



Shire of
Plantagenet

Application Package

Principal Works Supervisor (Full-time)

Closing Date: Friday 15 May 2026 – 4.15pm



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Welcome From the CEO

Thank you for your interest in working at the Shire of Plantagenet.

This Candidate Information Pack provides details about the Shire and the employment opportunity you may be interested in.

Over the next few years, the Shire has a number of exciting projects which will significantly enhance our community, making Plantagenet an even more attractive place to live, work and visit.

We are seeking committed, passionate individuals who can bring experience and enthusiasm to the organisation. Being able to deliver excellent customer service is critical to any role. We are a values driven organisation who believe in our people to work in the best interest of the community.

We believe our staff are our most important asset and seek to provide a contemporary workplace focused on professional development and business improvement.

If you would like to be part of an organisation which values community engagement, thrives on continuous improvement and is committed to saying yes as often as possible, we would welcome your application.

Julian Murphy
CHIEF EXECUTIVE OFFICER



Serving a population of approximately 5,700 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.



Shire of Plantagenet



Corporate & Community Services

- Finance
- Administration & Customer Service
- Records Management
- Information & Communications Technology
- Community Development
- Recreation Services
- Library / Community Resource Centre (CRC)



Infrastructure & Assets

- Roads Construction and Maintenance
- Parks & Gardens
- Waste Management
- Asset Management
- Building Maintenance



Development & Regulatory Services

- Planning & Development
- Environmental Health
- Building Control
- Compliance and Enforcement
- Emergency Services
- Ranger Services
- Saleyards



Office of CEO

- Governance
- Community Relations
- Elected Member Relations
- Economic Development
- People & Culture
- Work Health & Safety

Our Vision

Plantagenet, building a sustainable and respectful community, where the environment is preserved and natural beauty and diversity provide opportunities for all.

Our Mission

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

Our Values

Integrity

- Honesty
- Ethical behaviour
- Trustworthiness

Professionalism

- Assertive & respectful communication
- Conduct ourselves professionally at both work and in the community

Responsibility

- Respect ourselves, colleagues and customers
- Be accountable

Supportiveness

- Approachable, open and honest
- Value all opinions
- Embrace and share new ideas



Position Information

PRINCIPAL WORKS SUPERVISOR

The Shire of Plantagenet is seeking an experienced Principal Works Supervisor to lead onsite construction and maintenance activities across our operations. This role is central to delivering high-quality municipal engineering projects for our community.

You will oversee daily operations across road construction and maintenance, parks and gardens, and workshop/depot functions. Working closely with the Manager Operations, you'll coordinate staff, contractors, plant, and resources to ensure safe, efficient, and compliant project delivery.

Key responsibilities include:

- Supervising staff and contractors across construction, maintenance, and parks.
- Ensuring compliance with Shire standards, policies and traffic management plans
- Providing technical guidance, training support, and corrective direction
- Conducting infrastructure inspections and setting out survey control
- Assisting with project costing, scheduling, and progress monitoring
- Coordinating plant maintenance and contributing to procurement planning
- Managing stock registers, RAMM data collection, and timesheet checks
- Supporting emergency service activities when required

What You'll Bring

Essential:

- Supervisory experience in road and drainage construction
- Ability to interpret engineering drawings and use survey equipment
- Experience with stormwater installation and cost estimating
- Civil Engineering qualifications or extensive road construction experience
- WHS and Basic Traffic management training
- Strong communication, leadership, and problem-solving skills
- Computer literacy and ability to manage workloads
- Ability to operate and maintain heavy plant and vehicles
- Knowledge of estimating practices and plant operation

Competitive conditions of employment are offered including a salary in the range of \$75,302.20 to \$100,000 per annum plus 12% superannuation contribution and co-contributions of up to 5%. The appointed person will be required to work 76 hours per fortnight on a 9-day fortnightly cycle.

The Shire of Plantagenet is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Julian Murphy

CHIEF EXECUTIVE OFFICER

POSITION TITLE	Principal Works Supervisor
DEPARTMENT	Infrastructure & Assets
LOCATION	Shire Depot, Langton Road
CLASSIFICATION	Custom – Above IA Level 6 - Shire of Plantagenet Outside Workforce Industrial Agreement 2025
DATE	01 April 2026

POSITION OBJECTIVE
To provide onsite supervision to employees and coordinate construction and maintenance activities on municipal engineering projects and services within the Infrastructure and Assets area.

POSITION RELATIONSHIPS	
Executive Manager	Executive Manager Infrastructure and Assets
Manager / Supervisor	Manager Operations
Position(s) Under Direct Supervision	Leading Hand Construction Leading Hand Civil Assistant Works Supervisor Parks and Gardens Mechanics (x2)
Position(s) Under Indirect Supervision	Plant Operator/General Hands General Hands Parks and Gardens Yard Manager Contractors Subcontractors

KEY RESPONSIBILITIES	
1.	Provide day to day onsite supervision of staff within the areas of road construction and maintenance, parks and gardens and workshop / depot.
2.	Ensure the adherence to established standards of workmanship by staff and contractors through Shire policies.
3.	Advise construction operational staff and contractors in the performance of their functions, implementing corrective action if necessary.
4.	Ensure construction staff are adequately trained and advise the Manager Operations of any training requirements.
5.	Responsible for general productivity on Council projects in consultation with the Manager Operations.

6.	Identify requirements for construction roadworks including the provision of information to assist in the costing of all works on behalf of the Manager Operations.
7.	Advise on plant/ labour requirements and scheduling of work.
8.	Carry out, on behalf of the Manager Operations and Executive Manager Infrastructure and Assets, regular inspections of Shire infrastructure.
9.	Carry out the setting out and survey control of road works and other infrastructure related projects from time to time.
10.	Ensure compliance of road and construction roadwork sites with the approved traffic management plan.
11.	Assist the Manager Operations to monitor costs and the progress of construction works.
12.	Provide input to the preparation of the Council's annual and ten year works programs in consultation with the Executive Manager Infrastructure and Assets, Manager Operations, Senior Administration/Projects Officer and Asset Management Officer.
13.	Ensure plant and equipment is correctly maintained and coordinate repairs and servicing of same through the Workshop when required.
14.	Advise and assist the Manager Operations in the preparation of plant and procurement programs.
15.	Arrange 'ASCON' details for construction activities, as and when required.
16.	Collect data for Technical Services Road Inventory and Pavement Management System (RAMM).
17.	Monitor a register of stocks and materials, including end of year reconciliation.
18.	If required, check and approve daily timesheets for construction, maintenance, parks and gardens and workshop/depot staff, ensuring the accuracy of submitted information.
19.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
20.	Engage in emergency service activities as required when directed by the Executive Manager Works and Services.
21.	Perform such other duties within the officer's skills group, qualifications, Council Policy or as directed by the Manager Operations and/or Executive Manager Infrastructure and Assets.
22.	Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

SELECTION CRITERIA

Essential Requirements

- Demonstrated supervisory experience in the construction of road and drainage works for local or public authorities or private contractors.
- Previous experience interpreting engineering design drawings, undertaking and working to levels, installing stormwater drainage systems, and preparing cost estimates.
- Previous experience using survey equipment to set out infrastructure projects, including use of a level and staff.
- Current Western Australian “HR” class Drivers Licence.
- Appropriate qualifications in Civil Engineering or extensive experience in road construction and maintenance operations.
- Occupational Safety and Health Training.
- Basic Worksite Traffic Management training.
- Good communication skills, both written and verbal.
- Sound computer literacy skills and operation.
- Well-developed problem-solving skills.
- Ability to prioritise workload, maintain flexibility, and drive projects.
- Well-developed team leadership skills.
- Able to operate and perform user maintenance on items of plant and vehicles more than 8 tonne GVM plus trailer more than 9 tonne GVM.
- Developed knowledge of plant operation and user maintenance.
- Sound knowledge of estimating practices and procedures.

Desirable Attributes

- Familiarity with Local Government, Occupational Safety and Health, and Equal Employment Opportunity legislation.
- Supervisory training.
- Working knowledge of WorkSafe WA regulations, Main Road WA guidelines, traffic management practices and principles.
- Advanced Traffic Management Training
- Knowledge of Local Government works at an operational level.
- Working knowledge of quality control principles and practices.
- Working knowledge of established procedures for pit rehabilitation, landfill site operation, clearing techniques, and environmentally acceptable practices.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under the general direction of the Manager Operations in accordance with Council policies and procedures and statutory provisions of the Local Government Act and other legislation.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet’s Risk Management and Occupational Safety and Health policies and procedures and using all equipment provided in accordance with safe operating procedures. Where

appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

- All supervising staff are required to implement and maintain the Shire’s OHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour and trustworthiness
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence
- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer Focus by understanding needs, being proactive and responsive

POSITION DESCRIPTION APPROVED

CHIEF EXECUTIVE OFFICER

Julian Murphy

Signature	Name	Date
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EMPLOYEE ACKNOWLEDGEMENT

Signature	Name	Date
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What We Offer

Work / Life Balance

- Permanent full-time
- 76-hour, 9-day fortnight
- 4 weeks annual leave plus 17.5% leave loading,
- 10 days personal leave/12 days after completion of 3 years

Healthy Lifestyle

- Flu Vaccinations
- Health Assessments
- Skin Cancer Screenings
- 50% reimbursement on an annual recreation centre or pool membership
- Albany beaches only 30 minutes away
- Close to Stirling and Porongurup Ranges

Attractive Superannuation

- An extra 5% on top of statutory 12% contribution for contributing members

Employee Assistance Program

- All employees have access to free, confidential professional counselling via the Shire's Employee Assistance Program (EAP)

Study Leave

- Study leave and financial assistance is available to employees undertaking work related study

Other Benefits Include

- Training opportunities
- Uniform allowance
- 13 weeks long service leave after 10 years' service in Local Government. Pro rata long service leave is available after 7 years' service on termination of employment (long service entitlements are transferable within Local Government).

Information For Applicants

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position. The covering letter should be no more than two pages and include information addressing the selection criteria.

Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model;

Situation: provide a brief outline of situation /setting

Task: outline what you did

Approach: outline how you did it

Result: describe what the outcomes were

Resume (Curriculum Vitae) which includes:

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

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your

current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

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

Submitting your application:

Closing Date: 4.15pm Friday 15 May 2026

Email: hr@sop.wa.gov.au

By Hand: Shire of Plantagenet – 22-24 Lowood Road,
Mount Barker WA 6324

Attention: Natalie Broadbent, Coordinator People & Culture

Post: PO Box 48, Mount Barker WA 6324

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.

All new staff are required to 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 examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.

The successful applicant will be required to provide a National Police Clearance.

CANVASSING OF ELECTED MEMBERS WILL DISQUALIFY APPLICANTS



22-24 Lowood Road Mount Barker WA 6324

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Facebook: @shireofplantagenet