



## **APPLICATION PACKAGE**

**Position: Plant Operator/General Hand**

**Closing Date: 4:15pm, Friday 14 June**

**2024**



Shire of Plantagenet  
22-24 Lowood Road, Mount Barker WA 6324  
PO Box 48, Mount Barker WA 6324  
Telephone: (08) 9892 1111  
Email: [info@sop.wa.gov.au](mailto:info@sop.wa.gov.au)  
Website: [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au)

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## **WELCOME FROM THE CEO**

Thank you for your interest in working at the Shire of Plantagenet.

This application package provides details about the Shire and the employment opportunity you may be interested in.

Over the next few years, the Shire has a number of exciting projects which will significantly enhance our community, making Plantagenet an even more attractive place to live, work and visit.

We are seeking committed, passionate individuals who can bring experience and enthusiasm to the organisation. Being able to deliver excellent customer service is critical to any role. We are a values driven organisation who believe in our people to work in the best interest of the community.

We believe our staff are our most important asset and seek to provide a contemporary workplace focused on professional development and business improvement.

If you would like to be part of an organisation which values community engagement, thrives on continuous improvement and is committed to saying yes as often as possible, we would welcome your application.



**Julian Murphy**  
**CHIEF EXECUTIVE OFFICER**

## ABOUT OUR SHIRE

The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully, and Porongurup.

The main economic activities of the region revolve around agriculture, processing, and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry, and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.

Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef, and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, viticulture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.



Serving a population of approximately 5,500 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.

## **Our Vision**

Plantagenet, building a sustainable and respectful community, where the environment is preserved, and natural beauty and diversity provide opportunities for all.

## **Our Mission**

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services, and infrastructure.

## **Our Values**

- Integrity through honesty, ethical behaviour, and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.

**PLANT OPERATOR/GENERAL HAND  
(PERMANENT FULL-TIME)**

The Shire of Plantagenet is seeking a highly motivated Plant Operator/General Hand with the relevant skills and experience to join our Works and Services team. This is a permanent, full-time position which reports to the Principal Works Supervisor.

The successful applicant will assist the team to carry out road construction, drainage and road maintenance works with the operation of plant such as loaders, rollers, graders, and trucks, and will carry out other general labouring duties within the works program.

A current Western Australian 'HR' Class Driver's Licence and demonstrated experience in plant operation are essential for this position.

**We are looking for a person with the following:**

- Demonstrated experience as a plant operator (loader, roller, grader, truck etc)
- Ability to communicate with others and work successfully in a team environment
- Experience in construction/maintenance of roads and drainage infrastructure

**Salary:** \$32.06 per hour

For a copy of the Information Package, please visit the Shire's website, [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au) or phone (08) 9892 1111.

Applications addressed to the undersigned should be sent to [hr@sop.wa.gov.au](mailto:hr@sop.wa.gov.au) or mailed to PO Box 48, Mount Barker WA 6324 by 4.15pm, Friday 14 June 2024.

The Shire of Plantagenet is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Julian Murphy

**CHIEF EXECUTIVE OFFICER**



## Employment Conditions

<b>Location</b>	Shire Depot
<b>Industrial agreement</b>	Shire of Plantagenet Outside Workforce Enterprise Agreement 2020
<b>Salary</b>	Level 4 - \$32.06 per hour
<b>Employment basis</b>	Permanent Full-Time
<b>Hours of work</b>	76 hours per fortnight
<b>Superannuation</b>	Superannuation of up to 16% based on 11% superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary sacrifice is available on the employee's contributions.
<b>Annual leave</b>	4 weeks' leave paid annually
<b>Rostered day off</b>	One per fortnight
<b>Personal/carer's leave (recognised as sick leave)</b>	Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care.
<b>Uniform &amp; PPE</b>	Provided
<b>Probationary Period</b>	A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
<b>Pre-Employment Medical</b>	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.
<b>Police Clearance</b>	The successful applicant will be required to provide a National Police Clearance.

## Position Description

<b>POSITION TITLE</b>	Plant Operator/General Hand
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<b>DEPARTMENT</b>	Works and Services
<b>LOCATION</b>	Shire Depot
<b>CLASSIFICATION</b>	Level 4 – Shire of Plantagenet Outside Workforce Enterprise Agreement 2020
<b>DATE</b>	24 May 2024

### POSITION OBJECTIVE

To work as a team member to assist in the operation of the construction and maintenance teams by operating and maintaining all plant and equipment in an effective, efficient and safe manner to achieve specified standards.

### POSITION RELATIONSHIPS

<b>Executive Manager</b>	Executive Manager Works and Services
<b>Manager / Supervisor</b>	Manager Operations
<b>Position(s) Under Direct Supervision</b>	Principal Works Supervisor
<b>Position(s) Under Indirect Supervision</b>	N/A

### KEY RESPONSIBILITIES

1.	Operate plant and machinery (can include loaders, rollers, graders and trucks) safely and with a high level of accuracy and efficiency.
2.	As part of a team undertake road construction, repair and maintenance such as concreting and/or bitumen work, pipe laying and drainage work by safely and efficiently using Council plant and equipment to achieve specified standards.
3.	Conduct routine and scheduled maintenance/monitoring of plant and equipment and ensure all faults are reported to the Heavy Duty Mechanic and/or the Principal Works Supervisor.
4.	Ensure all materials, tools, equipment, vehicles and mechanical plant are used safely and maintained appropriately.
5.	Take part in road construction preparation including tree trimming, brush cutting and weed control.
6.	Reinstatement of the worksite.
7.	Perform other duties such as general labouring, tree pruning, weeding, whipper snipping and/or other duties as directed by team Leading Hands, Assistant Works Supervisor, Principal Works Supervisor, Manager Operations or Executive Manager Works and Services.
8.	Ensure safe direction of traffic as required.



9.	Perform any other duties within the employee's skill level, competence and training as directed by team Leading Hands, Assistant Works Supervisor, Principal Works Supervisor, Manager Operations or Executive Manager Works and Services.
10.	Engage in emergency service activities as required when directed by the Executive Manager Works and Services.
11.	Perform all tasks and duties in a safe and efficient manner and carry out work in a harmonious manner with due respect for team members and other works personnel.
12.	Assist with the introduction and implementation of best practice work activities and continuous improvement in the team.
13.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
14.	Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

#### SELECTION CRITERIA

##### Essential Requirements

- Written literacy and numeracy skills to provide information and advice to other employees, senior staff and members of the public
- Self-motivation and reliability in completing assigned tasks
- Able to work autonomously when required by organising and prioritising work tasks
- Able to communicate successfully with others and work successfully within a team environment
- Working knowledge of specialised hand tools and minor plant
- Working knowledge of single function equipment
- Able to operate and perform user maintenance on items of plant and vehicles more than 8 tonne GVM with no axle limit plus trailer up to 9 tonne GVM
- Demonstrated experience as a plant operator (loader, roller, grader, truck etc.)
- Demonstrated experience using other plant and equipment relevant to construction and maintenance operations
- Current Western Australian 'HR' class Driver's Licence
- White card

##### Desirable Attributes

- Able to operate and perform user maintenance on items of plant and vehicles more than 8 tonne GVM plus trailer more than 9 tonne GVM including Prime Mover or Semi-Trailer.
- Current Western Australian 'HC' class Driver's Licence
- Relevant plant certificates
- Demonstrated experience in a similar position in the Local Government Industry
- Traffic Management accreditation
- First Aid Training
- Able to read design plans, including horizontal and vertical dimensions

#### DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under general supervision either individually or in a team environment on a range of projects.  
Degree of control of activity is governed by:

Work practices

Standards

Procedures

Policies

Regulations and Acts

Problems at this level are generally of a routine nature, requiring a degree of personal judgement based on previous experiences and set guidelines. Solutions are readily available with problems being of varying difficulty.

#### WORKPLACE HEALTH AND SAFETY

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Work Health and Safety procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established policies, procedures and guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

#### SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour and trustworthiness
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence
- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer focus by understanding needs, being proactive and responsive

#### POSITION DESCRIPTION APPROVED

##### CHIEF EXECUTIVE OFFICER

Julian Murphy

Signature

Name

Date

##### HUMAN RESOURCES COORDINATOR (Classification Assessed and Approved)

Faye Smith

Signature

Name

Date

## **WORK / LIFE BALANCE**

- Permanent Full-time
- 76 hours on 9-day fortnight
- 4 weeks annual leave plus 17.5% leave loading
- 10 days personal leave/12 days after completion of 3 years

## **HEALTHY LIFESTYLE**

- Flu Vaccinations
- Health Assessments
- Skin Cancer Screenings
- 50% reimbursement on an annual recreation centre or pool membership
- Albany beaches only 30 minutes away
- Close to Stirling and Porongurup Ranges

## **ATTRACTIVE SUPERANNUATION**

- An extra 5% on top of statutory 11% contribution for contributing members

## **EMPLOYEE ASSISTANCE PROGRAM**

- All employees have access to free, confidential professional counselling via the Shire's Employee Assistance Program (EAP)

## **STUDY LEAVE**

- Study leave and financial assistance is available to employees undertaking work related study

## **OTHER BENEFITS INCLUDE**

- Training opportunities
- Uniform and PPE provided
- 13 weeks long service leave after 10 years' service in Local Government. Pro rata long service leave is available after 7 years' service on termination of employment (long service entitlements are transferable within Local Government).

## INFORMATION FOR APPLICANTS

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

**Covering letter:**

A covering letter introducing yourself and explaining why you are applying for this position.

**Selection Criteria Responses:**

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model;

**Situation:** provide a brief outline of situation /setting

**Task:** outline what you did

**Approach:** outline how you did it

**Result:** describe what the outcomes were

**Resume (Curriculum Vitae) which includes:**

- Personal details – name, address, and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance, and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

**Other Documents (optional):**

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

**Referees:**

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

**Contact Details:**

Please provide a telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

**Lodging your Application:**

**Closing Date:** 4.15pm, Friday 14 June 2024

**Email:** [hr@sop.wa.gov.au](mailto:hr@sop.wa.gov.au)

**By Hand:** Shire of Plantagenet – 22-24 Lowood Road, Mount Barker WA 6324

**Attention:** Julian Murphy, CEO

**Post:** PO Box 48, Mount Barker WA 6324



In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.

All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.

The successful applicant will be required to provide a National Police Clearance.

**CANVASSING OF ELECTED MEMEBERS WILL DISQUALIFY APPLICANTS**