Introduction

Local Government is an environment of constant change; we enthusiastically embrace State and Federal Government initiatives and continue to improve our services to meet the needs of our community whilst meeting the challenges of changes to contractual and external funding arrangements.

After a restructure of the Assets and Infrastructure Department the role of Depot Coordinator South has become available.

Position Overview

This newly created position is responsible for managing Council’s south based Roadworks activities and other services, including the Quarries and Parks and Gardens. This position is also responsible for the maintenance and operations of Council’s heavy plant and vehicle fleet and the management of the Emergency Response Team.

The successful applicant will hold qualifications in a relevant field, together with several years’ experience in this environment. A Certificate IV in Extractive Industries is required, as is the ability to lead, motivate and develop staff.

Enquiries should be directed to Paul Healy, Group Manager Assets & Infrastructure on 0417 509 732. Applications will be received until 2pm on Friday 8 January 2016.

Organisational Structure

The successful applicant will be responsible to the Group Manager Assets and Infrastructure, or their nominated Officer.

Enclosures

a) Standard Conditions of Employment  
b) Position Description  
c) Privacy Statement  
d) Entitlement to Worker’s Compensation Form  
e) Organisation Chart
Application Procedure

Applications should be returned in a sealed envelope marked ‘Confidential – Position Vacant – Depot Coordinator South’ and addressed to:

Janine Johnstone
Organisation Development Manager
Glenelg Shire Council
Portland Customer Service Centre
PO Box 152
PORTLAND VIC 3305

Or:

E-mail to: employment@glenelg.vic.gov.au

Applications sent via email will receive an e-mail reply acknowledging receipt of the application. If you do not receive an e-mail acknowledging your application within two working days please contact Sian Ruis, Human Resource Coordinator, on 5522 2358.

Council will not be responsible for documents that are corrupt and cannot be downloaded for processing.

Or:

Hand deliver your application to the Front Counter of the Portland Customer Service Centre, Cliff Street Portland.

All applications need to arrive before the closing date, as stated in the advertisement for the position. Applications are dealt with in the strictest confidence and in accordance with the Victorian Privacy and Data Protection Act 2014. Details contained in your application will not be conveyed to any person not directly connected with processing your application without your permission.

Canvass of Councillors or Officers, either directly or indirectly, will automatically disqualify the applicant.

I look forward to receiving your application for consideration.

PAUL HEALY
Group Manager Assets & Infrastructure
About Our Shire

Located in Victoria’s South West, the Discovery Coast is the Western Gateway to the Great Ocean Road and its many natural and historic features, coupled with other unique attractions, make it a destination worth discovering.

Embracing an area of 6,212 kilometres, the Shire includes the City of Portland, townships of Heywood and Casterton and many small townships and localities. Rolling hills and rich agricultural land to the north give way to a scenic and secluded river region to the west, pine plantations line the roads through the hinterland, while a huge expanse of coastal beaches and rugged cliffs form the southern perimeter.

The Glenelg Shire is ideally located between Adelaide and Melbourne and services a large hinterland including the south east of South Australia, south west Victoria and the Wimmera Mallee. With an extensive interstate and local road network including the Princes and Henty Highways and access to the rail system, the Glenelg Shire is the perfect location for a diverse range of businesses and industries. The Shire’s largest city, Portland has a deep water international port and the southern hemisphere’s largest aluminium smelter.

About our Organisation

The organisation is led by the Chief Executive Officer, Greg Burgoyne and our Leadership Team comprises:

- Greg Burgoyne (Chief Executive Officer)
- Edith Farrell (Group Manager Community and Culture)
- Paul Healy (Group Manager Assets and Infrastructure)
- Stephen Kerrigan (Group Manager Planning and Economic Development)
- Karena Prevett (Group Manager Corporate Services)
- Janine Johnstone (Organisation Development Manager)

As at 30 June 2015 Council’s Staff Composition comprised 239.88 (effective full-time staff EFT).
More about Our Shire

The map below outlines the extent of the Glenelg Shire. Additional information is available from our website www.glenelg.vic.gov.au
1. **Salary**

   The salary range offered is Band 7, which currently has an annual gross salary range of Band 7 Level A $83,148.50 to Band 7 Level D $92,717.34.

   Salary and conditions of appointment will be in accordance with the Glenelg Shire Council’s *Enterprise Agreement*.

2. **Emergency Response Team**

   This role is responsible for and is a member of the Emergency Response Team (ERT).

   Currently three roles are responsible for undertaking the requirements of the out of hours response work on a roster shared equally:

   1. Depot Coordinator South (Heywood)
   2. Depot Leader North (Casterton)
   3. Team Leader Parks and Gardens (Portland)

   The three roles are required to be “on-call”, two of the Team each week, where they must be able to respond accordingly. When “on-call” this role will be allocated a Council vehicle.

   Payment for any call-outs is a minimum of one hour paid at appropriate overtime rates and reasonable travel time is regarded as time worked.

   This arrangement requires the rostered ERT members to take the initial emergency call and contact the employee’s on the afterhours Emergency Call Out list, who have the appropriate skills and in accordance with the Emergency Response Departmental Procedure and the Safe Work Procedure, and to also complete the associated paperwork i.e.: Call Out Register and Emergency Response Resource Request form etc.

   An Annualised Agreement will be initiated at the conclusion of the induction phase of employment. Currently the annual allowance is $4,745.17 (gross).

3. **Superannuation**

   The Shire is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. From 1 July 2014 the statutory contribution is 9.5% of the annual salary. Under the Enterprise Agreement the Local Authorities Superannuation Fund, known as Vision Super will be the Employer Default Fund.
3. **Superannuation continued**

Employees may choose to have contributions directed to any complying superannuation fund under the Superannuation Industry (Supervision) Act 1993. All employer superannuation contributions will be made by the employer to Vision Super, or to any other complying fund of the employee’s choice.

4. **Relocation Expenses**

A monetary allocation toward relocation expenses will be offered to the successful applicant.

5. **Full Private Use of Council Vehicle**

Full private use (salary sacrificed) of a Council vehicle (in accordance with Council’s Vehicle Policy, is available to this position.

6. **Hours & Days of Work**

The normal hours of work will be based on a 40 hour week. This system allows for approved rostered days off to be taken where the approved hours worked has exceeded 38. As a general guide, one rostered day off per month should be used.

7. **Police Records Check**

Applicants will be required to have Police Records Check. A satisfactory Police Records Check is an ongoing requirement of this position.

8. **Family Friendly Environment – Balancing Work & Family Commitments**

Our Council is committed to providing a flexible and supportive working environment and flexible work arrangements, which enable and encourage employees to balance their work and family responsibilities and commitments.
9. **Annual Leave**

The successful applicant will be entitled to four weeks annual leave per annum and 17.5% Leave Loading.

10. **Sick Leave**

On commencement of service, one day’s sick leave is provided. On the first day of the second month of service, an additional eleven sick days is provided.

On completion of one year’s service and each year’s service thereafter, a further twelve days of sick leave will accrue.

11. **Salary Sacrifice**

Salary sacrifice options include superannuation, employee’s children’s attendance at Council’s Childcare Centres and membership at the Portland Leisure and Aquatic Centre. Exclusions apply and applicants must adhere to the terms and conditions contained in the Salary Sacrifice Policy.

12. **Smoke Free Environment**

The Council premises and vehicles are smoke free environments.


The Council is committed to providing a workplace free of all forms of discrimination and harassment. It aims for equality of opportunity for all employees and is consistent with our policy of merit-based selection and fairness.

Council continues to have four trained Equal Opportunity Contact Officers and use its formal induction process for new employees to emphasise the importance of the Policy and the commitment of Council to Equal Opportunity principles and Human Rights Charter compliance.

The Glenelg Shire Council is an equal employment opportunity employer.
EMPLOYEE: Vacant
POSITION TITLE: Depot Coordinator South
REPORTS TO: Group Manager Assets & Infrastructure
DEPARTMENT: Assets & Infrastructure
DATE APPROVED: 4 December 2015

This position is subject to the Glenelg Shire Council Enterprise Agreement.

The Glenelg Shire Council is committed to the Human rights principles and responsibilities of freedom, respect, equality and dignity. We will act compatibly, as far as practicable, with The Charter of Human Rights and Responsibilities by taking human rights into consideration when making laws, setting policies, providing services and to give human rights proper consideration in decision-making.

1. Position Objectives

a) Manage the delivery of roadwork’s (South) and other services in a safe, efficient and effective manner and in accordance with relevant Council policies, standards and budget.
b) Manage the maintenance and operations of Council’s heavy plant and vehicle fleet in an efficient and effective manner and in accordance with relevant guidelines, policies, standards and budget.
c) Manage the Emergency Response Team.
d) Undertake responsibilities to ensure Council’s corporate objectives are met.
e) Manage and lead the mechanical workshops including supervision of mechanics and keep accurate maintenance records for plant and equipment.
f) Manage heavy fleet items.

2. Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council’s stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Quarries
a) Manage the operation of all Council quarries.

Works
a) Manage the delivery of Council Roadwork’s activities (South).
b) Ensure works are undertaken in an efficient and effective manner having regard for quality, safety and environmental aspects of the works.
c) Implement works in accordance with agreed programs and within agreed timeframes.
d) Adequately resource Works Teams to enable works to be undertaken effectively.
e) Manage Private Work’s activities in accordance with Council policies and delegated authority.
2. **Key Responsibilities & Performance Standards continued**

**Parks & Gardens**
- Manage the delivery of Council Parks & Gardens activities.

**Staff**
- Manage and lead staff.
- Develop and monitor work plans for staff to ensure performance targets are set and achieved and take remedial action where required.
- Ensure an appropriate level of management is provided for all works undertaken.
- Ensure a safe work environment is provided for all staff/contractors and compliance with Safe Work Procedures.

**Heavy Plant**
- Manage the plant fleet maintenance, use and operation having regard to agreed targets, taking corrective action where necessary.
- Ensure Council vehicles are maintained in a roadworthy and serviceable condition.
- Ensure maximum availability of Council owned plant and mechanical equipment.
- Review plant performance and efficiency and recommend cost effective measures.
- Ensure all relevant fleet items are correctly registered and displaying current labels.
- Manage Plant Hazard assessments.
- Manage the Plant Fleet in accordance with the annual Council budget, approved annual Plant Management Plan, and in particular manage a plant replacement program which is consistent with:
  - Funds available
  - Efficient operation of contract commitments
  - Council’s long term strategy
- Manage and work within delegated budgets.

**Administration & Communication**
- Provide regular reports to the Manager as required.
- Provide advice and support to the Manager in relation to administration of the Unit and input into the development of policies, guidelines, work procedures and other document development.
- Manage the financial performance of designated activities and assist in the preparation of the annual budget.
- Liaise with the Manager and other staff to ensure an appropriate level of communication is maintained throughout the organisation.
- Ensure appropriate and accurate records are maintained.
- Prepare tenders and quotations for works within delegated responsibility.
- Ensure appropriate response to customer requests in accordance with Council’s Customer Service Charter.
- Participation in Quality Assurance Group to develop, implement and maintain the Quality Management System.

**Other**
- Lead member of the Emergency Response Team, in accordance with a roster.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee’s skill, competence and training, provided such duties do not promote a narrowing of the employee’s skill base (Part B – Enterprise Agreement - Clause 14 – Victorian Local Authorities Award 2001).

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.
3. **Confidentiality**

The Officer must not, whether during or after the Officer’s employment with the Council, make any improper disclosure or use of:

a) Any information or trade secrets of the Council;
b) The position of the Council or of any Councillor or Council Officer on any confidential matter; or
c) Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer’s best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

4. **Organisational Relationships**

**REPORTS TO:**  
Assets & Works Manager

**SUPERVISES:**  
Team Leader Parks & Gardens (Parks & Gardens staff)  
Senior Plant Operator (Roads staff - South)  
Mechanics  
Other staff, as assigned

**INTERNAL LIAISONS:**  
Depot Leader North (Roads staff – North)  
Resource/Project Officer  
Assets & Infrastructure Department staff  
Other Council staff, as required

**EXTERNAL LIAISONS:**  
Public  
Emergency Services/Agencies  
Contractors  
Service Authorities  
Government Department Officers  
Motor Trades personnel  
Equipment Suppliers & Service Technicians

5. **Accountability & Extent of Authority**

a) Required to have a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position to enable the selection of appropriate course of action in any particular case.

b) Services are to be delivered in accordance with required standards and the freedom to act is set by policies, objectives and budgets.

c) Accountable to the Manager for meeting established performance objectives.

d) Accountable for ensuring that all work is carried out to a high standard and within the required time lines.

e) Responsible for making routine decisions for the efficient and effective performance of such duties in accordance with guidelines established by the Manager.

f) Provide input into to policies, procedures and budget.

g) Authorised to engage resources for works approved by the Manager and within the constraints of relevant policies and budget.
6. **Judgement & Decision Making**

a) Required to have a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position to enable the employee to select the appropriate course of action in any particular case, where guidance is not always available.
b) Ability to resolve complex problems.
c) Ability to develop policies and plans.
d) Required to identify improvements to procedures to continually enhance levels of service.
e) Ability to judge the appropriate means and methods to undertake works.
f) Ability to provide advice to customers and make commitments on behalf of Council.
g) Ability to decide on appropriate corrective action.

7. **Management Skills**

a) Highly developed networking and liaison skills.
b) Advanced skills in the delivering/producing verbal and written reports/presentations and the preparation of internal and external correspondence, including policies and procedures.
c) Planning and project management skills.
d) Creativity and problem solving skills, including conflict resolution and negotiation skills.
e) Ability to lead and motivate staff and foster effective teamwork, which is consistent with organisational direction.
f) Ability to prioritise activities with conflicting time lines to achieve objectives.
g) Keep appropriate and accurate records.
h) Advanced public relations and negotiation skills.
i) Ability to investigate, analyse and provide solutions for general roadwork's activities.
j) Ability to identify and foster innovation.
k) Demonstrated ability to cost works and prepare tenders.
l) Excellent time management skills, setting priorities, planning and organising work to achieve objectives within the most efficient, effective and timely manner.
m) An understanding of personnel practices including Equal Employment Opportunity and Occupational Health and Safety requirements relevant to the position.

8. **Specialist Skills & Knowledge**

a) Financial management skills - ability to develop, manage and effectively monitor budgets.
b) Extensive knowledge of roadwork's activities and extensive knowledge of plant and equipment used in roadworks.
c) Demonstrated ability to work without direct supervision and make immediate decisions.
d) Ability to remain pleasant and courteous at all times even when dealing with difficult customers.
e) Very good investigative and analytical skills.
f) Demonstrated proficient computer skills.
g) Demonstrated ability to exercise initiative, to be innovative, creative and flexible and the desire to adapt to change.
h) Demonstrated ability to program works and set priorities to minimise plant down time.
i) Demonstrated ability to manage, train and develop others.
9. **Interpersonal Skills**

a) Highly developed communication and public relations skills.
b) Ability to develop and maintain effective working relationships with internal and external stakeholders and staff.
c) Ability to consult to identify needs and expectations.
d) Ability to deal discretely and tactfully with confidential and sensitive matters.
e) Ability to work harmoniously within a team environment and promote a team approach.
f) Energetic, self-motivated, with lateral and forward thinking skills.
g) Excellent customer service focus.
h) Ability to gain cooperation and assistance from all levels of Council staff and a broad cross section of individuals and groups in the community.
i) Advanced skills in effective verbal and written communication, including the ability to write reports, prepare internal and external correspondence and discuss and resolve issues.

10. **Qualifications & Experience**

a) Degree or Diploma in a relevant field, together with several years’ experience or lesser qualifications with extensive experience.
b) Certificate IV in Extractive Industries is required.
c) Demonstrated experience in staff management is essential.
d) Experience in operation of earthmoving plant is highly desirable.
e) Ability to read and interpret plans, specifications and contract documentation is required.
f) A current Victorian Drivers licence is essential.
g) Mechanical trade qualification is desirable.
h) Possession of other appropriate licences to operate relevant machinery is desirable.
i) Proven experience in the management of plant and equipment.

11. **Employee Risk Management Responsibilities (including OH&S)**

The following items are the duties of each employee:

a) To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
b) To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
c) Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
d) Not wilfully place at risk the health and safety of any person at the workplace;
e) Report all safety hazards and risk exposures, including losses to their supervisor;
f) Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
g) All staff are required to actively reduce Council’s exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

12. **Key Selection Criteria**

a) Degree or Diploma in a relevant field, together with several years’ experience or lesser qualifications with extensive experience.
b) Certificate IV in Extractive Industries.
c) Demonstrated experience in staff management.
d) A current Victorian Drivers licence.
e) Proven experience in the management of plant and equipment.
f) Highly developed communication and public relations skills.
g) Ability to work harmoniously within a team environment and promote a team approach.
h) Excellent customer service focus.
i) Advanced skills in effective verbal and written communication.
13. **Signed**

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Employee’s Signature      Date

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Group Manager’s Signature  Date
PLEASE TAKE TIME TO READ THIS FORM

PRIVACY STATEMENT

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position.

Under Information Privacy Principle 1.3 of the Victorian Privacy and Data Protection Act 2014, the Glenelg Shire has an obligation to explain how it will use all personal information that it may collect, to whom the Glenelg Shire may disclose the information, and how you can access this information. Access to the information can be arranged by contacting the Council’s Privacy Officer:

Ms Debra Clark
Governance Coordinator
Privacy Officer
Telephone: 03 5522 2305

Glenelg Shire Council, PO Box 152, Portland 3305

At all times during the recruitment and selection process, the Chief Executive Officer will treat personal data in a highly confidential manner. All documents will be in secure storage and available only to members of the selection committee for the purpose of selecting the best person for the position.

In line with the Victorian Public Records Act 1973 and Equal Opportunity Act 1995, all unsuccessful applicants’ documentation will be permanently destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed.

Successful applicant details become employment-related information and will be placed on the successful applicant’s Personal File. The Glenelg Shire may release this personal information to third parties such as Vision Super Fund Pty Ltd, Victorian Workcover, Centrelink and the relevant Local Government Union for employment related purposes.

By receiving this form you acknowledge that the Glenelg Shire has made you aware of its policy on the storage of personal information, the purpose for its collection, and how to contact us to gain access to stored personal information.
ENTITLEMENT TO WORKERS’ COMPENSATION PURSUANT TO THE
WORKPLACE INJURY, REHABILITATION AND COMPENSATION ACT 2013

Name of Prospective Employee: ____________________________________________

Proposed Position:    Depot Coordinator South

Pursuant to Section 41 of the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended):

1. You are advised that the nature of the position you have applied for with the Glenelg Shire Council will be as follows:- (description of job duties)
   
   As per Position Description.

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please note that Section 41 of the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 41, any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the Glenelg Shire Council does not entitle you to compensation under the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended).

I acknowledge receipt of this document.

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Dated the ......................... day of ......................................... 20..