web site or the Shire Office.

ABOUT THE POSITION

Reporting directly to the Chief Executive Officer, this position is classified as a senior employee.

The Manager Works and Services is responsible for the management of up to 17 full time equivalent staff including mechanic, parks and facilities staff, and plant operators.



The Shire’s annual road construction program is \$1.139 million in the 2021/22 financial year. Shire staff carry out the majority of the program in-house. Additionally the Shire completes other infrastructure projects each year. Infrastructure projects identified in the near future include picnic upgrades at Lake Towerrinning, upgrade to town centre public open space and play areas, redevelopment of the Darkan refuse site and improvements to water availability for stock and firefighting.

The Shire has public facilities in Darkan, Duranillin, Arthur River, and Moodiarrup.

POSITION DESCRIPTION

1. Position Identification

Title:	Manager of Works and Services				
Position Number:		Level:	N/A	Agreement/ Award:	3-5year performance-based contract
Department/Section:	ENGINEERING				
Section:	ENGINEERING				

2. Reporting Relationships

Responsible To	Chief Executive Officer
Supervision of	Outside Staff comprising: <ul style="list-style-type: none"> • Leading Hand • Plant Operators/Labourers • Mechanic • Supervisor Town and Public Facilities • Gardeners • Builder
Internal & External Liaison	Internal: <ul style="list-style-type: none"> • President and Councillors • Chief Executive Officer • Other Staff and employees External: <ul style="list-style-type: none"> • Public Utilities and Authorities • Consulting Engineer • Suppliers • Ratepayers • General Public • Government Departments

3. POSITION OBJECTIVES:

3.1 *Objectives of Position:*

Develop, supervise and control the Shire's works construction and maintenance programs which encompasses all aspects of road construction and maintenance, parks and gardens, verges, reserves, streets trees, litter management, footpaths, drainage, sporting facilities, street furniture, public facilities and any other related matters.

3.2 *Within Section:*

Prepare, implement, and monitor programs for capital improvement and maintenance of all of the Shire's infrastructure, including direction and control of staff.

3.3 *Within Organisation*

Liaise with the Chief Executive Officer, Council, public, public authorities, and contractors on matters required for the implementation of the works program.

4. The key responsibilities of this position are:

- Develop, plan and implement construction and maintenance works programs.
- Provide staff with advice and professional support to resolve issues.
- Accept responsibility for time management and project deadlines for construction programs.
- Provide guidance, advice and direction to employees within the road services unit.
- Deliver a cost effective, efficient and high-quality road construction, maintenance and management service.
- Contribute to the development of a culture of quality, industry best practice and customer focus across the works team.
- Administer and control all road construction and maintenance activities to a satisfactory standard.
- Ensure that safe work practices are adhered to and ensure safe work standards are maintained. Ensure that all accidents, workers compensation issues, and other incidents are reported and documented.
- Initiate, establish, control, organise and direct ongoing operational and forward plans and maintenance programs.
- Prepare and manage the capital works budgeted and program include forward planning.
- Consult with public utilities, other departments and instrumentalities, contractors and the public to ensure all services and contingencies affected by outside operational tasks are addressed and accordingly dealt with.
- Ensure a timely response to after hours and emergency calls.
- Supervise the mechanic to ensure the maintenance of Council's plant and equipment is in good working order.
- Prepare and implement appropriate training plans for works staff.
- Design and manage the construction of infrastructure including roads, footpaths, bridges, culverts, retaining walls etc.
- Prepare funding applications for Regional Road Group, Black Spot and other programs that may be applicable.
- Develop and implement a rolling road count program.
- Compliance with clearing legislation including compliance reporting.
- Check and ensure accuracy of accounts for payment.
- Monitor expenditure of funds against budget allocations.
- Assist in the development of strategic advice to Council on local traffic and transport related issues.
- Provide advice and reports to Council and the Chief Executive Officer in relation to Council's works programs/projects.
- Attendance at works related seminars and other conferences/training.
- Any other duties as directed by the Chief Executive Officer.

5. Occupational Health and Safety

The Shire is committed to Occupational Health and Safety in all areas of Council's operations.

As a Manager within the organisation, you will ensure that you represent the organisation in complying with the requirements of Section 19 of OSH Act which requires that –

“An employer to, as far as practicable:

- Provide and maintain a working environment where employees are not exposed to hazards,
- Provide and maintain workplaces, plant & systems of work, as far as practicable that employees are not exposed to hazards,
- Provide information, instruction, training & supervision to enable employees work without being exposed to hazards.”
- Consult & cooperate with safety & health representatives & employees.

As an employee of the organisation, you will ensure that you comply with the requirements of Section 19 of the OSH Act which requires that:

“An employee shall take reasonable care to:

- Ensure his/her own safety & health at work & avoid adversely affecting the safety & health of other persons,
- Comply, as far as is reasonably able, with instructions given by management,
- Use appropriate devices & protective equipment in the manner in which he/ she has been properly instructed,
- Not to interfere with or misuse anything provided in the interest of safety & health,
- Immediately report a hazard, incident or work injury to the employer.”

6. Equal Employment Opportunity

Employees of the Shire of West Arthur are required to adhere to the requirements of the Equal Opportunity Act 1984 (as amended) and all other associated legislation, including the Local Government Act.

7. Records Management

The incumbent is responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation.

8. Extent Of Authority

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

This position has authority to:

- approve expenditures on budgeted items up to an item value approved by the Chief Executive Officer.
- Develop works budget and other budgets for projects as required.
- Supervision of works crew and contractors.
- Makes recommendation to the Chief Executive Officer on the appointment of staff.
- Manage the civil and works based components of the annual budget.

9. Selection Criteria

Essential:

- Developed team development and leadership skills.
- Developed time management skills.
- Developed verbal and basic written communication skills.
- Developed public relations and interpersonal skills.
- Sound knowledge of plan and design interpretation.
- Sound knowledge of Occupational Health, Safety and Welfare regulations, Equal Opportunity legislation and policies.
- Demonstrated experience in human resource management including direct supervision of staff.
- At least 3 years supervisory experience in the construction and maintenance of road works for local or public authorities or private contractor.
- Familiarity with budget principles.
- Experience in traffic management
- Ability to manage a variety of task concurrently.
- Evidence of a strong commitment to quality and customer service.
- Supervisory skills of consultants and contractors engaged on a project basis
- Skills in managing time to achieve specific and set objectives which may have competing demands in the most efficient way possible with the resources available and within set timeframes.
- Level of computer literacy with industry standard software including Microsoft Office products.

Desirable:

- Working knowledge of the political environment that local government operates within.
- Formal qualifications in leadership, management or engineering.
- Hold a current "HC" class Motor Driver's License.
- Experience with the use of Roman.
- Understanding of MRWA Regional Road Groups, and Roads to Recovery program.
- Experience and knowledge of legislative requirements applicable to local government.
- Knowledge of the Shire district.
- Sound knowledge of the operation of heavy plant.
- Hold a current Worksafe Construction and Safety Awareness Training Card.
- Experience in preparation of asset management plans.
- Previous experience in the preparation, administration and acquittals of grant funding.
- Working knowledge of Main Roads and AUST Road Specifications.

9. MATTERS BEHIND CLOSED DOORS

10. CLOSURE OF MEETING

The Presiding Member to declare the meeting closed.