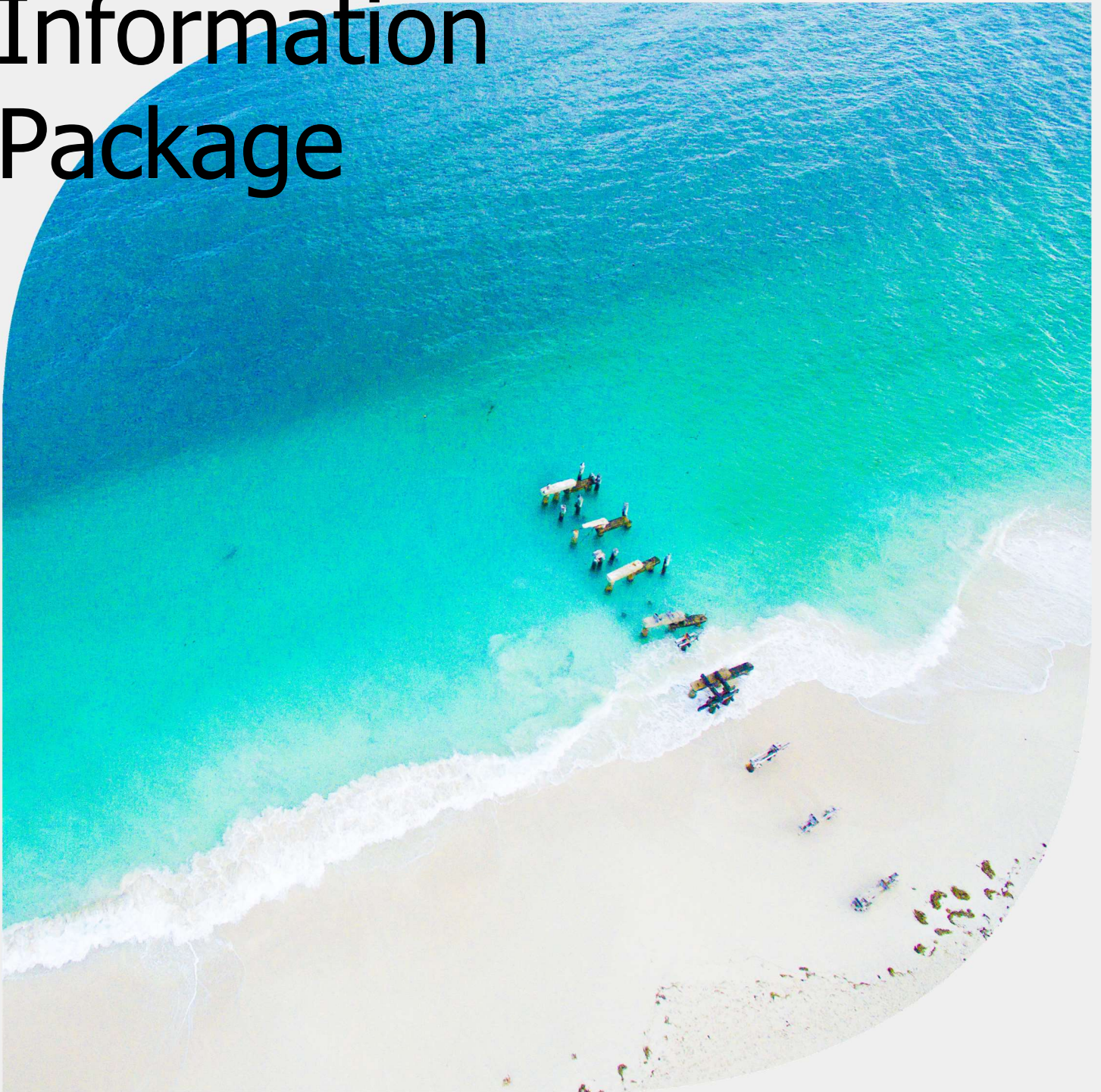


Employment Information Package



Work Health and Safety/Infrastructure Support Officer – Full Time

Lauren Miles
Human Resources
08 9652 0800
hr@dandaragan.wa.gov.au



Introduction



Just 2 hours
from Perth

Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

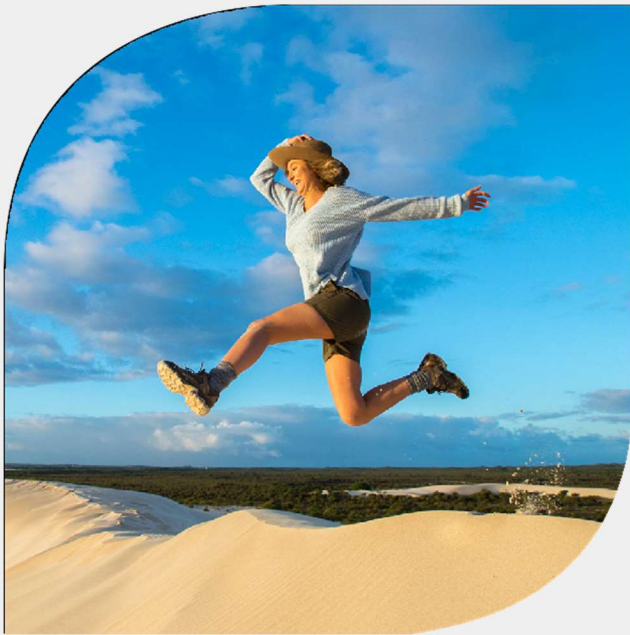
Why not check out the region at visitturquoisecoast.com.au

What makes Dandaragan a great place to work?



Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.

The Shire



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



WORK HEALTH AND SAFETY/ INFRASTRUCTURE SUPPORT OFFICER (PERMANENT FULL TIME POSITION)
(LOCATION - JURIEN BAY)

A great opportunity is available for an enthusiastic and highly organised person to fill the permanent fulltime position as the Shire's Work Health and Safety/Infrastructure Support Officer who is looking to work and live in one of the State's most desirable coastal locations based in the Shire administration office only 500m from the Jurien Bay main beach.

This role is an integral part of our business, working 38 hours per week (5 days), and is an ideal position for someone seeking a great work life balance.

To fulfil the role, applicants must be able to demonstrate initiative, strong organisational skills, the ability to meet deadlines, prioritise workload, and possess an outgoing and friendly disposition.

This opportunity will allow the successful candidate to join a diverse and collaborative team culture, along with flexible working arrangements and generous employment conditions. The annual salary range applicable to this role is between \$70k to \$80k and will be based on skills and qualifications.

Applications are welcomed from people with suitable experience and who are looking to join a Local Government.

How to apply:

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter** - outlining how you meet the requirements of the role
2. **A current résumé**
3. **Address the Selection Criteria**
4. **A completed application form** - found within the Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website www.dandaragan.wa.gov.au/employment or contact Lauren Miles HR Coordinator hr@dandaragan.wa.gov.au or on (089652 0800).

Applications close at 4:00pm 21 March 2025

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey

CHIEF EXECUTIVE OFFICER

The Shire of Dandaragan reserves the right to close the ad prior to the advertised closing date on appointment.

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of qualifications prior to commencing employment.

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT TITLE

This position will have employment as the Work Health and Safety/Infrastructure Support Officer

PRIMARY PLACE OF EMPLOYMENT

This position's primary place of employment is at the Jurien Bay Administration Centre, 69 Bashford Street, Jurien Bay

HOURS OF WORK

Your ordinary hours of work will be 76 hours per fortnight.

CLASSIFICATION LEVEL AND SALARY

Level 6 of the Local Government Industry Award Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023)

REMUNERATION PACKAGE and EMPLOYEMENT BENIFITS

The Shire offers a Competitive Renumeration package including a range of benefits which as an employee of the Shire you may avail yourself subject to any eligibility criteria being met. The following indicative commencement annual salary range is applicable to the position and a suitable negotiated salary will be provided based on skills, qualifications and experience.

The lower end of the scale indicates the level offered to candidates who are advancing to a position of this level for the first time. The Shire has a demonstrated history of supporting entry-level candidates to grow into their roles with additional professional training, development and mentoring.

The higher end of the scale indicates the level for candidates with demonstrated experience and success performing a similar role.

Description	Salary Range	
Salary (cash component)	\$ 70,000	\$ 80,000
Leave loading	\$ 942	\$ 1,077
Superannuation Guarantee Charge (currently 11.5%)	\$ 8,158	\$ 9,324
Superannuation Co-Contribution (3% additional)	\$ 2,128	\$ 2,432
Uniform subsidy	\$ 500	\$ 500
Total	\$ 81,729	\$ 93,333

Some of the current benefits available to staff include:

- flexible work practices
- salary packaging (including rent)
- study assistance
- health and wellbeing programme
- monthly rostered days off as per the Shire's internal policy
- 2 additional public service days off per annum as per the Shire's internal policy

SUPERANNUATION CO-CONTRIBUTION SCHEME

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. Employees are eligible for an additional superannuation contribution through a co-contribution scheme. The Shire will match, dollar for dollar, any contribution up to a maximum of 3% of an employee's salary, that the employee makes to their superannuation either by an after tax contribution, salary sacrifice or combination of both.

PROBATION

A standard probationary period of three months will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to the role employed.

PSYCHOMETRIC TESTING

As part of our selection process, we will require shortlisted applicants to complete workstyle and culture-fit psychometric testing.

ANNUAL LEAVE

You will be entitled to four weeks per annum in accordance with the Local Government Industry Award Industrial Agreement (formerly the *Local Government Industry Award 2020* as of 1 January 2023) and the National Employment Standards. Leave loading of 17.5% will be paid at the time of taking annual leave.

PERSONAL / CARER'S LEAVE

You will be entitled to 10 days per annum in accordance with the Local Government Industry Award Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023) Local Government Industry Award 2020.

MEDICAL EXAMINATION

The preferred applicant will be requested to undertake a pre-employment medical including a substance and alcohol screening, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.

POLICE CLEARANCE

Provision of a police clearance not more than three months old will be required to support eligibility for this position. Applications can be submitted via online at:

<https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=auspost-npc-avk>

POLICIES AND PROCEDURES

You are required to comply with all policies and procedures of the Shire of Dandaragan including policies, practices, standards, specifications, instructions and procedures as amended from time to time. Such policies and procedures operate independently of this document and are not incorporated into this document.

HEALTH AND SAFETY

You must take appropriate steps during the course of your employment to ensure that your own safety and the safety of your colleagues and the general public are not compromised. This includes complying with safety legislation and Shire policies.

RELIANCE ON QUALIFICATIONS

The preferred applicant(s) acknowledges:

- that the Shire has relied on the qualifications and experience set out in your application for employment and related documents; and
- warrant the correctness of all information contained in that application and those documents.

IDENTITY CHECK

The preferred applicant's identity will be verified using a 100 point identity check. The relevant identification documents which can be used for a 100 point identity check are set out on the website of the WA Police Force. The original proof of identity documents from the applicant will be viewed, copied and placed on the successful applicant's personnel file.

ELIGIBILITY TO WORK IN AUSTRALIA

The preferred applicant's right to work in Australia will be confirmed by:

- viewing and taking a copy of the preferred applicant's original Australian passport or birth certificate; or
- using the Australian Government's Visa Entitlement Verification Online system to check the applicant's visa conditions, if the applicant is not an Australian citizen.

OTHER CONDITIONS OF EMPLOYMENT

All other conditions of employment are in accordance with the Local Government Industry Award Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023)

EQUAL OPPORTUNITY

The Shire maintains an equal opportunity policy in assessing all applications for any advertised position. Wherever possible our employment practices are open, fair and equal to ensure that all groups are given an equal opportunity and diversity is fostered within our workplace.

INFORMATION FOR JOB APPLICANTS

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the many others that will be received for the position.

SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection committee can readily assess your claim for the position. It is up to you to demonstrate to the committee that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position.

Here, it must be noted that it is impossible to interview all applicants and therefore, only those who best meet the criteria and outcomes will be short-listed for interview.

Criteria	Essential	Desirable
Demonstrated formal qualifications required		✓
Ability to work under pressure whilst exercising initiative, judgement and enthusiasm and to plan and prioritise work to achieve required accurate outcomes with a high attention to detail	✓	
Sound communication, interpersonal, negotiation skills, and report writing capability	✓	
Sound time management and organisational skills	✓	
Minimum of two years office experience in a similar position or related field of work	✓	
Demonstrated high level knowledge of relevant WHS legislation, practices, and standards relevant to the role		✓
Understanding or experience in local government environment including a sound knowledge of Council’s organisational structure and functions		✓
Hold a current "C" class driver's licence.	✓	
Current Federal Police Clearance (not older than 3 months)	✓	

APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS	
Position Advertised:	WHS/ISO
Location:	Jurien Bay

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:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach copy of a Visa validating permission to work in Australia.
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (<i>please tick if attached</i>)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.	
(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:

Contact No:	Contact No:
How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:

EDUCATION / TRADE DETAILS

Refer to attached Resume for complete details (*please tick if attached*)

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year Commenced	Name of School / Institution	Details

Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: Excellent Good Average Fair
 Are there any reasons you may be unable to carry out the full requirements of this position? No Yes, please give details:

--

Are you currently receiving or have you made claim for and received Workers Compensation or insurance benefits for any reason? No Yes Please provide details (eg year of injury, company worked for, period of time off work)

SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). No Yes Please provide details:

--

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie Facebook, Seek, Shire website, local paper etc)

CHECKLIST

- | | |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Form Completed | <input type="checkbox"/> Cover Letter |
| <input type="checkbox"/> Position Selection Criteria Addressed | <input type="checkbox"/> Current CV / Resume Attached |
| <input type="checkbox"/> Required Documentation Attached | <input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc) |

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
3. I understand that Shire's recruitment and selection procedure involves a pre-employment medical examination by a Shire approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant:

Date:



69 Bashford Street
Jurien Bay, WA 6516
08 9652 0800
www.dandaragan.wa.gov.au/employment

