Shire of Yalgoo

Plant Operator

Level: 2-4

Position Number: CV-1418

Permanent Full Time

Applications close 4pm Friday 13 November 2015

Contact Person – Silvio Brenzi,
Acting CEO

Contents

1. How to Apply For An Advertised Positions ................................................................. 2
2. Advertisement ................................................................................................................. 5
3. Selection and Appointment Process ........................................................................... 7
4. Salary Package and Conditions of Employment ......................................................... 8
5. Locality profile ............................................................................................................. 10
6. Council statistics ....................................................................................................... 11
1. How to Apply for an Advertised Position

Thank you for your interest regarding an advertised position with the Shire of Yalgoo. These notes are applicable to all advertised positions with the Shire of Yalgoo. They are provided to assist you in the preparation of your application and to help the selection panel judge your application against other applications that will be received for the position.

You will first need to refer to the Job Advertisement and the Position Description for the advertised position you wish to apply for. The Position Description outlines the duties and responsibilities and includes the selection criteria which you must address within your application. Please note, for any specific job related information or to gain a better understanding of the role, please direct your enquiries to the contact person as noted within the Job Advertisement.

Selection Criteria

This is the most important part of your application. Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the criteria.

Each criteria is preceded by a descriptor, highlighting the level at which the particular skill or knowledge should be shown within your application.

Descriptor definitions

- Developing = a learning process which leads to the attainment of knowledge or skill.
- Developed = sufficient to perform function.
- Sound = well founded, reliable.
- Comprehensive = embracing a wider range or knowledge or skill than the specific function.
- Detailed / thorough = complete knowledge of topic (expert) or skill.

The following is a guide on how to address the Selection Criteria:

- Use each criteria as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- As a general guide, your submission for each criterion should be no more than a half page per criterion.
- A useful format to follow for addressing selection criteria is the ‘STAR’ method. Using this method you break your paragraph into 4 sections:
  1. S = Situation - describe the situation around the event.
  2. T = Task - describe the task you were required to perform.
  3. A = Action - describe the action you implemented to complete the task.
  4. R = Result - describe the result or outcome of the action you implemented to completed the task. Using the STAR format assists the reviewing panel to assess your application.
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**Referees and References**

It is not necessary to include written references or character referees as part of your application. However, if you choose to enclose written references you should provide copies only, originals may be requested at a later date.

It is required that you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work experience. It is recommended that you advise your referees that you have nominated them.

**Other Documents**

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

Please be advised that applicants to the Shire will be obliged to prove their eligibility to work in Australia, as well as produce evidence of qualifications (if required for the position) prior to appointment.

**Contact Number**

Please provide a contact telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

**Application Format**

The Shire of Yalgoo is pleased to accept all applications for positions (hand written or typed) however, our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

**Late Application**

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Yalgoo will accept a late application when consent to such a request has been given by the recruiting Manager. As mentioned, such permission is to be sought before the closing date and time for applications.
Address to Forward Applications

Applications should be addressed to the:
CEO
Shire of Yalgoo
PO Box 40
YALGOO WA 6635.

Applications can also be faxed on (08) 9962 8020
or emailed to ceo@yalgoo.wa.gov.au

Conditions of Employment

Below is a sample of the key industrial and regulatory instruments that may form your minimum conditions of employment if you join the Shire of Yalgoo (this list is indicative not exhaustive):

- Shire of Yalgoo Comprehensive Enterprise Agreement 2011-2014
- Local Government Act 1995 (WA)
- Fair Work Act 2009 (Commonwealth)
- Long Service Leave Act 1958 (WA)
- Occupational Health & Safety Act 1984 (WA)
Plant Operator Level 2 - 4

Work in the Outback – only 2 hours from City and Sea

The Shire of Yalgoo has a position available for plant operator.
LEVEL 2-4 - $68,927.41 - $72,687.41 (as per the Shire of Yalgoo Enterprise Agreement 2011): you will have a high level of road construction experience to maintain our high standard of road construction.

The Shire operates all modern machinery & encourages a safe & healthy team environment & equal opportunity.

The Shire offers attractive benefits including 9 day fortnight, superannuation benefit scheme & 5 weeks annual leave. Subsidised housing & relocation expenses available if required.

For more information please contact
Silvio Brenzi, CEO 0417 484 840 email: ceo@yalgoo.wa.gov.au

Applications close 4.00pm Friday 13 November 2015.

Application packages are available on the Shire of Yalgoo website: www.yalgoo.wa.gov.au

Applicants who possess the above qualities and have a sound knowledge of the operation and functions of heavy plant operations will be highly regarded for this position.

Conditions of employment are as per the Shire of Yalgoo Enterprise Agreement 2012, Level 4.

The successful applicant will be required to undergo a pre-employment medical, a drug and alcohol test and provide a satisfactory Police Clearance prior to commencing duties.

The successful applicant must hold a HC licence as a minimum, have a working knowledge of front end loaders, backhoes, four and six wheel trucks and demonstrate experience in a similar position.

The Shire operates modern machinery & encourages a safe & healthy team environment and is an equal opportunity employer.

The Shire offers attractive benefits including, 9 day fortnight, superannuation benefit scheme & 5 weeks annual leave. Subsidised housing & relocation expenses available if required.

Applications should include a brief letter of introduction and a current resume.

To gain a better understanding of the role, call Silvio Brenzi on (08) 9962 8042.

Applications with addressed selection criteria should be submitted by 4:00pm on Friday 13 November 2015.
Please mark the application as **CONFIDENTIAL** and send / email to:

CEO  
Shire of Yalgoo  
PO Box 40  
YALGOO WA 6635

To apply please obtain an information package including the Position Description by:
emailing  
pa@yalgoo.wa.gov.au  
or ceo@yalgoo.wa.gov.au

Ph: 08 9962 8042 Shire office  
Fax: 08 9962 8020  
or download from  

**Canvassing of Councillors or staff will automatically disqualify the Applicant from the selection process.**
3. Selection and Appointment Process

Selection

Each application received will be considered on its merits and a list of suitable candidates will be prepared.

Where there are a number of suitable applicants, the selection process will be competitive meaning that the top four suitable applicants will be placed on a preliminary list.

Preliminary interviews may be conducted by telephone or in a location other than Yalgoo.

Following preliminary interviews, one or more short listed applicants will be invited to attend an interview in Yalgoo.

Shortlisted applicants may be required to participate in assessments that are relevant to the selection criteria for the position that they have applied for. Such assessments may include computer or typing aptitude, legislative knowledge, financial aptitude, operation of equipment, plant or machinery, test of knowledge relevant to the technical requirements of the position etc.

Selection will be based on demonstrated merit. The Shire reserves the right to decline to appoint any candidate.

Conditions of Appointment

1. Employees are appointed under the industrial instrument stated within.

2. Employees are governed by, and required to abide by, a range of legislation including but not limited to the Local Government Act and associated legislation and occupational health and safety legislation. Employees are also required to abide by Council’s Code of Conduct, Policies, delegations and procedures as amended from time to time. Applicants are entitled to obtain a copy of Council documents and the successful appointee will be provided with such documents on appointment. Legislation is available from a range of internet sites.

3. The successful applicant will be required to undertake a medical examination at Council’s expense. The appointment to the position will not be confirmed until the medical has been completed and assessed as satisfactory. Applicants may also be required to pass a drug screen test.

4. A Federal Police Check obtained within the previous 3 months must be presented. The appointment to the position will not be confirmed until the Police Check has been completed and assessed as satisfactory.

5. The successful applicant will be appointed on a probationary basis for three months, at which time performance will be reviewed.

6. Canvassing of elected members is prohibited and any applicant known to have done so will no longer be eligible for consideration for the position.

The Shire of Yalgoo is an equal opportunity employer, committed to the health, safety and welfare of all employees. The Shire provides a smoke free work environment.
4. Salary Package and Conditions of Employment

Conditions of Employment
The conditions of employment are in accordance with the Shire of Yalgoo Comprehensive Enterprise Agreement. Conditions under this agreement are generally more favourable than equivalent provisions under Federal or State Awards.

Salary Package
Commencing salary depends on knowledge, skills, experience and qualifications in the range of:
Level 2 and a salary of $68,927.41 per annum (above awards)
to $29.46 per hour inclusive of overtime and allowances.

Level 4 and a salary of $72,687.41 per annum (above awards)
to $31.06 per hour inclusive of overtime and allowances.

Housing
A well maintained air-conditioned two bedroom/one bathroom unit is available at moderate rental, with partial electricity and water subsidies.

Relocation Expenses
Subject to Council Policy, reasonable relocation expenses for household and personal effects will be reimbursed on the basis of 50% upon commencement and 50% after twelve months service up to a maximum set by policy from time to time (please enquire). Should a professional removalist be used, then three (3) quotes will need to be obtained. Separate conditions apply for self removal.

Removals expenses are capped at a maximum of $5,000.

Superannuation
Superannuation guarantee is paid at the applicable rate. Additionally, the Shire will match employee contributions up to a maximum of 5% where the employee makes voluntary contributions after tax or by salary sacrifice.

Hours of Work
The hours of work will be an average of 90 hours per fortnight in accordance with a set rostered day off. Please refer to the job description for details.

Overtime and Allowances
Overtime and allowances are generally not separately payable as they have been rolled into the rate of pay in the Agreement. The Agreement sets out circumstances for which overtime and allowances are payable. Written prior approval is necessary for all overtime.

Salary Sacrifice
Salary sacrifice is available for superannuation and other appropriate matters, subject to approval by the CEO and being at no net cost to the Shire.
Annual Leave
The Agreement provides for 5 weeks annual leave per annum. Leave loading is NOT payable as it has been rolled into the rate of pay.

Long Service Leave
Thirteen (13) weeks after ten years continuous local government service, transferable between Local Authorities in WA as determined by the Local Government (Long Service Leave) Regulations.

Personal/Sick Leave
The Agreement provides for ten working days of personal leave per annum (increasing to twelve working days per annum after two years of service).
5. Locality Profile

Gateway to the outback, the Shire of Yalgoo covers over 33,000 square kilometres of the Murchison goldfields area in the Mid West region of WA. The town of Yalgoo is located 520 km north east of Perth and only 220km east of the coastal city of Geraldton. Neighbouring towns are Mt Magnet, Mullewa and Morawa, all approximately 120km from Yalgoo. The main industries are mining, pastoral stations and tourism.

The population of the shire is around 240 permanent residents living in Yalgoo town and on pastoral stations. The majority of town residents are of indigenous background.

Golden Grove mine (copper, zinc, gold, silver, lead) has a self contained mining village 50 kilometres south of Yalgoo on the Ninghan Road with a fly in fly out population of around 450 people. Minjar mine (gold) also has an established village not far from Golden Grove, Extension Hill mine (magnetite) in the extreme south of the Shire is currently constructing another large fly in fly out mining village and there are other mining interests in varying stages of development in the Shire.

Services and Attractions in Yalgoo

- 24 hour card access self serve Caltex fuel pumps (petrol and diesel)
- Pre-primary and primary school
- Hotel/motel serving lunch and evening meals
- Caravan Park (Shire managed)
- General store (open 7 days)
- Airstrip (solar lighting)
- Three-officer police station
- Volunteer fire brigade
- Volunteer St John’s Ambulance
- Museum
- Health centre
- Community park, playground, water park undercover sports facility, mini-golf, BMX track, skate park, netball, tennis, Rage Cage, etc.

A former railway station building has been refurbished and is used for meetings and functions including the annual gymkhana and race meeting. The Shire has a progressive forward capital works program and community development aspirations to provide facilities and build a better local government.

Digital TV is available by satellite and local rebroadcasts of ABC as well as three radio stations. Mobile phone and ADSL is available now.

The Royal Flying Doctor Service visits twice a month as do other specialist consultants.

There are a range of community events, annual functions and semi regular sporting activities including outback golf and the Emu Cup. The Gymkhana Club holds an annual event around Easter and the Yalgoo Jockey Club holds the Yalgoo Cup thoroughbred horse race meeting in April.

An electricity station constructed in 2003 delivers reliable power and a water treatment and filtration plant provides safe drinking water.

Between August and October tourists flock to the area to experience wonderful displays of wildflowers. This is also an opportunity to showcase some of our unique mining heritage with the major attractions including Joker’s Tunnel and Monsignor Hawes Chapel. Yalgoo is situated on the Miner’s Pathway, the Wool Wagon Pathway and is the starting point for the Kingsford Smith Heritage Trail.

The climate in Yalgoo ranges from hot to extreme in summer with temperatures regularly above 40 degrees, to cool winter nights. There is very little rainfall, with most rain being due to summer thunderstorms.
6. Council Statistics

Council

Council consist of six members, elected for the whole district as there are no wards in Yalgoo.

Cr Neil Grinham  President
Cr Raul Valenzuela  Deputy
Cr Robert (Bob) Grinham
Cr Adam Fawkes
Cr Percy Lawson
Cr Joanne Kanny

Council meets approximately 9 times per year, generally on the second last Thursday each month, commencing at 11.00am. Council does not generally have an ordinary meeting in January or November. Two ordinary meetings per year are held in Paynes Find.

Suburbs and Localities

Paynes Find; Wurarga; Yalgoo

Council Statistics 2012 - 2013

(from WALGA Local Government Directory 2014)

Distance from Perth (km)  524
Area (sq km)  33,258
Length of Sealed Roads (km)  129.4
Length of Unsealed Roads (km)  1,252.9
Population  405
Number of Electors  117
Number of Dwellings  84
Total Rates Levied  $1,900,000
Total Revenue  $6,900,000
Number of Employees  21 (2013-14)