



MANAGER OF WORKS

Shire of Broomehill-Tambellup

Vacancy Information Package

Closing date: 4.00pm, 20 August 2026



Broomehill townsite, Great Southern Highway

Manager of Works

Shire of Broomehill-Tambellup

Lead the Shire's Works, Assets and Infrastructure

Lead road, asset, plant and infrastructure delivery across a rural Shire in the Great Southern, with a provided home, a vehicle and relocation support.

Total package valued at approximately \$180,000 to \$209,000 per annum

- **Salary from \$120,000 to \$140,000 per annum**
- **Modern four-bedroom, two-bathroom Shire home in Tambellup**
- **Fully maintained vehicle with private use, plus relocation support of up to \$7,000**

The Shire of Broomehill-Tambellup is seeking an experienced Manager of Works to lead the planning, delivery and long-term management of the Shire's infrastructure, assets and works services.

Reporting directly to the Chief Executive Officer and forming part of the Senior Management Team, this is a senior leadership position accountable for the Shire's roads, buildings, parks, reserves, waste services, plant and fleet, and depot operations.

You will have the scope to shape how the Works unit operates. The Shire will be progressing the implementation of a functional review of the Works function, and the successful applicant will help build a capable, efficient and sustainable operation with clear systems, sound planning and reliable data behind every decision.

What you will lead

You will be responsible for the full works and asset cycle, from planning through to delivery and reporting.

Your work will include:

- Annual and 10-year programs for road construction, resheeting, resealing, drainage and infrastructure renewal
- Asset Management Plans for roads, footpaths, drainage, bridges, buildings, parks, reserves, plant and fleet
- Grant funded programs including Roads to Recovery, Regional Road Group and Black Spot, from application through to acquittal
- Oversight of plant and fleet, the workshop, and depot operations across the Tambellup and Broomehill depots
- Oversight of building maintenance across staff housing, independent living units, community facilities and public buildings
- Parks, gardens, reserves, streetscapes, cemeteries and townscape amenity
- Waste facilities and collection arrangements, including licence and environmental compliance

- The Works operating and capital budgets, procurement, contracts and contractor performance
- Leadership, safety and development of the Works team

The position works under the general direction of the Chief Executive Officer and provides the CEO and Council with practical technical advice, reliable costings and planning that links asset condition and service levels to the Shire's Integrated Planning and Reporting Framework.

What you will bring

We are looking for a capable and credible works leader with:

- Substantial experience leading civil works, infrastructure or asset services, including sealed and unsealed rural roads
- The ability to plan, cost, program and deliver annual and multi-year works and renewal programs on time and within budget
- Proven leadership of a multidisciplinary outdoor workforce, including performance management and building a safe and respectful team culture
- Sound financial, procurement, contract and grant management capability
- Practical working knowledge of work health and safety, risk management and traffic management in a civil works environment
- Clear written and verbal communication, including concise reports and recommendations for the CEO and Council
- Sound judgement, the capacity to work autonomously and the discipline to keep the CEO appropriately informed

A current unrestricted C class driver's licence is required. Local government or comparable regional infrastructure experience, an HR class licence, traffic management and first aid certification, and formal qualifications in civil engineering, civil construction, project management or asset management will be highly regarded.

A package designed to support your move

The remuneration package includes:

- Salary from \$120,000 to \$140,000, based on qualifications and experience
- 12% superannuation plus the option for up to an additional 5% matched superannuation
- A fully maintained vehicle including fuel, with private use
- A modern four-bedroom, two-bathroom Shire home in Tambellup
- Relocation support of up to \$7,000
- 25 days annual leave plus 17.5% leave loading
- Uniforms and personal protective equipment
- Wellbeing and employee assistance programs

Live and work in the Great Southern

Broomehill and Tambellup sit within the Great Southern's cropping and grazing country, around three and a half hours south-east of Perth and about 140 kilometres north of Albany.

This is a role where the work is visible. You will see the results of your programs on the network, in the townsites and in the facilities the community uses every week, and you will do it in a place where relationships matter, and decisions are made close to the ground.

How to apply

For a confidential discussion, contact Karen Callaghan, Chief Executive Officer, on 0423 109 425 or ceo@shirebt.wa.gov.au.

Applicants should submit:

- A covering letter or email of no more than three pages addressing the work-related requirements
 - A current resume
 - Contact details for two referees, including a current or recent supervisor
1. Mark your application: Private and Confidential - Manager of Works
 2. Submit it by **4.00pm, 20 August 2026** as follows:
 - **By email:** projects@shirebt.wa.gov.au
 - **By hand:** Shire of Broomehill-Tambellup, 46-48 Norrish Street, Tambellup WA 6320

The Shire of Broomehill-Tambellup is an equal opportunity employer.

Applications are welcomed from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

About the Shire

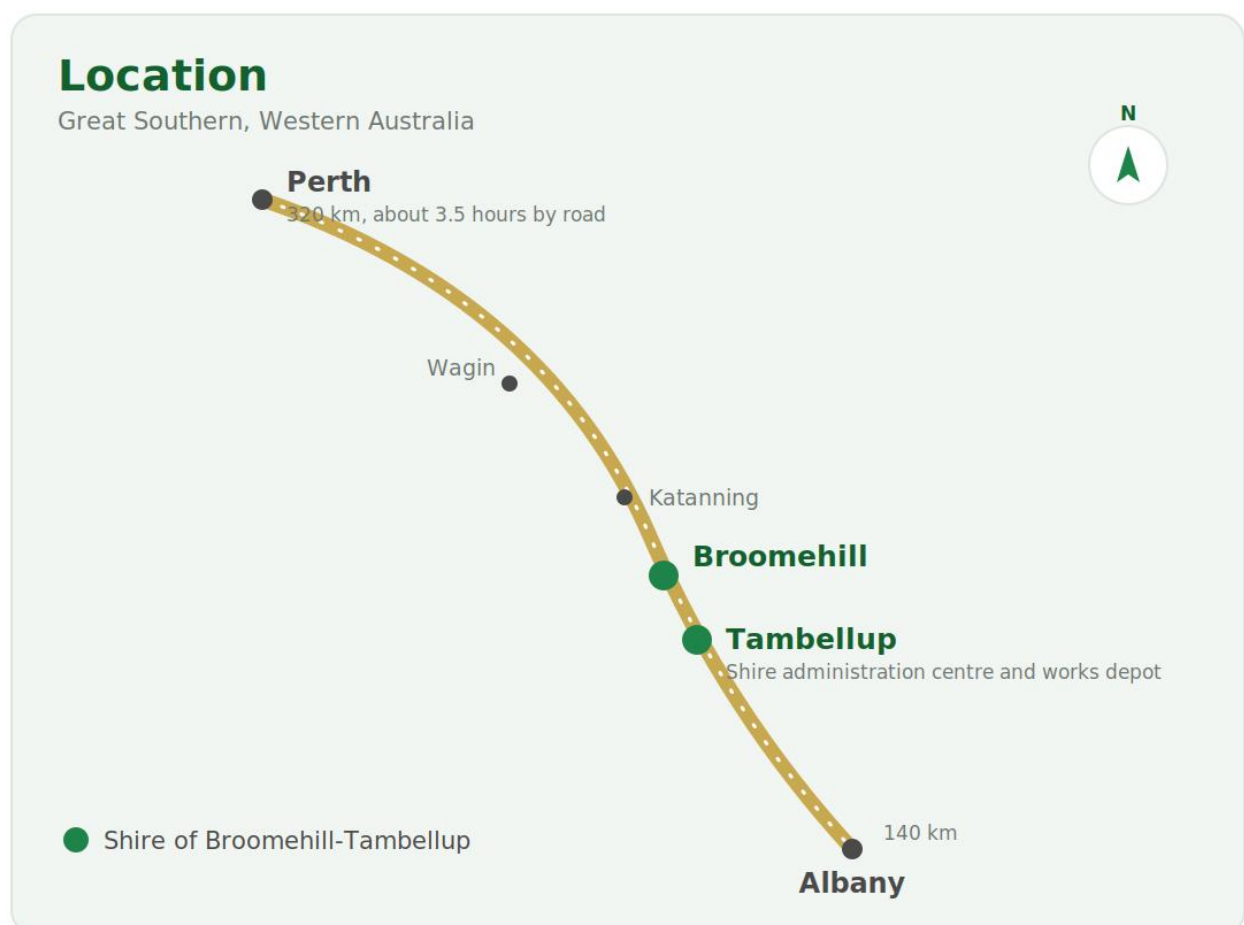
The Shire of Broomehill-Tambellup is a rural local government in the Great Southern region of Western Australia, around 320 kilometres south-east of Perth and about 140 kilometres north of Albany.

Home to the communities of Broomehill and Tambellup, the Shire was formed through the 2008 amalgamation of the former Shires of Broomehill and Tambellup. It has a population of around 1,100 people across more than 2,800 square kilometres, and combines a close-knit community with essential services, quality sporting and recreation facilities and a relaxed rural setting. The district is known for its productive agricultural industry, its landscapes and its history, including the Holland Track, which begins in Broomehill.

Broadacre cropping and sheep grazing are the mainstay of the local economy, supported by health, education, government and recreation services.

The Shire manages approximately 1,000 kilometres of sealed and unsealed roads, together with a diverse portfolio of buildings, parks, reserves, plant and community infrastructure.

Our workforce of around 34 employees is collaborative, adaptable and committed to the communities we serve. We value professionalism, teamwork, accountability and continuous improvement, and we encourage our people to take ownership of their work while contributing to the success of the organisation.

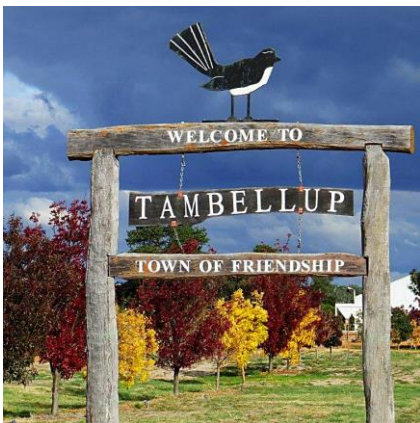


Our district

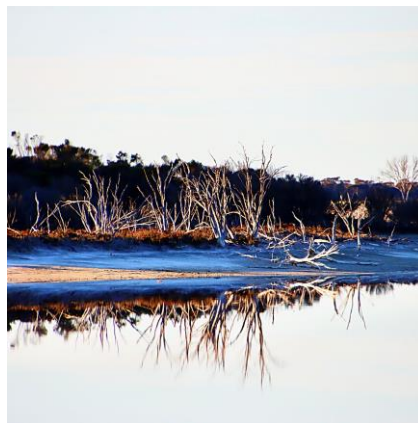
Broadacre cropping and sheep grazing set the rhythm of the year here, and the two townsites carry the services, sport and community life that go with them.



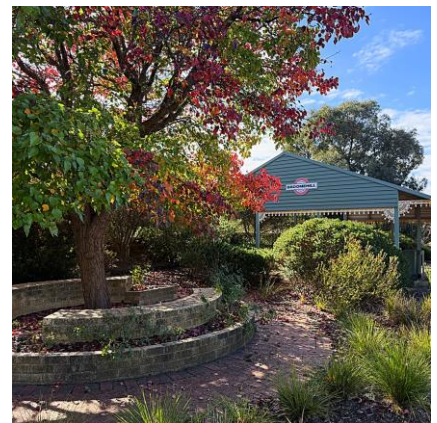
Harvest, Toolbrunup Road



Tambellup, the town of friendship



Reflections at Lake Anderson



Broomehill Railway Station precinct

Community facilities

The Shire maintains a broad portfolio of community buildings, halls, recreation facilities, parks and gardens across both townsites. Their upkeep, service standards and forward maintenance planning sit within the Works unit, and they are among the most visible things this role is responsible for.



Tambellup Hall



Broomehill Recreation Complex



Tambellup Sport and Recreation Pavilion

Position Description

Manager of Works

Classification level	Senior management contract underpinned by the <i>Local Government Officers' (Western Australia) Award 2021</i> , as amended
Unit	Works
Position status	Full time, fixed term contract
Work location	Locations within the Shire of Broomehill-Tambellup, predominantly at the Tambellup and Broomehill works depots and work sites throughout the district

Organisational environment

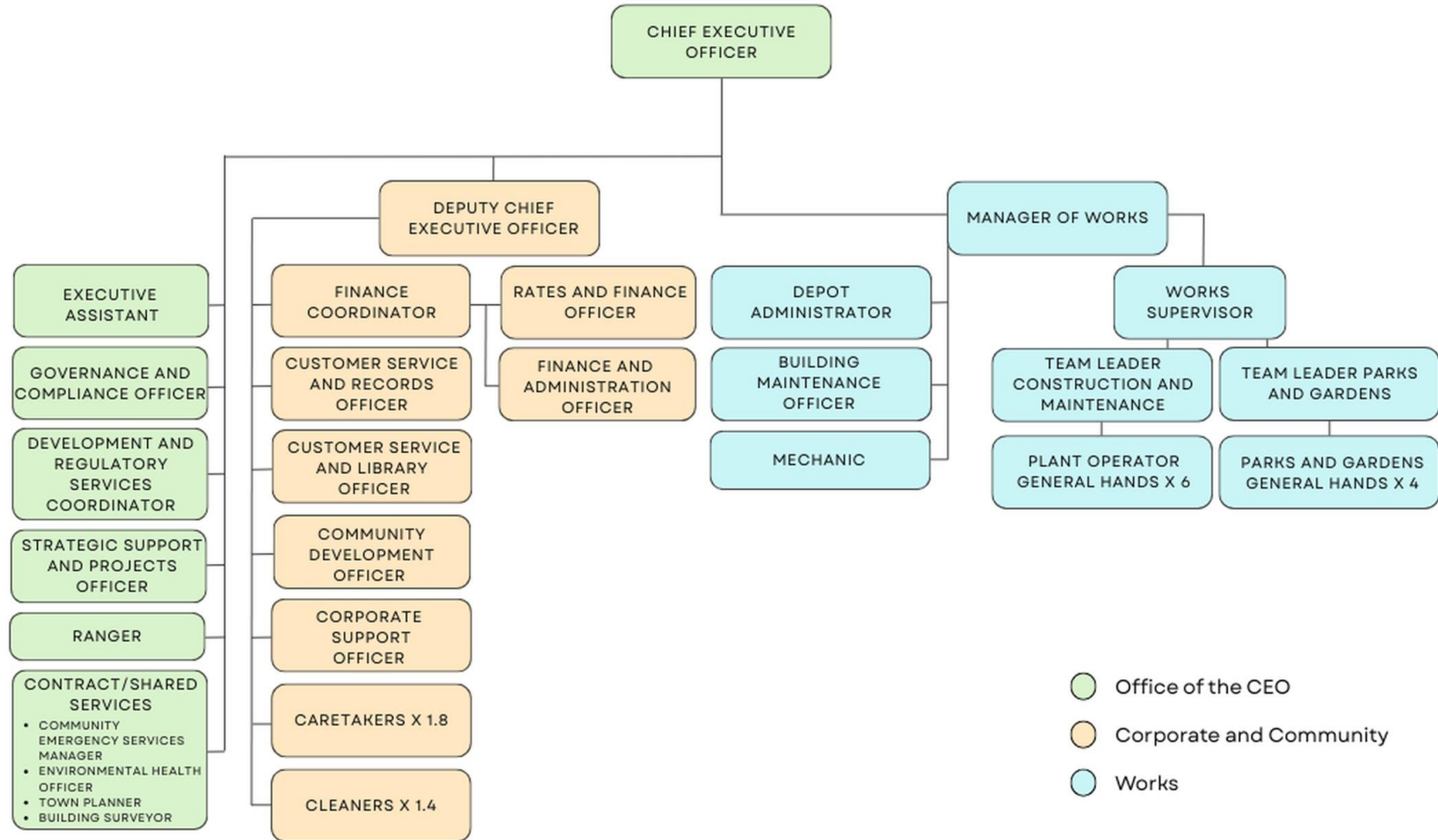
Our vision	A region driven by community spirit.
Overarching goal	To have a peaceful and friendly rural lifestyle with thriving towns.
Values	Respect, communication, teamwork and openness.

Reporting relationships

Reports to	Chief Executive Officer
Direct reports	Works Supervisor x 1 FTE Depot Administrator x 1 FTE Building Maintenance Officer x 1 FTE Mechanic x 1 FTE
Extent of authority	Works under the general direction of the Chief Executive Officer within established Shire policies, procedures, statutory provisions, the Delegations Register and the adopted budget.

Organisational structure

CURRENT STRUCTURE



Shire of Broomehill-Tambellup, current structure. The Manager of Works reports directly to the Chief Executive Officer and leads the Works division, shown in blue.

Key responsibilities

The Manager of Works leads the safe, efficient and compliant delivery of the Shire's infrastructure and works services and the long term stewardship of its physical assets. Reporting directly to the CEO, the position is responsible for road construction and maintenance, asset management, plant and fleet, depot operations, building maintenance, parks and reserves, townsite amenity and waste services.

The position provides the CEO and Council with practical technical advice, reliable costings and planning that links asset condition and service levels to the Shire's Integrated Planning and Reporting Framework. As a member of the Senior Management Team, the Manager is accountable for the performance of the Works unit, including people, safety, budgets, projects, procurement, contracts and compliance.

Summary of duties

Leadership and coordination

- Lead the Works unit to deliver safe, efficient, compliant and responsive services.
- Coordinate day to day operations and work programs, ensuring resources are allocated to agreed priorities and services are delivered within budget, policy and legislative requirements.
- Set clear expectations for the Works Supervisor, team leaders and staff, and provide regular direction, coaching, feedback and accountability.
- Promote continuous improvement, disciplined planning, accurate records and consistent use of approved systems, processes and policies.
- Model the Shire's values and Code of Conduct, and contribute as a member of the Senior Management Team to organisational planning and delivery.

Asset management and strategic planning

- Lead the development, review and implementation of Asset Management Plans for roads, footpaths, drainage, bridges, buildings, parks and reserves, plant and fleet.
- Ensure asset plans and forward programs are based on current inventory, condition, risk, service levels, intervention standards, lifecycle costs and community priorities, and inform the Corporate Business Plan, Long Term Financial Plan and annual budget.
- Maintain the road asset inventory and condition rating system, arrange condition assessments on a documented cycle and use the results to prioritise maintenance and renewal.
- Apply the Shire's adopted Roads Hierarchy, road construction standards and minimum standards when setting service levels and works priorities.
- Prepare and maintain annual and 10 year programs for road construction, resheeting, resealing, drainage, maintenance and other infrastructure renewal.
- Advise the CEO and Council on asset condition, lifecycle risk, the renewal gap and realistic, costed options to address identified priorities.
- Provide timely and accurate asset data and technical input to support statutory revaluations and fair value assessments in collaboration with the Finance team.
- Maintain traffic count and road safety data, including crash information, to support planning, prioritisation and funding submissions.

Road network and infrastructure delivery

- Plan, program, supervise and deliver the annual road construction, resheeting, resealing, drainage, footpath and townsite infrastructure programs across the Shire's sealed and unsealed road network.
- Manage grant funded road and infrastructure programs, including Roads to Recovery, Regional Road Group, Black Spot and other State and Commonwealth programs, covering applications, schedules, claims, variations, milestones and acquittals.
- Represent the Shire at Great Southern Regional Road Group technical officer meetings and maintain effective working relationships with Main Roads WA, WALGA, consultants and contractors.
- Ensure works are properly scoped, designed, costed, quality controlled and completed in accordance with approved designs, Austroads guidance, Australian Standards, Main Roads WA specifications and Shire standards.
- Ensure appropriate traffic management and site controls are documented and implemented for each work site.
- Identify and manage gravel resources, landowner access agreements, extraction approvals and rehabilitation obligations.

Plant, fleet and depot

- Develop, review and implement the Plant Replacement Program using whole of life cost, utilisation, condition, safety and operational need.
- Oversee the workshop and the servicing, maintenance, inspection and safe operation of plant, equipment and vehicles.
- Oversee depot operations, stores, fuel, materials and inventory, maintaining accurate records and efficient purchasing and stock control practices.
- Ensure plant, equipment and vehicles are operated only by workers who are competent, appropriately licensed and authorised.

Buildings, parks, reserves and townsite amenity

- Plan and oversee preventive and reactive maintenance across the Shire's property portfolio, including staff housing, independent living units, community facilities, caravan parks and public buildings.
- Oversee service standards for parks, gardens, reserves, streetscapes, cemeteries, playgrounds, sporting grounds and public ablutions across both townsites.
- Oversee the Shire's standpipes, water supplies and associated infrastructure used for works and community purposes.
- Contribute to the planning and delivery of streetscape, amenity and facility improvement projects.

Waste management

- Manage the Shire's waste facilities and collection arrangements, ensuring compliance with licence conditions, environmental legislation and Department of Water and Environmental Regulation requirements.
- Advise the CEO and Council on waste strategy, regional arrangements, site rehabilitation and future collection and disposal options.

Financial management, procurement and contracts

- Prepare and manage the Works operating and capital budgets, monitor and forecast expenditure each month, and report material variances promptly with proposed corrective action.

- Develop reliable scopes, quantities, estimates and lifecycle costings for annual budgets, the Long Term Financial Plan, grant applications and project decisions.
- Prepare specifications, requests for quotation and tender documentation, coordinate evaluations, and administer contracts, including variations, contractor performance, defects and closeout.
- Ensure purchasing and procurement comply with the Shire's Purchasing Policy and Part 4 of the *Local Government (Functions and General) Regulations 1996*, with appropriate separation of duties and complete, accurate and auditable records.
- Meet all grant and contract reporting, documentation and record keeping obligations and respond promptly and completely to audit enquiries.

People and workforce

- Lead, mentor and develop the Works team across construction, maintenance, parks and gardens, building maintenance, workshop and depot administration.
- Set clear work and behaviour expectations, hold regular team and toolbox meetings, and provide timely, constructive feedback.
- Manage probation, performance, development and conduct matters fairly and promptly in accordance with Shire policies and industrial obligations, escalating matters to the CEO where appropriate.
- Build workforce capability and succession depth through planned training, traineeships, licensing, ticketing and multitasking.
- Manage rosters, leave, timesheets and overtime within budget and fatigue management requirements, and review the Works unit structure, staffing and workload with the CEO each year.

Work health and safety

- Exercise the work health and safety responsibilities applicable to the position, including officer due diligence obligations where the statutory definition applies.
- Maintain current knowledge of work health and safety matters and understand the hazards and risks associated with civil works, plant operation, roadside work, depots, facilities and the other operations under the position's control.
- Ensure appropriate resources and processes are available and used to identify hazards, assess risk, implement controls, consult workers and verify that controls remain effective.
- Ensure workers, volunteers, contractors and work placements are inducted, informed, trained, appropriately licensed, assessed as competent and adequately supervised.
- Ensure safe work procedures, risk assessments, job safety analyses, safe work method statements, traffic management plans, contractor controls and workplace inspections are current, completed and actioned.
- Ensure hazards, incidents, injuries and near misses are reported promptly, investigated and closed out, with serious or notifiable matters escalated immediately, and support injury management and return to work processes.

Governance, authority and reporting

- Operate under the general direction of the CEO within the *Local Government Act 1995* and subsidiary legislation, Council policy, the adopted budget and the Shire's Delegations Register.
- Exercise delegated authority only as recorded in the Delegations Register and approve purchases and certify invoices within assigned limits.

- Refer to the CEO any matter outside the adopted budget, Council policy or delegated authority, or carrying significant financial, legal, safety, environmental or reputational risk.
- Keep the CEO promptly informed of material operational issues and emerging risks, together with the proposed response.
- Prepare accurate, timely and well reasoned reports and recommendations for the CEO, Council and committees, and attend meetings as required, including meetings outside ordinary hours.
- Ensure records are created, captured and retained in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

Stakeholder engagement and emergency management

- Build productive relationships with residents, ratepayers, contractors, consultants, government agencies and regional partners within approved communication and engagement protocols.
- Respond to customer requests, complaints and enquiries within the Shire's service standards and ensure requests are recorded, tracked and resolved.
- Represent the Shire on committees and working groups as directed, including road safety and local emergency management forums, and attend Council meetings.
- Support the Community Emergency Services Manager by coordinating plant, equipment and personnel for emergency prevention, response and recovery, including bushfire, storm and flood events.
- Maintain professional networks and current knowledge of relevant industry practice, funding, technology and regulatory change.

Other

- Work reasonable additional hours, including Council meetings, occasional weekends, public holidays and after hours callouts, where required for emergency response, operational continuity or critical works.
- Demonstrate accountability, professional integrity and respect in all duties.
- Undertake other duties as required.

Work related requirements

Essential

Experience and knowledge

- Substantial experience leading civil works, infrastructure or asset services, including the construction and maintenance of sealed and unsealed rural roads.
- Demonstrated ability to plan, cost, program and deliver annual and multi-year works and asset renewal programs on time and within budget, using condition, risk, service level and works management data to set priorities.
- Demonstrated financial, procurement, contract and grant management capability, including budget control, specifications, quotations and tenders, contractor performance and funding claims and acquittals.
- Sound working knowledge and practical application of work health and safety, risk management, traffic management and compliance requirements relevant to civil works, plant, depots and contractors.

Communication and relationships

- Strong written and verbal communication skills, including concise reports and recommendations, constructive stakeholder engagement and effective management of customer requests and complaints.

Leadership and delivery

- Proven leadership of a multidisciplinary outdoor workforce, including work planning, performance management, capability development and the creation of a safe and respectful team culture.
- Sound judgement and problem solving ability, with the capacity to work autonomously, manage competing priorities and keep the CEO appropriately informed.

Desirable

- Local government or comparable rural or regional infrastructure experience, including knowledge of Integrated Planning and Reporting and road funding programs.
- Experience in one or more complementary service areas, such as waste management, property and building maintenance, parks and reserves or water infrastructure.
- A current HR class licence, Construction Induction Card, Basic Worksite Traffic Management, Traffic Management Implementation and first aid certification, or willingness to obtain the relevant licences and certifications within an agreed timeframe.
- A relevant tertiary, trade or formal qualification in civil engineering, civil construction, project management, asset management or a related discipline.
- Ability to read and interpret engineering plans, designs and technical specifications, with experience using asset, works or local government enterprise systems.

Pre-employment screening

- Proof of Australian citizenship or permanent residency.
- Current unrestricted WA C class driver's licence.
- National Police Clearance.
- Pre-employment medical assessment.
- Drug and alcohol test.

Conditions of appointment

- Appointment is subject to a satisfactory National Police Clearance, pre-employment medical assessment and drug and alcohol screening.
- A six month probation period applies.

This position description may be amended from time to time to reflect the operational requirements of the Shire of Broomehill-Tambellup.

Remuneration details

Location	Shire of Broomehill-Tambellup, based at the Tambellup Works Depot, with work sites throughout the district.
Industrial instrument	Senior management contract underpinned by the <i>Local Government Officers' (Western Australia) Award 2021</i> , as amended.
Classification	Senior management, Works.
Salary	\$120,000 to \$140,000 per annum, commensurate with qualifications and experience.
Tenure	Fixed term contract, full time.
Hours of work	76 hours per fortnight, with reasonable additional hours as required for Council meetings, emergency response and critical works.
Superannuation	12% as legislated, with the option of up to an additional 5% matched by the Shire.
Annual leave	25 days per annum plus 17.5% leave loading.
Personal and carer's leave	10 days per annum.
Long service leave	<i>Local Government (Long Service Leave) Regulations 2024</i> and the applicable industrial instrument.
Housing	A modern four-bedroom, two-bathroom Shire home in Tambellup is provided as part of the overall package.
Vehicle	A fully maintained vehicle is provided, including fuel and maintenance, with private use.
Relocation	Relocation support of up to \$7,000 is available to the successful applicant.
Uniforms and PPE	Supplied by the Shire.
Other benefits	Parental leave benefit, wellbeing program and employee assistance program.
Total package value	Approximately \$180,000 to \$209,000 per annum, inclusive of salary, superannuation, housing and vehicle.
Probation	Six months.
Closing date	4.00pm, 20 August 2026. In the interest of fairness and equity, late applications will not be accepted.

Your home in Tambellup

A key benefit of this role is a Shire home in Tambellup, provided as part of the overall package. It is a comfortable, modern four-bedroom, two-bathroom house with open plan living, a double garage and established gardens, within easy reach of the townsite and the works depot. The home is intended to make a move to the Great Southern straightforward for the successful applicant and their family.



Shire housing, Tambellup

Information for applicants

Applicants who meet the essential requirements and appear competitive from their application will be shortlisted for an interview. Your application should include the following.

Covering letter

A covering letter or email of no more than three pages introducing yourself and outlining your experience against the Work Related Requirements set out in the Position Description section of this package at Page 13 and 14, under the headings experience and knowledge, communication and relationships, and leadership and delivery.

Addressing the work related requirements

Provide evidence of how you meet each requirement, with specific examples and, where possible, an indicator of success or result. A simple way to structure each example is the STAR method:

- **Situation** - a brief outline of the setting.
- **Task** - what needed to be done.
- **Approach** - what you did and how.
- **Result** - the outcome you achieved.

Resume or curriculum vitae

- Personal details, including name, address, phone number and email.
- A summary of work experience, including dates and details of duties performed in each position.
- Education and training relevant to the position.
- Any activities undertaken outside work that are relevant to your application.

Referees

Provide the names and contact details of two referees who can comment on your work experience. One referee should be your current or a recent supervisor or manager. Please seek your referees' approval before listing them.

Lodging your application

3. Mark your application: Private and Confidential - Manager of Works
4. Submit it by **4.00pm, 20 August 2026** as follows:
 - **By email:** projects@shirebt.wa.gov.au
 - **By hand:** Shire of Broomehill-Tambellup, 46-48 Norrish Street, Tambellup WA 6320

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For a confidential discussion about the role, contact Karen Callaghan, Chief Executive Officer, on 0423 109 425 or ceo@shirebt.wa.gov.au