



Information for Intending Applicants

Position of

Recreation and Leisure Officer

July 2019

Table of Contents

About Wiluna:.....	1
The Shire	2
The Position	2
Remuneration.....	2
Applications.....	3
Selection and Appointment Process	3
Police Clearance and Medical Examination Required.....	4
Working With Children Check	4
Probationary Appointment.....	4
DECLARATION, AUTHORISATION, AND WAIVER.....	5
APPENDICES	6
Position Description	6

About Wiluna: The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna's Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town's tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Micheal Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

The Shire: The staff is very small and very friendly (ie. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

The Position: Reporting directly to the Recreation and Leisure Coordinator, this position will suit an active person with an interest in recreation and an ability to engage effectively with people of all ages but particularly with young people.

More details about the position, including the selection criteria, are included in the position description which is appended at page 7 of this information pack. The selection criteria are at page 12.

Remuneration: To attract applicants of the calibre that we require, a remuneration package (including superannuation and rent-free housing) in the range \$76,745 - \$91,935 (including cash in the range \$54,300 - \$64,300) will be negotiated with the successful applicant.

Applications:

Applications will close at **2pm (Perth Time) on Tuesday, 6 August 2019.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position; in this section you must address each of the selection criteria as shown on page 9 of this document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. A copy of your Working with Children Check card, if you have one.
9. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
10. The names and contact details of not less than three referees to whom enquiries will be made.
11. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 5 of this document.

Only Online Applications will be accepted

To submit your application, please visit the following web-page:

<https://applynow.net.au/jobs/113732>

Selection and Appointment Process:

The Shire reserves the right to require shortlisted applicants to participate in tests if considered necessary to assess the extent to which they meet specific selection criteria.

Final interviews will be held in Wiluna on a date yet to be determined.

Police Clearance and Medical Examination Required

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for selection interview.

Working With Children Check

Because of the nature of the position, the successful applicant will be subject to a Working with Children Check.

If you have already successfully completed a Working with Children Check, please include a copy of your card with your application.

Probationary Appointment

The successful applicant will be appointed on a probationary basis for the first six months.

This form must be printed, signed, scanned and submitted with your application

DECLARATION, AUTHORISATION, AND WAIVER

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Signature of Applicant

Date

<p>Note. The Shire of Wiluna undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant.</p>

POSITION DESCRIPTION



JOB OUTLINE

POSITION TITLE Recreation and Leisure Officer	DIVISION/GROUP Corporate and Community Services	DELEGATED AUTHORITY Nil	AUTHORISED BY Chief Executive Officer DATE: 6 March 2019
REPORTS TO Recreation and Leisure Coordinator	POSITIONS REPORTING TO THIS ONE Nil	SPECIAL CONDITIONS	
ROLE RESPONSIBILITY <ul style="list-style-type: none"> • Assist in the organisation and conduct regular of community events and activities including sporting and social activities. • Assist with specific events/activities focus on youth and aged participation. • Engage in events/activities with other agencies as required. • Transport participants to/from events/activities as required. • Assist and participate in the Shires annual Australia Day, ANZAC Day and Community Christmas Party celebrations. • Assist with the day to day operations of the Shire's Recreation Centre and Sports Grounds. • Assist with after-school programs, vacation programs and other child/youth-oriented activities. • Assist with or run football carnivals, basketball competitions, golf matches and such-like sporting activities. • Assist with trash and treasure events, bingo nights, quiz nights, karaoke nights and such-like recreational activities. • Other duties as required. 		WHAT SUCCESS WILL LOOK LIKE (Broad) <ul style="list-style-type: none"> • Ability to engage with the local community to ensure there are regular and successful events/activities held in Wiluna. • Ensure there are regularly events/activities listed in the Shire's Community Calendar. • Establishing, maintaining and participating in regular and ongoing sporting and other recreational activities. • Operate a well-run Recreation Centre and Sports Grounds including oval and golf course. • Ensure the Shire bus remains operational. • Regular (monthly) reports are submitted in relation to usage, participant numbers and such-like statistical information. • Positive relations are maintained with community organisations and other stakeholders. • Good records are kept to facilitate preparation of submissions, acquittal of grants and promotion of the Shire. 	

POSITION DESCRIPTION



JOB OUTLINE

OBJECTIVES

- Help the Recreation and Leisure Coordinator to maintain an active community through regular events and activities.
- Help the Recreation and Leisure Coordinator to build on recent achievements by taking community recreation activities to the next level.
- Enhance the Shire’s reputation as a responsive organisation providing valuable community services.
- Encourage participation in an open and inclusive manner.
- Maintain positive relationships with community organisations and stakeholders.
- Transport participants to/from events/activities as required.

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Employee	Manager	CEO
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POSITION DESCRIPTION

KEY ACCOUNTABILITIES

Key Accountability	Weighting (%)	Key Performance Indicators/Standards/Targets	Measures
Performance	30%	<ul style="list-style-type: none"> • Maintain a “can do” attitude. • Ensure compliance to line manager’s lawful directives. • Achieve the expected outcomes contained in your position objectives. 	<ul style="list-style-type: none"> • Assessed via observations of your line manager.
Teamwork	20%	<ul style="list-style-type: none"> • Work collaboratively with other Shire staff. • Maintain a willingness to work with others in a productive and meaningful manner. 	<ul style="list-style-type: none"> • Assessed via observations of your line manager and comments from your peers.
Service Delivery	30%	<ul style="list-style-type: none"> • Assess your contribution to the events/activities you have organised / participated in. • Assess the standard, number and type of events/activities that you have organised / participated in. • Level of local participation in the events/activities that you have organised. 	<ul style="list-style-type: none"> • Assessed by your line manager’s observations and comments received from the community.
Compliance	20%	<ul style="list-style-type: none"> • Ensure you operate in compliance with the Shire’s Occupational Safety & Health (OSH) policies and procedures. • Comply with the Shire’s Record Keeping Plan (RKP). • Ensure compliance to the Shire’s Code of Conduct and Corporate Values. • Ensure compliance to Shire Policies and CEO Directives. 	<ul style="list-style-type: none"> • OSH compliance. • RKP compliance. • Compliance to the Shire’s Code of Conduct and Corporate Values. • Compliance to Shire’s policy manual and CEO Directives.

POSITION DESCRIPTION

TECHNICAL /FUNCTIONAL REQUIREMENTS

(Selection Criteria)

QUALIFICATIONS/CERTIFICATES	TECHNICAL AND SPECIALIST SKILLS/ KNOWLEDGE/EXPERIENCE	CONTACTS/WORKING RELATIONSHIPS
<p>Required:</p> <ul style="list-style-type: none"> • Working with Children Check. • Medical Certificate. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate 3 in Sport and Recreation or above. 	<p>Required:</p> <ul style="list-style-type: none"> • Maturity • Suitably fit and active person. • Ability to work in a team environment. • Well-developed interpersonal skills • Well-developed understanding of OSH principal and procedures. • Have a “Can do” attitude. • Experience in organising and participating Sport and Recreation activities. • WA Driver Licence C. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of indigenous culture. • WA Driver Licence with an F extension. 	<ul style="list-style-type: none"> • Shire Staff and Contractors • Belgravia Leisure • Ngangganawili Aboriginal Heath Service (NAHS) • Wiluna Remote Community School (WRCS) • Wiluna Police • Other government and community agencies • Central Desert (CD) • Local Residents • Local Mining Companies • Tourists/Visitors

POSITION DESCRIPTION

BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCIES	REQUIRED (yes/no)	PRIORITY (H,M,L)	WEIGHTING
Conceptual Thinking – Considers how things fit together. Sees patterns or trends, makes the complex simple.	Y	L	
Acting Decisively - Takes action despite obstacles. Makes decisions quickly and in a crisis.	Y	M	5
Strategic Orientation – Understands, contributes to and aligns work/priorities to strategic business strategies.	Y	M	5
Focus on Improvement – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.	Y	M	5
Impact and Influence – Knows own impact and able to persuade others and build alliances.	Y	L	
Customer Service Orientation - Takes personal responsibility for customer satisfaction. Addresses customer needs.	Y	H	20
Leadership – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	H	15
Developing and Coaching Others – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M	5
Self-Management – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity..	Y	H	15
Teamwork and Co-operation – Co-operates and participates positively in the team. Values and encourages others input.	Y	H	20
Commercial Acumen - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	N		
Flexibility – Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	H	10