



## **EMPLOYMENT PACKAGE**

### **EXECUTIVE MANAGER DEVELOPMENT & INFRASTRUCTURE**

**Applications close 8.00am Tuesday 7 December 2021**



## **EXECUTIVE MANAGER DEVELOPMENT & INFRASTRUCTURE**

Please find attached the following information to assist you with any queries you may have regarding the position of Executive Manager Development & Infrastructure with the Shire of Bridgetown-Greenbushes:

- Copy of Advertisement lodged in 'The West Australian' on Saturday 20 November 2021
- Position Description – Executive Manager Development & Infrastructure  
*Note this document contains the essential and desirable selection criteria for the position*
- Remuneration Package Details
- Information for Prospective Applicants
- Shire Profile

If you have any queries regarding the position please do not hesitate to contact the CEO, Mr Tim Clynch on 9761 0800 or via email to [tclynch@bridgetown.wa.gov.au](mailto:tclynch@bridgetown.wa.gov.au).



## **EXECUTIVE MANAGER DEVELOPMENT & INFRASTRUCTURE**

An exciting and rewarding career opportunity awaits an energetic person to fill a key strategic management role, responsible for a broad range of Shire services.

The Shire of Bridgetown-Greenbushes is seeking a person to fill the position of Executive Manager Development & Infrastructure. Key reporting areas and portfolio responsibilities of this position include Infrastructure (Engineering, Parks & Gardens, Fleet Management, Waste Management) and Development Services (Planning, Building Control, Environmental Health), in addition to a leadership role with the executive management team in organisation-wide strategic/integrated planning as well as contributing to the overall governance functions of the organisation.

A total salary package of up to \$160,610 will be negotiated with the successful applicant, which includes a salary component of up to \$125,000, superannuation, private use of a Council vehicle in accordance with Council Policy and subsidised housing rental of a 3 bedroom house. The extent of salary and salary package to the successful applicant will be dependent upon qualifications, skills and experience.

The successful applicant will be required to enter into a performance-based contract for a 3-5 year period.

Applicants need to address the Selection Criteria contained in the Information Package which can be downloaded from the Shire website <https://www.bridgetown.wa.gov.au> or can be obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au).

Your confidential application, addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by **8.00am, Tuesday 7 December 2021**. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**

## POSITION DESCRIPTION

1. **POSITION TITLE** Executive Manager Development & Infrastructure
2. **DIVISION** Development & Infrastructure
3. **DEPARTMENTS/SERVICE AREAS** Works (including road construction, road maintenance, waste, parks & gardens)  
Development Services (including Planning, Building Control and Environmental Health)
4. **AWARD COVERAGE** Contract Position in accordance with the provisions of Clause 10.2.3 of the Local Government Officers' (Western Australia) Award 2021.  
Salary paid in accordance with Clause 13.6
5. **POSITION OBJECTIVES**
  - a. To assist the CEO and the Executive Management Team to deliver Council's strategic and operational goals and targets and Council's required outcomes as efficiently and effectively as possible
  - b. To manage and lead the Development & Infrastructure division, ensuring that the Division functions are delivered within the Shire of Bridgetown-Greenbushes in accordance with Council's strategic direction, statutory regulations, Council policies and local laws.
6. **KEY DUTIES/RESPONSIBILITIES**
  - 6.1 **Outcome – Integrated Planning**
    - Contribute to the strategic development and implementation of the Shire's integrated planning framework including the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Workforce Plan.
    - Ensure operational services, assets and procedures align with Council's strategic direction as set out in its integrated planning framework.
    - Liaise between the Development & Infrastructure Division and other sections of the organisation to ensure adequate provision of service from and to the department occurs.
    - Continually look at ways to enhance the image of the Shire including maintaining and developing relationships that reflect the core values of the organisation.

- Identify and create opportunities for new ideas and continuous improvement in policy development, operations and service delivery to deliver measurable outcome improvements.
- Develop long range planning and development strategies and objectives to promote and cope with growth and change in consultation with affected communities.
- Oversee strategies to achieve and maintain commercial orientation (within local government legislative boundaries) of Divisional responsibilities and other infrastructure.
- Prepare and disseminate information to the community and assist in the public relation functions of the Council.

## **6.2 Outcome – Leadership**

- Actively promote and create a safe, positive and customer-focused workplace culture in the Division, aligned to the Council's vision and values.
- Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness.
- Lead, coach, develop and performance manage a multi-disciplinary team of staff.
- Ensure that the work program and activities for each service area are appropriately project managed and carried out on time and within budget;
- Identify clear priorities to maximise Divisional outcomes and manage risks in a fixed-resource environment.
- Develop and maintain aligned and efficient management systems and practices across the Division, including sound environmental practices and effectively manage change as required.
- Lead, advise and contribute, where appropriate, to the development and implementation of Council policies and directions that are relevant to the Division.
- Ensure annual performance reviews of all staff in the Division are carried out.
- Provide accurate reports and advice to Council and the leadership team on matters relevant to the Division's functions.
- Liaise with elected members, other staff, statutory and Government authorities, community organisations and the general public, and provide technical advice and assistance as required.
- Build partnerships with external agencies/organisations and work collaboratively across the organisation to deliver shared outcomes for the Shire and the local government sector.
- Manage staff effectively through clear and achievable work programs, clearly-communicated expectations, appropriate recognition, performance management and mentoring.

## **6.3 Outcome – Financial Management**

- Responsible for developing, monitoring and amending of the Council's Plant Replacement Program, long term capital/operating expenditure plans and other Integrated Planning and Reporting Framework documents relevant to the Division.
- Responsible for ensuring Council's Asset Management Planning with respect to the Division is developed and maintained.

- Responsible for developing costs of infrastructure and/or services in the Long Term Financial Plan.
- Responsible for preparing the Division's budget for approval by the Shire's chief financial officer and CEO to enable compilation of the final draft budget for presentation to Council.
- Responsible for managing the ongoing financial performance against the approved budget.
- Identify and deliver on opportunities for productivity gains and costs minimisation.
- Ensure that all capital and maintenance expenditure is within budget and represents value for money.
- Monitor, on an ongoing basis, the level and classification of revenue, expenditure and cash flow against the relevant Plan or budget and investigate and report on material variances.
- Undertake necessary exception/variance reporting to the executive management team and Council in accordance with approved budgets, Council policies and procedures, and delegated authority.
- Actively contribute within the executive management team in the preparation of the Strategic Community Plan, Corporate Business Plan, Budget and Long Term Financial Plan to ensure the resourcing of corporate priorities.
- Ensure timely processing of accounts for payment and the satisfaction of appropriate authorisations and funding allocations.
- Coordinate the preparation and management of procurement, including tenders where required, in accordance with legislative requirements and related Council policy.

#### **6.4 Outcome – Council Support**

- Attend Council meetings and prepare agenda items and reports for Council's consideration. □ Contribute to the Council meeting cycle by finalising agenda items in a timely manner.
- Attend and report to any standing, advisory, management or occasional committee, or working party, as required by the CEO.
- Implement Council resolutions and report regularly to the CEO of actions.
- Monitor and follow up actions on outstanding Council resolutions and report regularly to the CEO.

#### **6.5 Outcome – Governance and Compliance**

- Ensure compliance with all legislation and Council policies relevant to Divisional functions.
- Ensure that there are strong controls and transparency of the Shire's governance and operations.
- Ensure that ethical and informed decisions are made based on the Council's Code of Conduct.
- Ensure that all documents relating to Division services are registered and managed in accordance with the Shire's Record Keeping Plan.
- Ensure Divisional compliance with internal records management procedures.
- Keep a proper record and oversight of all contracts, including funding contracts with other agencies.

- Develop, maintain and manage a robust and well documented Procurement Framework that is understood and consistently applied by Divisional staff.
- Ensure that Divisional staff complies with the relevant statutory requirements.

## **6.6 Outcome – Operations**

### Works & Services

- Responsible for overseeing of 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, waste, etc.
- Responsible for overseeing of construction and maintenance schedules and plans of all parks and gardens throughout the Shire.
- Oversee the provision of mechanical and workshop services.
- Ensure service delivery occurs in accordance with endorsed service levels.

### Development Services

- Oversee the Development Services (Planning, Building and Environmental Health) functions of the organisation.
- Ensure outcomes are delivered in accordance with relevant legislation and Council policy.
- Plan for the sustainable development of the Shire, ensuring compliance with the Local Planning Scheme and community involvement in the planning process.
- Ensure the development, maintenance and review of the Local Planning Scheme and policies and local laws relevant to the work of the Development service area.
- Ensure the Shire's heritage is protected through heritage listing and assessment processes.
- Ensure the construction and maintenance of safe and healthy buildings through compliance with building and environmental health codes.
- Promote, implement and monitor public health standards.
- Ensure community compliance with statutory requirements relating to planning, building and environmental health on matters of material importance.

## **6.7 Outcome – Customer Service**

- Foster a culture of customer service excellence across the Division, including responsibility for systems and processes to ensure that all requests and complaints are logged, investigated and reported on within a timely manner and with appropriate outcomes.
- Ensure that processes and procedures exist to deliver a high level of customer service to all internal and external customers.
- Assist the CEO in enhancing the image of the Shire.

## **6.8 Outcome – Occupational Health & Safety**

- Ensure that appropriate information and training resources are provided to all staff in the Division.
- Review and revise when required policies relating to all aspects of Occupational Health and Safety, and develop draft policies for consideration by the Safety Committee and introduction into the workplace.
- Promote and maintain the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety & Health and EEO legislation and Council's Policies and Procedures.

**7. ORGANISATIONAL RELATIONSHIPS:**

**7.1 Responsible to**  
CEO

**7.2 Supervision of**

All Infrastructure & Development Division Staff with direct supervision of Manager Development Services, Coordinator Infrastructure Services, Works Coordinator and Infrastructure Services Administration Officer

**7.3 Internal and External Liaison**

External

- Government Departments and Statutory Authorities
- Ratepayers, trade persons and general public
- Contractors
- External Committees

Internal

- Councillors and staff
- Internal Committees

**8. EXTENT OF AUTHORITY**

Operates under limited direction of the CEO

**9. SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.



| <b>Key Competencies, Knowledge and Skills Required</b>  | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Bachelor's degree in a relevant discipline (e.g. Engineering, Urban and Regional Planning, Environmental Health, Building Surveying).   |                  | X                |
| A minimum of 3 years' experience in a similar strategic management position.  |                  | X                |
| Sound knowledge of engineering principles and delivery of road construction and maintenance programs.   |                  | X                |
| Sound knowledge of the statutory requirements, procedures and practical application of Western Australian Planning Legislation.   |                  | X                |
| Demonstrated capacity to make timely and sound decisions, problem solve and think strategically, in a context involving complexity and multiple stakeholders.                         | X                |                  |
| Demonstrated ability to effectively lead a multi-disciplinary team to develop and manage work plans and achieve agreed strategic outcomes.  | X                |                  |
| Highly developed people management skills including communication, influencing, negotiation, performance management, business planning, conflict resolution and interpersonal skills. | X                |                  |
| Excellent time management skills, with the ability to work under pressure, and be well organised.   | X                |                  |
| Advanced interpersonal, public relations and customer service skills, with the ability to liaise at all levels and work in a team environment.  | X                |                  |
| Previous experience within a similar role in local government.  |                  | X                |

## **EXECUTIVE MANAGER DEVELOPMENT & INFRASTRUCTURE REMUNERATION PACKAGE DETAILS**

A total salary package of up to \$160,610 will be negotiated with the successful applicant, which includes a salary component up to \$125,000, superannuation, private use of a Council vehicle in accordance with Council Policy and subsidised housing rental of a 3 bedroom house. The extent of salary and salary package to the successful applicant will be dependent upon qualifications, skills and experience.

The components of the salary package are:

### Salary

Up to \$125,000

### Superannuation

- 10% employer compulsory superannuation
- Under Council's 'Supplementary Superannuation Contributions for Employees' Policy an employee can make an additional 5% voluntary contribution to receive a part matching 3% superannuation contribution from the employer.

### Private Use of a Shire Vehicle

This is valued at \$10,000 and a provision to be included in the contract of employment for the position will allow the employee private use of the vehicle within a 500km radius of Bridgetown. The vehicle can be used in periods of annual or long service leave.

### Housing

A 3 bedroom house at 146 Hampton Street, Bridgetown will be made available to the employee. The weekly rent for this house will be \$120 per week which is a subsidy of \$180 per week on current market rental.

### Relocation Expenses

The successful applicant can request a contribution towards relocation expenses where relocation is carried out by a commercial furniture remover. The amount of the contribution will be determined via negotiation but will not exceed 50% of the removal costs.

## INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

### **Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

### **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

## Lodging your Application

1. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or
2. Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
P O Box 271  
BRIDGETOWN WA 6255

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

## Acknowledgment of Applications

All applicants will be notified (after the closing period) that their applications have been received within the required time-frame.

## The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (3) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

## Preferred Applicant

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate, driver’s licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia.
- Produce **original or certified copies** of all relevant qualifications and licenses.

### **Other Requirements**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

### **Queries**

If you have queries about any aspect of the position please contact CEO Tim Clynch via email to [TClynch@bridgetown.wa.gov.au](mailto:TClynch@bridgetown.wa.gov.au)

If you have queries with regards to completing your application, please contact Executive Assistant, Esther Matthews on 9761 0800 or [EMatthews@bridgetown.wa.gov.au](mailto:EMatthews@bridgetown.wa.gov.au).

*For information on the Shire of Bridgetown-Greenbushes, visit our website  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)*

## SHIRE PROFILE

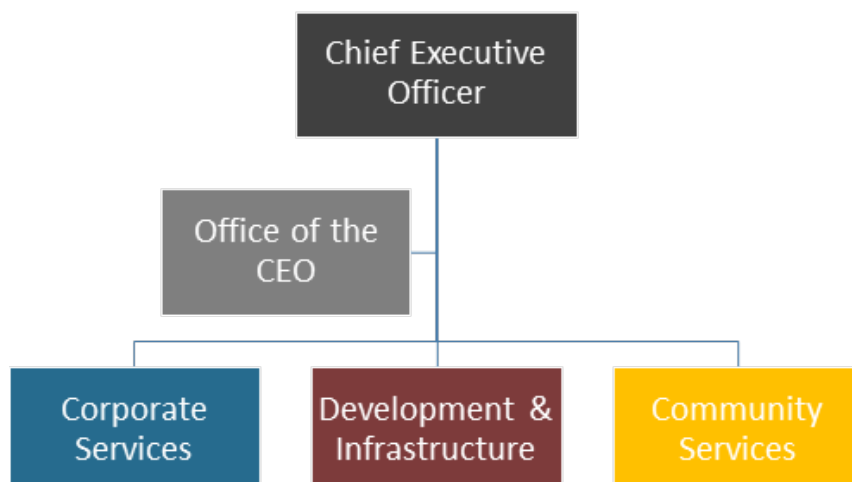
|                                     |   |
|-------------------------------------|---|
| Distance from Perth                 | 269km (Bridgetown)  |
| Total Area                          | 1,691 square km   |
| Length of Sealed Roads              | 258 km  |
| Length of Unsealed Roads            | 443 km  |
| Population                          | 4,750 (estimated)   |
| Number of Electors                  | 3,675   |
| Number of Dwellings                 | 2,600 (estimated)   |
| Rate Revenue (2021/22 Budget)       | \$4,891,268 (26.2% of total revenue)  |
| Budget Expenditure (2021/22 Budget) | \$8.66 million operating expenditure, \$8.66 million capital expenditure and \$181,000 debt repayments. |
| Number of Employees                 | 100   |
| Number of Employee FTE's            | 60  |
| Total Debt                          | \$1,680,729 (2021/22 budget)  |
| Total Cash Backed Reserves          | \$3,128,695 (2021/22 budget)  |
| Financial Health Index (FHI) Score  | 67  |

### Integrated Planning

- [Strategic Community Plan](#)
- [Corporate Business Plan](#)
- [Long Term Financial Plan](#)

### Organisational Structure

The organisation structure for the Shire of Bridgetown-Greenbushes consists of four Departments as illustrated below:



Following is a list of the functions/services which each Department is responsible for:

### CEO'S OFFICE

Governance  
Councillor Liaison  
Agendas/Minutes  
Strategic Planning  
Human Resources  
Occupational Health and Safety  
Website  
Citizenship  
Local Government Elections  
Local Government Compliance  
Local Laws  
Cemetery Records & Administration  
Land Disposition  
Economic Development  
Ranger & Regulatory Services

### CORPORATE SERVICES

Administration  
Annual Budgets  
Annual Financial Reports  
Corporate Business Plan  
Long Term Financial Plan  
Asset Management  
Debtors/Creditors  
Insurance  
Rates  
Payroll  
Records Management  
Customer Services  
Police Licensing  
Information Technology (IT)  
Shire Building Maintenance  
Cleaning of Shire Facilities

### DEVELOPMENT & INFRASTRUCTURE

Engineering  
Roads (Maintenance and Construction)  
Crossovers and Bridges  
Parks, Gardens and Reserves, Footpaths and Walk Trails  
Street Trees Maintenance  
Traffic Control  
Weed Management  
Parking Facilities  
Cemetery Maintenance  
Waste Management  
Plant and Machinery  
Traffic Counts  
Heavy Haulage Approvals  
Planning & Development Approvals  
Town Planning Schemes and Amendments  
Subdivisions  
Road Names  
Heritage  
Building Approvals  
Environmental Health  
Swimming Pool Approvals & Inspections

### COMMUNITY SERVICES

Community Development  
Service Agreements & Community  
Grants  
Seniors Issues  
Youth Issues  
Access & Inclusion  
Arts & Culture  
Library  
Integrated Leisure Centre  
Visitors Centre/Tourism  
Trails Development

