



# **Project Officer**

## **Application Package**

**November 2021**

### **Contents**

1. Copy of advertisement
2. Application Information
3. Shire Profile
4. The Position
5. Organisational Chart
6. Employment Information
7. Position Description
8. Declaration (for completion, signature and return)

## Project Officer

**We are offering a package up to \$130,000 with a cash component to \$90,000 depending on experience and qualifications**

Fancy being your own boss? Live in an historic town with excellent facilities and the genuine "outback" at your doorstep. Regular commercial flights operate to/from Perth.

Close to local attractions - Karijini 550km, Mt Augustus 344km, Geraldton 540km, Perth 764km.

Enjoy quality sporting facilities, swimming pool, gymnasium, squash court, hospital, doctors, District High School, 3 hotels, supermarket and shops.

Work as part of a small team in a supportive and friendly environment. Promotion within the organisation is actively encouraged.

You are **not** required to address the selection criteria however a detailed resume/CV must be provided.

Generous benefits include free housing and all utilities, vehicle with some private use, 5 weeks annual leave, a 19 day month, up to 15% superannuation and a relocation/furniture allowance. Free use of the Gym, Squash Court and Swimming Pool, all of which are high quality facilities.

Reporting directly to the Chief Executive Officer the position has responsibility for delivery of a range of maintenance and infrastructure projects within the Shire of Meekatharra. If you have knowledge or skills in project management or trade services you are encouraged to apply.

Interested persons should obtain an information package from Karen Clare on 9980 0600 or [admin@meekashire.wa.gov.au](mailto:admin@meekashire.wa.gov.au) Applications close at 4 pm Wednesday 8 December 2021.

For further information about the position or Meekatharra, please contact the Shire of Meekatharra CEO, Kelvin Matthews on 9980 0600 or 0417 989 076.

# APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry.

It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application. This package provides some basic information about Meekatharra and the position. Please visit our website at [www.meekashire.wa.gov.au](http://www.meekashire.wa.gov.au) for further information about our town and shire.

Your application should consist of:

## **Covering Letter**

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

## **Resume/Curriculum Vitae**

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

## **Selection Criteria**

You are not required to address the selection criteria however, please ensure that your resume/curriculum vitae includes sufficient information to allow us to assess your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience and suitability for the position. You may provide any other information that will support your application.

## **Signed Declaration**

Please read, sign and attach the declaration enclosed with this package.

## **Applications**

Please provide your application on single sided A4 paper. Do not bind.

Applications must be posted in a securely sealed envelope, clearly addressed and endorsed: "CONFIDENTIAL APPLICATION – PROJECT OFFICER".

Please send applications to:

Kelvin Matthews, CEO  
Shire of Meekatharra  
PO Box 129  
MEEKATHARRA WA 6642

**Email and faxed applications will be accepted however Council cannot guarantee confidentiality of applications transmitted by these methods.**

Please email applications to [executive@meekashire.wa.gov.au](mailto:executive@meekashire.wa.gov.au) with subject line "CONFIDENTIAL APPLICATION – PO".

Please fax applications to 08 9981 1505 - cover page to clearly state "CONFIDENTIAL APPLICATION – PO".

All applications close at 4.00pm on Wednesday 8<sup>th</sup> December 2021.

Short listed applicants will then be contacted to arrange an interview if required. Council is keen to make an early appointment with commencement as soon as possible.

**IMPORTANT - REFEREE AND REFERENCE CHECKS**

Council 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.

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. Council reserves the right to make other checks of the short listed applicant(s), but will not make contact with any specifically nominated non-contact person unless your prior approval has been obtained.

**Further Information**

For further information beyond the scope of this package please contact, Kelvin Matthews, CEO Tel: 08 99800600, Email: [executive@meekashire.wa.gov.au](mailto:executive@meekashire.wa.gov.au)

# Shire of Meekatharra

## Shire Profile

### **Description and statistics of the Shire:**

The Shire administration is based in Meekatharra, 764 kilometers from Perth.

Area (square kms): 100,733

Est. Shire Population: 1067

### **Meekatharra:**

Situated on the Great Northern Highway in the Murchison - East Gascoyne region of the state, Meekatharra is the center of a mining and cattle district. Travelers passing through the area will be interested by the many old worked out gold mines and the relics of old machinery that go with them.

The Meekatharra town site boasts excellent shopping facilities including a well-stocked supermarket, 3 hotels, 3 petrol stations/roadhouses as well as clothing and general merchandise outlets. There is a well-appointed community gym, swimming pool, squash court and an outdoor picture theatre. Education is from Kindergarten through year 12

There are numerous sporting/social clubs in Meekatharra, including a golf club, rifle club, equestrian/racing club, Karting club and community radio station. The Meekatharra Festival is held annually with horse racing, outback ball and fireworks events. Other community events held throughout the year include the Meekatharra Golf Open, Meekatharra Open Rifle Shoot, Gymkhana and the Landor Race weekend.

The town also provides excellent health services with at least 2 Doctors servicing the town at all times and is a base for the Royal Flying Doctor Service. Regular flights to Perth and surrounding towns are also provided by Skippers Aviation.

Today's Meekatharra provides a geographically convenient centre for the numerous pastoral stations, established mines and mineral exploration groups to obtain their stores, fuel, parts, postal services and other necessities of life.

Large cattle stations along the Gascoyne and Ashburton River headwaters and the Murchison River add to the diversity of the region.

The climate is hot in summer and mild in the winter months. Temperatures extend into the 40's and the annual rainfall is approximately 200mm. The landscape is mainly flat rangelands with occasional hills and breakaway country. The vegetation consists of mainly Mulga trees with gum trees near the creeks and saltbush surrounding the usually dry lakes. (further information is available by visiting our website [www.meekashire.wa.gov.au](http://www.meekashire.wa.gov.au) )

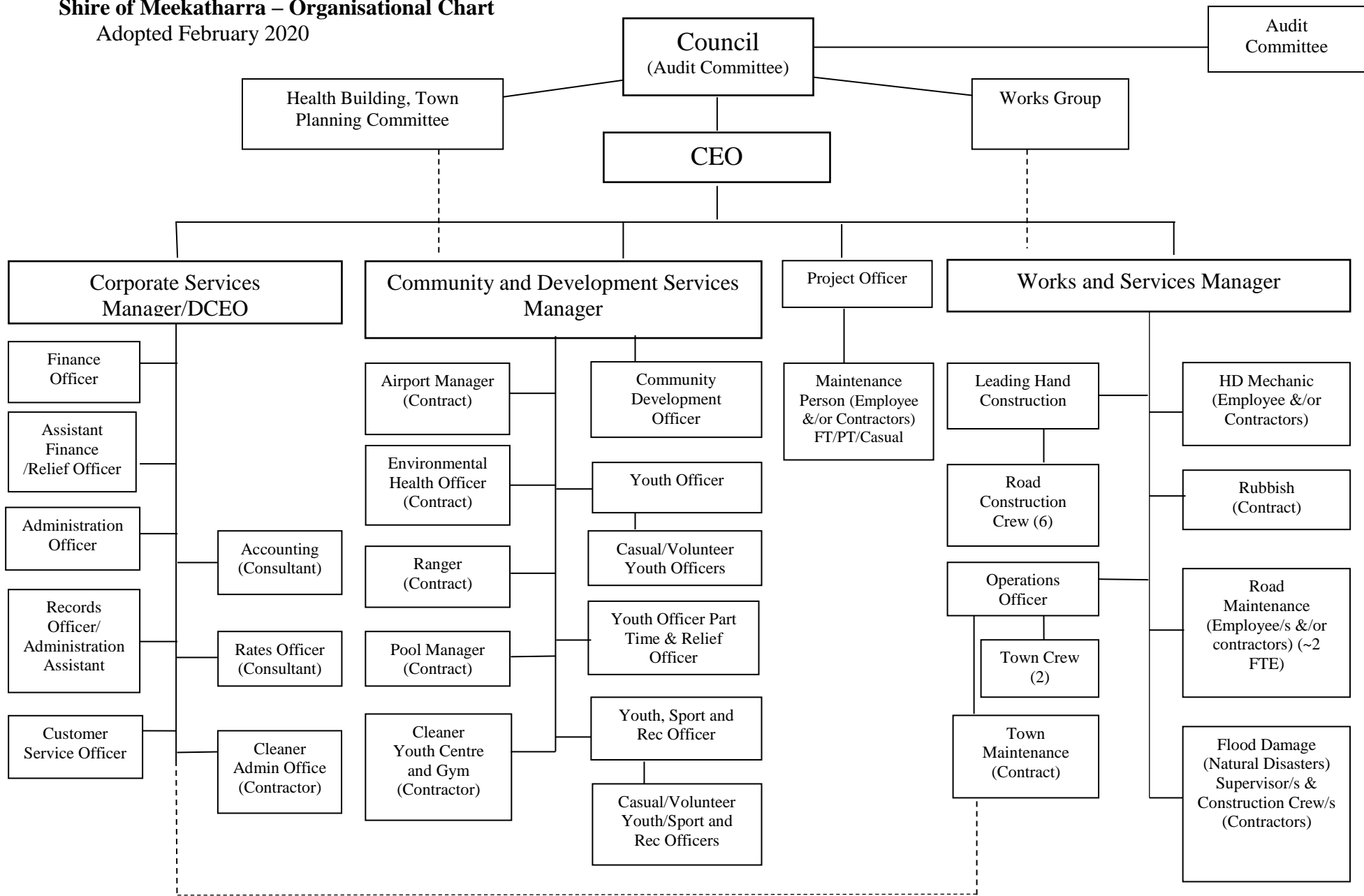
## **THE POSITION**

This is a challenging, rewarding and vital position with Council. The position reports directly to the Chief Executive Officer. The person we are looking for will be a self-starter with the practical skills and ability to supervise and coordinate tradesmen and other contractors. required to take on a diverse range of responsibilities. The position provides project management for the Shire from coordination of minor infrastructure maintenance through to the project management of large building infrastructure projects. The successful applicant must be willing to work flexible hours and organise their work and project delivery in an efficient and productive manner.

The officer will be expected to be flexible, and willing to contribute to all aspects of a small local authority with a customer service focus.

# Shire of Meekatharra – Organisational Chart

Adopted February 2020



The CEO is to assess the best use of Human Resources to assist the various departments in times of excess workloads (such as flood damage claims) or periods of leave. This can be through temporary reallocation of administration/finance staff or via the engagement of external personnel.

**GENERAL EMPLOYMENT INFORMATION  
COMMUNITY DEVELOPMENT OFFICER**

Base Salary (cash component)	\$65,000	\$90,000
Superannuation (10%)	\$6500	\$9000
Superannuation 5% (subject to employee matching)	\$3250	\$4500
Motor vehicle	\$6131	\$6131
Housing	\$19000	\$19000
Clothing/Other	\$1000	\$1000
<b>Package Total</b>	<b>\$100,881</b>	<b>\$129,631</b>

**NOTES:**

<b>Annual Leave:</b>	The position attracts 5 weeks annual leave. Leave loading of 17.5% is factored into the base salary.
<b>Superannuation:</b>	Up to 15% based upon 10% for Superannuation Guarantee Contributions and an additional 5% contingent upon the employees matching contribution. Salary sacrifice is available on any employee's contribution.
<b>Housing:</b>	Accommodation, will be provided free of rent, power and water as part of the salary package. Gas is not included. Current housing offered is a 4 x 2 executive level residence.
<b>Motor Vehicle:</b>	A fully maintained motor vehicle will be provided with private use within 50 kms of the Meekatharra town site in accordance with Council Policy 5.1.
<b>Telephone:</b>	A mobile phone will be provided for business use.
<b>Removal:</b>	Relocation expenses for personal effects and furniture within Western Australia will be paid subject to Council policy and the provision of at least three competitive quotes. Alternatively, some furniture may be provided or purchased in lieu of relocation costs.
<b>Uniform</b>	Council will provide a suitable uniform in accordance with Council Policy 3.11.
<b>Admission to Swimming Pool, Squash Courts and Gymnasium</b>	In accordance with Council Policy 3.3, free entry to the swimming pool (during normal pool operating hours) and free use of the squash courts and gymnasium. The officer is responsible for payment of any applicable bonds in advance.
<b>Rostered Day Off</b>	In order to accrue Rostered Days Off you will be required to work 80 hours per fortnight. You will be paid for 76 hours with the remaining four hours accruing towards one Rostered Day Off per month.

# **POSITION DESCRIPTION**

## *Project Officer*

**1. POSITION TITLE**

Project Officer

**2. AWARD / AGREEMENT**

Employment Contract/Local Government Industry Award (WA) 2010

**CASH SALARY**

Neg. \$65,000-\$90,000

**3. DEPARTMENT /SECTION**

Administration/Project Management

**4. KEY OBJECTIVES of POSITION**

- Managing allocated projects, programs and activities within time, cost and quality parameters as approved by the Council or CEO.
- Managing relationships with suppliers
- Overseeing all incoming and outgoing project documentation
- Participating in tender/quote processes i.e. design, submission and review
- Optimising and improving process and the overall approach where necessary

**5. REQUIREMENTS OF THE POSITION**

- To coordinate, implement and manage multiple and various projects undertaken and approved by the Council or CEO
- To research, apply for and administer grants that are relevant to the full range of Council projects
- To operate in accordance with the requirements of funding bodies
- Managing project progress and adapt work as required
- Ensuring projects meet deadlines
- Managing relationships with clients, contractors and stakeholders
- Designing and signing off on contracts
- Overseeing all incoming and outgoing project documentation
- Conduct tender/quote processes i.e. design, submission and review
- Designing risk mitigation plans
- Conducting project review and creating detailed reports for Council
- Investigate, design and estimate projects to be included in the annual budget

**6. KEY DUTIES & RESPONSIBILITIES**

a) Grant research and Administration

- Undertake research of available grants that will finance council projects
- Write grant applications for suitable grants
- Administer, report on and acquit approved grants as required by funding bodies
- Provide reports on grants as required by Council or CEO



- b) Project Management and Administration
- Effectively and efficiently manage assigned capital projects. These projects may include building projects, landscaping projects, sports reserve developments, playground, skate parks and toilet blocks.
  - Provide competent management of human and financial resources
  - Effectively communicate with stakeholders to ensure positive project outcomes
  - Ensure the efficient administration, planning and co-ordination of projects undertaken
  - Call for quotes and tenders in accordance with legislation, policy and delegations as required. Documentation may include drawings, specifications and other items specific to individual projects.
  - Assist as required with the maintenance, upgrade and replacement of Council assets including buildings and residences.
  - Undertake and/or coordinate urgent repairs, including after-hours when required.
  - Draft and complete works plans
  - Monitor and make decisions/recommendations relating to the budget, in consultation with the CEO.
  - Ensure effective control of project expenditure.
- c) Accountability/Reports
- Prepare and submit reports as requested by the CEO
  - Facilitate and manage project reference groups including preparation of meeting agendas and minutes.
  - Make recommendations on grants to fund Council projects
- d) Occupational Health and Safety
- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
  - Observe safe working practices and use of personal protective equipment
  - Comply with Work Health and Safety principles and practices.
  - Report all accidents, incidents and hazardous situations arising in the course of work.
- e) Team Membership
- Actively participate in team meetings
  - Make suggestions which contribute to the objectives of the Shire
  - Assist in the development of a culture of continuous improvement
  - Co-operate with other team members to achieve work outcomes
  - Keep abreast of current trends and initiatives within the industry
  - Follow established reporting lines
  - Communicate appropriately and in a timely manner with internal and external stakeholders
- f) Other
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

## 7. ORGANISATIONAL RELATIONSHIPS

### Responsible to:

Chief Executive Officer (CEO)

### Supervision of:

- Maintenance person (contractor or employee)
- Contractors
- Tradespersons
- Consultants

### Internal and External Liaison:

#### Internal:

- All staff and elected members

#### External:

- Other local government authorities
- Shire of Meekatharra community
- Government and non-government organisations and agencies as required
- Business and Corporate sectors as required
- Funding agencies
- Suppliers of goods and services

## 8. EXTENT OF AUTHORITY

- This position will be accountable for producing effective and high quality infrastructure
- To provide a high level of service to internal and external customers

## 9. SELECTION CRITERIA

### Essential:

- Ability to gain co-operation and support of others to achieve set objectives
- Oral communication skills of an order sufficient to communicate clearly with staff, customers, community groups and specialist contractors.
- Written communication skills of an order to effectively prepare inter-office memos, council and internal reports, agendas, minutes and external correspondence on matters relating to the position.
- Ability to work under pressure, use initiative and be well organised
- Capacity to manage high stress situations
- Attention to detail
- Ability to negotiate issues to effectively resolve problems
- Able to work unsupervised and able to take control and show initiative in new and unexpected situations.
- Able to identify, analyse and resolve problems. Guidance is not always available.
- Must possess the judgement and decision-making skills to achieve the Shire's objectives.
- Ability to respond to unplanned issues.
- Proficiency in use of personal computer, including word processing and spreadsheet software.

- An ability to efficiently manage time, constantly re-prioritising tasks to work on a number of tasks simultaneously and respond to immediate needs.
- An understanding and ability to implement policies and practices.
- Ability to respond positively to change.
- A good knowledge of the construction industry.
- Current Australian motor vehicle driver's licence.

**Desirable:**

- Knowledge of local community and services
- Good knowledge of Local Government practices and procedures
- Proven ability and demonstrated experience in planning and managing projects, including project expenditure, estimating and delivery
- Demonstrated experience in the effective supervision, motivation and/or monitoring of contractors and other trades.

<p><b>Present Occupant:</b></p> <p><b>Prepared By:</b> Krys East</p> <p><b>Supervisor:</b> CEO</p> <p><b>Approved By:</b> CEO</p> <p><b>Created:</b> February 2019</p> <p><b>Reviewed:</b> August 2019</p> <p><b>Last Reviewed:</b> October 2021</p>	<p><b>Date Appointed:</b></p> <p><b>Date Issued:</b></p>
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**SHIRE OF MEEKATHARRA**

**APPLICATION FOR EMPLOYMENT**

Australian citizenship or permanent resident status is a pre-requisite for appointment to the permanent staff. Temporary employment is allowed in accordance with the Department of Immigration and Ethnic Affairs requirements.

Australian citizen or Permanent Resident: YES  NO

Position applied for:

Name:

(Surname block letters)

.....  
(Christian names)   
.....

Residential Address:

.....  
.....

Postal Address

.....

Telephone Number:

Date of Birth:  /  /

Place of Birth

.....

Are you legally entitled to work in Australia? Yes  NO

Have you previously been employed by the Meekatharra Shire? YES  NO

Drivers License No:  Classes:  Expiry:



I certify that:

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

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

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

Name of Applicant: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

**OFFICE USE ONLY:**

**CEO: Appointment**

**Approved/Not Approved**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appoint to position of:** \_\_\_\_\_ **Term (if any):** \_\_\_\_\_

**Permanent/Casual: Award:** \_\_\_\_\_ **Level:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **and Date** \_\_\_\_\_