

SHIRE OF NUNGARIN



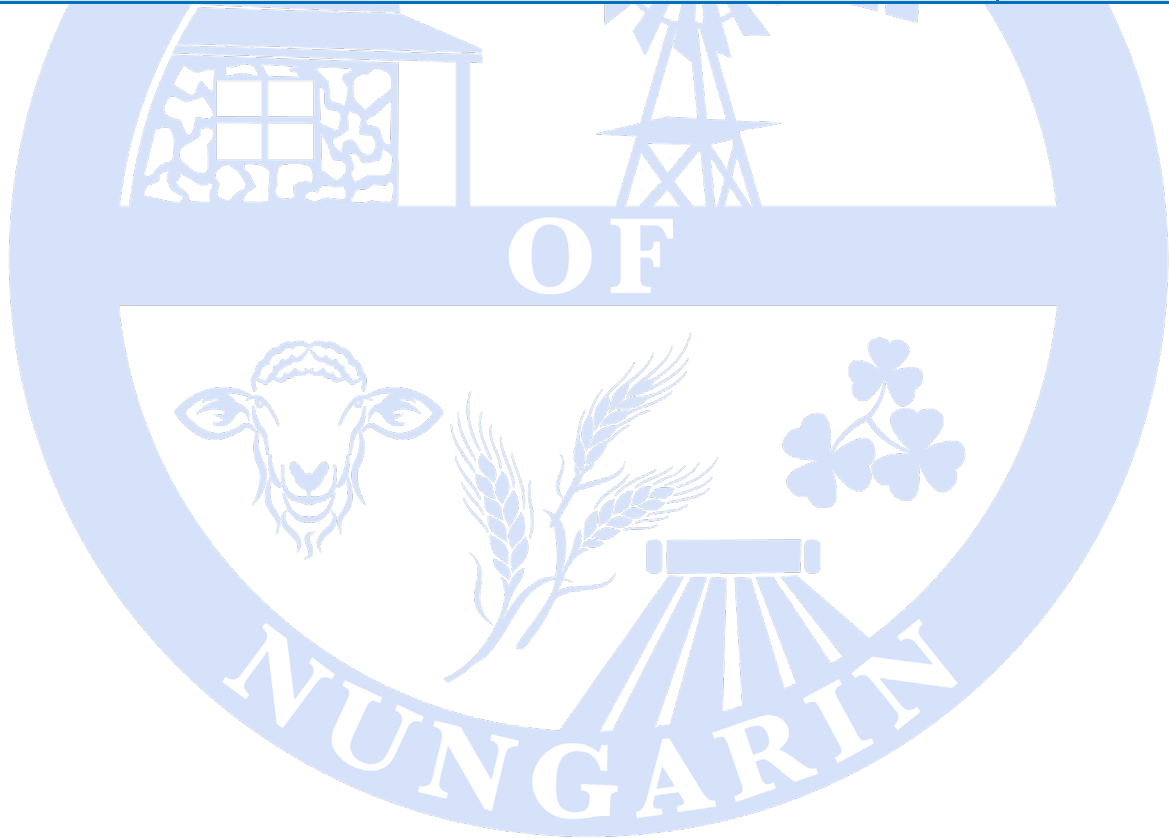
# APPLICATION PACKAGE

## PLANT OPERATOR / LABOURER



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**ADVERTISEMENT****SHIRE OF NUNGARIN  
PLANT OPERATOR / LABOURER**

The Shire of Nungarin is located in the Central Wheatbelt Region and offers residents an enviable small town country lifestyle within 300km from the City of Perth.

The Shire of Nungarin is seeking to appoint a Plant Operator / Labourer with a current HR driver's license to assist in delivering the Shire's road, drainage construction and maintenance programs.

**Work Type:** Full-time.

**Applications Close:** Applications close at 4pm on Tuesday 28<sup>th</sup> November 2023.

**Level:** Wages and conditions will be in accordance with the Local Government Industrial Award 2020 (Level 6). Annual Salary of \$56,316 - \$71,480 depending on experience and skill set.

**Superannuation:** 11% super guarantee. An additional 5% Salary Sacrifice will be matched with a Shire Contribution.

**Housing:** Heavily subsidised housing provided.

**Staff Incentives:** Staff utility allowance of \$1000 per financial year. Staffing Bonus Scheme and Award Conditions Allowance.

To be considered for the position, applicants **must submit a covering letter and resume** as detailed in the application package which can be obtained by visiting Council's website [www.nungarin.wa.gov.au](http://www.nungarin.wa.gov.au) or by an email request to [mcs@nungarin.wa.gov.au](mailto:mcs@nungarin.wa.gov.au)

For further information regarding this position, please contact the Manager Works and Services or for assistance with submitting your application contact Crystal Pearce, Manager of Corporate Services on 9046 5006.

Applications should be clearly endorsed "Private and Confidential – Vacancy – Plant Operator/Labourer" and close with the undersigned.

Mr D. Nayda  
**MANAGER WORKS AND SERVICES**

## GUIDELINES TO APPLYING FOR AN ADVERTISED POSITION

**Please read this and all the Application Package information carefully.**

Thank you for expressing interest in this position with the Shire of Nungarin. It is the Shire's intent to select the best possible applicant for this position and it wishes you all the best.

These guidelines have been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

The application package is available in alternative in hard copy, upon request.

### **PREPARING YOUR APPLICATION**

Your application should include the following documentation:

#### **2.1 Application for Employment Form**

Please complete the attached form (located after these guidelines) to the front of your application. Applications will not be accepted without a completed application form.

#### **2.2 Covering Letter**

The covering letter gives you the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:

#### **Confidential Application – Plant Operator/Labourer**

Mr D. Nayda  
Manager Works and Services  
Shire of Nungarin  
PO Box 8  
NUNGARIN WA 6490

#### **2.3 Resume**

Your resume should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Periods of employment;
- Position(s) held with details of the duties;
- Details of training and/or accreditations;
- Details of two (2) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application; and
- Other relevant information including personal interests.

## 2.4 Presentation

Please provide your application information on A4 single sided paper and attached by an appropriate clip (**do not staple or bind**). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

## 2.5 Submitting Applications

All applications may be submitted in any of the following ways:



### Post

Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:

**Private & Confidential – Vacancy – Plant Operator/Labourer**

Mr D. Nayda  
Manager Works and Services  
Shire of Nungarin  
PO Box 8  
NUNGARIN WA 6490



### Hand

Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:

**Private & Confidential – Vacancy – Plant Operator/Labourer**

Mr D. Nayda  
Manager Works and Services  
Shire of Nungarin  
PO Box 8  
NUNGARIN WA 6490  
Opening hours 9am to 4pm Monday to Friday.



### Electronic Mail

By email to Crystal Pearce - [mcs@nungarin.wa.gov.au](mailto:mcs@nungarin.wa.gov.au)

## 2.7 Closing Date

Applications for this position must be submitted no later than 4pm on Tuesday 28<sup>th</sup> November 2023. Late applications will not be accepted.

## 2.8 Further Information

The Shire of Nungarin's Manager of Works and Services, can be contacted should you have any questions regarding the position. If you have any questions regarding the application process, please contact Executive Officer, Vanessa Seward on 9046 5006.

Please visit the Shire website at [www.nungarin.wa.gov.au](http://www.nungarin.wa.gov.au) for general information about the Shire.

The Shire of Nungarin has a Council of seven (7) members inclusive of the President. The Shire of Nungarin provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Nungarin is an Equal Employment Opportunity employer.



## SHIRE OF NUNGARIN APPLICATION FOR EMPLOYMENT

**PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION**

<b>Vacancy Details</b>			
Position Title:			
<b>Personal Details</b>			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia ? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
<b>Recruitment Source</b>			
How did you first become aware of this vacancy?			
Shire of Nungarin website <input type="checkbox"/>		SEEK <input type="checkbox"/>	
Local News Paper <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
<b>Employment History (details must be completed)</b>			
<b>Refer to resume for complete details</b>			
Period of Employment	Name of Employer	Position Held	Reason for Leaving
<b>Employment Referees (details must be completed)</b>			
Please provide details of at least two contactable <b>work-related referees</b> – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			



**Declarations**

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

Health
<p>To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>If "Yes" please provide details of condition</p>
Workers' Compensation Claim
<p>Have you ever made a workers' compensation claim?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>If "Yes" please describe claim details (e.g. Year of injury, company worked for, period of time off work)</p> <p>Are any claims still current?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Not Applicable <input type="checkbox"/></p> <p>If "Yes" please provide details of current claims.</p>
Criminal Convictions
<p>Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988).</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>If "Yes" please provide details</p>
Applicant Declaration
<p>I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.</p> <p>_____</p> <p>Signed <span style="float: right;">_____</span></p> <p style="text-align: right;">Date</p>



## REFEREE AND REFERENCE CHECKS

The Shire has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information you wish to back your Application, including explanation for any matter you may believe could be construed as unfavourable. The important aspect is that the Shire is made aware of all material matters that may affect your suitability for employment.

It is important the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees and you should ensure they are aware in advance that contact may be made with them to confirm details.

The Shire reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

### **Academic/Training/Accreditation Qualifications**

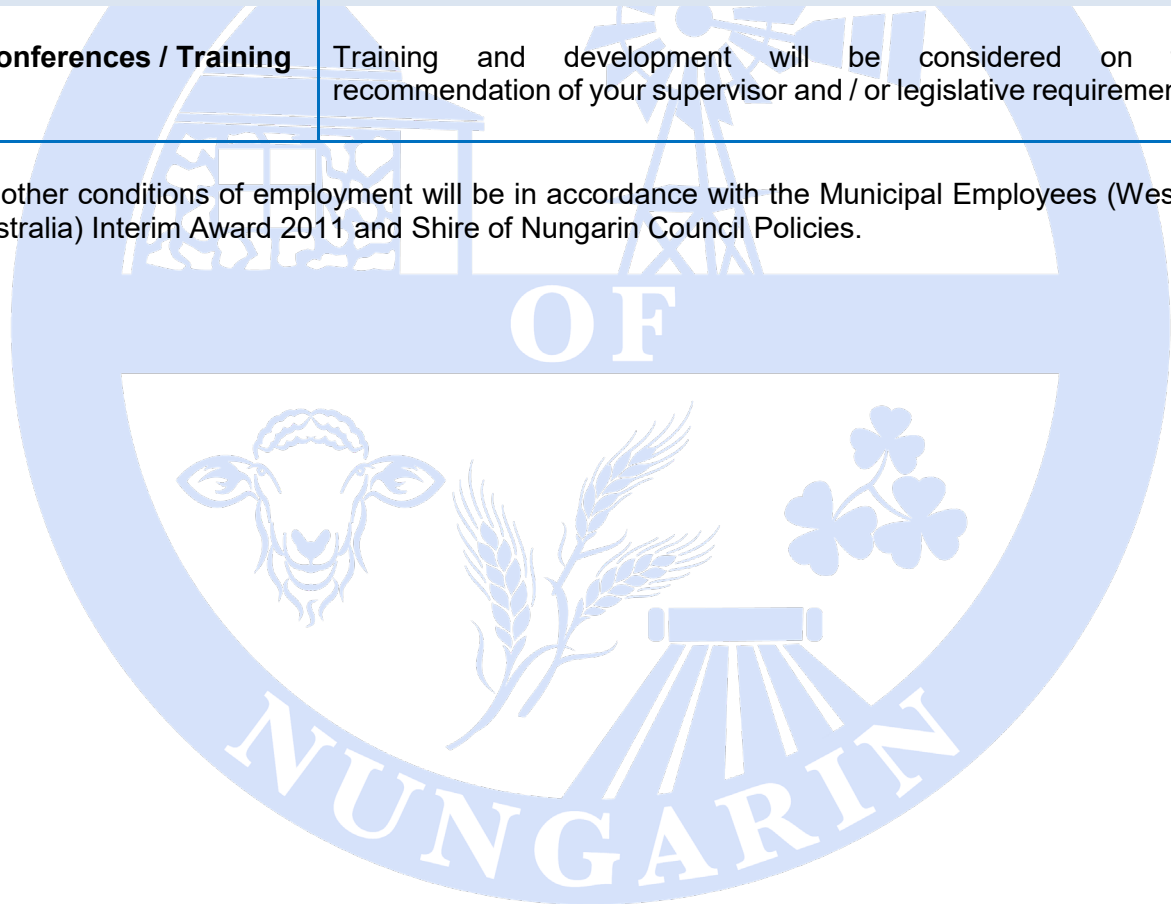
Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

## GENERAL EMPLOYMENT CONDITIONS

<b>Position</b>	Plant Operator / Labourer
<b>Award</b>	Local Government Industrial Award 2020 (Level 6)
<b>Annual Salary</b>	Wages and conditions will be in accordance with the Local Government Industrial Award 2020 (Level 6). Annual Salary of \$56,316 - \$71,480 depending on experience and skill set.
<b>Annual Leave</b>	Four (4) weeks plus 17.5% leave loading
<b>Hours of Work</b>	76 hours per fortnight worked over nine (9) days.
<b>Overtime</b>	The Shire of Nungarin's Works and Services Department employees are occasionally required to work additional hours in order to fulfil duties. Overtime is not payable unless it has prior approval from your supervisor. Adequate notice of overtime requirement will be given.
<b>Uniform / Clothing</b>	Shire employees are provided with an annual clothing allowance in accordance with relevant job description, work area. The Shire will provide PPE relevant to the duties being performed.
<b>Long Service Leave</b>	In accordance with the Local Government (Long Service Leave) Regulations. Thirteen weeks leave after ten years continuous local government service – pro-rata after seven years on continuous service.
<b>Probation</b>	A probationary period of three (6) months will apply. At the successful completion of this period your completion of employment contract will be recommended to the Chief Executive Officer. The Shire of Nungarin reserves the right to extend periods of probation if it is deemed the employee is not fulfilling the key duties/responsibilities of the position.
<b>Performance Reviews</b>	To be conducted annually
<b>Driving Requirements</b>	The appointee will be required to hold a current HR Class Driver License
<b>Pre-placement medical</b>	Prior to appointment, the Officer will be required to undertake a medical examination with a Doctor of choice at the Shire's cost. The

	appointment to the position is not confirmed until a medical is completed and accepted by the Shire.
<b>Police clearance</b>	A police clearance will be required to be provided to the Shire prior to confirmation of appointment.
<b>Payment of salary</b>	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
<b>Superannuation</b>	The Shire will make compulsory superannuation contributions in accordance Superannuation Guarantee Legislation.  Salary sacrificing of superannuation is available.
<b>Conferences / Training</b>	Training and development will be considered on the recommendation of your supervisor and / or legislative requirements.

All other conditions of employment will be in accordance with the Municipal Employees (Western Australia) Interim Award 2011 and Shire of Nungarin Council Policies.



## POSITION DESCRIPTION

### SHIRE OF NUNGARIN POSITION DESCRIPTION PLANT OPERATOR / LABOURER



#### POSITION IDENTIFICATION

<b>Title:</b>	Plant Operator / Labourer	<b>Level:</b>	Level 6
<b>Service Unit:</b>	Works and Services	<b>Award:</b>	Local Government Industrial Award 2020
<b>Directorate:</b>	Works and Services	<b>Date Effective:</b>	2 February 2021
<b>Reporting to:</b>	Manager Works & Services	<b>Last Reviewed:</b>	2 February 2021
<b>Job Status:</b>	Full-time	<b>RDO:</b>	9 day fortnight

#### 2. POSITION OBJECTIVES

##### 2.1 Objectives of Position

- Responsible for the plant operation and labouring duties as allocated.
- Liaise with Manager Works & Services in relation to works programs, safety, operational matters and day to day requirements.
- Carry out allocated work as directed by the Manager Works and Services.
- Contribute to the planning of operations and undertake day to day maintenance and upgrades of Council assets.
- Strive to achieve best practice within the works department objectives.

### 3. REQUIREMENTS OF THE POSITION

#### 3.1 **Skills:**

- Competency with the operation of plant and machinery.
- Ability to read and comprehend plans, instructions, memos, general correspondence and to follow instructions.
- Ability to write correspondence, e.g. Time cards, Daily Service Check Sheets and internal memos.
- Ability to present information verbally in a one on one and small group situation and to other employees.
- Basic numeracy skills including weights, volume and distance measurements.
- Ability to work to set survey levels.
- Current national HR class driver's license.
- Current construction site safety qualifications (White or Blue Card).
- Preparedness to undertake labouring duties.

#### 3.2 **Knowledge:**

- Working knowledge of Local Government works operations.
- Working knowledge of daily maintenance requirements for various machinery.
- Good knowledge of safety in the workplace.
- Good knowledge of road construction and maintenance.
- Sound knowledge of Occupational Health and Workplace Safety in the work place.
- Working knowledge of Local Government structures and general procedures.
- Sound knowledge/application of traffic management.

#### 3.3 **Experience:**

- Previous experience in road construction and maintenance practices.
- Previous experience in plant operation.
- Previous experience in Local Government (desirable).
- Experience in applying Occupational Health & Safety legislation in the work place

#### 3.4 **Qualifications and/or Training:**

- Current Basic Worksite Traffic Management.
- Chainsaw Competency Certificate (desirable).
- Current Constructions Site work Safety Awareness Certificate e.g. White card
- Current HR Class driver's license.

#### 4. SUMMARY OF KEY DUTIES AND RESPONSIBILITIES

- Operate Council's tractors, mowing equipment, rollers, loader, grader and light trucks in a safe and proficient manner.
- Participate in the maintenance and upgrade of various council assets with a focus on but not to excuse to roads, paths, parks and reserves.
- Remove litter from road verges, parks and public open space areas.
- To be a team player and make suggestions for improvement.
- Contribute at team meetings and be a constructive and positive team member.
- Maintain plant, tools and equipment in a clean, tidy and good operating condition reporting any irregularities immediately to your supervisor.
- Complete daily timecards.
- Attend training courses where appropriate and as directed by the Manager Works and Services.
- Observe all safe working practices as directed by the Manager Works and Services and use personal protective equipment as provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work.
- Any other such instructions or duty as may be required by the Manager of Works and Services, including labouring.

#### 5. ORGANISATIONAL RELATIONSHIPS

**5.1 Responsible for:** Nil

**5.2 Responsible to:** Manager Works & Services

**5.3 Internal Relationships:**

- All Council staff.

**5.4 External Relationships:**

- Liaise with Contractors.
- Public Utilities and Authorities.
- Members of the public.

#### 6. ORGANISATIONAL STRUCTURE

Chief Executive Officer

Manager Works & Services

Plant Operator / Labourer

## 7. POSITION SCOPE

**7.1 Work Location:** Shire of Nungarin.

**7.2 Delegated Authority:** Nil.

## 8. EXTENT OF AUTHORITY

This position operates under direction and regular supervision of the Manager Works and Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the Local Government Act 1995 and other legislation.

## 9. CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire of Nungarin's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position

## 10. SELECTION CRITERIA

10.1 Essential:	<ol style="list-style-type: none"> <li>1. Previous experience in plant operation.</li> <li>2. Previous experience in labouring and manual handling.</li> <li>3. Demonstrated positive contributions in a team environment.</li> <li>4. Current national HR class driver's license</li> <li>5. Current construction site safety qualifications (White or Blue card).</li> <li>6. Ability to read and comprehend plans, instructions, memos, general correspondence and follow instructions.</li> <li>7. Well-developed written communication skills.</li> <li>8. Ability to present information.</li> <li>9. Basic numeracy skills including weights, volume and distance measurements.</li> <li>10. Basic knowledge of daily maintenance requirements for plant utilised within Council works.</li> </ol>
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	11. Good knowledge of safety in the workplace.
10.2 Desirable:	1. Current basic worksite traffic management.

## 11. CONDITIONS OF EMPLOYMENT – WORKS & SERVICES

### 11.1 Hours of Work

76 hours per fortnight worked over nine (9) days.

### 11.2 Overtime

Council's Works and Services Unit employees are occasionally required to work additional hours in excess of those detailed above in order to fulfil duties.

### 11.3 Annual Leave

Four (4) weeks + 17.5% leave loading

### 11.4 Long Service Leave

In accordance with the Local Government (Long Service Leave) Regulations. Thirteen weeks leave after ten years continuous local government service – pro-rata after seven years on continuous service.

### 11.5 Probation

A probationary period of three (3) months will apply. Chief Executive Officer retains the right to extend periods of probation on the recommendation of the Manager Works and Services, if it is deemed the employee is not fulfilling the key duties/ responsibilities of the position.

### 11.6 Performance Reviews

To be conducted annually

### 11.7 Driving Requirements

The appointee will be required to hold a current HR Class Driver's License.

### 11.8 Rostered/ Day Off

Nine (9) day fortnight

### 11.9 Pre-placement Medical

Prior to appointment, the successful applicant will be required to undertake a medical examination with a Doctor of their choice at Shire's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Shire policy.

### 11.10 Police Clearance

A police clearance will be required to be provided to the Shire. The appointment to the position is not confirmed until the Shire has received the police report and has considered the applicant is suitable to fulfil the position.

### 11.11 Payment of Salary

Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.

### 11.12 Superannuation

The Shire will make compulsory superannuation contributions in accordance Superannuation Guarantee Legislation.

Salary sacrificing of superannuation is available.

**11.13 Conferences/ Training**

Training and development will be considered against the recommendation of the Manager Works and Services.

**11.15 Uniform / Clothing Allowance**

Council will provide PPE relevant to the duties being performed.

All other conditions of employment will be in accordance with the Municipal Employees (Western Australia) Interim Award 2011 and Shire of Nungarin Policies.

**12. PHYSICAL DEMANDS CRITERIA**

<b>Standing:</b>	Prolonged standing is required to perform the tasks associated with this position.
<b>Sitting:</b>	Prolonged sitting is required to perform the tasks required for this position.
<b>Walking:</b>	Regular general walking throughout the environs of the Shire of Nungarin, over many variables of underfoot conditions, e.g. Construction sites and vacant land. These conditions present many trip, slip and fall potential hazards.
<b>Bending or Stooping:</b>	General bending or stooping is required to perform the tasks associated with this position.
<b>Lifting:</b>	Lifting of small and medium item/equipment associated with construction work duties is required.
<b>Pushing:</b>	Limited pushing ability.
<b>Arm and Hand Movement:</b>	Must have full dexterity of both hands and full arm movements to enable use of a wide range of work related items.
<b>Reaching:</b>	Regular reaching is required during normal work duties.
<b>Neck Flexion and Rotation:</b>	Regular spinal rotation is utilised during daily duties.
<b>Handling/Dexterity:</b>	Must have good dexterity in the operation of a range of construction equipment, and the need to drive a vehicle.
<b>Eyesight:</b>	Good peripheral vision and good hand eye coordination is essential. All other functions require a general standard of vision e.g. reading.
<b>Hearing:</b>	A good level of hearing capability is required.

<b>Psychological Factor:</b>	An ability to work with autonomy, likewise to be part of a Team. Be able to maintain excellent observation and concentration skills. Good coping skills are important in the interaction with members of the public, and in particular in the Supervisory role with the employees, in order to achieve the prime objective for proper work performance and high standards of service delivery.
<b>Literacy Skills:</b>	Must have good reading, numeracy, analytical and comprehension skills, technical knowledge, along with good verbal and writing communication skills especially when dealing with a diverse clientele.

### 13. AREAS OF POTENTIAL HAZARD AND RISK

- Personal Injury
- Public Safety
- Dust
- Insects
- Manual handling and lifting
- Moving plant, equipment and vehicular traffic
- Slipping and tripping
- Environmental (Weather)
- Falling
- Access and Egress (from vehicle)
- Public interaction

The employer provides all personal protective clothing and equipment which is required to use and wear where applicable.

### 14. POSITION & INCUMBENT DETAILS

Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to the Senior Finance Officer for filing on personnel files.

**Present Occupant:**

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**Date Appointed:**

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**Supervisor:**

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### 15. STAFF INDUCTION RECORDS

INDUCTION	INCUMBENT	SUPERVISOR	DATE
Workplace duties and responsibilities			
Workplace safety induction			

Workplace emergency evacuation induction			
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## CHECKLIST

Prior to submitting your application, please check that you have everything detailed on the below checklist.

- Application for Employment form;
- Covering Letter;
- Resume;
- Selection Criteria answered;
- Copies (not originals) of supporting documentation eg. qualifications, driver's license, police clearance;
- The application has been photocopied for personal reference;
- If applying for more than one (1) position, enclose separate applications for each position; and

We hope you find these guidelines useful and thank you again for your interest.

