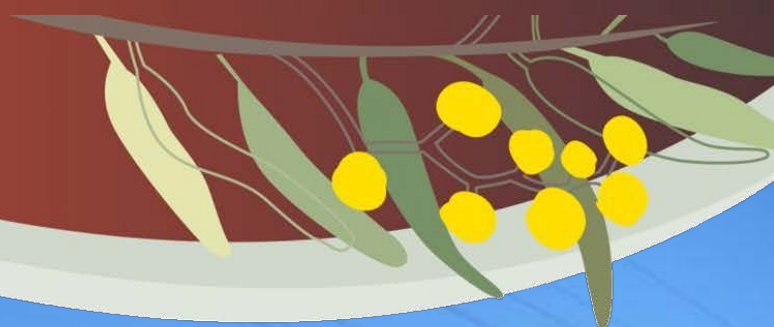


EMPLOYMENT INFORMATION PACK

Shire of Woodanilling



Plant Operator/General Hand

The Shire of Woodanilling is seeking three (3) suitably qualified and experienced persons to join us as Plant Operator/General Hands.

Woodanilling is a vibrant agricultural community set in the picturesque landscape in the north of Western Australia's Great Southern region. The township offers schooling (kindergarten to Year 4), a post office/café/general store, heritage buildings and wide tree-lined streets, and is conveniently located a short 15-minute drive from the regional centre of Katanning or 2 ½ hours from Perth.

The successful applicant will have prior experience in the operation and maintenance of heavy plant and equipment associated with the construction and maintenance of roads.

Reporting through the Leading Hand to the Manager Works & Services, this is a continuing employment position classified at Level 5 of the Municipal Employees (Western Australia) Award 2021, with a basic hourly rate of \$34.30 per hour, plus \$50.00 per week Housing Allowance, and Industry Allowance of \$36.10 per week plus skills and experience allowance based on your skills, knowledge and qualifications.

A copy of the Position Description and Employee Information Pack can be obtained via the Shire's website <https://www.woodanilling.wa.gov.au/council/employment.aspx> Further information about the position is available by contacting the Temporary Chief Executive Officer, Mike FitzGerald, on (08) 9823 1506 or 0428 032 089.

Applications marked *Private and Confidential – Plant Operator/General Hand position* and detailing qualifications and experience along with statements addressing the selection criteria outlined in the Employee Information Pack, can be emailed to ceo@woodanilling.wa.gov.au or delivered in person at the Administration Office, 3316 Robinson Road, Woodanilling WA 6316. Applications will be considered as they are received.



Mike FitzGerald
Temporary Chief Executive Officer



PO BOX 99
WOODANILLING WA 6316

Ph: (08) 9823 1506

shire@woodanilling.wa.gov.au
www.woodanilling.wa.gov.au

Applicants must address the following Selection Criteria in their application:

- Hold a current HR, HC or MC Drivers Licence.
- Hold a current WorkSafe Construction and Safety Awareness Training Card
- Hold a National Police Clearance prior to employment.
- Prior experience in the provision of all facets of municipal works, including construction, maintenance and advanced plant operation skills.
- Experience in Grader Operation, while not essential, will be highly regarded..
- Prior experience in safe operation and user maintenance of vehicles and heavy plant and machinery.
- Prior experience in civil engineering work including relevant plant operation.
- Satisfactory level of general labouring and plant operation skills.
- Ability to assess possible hazards and make recommendations and initiate agreed actions.
- Satisfactory level of Communication (written and verbal) skills.
- Knowledge of the local community.
- Knowledge of the Work, Health and Safety Act.
- Basic understanding of quality control techniques.
- Good working knowledge of Municipal Engineering.

The Shire of Woodanilling is an equal opportunity employer. If you are considered for a position and you have a disability or medical condition that may impact on your ability to carry out the duties of the position, we will discuss this with you, in confidence, prior to making our selection decision.



POSITION DESCRIPTION

1. POSITION DETAILS

*Plant Operator /
General Hand*

**Position
classification:**
**Employment
type:**

MEA Level 4-6

Continuing

Works & Services

Location:

*Shire of
Woodanilling
based at the
Woodanilling
Depot*

2. ORGANISATIONAL RELATIONSHIPS

**Responsible
to:** *Manager Works & Services*

**Supervision
of:** *Nil*

Internal and External Liaison:

Int. Manager Works & Services

Other Works & Services employees

Ext. Nil

3. POSITION OBJECTIVES

- Carry out a variety of tasks, as set by the Manager Works & Services, associated with the annual works program.
- Operate and maintain all associated plant in accordance with the Shire of Woodanilling's policy and procedures.
- Assess possible hazards and advise management/supervisor accordingly.
- Maintain infrastructure to a high standard by completing works efficiently and effectively.
- Complete works as directed to assist the Shire of Woodanilling in achieving its goals.
- Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Woodanilling policies and procedures.

4. KEY DUTIES / RESPONSIBILITIES



- Operation of the following items of Council's Plant and equipment including front end loaders, backhoes, grader, six wheel tandem tip trucks, self-propelled vibrating rollers, self-propelled multi-tyred rollers, ride-on mowers, chainsaws and other small items of equipment.
- Provide skilled machine operation of the Shire of Woodanilling's plant and equipment and skilled labour.
- Experience in grader operations while not essential will be highly regarded.
- HC or MC truck Licence or ability to obtain is highly desirable.
- Assist with the delivery of all road construction and maintenance programmes, including transporting materials, bitumen spraying and sealing, patching, drainage construction, footpaths and kerbing, verge mowing and other duties involving manual labour.
- Perform maintenance or labouring duties where necessary to achieve team objectives.
- Perform daily prestart checks and regular maintenance tasks.
- Maintain plant in a clean, tidy and roadworthy condition.
- Work without direct supervision.
- Maintain daily time sheets and other records as required.
- Accept responsibility for the quality and standard of work performed including that of other employees.
- Provide a high standard of service with customers, contractors, other staff and members of the public.

- Accept responsibility for materials, tools, equipment, vehicles and plant in use by self and others within the work team.
- Undertake required training to maintain service skills.
- Assist in other areas as directed by Executive Manager Infrastructure.
- Due to workload, you may be required to work overtime and weekends with minimal notice.
- During critical incidents (e.g. weather, fire, man-made events), you may be required to work on plant or undertake labour outside normal working hours.

5. SKILLS and EXPERIENCE

Qualifications:

- Current HR, HC, or MC class Motor Driver's Licence
- Current WorkSafe Construction and Safety Awareness Training Card
- National Police Clearance prior to employment

Experience:

- Previous experience in the provision of all facets of municipal works, including construction, maintenance and advanced plant operation skills.
- Grader skills would be an advantage.
- Experience in safe operation and user maintenance of vehicles and machinery.
- Experience in civil engineering work including relevant plant operation.

Skills:

- Satisfactory level of general labouring and plant operation skills.
- The ability to assess possible hazards, make recommendations and initiate agreed actions
- Satisfactory level of communication (written and verbal) skills



Knowledge

- Knowledge of the local community
- Knowledge of Work, Health & Safety Act
- Basic understanding of quality control techniques
- Good working knowledge of Municipal Engineering

6. EXTENT OF AUTHORITY

Perform duties as directed, under the general direction of the Executive Manager Infrastructure within policies, procedures and legislative requirements.

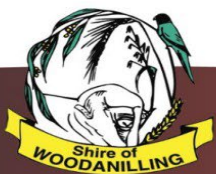
7. OHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Ensure compliance with Safe Work Method Statements (SWMSs) and Job Safety Analysis sheets (JSAs).

Approved by the Chief Executive Officer

Date: 15 / 07 / 2026

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PO BOX 99
WOODANILLING WA 6316

Ph: (08) 9823 1506

shire@woodanilling.wa.gov.au
www.woodanilling.wa.gov.au

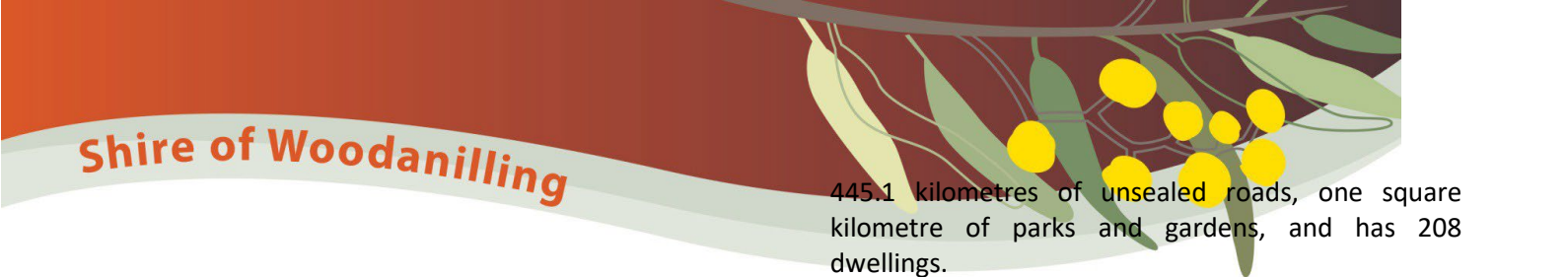
ABOUT THE SHIRE OF WOODANILLING

Thank you for your interest in working for the Shire of Woodanilling (Shire).

Our Shire is predominantly known for its sheep and grain production with agroforestry, fertiliser, and service station (Beaufort River, Albany Highway) businesses being more recent enterprises to set up within the Shire.

Southern Highway just 15 minutes north of the regional centre of Katanning and roughly 252 kilometres south-east of Perth via the Albany Highway, a comfortable two-and-a-half-hour drive from the city centre.

Woodanilling is a neat and tidy town with wide tree-lined streets, exquisite heritage buildings (some of which are over 100 years old), an abundance of wildflowers in the Spring and, purportedly, home to one of the largest salmon gums (*eucalyptus salmonophloia*) in the southern hemisphere.



Shire of Woodanilling

445.1 kilometres of unsealed roads, one square kilometre of parks and gardens, and has 208 dwellings.

A well-maintained sports oval and pavilion are situated on the northern side of town and the beautiful Centenary Park, located on the eastern side of town, has public accessible toilets, a children's playground and free barbeque facilities.

The Shire of Woodanilling is 1126 square kilometres in area, contains 76.4km kilometres of sealed roads,

Shire localities:

Beaufort River

Boyerine

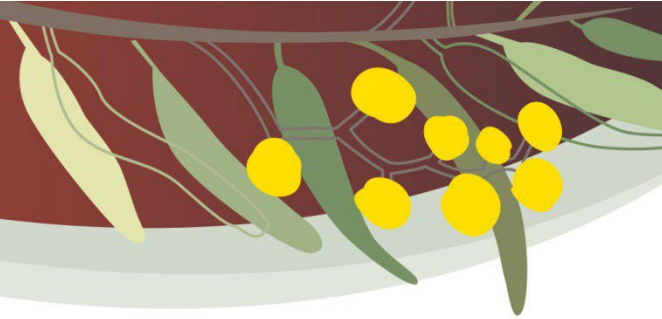
Cartmeticup

Glencoe

Kenmare

Westwood

Woodanilling



SHIRE OF WOODANILLING VALUES

Shire of Woodanilling takes pride in providing a workplace where all employees demonstrate behavior consistent with our values.

"Council and Community – Hand in Hand"

When dealing with individuals, landowners, the Community and organisations, Council will:

- be fair;
- be honest, open and accountable;
- respect the views and rights of individuals and groups;
- Be receptive as everyone in the community counts;
- recognise the increased awareness that a small community brings.
- provide an atmosphere of energy, excitement, optimism and positivity.
- Facilitate group discussion and help to overcome stumbling blocks and conflict.

The Shire of Woodanilling aspires to:

- be the best local government for our community;
- work hand in hand with our community; and
- be a leader of small local governments;

by:

- fostering community spirit and cohesion;
- providing excellent customer service;
- provision of high-quality facilities and services; and
- representing community views at an influential level.

HOW TO APPLY

Your application should contain:

- A brief covering letter telling us why you are interested in the position and a summary of your suitability;
- Your resume;
- Statements addressing the Selection Criteria; and
- Contact details for at least two work-based referees.

Please note that interviews may be conducted at any time.

Submit your application by one of the following methods (email is preferred; however, via post or in person is also acceptable):

Email: ceo@woodanilling.wa.gov.au

In Person: 3316 Robinson Rd Woodanilling

Please ensure that all information provided in your application is accurate and honest; false or misleading information may result in an application's dismissal.

PROGRESS OF YOUR APPLICATION

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The interview and selection process can take some time; to check the progress of your application, please telephone Mike FitzGerald, Temporary Chief Executive Officer, as per the contact details below.

You will be contacted after the interview if you are required to undergo a medical assessment.

CONTACT

For more information regarding this position, please contact Mike FitzGerald, Temporary Chief Executive Officer, on (08) 9823 1506 or 0428 032 089.

