

CraneSafe

CraneSafe Engineer

CANDIDATE INFORMATION PACK:

- ❖ Guidelines For Applicants
- ❖ Advertisement
- ❖ Position Description & Selection Criteria
- ❖ General Employment Details
- ❖ CICA / CraneSafe Profile
- ❖ CICA / CraneSafe Organisation Chart
- ❖ CICA Strategic Plan

Alan Marshall
Chief Executive Officer
Ph: 03) 9501 0078
Email: ceo@cica.com.au
April 2010

Guidelines for Applicants

Introduction

Thank you for your interest in the CraneSafe Engineer role. Please read the following information in this Information Pack. Please also refer to the CICA (www.cica.com.au) and CraneSafe (www.cranesafe.com.au) websites for further information on the organisation and our activities.

Please note the closing date for any applications is 14 May 2010 (see below for further details)

The Process & Timetable

- It is proposed that the job advert be issued and advertised from mid April
- Applications received by the Closing Date will be considered and assessed against the Selection Criteria by the CICA Recruitment Sub-Committee (Recruitment Panel)
- Due to the potential large volume of interested applicants, applications will not be acknowledged
- Suitable candidates may be contacted by phone to discuss their application
- A short list of candidates will be contacted to participate in a scheduled face-to-face interview at the CICA Office, with the Recruitment Panel. Interviews are planned to be held by late May
- A second interview stage may apply
- Candidate references will be checked, as required
- The successful candidate will receive an employment offer in writing
- The aim is to complete the recruitment project by mid June, with the successful candidate starting in July.

Position Description & Selection Criteria

- See the attached Position Description & Selection Criteria
- Candidates MUST include a cover letter and resume in their application
- Candidates MUST address the Selection Criteria in their cover letter or resume
- At least two business employment Referees MUST be supplied including phone contact details

Job Location & General Employment Details:

- The position is based at the CICA Office, located in Lexia Park, Unit 10, 18-22 Lexia Place, Mulgrave VIC 3170
- See the Employment Details attached

Closing Date:

- Applications must be received at the CICA Office by 4.00pm, Friday 14 May 2010

Remuneration:

- An attractive salary plus superannuation will apply, based on the successful candidate's qualifications and experience, subject to negotiation
- Candidates are asked to include a statement of their current salary and/or expectations in their initial application

Confidential Inquiries:

- Please contact the CICA Chief Executive Officer: Alan Marshall, by phone: 03 9501 0078 or via email ceo@cica.com.au
- Alan will be away on business and out of the office from 15/4 to 28/4 inclusive. If you have any queries before then, please email Alan so he can respond on his return to the office.

Application Check List:

- Apply by 14/5/10
- Submit a cover letter and resume
- Address the selection criteria
- Include referees
- Advise salary expectations



The Crane Industry Council of Australia

CraneSafe Engineer

The Crane Industry Council of Australia (CICA), established in 1979, is the peak national body for the crane lifting industry in Australia. Since 2002 CICA has developed CraneSafe as the national industry program to promote improved safety of cranes and to assist crane owners/hirers to meet their safety compliance requirements.

The CICA Board has approved a new, full-time position, to be located in the CICA Office, based in Melbourne - the CraneSafe Engineer. This position will report to the CEO. The prime purpose of the role is to work closely with the CraneSafe National Director, the Steering Committee, the Administrator and the Endorsed Assessors to promote and further develop the CraneSafe program.

For a copy of the Information Pack (including a detailed Position Description and the Selection Criteria), refer to the CICA website home page: www.cica.com.au.

Once you have read the Information Pack, to apply, simply send your application to:

The CICA CEO
C/- PO Box 136, Mt Waverley VIC 3149
or via email to admin@cica.com.au

THE CRANE INDUSTRY COUNCIL OF AUSTRALIA (CICA)
ABN 73 002 565 773

**CRANESAFE ENGINEER
POSITION DESCRIPTION**

Authorised by: CEO

Date: 1/4/2010

Location: CICA Office, Unit 10, 18-22 Lexia Place, Mulgrave VIC 3170

Position Title: CraneSafe Engineer (full time role)

Position Reports to: CEO (see also below)

Direct Reports: Nil

Overall Purpose of Position:

To work closely with the CraneSafe National Director, the Steering Committee, the Administrator and the Endorsed Assessors to promote and further develop the CraneSafe Program.

Duties / Key Result Areas:

- Day to day technical responsibility and development of the program in conjunction with the CraneSafe National Director and Administrator
- Maintain technical competencies of the Assessment Reports.
- Assess new Assessor applicants in conjunction with the Steering committee
- Write new CraneSafe Assessments for new Equipment
- Negotiate & liaise with State OH&S Directors and Safe Work Australia to maintain CraneSafe pre-eminent position
- Attend Assessor Meetings convened by the CraneSafe Director on a regular basis in all States
- Provide Guidance to all Assessors re Standards expected and up-date briefing notes in conjunction with the CraneSafe Director
- Conduct Assessor Audits in conjunction with regular Assessor Meetings in each State
- Develop Assessor Training Modules for all classes of equipment covered by CraneSafe and conduct new training for inducting new Assessors or upgrading of existing Assessors into new categories
- Day to day technical enquiries from Assessors and users of CraneSafe
- Manage and oversee the CraneSafe systems/data base strategy and operations
- Help establish and maintain a register of CICA endorsed Engineers

Structure / Reporting Lines

Reports to the CICA CEO with dotted line responsibility to the CraneSafe National Director and CraneSafe Steering Committee

Selection Criteria:

- Should be a professional engineer or someone that has a sound understanding of Engineering principles and is able to communicate on an equal footing with professional engineers
- A sound understanding of how each item in the CraneSafe Program is designed, operated and maintained
- A sound commercial background and understanding of business principles as they apply to the CraneSafe Program
- Complete understanding of Australian Standards and how they relate to CraneSafe
- Experience in maintaining Cranes and other associated equipment
- Ability to work as a team member with employees, Assessors and Committees
- Be a skilled negotiator

End

CICA General Employment Details

Office Location	Unit 10, 18-22 Lexia Place, Mulgrave (PO Box 136, Mt. Waverley VIC 3149)
Office Hours	8.30am – 4.30pm (Monday to Friday) 30 minutes for lunch 7.5 hrs per day X 5 = 37.5 hrs per week After hours work / meetings may be required from time to time.
Pay cycle	Monthly, 15 th of each month (2 weeks pay in advance 2 weeks pay in arrears)
Superannuation	SG 9% + 1% extra = 10% Paid to your nominated approved fund
Annual Leave	20 days pa, cumulative (after 12 months service)
Sick/Personal Leave	10 days pa, cumulative
Probationary Period	6 months
Annual Review	Performance/Remuneration review at anniversary of commencement
Approved Expenses	Any 'prior-approved' expenses incurred (such as office supply purchases, training, meetings, work related travel etc will be reimbursed on submission of a reimbursement claim with full substantiation via tax receipts
Training	On the job or external training will be provided or undertaken as required subject to approval
Car Parking	Staff car parking is available on site

Alan Marshall
Chief Executive Officer
CICA

CICA Mission Statement

- * To be the authority for the lifting industry of Australia.
- * To develop and promote a safe and effective crane and lifting industry.
- * To strive to achieve uniformity in standards and regulations throughout Australia.
- * To represent and promote members' interests and assist their ongoing success.

CICA Contact Details:

Address: PO Box 136,
Mount Waverley Vic 3149
Unit 10, 18-22 Lexia Place
Mulgrave VIC 3170

Phone: (03) 9501 0078
Fax: (03) 9501 0083

Website: www.cica.com.au

Staff: Alan Marshall
Chief Executive Officer
ceo@cica.com.au

 Lisa Legge
Administration Officer
admin@cica.com.au

CraneSafe
Kylie Charrett
CraneSafe Administration Officer
office@cranesafe.com.au

CICA Board:

John Gillespie (President)
Gillespies Crane Services

Danny Black (Vice President)
Terex Cranes

Jeff Brundell
JB Consulting

Andrew Esquilant
Morrow Equipment Co

Marcus Ferrari
Ferrari Nominees P/L

Stephen Lazenby
WATM Crane Sales & Service

Craig Meldrum
Perth Crane Hire P/L

Nick Morris
Alfasi Equipment Hire

Albert Smith
Universal Cranes P/L

Malcom Smith
Turt Bryant Crane Hire



The Crane Industry Council of Australia

ABN 73 002 565 773

Introducing CICA

The Crane Industry Council of Australia (CICA) is the national peak industry body for the crane industry. CICA was formed in 1979 with the objective of providing one voice on matters of mutual concern to the Australian crane industry.

CICA provides the opportunity for owners, marketers and end users to come together through conferences, seminars, meetings and united efforts to represent and progress the industry nationally.

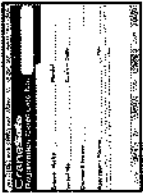
CICA is recognized by government, regulatory authorities and the community as the official industry voice on all national matters affecting the Australian crane industry.

CICA's membership includes crane owners/hirers, national marketers, manufacturers and suppliers in all sectors including mobile cranes, tower cranes and vehicle loading cranes.

For more details on CICA's role and activities refer:

www.cica.com.au

CraneSafe



CraneSafe Australia (a division of CICA) was initiated by the crane industry as a voluntary crane assessment program throughout Australia. Developed in consultation with the crane industry as a whole, the program aims to augment existing safety standards with annual assessments of cranes now being made by CraneSafe endorsed assessors.

This voluntary assessment program provides crane owners and operators with a:

- Process for third party independent assessment of safety aspects of their cranes.
 - Common, industry-wide system for assessment of their cranes.
 - Single method by which crane operators owners, manufacturers, suppliers, designers and importers may fulfill their relevant duty of care obligations under the State Occupational Health and Safety Acts (OH&S).
- CraneSafe is supported by State Trade Unions, Workcover Authorities, State Crane Associations and The Crane Industry Council of Australia.

CraneSafe is managed under the industry leadership of Jeff Brundell, CraneSafe National Co-Ordinator.

"Cheap Insurance for Crane Compliance"

For more information visit www.cranesafe.com.au

CICA Achievements



- New Modern Award – Mobile Crane Hiring Award 2010
- Development and growth of CraneSafe Program
- Lift of the Year & Con Popov Awards
- Development of Crane Safety Manual, Operator Log Books & Training CD Roms
- 24 Hour Travel for 50 tonne Hydraulic Truck Cranes
- 16.00 x 25 Tyres for Victoria
- Counterweight Trailers for All Terrain Cranes
- Introduction of AS2550-20 Self Erecting Cranes Safe Use
- Crane width increased to maximum 3.05m before escort required

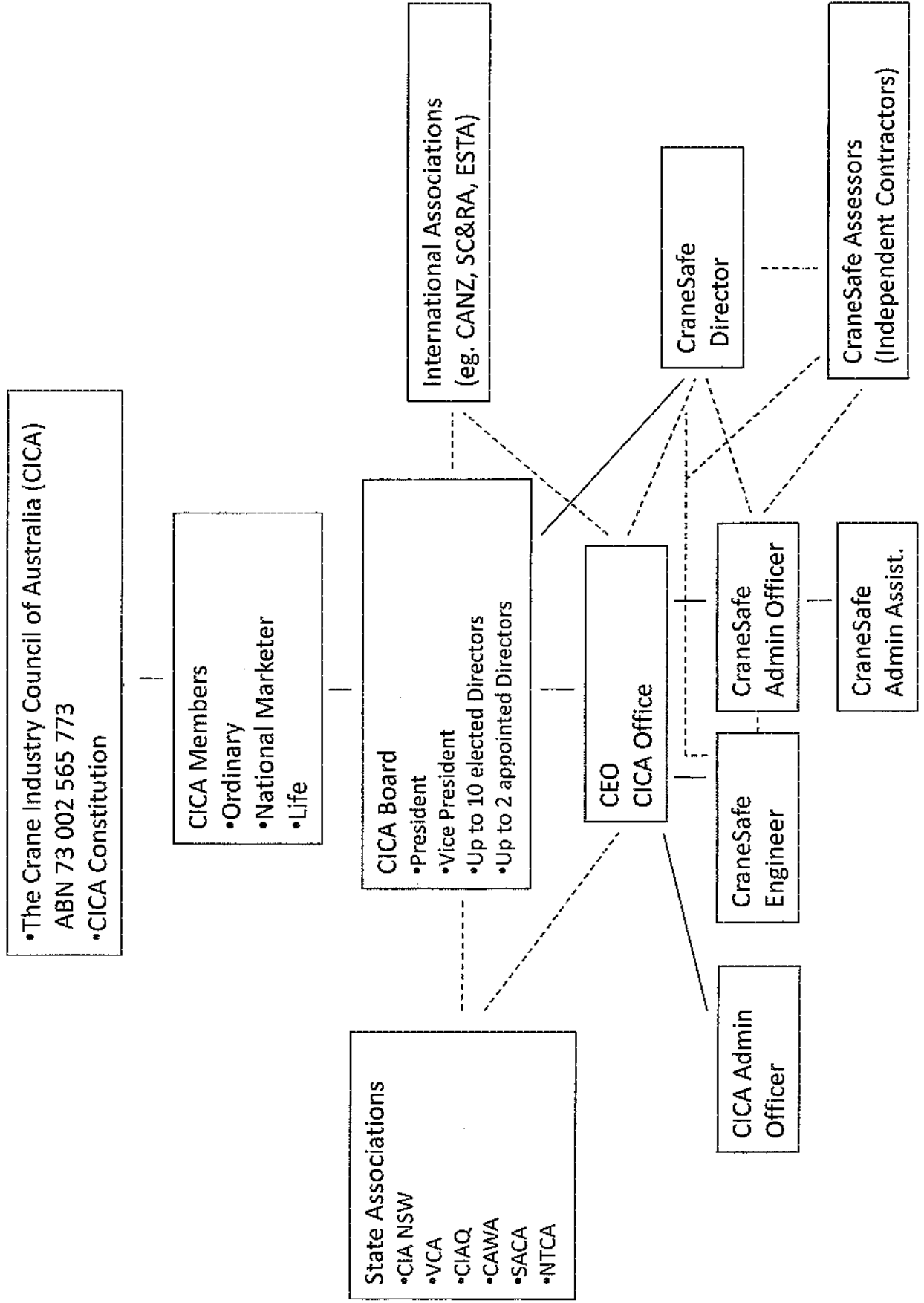
CICA Membership Benefits

- A strong, united industry
- A national voice for lobbying
- Ongoing development of new safety initiatives
- Annual Conference/Exhibition at discount rates
- Industry information via newsletter, website, emails
- Member network, information sharing & learning
- Promotional listing on the CICA website
- Representation on Australian Standards Committee ME5 International Review of EN13000 and the Industry Advisory Group for the National Transport Commission

"Raising Industry Standards"

For more information visit www.cica.com.au

CICA Organisational Chart @ 1/4/10





The Crane Industry Council of Australia

Strategic Plan

(Final)

2009 – 2012

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Issued 19 May 2009
Alan Marshall, Chief Executive Officer, CICA
On Behalf of the CICA Board

1. Introduction

CICA Profile:

CICA is the peak national Not-For-Profit body representing the crane industry in Australia. CICA is incorporated, Limited by Guarantee. The CICA Board comprises a maximum of 10 Directors elected from CICA members around Australia, along with up to two appointed Directors (a maximum of 12 Directors in total). The current Board comprises:

John Gillespie (President) NSW
Bob Davis (VP) SA
Marcus Ferrari SA
Albert Smith QLD
Danny Black QLD
Malcolm Smith VIC

Phil Chadwick VIC
Craig Meldrum WA
Stephen Lazenby WA
Andrew Esquilant NSW
Jeff Brundell (appointed)

CICA maintains strong relationships and communications with the respective state associations:

CIA NSW
VCA

CIAQ
SACA

CAWA
NTCA

CICA currently employs three full time staff in the CICA office located at 43 View Point Ave, Glen Waverley, Victoria:

Chief Executive Officer: Alan Marshall
CraneSafe Administration Officer: Kylie Charrett
Administration Officer: Lisa Legge

CICA currently has 103 (national) members.

Refer the CICA website for more details: www.cica.com.au

CICA's national industry crane safety program is CraneSafe; refer www.cranesafe.com.au. Jeff Brundell is engaged as a sub-contractor to CraneSafe, as well as being the current CraneSafe National Co-ordinator.

Background on the Strategic Plan:

CICA last formally reviewed its strategy in 2005. Some further strategic discussions took place when the CICA Constitution was reviewed in 2008. Hence a fresh Strategic Planning process was agreed by the CICA Board at its 13 November 2008 meeting, as follows:

- * CEO to advise State Associations and invite state input
- * CICA to advise Members in the December Newsletter inviting input by 6/2/09 and the completion of a Strategic Planning Survey
- * CICA to contact other stakeholders (such as the union, state WorkCover departments etc) to invite input
- * CICA CEO to compile and summarise all input received and to pass this on to the Board along with any other relevant planning information by 8/2/09
- * CICA Board to hold a Strategic Planning Workshop 18/2/09 to consider all fedled input and to develop the CICA Strategic Plan for the three years 2009 – 2012 (this workshop will be linked to the first 2009 Board Meeting being held in Perth 19/2)
- * The CEO to document the agreed Draft CICA Strategic Plan and to share this with State Associations, Members and stakeholders. Final feedback will be considered with the aim of the CICA Board to endorse the Strategic Plan at the CICA May 2009 Board Meeting.
- * Once finally approved a summary document will be put on the CICA website as an open and transparent CICA 'road map' for the industry.

2. Survey Responses

A vital part of the Strategic Planning process was inviting and involving the input of Members, State Associations and other Stakeholders. Appreciation is therefore acknowledged and recorded for the following respondents who completed survey forms/provided input:

Andrew Holden, Andola Marine Engineering
Brenton Salleh, Boom Logistics
Phil Chadwick, Australian Crane & Machinery
David Potter, Australian Crane & Machinery
Craig Melchrum, Perth Crane Hire
Marcus Ferrari, Ferran Bros Crane & Rigging
Adam Cull, BHP Billiton
Gregory Hams, Hams Crane Hire
Steve Asher, Asha Plant Repairs
Andrew Esquilant, Morrow Equipment

Mark O'Kane, Hercules Crane Hire
Malcom Smith, Tutt Bryant
Jill & Brian Campbell, Campbell Cranes
Jenny Hartkess, Gow's Trans. & Mobile Cranes
SACA
CIAQ
CIA NSW
Aspermont/Cranes and Lifting magazine
Jardine Lloyd Thompson

All survey forms were passed on to the CICA Board for consideration and these were also discussed at the Board Strategic Planning Workshop, held 18 February 2009. A summary of the survey feedback is provided below.

40% rated CICA as performing Above Average (good to great); 46% rated CICA as performing Average (OK); while 14% rated CICA as performing Below Average (poor). This means 86% rated CICA as performing OK to great.

60% rated the CICA Mission Statement as current and valid; 14% did not agree; while the balance did not respond.

It is not practical to list every point made, but key issues typically raised in the surveys included:

- the importance of CraneSafe
- inspection quality standards
- collective voice / lobbying
- the economic downturn
- better communication
- succession planning (volunteer committees and staff)
- the Board quality and effectiveness
- achieving outcomes
- national uniformity (OH&S, Road Regs etc)
- industrial relations
- safety issues / standards
- training matters
- the ageing workforce
- increasing membership
- member products and services
- small operator support
- over-regulation
- hirer vs marketer issues
- member profitability
- member input / consultation
- working with like-minded associations
- international links

3. Mission Statement

As part of the process, the Board considered the relevance of the CICA Mission Statement. After considering the survey responses and to better reflect the interests of our members, it was agreed to add a fourth point, as follows:

To represent and promote members' interests and assist their ongoing success'

Therefore the Board agreed to the following revised Mission Statement:

CICA Mission Statement

- To be the authority for the lifting industry of Australia
- To develop and promote a safe and effective crane and lifting industry
- To strive to achieve uniformity in standards and regulations
- To represent and promote members' interests and assist their ongoing success

CICA Slogan

To support the promotion of the CICA mission and role within the industry and the wider community, the Board agreed to adopt a corporate slogan as follows:

'Lifting Industry Standards'

It was agreed that the slogan will be added to and promoted on the CICA communications such as the website, letterhead, newsletter, media releases etc.

4. SWOT Analysis

As part of the Strategic Planning process it was agreed to consider the CICA Strengths, Weaknesses, Opportunities and Threats (SWOT). See the lists below.

Strengths

- Good history and industry respect
- Recognised industry voice
- Stable membership / industry support
- Good information sharing
- Strong financials
- CraneSafe program success
- Successful conferences
- Established newsletter & website
- Stable volunteers / board / leadership

Weaknesses

- Member benefits may be regarded by some as limited
- Member business services/support limited
- Membership growth limited
- No marketing or promotional program / brand management
- Member communications may be seen by some as basic to satisfactory
- Does not have its own / dedicated magazine
- Only one CICA member meeting (Conferences) held each year
- Website is serviceable but could offer more
- Office premises basic & out-grown (rented)

Opportunities

- Review/improve membership services / value
- Develop services to assist smaller members
- Economic climate assistance
- Develop benchmarking program
- Improve member communications
- Develop a clear financial reserve/investment policy
- Explore a bigger, better office and/or purchasing an office property
- Review website
- Develop trade magazine relationships/opportunities
- Develop a sales campaign / grow membership

Threats

- International recession
- Local economic recession
- Disgruntled members
- Baby boomers exiting the industry
- Any lack of national unity
- Internal politics
- Any lack of planning / goals / action
- Industrial relations pressure / uncertainties
- Anything that undermines CraneSafe

5. Strategic Goals

An important part of the Strategic Planning process was to identify what the CICA major focus / major goals should be over the next few years and beyond.

After considering the survey input, the following major strategic goals were identified:

- Membership
- Communications
- Industry Issues Representation/Lobbying
- CraneSafe
- Training and Education
- Board Governance and Succession plans
- Administration, Finance and Planning

It was noted that any important matters not specified in the above list, could be categorised under one of the above goals, or identified as an agreed action in the next step (see below)

6. Action Plans

Once the strategic goals were identified, the next step was to brain storm and agree the range of activities / action plans that could be considered and prioritised, to achieve the required outcomes. See the details agreed below after consideration of the survey responses

No.	Strategic Goals	Action Plans	Target Date
1.	Membership Benefits & Services	<ul style="list-style-type: none"> Maintain/increase Membership Levels Identify non members within State memberships Identify other non members Write to and phone prospect Set-up a Member-Gate-Member program Review relationship CICA / State members Issue Membership flier with Non-Mbr Green Stickers Ensure annual renewals managed effectively Improve member benefits Develop a benefits fact sheet flier Develop an achievements factsheet flier Review options for HR, IR, OHS&S and Legal advice services Develop benchmarking service Explore group member discount program Consider an additional member annual event / roadshow Develop an annual member survey program Foster International Links and Global Discussions Support representation at FEMs Support representation at the WC&T Summit 2009 Support BAUMA 2010 group trip Support ConExpo 2011 event Progress the Annual Conference Work with Veritas and CIA NSW re Canberra 2009 Re-tender Conference contract services (PCO) Support CAWA re Perth 2010 2011 QLD 	2009 2009 2009 2010 2009 2009/10/11 2009 2010 2010 2010 2010 2010 2009 2009 2009 / 10 2011 2009 2009 2009 / 10 2010 / 11
2.	Improve Communications	<ul style="list-style-type: none"> Manage CICA outward emails to ensure add value Develop an Email Hot News bulletin Improve/expand Newsletters Seek state input to Newsletters Continue to work/liaise with state associations Review/improve website services Develop news issues summary for state meetings Develop a Summary of Board Meetings Implement Media Release program Implement a Member phone call and visit program Expand the CICA Annual Report 	2009 2009 2009 2009 / 10 / 11 2009 / 10 2009 2009 2009 2009 2009
3.	Industry issues Program, Representation & Lobbying	<ul style="list-style-type: none"> Develop an industry issues register Consider an Industry Accident Reporting project Map-out a Government Lobbying Meetings schedule Develop specific industry issue surveys Enhance/develop the Industry Forum Liaise / consult with Marketers & Hirers Develop contacts with like-minded associations Liaise with Internationals on global issues Improve industry projects funding Support safety developments Progress discussions with the Tower Cranes sector Progress industry consultative committees Progress links with sister associations and magazines Explore other key event group travel 	2009 2009 / 10 2009 2010 2009 / 10 2009 / 10 / 11 2009 / 10 2009 / 10 / 11 2009 / 10 2009 / 10 2009 / 10 2009 / 10 2009 / 10 2009 / 10 2009 / 10

4.	Manage/Grow the CraneSafe Program	<ul style="list-style-type: none"> Support the National Co-ordinator Implement the new data base Reporting Service Progress advertising plans Explore VLC sector support Develop engineers approved list Increase assessors in all states Enhance assessor state meetings Progress the assessors audit program Promote CraneSafe at the annual conference Explore higher quality standards e.g. Gold Stickers 	2009 / 10 / 11 2009 2009 2009 2009 / 10 2009 / 10 2009 / 10 2009 / 10 2010 / 11
5.	Training & Education	<ul style="list-style-type: none"> Review member training needs / activities Develop a new entrant pathway for trainees Develop existing operator skill development pathways Develop/promote business assistance services Explore business training courses Integrate with existing industry programs and services Expand awards 	2009 / 10 2010 / 11 2010 / 11 2010 2010 2010 2010
6.	Board Governance and Succession Plans	<ul style="list-style-type: none"> Introduce a Director Information Kit Develop a Benefits of being a Director fact sheet Develop / support the Directors' training program Run an annual Director training session Develop succession planning for existing Board Volunteers Develop Board roles and job descriptions Develop a recruitment plan for prospective Board members Consider grass roots members/state committees 	2009 2009 2009 2009 / 10 / 11 2009 / 10 2009 / 10 2009 / 10 2010
7.	Administration, Finance and Planning	<ul style="list-style-type: none"> Recruit/Retain/Develop staff Improve financial monitoring & reporting Enhance audit program Agree scope of Financial Reserves required Establish an Investment policy Explore purchasing an office property Ensure compliance program in place Develop a risk management program Clarify income tax status Monitor association NFP trends/developments Ensure Strategic Plan progress monitored each Board Meeting 	2009 / 10 / 11 2009 2009 2009 / 10 2009 2009 / 10 2009 / 10 2009 / 10 2009 2009 / 10 / 11 2009 / 10 / 11

7. Summary

This document is the summary of the CICA strategic plans for the future. It is a living plan and should be reviewed regularly, i.e. at each Board Meeting, for any adjustments or additional tasks, to measure progress and to recognise achievements. A major review is recommended by 2012. The strategic goals and action plans will be incorporated in the CICA annual business plans and budgets

For any inquiries on this document or for more information on CICA, please contact the CICA Chief Executive Officer.

The Crane Industry Council of Australia (CICA)
ABN 73 002 565 773

PO Box 136, Mt. Waverley VIC 3149
(43 View Point Ave, Glen Waverley VIC 3150)

Ph: 03 9561 5033 Fax: 03 9561 5088
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'Lifting Industry Standards'



The Crane Industry Council of Australia