



SHIRE OF
WAROONA
SEA TO SCARP

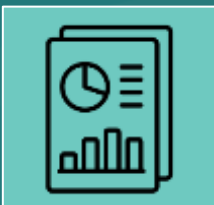
APPLICATION PACKAGE

DIRECTOR
INFRASTRUCTURE
SERVICES

MARCH 2026

TOWARDS
2030

POSITION NO: HR.2526.032



About this document

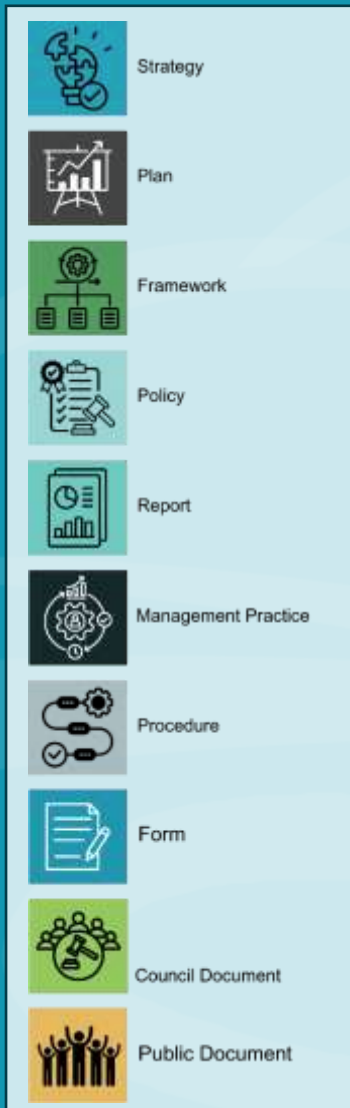
This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

Disclaimer

This document has been published by the Shire of Waroona. Any representation, statement, opinion, or advice expressed or implied in this publication is made in good faith and on the basis that the Shire are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein.

Accessibility

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.



Document Control

Doc No.	Date Reviewed	Details	Author	File No.
HR.2526.032	24/03/2026	Application Package	DCDS	HR.2526.032

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1. Advertisement



SHIRE OF WAROONA Director Infrastructure Services

Nestled between the forests of the Darling Scarp and the fishing-friendly beaches of the Indian Ocean, the Shire of Waroona offers an enviable country lifestyle with easy access to Mandurah and Bunbury. More than just a location, Waroona is a place with a strong sense of connection and local pride where community matters.

As an organisation, we are driven by a values-based culture that prioritises collaboration, innovation, and community impact. Our supportive Executive Team works closely together to deliver meaningful outcomes, creating an environment where ideas are valued and leadership can make a real difference.

An exciting opportunity exists for an experienced and motivated professional to join our Executive team as Director Infrastructure Services. This is a pivotal leadership role responsible for strategic direction and effective management across the infrastructure portfolio. The Director Infrastructure Services will provide oversight across Works, Waste Management and Technical Services, ensuring services are delivered efficiently, sustainably and in alignment with the Shire's strategic objectives.

Working closely with the CEO, Executive Team and Council, you will:

- Lead the planning and delivery of infrastructure programs and capital works
- Provide high-level strategic and technical advice
- Drive continuous improvement and innovation
- Build strong relationships with stakeholders, contractors and the community
- Champion a safe, inclusive and high-performing team culture

We are looking for a values-driven and approachable leader who thrives in a collaborative, close-knit organisation. You will bring:

- Proven experience in infrastructure management, ideally within local government
- Strong leadership capability managing multidisciplinary teams
- Demonstrated success delivering capital works and strategic projects
- A genuine interest in community outcomes and regional service delivery
- A positive contribution to a friendly and supportive workplace culture

An executive remuneration package of \$178,000 to \$206,725 per annum (including 4WD with private use and cash component of \$140,000 to \$165,370) will be offered, commensurate with experience.

To be considered for the position, applicants must submit a covering letter, resume and **address the selection criteria** as outlined in the application package available at www.waroona.wa.gov.au. For further information regarding this position, please contact Mr Mark Goodlet, Chief Executive Officer via Merrin Kirk, Executive Assistant, on (08) 9733 7800. Applications should be clearly endorsed "Private and Confidential – HR2526.032 – Director Infrastructure Services" and close with the undersigned 4.00pm Friday 8th May 2026.

The Shire of Waroona is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

MARK GOODLET
CHIEF EXECUTIVE OFFICER

2. Application Information

Please read this application package carefully.

Thank you for expressing interest in this position with the Shire of Waroona. It is the Shire's intent to select the best possible applicant for this position, and it wishes you all the best.

The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

The application package is available in alternative formats, upon request.

3. Guidelines to applying for an advertised position

Your application should include the following documentation.

3.1 Application for employment form

Please complete the attached form (located after these guidelines) to the front of your application.

3.2 Covering Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:

Confidential Application – HR.2525.032 – Director Infrastructure Services

Mr M Goodlet
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

3.3 Resume

Your resume should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Position(s) held with details of the duties;
- Details of academic qualifications; and
- Details of two (2) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment (if applicable), if you would prefer not to do so, please mention this in your application.

3.4 Addressing the Selection Criteria

To be considered for shortlisting, you need to respond to the **selection criteria** listed in the Position Description.

This is the most important part of your application. The selection criteria show us what skills, knowledge and experience you have that relate to the job.

When writing your responses:

- Use each selection criterion as a heading.
- Write a short paragraph under each heading explaining your skills or experience.
- Give examples where you can – these don't have to be from work only, they can be from school, sport, volunteering or community activities.

The selection criteria are found at **Item 10** in the Position Description at the back of this document.

3.5 Presentation

Please provide your application information via email or by post or in person on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Shire can take that into considering in selecting the best applicant.

3.6 Submitting Applications

All applications may be submitted in any of the following ways:

Post

Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2525.032 – Director Infrastructure Services
Mr M Goodlet
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

Hand

Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2525.032 – Director Infrastructure Services
Mr M Goodlet
Chief Executive Officer
Shire of Waroona
52 Hesse Street
WAROONA WA 6215
Opening hours 9am to 4pm Monday to Friday.

Electronic Mail

By email in PDF format to **Eden Pisconeri** – hr@waroona.wa.gov.au

3.7 Closing Date

Applications must be submitted by 4.00pm Friday 8th May 2026 to be considered for this role

3.8 Further Information

The Shire of Waroona's Chief Executive Officer, Mr Mark Goodlet, is the nominated Shire contact for this position and can be contacted via Merrin Kirk, Executive Assistant on (08) 9733 7800 during normal office hours.

Please visit the Shire website at www.waroona.wa.gov.au for general information about the Shire.

The Shire of Waroona is currently administered by a Council of seven (7) members inclusive of the President.

The Shire of Waroona provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Waroona is an Equal Employment Opportunity employer.

4. Application for Employment Form

Please attach this form to the front of your application.

Vacancy Details			
Position Title:			
Personal Details			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
Recruitment Source			
How did you first become aware of this vacancy?			
Shire of Waroona website <input type="checkbox"/>		Harvey/Waroona Reporter <input type="checkbox"/>	
Mandurah Mail <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
Employment History (details must be completed)			
Refer to resume for complete details			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

Employment Referees (details must be completed)			
Please provide details of at least two contactable work-related referees – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
Declarations			
The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.			
Health			
To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details of condition			
Criminal Convictions			
Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (<i>You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988</i>).			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details			
Applicant Declaration			
I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.			
_____ Signed		_____ Date	

5. Referee and Reference Checks

The Shire has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Shire is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least two (2) referees, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees, and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Shire reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Academic Qualifications

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

6. General Employment Conditions

Position	Director Infrastructure Services
Term	Full time – 5yr contract
Award	Individual employment contract
Annual Salary	Remuneration package from \$178,000 to \$206,725 per annum, including the provision of a 4WD vehicle with personal use, and a cash component from \$140,000 to \$165,370 will be offered to the successful candidate, commensurate with qualifications and experience.
Annual Leave	5 weeks annual leave
Long Service Leave	In accordance with the Local Government (Long Service Leave) Regulations.
Other Leave	The officer is entitled to: <ul style="list-style-type: none"> a. Personal leave as set out in and in accordance with the Local Government Officers (Western Australia) Award 2021. b. Public Service Holidays – two (2) public service holidays per year in lieu of the day after New Years Day and Easter Tuesday. Public service holidays must be taken in the year that they are accrued, or they are forfeited.
Probation	A probationary period of six (6) months will apply.
Pre-placement medical	Prior to appointment, the Officer will be required to undertake a medical examination with a doctor of their choice at the Shire’s cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
Police clearance	A national police clearance will be required to be provided to the Shire prior to confirmation of appointment.
Payment of salary	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
Superannuation	The Shire will contribute the national superannuation guarantee of 12% to a nominated superannuation fund. Employees may elect to join the Shire’s co-contribution scheme as detailed by policy HRP004. Salary sacrificing of superannuation is available.
Recreation Centre	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
Conferences / Training	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
Uniform	As per Council policy HRP003.

All other conditions of employment are in accordance with the contract of employment, Local Government Officers’ (WA) Award 2021 and Shire of Waroona Council Policies.

7. Checklist

<input type="checkbox"/>	Application for Employment form;
<input type="checkbox"/>	Covering Letter;
<input type="checkbox"/>	Resume;
<input type="checkbox"/>	Document addressing the selection criteria;
<input type="checkbox"/>	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
<input type="checkbox"/>	The application has been photocopied for personal reference;
<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
<input type="checkbox"/>	I have checked that I am aware of the closing date and time.



Shire of Waroona
Administration: 52 Hesse St, Waroona
Postal: PO Box 20, Waroona WA 6215
Ph: (08) 9733 7800
Email: warshire@waroona.wa.gov.au Web: www.waroona.wa.gov.au





Position Title	Director Infrastructure Services
Position Number	PDES004
Directorate	Infrastructure Services
Tenure	5-year contract
Level / Line	Contract
Last Reviewed	January 2025

1. Position Objectives

1.1 To provide strategic direction and effective management of the Infrastructure Services functions in accordance with relevant legislation, standards, policy and best practice.

Infrastructure portfolios include:

- Waste Management
- Works
- Technical Services

1.2 To develop and maintain relationships which will encourage and enhance Infrastructure related outcomes in the Shire.

1.3 To provide a link between the Chief Executive Officer, the Council and the local community to ensure the effective provision of Infrastructure services.

1.4 To lead the Infrastructure Services directorate and provide advice to the Chief Executive Officer and Council on matters relating to the Directorate.

1.5 To provide a high quality and effective Infrastructure services that are responsive to community and Council's needs with a focus on continuous improvement.

1.6 To implement infrastructure projects and programs in accordance with Council's strategic plan and budget provisions.

2. Requirements of the position

2.1 Skills

- High level leadership and management skills, with the ability to think strategically, build capability and develop a positive and productive workplace culture.
- High level teamwork and team building capabilities.
- Highly developed interpersonal, public relations and communication skills.
- Well-developed conflict resolution, negotiation, and problem-solving skills.

- Sound analytical, research, and evaluation skills.
- High level risk management skills, including reputational risk.
- Sound advocacy, representation, and negotiation skills.
- High level customer service and liaison skills with the ability to work with depots, government agencies, community organisations, businesses, industries, and the general public at all levels.
- High level technical skills related to community and regulatory services.
- High level program management skills.
- Extensive budget preparation and financial management skills, capable of meeting responsibility for planning, budgeting, costing and general financial control.
- High level of computer literacy and proficiency including the use of Microsoft and Internet applications.
- Highly developed sense of initiative, with the ability to work autonomously with minimal supervision, and accept accountability and responsibility.
- Strong communication and leadership skills in both blue and white collar settings.

2.2 Knowledge

- Strong practice knowledge and understanding of the operations and obligations of Local Government functions and services.
- Comprehensive knowledge of relevant legislation, practices, policies and procedures applicable to the requirements of Local Government.
- Sound practical knowledge of business administration procedures.
- Thorough knowledge of financial management and budgeting requirements.
- Good knowledge of Federal and State Government structures.
- Strong understanding of community engagement practice.

2.3 Experience

- Proven experience in managing and developing multifaceted departmental and staff requirements and promoting a productive team environment.
- Proven experience in a senior leadership position within Local Government.

2.4 Qualifications

- Essential - Tertiary qualifications.
- Preferable – Post-graduate qualification in business management, project management or other leadership related discipline.
- A current “C” class national drivers’ licence.
- A current National Police Clearance not more than three months old.

3. Summary of key duties and responsibilities

3.1 General

Infrastructure Services

- 3.1.1 Oversee, plan and lead the waste management portfolio including collection and disposal services.
- 3.1.2 Plan and implement the short to long term future of the Shire of Waroona landfill site.
- 3.1.3 Oversee, plan and lead the Works portfolio, to deliver budgeted capital works, maintenance and inspection programs sufficient to satisfy quality, safe and timely delivery of assets and asset care, including:
 - Buildings
 - Parks and gardens
 - Infrastructure
 - Plant and fleet
 - CCTV
- 3.1.4 Oversee and lead the Technical Services portfolio including:
 - Design and investigation
 - Asset management
 - Approvals and referrals
 - Project management
 - Extractive industry
 - Grants management (assets)
 - Compliance support
- 3.1.5 Lead the preparation and review of the Shire's infrastructure asset plans and works programs.
- 3.1.6 Plan and deliver the Shire's capital works, new assets, asset renewal, replacement assets, and maintenance programs.
- 3.1.7 Control the expenditure and movement of labour, plant and materials to achieve the objectives of the Infrastructure directorate.
- 3.1.8 Provide technical advice and information to other directorates.

General

- 3.1.9 Ensure systems are in place to monitor the changing needs of the local community and respond accordingly.
- 3.1.10 Develop and implement strategic and operational plans and programs responding to priorities outlined in the Shire's integrated planning and reporting documents, relevant to the directorate.

- 3.1.11 Provide strategic and operational advice to the Executive Leadership Team and Council, including the preparation of necessary reports in a timely and quality focused manner.
- 3.1.12 Provide advocacy, representation, and negotiation skills on behalf of the Shire of Waroona within the directorate's areas of responsibility.
- 3.1.13 Adhere to the Shire of Waroona Performance Agreement (Accountabilities, Performance Indicators and Targets) applicable to the Director Customer & Development Services.
- 3.1.14 Undertake the day-to-day decision making in accordance with delegated authority and pre-determined policy and guidelines.
- 3.1.15 Prepare directorate budgets for approval by Council and manage the ongoing financial performance of directorate functions against the approved budget.
- 3.1.16 Provide positive leadership, management, mentoring and professional development to the directorate staff according to both personal development and organisational requirements.
- 3.1.17 Ensure directorate compliance with internal records management processes and adopt proficient interdepartmental file, data and information tracking systems and processes.
- 3.1.18 Ensure a high level of customer service is maintained to assist ratepayers, residents, stakeholders, other Shire directorates, and internal services.
- 3.1.19 Ensure the recruitment and selection of directorate staffing is carried out in accordance with Shire procedures and values in a fair and consistent manner.
- 3.1.20 Ensure directorate staff performance reviews are conducted in accordance with Shire procedures, in a timely, fair, and consistent manner.
- 3.1.21 Ensure that the Local Authority acts in accordance with responsibilities as defined by relevant legislation in relation to planning, regulatory and infrastructure functions
- 3.1.22 Report on directorate progress as required under the integrated planning and reporting framework, Chief Executive Officer key performance indicators, Executive reporting and internal directorate reporting needed to monitor the directorate.
- 3.1.23 Undertake any other duties consistent with the level of the position, and as directed by the Chief Executive Officer

3.2 Organisational

- 3.2.1 Sound knowledge of legislative obligations under Equal Opportunity and Work, Health and Safety policies.
- 3.2.2 Actively embrace and participate in change to better achieve the Shire's values, goals and objectives.
- 3.2.3 Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- 3.2.4 Maintain strict confidentiality.

- 3.2.5 Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- 3.2.6 Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- 3.2.7 Recommend changes or strategies which promote a 'continual improvement' and 'best practice' approach to service delivery where relevant to the scope of the position or department.
- 3.2.8 Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work, Health and Safety, Equal Employment Opportunity legislation, and Councils policies and procedures.

4. Organisational relationships

4.1 Responsible for (Direct Reports):

- Infrastructure directorate staff.
- Occasional shire volunteers.

4.2 Responsible to:

- Chief Executive Officer

4.3 Internal relationships:

- Shire of Waroona employees.
- Elected members.

4.4 External relationships:

- Federal, State and Local Government departments
- Members of the public.
- Community and business groups.
- Relevant industry groups
- Service and ratepayer organisations.

5. Organisational structure section



6. Position dimensions

6.1 Work location

Shire of Waroona Administration Office, 52 Hesse Street, Waroona.

6.2 Delegated authority

As defined by the Chief Executive Officer.

6.3 Driving requirements

C (Car) or CA (Car Automatic) class motor vehicle license.

7. Extent of authority

This position operates under the direction of the Chief Executive Officer with the authority to act within established guidelines, procedures, delegations, budgetary limits and expenditure and policies of Council, as well as statutory provisions of the *Local Government Act 1995*, *Planning & Development Act 2005* and other relevant legislation.

8. Corporate accountabilities

- 8.1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
- 8.2 Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- 8.3 Participate as required in all corporate and governance activities.
- 8.4 Maintain obligations described within the Shire of Waroona's Customer Service Charter.
- 8.5 Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
- 8.6 Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- 8.7 Deliver effective use of Shire resources within the level of accountability for this position.
- 8.8 Ensure the effectiveness of this role in alignment with the Shire of Waroona values.
- 8.9 Demonstrate a commitment to the safety, wellbeing and rights of children and young people by complying with the Shire's Child Safe policies, procedures and codes of conduct, relevant legislation, and mandatory reporting obligations. This includes maintaining appropriate professional boundaries, promoting a child-safe culture, and taking reasonable steps to prevent, identify and respond to child abuse or harm in the course of employment.

9. Workplace, Health & Safety

- 9.1 Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- 9.2 Comply with the safety policies and procedures as prescribed by Council and abide by relevant statutory requirements at all times.
- 9.3 Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's Work, Health and Safety policies and procedures, and the Work, Health and Safety Act. Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work, Health and Safety Act and their subsidiary legislation.
- 9.4 Take reasonable care to ensure your own safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work, Health and Safety Act 2020, and subsidiary legislation.

10. Selection Criteria

10.1 Essential

- 10.1.1 Demonstrated extensive senior management experience in the infrastructure field.
- 10.1.2 High level leadership and management skills, with the ability to think strategically, build capability, develop positive teams and a productive workplace culture.
- 10.1.3 Demonstrated ability to develop positive relationships in both blue and white collars settings and with community and key stakeholders including the ability to be creative, innovative and achieve excellence.
- 10.1.4 Demonstrated success in providing high quality customer service and continuous improvement.
- 10.1.5 Extensive budget preparation and strategic financial management skills, capable of meeting responsibility for planning, budgeting, costing and general financial control.
- 10.1.6 Sound knowledge of relevant legislation, practices, and procedures applicable to the requirements of Local Government.
- 10.1.7 Well-developed written and verbal communication skills, with the ability to write, present and assess complex reports and subsidiary information.
- 10.1.8 A current unrestricted C class national driver's licence.
- 10.1.9 Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position (not required if an internal appointment).
- 10.1.10 Demonstrated ability to deliver the requirements of this position in alignment to the Shire of Waroona values.

10.2 Desirable

- 10.2.1 Tertiary qualifications related to business management, project management and/or other leadership related discipline.
- 10.2.2 Demonstrated commitment to continuing professional development.
- 10.2.3 Heavy vehicle class driver's licence.

11. Demands criteria

Demands code	N – Not at all	O – Occasional (0 – 32%)	F – Frequent (33 – 66%)	C – Constant (67 – 100%)
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Physical demand level	Occasional	Frequent	Constant
Sedentary	0 – 4.5 kgs	Negligible	Negligible
Light	4.5 – 9 kgs	0 – 4.5 kgs	Negligible
Medium	9 – 22 kgs	4.5 – 11 kgs	0 – 4.5 kgs
Heavy	22 – 45 kgs	11 – 22 kgs	4.5 – 9 kgs
Very heavy	> 45 kgs	22 – 45 kgs	9 – 22 kgs

11.1 Physical demands

Physical demands	N	O	F	C	Comments
Stair/Ladder climbing		L			Occasional use of stairs and potential ladder climbing during site visits and inspections.
Squatting/crouching/ kneeling		L			Occasional requirement during site inspections or when assisting with on-ground activities.
Floor to waist lifting		M			Occasional lifting of materials or equipment, particularly when supporting operational staff.
Waist to eye level lifting		L			Occasional lifting or repositioning of items in office or field environments.
Sitting				S	Constant sitting for administrative, strategic and computer-based tasks.
Standing		S			Occasional standing during meetings, site visits, and when assisting with operational matters.
Walking		S			Occasional walking within office and across operational sites, including uneven terrain.
Carrying		M			Occasional carrying of light to moderate items such as documents, equipment or materials.
Holding loads away from body		L			Occasional when handling equipment or materials during site visits.
Overhead reaching		L			Occasional reaching when accessing items or equipment.
Work bent over - stoop		L			Occasional requirement during inspections or when assisting staff.
Carrying bulky/large/ Awkward load		M			Occasional requirement depending on operational needs in a small team environment.
Trunk rotation (standing)		S			Occasional during general movement and site-based activities.
Trunk rotation (sitting)				S	Constant as part of desk-based administrative duties.
Neck movement				S	Constant for screen use, reading and meetings.

Physical demands	N	O	F	C	Comments
Pushing/pulling		M			Occasional when assisting with equipment or materials.
Shoulder movements				S	Constant for administrative work, with occasional increased use on site.
Elbow movements				S	Constant as part of computer-based work and general tasks.
Jerky movements	S				Not typical but may occur infrequently in operational environments.
Forward reach		L			Occasional reaching for equipment, documents or materials.
Wrist movements				S	Constant for keyboard and mouse use.
Grip type				S	Constant light grip for administrative tasks, occasional firmer grip when handling equipment.
Whole body vibration	S				Not typical for the role.
Hand/arm vibration	S				Not typical, though minor exposure may occur during site visits..

11.2 Psychological demands criteria

Cognitive demands	N	O	F	C	Comments
Reading comprehension				X	Reading reports, strategic plans, correspondence
Oral comprehension				X	Communicating with other staff members and general public.
Oral expression				X	Communicating with other staff members and general public.
Writing				X	Reports, plans, strategies, updates, policies, procedures, performance reports.
Numeric reasoning			X		Financial reporting, reconciliations, budgets
Diagrammatic			X		Financial reporting
Critical thinking				X	Overcoming challenges and issues as they arise. Ensure compliance.
Attention to detail				X	Accurate and easily understood reporting and information.
Judgement & decision making				X	Encourage others to think about solutions and assist where required.
Active listening				X	Required when communicating with staff members and members of the public.
Complex problem solving			X		Required when issues arise.
Memory			X		Remember policies, procedures, legislative requirements and timetables.
Concentration			X		Required to ensure adequate performance.
Planning and organizing				X	Managing multiple projects, priorities and resources across the Directorate.

Cognitive demands	N	O	F	C	Comments
Risk assessment			X		Identifying and managing operational, safety and organizational risks.
Strategic thinking				X	Long-term planning aligned with Council objectives and community outcomes.
Analytical thinking			X		Interpreting data, trends and performance to inform decision-making.
Innovation / problem prevention			X		Identifying improvements and proactively addressing issues before escalation.

Emotional demands	N	O	F	C	Comments
Social perceptiveness				X	Understanding staff, stakeholder and community needs and perspectives.
Stress tolerance			X		Managing competing priorities, deadlines, emergencies and political pressures.
Persuasion			X		Influencing Council, Executive and stakeholders to support initiatives and change.
Dealing with customers				X	Providing guidance to staff and engaging with the public and stakeholders.
Resolving conflict & negotiating with others			X		Managing staff, contractor and community issues.
Dealing with unpleasant or angry people		X			Escalated complaints and sensitive matters requiring professionalism.
Working in a group or team				X	Leadership role requiring constant collaboration and team engagement.
Working independently			X		Required for strategic decision-making and autonomous leadership.
Emotional Resilience			X		Managing pressure, criticism and high accountability.
Managing ambiguity			X		Navigating uncertain or evolving situations, particularly in infrastructure and community matters.

Role demands	N	O	F	C	Comments
Adaptability and flexibility				X	Responding to changing priorities, operational demands and emergencies.
Time pressure			X		Meeting deadlines for reporting, projects and Council requirements.
Time management				X	Managing competing priorities across strategic and operational responsibilities.
Coordinate & lead others				X	Leading teams, contractors and cross-functional projects.
Instructing / mentoring			X		Providing direction, coaching and support to staff.
Manage financial resources				X	Budget accountability, financial planning and resource allocation.

Role demands	N	O	F	C	Comments
Manage human resources				X	Staff leadership, performance management and workforce planning
Impact of decisions				X	Decisions have significant operational, financial and reputational consequences.
Structured work		X			Work is varied and often unstructured, requiring prioritisation and initiative.
Responsibility to outcomes and results				X	Accountable for Directorate performance and organisational outcomes
Stakeholder engagement				X	Ongoing engagement with Council, community, agencies and contractors
Compliance and governance				X	Ensuring adherence to legislation, policies and regulatory frameworks.
Emergency / Incident response		X			Occasional requirement to respond to infrastructure or community incidents.

12. Areas of potential risk

12.1 Personal injury; and

12.2 Public safety.

13. Position and incumbent details

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Position occupant	
Date appointed	
Reporting Manager	
Date	

14. Amendments

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Date	Details of Amendment	Reference	Record Number
19/02/2024	Update to new format – No changes to content.	ADCCS	PE.14
24/03/2026	Updated demand criteria.	DCDS	HR.21