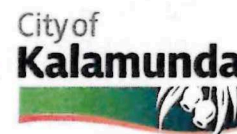


Business Case for Recruitment/Resourcing

Business Case No:
For use by People Services

BC: 126/June'25



Position being sought: Workshop Mechanic Team Leader

Hiring Manager: Christopher Thompson

Title: Manager Waste & Fleet Services

Business Unit: Waste and Fleet Services

Date: 24 April 2025

All business cases must be received
no later than Thursday 5pm weekly
for KLT Agenda

Complete form → Sign off by Director → Submit to: humanresources@kalamunda.wa.gov.au →

HR & Finance approve → KLT approval/decline → Hiring Manager notified by HR

Select from the following 5 options:

☒ Recruitment due to resignation Position No: CR00032

Current Incumbent: Finn Holland (Retired Dec 2024)

☒ Change title/level of an existing position Position No: CR0032

Current Position Title: Motor Mechanic

Proposed Position Title: Workshop Mechanic Team Leader

☐ Create a new position Position Title:

☒ Open Vacancy (unfilled in WFP) Position No: CR0032

☐ Temporary Labour Hire Role required:

Is this position allocated in the current budget? ☒ Yes ☐ No

Is this position in the current Workforce Plan? ☒ Yes ☐ No

What is the FTE in the Workforce Plan? Actual 1.0 Proposed 1.0

Account Code for position: 4407040.512

HIRING MANAGER TO COMPLETE

Background and Proposal *Please be as detailed as possible. Add extra pages where needed.*

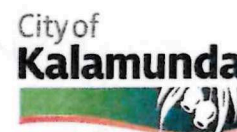
Background

The City has always had two FTE in the workshop to maintain the City fleet, plant and equipment. Finn Holland was the qualified motor mechanic and retired from the City December 2024.

The Workshop & Fleet Supervisor position was a merger of the Fleet Coordinator & Supervisor position having a focus on, technical knowledge, asset management and customer service. A new appetite to develop a skill set in leadership, technical maintenance systems particularly towards computerised asset management and maintenance systems that will influence team members to work towards the objectives of effective & efficient productivity towards asset maintenance and optimum replacement. As part of the upcoming ERP Plant/Fleet management has been identified as a need to capture, integrate and manipulate plant data.

To support this direction for the new Supervisor position, the workshop requires a go to role to take responsibility for the day-to-day operations. City staff go to the Workshop & Fleet Supervisor for faults and repairs which take the Supervisor away from the office. This position would be empowered to make decisions on repairs and work closely with the Supervisor to support the efficiency of the workshop. The role would have responsibility for the safety operations of fleet maintenance making sure the workshop is a safe working environment.

Business Case for Recruitment/Resourcing



Budget Considerations What are the cost implication of this request? Is this an additional cost to the existing budget or a redirection of existing funds? If a re-direction please specify which accounts. *Be very clear on what the overall cost impact is to the City.*

The 25/26 WFP TEC for this position is \$111,293.

We are proposing to advertise the salary range for this position level 9 step 1-4 \$89,004.83 - \$91,701.50 per annum depending on the applicants experience we receive, it is essential this position has motor trade qualifications.

This position is required to open the workshop up and make sure any fleet faults can be attended to first thing in the morning to keep site works operational, therefore a daily pre-start of 0.25 an hour is required - (9.1) \$16.89 - \$3,496.23 per annum.

The additional funds will come from the savings made from the removal of the Fleet and Stores Coordinator position - \$104,190.20 making a total City saving of \$100,693.97

Salary Details

Level: 9. Step 1-4

☐ Salaried Officers

☒ Operational Workforce EA

Negotiated Contract:

Annual Salary

Contract Length (years):

Employment Status

☒ Permanent

☐ Full Time (76 hours)

☒ Full Time (75 hours)

☐ Part Time

No. of hours/fortnight:

FTE:

☐ Fixed Term

Duration:

☐ Casual

Position Description

☐ Has been created pending classification

☒ Has been created and classified

☐ Has been reviewed and updated pending classification

☐ No changes to the PD required

Recruitment Information

Does the position require advertising?

☒ Yes

☐ No

☒ Internal

☒ External

Salary Range for the advert:

Allowances and entitlements:

☐ Not applicable

☐ Operational Allowance

Vehicle Allocation:

☐ Private/Commuter Use (FBT Implications)

☐ Commuter Use Only

Equipment:

☐ Laptop

☐ Mobile provided

☒ Other Pre-Start

PEOPLE SERVICES TO COMPLETE

Workforce Planning Centre Information (WPC)

Confirming position is in WFP for current Financial Year

☒ Yes

☐ No

TEC in WFP \$108,987.16

FTE in WFP 1.0

Proposed FTE 1.0

FINANCE DEPT TO COMPLETE Confirm the budgetary information is applicable

☒ Approved

☐ Not Approved

Comments

No comment

Name:

Regiel Mulche

APPROVALS PROCESS

Unit Manager:

Dale Coyne

Signature:

[Signature] 24/6/25

Director:

Chris Thompson

Signature:

[Signature] 24/04/25

People Services Recommendation

Manager:

Jane Hageveen

Signature:

[Signature]

Date:

24/06/2025

Kalamunda Leadership Team

CEO:

[Signature]

Signature:

[Signature]

Date:

26/6/2025 Anthony Vueth

☒ Approved

☐ Not Approved

Comments