



SHIRE OF
WAROONA
SEA TO SCARP

APPLICATION PACKAGE
FINAL TRIM OPERATOR



**SHIRE OF WAROONA
HUMAN RESOURCES
APPLICATION PACKAGE
TEAM LEADER ROADS & DRAINAGE (FINAL TRIM)**

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1. ADVERTISEMENT**SHIRE OF WAROONA
FINAL TRIM OPERATOR**

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 of Waroona is seeking to appoint an experienced Final Trim Grader Operator to lead the road and drainage construction and maintenance team. The role is to provide direction to internal staff and contractors to deliver the Shire's Road and drainage construction and maintenance programs. The Final Trim Operator will be responsible for the direction and the onsite operations of the team and to operate plant including a construction grader to a final trim standard.

Work Type: Full time (9-day fortnight) – Temporary Contract

Applications Close: Monday 30th September 2024.

Level: Wages and conditions will be based on the Shire of Waroona Outside Staff Collective Enterprise Agreement 2022. Terms and conditions to be discussed at interview for suitably qualified and experienced operator.

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




For further information regarding this position, please contact Manager Works & Waste Services, Brad Oborn, on 0428 103 720.

Applications should be clearly endorsed "Private and Confidential – Vacancy - Final Trim Operator" and close with the undersigned.

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

**MARK GOODLET
CHIEF EXECUTIVE OFFICER**

| 2. | APPLICATION INFORMATION |
|-----|--|
| | <p>Please read this and all the Application Package information carefully.</p> <p>Thank you for expressing interest in this position with the Shire of Waroona. It is the Council'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> |
| 3. | GUIDELINES TO APPLYING FOR AN ADVERTISED POSITION |
| | <p>Your application should include the following documentation:</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. Applications will not be accepted without a completed application form.</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>Confidential Application – Final Trim Operator Mr Mark 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"> • 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 academic qualifications; • 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 • Other relevant information including personal interests. |
| 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 on page 15.</p> <p><u>Preparation of the statement addressing the selection criteria is the most important part of your application.</u></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. Council only requires sufficient information to allow it to assess your skills, knowledge, experience and suitability for the position. |
| 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 Council 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> Post</p> <p>Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private & Confidential – Vacancy – Final Trim Operator Mr Mark Goodlet Chief Executive Officer Shire of Waroona PO Box 20 WAROONA WA 6215</p> <p> Hand</p> <p>Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private & Confidential – Vacancy – Final Trim Operator Shire of Waroona Administration Offices 52 Hesse Street WAROONA WA 6215 Opening hours 9am to 4pm Monday to Friday.</p> <p> Electronic Mail</p> <p>By email to Kathy Simpson – mcs@waroona.wa.gov.au</p> |
| 3.7 | <p><u>Closing Date</u></p> <p>Application must be submitted by 4.00pm Monday 30th September 2024 to be considered for this role.</p> |
| 3.8 | <p><u>Further Information</u></p> <p>The Shire of Waroona's Manager Works & Waste Services, Brad Oborn, is the nominated Shire contact for this position and can be contacted on 0428 103 720 during normal office hours. Please visit the Shire website at www.waroona.wa.gov.au 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 work-related referees – 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 | |
|--|--------------------------|
| 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 | |
| | |
| Criminal Convictions | |
| 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 | |
| | |
| Applicant Declaration | |
| 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 |
|----|--|
| | <p>The Council 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.</p> <p><u>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.</u></p> <p>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 Council is made aware of all material matters that may affect your suitability for employment.</p> <p>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.</p> <p>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.</p> <p>The Council reserves the right to make other checks of the final applicant(s) but will not make contact with <u>any current employer or other nominated person</u> unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.</p> <p>Academic Qualifications</p> <p><u>Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.</u></p> |

6. GENERAL EMPLOYMENT CONDITIONS

| | |
|-------------------------------|--|
| Position | Final Trim Operator |
| Term | Full Time (9-day fortnight) – Temporary Contract |
| Award | Shire of Waroona Outside Staff Collective Enterprise Agreement 2022 |
| Annual Salary | To be discussed at an interview |
| Annual Leave | Four (4) weeks paid annual leave each year. |
| Long Service Leave | In accordance with the Local Government (Long Service Leave) Regulations. |
| Other Leave | The employee is entitled to: <ul style="list-style-type: none"> a. Personal leave as set out in and in accordance with the EA. b. Public Service Holidays – two public service holidays per year in lieu of the day after New Year’s Day and Easter Tuesday. |
| Probation | A probation period of six (6) months will apply. |
| Pre-placement medical | 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 in accordance with Council policy. |
| Police clearance | A police clearance will be required to be provided to the Shire prior to confirmation of appointment. |
| 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. |
| Superannuation | The Shire will contribute the national superannuation guarantee of 11.5% to a nominated superannuation fund. A Council co-contribution scheme is available to all employees to a maximum Council contribution of 15%. Salary sacrificing of superannuation is available. |
| Recreation Centre | Free use of indoor pool & gymnasium in accordance with Council policy. |
| Conferences / Training | The Shire will pay the registration, accommodation and travel costs to allow the Officer to attend training / conferences if required at its discretion. |
| Uniform | As per Council Policy. |

All other conditions of employment will be in accordance with the Shire of Waroona Enterprise Agreement 2022 and Shire of Waroona Council Policies.

7. POSITION DESCRIPTION



SHIRE OF WAROONA HUMAN RESOURCES POSITION DESCRIPTION – TEAM LEADER ROADS & DRAINAGE (Final Trim)

POSITION IDENTIFICATION

| | |
|-----------------------|---|
| TITLE: | Final Trim Operator |
| DIRECTORATE: | Infrastructure and Development Services |
| REPORTING TO: | Coordinator Works and Services |
| AWARD: | Shire of Waroona Outside Staff Collective Enterprise Agreement 2022 |
| LEVEL: | |
| JOB TYPE: | Full Time (9-day Fortnight) – Temporary Contract |
| LAST REVIEWED: | September 2024 |

1. POSITION OBJECTIVES

| | |
|-----|---|
| 1.1 | Provide first class service to the community by undertaking development and maintenance of shire assets. |
| 1.2 | Coordinate safety procedures within the team and provide direction to other work team staff and contractors. |
| 1.3 | Coordinate and implement maintenance programs and construction projects. |
| 1.4 | Assist to develop and implement budgets, maintenance schedules and capital works projects. |
| 1.5 | Responsible for the operation of a construction grader to a final grade standard and other plant and labouring duties as allocated. |
| 1.6 | Liaise with Supervisor in relation to developing and implementing work programs, safety, operational matters and day to day requirements. |
| 1.7 | Carry out allocated work as directed by the Manager Works and Waste Services. |
| 1.8 | To comply with the Shire of Waroona Risk Management and Work Health and Safety Policies and Procedures. |
| 1.9 | To strive for continuous improvement in the workplace and work effectively as a leading member of the Works and Services Team. |

2. REQUIREMENTS OF THE POSITION

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|-----|---|
| 2.1 | <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Ability to use initiative and work in a team environment with minimal supervision. • Ability to supervise and direct a work team and contractors. • Ability to prepare and implement works schedules. |
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|-----|---|
| | <ul style="list-style-type: none"> • To be self-motivated and have the ability to work unsupervised. • Ability to work effectively in a team environment. • Ability to manage projects through to completion within set budget/timelines and quality parameters. • High level of competency with the operation of plant and machinery including a construction grader to a final grade standard. • Ability to read and comprehend plans, regulations, Codes of practice, instructions, general correspondence and to follow instructions. • Ability to write correspondence, e.g. Task procedures, method statements, timecards, 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 and contractors. • Basic numeracy skills including calculating weights, volume and distance measurements. • Ability to work to and set survey levels. • Current national HR class driver's license • Preparedness to undertake labourer duties. |
| 2.2 | <p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Working knowledge of office administration procedures. • Sound knowledge of contemporary work practices within a road construction and maintenance environment. • Comprehensive knowledge of the application of road and drainage equipment. • Sound knowledge of the contemporary work practices within a road/drainage construction and maintenance environment. • Comprehensive knowledge of Work Health and Safety in the workplace. • Working knowledge of Local Government structures and general procedures. • Sound knowledge/application of traffic management. |
| 2.3 | <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience in supervision of a team in road and drainage projects. • Previous plant operation including a construction grader to a final grade standard. • Experience in applying Work Health and Safety legislation in the workplace. |
| 2.4 | <p><u>Qualifications and / or Training:</u></p> <ul style="list-style-type: none"> • Current Basic Worksite Traffic Management. • Current Constructions Site Work Safety Awareness Certificate E.g. White card • Current HR Class driver's license. • Certificate 3 Front line Management, equivalent or extensive experience (desirable). |

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| 3. | SUMMARY OF KEY DUTIES AND RESPONSIBILITIES |
| 3.1 | <p><u>General:</u></p> <ul style="list-style-type: none"> • Apply a high level of competency and knowledge of contemporary road/drainage operations. • Operate a construction grader to a final grade standard. • Supervise & contribute to the operation/maintenance of Council's plant and equipment in a safe and proficient manner. • Supervise staff/contractors and participate in the upgrade and maintenance of road and drainage systems. Including setting priorities and work schedules. • To comply with and contribute to the Shire of Waroona Risk Management and Work Health and Safety Policies and Procedures. • Provide ongoing leadership, and training to all staff in the service area of the position. • Complete and supervise daily time sheet entries and leave entitlement and contractor daily docketts. • Responsibly apply council purchasing and records policies as directed by The Manager of Works and Waste Services. • In conjunction with The Manager of Works and Waste Services prepare and monitor budgets and work schedules for the service area. • To effectively liaise with the general public/ utilities providers and contractors. • Attend training courses where appropriate as directed by the Manager Works and Waste Services. • Ensure that all employees and contractors are aware of their obligations under the Work Health & Safety Legislation and that Council's obligations as an employer are also adhered to in accordance with the WHS Act. • Ensure all accidents, and incidents/ damages are correctly reported and documented. • Any other such instructions or duty as may be required by the Manager Works and Waste Services, including labouring. |
| 3.2 | <p><u>Organisational:</u></p> <ul style="list-style-type: none"> • Sound knowledge of legislative obligations under the Equal Opportunity and Work Health and Safety Policies. • Actively embrace and participate in change to better achieve the Shire's values, goals and objectives. • Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined. • Maintain strict confidentiality. • Actively participate in the ongoing development, compliance and promotion of professional customer service standards. • Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings. • 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. • Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health & Safety Act, Equal Employment Opportunity legislation and Council's Policies and Procedures. |

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| 4. ORGANISATIONAL RELATIONSHIPS | |
| Responsible for: | Section Staff and contractors |
| Responsible to: | Manager Works & Waste Services |
| Internal Relationships: | <ul style="list-style-type: none"> • Tech services staff • Workshop personnel • Coordinator Works and Services • Manager Works and Waste Services |
| External Relationships: | <ul style="list-style-type: none"> • Liaise with contractors. • Public Utilities and Authorities • Members of the public |

| | |
|---|--|
| 5. ORGANISATIONAL STRUCTURE | |
| <pre> graph TD CEO[CHIEF EXECUTIVE OFFICER] --> DIR[DIRECTOR INFRASTRUCTURE & DEVELOPMENT SERVICES] DIR --> MGR[MANAGER WORKS & WASTE SERVICES] MGR --> COO[COORDINATOR WORKS & SERVICES] COO --> FTO[Final Trim Operator] </pre> | |

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| 6. POSITION DIMENSIONS | |
| Work Location: | Shire of Waroona Depot, Thatcher Street, Waroona |
| Delegated Authority: | As defined by the Chief Executive Officer. |
| Driving Requirements: | HR class motor vehicle licence (preferable). |

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| 7. EXTENT OF AUTHORITY | |
| This position operates under the broad direction of the Manager Works & Waste Services and the Coordinator Works & Services with authority to act within statutory requirements and Council policies. | |

| 8. | CORPORATE ACCOUNTABILITIES |
|-----|---|
| 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 Shire of Waroona 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. |
| 9. | WORK HEALTH AND SAFETY |
| 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 Workplace Health and Safety Act.</p> <p>Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Workplace 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 subsidiary legislation. |

| 10. | SELECTION CRITERIA |
|------|--|
| 10.1 | <p data-bbox="225 271 336 300"><u>Essential</u></p> <p data-bbox="225 320 839 349">10.1.1 Current national HR class driver's licence.</p> <p data-bbox="225 369 1214 398">10.1.2 Current Construction Work Safety Awareness Certificate E.g. White Card.</p> <p data-bbox="225 418 1474 472">10.1.3 Sound knowledge of contemporary work practises within a road/drainage construction and maintenance environment.</p> <p data-bbox="225 492 1254 521">10.1.4 Working knowledge of Local Government structures and general procedures.</p> <p data-bbox="225 542 1102 571">10.1.5 Ability to operate a construction grader to a final grade standard.</p> <p data-bbox="225 591 979 620">10.1.6 Ability to supervise and direct a team and contractors.</p> <p data-bbox="225 640 1134 669">10.1.7 Competency with the operation of a variety of plant and machinery.</p> <p data-bbox="225 689 927 719">10.1.8 Ability to prepare and implement work schedules.</p> <p data-bbox="225 739 1091 768">10.1.9 To be self-motivated and have the ability to work unsupervised.</p> <p data-bbox="225 788 916 817">10.1.10 Ability to work effectively in a team environment.</p> <p data-bbox="225 837 1474 891">10.1.11 Ability to manage projects through to completion within set budget, timelines and quality parameters.</p> <p data-bbox="225 911 1474 965">10.1.12 Ability to read and comprehend plans, regulations, Codes of Practice, instructions, general correspondence and to follow instructions.</p> <p data-bbox="225 985 1474 1039">10.1.13 Ability to write correspondence, E.g. Task procedures, method statements, timecards, Daily Service Check Sheets and internal memos.</p> <p data-bbox="225 1059 1474 1113">10.1.14 Ability to present information verbally in a one on one and small group situation and to other employees.</p> <p data-bbox="225 1133 1398 1162">10.1.15 Basic numeracy skills including calculation weights, volume and distance measurements.</p> <p data-bbox="225 1182 804 1211">10.1.16 Ability to work to and set survey levels.</p> |
| 10.2 | <p data-bbox="225 1236 336 1265"><u>Desirable</u></p> <p data-bbox="225 1285 1166 1314">10.2.1 Certificate 3 Front Line Management or alike or extensive experience.</p> <p data-bbox="225 1335 863 1364">10.2.2 Current Basic Worksite Traffic Management</p> |

| 11. | PHYSICAL DEMANDS CRITERIA | |
|------|-----------------------------|---|
| 11.1 | Standing: | Prolonged standing is required to perform the tasks associated with this position. |
| 11.2 | Sitting: | Prolonged sitting may be required at times to perform the tasks associated with this position. |
| 11.3 | Walking: | Regular walking throughout the environs of the Shire of Waroona, over many variables of underfoot conditions e.g. Constructions sites and vacant land. These conditions present many trip, slip and fall potential hazards. |
| 11.4 | Bending or Stooping: | Frequent bending or stooping is required whilst performing normal duties |
| 11.5 | Lifting: | Lifting of small to medium items of equipment associated with construction work duties is required. |
| 11.6 | Reaching: | Regular reaching is required during normal work duties. |

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| 11. | PHYSICAL DEMANDS CRITERIA | |
| 11.7 | Arm & Hand Movement: | Must have full dexterity of both hands and full arm movements, to enable repetitive use of equipment and the handling of all work-related items. |
| 11.8 | Neck Flexion & Rotation: | Frequent spinal rotation is utilized during daily duties. |
| 11.9 | Eyesight: | Good peripheral vision and good hand eye coordination is essential. All other functions require a general standard of vision e.g. driving a vehicle. |
| 11.10 | Hearing: | A good level of hearing capability is required. |
| 11.11 | Psychological Factor: | 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. |
| 11.12 | Literacy Skills: | 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. |

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| 12. | AREA OF POTENTIAL RISK | |
| | <ul style="list-style-type: none"> • Personal injury – manual handling, slipping, tripping and falling. • Moving plant, equipment and vehicular traffic. • Repetitive job functions. • Raw materials, dust and noise. • Chemicals. • Environmental factors (weather and insects) • Employee and public interaction; and • Public safety. <p>The employer provides all personal protective clothing and equipment which is required to use and wear where applicable.</p> | |

| | | |
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| 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> | |
| | Present Occupant: | |
| | Date Appointed: | |
| | Supervisor: | |

| 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, Working with Children checks; |
| | <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
Web: www.waroona.wa.gov.au

