

EMPLOYMENT INFORMATION PACK

Shire of Woodanilling



Plant Operator / General Hand



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ADVERTISEMENT

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 4 of the Municipal Employees (Western Australia) Award 2021, with a basic hourly rate from \$32.13 - \$37.59 per hour, plus \$50.00 per week Housing Allowance, and Industry Allowance of \$36.10 per week.

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





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.

Woodanilling's townsite is situated off the Great 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.

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

Shire localities:

Beaufort River

Boyerine

Cartmeticup

Glencoe

Kenmare

Westwood

Woodanilling





COUNCIL INFORMATION

COUNCIL

Shire President: Cr Russel Thomson

Deputy Shire President: Cr Sally Vermeulen

Councillors:

Cr Ian Garstone

Cr Kahlia Stephens

Cr Rodney Marshal

Cr Morris Trimming

Office:

3316 Robinson Road
WOODANILLING WA 6316

Postal:

PO Box 99
WOODANILLING WA 6316

Email: shire@woodanilling.wa.gov.au

Website: <https://www.woodanilling.wa.gov.au/>

Telephone: [+61 \(08\) 9823 1506](tel:+61(08)98231506)

SHIRE STATISTICS

Area in km2:	1126
Distance from Perth:	252km
Number of residents	448
Number of dwellings	169
Length of sealed roads	76.40km
Length of gravel roads	455.10km





POSITION DESCRIPTION

1. Position Identification

Title:	Plant Operator / General Hand
Classification:	Municipal Employees (Western Australia) Award 2021
Base Level:	Level 4
Employment Basis:	Full Time
Section:	Depot
Department	Works & Services

2. 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.

3. Key Responsibilities & Duties

- 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 the Manager Works & Services.
- 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.

4. Skills and Experience

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

5. Occupational Health and Safety and Risk Management Responsibilities

- 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).

6. Organisational Relationships

6.1. Responsible to

- Manager Works & Services





7. Internal and External Liaison

7.1. Internal

- Chief Executive Officer
- Manager Works & Services
- All Shire employees and volunteers

7.2. External

- Nil

8. Level of Authority

- No formal delegated authority. Responsible for own position outcomes, including time management and task completion.

9. Selection Criteria

- 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.





REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

Location	The position is based at the Woodanilling Depot
Industrial agreement	Municipal Employees (Western Australia) Award 2021
Salary	From \$32.13 - \$37.59 per hour
Allowance's	\$50.00 per week Housing Allowance, and Industry Allowance of \$36.10 per week
Employment basis	Full Time
Superannuation	Superannuation of up to 17% based on 12% superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary Sacrifice is available on the employee's contributions.
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 Woodanilling. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.
Closing date	4.00pm 02 September 2026 In the interest of fairness and equity, late applications will not be accepted.





SELECTION CRITERIA

Plant Operator/General Hand

Selection Criteria

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- Basic understanding of quality control techniques.
- Good working knowledge of Municipal Engineering.

***To be considered for this position applicants must address the Selection Criteria.**





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:

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 - that is:

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 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.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application so as 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 are able to comment on your work experience (preferably against the selection criteria) should be included.

Lodging your Applications:

The closing date is **4.00pm 02 September 2026**

Email: ceo@woodanilling.wa.gov.au

By Hand: Shire of Woodanilling Office, 3316 Robinson Road, WOODANILLING

Attention: Mike Fitzgerald, Temporary CEO

Post: PO Box 99, WOODANILLING, WA 6316

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

