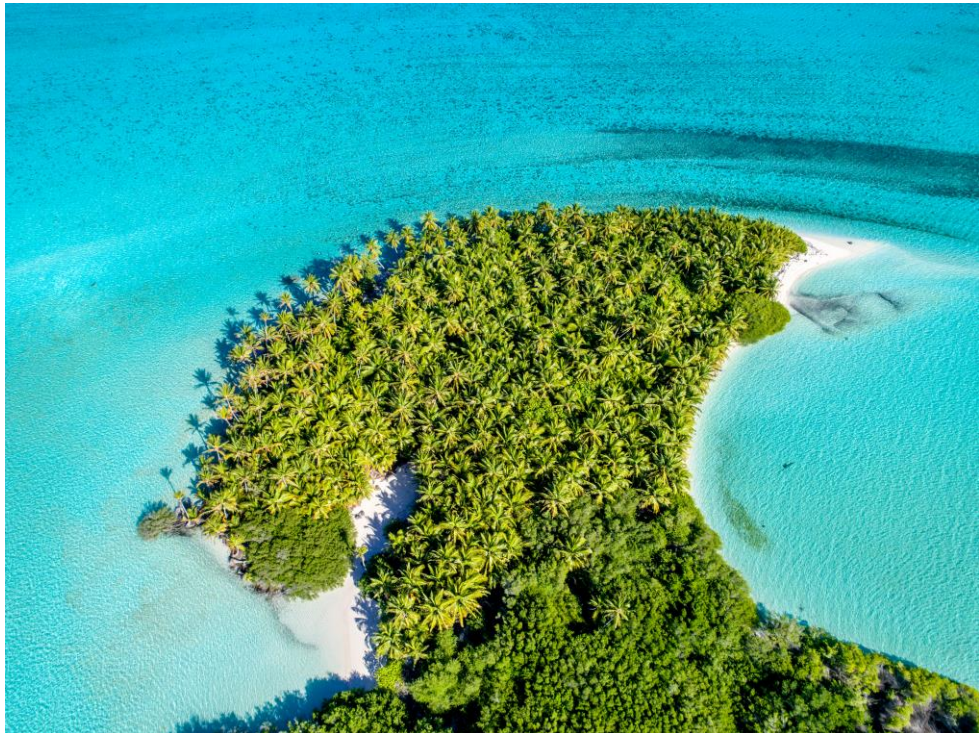




# Manager Works and Services Application Package

1094 Home Island, Cocos (Keeling) Islands, INDIAN OCEAN WA 6799  
Telephone: (08) 91626649 Facsimile: (08) 91626668  
Website: [www.shire.cc](http://www.shire.cc)

Contact:  
*Andrea Selvey, Chief Executive Officer.*



Advertisement



**MANAGER WORKS AND SERVICES**

**3 YEAR CONTRACT**

A rare and exciting opportunity exists to have a rewarding career, live in one of the world's most desirable locations and work with a fabulous community and a values-driven team.

The Shire of Cocos (Keeling) Islands is looking for a Manager Works and Services who will be committed to the community and to working within and contributing to a vibrant team environment. Of course, we need someone with sound technical knowledge in the area of civil engineering and strategic asset management, combined with experience and skill in the field.

Apart from the obvious benefits of living on the pristine Cocos (Keeling) Islands, we are offering a great package. Depending on your skills and experience the package ranges from \$180,00 to \$200,000 which includes superannuation, district allowance, housing, vehicle. Five weeks annual leave per annum is included.

The selection criteria for the position will help you to decide if this is the right role for you. If you think you are ready to seize this opportunity and would like to be considered for this position, please submit an application that includes a cover letter, a current resume and a statement that addresses the selection criteria.

Want to know more...check our video <https://youtu.be/Pwf9BaHmqg4>

A position description which includes the Selection Criteria for the position is available from the Shire website or by contacting the Governance Coordinator, Ibrahim Macrae on 08 9162 6649 / [governance@cocos.wa.gov.au](mailto:governance@cocos.wa.gov.au).

Applications, marked to the attention of the Chief Executive Officer can be emailed to [info@cocos.wa.gov.au](mailto:info@cocos.wa.gov.au) or posted to the Shire of Cocos (Keeling) Islands, PO Box 1094, COCOS (KEELING) ISLANDS WA 6799.

Applications close at **12:00noon on Monday 24 February 2020.**

For more information about the position please contact Andrea Selvey on 9162 6649 or [ceo@cocos.wa.gov.au](mailto:ceo@cocos.wa.gov.au).

Applicants may be subject to a pre-employment medical, including drug screening.

The Shire of Cocos Keeling Islands is an Equal Employment Opportunity Employer and is committed to a fair recruitment process in selecting the best applicant for the position.



## Position Description



### POSITION DESCRIPTION

Position Title:	Manager Works and Services
Level:	Negotiated
Term:	3 years
Section:	Works and Services
Responsible to: (Immediate Supervisor)	Chief Executive Officer

### POSITION OBJECTIVE

To lead and manage the Works and Operations Services function, ensuring a planned, professional and customer-focussed service to the Community and stakeholders; and

To assist the CEO in the provision of the ethical, cultural and corporate development of the Shire in accordance with all relevant legislation, Council values and Council policy.

## PRIMARY RESPONSIBILITIES

1. Demonstrate a commitment to and advancement of the Shire's Purpose and Values:

### Service

Provide the best service we can. We serve the community and each other.

### Accountability

We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

### Support

We support our team and our community. Look for opportunities to help each other.

### Respect

We respect and value others. Our interactions are always respectful towards others.

### Integrity

We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

### Achievement

Being proactive and enabling the outcomes. Be creative and think outside the square

2. Lead and manage the Works Department, consisting of the Roads, Parks and Gardens and Waste teams.
3. Develop the strategy for, and manage Council's work program, inclusive of roads and paths, parks and reserves, coastal protection, waste management facilities, storm water management and built infrastructure.
4. Contribute to the preparation of policies, strategic plans and the department budget
5. Facilitate and support sound communication between the Shire's leadership team and the teams in the Works Department.
6. Coordinate and manage the Works Program to ensure alignment with and progression of strategic and long-term objectives.
7. Plan, prioritise and manage resources including people and plant within budget and delegation parameters.
8. Assist in the development and monitoring of systems, standards, procedures, policies and performance measures to facilitate a culture of continuous improvement

9. Manage the department's procurement of goods, services and contractors to ensure the best value for money for the Shire.
10. Ensure all records are created and captured in accordance with legislative requirements and Council policies and procedures.
11. Actively contribute to and support the implementation of the Shire's OH&S focus.
12. Proactively engage with the community and key stakeholders on matters relating to the Works Department.

## **SELECTION CRITERIA:**

### **KNOWLEDGE AND SKILLS**

- Demonstrated skill in working with community and stakeholders
- Demonstrated commitment to teamwork and leading a culturally diverse team
- Sound strategic and long-term planning skills
- Developed skills in setting and managing budgets
- Highly developed initiative and ability to problem solving ability
- Highly developed knowledge of local government works and operational areas, particularly road construction and maintenance
- Demonstrated time-management skills and ability to prioritise tasks
- Sound knowledge of relevant legislation – e.g. Local Government Act (WA) 1995; Occupational Safety and Health Act 1984; Equal Opportunity Act, 1984 (WA).

### **EXPERIENCE**

- Experience in a civil works role in the government or private sector
- Experience managing complex projects and delivering infrastructure services in a remote location

### **QUALIFICATIONS**

- Tertiary qualifications in an engineering related discipline or a commensurate level experience

**Degree of Supervision Received:** Works under the general and high-level supervision of the Chief Executive Officer

**Degree of Control over Activity is governed by:** Relevant Legislation such as *The Local Government Act (WA)(CKI) 1995* and subsidiary legislation; Local Laws; Council Policies.

**Problem Solving as Part of the position by following:** Policy and Procedures

**Degree of assistance:** Readily available

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire and this position description facilitates this development that I will actively invest in.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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



## Remuneration Details

Employment is offered under a performance based contract of three years with a remuneration package of \$180,000 to \$200,000 per annum. Below is an indicative example of the package but specific details will be negotiated within the range offered with the successful applicant:

### Remuneration Package

• Salary	\$ 95,000	\$ 110,000
• District Allowance	\$ 11,746	\$ 11,746
• Superannuation Guarantee (9.5%)	\$ 10,140	\$ 11,565
• Superannuation – Matching (Policy) (5%)	\$ 5,337	\$ 6,087
• Rent Free 3 Bedroom House	\$ 20,000	\$ 20,000
• Fully maintained unlimited private use vehicle	\$ 10,000	\$ 10,000
• Storage Costs off-island	\$ 3,000	\$ 3,000
• Airfares (Based on 2 adults/2 children x 2 trips/annum)	\$ 12,000	\$ 12,000
• Associated FBT	\$ 3,000	\$ 3,000
• Professional Development	\$ 5,000	\$ 5,000
• Communications & Utilities	\$ 2,000	\$ 2,000
• Professional Development	\$ 5,000	\$ 5,000
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	\$182,223	\$199,398

### Please note:

1. 17.5% leave loading on 5 weeks annual leave are factored into the base salary.
2. The 3 bedroom house provided is nearly fully furnished
3. The Council will pay the relocation expenses upon commencement to the Islands. Removal expenses are restricted to furniture and personal effects. 18 months of employment must be served to qualify for relocation expenses off the Islands.



## Applicant Notes

### **PREPARING YOUR APPLICATION**

Applicants, who demonstrate that they meet the selection criteria for the position and who, from their written applications, appear to be competitive, will be considered for interview.

**Applications** can be either be emailed (preferred), or posted but must be received before the closing advertised date.

Email address for applications: [info@cocos.wa.gov.au](mailto:info@cocos.wa.gov.au)

Postal address for applications: marked to the attention of the Chief Executive Officer, Shire of Cocos (Keeling) Islands, PO Box 1094, COCOS (KEELING) ISLANDS WA 6799.

In order to qualify as a valid application you must include all the following information.

### **Resume (Curriculum Vitae) which comprise of:**

- Personal Details - Name, address, telephone number and email.
- 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.

### **Statements Addressing the Selection Criteria:**

This is the most important part of your application. 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. Only those applicants who best demonstrate they meet the selection criteria will be interviewed.

### **Other Documents**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

The successful applicant will be required to obtain relevant Police Clearances.



## **Referees**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those that can comment on recent work experience that is relevant to this position. Applicants will be notified prior to any reference checks being conducted.

## **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.

## **LATE APPLICATIONS**

In fairness to all applicants, late applications cannot be received by Council.

## **INTERVIEWS**

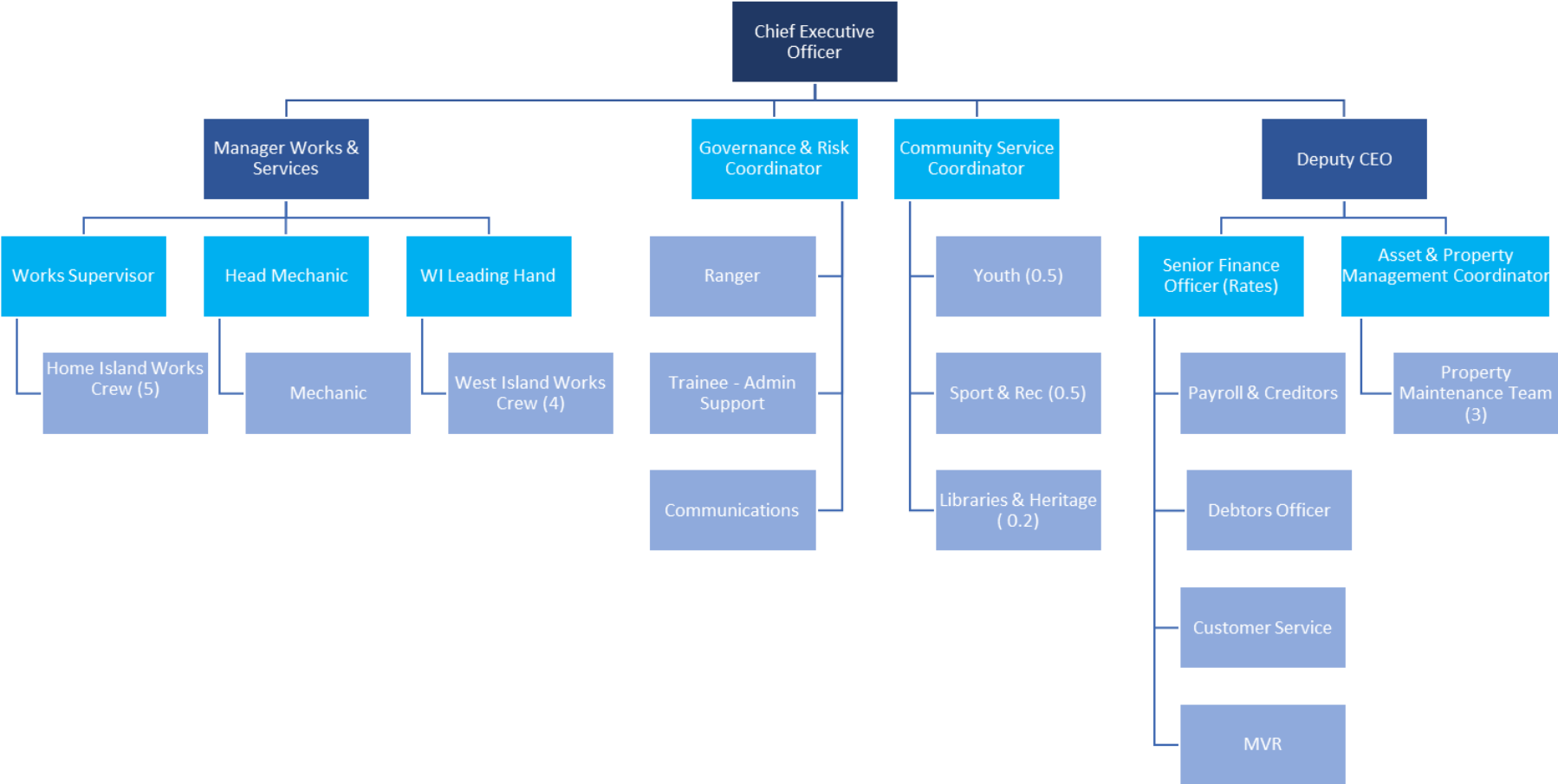
Interviews will be conducted in Perth or alternatively by instantaneous electronic communication if circumstances require.

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***The Shire of Cocos (Keeling) Islands is an equal opportunity employer and provides a smoke free work environment.***



# Shire of Cocos (Keeling) Islands Organisation Structure February 2020



## General Information

The Cocos (Keeling) Islands are located in the Indian Ocean 2,950 kms northwest of Perth, 3,700 kms west of Darwin, and 900 kms south west of Christmas Island (96° 52' East 120° 10' South). There are 27 coral islands in the group, with a total land area of approximately 14km<sup>2</sup>.

### **Geography and Climate**

Apart from North Keeling Island, which is approximately 30kms from the main group, the islands form a typical horseshoe-shaped atoll surrounded by a coral reef. Each island has rough coral beaches to seaward and sandy beaches or mudflats on the lagoon side. The Islands are low lying and most are thickly covered with coconut palms. Wildlife consists mainly of seabirds, such as frigate birds and booby birds, which are restricted to uninhabited islands, especially North Keeling. Land crabs are common on all islands. The climate is tropical with high humidity. Temperatures range from 28-30 degrees daily. The average rainfall is 2000mm per annum, falling mainly from January to August. The southeast trade winds blow most of the year, producing pleasant weather conditions.

### **Time Difference**

1 ½ hours behind Western Standard Time (WST). 3 ½ hours behind Eastern Standard Time (EST)

### **The Cocos Island Community**

The total population is approximately 600 people, about 80% (480) of whom are residents on Home Island, where the majority of the Cocos Islander community resides. The remaining 20% (120) residents live on West Island, where the main Commonwealth facilities, including the airport, are located. They are mostly Australians from the mainland on two or three year postings.

The population of Home Island comprises mainly the Cocos Islander community. The Cocos Islanders descended from people brought to the Islands in the 19<sup>th</sup> century from Malaya, East Africa, China, Java, Indian and Ceylon. They are predominantly Malay, speak a local variant of Malay, known as Cocos Malay, and follow the Islamic faith. They have been an isolated community for most of the 160 years they have lived on the islands. It is only since the Australian Government's purchase of the majority of Mr Clunies-Ross' remaining interests in the Islands in 1978 that the Cocos islanders have had extensive contact with the West Island community and mainland Australia (especially communities in Geraldton and Katanning).

The Cocos Island people speak their own dialect of Malay, as well as English, and are descendants of the original settlers who came to the islands in 1826. They have evolved a unique culture, which reflects their diverse origins and Islamic traditions. Only two of the islands are inhabited – Home Island where the majority of the Cocos Malay people reside and West Island which houses most of the mainly Australian workers on contract to various government departments.

Although many of the Cocos islanders mix freely with residents of West Island, the Home Island community is quite separate. Cocos Islanders lead a traditional lifestyle in accordance with their religion. At the same time of the Act of Self Determination in 1984 the Commonwealth gave a commitment to the Cocos Islander people to respect their religious beliefs, traditions and culture.

## **The Shire**

On the 1<sup>st</sup> July 1992 the Territories Law Reform Act came into effect by which the Commonwealth Government applied Western Australian laws to the Cocos (Keeling) Islands. The Local Government (Transition) Ordinance 1992 established the Shire of the Cocos (Keeling) Islands by absorbing its predecessors the Cocos (Keeling) Islands Council. Through the Applied Laws (Implementation) Ordinance 1992, the Local Government Act 1995 (WA)(CKI) became the legal charter for the Council. From the 1<sup>st</sup> July 1996, the Local Government Act 1995 (WA)(CKI) supersedes the previous Local Government Act.

The Shire Council inherited all the assets, liabilities, rights and obligations of the former Cocos (Keeling) Islands Council that existed at the commencement of the Territories Law Reform Act 1992. The employees of the former Council became the employees of the new Shire Council. The Council consists of 7 members, with the President elected by the Council. The municipality is not divided into wards. The first full election under the Local Government Act 1960 (WA)(CKI) was held in May 1993.

The Shire is the Trustee, on behalf of the Cocos Island community, for most of the land on the southern atoll of the Cocos (Keeling) Islands (with exception of the former Clunies Ross Oceania House property on Home Island, the Commonwealth Quarantine Station, the airport and sundry Commonwealth properties), the Islands are under two Deeds of Trust created in 1979 and amended in 1984.