



**Shire of Wandering**

**Manager Operations**

**Application Package**

**November 2022**

APPLICATIONS CLOSE AT 4:00pm Friday 18th November 2022

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# PROFILE - SHIRE OF WANDERING

## About Wandering

Wandering, which was established in 1866, is just over 100kms south-east of Perth and located in the Central South region of the Wheatbelt of Western Australia.

Occupying over 1950km<sup>2</sup>, the Shire borders the Local Governments of Armadale, Serpentine - Jarrahdale, Murray, Boddington, Williams, Cuballing, Pingelly, Brookton, and Beverley.

Wandering has grown into a strong farming and lifestyle community with a population of around 400. Rural production includes cereal and grain crops (oats, barley, wheat, canola and lupins), hay, wool, sheep, and cattle. With two significant mining operations in a neighbouring Shire, the community has grown in recent years as families look to settle within Wandering. Wandering's industrial estate has seen new business joining wineries, a grain accumulation and a processing plant.

Wandering has many quality facilities and amenities to suit all walks of life:

- Primary School (Years 1-6)
- Community Recreation Centre (Cricket, Tennis, Bowls, Netball/Basketball Courts)
- Golf Club
- Clay Target and Field and Game Shooting Clubs
- WA Lawn Mower Racing Club Facility
- Community Resource Centre (Public Library, Department of Transport Licensing, Centrelink, Toy Library)
- 24 Hour fuel facility
- Tavern
- Caravan Park (with Chalets)

Other facilities such as a high school, shopping centres, doctors' surgeries, dentist, aged care facilities and hospitals are located in the neighbouring towns of Boddington, Pingelly and Narrogin just a short drive from town.



# COUNCIL INFORMATION

## SHIRE OF WANDERING

### Council

Shire President: Cr I (Ian) Turton  
Deputy Shire President: Cr PM (Paul) Treasure

Councillors: Cr GR (Graeme) Parsons  
CR GK (Gillian) Hansen  
CR S (Sheryl) Little  
CR MJE (Max) Watts

Office: 22 Watts Street, Wandering WA 6308

Website: [www.wandering.wa.gov.au](http://www.wandering.wa.gov.au)

Telephone: 08 9884 1056

### Council Statistics

Population: 391 (2021 Census)  
Area: 1955 sq km  
Distance from Perth: 120 km  
Number of Electors: 356  
Length of Roads: 111km (sealed) & 310km (unsealed)

Suburbs and Localities: Bannister, Blackboy Springs, Codjatown, Dwarda, Hastings, North Bannister, Pumpreys Bridge, Wandering and Wandering Downs

Significant Local Events: Wandering Fair, Wandering Camp-out weekend, Wheatbelt Wine Awards-Long Table Lunch

Tourist Attractions: Dryandra National Park, Marradong Country, Youraling State Forest, Lupton Conservation Park, Wandering Caravan Park & Chalets, Pumpreys Campground, Wineries, Wandering Tavern, Drive Trails.

Council Meetings: The Council meetings are held on the 3rd Thursday of the month (except January) in Council Chambers at the Shire Office. Meetings commence at 3:30pm. A Council Forum meeting is held also on the first Thursday of each month at 7pm where current and emerging issues are presented for Councillors information.

# ORGANISATIONAL INFORMATION

## SHIRE OF WANDERING

The Executive Management Team includes the CEO, Manager Operations, Community Resource Centre Coordinator and Customer Services Coordinator.

Council employs a total of 17.8 FTE's, with 24 employed in various full-time, part-time, and casual positions within administration, community resource centre and operations.



### Shire of Wandering Organisational Chart - November 2022

**Alan Hart**  
Chief Executive Officer (1.0 FTE)

**Vacant**  
Manager Operations (1.0 FTE)

**Alana Rosenthal**  
CRC Coordinator (0.8 FTE)

**Lisa Boddy**  
Customer Services Coordinator (0.8 FTE)

**Contractor- Bob Widdell and Associates**  
Accountant/Finance Manager

**See Separate Chart**

**Vacant**  
CRC Assistant (0.4 FTE)

**Annette Hardie**  
Customer Services Officer (0.4 FTE)

**Theresa Wigham**  
Administration/CSO (0.75 FTE)

**Sharon McNeill**  
Finance Officer (0.8 FTE)

**Adrienne Yzerman**  
Finance/Administration Officer (0.4 FTE)

**Raewyn Street**  
Revenue Officer (0.4 FTE)

**Contractor - IT Vision**  
Rates



## Shire of Wandering Organisational Chart Operations - November 2022

**Vacant**  
Manager Operations (1.0 FTE)

**Helen Herbert**  
Administration Officer  
(0.8 FTE)

**Brad Hunt**  
Manager Works (1.0 FTE)

**Ian Price**  
Parks and Gardens Leading  
Hand (0.8 FTE)

**Rob Curtis**  
Transfer Station Attendant  
(0.4 FTE)

Contractor-Altus Planning  
Statutory Planning

**Tom Martin**  
Leading Hand/Grader  
Operator (1.0 FTE)

**Stephen Bullock**  
Gardener (0.4 FTE)

Contractor-Shire of Narrogin  
Environmental Health Svcs

**Brett Hayward**  
Grader Operator/General  
Hand (1.0 FTE)

Jordan Annesley  
Gardener (0.8 FTE)

Contractor-Shire of  
Kalamunda  
Building Services

**Charles Black**  
Plant Operator/General Hand  
(1.0 FTE)

**Vacant**  
Plant Operator/General Hand  
(1.0 FTE)

**Barry Blair**  
Plant Operator/General Hand  
(1.0 FTE)

**Contractor- Contract Ranger  
Services**  
Ranger

**Chris Annesley**  
Casual Plant Operator/General  
Hand (0.6 FTE)

**Keith Bowen**  
Plant Operator/General Hand  
(1.0 FTE)

**Bushfire Volunteers**  
Fire and Emergency Svcs



# Manager Operations

Directorate	Operations
Reports to	Chief Executive Officer
Direct Reports	Manager Works Parks and Gardens Leading Hand Administration Officer Transfer Station Attendant
Industrial Instrument	Local Government Industry Award 2020
Classification	Negotiated
Primary Location	Shire of Wandering Administration Building

- Vision and Values

Our Vision	Our Values
Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.	Adaptability
	Perseverance
	Accountability
	Diligence

- Position Benefits

Vehicle	Private use in Western Australia
Mobile	Yes
Laptop/Tablet	Yes
Employee Assistance program	Yes



# POSITION DESCRIPTION

- **Position Objective:**

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To ensure the Shire is presented to the highest standards meeting the expectations of Council and the community by managing the service delivery of operations, parks and gardens, civil works, construction, statutory services (building, planning and health) and waste disposal in a professional, safe and efficient manner in accordance with relevant standards, policies and legislation.

This position is part of the Executive Management team of the Shire and will contribute towards the strategic goals of Council.

- **Duties and responsibilities**

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## Leadership

Provide effective leadership to the Operations team in accordance with the Shire of Wandering's policies and procedures, and in consultation with the Chief Executive Officer as required. This includes but is not limited to:

- Plan, schedule and directly supervise direct reports
- Support, develop and coach direct reports to effectively fulfil their role
- Manage the performance of direct reports, identify development needs and support continuous improvement
- Participate in the recruitment of employees, and make sound appointment decisions
- Undertake general employee administration, including approval of leave applications and timesheets, as required
- Supervise contractors, volunteers and others as required

Promote positive workplace culture by encouraging communication and behaviour consistent with the Shire's Vision and Values.

## Operations

Manage Operations processes including:

- Plan, schedule and control delivery of the capital works, maintenance programs and service arrangements
- Monitor work progress, support and facilitate problem solving of task issues
- Review reports and provide feedback to staff
- Prioritise and schedule projects to ensure responsive and preventative works and new projects are completed efficiently
- Coordinate implementation of projects, manage and administer contractors

Provide technical advice to align organisational decision making towards sustainable asset management outcomes.

Establish and maintain optimal service delivery levels for Operations functions.

Monitor Operations performance against agreed levels of service including consultation with staff and other relevant stakeholders.

Prepare and implement the long-term fleet and plant replacement program.

Manage the on-going capital and maintenance requirements for all Council owned properties.





## POSITION DESCRIPTION

Review and maintain Operations policies and procedures.

Manage the budget for Operations and relevant grant funded projects in consultation with Chief Executive Officer, including:

- Prepare budget submissions, monitor and provide financial reports as required
- Monitor and approve expenditure against budget, ensuring correct staff, plant, contractors, materials and services cost allocations
- Ensure State and Federal funding for Roads is allocated and spent according to the program and budget
- Prepare funding applications, arrange process for receipt of grant income and produce grant acquittals as required, in consultation with Finance

### Waste Management Operations

Provide strategic advice and manage the Shire's waste management strategy to plan for future operations to meet future demand.

Manage operational waste disposal and the Waste Transfer Station, including:

- Plan workflow of team, allocate work tasks and provide appropriate level of guidance
- Budget for operations to meet contractual obligations
- Operate in accordance with license conditions and periodic reporting
- Plan for future operations to meet future demand

Oversee and administer waste collection services, including:

- Review waste collection contracts and services and deliver in accordance with contractual requirements, Council policies and DWER licence conditions
- Ensure all customer service enquiries are responded to promptly, including missed collections, new and replacement bins, annual collection enquiries
- Undertake regular inspections and audits of waste services and resolve any non-compliances
- Ensure prudent and transparent financial management processes are applied across all waste and recycling contract services

Maintain Waste Transfer Station licensing, including:

- Regular liaison with internal stakeholders on Waste Transfer Station operations, on site monitoring and customer services
- Prepare Annual License application and submit Annual Compliance Report to DBCA
- Manage the administration and delivery of the Waste Transfer Station waste removal contracts and services

Prepare and submit annual Waste Management reports including:

- DWER Annual Return
- Annual Environmental report for the Shire of Wandering Waste Transfer Station
- Annual Audit Compliance Report for the Shire of Wandering Waste Transfer Station

### Statutory Services

Manage the relevant contractors for the Building, Planning and Health functions to ensure that applications are dealt with in accordance with the relevant legislation and statutory timeframes.



# POSITION DESCRIPTION

## Project Management

In conjunction with the relevant Project Manager, manage projects in accordance with adopted project management framework(s) and project management systems to achieve agreed outcomes.

## Risk Management

Ensure risk management is a considered factor in the delivery of all Operations functions.

Ensure departmental responsibility is undertaken and full compliance with Risk Management requirements, including:

- Ensure employees and contractors are provided a safe work environment and safe systems of work through active promotion of Workplace Safety and Health policy and procedures, hazard management, adequate training and supervision
- Ensure that staff are appropriately trained and equipped to assess and minimise risk
- Actively promote and participate in the Work Injury Management Program
- Ensure all Contractors are inducted and managed in accordance with Council Policy and Procedures
- Develop and implement Risk Management strategies in accordance with Council Policy and Risk Management Plans to reduce liability in areas of public liability, WS&H and other areas of risk.

Ensure that the Shire maintains an effective callout system and processes to ensure timely response and attendance to after-hours call-outs as required.

Ensure compliance to MRWA requirements, Traffic Management standards and Worksafe High Risk Construction standards.

## Customer Service

Respond to internal and external customer enquiries relating to Operations as per the Shire's Customer Service Charter, including

- Support the Operations team to deal with complex issues with customers
- Manage the Shire's Statutory Services (Building, Planning and Health) by ensuring that all applications are managed within statutory timeframes.
- Liaise with land owners, developers, consultants and other stakeholders as required
- Attend meetings with community groups (sometimes out of normal working hours) as required
- Assess and rectify Operations related customer requests.

## General Duties

Promote positive workplace culture, by encouraging strong working relationships between management and employees at all levels to encourage early communication and resolution of problems and provide assistance in developing strategies to resolve issues.

Recommend Policy changes to Chief Executive Officer, review and maintain operational procedures for the department on a regular basis to ensure quality documentation is kept and implemented.

Provide timely and relevant reporting on Operations, including preparing reports for inclusion in the Council Meeting Agendas, Council Information Bulletin, Wandering Echo and other documents as required.



# POSITION DESCRIPTION

- All staff responsibilities
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## Customer service

- Foster, advocate and fulfil our Customer Service Charter.
- Through the delivery of outstanding service, establish a reputation of customer service excellence.
- Respond to internal and external customer enquiries (front counter, telephone and written) relating to your work area as per the Shire's customer service charter.

## Health and safety

- Work safely to ensure your own safety and health.
- Make sure your actions do not cause injury or harm to others.
- Follow your managers and organisation's instructions on safety and health - ask for assistance if you do not understand the information.
- Take care of any protective clothing and equipment (PPCE) in the way you have been instructed and report any concerns about it.
- Report any hazards, injuries or ill health to your supervisor or employer.
- Cooperate with your employer when they require something to be done for safety and health at the workplace.

## Risk management

- Contribute to the development and implementation of Risk Management strategies in accordance with Council policy and Risk Management plans to reduce liability in all areas of risk.

## Accountable and ethical decision making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Declare any potential conflicts of interest.

## Maintain integrity of Shire values and standards

Carry out duties in a professional manner consistent with the Shire's Code of Conduct, staff policies and procedures.

Maintain working relationships with all staff to foster positive workplace culture.

Comply with all statutory obligations including the Local Government Act 1995 and Equal Employment Opportunity Act 1984.

Manage and maintain records in accordance with the State Records Act 2000, Shire's Record Keeping Plan and Shire policy, including the creation, registration and protection of records both electronic and paper based systems.

Refrain from behaviour that is deemed misconduct as defined in the Corruption, Crime and Misconduct Act 2003.

Report any information about actual or potentially fraudulent, corrupt or illegal activities, including breaches of the Shire's Code of Conduct, the Chief Executive Officer.



# POSITION DESCRIPTION

## Extent of authority

Purchase Order approval within budget and as per Council policy.

Delegations and authorisations as per register.

## • Qualifications and Experience

Appropriate tertiary qualifications in Engineering, Design, Construction or related fields or previous experience in a similar role.

Qualifications and/or training in Project Management is desirable.

A minimum of five years' experience in a senior management position.

Strong ability to plan, develop, implement and manage the day-to-day operations of the Shire's employees and contractors in maintenance and construction.

Current 'C' Class Driver's License.

## • Behaviours

Interpersonal	Business/Management
<ul style="list-style-type: none"> <li>• Building strategic working relationships</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Information Monitoring</li> <li>• Planning and Organising</li> <li>• Safety Awareness</li> <li>• Strategic Decision Making</li> </ul>
Personal Attributes	Leadership
<ul style="list-style-type: none"> <li>• Engagement Ready</li> <li>• Work Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching</li> <li>• Delegating Responsibility</li> </ul>

## • Signatures

Employee name:

Manager Name

Signature:

Signature:

Date:

Date:



## REMUNERATION DETAILS

### Operations Manager

### SHIRE OF WANDERING

Employment is offered under a performance-based contract for a period up to five years with a remuneration package in the range of \$147,725 to \$170,825 per annum and includes:

- Base Salary (cash component) - as per negotiations
- 10.5% Superannuation
- Up to an additional 5% Superannuation Co-contribution (conditions apply)
- Executive Residence
- Motor Vehicle, with unrestricted private use in Western Australia
- All utilities are paid by the Shire - Gas, Electricity, Water, etc
- Five (5) weeks Annual Leave per year.
- Home Internet
- Laptop provided by the Shire
- Professional Development
- Professional Membership

#### Salary Package and Conditions:

##### Contract

A performance-based contract up to five (5) years duration will be negotiated with the successful candidate.

##### Base Salary

An appropriate salary will be negotiated with the successful candidate.

##### Hours of work

This position is based on a 38-hour week. However, flexibility is required and additional hours will be needed at times to achieve objectives and attend meetings, this is reflected in the remuneration for the position.

##### Residence

Council will provide a house for the Operations Manager to reside in. The residence is a furnished executive 4 x 2 residence, fenced yard and air-conditioned throughout.

##### Motor Vehicle

Council will provide a fully maintained vehicle which includes unrestricted private use within Western Australia.

##### Utilities Allowance

Council will pay the full usage costs of electricity, water, and gas.

##### Mobile Phone

Council will pay the full usage costs of a provided mobile phone.



### Superannuation

Employees have the choice to nominate a compliant superannuation fund of their choice of Superannuation Plan.

### Superannuation Guarantee

Council currently contributes 10.5% of salary. This will be paid to a compliant fund of your choice.

### Additional contributions (optional)

Council will contribute up to an additional 5% of salary when an employee contributes an equivalent percentage of their salary.

### Relocation Expenses

Council will negotiate reasonable reimbursement of relocation expenses up to \$5000.

### Pre-Employment Medical

The successful applicant will be required to successfully complete a pre-employment medical and a Drug and Alcohol test prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner, prior to the examination and costs will be paid for by the Shire of Wandering. Existing medical conditions will not preclude an appointment.

### Police Clearance

The successful applicant will be required to provide a National Police Clearance, satisfactory to Council, that is no lesser than 30 days old.

### Annual Leave

You will be entitled to five (5) weeks annual leave. Leave loading is already included in the remuneration package.



# RECRUITMENT PROCESS INFORMATION FOR APPLICANTS SHIRE OF WANDERING

Applicants who demonstrate that they meet the requirements for the position and who, from their written applications and initial telephone canvassing process, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application and outcome of telephone canvassing process (If undertaken). To enable a valid assessment of your application, it must include the following information.

## Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position (1-2 pages only).

## Demonstrated ability to undertake the duties and responsibilities - this must be provided:

This is the most important part of your application. To be eligible for consideration, a person must address how you will undertake the duties and responsibilities of the position. This will be assessed as part of the shortlisting process. Although there is no right or wrong way to format your responses, you must address each point. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties. It must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short-listed for interview.

## Resume (Curriculum Vitae) which includes:

- Personal Details - Name, address, telephone number and email address.
- 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.

## Other Documents (optional)

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

## Referees:

Applicants must provide the names and contact details of a minimum of two referees in their application. Referees will be those who can comment on recent and relevant experience. Referees' details are to be provided in the knowledge that they may be contacted shortly after the close of applications without any prior notification to the applicant.

## Equity and Diversity:

The Shire of Wandering is an Equal Opportunity Employer and celebrates diversity in its workforce. Suitably experienced applicants are encouraged to apply for this role.



### **CLOSING DATE FOR APPLICATIONS**

The closing date for applications is **4:00pm, 18th November 2022.**

Applications must take into account the position's requirements and should be sent to:

By Post: Shire of Wandering  
22 Watts Street  
Wandering WA 6308

**Marked "Operations Manager" on the front of the envelope**

By Email: [csc@wandering.wa.gov.au](mailto:csc@wandering.wa.gov.au)  
**With "Operations Manager" in the subject title**

### **INTERVIEWS**

- The final decision on this position will be decided by the Council of the Shire of Wandering.
- Interviews will be conducted at the Shire office in Wandering, Western Australia or via ZOOM if circumstances dictate.
- The Customer Services Coordinator will handle all interview arrangements and relevant communications with applicants.
- Second round interviews may be required with the preferred candidate/s that may require candidate/s to undertake a presentation to the Recruitment Panel, content of presentation will be discussed with preferred candidate/s.