



APPLICATION PACKAGE

WASTE AND SUSTAINABILITY OFFICER

Closing Date: 4:15pm, Friday 13 December 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
Website: 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 Candidate Information Pack 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, silviculture 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.



Waste and Sustainability Officer

We are seeking a Waste and Sustainability Officer to oversee and coordinate the effective operation of the Shire of Plantagenet's waste management services.

Located in Mount Barker in Western Australia's Great Southern region, and encompassing the communities of Kendenup, Narrikup, Rocky Gully and Porongurup, the Shire of Plantagenet is home to outstanding wineries, the Porongurup Range, National Parks and unique natural attractions.

Competitive conditions of employment are offered including a cash salary range of \$75,838 p.a. and 11.5% superannuation with a matching co-contribution of up to 5%. This is a permanent part-time role 0.6. Flexible working hours may be discussed and agreed.

Applications addressed to the undersigned, including a cover letter and resume, should be sent to info@sop.wa.gov.au or mailed to PO Box 48, Mount Barker WA 6324 by 4.15pm, Friday 13 December 2024.

For further information contact the Kevin Hemmings, Executive Manager Infrastructure and Assets on (08) 9892 1111.

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

Location	Shire of Plantagenet Administration Office
Industrial agreement	Shire of Plantagenet Inside Workforce Enterprise Agreement 2022
Salary	\$75,838 per annum
Employment basis	Permanent part-time
Hours of work	0.6
Superannuation	Superannuation of up to 16.5% based on 11.5% superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary sacrifice is available on the employee's contributions.
Annual leave	4 weeks' leave paid annually (pro-rata)
Personal/carer's leave (recognised as sick leave)	Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care.
Clothing allowance	\$550 per financial year
Probationary Period	A six (6) 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.
Pre-Employment Medical	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.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.

POSITION DESCRIPTION

POSITION TITLE	Waste and Sustainability Officer
DEPARTMENT	Infrastructure and Assets
LOCATION	Administration Office
CLASSIFICATION	Level 5 – Shire of Plantagenet Inside Workforce Enterprise Agreement 2022
DATE	31 October 2024

POSITION OBJECTIVE

Oversee and coordinate the effective operation of the Shire of Plantagenet's waste management facilities and kerbside rubbish and recycling collection contracts.

POSITION RELATIONSHIPS

Executive Manager	Executive Manager Infrastructure and Assets
Supervisor / Manager	Executive Manager Infrastructure and Assets
Position(s) Under Direct Supervision	Transfer Station Attendants and Waste Support Staff
Position(s) Under Indirect Supervision	Contractors Sub-contractors Service Authorities

KEY RESPONSIBILITIES

1.	Oversee the operations of the Mount Barker, Kendenup, Porongurup, Kamballup and Rocky Gully waste management facilities in accordance with the Council's policies and procedures.
2.	Supervision and leadership of staff employed at the Shire's waste facilities. Includes co-ordination of the Staff Tip Roster and arranging leave coverage when required.
3.	Collate and enter all waste management facility records in the Shire's electronic record keeping system.
4.	Manage consultants, contractors and other staff to ensure successful implementation of the Mount Barker Waste Management Facility Closure and Post Closure Management Plan May 2021.
5.	Responsible for the management and monthly reporting of Council's waste management facilities including asbestos, sullage, works approvals and compliance audits.
6.	Provide accurate reporting to the Department of Water and Environmental Regulation on waste management facility activities.

7.	Inspect all waste management facilities on a regular basis for compliance with Occupational Health and Safety practices and procedures.
8.	Identify any training needs and ensure all staff are appropriately qualified.
9.	Liaise with contractors and the public on waste and landfill matters.
10.	Actively contribute to the Waste Alliance meetings.
11.	Examine and implement industry best practise and innovative solutions to improve waste handling in the Shire of Plantagenet.
12.	Provide responsible and professional advice on waste matters to the public through a variety of media and ensure Council are updated on waste related matters.
13.	Monitor and address customer complaints ensuring issues are resolved in a timely manner.
14.	Ensure compliance with all legislative and regulatory requirements for operating a waste management facility.
15.	Engage in emergency service activities as required when directed by the Executive Manager Infrastructure and Assets.
16.	Perform such other duties within the officer's skills group, qualifications, Council Policy or as directed by the Executive Manager Infrastructure and Assets.
17.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
18.	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

- Excellent written and verbal communication skills.
- Well-developed public relations and interpersonal skills
- Excellent organisational and time management skills, including the ability to set realistic goals and develop plans to achieve them.
- Able to work cooperatively and effectively in a team-based environment.
- Demonstrated experience in the supervision of staff.
- Working knowledge of relevant Local Government legislation including legislation relating to waste issues
- Current Western Australian 'C' class Drivers Licence.

Desirable Attributes

- Demonstrated experience in a position within the environmental/waste management area, preferably in Local Government.
- Tertiary qualifications in environmental or waste management, or equivalent.
- Knowledge of or experience in project management
- Knowledge of Local Government organisational structure and function.
- Demonstrated experience in policy development, review, implementation and monitoring of workplace policies and procedures.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under the general direction of the Executive Manager Infrastructure and Assets in accordance with Council policies and procedures and statutory provisions of the Local Government Act and other legislation.

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 policies and 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

WORK / LIFE BALANCE

- Permanent part-time 0.6. Flexible working hours may be discussed and agreed.
- 4 weeks annual leave plus 17.5% leave loading pro rata
- 10 days personal leave/12 days after completion of 3 years pro rata

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 11.5% 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 allowance
- 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, a brief statement addressing the selection criteria and explaining why you are applying for this position (no more than 2 pages).

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 13 December 2024

Email: info@sop.wa.gov.au

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

Attention: Kevin Hemmings, Executive Manager Infrastructure and Assets

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