



SHIRE OF  
**WAROONA**  
SEA TO SCARP

**APPLICATION PACKAGE**  
MANAGER COMMUNITY DEVELOPMENT



**SHIRE OF WAROONA  
HUMAN RESOURCES  
APPLICATION PACKAGE  
MANAGER COMMUNITY DEVELOPMENT**

<b>NO #</b>	<b>CONTENTS</b>	<b>PAGE NO</b>
1	Copy of advertisement	3
2	Application information	4
3	Guidelines to applying for an advertised position	5
4	Application for employment form	6
5	Referee and Reference checks	8
6	General employment conditions	9
7	Position Description	10
8	Checklist	15

## 1. ADVERTISEMENT



### SHIRE OF WAROONA MANAGER COMMUNITY DEVELOPMENT

The Shire of Waroona is located in the Peel Region and offers residents an enviable small town country lifestyle featuring the forests of the scarp and Preston beach on the coast, not far from the major centres of Mandurah to the north and Bunbury to the south.

The Shire is seeking a suitably experienced and motivated person to fill the position of Manager Community Development. If your dream job involves working closely with local services, community volunteer groups and leading a team to develop and run programs to enhance the wellbeing of the community, we'd love to hear from you. Ideally you will have experience and qualifications in community development along with the ability to effectively communicate with members of our small diverse community.

The Manager Community Development will coordinate social, cultural, educational, and economic development opportunities in accordance with Shire's Strategic Community Plan in partnership with elected members, various stakeholders, community members and residents.

Work Type: Full time

Applications Close: Friday 13<sup>th</sup> September 2024

Salary: Contract \$78,000 to \$92,000 dependent on skills, experience, and qualifications. This position includes the private use of a Shire vehicle (SUV small).

To be considered for the position, applicants must submit a covering letter, resume and **address the selection criteria** as per the instructions found in the application package which may be obtained by visiting the Shire's website [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au) or by an email request to Kathy Simpson, Acting Manager Corporate Services at [mcs@waroona.wa.gov.au](mailto:mcs@waroona.wa.gov.au).


Further information on the position can be obtained by contacting the Acting Director Corporate and Community Services, Kirsty Ferraro on (08) 97337 800.

Applications should be clearly endorsed "Private and Confidential – Vacancy – Manager Community Development".

The Shire of Waroona is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

MR M GOODLET  
CHIEF EXECUTIVE OFFICER

<b>2.</b>	<b>APPLICATION INFORMATION</b>
	<p><b>Please read this and all the Application Package information carefully.</b></p> <p>Thank you for expressing interest in this position with the Shire of Waroona. It is the Shire's intent to select the best possible applicant for this position and it wishes you all the best.</p> <p>The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.</p> <p>The application package is available in alternative formats, upon request.</p>
<b>3.</b>	<b>GUIDELINES TO APPLYING FOR AN ADVERTISED POSITION</b>
	<p><b>Your application should include the following documentation:</b></p>
3.1	<p><u>Application for Employment Form</u></p> <p>Please complete the attached form (located after these guidelines) to the front of your application.</p>
3.2	<p><u>Covering Letter</u></p> <p>The covering letter gives 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:</p> <p><b>Confidential Application – Manager Community Development</b>                  Mr M Goodlet                  Chief Executive Officer                  Shire of Waroona                  PO Box 20                  WAROONA WA 6215</p>
3.3	<p><u>Resume</u></p> <p>Your resume should include:</p> <ul style="list-style-type: none"> <li>• Your personal details;</li> <li>• Your contact details;</li> <li>• Work history (with your current position first);</li> <li>• Periods of employment;</li> <li>• Position(s) held with details of the duties;</li> <li>• Details of academic qualifications;</li> <li>• Details of three (3) 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</li> <li>• Other relevant information including personal interests.</li> </ul>
3.4	<p><u>Addressing the Selection Criteria</u></p> <p>In order for you to be considered for short listing, you <u>must</u> address the selection criteria that is listed in the position description (Position Description Item 10 – Page 14).</p> <p><b><u>Preparation of the statement addressing the selection criteria is the most important part of your application.</u></b></p> <p>Information addressing all the selection criteria should be presented in a structured format using each of the selection criteria as heading. Outline your relevant experience against each heading. The Shire only requires sufficient information to allow it to assess your skills, knowledge, experience and suitability for the position.</p>

3.5	<p><u>Presentation</u></p> <p>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 Shire can take that into considering in selecting the best applicant.</p>
3.6	<p><u>Submitting Applications</u></p> <p>All applications may be submitted in any of the following ways:</p> <p> <b>Post</b></p> <p>Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private &amp; Confidential – Vacancy – <b>Manager Community Development</b>          Mr M Goodlet          Chief Executive Officer          Shire of Waroona          PO Box 20          WAROONA WA 6215</p> <p> <b>Hand</b></p> <p>Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private &amp; Confidential – Vacancy – <b>Manager Community Development</b>          Shire of Waroona          Administration Offices          52 Hesse Street          WAROONA WA 6215          Opening hours 9am to 4pm Monday to Friday.</p> <p> <b>Electronic Mail</b></p> <p>By email in PDF format to <b>Kathy Simpson</b> – <a href="mailto:mcs@waroona.wa.gov.au">mcs@waroona.wa.gov.au</a></p>
3.7	<p><u>Closing Date</u></p> <p>Applications must be submitted by 4.00pm Friday 13<sup>th</sup> September 2024 to be considered for this role.</p>
3.8	<p><u>Further Information</u></p> <p>The Shire of Waroona’s Acting Director Corporate and Community Services, Mrs Kirsty Ferraro, is the nominated Shire contact for this position and can be contacted on (08) 9733 7800 during normal office hours.</p> <p>Please visit the Shire website at <a href="http://www.waroona.wa.gov.au">www.waroona.wa.gov.au</a> for general information about the Shire.</p> <p>The Shire of Waroona is administered by a Council of seven (7) members inclusive of the President.</p> <p>The Shire of Waroona provides a smoke free environment.</p> <p>Canvassing of Councillors will disqualify the applicant.</p> <p>The Shire of Waroona is an Equal Employment Opportunity employer.</p>

## 4. APPLICATION FOR EMPLOYMENT

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

Vacancy Details			
Position Title:			
Personal Details			
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.			
Recruitment Source			
How did you first become aware of this vacancy?			
Shire of Waroona website <input type="checkbox"/>		Harvey/Waroona Reporter <input type="checkbox"/>	
Mandurah Mail <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
Employment History (details must be completed)			
Refer to resume for complete details			
Period of Employment	Name of Employer	Position Held	Reason for Leaving
Employment Referees (details must be completed)			
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.			

<b>Health</b>	
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?	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If "Yes" please provide details of condition	
<b>Criminal Convictions</b>	
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? ( <i>You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988</i> ).	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If "Yes" please provide details	
<b>Applicant Declaration</b>	
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.	
Signed _____	Date _____

**5. 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 that you wish to back your application, including explanation for any matter that 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 that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior 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 that 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 Qualifications**

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



## 6. GENERAL EMPLOYMENT CONDITIONS

<b>Position</b>	<b>Manager Community Development</b>
<b>Term</b>	Full time – 5 year contract.
<b>Award</b>	Local Government Officers (Western Australia) Award 2021.
<b>Annual Salary</b>	Contract - \$78,000 to \$92,000 negotiated according to skills and experience plus the private use of a Shire vehicle (SUV-small).
<b>Annual Leave</b>	Five (5) weeks annual leave per year.
<b>Long Service Leave</b>	In accordance with the Local Government (Long Service Leave) Regulations.
<b>Other Leave</b>	The officer is entitled to: <ul style="list-style-type: none"> <li>a. Personal leave as set out in and in accordance with the Local Government Officers (Western Australia) Award 2021.</li> <li>b. Public Service Holidays – two (2) public service holidays per year in lieu of the day after New Years Day and Easter Tuesday. Public service holidays must be taken in the year that they are accrued, or they are forfeited.</li> </ul>
<b>Probation</b>	A probationary period of six (6) months will apply.
<b>Pre-placement medical</b>	Prior to appointment, the Officer will be required to undertake a medical examination with a doctor of their choice at the Shire's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
<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 contribute the national superannuation guarantee of 11.5% to a nominated superannuation fund.  Employees may elect to join the Shire's co-contribution scheme as detailed by policy HRP004. Salary sacrificing of superannuation is available.
<b>Recreation Centre</b>	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
<b>Conferences / Training</b>	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
<b>Uniform</b>	As per Council policy HRP003.

All other conditions of employment will be in accordance with the Local Government Officers (WA) Award 2021 and Shire of Waroona Council Policies.

**7. POSITION DESCRIPTION**



**SHIRE OF WAROONA  
HUMAN RESOURCES  
POSITION DESCRIPTION  
MANAGER COMMUNITY DEVELOPMENT**

**POSITION IDENTIFICATION**

<b>TITLE:</b>	Manager Community Development
<b>DIRECTORATE:</b>	Corporate & Community
<b>REPORTING TO:</b>	Director Corporate & Community Services
<b>AWARD:</b>	Local Government Officers (WA) Award 2021
<b>LEVEL:</b>	Contract
<b>JOB TYPE:</b>	Full Time
<b>DATE EFFECTIVE:</b>	January 2024
<b>LAST REVIEWED:</b>	August 2024

**1. POSITION OBJECTIVES**

1.1	To coordinate social, cultural, educational, and economic development opportunities within the Shire of Waroona: <ul style="list-style-type: none"> <li>in accordance with the Shire’s Strategic Community Plan; and</li> <li>in partnership with various stakeholders, community members and residents.</li> </ul>
1.2	To partner with external stakeholders including business, community groups and other key stakeholders to develop capacity and create an environment that supports economic development, investment, and improved quality of life for residents.
1.3	Work collaboratively with internal and external stakeholders to enable delivery of community-led place-making initiatives.
1.4	Manage the Shire’s grant funding portfolio including identifying opportunities and assisting in business case development.

**2. REQUIREMENTS OF THE POSITION**

2.1	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Highly approachable and personable.</li> <li>Highly effective communication, consultation, facilitation, networking, problem solving and conflict resolution skills.</li> <li>Sound digital media skills that promote awareness, educate, and increase community involvement in community development events, projects, and initiatives.</li> <li>Highly effective, solutions focussed customer service, including the ability to work with ratepayers and the community to resolve issues and achieve positive outcomes.</li> <li>Ability to prepare, implement and acquit grant applications.</li> <li>Ability to prepare reports, agendas, minutes, project plans and other documents as required.</li> <li>Strong time management and project management skills.</li> <li>Sound analytical, research and evaluation skills.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to work autonomously with minimal supervision and accept accountability and responsibility for own actions.</li> <li>• Ability to participate in a multidisciplinary team environment to enable successful community development outcomes, quality place-making initiatives and achievement of the Shire’s strategic objectives.</li> </ul>
2.2	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Sound knowledge and understanding of community development principals and how these can be applied in a practical sense to enhance economic development and social outcomes.</li> <li>• Highly developed understanding of grant funding and acquittal processes.</li> <li>• Sound knowledge of processes and practices required to successfully project manage community events, projects, and initiatives.</li> <li>• Well-developed communication and interpersonal skills.</li> <li>• Confidence and ability to collaboratively work with multi-disciplinary and technical disciplines to achieve community led community development outcomes.</li> </ul>
2.3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• A minimum of 3 years practical experience in a similar position or associated field.</li> <li>• Experience in growing and strengthening communities and working with diverse community groups.</li> <li>• Experience in the successful delivery of community events and community development projects and initiatives.</li> <li>• Demonstrated experience in working collaboratively with the community to achieve high quality outcomes.</li> <li>• Demonstrated experience in writing, securing, implementing, and acquitting significant grants.</li> <li>• Demonstrated experience in working collaboratively and effectively as part of a multi-disciplinary team.</li> </ul>
2.4	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Qualifications in strategic planning, community development, event management or a similar field with practical experience in project management (desirable).</li> <li>• Hold a current unrestricted C-class national driver’s licence.</li> </ul>

<b>3.</b>	<b>SUMMARY OF KEY DUTIES AND RESPONSIBILITIES</b>
3.1	<p><u>General:</u></p> <ul style="list-style-type: none"> <li>• Implement, coordinate, and lead all community development related projects in accordance with the Shire’s Strategic Community Plan, Corporate Business Plan, and other related initiatives.</li> <li>• To facilitate social, cultural, educational, and economic development opportunities within the community in partnership with various stakeholders, community members and residents.</li> <li>• Coordinate place organisational approaches that enhance internal communication and enables the sharing of technical expertise to resolve issues and achieve community driven initiatives.</li> <li>• Work collaboratively and develop strong working relationship with local business and community groups to enable an environment that supports economic development and social capacity.</li> <li>• Develop project plans and ensure the provision of quality community services having regard to the Shires identified priorities and community needs.</li> <li>• Coordinate and administer Shire community funding schemes as well as identifying opportunities for additional grant funding and program delivery.</li> <li>• Develop philosophies, methods and processes that enable and empower the community and local business to work collectively to deliver community-based initiatives and outcomes.</li> <li>• Coordinate successful community engagement protocols to ensure adequate participation in the planning and development of community and the Shire programs, projects, activities, and events.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the coordination and delivery of the Shire’s various civic receptions in consultation with the Chief Executive Officer.</li> <li>• Establish contacts, build relationships, and maintain close association with community groups, stakeholders, government departments and other community relations organisations within the Shire and region.</li> <li>• Oversee and lead the operations of the Waroona Visitor Centre including promotion of the Shire’s attractions (please note that the Waroona Visitor Centre is currently under the direct supervision of the Director Corporate &amp; Community Services whilst developing the Destination Management Plan).</li> <li>• Manage strategies to engage and communicate with the community and continue marketing and media initiatives with relation to community development.</li> <li>• Maintain a consistent and professional presentation of the Shire’s corporate identity by ensuring Shire communications and marketing materials are consistent with the Shire’s brand.</li> </ul>
3.2	<p><u>Organisational:</u></p> <ul style="list-style-type: none"> <li>• Sound knowledge of legislative obligations under the Equal Opportunity and Work Health and Safety Policies.</li> <li>• Actively embrace and participate in change to better achieve the Shire’s values, goals, and objectives.</li> <li>• Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.</li> <li>• Maintain strict confidentiality.</li> <li>• Actively participate in the ongoing development, compliance, and promotion of professional customer service standards.</li> <li>• Comply with Council’s Code of Conduct ensuring probity and ethical behaviour in all dealings.</li> <li>• Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery where relevant to the scope of the position or department.</li> <li>• Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Equal Employment Opportunity legislation and Council’s Policies and Procedures.</li> </ul>

<b>4. ORGANISATIONAL RELATIONSHIPS</b>	
<b>Responsible for:</b>	Community Development Officers Events Officer Visitor Centre Manager (temporarily under the direct supervision of the Director Corporate & Community Services during the development of the Destination Management Plan).
<b>Responsible to:</b>	Director Corporate & Community Services
<b>Internal Relationships:</b>	All Shire of Waroona employees, elected members and members of the public.
<b>External Relationships:</b>	General public, community and business groups, service and ratepayer organisations, government agencies, event organisers, suppliers and sponsors.

<b>5.</b>	<b>ORGANISATIONAL STRUCTURE</b>
	<pre> graph TD     CEO[CHIEF EXECUTIVE OFFICER] --&gt; DC[DIRECTOR CORPORATE &amp; COMMUNITY SERVICES]     DC --&gt; MD[MANAGER COMMUNITY DEVELOPMENT]     MD --&gt; CDT[COMMUNITY DEVELOPMENT TEAM]             </pre>

<b>6.</b>	<b>POSITION DIMENSIONS</b>	
	<b>Work Location:</b>	Shire of Waroona Administration Office, 52 Hesse St, Waroona.
	<b>Delegated Authority:</b>	As defined by the Chief Executive Officer.
	<b>Driving Requirements:</b>	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

<b>7.</b>	<b>EXTENT OF AUTHORITY</b>
	This position operates under direction and regular supervision of the Director Corporate & Community Services within established guidelines, procedures, and policies of the Shire, as well as statutory provisions of the Local Government Act 1995 and other legislation.

<b>8.</b>	<b>CORPORATE ACCOUNTABILITIES</b>	
8.1	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.	
8.2	Comply with the Shire’s Code of Conduct, management directives and approved policies and procedures.	
8.3	Participate as required in all corporate and governance activities.	
8.4	Maintain obligations described within the Shire of Waroona’s Customer Service Charter.	
8.5	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.	
8.6	Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.	
8.7	Deliver effective use of Shire resources within the level of accountability for this position.	

<b>9.</b>	<b>WORK HEALTH &amp; SAFETY</b>
9.1	Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
9.2	Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
9.3	<p>Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and the Work Health and Safety Act 2020.</p> <p>Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act and their subsidiary legislation.</p>
9.4	Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work Health and Safety Act 2020 and their subsidiary legislation.

<b>10.</b>	<b>SELECTION CRITERIA</b>
10.1	<p><u>Essential</u></p> <p>10.1.1 Qualifications and/or practical experience in a community development or place making role.</p> <p>10.1.2 Highly effective communication, consultation, negotiation, problem solving and conflict resolution skills.</p> <p>10.1.3 Sound interpersonal, public relations and customer service skills, with the ability to work effectively with the community and within a team environment.</p> <p>10.1.4 Demonstrated ability to source, develop applications, and acquit grant funds.</p> <p>10.1.5 Demonstrated ability to successfully establish, manage and implement an annual event program.</p> <p>10.1.6 Demonstrated ability to effectively manage, lead and motivate staff.</p> <p>10.1.7 Sound written communication and report writing skills.</p> <p>10.1.8 Sound project management skills.</p> <p>10.1.9 Sound computer literacy and digital media skills.</p> <p>10.1.10 Proven time management skills, with the ability to work under pressure, and be well organised, with strong administration skills.</p> <p>10.1.11 Hold a current unrestricted C-class driver's licence.</p> <p>10.1.12 Hold a Working with Children clearance and provision of a National Police Clearance not more than three months old will be required to support eligibility for this position (not required if an internal appointment).</p>
10.2	<p><u>Desirable</u></p> <p>10.2.1 At least 3 years of experience in a similar position with Local Government.</p> <p>10.2.2 Extensive knowledge of relevant Local and State Government structures, practices and procedures.</p> <p>10.2.3 Extensive knowledge of relevant legislation as it applies to Local Government Authorities.</p>

11. PHYSICAL DEMANDS CRITERIA		
11.1	<b>Standing:</b>	Frequent standing is required to perform the tasks associated with this position.
11.2	<b>Sitting:</b>	Required to be in a sedentary position for lengthy periods of a time in a semi-static position during the performance of desk/office and keyboarding duties.
11.3	<b>Walking:</b>	Walking within the main Administration Building and throughout other the Shire premises, facilities and external agencies.
11.4	<b>Bending or Stooping:</b>	Frequent bending or stooping is required whilst performing normal duties, for example when using filing systems or handling event equipment.
11.5	<b>Lifting:</b>	Lifting of small to medium items of office equipment, stationery, and event equipment.
11.6	<b>Reaching:</b>	Only infrequent reaching is required.
11.7	<b>Arm &amp; Hand Movement:</b>	Must have full dexterity of both hands and full arm movements, to enable repetitive use of office equipment and the handling of all work-related items.
11.8	<b>Neck Flexion &amp; Rotation:</b>	Frequent spinal rotation is utilized during daily duties.
11.9	<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 and clerical duties and use of computer based equipment.
11.10	<b>Hearing:</b>	A good level of hearing capability is required.
11.11	<b>Psychological Factor:</b>	Ability to work independently, whilst maintaining good observation and concentration skills.
11.12	<b>Literacy Skills:</b>	Must have highly developed communication skills, both verbal and written. A high degree of accuracy with attention to detail, along with excellent time management and organisational skills. Highly developed analytical, research and evaluation skills.

12. AREA OF POTENTIAL RISK	
	<ul style="list-style-type: none"> <li>• Personal injury; and</li> <li>• Public safety.</li> </ul>

13.	POSITION AND INCUMBENT DETAILS	
	<p>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.</p>	
	<b>Present Occupant:</b>	
	<b>Date Appointed:</b>	
	<b>Supervisor:</b>	

14.	STAFF INDUCTION RECORDS			
	INDUCTION	INCUMBENT	SUPERVISOR	DATE
	Workplace duties and responsibilities			
	Workplace safety induction			
	Workplace emergency evacuation induction			



8.	CHECKLIST	
	<input type="checkbox"/>	Application for Employment form;
	<input type="checkbox"/>	Covering Letter;
	<input type="checkbox"/>	Resume;
	<input type="checkbox"/>	Document addressing the selection criteria;
	<input type="checkbox"/>	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
	<input type="checkbox"/>	The application has been photocopied for personal reference;
	<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
	<input type="checkbox"/>	I have checked that I am aware of the closing date and time.



Shire of Waroona  
PO Box 20  
WAROONA WA 6215  
Ph. (08) 9733 7800  
Email: [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au)  
Web: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)

