



WEDDIN SHIRE COUNCIL



APPLICANT INFORMATION GUIDE

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Introduction

Thank you for your interest in seeking employment with Weddin Shire Council.

The following application information package is designed to provide you with more information about Weddin Shire Council and to assist with the submission of your application.

About Weddin Shire Council

Weddin Shire covers an area of 345,683 ha and adjoins Cowra, Hilltops, Bland and Forbes Shires.

The Council was formed by the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975.

Predominant land use is grazing and cropping with agricultural produce ranging from grain, hay, wool, meat, fruit, eggs and honey.

The Shire contains the Weddin Mountains National Park and part of the Conimbla National Park as well as large areas of State and National Forests.

The total Shire population is 3,700. The main town is Grenfell with a population of 2,600 with other villages being Caragabal, Quandialla and Greenethorpe. There are also small settlements at Bimbi and Bumbaldry.

Grenfell

Grenfell is the headquarters of the Shire and is located 375 km from Sydney on the Mid Western Highway and 425 km from Sydney via the Hume Highway. The town began as a gold mining settlement and there is still evidence of mining activity in the near environs.

Council Office/Works Depot

The Shire Administration Office is located at 73 Camp Street, Grenfell.

Council's Works Depot is located at 1c South Street, Grenfell.



Grenfell

The community

Grenfell is well catered for in providing a range of education, cultural and sporting activities including: -

- A range of religious denominations;
- A newly opened medical centre and well-equipped regional multi-purpose health service;
- 18-hole golf course;
- Newly constructed aquatic centre featuring a 50 metre Olympic swimming pool;
- Sports including cricket, rugby union and rugby league, soccer, tennis, squash and netball;
- Licensed bowling and golf clubs;
- Natural attractions including Weddin Mountains National Park and the Conimbla National Park.

Education

Grenfell has 2 primary schools and 1 high school.

The Henry Lawson High School is highly regarded both academically and sports-wise, with Year 12 students continuing to achieve excellent results in the Higher School Certificate.

Grenfell heritage

Many buildings within Grenfell are listed by the National Trust and the town also has a listed "Urban Conservation Area" which encompasses the commercial centre.

Application Guide

When you apply for a position with Weddin Shire Council the key to gaining an interview is your application. As many positions will attract a number of applicants, you need to ensure you make your application clear, concise, well-presented and explain how you meet the selection criteria and specific requirements.

The advertisement

All positions with Weddin Shire Council are advertised in a manner sufficient to attract a suitable pool of applicants. Council utilises a range of media including:

- Weddin Shire Council website www.weddin.nsw.gov.au;
- Local/regional newspapers;
- www.lgassist.com.au;
- www.job-directory.com.au.

Researching the position

Gather all the information about the position that you can, all vacant position information can be found on Council's website at www.weddin.nsw.gov.au and clicking on the "Council" tab then scroll down to the "Employment" tab.

It is essential that you read the position description before preparing your application to ensure you are able to satisfy each specific selection criteria. To obtain additional information about the position you are encouraged to contact the nominated Department or officer listed in the advertisement.

Your application

A brief covering letter should be included with your application. This letter should include the name of the position you are applying for and where you sourced the advertisement, e.g. www.lgassist.com.au

To be eligible for consideration you must adequately address the selection criteria listed in the position description. Failure to do so may result in your application not being considered. You should list each 'Essential' and 'Desirable' criteria separately and then describe how your skills, qualifications and experience allow you to fulfil each requirement.

As you address each selection criteria make sure you explain what you have done, how you did it, and any other relevant information that helps you adequately demonstrate the points you have made. Remember, it is not good enough to only state that you know something or have done something, the selection panel will want to see examples of your ability and knowledge. You should include details of your licences, certificates and other qualifications that are relevant to the position.

For example, if the selection criteria requires you to have a “working knowledge of the *Work Health and Safety Act 2011*”, your answer should include such things as: -

- An outline of your understanding of the *Work Health and Safety Act 2011*.
- How you apply the requirements of the Act to the workplace.
- Examples of how you have applied WHS in practice.

You should never answer with a single statement saying: “I have a good working knowledge of the WHS Act”.

Where your application refers to a certificate, licence or qualification, you must include a copy with your application. You will be required to produce the original document(s) if selected for an interview.

Another suggestion is not to assume anything. The selection panel will make decisions based on the content of your application. For example, do not assume they know what a Finance Officer or Plant Operator does, all jobs are different and require different skills. Provide as much detail as possible without generalising. Above all, be honest and really sell what you have to offer.

Your resume

Your resume provides the selection panel with personal details and other necessary information to assist in the recruitment process.

Your resume should include: -

- Your personal contact details.
- A statement outlining your career objectives (optional).
- Your education qualifications (put your most recent qualifications first and then work backwards).
- Your employment history (put your most recent position first and then work backwards). It is important to provide details of your present/previous employer’s name and address, the length of time you were employed, your position title and a brief outline of the duties performed in that position.
- You must provide at least two (2) contactable referees.

Referees should be current or previous employers/supervisors/managers who can provide information about the position you held and your work performance. Personal referees are useful if you have no previous work experience.

Remember to ask your referees for their permission to be included as a referee for you.



Main Street - Grenfell

Employment eligibility

Only Australian citizens, or those eligible to work in Australia will be offered positions with Council. You may be required to supply one of the following documents as proof of employment eligibility.

- Australian Birth Certificate.
- Australian Citizenship Certificate.
- Passport – valid Visa.

Some positions may require a Working with Children Check and/or a National Police Check to be undertaken as part of the recruitment process.

Submission of applications

Applications may be submitted prior to, or by advertised date/closing time specified in the advertisement. Your application can be:

Email to: mail@weddin.nsw.gov.au

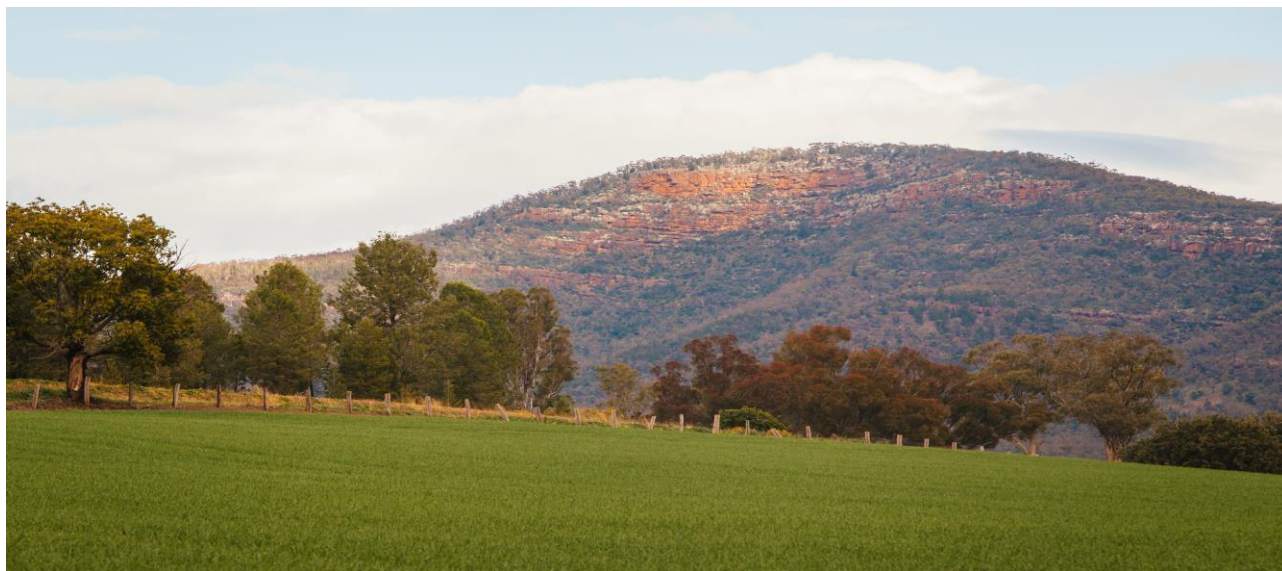
By post addressed to: The General Manager
Weddin Shire Council
PO Box 125
GRENFELL NSW 2810

**Hand deliver to
Council's offices at:** 73 Camp Street, Grenfell, NSW

Receipt of your application

Your application will be acknowledged either by email or in writing, usually within seven (7) working days of the advertised closing date.

Applicants not contacted to attend an interview within fourteen (14) days from the advertised closing date may consider their application unsuccessful.



Weddin Mountains

Late applications

Late applications may be accepted but not necessarily considered unless extenuating circumstances apply.

The interview

Applicants selected for an interview will be notified by phone of the interview date, time, location and any other information required. At this time, please advise the officer of any special needs you may require for the interview, such as building access or communication assistance.

Prepare for the interview by thinking of as many questions that may be asked of you and develop answers to these questions.

Remember to always be early and take care with your presentation. Make a list of questions you would like to ask. Selection panels view questions from applicants favourably.

You are requested to bring with you all original qualifications, certificates etc. quoted in your application for verification.

Referee checking

Once a preferred applicant has been selected, your referees will be contacted to provide an overview of your previous/current work performance and verify information provided in your application and interview.

By providing the names of referees in your application, you give Council permission to contact these people at any stage of the recruitment process.

Offer of employment

Once referee checks are completed and the selection panel is satisfied with the information provided regarding a preferred applicant, they will be contacted by phone and advised they have progressed to the next phase of the recruitment process and requested to attend a pre-employment health assessment which includes drug and alcohol screening and audiometric testing.

Additional requirements such as a Working with Children Check and/or Criminal History Check may also be required.

Upon receipt of a satisfactory health assessment and other relevant checks a letter of offer shall be issued.

An applicant who wishes to accept an offer of employment, must sign the letter of offer and return it (with any attachments) to Council prior to commencement.

Where an offer of employment is not accepted within (14) days of issue, the offer shall be withdrawn.

Unsuccessful interviewees will be notified in writing usually within fourteen (14) days of interview.

Remuneration

Employment conditions and wage/salary is in accordance with the *Local Government (State) Award* and Council's Salary Policy.

Probation

All appointments are subject to a three (3) month probationary period. Reviews are conducted throughout this period to ensure yourself and Council are achieving positional outcomes. Where deficiencies occur, remedial measures will be implemented to improve performance. Upon successful completion, appointment will be confirmed.

Superannuation

Council contributes 9.5% of your wage/salary at no cost to yourself to a complying fund (Local Government Super). Salary sacrifice options are also available.

Drivers licence

Where the duties and functions of a position require the incumbent to hold a current drivers licence, you should be aware that if your licence is revoked, suspended or cancelled, it could mean your employment with Weddin Shire Council is reassessed.

Further information

Further information is available by contacting the relevant Department or contact officer nominated in the advertisement during business hours, 8:30am - 4:00pm, Monday to Friday via telephone Ph: (02) 6343 1212, or via email at Email: mail@weddin.nsw.gov.au



Henry Lawson statue

Good luck with your application.

Your expression of interest in seeking employment with Weddin Shire Council is appreciated.