



**Shire of Leonora  
Manager Works & Services  
Information Package 2025**



## **Works & Services Manager**

**\$220,000 - \$240,000 remuneration package per annum**

The Shire of Leonora is situated within the Northern Goldfields region, covering an area of 32,189 square kilometres and is a service centre for the mining, mining exploration and pastoral industries. The Shire of Leonora's main township is Leonora which is positioned 832 kilometres north east of Perth and 230 kilometres north of Kalgoorlie.

This senior position will report directly to the Chief Executive Officer and be responsible for the overall effective management of the Shire's Works and Services employees and projects. The preferred candidate will have sound experience in financial and budgeting requirements of the position with a good understanding of legislation applicable to the position. This role will suit an individual with the ability to be part of the Executive Team to implement the integrated planning and reporting framework whereby our asset management plans inform our Plan for the Future and annual budgets. Actively lead and guide employees to deliver all infrastructure projects and outcomes tasked to ensure exceptional service and performance to the community.

This position is offered on a performance-based contract of between three to five years with a remuneration package in the range of \$220,000 to \$240,000 per annum. The package includes an attractive base salary, to be negotiated with the successful applicant, a modern well-appointed executive home with minimal rent, a motor vehicle with private use, superannuation, leave loading, professional development phone and utilities allowances.

Interested persons can obtain an Information Package & Selection Criteria by downloading the documents at <https://www.fitzgeraldstrategies.com.au/local-government-job-vacancies/> or at [www.leonora.wa.gov.au](http://www.leonora.wa.gov.au) or by calling Mike FitzGerald on 0419907443.

Applications including a Curriculum Vitae and statement addressing the Selection Criteria should reach Mike FitzGerald of Fitz Gerald Strategies 9 The Crest CANNING VALE WA 6155 or preferably an electronic application emailed to [mike@fitzgeraldstrategies.com.au](mailto:mike@fitzgeraldstrategies.com.au) by the close of business Monday 24 March 2025.

**Mike Fitz Gerald**  
**PRINCIPAL**  
**Fitz Gerald Strategies**  
**Licensed Employment Agent (Lic No EA2423)**

## COUNCIL INFORMATION

### COUNCIL

**Shire President:** Cr Peter Craig  
**Deputy Shire President:** Cr Ross Norrie

**Councillors:** Cr Richard Cotterill  
Cr Fifi Harris  
Cr Tanya Nordone  
Cr Larnie Petersen  
Cr Alex Taylor

**Office:** 16 Tower Street, Leonora WA 6438

**Email:** [admin@leonora.wa.gov.au](mailto:admin@leonora.wa.gov.au)

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

**Telephone:** (08) 9037 6044

**Facsimile:** (08) 9037 6295

### COUNCIL STATISTICS (2015/16)

Population: 2,476  
Area: 32,189km<sup>2</sup>  
Distance from Perth: 832km  
Length of Roads: 372km sealed, 1,204km unsealed

Local Industries: Mining industry – gold and nickel; pastoral industry – cattle; retail – roadhouses, shops/supermarket, community resource centre, post office, hotels, accommodation; full range of recreation facilities and industrial services.

Number of Electors: 652  
Number of Dwellings: 774  
Number of Employees: 39 FTE

Suburbs & Localities: Agnew; Gwalia; Leinster; Leonora; Malcolm

Significant Local Events: Leonora Golden Gift - June; Leonora Cup - September; Horse Race meetings- June-September; Clay Target Club Gold Nugget Carnival - September.

Council Meetings: Council meets on the third Tuesday of each month at 9:30am.

## SHIRE PROFILE

The Shire of Leonora is situated within the Northern Goldfields region, covering an area of 32,189km<sup>2</sup> and is a service centre for the mining, exploration and the pastoral industry. The Shire's main township is Leonora, 832 kilometres northeast of Perth and 236 kilometres north of Kalgoorlie.

As part of the golden outback and one of the gateways to the Outback Way, Leonora's natural attractions are drawing an increase in visitors with a number of self-guided drive tours promoted through the region. Attractions include 'The Terraces' 40 kilometres north-east of Leonora, a fine example of 'breakaway' formations, created through the erosion of plateaux by wind and rain.

The establishment of the twin townships of Leonora and Gwalia originated in 1896 after the discovery of gold within the region. Leonora then became the largest centre on the north-eastern Goldfields and by 1908 had up to 7 hotels, general stores, chemists, tailors and bakeries. In 1963 the closure of the Sons of Gwalia mine substantially effected the population in the Gwalia town site, as demand for commercial and business enterprises decreased as the mining population departed. The population in Gwalia became negligible however, the townsite of Leonora survived the closure of the mine as a result of the alternative economic revenue streams from district administration, as well as being a rail head and supply centre.

Leonora is a service centre for mining exploration, mining services and the pastoral industry. The Shire hosts approximately 7 gold mining companies, as well as several nickel mining companies. The pastoral sector is the primary form of agricultural within the Shire. Large scale pastoral stations within the Shire include Leinster Downs, Pinnacles, Yakabindie, Yeelirrie and Weebo. The primary stock for the Shire pastoral stations is largely cattle. Tourism is a growing and developing industry within the Shire, with attractions such as visiting the historic Gwalia Museum and Village.

Today, the town consists of approximately 350 houses, 100 industrial sites, three mining type accommodation camps, a shady caravan park, two hotels with a-la-carte dining and one motel. Shopping facilities include a supermarket, butchers, newsagent/liquor/hardware and general store, post office, two roadhouses/service stations (including restaurants), nursery/garden centre, furniture/knick-knacks store, cafe, and accountant.

A well-equipped purpose built modern recreation centre is situated in the CBD and caters for health and fitness requirements, all sporting pursuits and includes two air conditioned squash courts, a gymnasium and an indoor basketball court which doubles for such sports as indoor cricket, volleyball and badminton along with a purpose built modern Aquatic Centre including a 25 metre lap pool and associated "fun" pools. The centre also has outdoor tennis and netball courts and a grassed oval and change room facility. An 18-hole golf course and clubhouse provides a challenge to all golfers and a go-cart club caters for the motor sport fraternity at its track situated 1km north of Leonora.

A vibrant clay target shooting club boasts some of the finest shooting facilities in Australia and includes an annual 'Golden Nugget' shoot. The 'Sport of Kings' (horse racing) attracts large crowds to the dirt track situated 4kms from the town. The club

conducts three race meetings each year culminating in the Leonora Cup meeting conducted in September of each year. This event includes some pacing events.

Leonora hosts the famous "Golden Gift" athletic carnival on the long weekend in early June of each year. [Click here](#) for full details on the gift and all its attractions.

The town has a resident doctor, modern hospital and is serviced by a volunteer St Johns Ambulance service. Modern schooling is available in Leonora from pre-school right through to Junior High School.

*Source: Shire of Leonora Strategic Community Plan 2017-2027; Shire of Leonora website*

## POSITION DESCRIPTION



### Manager Works and Services Position Description

**OUR VISION:** *"That the Shire of Leonora is a proactive, sustainable, safe, friendly and prosperous place to be."*

**POSITION TITLE:** **Manager Works and Services**

**DIVISION:** Works & Services

**EMPLOYMENT TYPE:** Full Time (38 hours per week)

**AWARD/AGREEMENT TYPE:** Common Law Contract

#### POSITION OBJECTIVES

- Plan and manage the implementation of maintenance programs for all Shire assets including Airport, township, parks and reserves, liquid waste management plant and other waste management sites, roads and civil infrastructure .
- Oversee the project management of the Shire's capital works program

#### EXTENT OF AUTHORITY

- This position operates under the general direction of the Chief Executive Officer within guidelines and operational practices and procedures established by the Shire and the policies of the Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

#### ORGANISATIONAL RELATIONSHIPS

**Position reports to:** Chief Executive Officer

**Supervision of:** Services Coordinator, Works Coordinator

**Internal Liaison:** Council staff

**External Liaison:** Consultants and Contractors  
Residents, General Public, other Local Governments

#### STRATEGIC COMMUNITY PLAN OBJECTIVES AND OUTCOMES

The Works and Services team is designed to meet the Shire's core function of maintaining assets and the amenity of the town. It has a lead role in all four of the strategic objective themes. Its core function is to build and maintain assets that the community, industry and visitors use such as roads, buildings, airports, cemeteries and waste management.

### **KEY DUTIES / RESPONSIBILITIES**

Under the general direction of the Chief Executive Officer key duties include:

1. Manage on-going maintenance programs and allocated capital works projects, including budget planning.
2. Complete grant applications and acquittals relevant to role and allocated projects.
3. Attend after hours callouts and affect after hours works as required in accordance with Shire policies and procedures.
4. Develop and implement parks and gardens maintenance programs, including but not limited to; mowing, reticulation, horticulture, tree pruning, spraying programs and general maintenance.
5. Develop and implement maintenance programs, including but not limited to; regular road maintenance, seasonal grading programs, verge maintenance, drain cleaning, road/verge spraying programs and general maintenance.
6. Oversee asset inspections and audits as required, to ensure compliance with statutory requirements and Shire procedures.
7. Develop work schedules that establish and maintain service levels in collaboration with Supervisors.
8. Oversee the safe use and maintenance of Shire plant and equipment, including ensuring timely inspections are completed and plant and equipment is kept in a clean and tidy condition.
9. Ensure that purchasing of plant and equipment and the use of contractors is carried out in line with Shire's policies and legislative requirements.
10. Provide written reports to Executive Staff and/or Council.
11. Facilitate requests for quotes (RFQ's) and tenders, including their evaluation, supervision and compliance in line with Shire's policies and legislative requirements.
12. Monitor and manage performance of all Works and Services Staff
13. Provide leadership to employees including; support and mentoring, recruitment, performance management, general employee administration (i.e. leave applications, timesheets etc.), identification of on-the-job training and direction, formal training, promotion of job rotation and multi-skilling.
14. Attend meetings with community groups as required.
15. Prepare correspondence to external stakeholders as required.
16. Liaise with external contractors and other agencies as required.
17. Develop a safe work environment by directing and monitoring work practices.
18. Ensure all employees, volunteers and work placements are informed, instructed and trained in the safe use of all plant, machinery, equipment, substances and materials, via supervisors.
19. Ensure inspections of work sites, plant and equipment are conducted regularly.
20. Attend Work Health & Safety meetings, as required, and provide information on safety issues that affect the Outdoor workforce to the CEO.
21. Any other tasks determined as appropriate to the position

## **CAPABILITY REQUIREMENTS OF THIS POSITION**

### **Knowledge and Skills**

1. Demonstrated Experience in a Civil Infrastructure or Asset Management leadership role, with demonstrated ability to use initiative and problem solve.
2. Working knowledge and understanding of local government regulations, local laws and policies, as applicable to the Works and Services unit.
3. Experience in managing local government funding arrangements for Roads to Recovery, Regional Road Group and Black Spot (including grant applications, progress claims and funding acquittals)
4. Ability to develop and implement workplace procedures and staff schedules.
5. Experience in planning, development and implementation of projects.
6. Understanding of local government accounting, and related administrative requirements.
7. Proven leadership skills, with the ability to manage multi-disciplinary teams
8. Understanding of records management systems & compliance with State Records Act 2000.

### **KEY SELECTION CRITERIA**

Selection will be based on the applicant's ability to demonstrate that he/she can meet the skills, knowledge, qualifications, and experience criteria listed below and contained in the Position Objectives.

#### **The following criteria are considered essential for the full functioning of the position**

9. Tertiary qualifications in relevant discipline i.e. Civil Road Construction (or similar), or a minimum 3 years' experience in a similar Local Government role.
10. Demonstrated ability to use Asset Management Software
11. Demonstrated ability to implement Asset Management Systems including the use of asset management software.
12. Demonstrated ability to prepare reports for the CEO, Council, and other stakeholders
13. Demonstrated knowledge of project management principles.
14. Understanding of Work, Health and Safety legislation in Western Australia
15. Hold a current unrestricted "C" class drivers' licence.
16. Current First Aid qualifications or willingness to obtain.

#### **The following criteria are considered desirable for the effective functioning of the position**

17. Previous experience in a similar position in either the public or private sector
18. Working knowledge and understanding of the operation and obligations of Local Government practices and procedures, primarily following procedural requirements within delegated levels of authority.
19. Knowledge of the Main Roads Regional Road Group Funding and the Roads to Recovery funding process.
20. Advanced report writing and computer literacy skills.
21. Demonstrated ability to read and interpret technical/engineering plans including AutoCAD and road engineering plans
22. Understanding of records management systems and compliance with State Records Act 2000.



**General Information**

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

**Position Acknowledgement and Acceptance**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
**CEO Signature Date**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
**Position Holder Signature Date**

*This position description will be reviewed annually as part of the annual performance appraisal process.*

## REMUNERATION PACKAGE

Employment is offered under a performance-based contract with a term of three (3) years and a remuneration package in the range of \$220,000 - \$240,000 per annum and includes:

- Base Salary (cash component) - as negotiated.
- 12% Superannuation, plus an additional 6% co-contribution (conditions apply).
- Motor Vehicle, with unrestricted private use in Western Australia.
- 4 x 2 Executive Home (subsidised rental).
- Professional Development Allowance.
- Utilities Subsidised.
- Telephone Provided.

### Salary Package and Conditions

#### 23. Contract

A performance-based contract of three (3) years duration will be negotiated with the successful applicant.

#### 24. Base Salary

A competitive salary will be negotiated with the successful candidate. As a guide it is envisaged that a position of this calibre will command a cash component near the top of the range, with the overall package which is expected to range from \$220,000 - \$240,000 per annum.

#### 25. Hours of Work

As Manager Works & Services, flexibility is required, and additional hours outside of normal office hours will be required at times to achieve objectives and is reflected in the compensation package for the position.

#### 26. Housing

The Shire has on offer the following housing configuration:

- 4 bedroom
- 2 bathroom
- Kitchen
- Meals/Living Area
- Laundry

The location of the house on 51 Gwalia Street, Leonora.

#### 27. Motor Vehicle

The Shire will provide a fully maintained dual cab utility which includes unrestricted private use within Western Australia.

#### 28. Utilities Allowance

The Shire will provide all utilities at cost.

#### 29. Telephone

The Shire will provide fully maintained mobile phone and laptop and internet connection at the residence.

#### 30. Relocation Expenses

As per Council Policy the Shire will provide up to a maximum of \$5,000 for relocation expenses. This cost will be reimbursed at a rate of 50% after the first six months of service and the remaining 50% will be paid after twelve months of service. Relocation costs will be charged to the MWS at a pro-rata reimbursement rate if the MWS departs the Shire within two years.

### **31. Superannuation**

Employees have the choice to nominate a compliant superannuation fund of their choice or the WA Local Government Superannuation Plan.

#### **(a) Superannuation Guarantee**

Council currently contributes 12% of salary plus an additional co-contribution of 6%. This will be paid to a compliant fund of your choice.

#### **(b) Additional contributions (optional)**

The Shire currently matches up to an additional 6% of salary when an employee contributes up to 6% of their salary to superannuation.

### **32. Probationary Period**

A six (6) month probationary period is applicable to this position. At the successful completion of this period, your performance-based contract of employment will be confirmed by the Council.

### **33. Pre-Employment Medical**

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

### **34. Annual Leave**

The MWS will be entitled to five weeks annual leave. Leave loading is already included in the remuneration package.

# Selection Criteria for Manager Works & Services

## Essential

- Tertiary qualifications in relevant discipline i.e. Civil Road Construction (or similar), or a minimum 3 years' experience in a similar Local Government role.
- Demonstrated ability to use Asset Management Software
- Demonstrated ability to implement Asset Management Systems including the use of asset management software.
- Demonstrated ability to prepare reports for the CEO, Council, and other stakeholders
- Demonstrated knowledge of project management principles.
- Understanding of Work, Health and Safety legislation in Western Australia
- Hold a current unrestricted "C" class drivers' licence.
- Current First Aid qualifications or willingness to obtain.

## Desirable

- Previous experience in a similar position in either the public or private sector
- Working knowledge and understanding of the operation and obligations of Local Government practices and procedures, primarily following procedural requirements within delegated levels of authority.
- Knowledge of the Main Roads Regional Road Group Funding and the Roads to Recovery funding process.
- Advanced report writing and computer literacy skills.
- Demonstrated ability to read and interpret technical/engineering plans including AutoCAD and road engineering plans
- Understanding of records management systems and compliance with State Records Act 2000.

***The successful applicant will be required to obtain a satisfactory National Police Clearance and undergo a Pre-employment Medical prior to commencement.***

## **INFORMATION FOR APPLICANTS**

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

### **22. Covering Letter:**

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

### **23. Selection Criteria Responses:**

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

### **24. Resume (Curriculum Vitae) which includes:**

- Personal Details - Name, address and telephone number and email address.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

### **25. Other Documents (optional)**

It is recommended that only electronic copies of supporting documents be included with your application to avoid loss or damage to originals. Nonetheless, the Council will require the provision of evidence of all claimed qualifications prior to negotiating a contract of employment.

### **26. Referees:**

Applicants should provide the names and contact details of a minimum of three referees in their application. The most valuable referees will be those you reported directly to, being either a Mayor/Shire President, Deputy Mayor/Deputy Shire President or Councillor familiar with your day-to-day performance in your current or previous role. No prior notification will be provided to applicants before referees are contacted.

### **27. Contact Details:**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

## **28. Cover Sheet and Declaration, Authorisation and Waiver Forms**

Please complete these two forms located at the end of this document and include them with your application for the position.

## **29. Equity and Diversity**

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

## **GUIDELINES FOR APPLICANTS**

The closing date for applications is 4:00 pm on Monday 24 March 2025.

Electronic applications only, including a covering letter, your Curriculum Vitae and your statement addressing the Selection Criteria plus three current referees should reach the undersigned by email to [mike@fitzgeraldstrategies.com.au](mailto:mike@fitzgeraldstrategies.com.au) by 4:00 pm on Monday 24 March 2025.

**Mike Fitz Gerald**

**PRINCIPAL**

**Fitz Gerald Strategies**

**Licensed Employment Agent (Lic No EA2423)**

## **INTERVIEWS**

The final decision on this position will be taken by the CEO. Interviews will be conducted at the Shire's office in Leonora, Western Australia, although preliminary interviews may be conducted by video conferencing, if requested and practicable.

Reasonable out of pocket expenses, incurred by shortlisted candidates travelling to and from Leonora for interviews, may be reimbursed on prior approval to the cost being incurred and receipts provided.

***The Shire of Leonora provides a smoke free work environment.***

# Application Cover Sheet

Please complete and attach this form to your application

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Chief Executive Officer  
Shire of Leonora  
Tower Street  
(PO Box 56)  
LEONORA WA 6438

Telephone: (08) 9037 6044  
Email: ceo@leonora.wa.gov.au

| PLEASE PRINT IN BLOCK LETTERS |                                     |
|-------------------------------|-------------------------------------|
| SURNAME:                      |                                     |
| GIVEN NAMES:                  |                                     |
| ADDRESS:                      |                                     |
| EMAIL:                        |                                     |
| CONTACT NUMBERS:              |                                     |
| POSITION APPLIED FOR:         | <b>MANAGER WORKS &amp; SERVICES</b> |

# Declaration Authorisation and Waiver

Please complete & attach this form to your application

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## SHIRE OF LEONORA

### APPLICATION FOR POSITION OF MWS DECLARATION, AUTHORISATION AND WAIVER

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Council reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Council or its 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 any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: 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 applicants' suitability for the position. Any information obtained will be treated as strictly confidential by Council and its agents and will only be made available to the selection Committee/Council at the time, and for the purpose, of selecting the suitable applicant.

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Signature of Applicant:

Date:

**END TEXT**