



SHIRE OF  
**WAROONA**  
SEA TO SCARP

# APPLICATION PACKAGE

DIRECTOR CORPORATE  
& COMMUNITY  
SERVICES

12 MONTH CONTRACT

July 2026

TOWARDS  
**2030**



## About this document

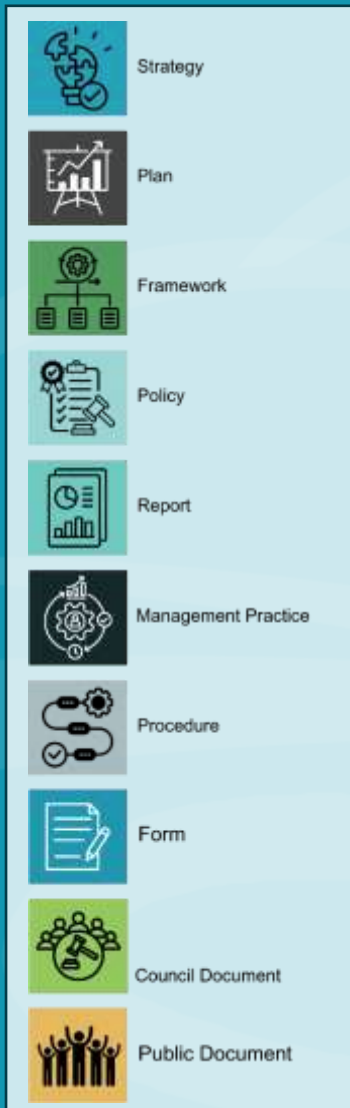
This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

### 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.2627.001	06/07/2026	Application Package	DCDS	HR.1

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## 1. Advertisement



### **SHIRE OF WAROONA**

Director Corporate and Community Services

#### **12-Month Executive Contract (commencing November 2026)**

The Shire of Waroona, located in Western Australia's Peel Region, offers a relaxed country lifestyle nestled between the scenic forests of the Darling Scarp and the fishing-friendly beaches of the Indian Ocean. Conveniently located between Mandurah and Bunbury, Waroona provides the perfect balance of regional living while remaining within easy reach of major urban centres.

The Shire is seeking an experienced and motivated executive to join our Executive Leadership Team as Director Corporate & Community Services on a 12-month contract commencing in November 2026.

Reporting directly to the Chief Executive Officer, you will provide strategic leadership across corporate services, finance, governance, community development, recreation services, tourism, information technology and corporate planning. Working closely with Council, the Executive Team and community stakeholders, you will help shape the future direction of the organisation while leading a capable and committed team.

We're looking for an inspiring leader with strong financial and governance expertise, outstanding communication skills and a collaborative approach. Experience in Local Government or a similarly complex organisation, together with relevant tertiary qualifications, will be highly regarded.

This position is offered as a full-time, 12-month contract, however part-time or flexible working arrangements may be negotiated with the successful applicant.

At the Shire of Waroona, you'll join a collaborative Executive Leadership Team where you'll have the opportunity to influence strategic outcomes, lead meaningful organisational initiatives and make a lasting contribution to our community. In return, we offer a competitive remuneration package, including superannuation, private use of a motor vehicle, and a negotiated base salary in the range of \$150,000 to \$165,000, dependent on qualifications and experience.

To apply, please submit a cover letter, resume and responses to the selection criteria outlined in the application package available at [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au). Applications should be clearly marked "Private and Confidential – Director Corporate & Community Services" and must be received by 4.00 pm Friday, 21 August 2026.

For further information, contact **Eden Pisconeri, Workplace Services Officer**, on **(08) 9733 7800** or [hr@waroona.wa.gov.au](mailto:hr@waroona.wa.gov.au).

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

**KIRSTY FERRARO**  
**ACTING 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.2627.001 – Director Corporate & Community Development**

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);
- Periods of employment;
- Position(s) held with details of the duties;
- Details of academic qualifications; and
- Details of three (3) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application.

### 3.4 Addressing the Selection Criteria

In order for you to be considered for short listing, you must address the selection criteria that is listed in the position description.

**Preparation of the statement addressing the selection criteria is the most important part of your application.**

Information addressing all the selection criteria should be presented in a structured format using each of the selection criteria as heading. Outline your relevant experience against each heading. The Shire only requires sufficient information to allow it to assess your skills, knowledge, experience and suitability for the position. The selection criteria can be found at item 10 in the position description located 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.2627.001 – Director Corporate & Community Development**  
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.2627.001 – Director Corporate & Community Development**  
Shire of Waroona  
Administration Offices  
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](mailto:hr@waroona.wa.gov.au)

### 3.7 Closing Date

Applications close at 4.00 pm on Friday, 21<sup>st</sup> August 2026.

### 3.8 Further Information

The Shire of Waroona's Acting Chief Executive Officer, Kirsty Ferraro, is the nominated Shire contact for this position and can be contacted on 9733 800, during normal office hours.

Please visit the Shire website at [www.waroona.wa.gov.au](http://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.

<b>Vacancy Details</b>			
Position Title:			
<b>Personal Details</b>			
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.			
<b>Recruitment Source</b>			
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"/>	
<b>Employment History (details must be completed)</b>			
<b>Refer to resume for complete details</b>			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

<b>Employment Referees (details must be completed)</b>			
Please provide details of at least two contactable <b>work-related referees</b> – i.e. Your present or most recent employer/supervisors.			
<b>(Referee) Name:</b>	<b>Position Held</b>	<b>Company</b>	<b>Contact No:</b>
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
<b>Declarations</b>			
<b>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.</b>			
<b>Health</b>			
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			
<b>Criminal Convictions</b>			
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			
<b>Applicant Declaration</b>			
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 one (1) referee, 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

<b>Position</b>	<b>Director Corporate &amp; Community Services – 12 month contract</b>
<b>Term</b>	Full-time, however part-time or other flexible working arrangements may be negotiated with the successful applicant.
<b>Award</b>	Individual employment contract.
<b>Annual Salary</b>	Base salary - \$150,000 to \$165,000 per annum + private use of a shire vehicle.
<b>Annual Leave</b>	5 weeks annual leave
<b>Long Service Leave</b>	In accordance with the Local Government (Long Service Leave) Regulations.
<b>Other Leave</b>	As per the Local Government Officers (WA) Award 2021
<b>Probation</b>	A probationary period of six (6) months will apply.
<b>Pre-placement medical</b>	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.
<b>Police clearance</b>	A police clearance will be required to be provided to the Shire prior to confirmation of appointment.
<b>Payment of salary</b>	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.
<b>Superannuation</b>	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.
<b>Recreation Centre</b>	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
<b>Conferences / Training</b>	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
<b>Uniform</b>	As per Council policy HRP003.

All other terms and conditions of employment will be determined based on the agreed employment arrangement and will be in accordance with the applicable industrial instrument, relevant legislation and Shire of Waroona 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](mailto:warshire@waroona.wa.gov.au) Web: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)





Position Title	Director Customer & Development Services
Position Number	PDES003
Directorate	Customer & Development Services
Tenure	12 month contract
Level / Line	Contract
Last Reviewed	January 2025

### 1. Position Objectives

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

Customer portfolios are both internal and external and include:

- Library
- Cemetery
- Customer service
- Human Resources
- Organisational Policies and Procedures

Development portfolios include:

- Rangers
- Preston Beach Volunteer Rangers
- Environmental Management
- Planning
- Regulatory Services

- 1.2 To develop and maintain relationships which will encourage and enhance Customer and Development 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 Customer & Development services.
- 1.4 To lead the Customer & Development 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 Customer and Development services that are responsive to community and Council's needs with a focus on continuous improvement.

## 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 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.

### 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

#### **Development Services**

- 3.1.1 Oversee and lead the preparation and review of the Shire’s strategic land use planning framework.
- 3.1.2 Oversee and lead effective statutory planning, building, environmental health and compliance services, consistent with best practice.
- 3.1.3 Oversee the functions of community liaison and engagement pertinent to Development Services programs across all demographics and interests within the community.

#### **Customer Services**

- 3.1.4 Oversee and lead effective external customer services functions including the library, cemetery and, customer service consistent with best practice.
- 3.1.5 Oversee and lead effective internal customer services function including human resources and organisational policies & procedures.
- 3.1.6 Oversee the functions of community liaison and engagement pertinent to Customer Services programs across all demographics and interests within the community.

#### **General**

- 3.1.7 Ensure systems are in place to monitor the changing needs of the local community and respond accordingly.
- 3.1.8 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.
- 3.1.9 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.
- 3.1.10 Provide advocacy, representation, and negotiation skills on behalf of the Shire of Waroona within the directorate’s areas of responsibility.

- 3.1.11 Adhere to the Shire of Waroona Performance Agreement (Accountabilities, Performance Indicators and Targets) applicable to the Director Customer & Development Services.
- 3.1.12 Undertake the day-to-day decision making in accordance with delegated authority and pre-determined policy and guidelines.
- 3.1.13 Prepare directorate budgets for approval by Council and manage the ongoing financial performance of directorate functions against the approved budget.
- 3.1.14 Provide positive leadership, management, mentoring and professional development to the directorate staff according to both personal development and organisational requirements.
- 3.1.15 Ensure directorate compliance with internal records management processes and adopt proficient interdepartmental file, data and information tracking systems and processes.
- 3.1.16 Ensure a high level of customer service is maintained to assist ratepayers, residents, stakeholders, other Shire directorates, and internal services.
- 3.1.17 Ensure the recruitment and selection of directorate staffing is carried out in accordance with Shire procedures and values in a fair and consistent manner.
- 3.1.18 Ensure directorate staff performance reviews are conducted in accordance with Shire procedures, in a timely, fair, and consistent manner.
- 3.1.19 Ensure that the Local Authority acts in accordance with responsibilities as defined by relevant legislation in relation to planning, regulatory and infrastructure functions
- 3.1.20 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.
- 3.1.21 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):

- Library Officers
- Licensing Officers
- Customer Service Officers
- Coordinator Regulatory & Development Services
- Coordinator Ranger & Community Safety Services

##### 4.2 Responsible to:

- Chief Executive Officer

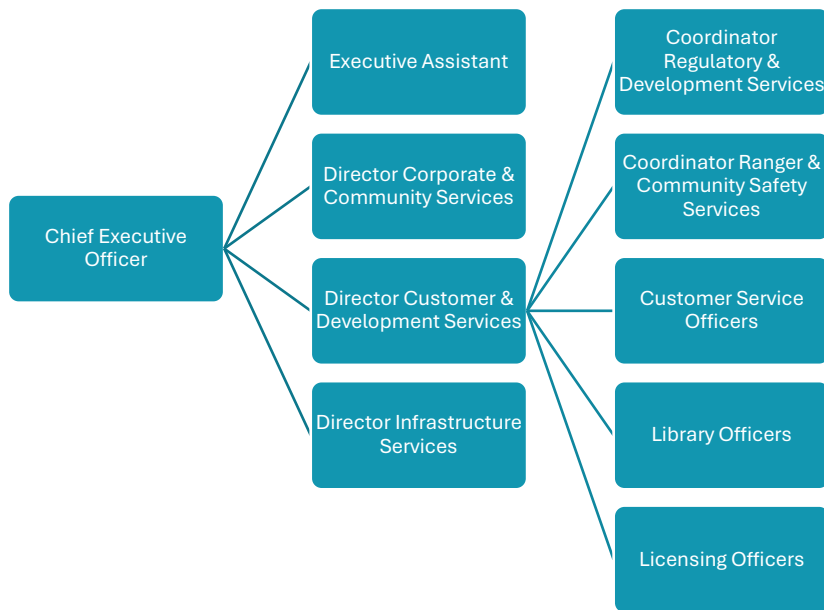
##### 4.3 Internal relationships:

- 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.

## **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 senior management experience in local government.
- 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 with the 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 Tertiary qualifications.
- 10.1.6 Extensive budget preparation and strategic financial management skills, capable of meeting responsibility for planning, budgeting, costing and general financial control.
- 10.1.7 Sound knowledge of relevant legislation, practices, and procedures applicable to the requirements of Local Government.

- 10.1.8 Well-developed written and verbal communication skills, with the ability to write, present and assess complex reports and subsidiary information.
- 10.1.9 Current unrestricted “C-A” (Automatic) or “C-B” (Manual) class national driver’s licence.
- 10.1.10 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).
- 10.1.11 Demonstrated ability to deliver the requirements of this position in alignment to the Shire of Waroona values.

## 10.2 Desirable

- 10.2.1 Post-graduate qualifications related to business management, project management and/or other leadership related discipline.
- 10.2.2 Previous experience at a similar level within Local Government.
- 10.2.3 Demonstrated commitment to continuing professional development.

## 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		S			Occasionally required to climb steps. Occasional ladder climb.
Squatting/crouching/ kneeling		S			Occasional squatting, crouching and kneeling required.
Floor to waist lifting		M			Occasional moving and packing away equipment.
Waist to eye level lifting		L			Moving items within storeroom or relocating equipment.
Sitting				S	Administrative tasks at desk.
Standing			S		Liaising with staff.
Walking			S		Walking around office.

Carrying			S		Carrying light equipment while moving around office.
Holding loads away from body		S			Retrieving equipment or stock.
Overhead reaching		S			Retrieving or storing items on a high shelf.
Work bent over - stoop		S			Infrequently required for this role.
Carrying bulky/large/ Awkward load		M			Moving equipment, boxes and stock.
Trunk rotation (standing)			S		Required as part of performing administrative tasks.
Trunk rotation (sitting)				S	Required as part of performing administrative tasks.
Neck movement				S	Required as part of performing administrative tasks.
Pushing/pulling		M			Moving equipment, boxes and stock.
Shoulder movements			S		Required as part of performing administrative tasks.
Elbow movements			S		Required as part of performing administrative tasks.
Jerky movements	S				Not observed.
Forward reach		M			Moving equipment, boxes and stock.
Wrist movements				S	Required as part of performing administrative tasks.
Grip type			S		Required as part of performing administrative tasks.
Whole body vibration	S				Not observed.
Hand/arm vibration	S				Not observed.

## 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.

Emotional demands	N	O	F	C	Comments
Social perceptiveness				X	Required when dealing with the members of the public.
Stress tolerance		X			Required when dealing with complex issues and dealing with conflict.
Persuasion			X		Adoption of new policies and practices. Influencing superiors for improvements in processes.
Dealing with customers				X	Providing guidance and advice to staff members and dealing with the public.
Resolving conflict & negotiating with others			X		Required when dealing with staff and members of the public.
Dealing with unpleasant or angry people		X			Escalation of complaints passed up the chain of responsibility.
Working in a group or team				X	Leadership role, regularly supervising and advising other staff members.
Working independently			X		As required.

Role demands	N	O	F	C	Comments
Adaptability and flexibility				X	Required to adapt to staffing and customer needs.
Time pressure			X		Required to meet deadlines.
Time management				X	Required to meet deadlines.
Coordinate & lead others				X	Required as part of a leadership role.
Instructing			X		Required as part of a leadership role.
Manage financial resources				X	Required as part of a financial management role.
Manage personal resources			X		Required as part of a leadership role.
Impact of decisions on co-workers or company results				X	Consideration required to the flow on effect of any decision making.
Structured work		X			Work is fluid around determining tasks and priorities.
Responsibility to outcomes and results				X	Responsible for work outcomes and the results of other workers.

## 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