



*Information for Intending Applicants*

# Position of **Shire Engineer**

*October 2019*

## Table of Contents

About Wiluna:.....	3
The Shire .....	4
The Position .....	4
Remuneration.....	4
Applications.....	5
Selection and Appointment Process .....	5
Police Clearance and Medical Examination Required.....	6
Probationary Appointment.....	6
DECLARATION, AUTHORISATION, AND WAIVER.....	7
APPENDICES .....	8
Position Description .....	8

**About Wiluna:** The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna's Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town's tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Micheal Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

**The Shire:** The staff is very small and very friendly (ie. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

**The Position:** Reporting directly to the Chief Executive Officer, this is a newly created role and offers a fantastic opportunity for someone who is looking to extend their career on a part time basis.

More details about the position, including the selection criteria, are included in the position description which is appended at page 6 of this information pack.

**Remuneration:** A negotiated contract of 3 years will be offered with an overall salary package valued between \$152,500 to \$175,690 with a cash component of up to \$130,000 per annum on a pro rata basis. This position is a Fly-In Fly-Out (FIFO) role (2 weeks on 2 weeks off basis) and is based on annual working hours of 988hr (50%) per year.

**Applications:**

Applications will close at **4pm (Perth Time) on Friday, 1 November 2019.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position. In this section you must address each of the selection criteria as shown in this document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
9. The names and contact details of not less than three referees to whom enquiries will be made.
10. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 7 of this document.

**Only Online Applications will be accepted**

To submit your application, please visit the following web-page:

**<https://applynow.net.au/jobs/116780>**

**Selection and Appointment Process:**

The Shire reserves the right to require shortlisted applicants to participate in tests if considered necessary to assess the extent to which they meet specific selection criteria.

Final interviews will be held in Wiluna on a date yet to be determined.

**Police Clearance and Medical Examination Required**

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for selection interview.

**Probationary Appointment**

The successful applicant will be appointed on a probationary basis for the first six months.

**This form must be printed, signed, scanned and submitted with your application**

## **DECLARATION, AUTHORISATION, AND WAIVER**

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<p><b>Note.</b> The Shire of Wiluna undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant.</p>
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**APPENDICES**

Position Description



## **POSITION DESCRIPTION**

**Job Title:** Shire Engineer

**Department:** Technical Services

**Remuneration level:** Negotiated Contract

### **PURPOSE OF POSITION**

To assist the Chief Executive Officer (CEO) in delivering Council's required outcomes as efficiently and effectively as possible, as well as assisting in accomplishing Council's operational and strategic goals.

The position is an Executive leadership role to ensure that the key responsibilities and functions of the Technical Services area are met.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **Corporate outcomes**

- Work with the CEO and the Manager of Works (MW), members of Council and other Shire of Wiluna employees to ensure effective leadership and management of the Technical and Development Services Department;
- Contribute to the strategic development of the Shire of Wiluna's Strategic Community Plan and align operational services, assets and other resources and strategies;
- Oversee strategies to achieve and maintain commercial orientation of Technical Services and other infrastructure;
- To continually look to enhance the image of the Shire, and to maintain and develop relationships that reflects and demonstrates the core values of the organisation;

#### **Leadership**

- Promote and model professional behaviour consistent with the Shire's Code of Conduct and organisational values;
- To develop, promote and encourage positive, productive and cohesive teams throughout the organisation;

- Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers;
- Provide general and technical guidance, advice and direction to Technical Services staff.

### **Infrastructure/Plant Management**

- Assist with the planning and implementation of a legible road hierarchy for the Shire and be responsible for traffic planning at a strategic level;
- Assist with the construction and maintenance schedules and plans of all capital and operational infrastructure networks throughout the Shire, including but not limited to roads, pavements, drainage, culverts, airport, waste etc;
- Responsible for Construction and maintenance schedules and plans of all parks and gardens throughout the Shire;
- To assist with the preparation and manage all tenders relating to road and infrastructure projects or services in accordance with legislative requirements;
- Provide advice and assistance with purchasing and maintenance of all new and existing plant and equipment as per the Plant Replacement Program;
- Provide asset management advice and information;
- Ensure that the construction and maintenance schedule and plans of all Shire buildings, infrastructure and equipment is completed;
- Administer and oversee applications for funding for the Department;

### **Financial**

- Assist with the development, monitoring and amending of the Shires Asset Management Plan, Plant Replacement Program and other Integrated Planning & Reporting Framework documents;
- Provide input and information in relation to other operational and strategic documents or plans, including annual budget;
- Responsible for ensuring that all capital and maintenance work that is completed within the Technical Services Department is within budget, and value for money;
- Responsible for developing costs of infrastructure works in the Forward Capital Works Plans, and in the Long Term Financial Plan, that meet with agreed service levels;
- Ensure grant funding is expended in accordance with agreements and that the acquittals are completed in accordance with the agreement.
- Regularly monitor Departments financial accounts and report any significant variances to the CEO.
- Ensure all purchases/contracts are made in the best interests of the Shire.

## **Governance & Compliance**

- Work within the Local Government Act and other relevant legislation and regulations relating to the Technical Services functions;
- Ensure the Shire of Wiluna complies with all requirements pertaining to Technical and Development Services functions.
- Ensure that there are strong controls and transparency of the Shire of Wiluna's governance and operations;
- Ensure that ethical and informed decisions are made based on the Shire of Wiluna's Code of Conduct;
- To ensure that all documents relating to Technical Services are registered and managed in accordance with the Shire of Wiluna Record Keeping Plan.

## **Human Resource Management**

- Report Human Relations matters within the Technical Services Department to the CEO;
- Ensure that the safe work practices, OSH policies/procedures and EEO principles that have been implemented are adhered to by the Technical and Development Services employees.

## **Communications**

- Responsible for assisting in producing public relations media releases and communications and ensuring that service standards are monitored and met in the Technical Services Department;
- To provide information for media releases/external communications to ensure that the image of the Shire is enhanced, that any achievements are recognised, and that the promotion of the Shire is continually improved upon.

## **General**

- Undertake project management duties as required.
- Regularly attend meetings including senior management meetings.
- All other duties as directed by the CEO.

## **Relationships**

**Responsible to:** Chief Executive Officer

**Supervision of:** Nil

### **Internal/external liaison:**

#### **Internal:**

##### **With:**

##### **Purpose**

1. CEO and Councillors

To carry out duties effectively and productively

2. Manager of Works

Provision of technical advice, support, guidance and leadership

3. Technical Services S

To carry out duties effectively and productively

#### **External:**

Including but not limited to:

- Government Departments
- Key stakeholders for the Shire of Wiluna
- Residents and ratepayers
- Other Local Governments
- Consultants
- Contractors
- Suppliers

### **Extent of Authority**

- The position operates with the autonomy expected of a senior professional officer, within legislation, policies and guidelines;
- Works under the limited direction of the CEO.

## **PROFESSIONAL ATTRIBUTES AND SELECTION CRITERIA**

### **Skills - Essential:**

- Highly developed verbal and written communication skills, especially with regard to technical writing;
- Excellent skills in the use of computers, particularly MS Office suite (e.g. MS-Outlook) and MS-Word;
- Highly developed interpersonal, communication and negotiation skills;
- Excellent time management skills;
- Ability to manage competing priorities and multi-faceted work duties;
- Highly developed skills in the use, understanding and interpretation of legislation;
- The ability to work within a strategic environment to deliver long term and operational strategies;
- Demonstrated contract management skills;
- Innovative thinker who can deliver a vision consistent with that of the organisation.

### **Knowledge - Essential:**

- Extensive demonstrated understanding of local government processes and procedures including but not limited to governance, legislative compliance and financial management;
- Practical experience in relation to civil construction practices and methods for Local Government;
- Practical knowledge of trades skills;
- Of procedures relating to repairs, maintenance and minor building tasks;
- Proven experience in the development of schedules and plans in relation to operational and strategic documents.
- Experience in developing asset management, and long-term renewal / construction plans;
- Contract management principles and law;
- Project Management experience including the ability to research, develop, implement and evaluate programmes. Manage concurrent and time constrained projects within budget;
- Demonstrated human resource management skills, with a strong understanding of current OSH and EEO practices.
- Demonstrated knowledge of and experience in the interpretation and certification of technical reports, plans, diagrams and drawings prepared as part of development proposals regarding, but not limited to, the following matters:

- Traffic and parking management;
- Transport assessments;
- Roadway and pathway design and construction;
- Geotechnical stability of land (i.e. cut and/or fill);
- Structural integrity (e.g. retaining walls);

**Desirable:**

- Sound knowledge of document management and service request systems.

**Qualifications - Essential:**

- Tertiary qualification in Technical, construction, project management or equivalent demonstrated experience in a similar position;
- Current 'C' class driver's license.

**Desirable:**

- Membership or eligibility for membership of the Institution of Engineers Australia.