



EMPLOYMENT PACKAGE FOR APPLICANTS

About the Shire of Carnamah

Looking for a lifestyle change? Like to work in an attractive rural environment 300 kilometres north of Perth and a pleasant 1 hour drive to the pristine west coast?

Carnamah is a quiet, pleasant town located in an agricultural region with a district primary/high school, and good recreational, medical and shopping facilities. It is also a popular tourist destination, especially in the wildflower season.

The Shire of Carnamah actively welcomes, includes and values the unique contributions of all people in its workplace. The Shire welcomes applications from all age groups, people with a disability, and those from diverse ethnic and cultural backgrounds. We are proud to be an equal opportunity employer with strong commitment to fitness for work and safety in the workplace.

Benefits which we may offer:

- 10% Superannuation
- 20 Annual Leave days (17.5% loading)
- Flexible working arrangements
- Career opportunities
- Study Assistance
- Subsidised housing
- Access to Employee Assistance Programme

How to apply for an advertised position:

Thank you for your interest regarding an advertised position with the Shire of Carnamah. These notes are applicable to all advertised positions with the Shire. They are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

Your application must include a covering letter, a statement addressing the selection criteria and a current CV/resume.

You will first need to refer to the Position Description for the advertised position you wish to apply for. The Position Description outlines the duties and responsibilities, and includes the selection criteria (under Skills and Experience) which you must address. Please note, for any specific job related information or to gain a better understanding of the role, please direct your enquiries to the contact person as noted in the Job Advertisement.



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Selection Criteria

This is the most important part of your application. The Selection Criteria section of the Position Description specifies the Selection Criteria for the role - essential and desirable knowledge, skills, experience, education and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion in the Selection Criteria section as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- As a general guide, your submission for each criterion should be no more than a half page per criterion.
- A useful format to follow for addressing selection criteria is the 'STAR' method. Using this method you break your paragraph into 4 sections:
 1. S = Situation - describe situation around the event.
 2. T = Task - describe the task you were required to perform.
 3. A = Action - describe the action you implemented to complete the task.
 4. R = Result - describe the result or outcome of the action you implemented to completed the task.
- Using the STAR format assists the reviewing Supervisor to assess your application.

Referees and references

It is not necessary to include written references or character referees as part of your application. However, if you choose to enclose written references you should provide copies only, originals may be requested at a later date.

It is required that you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work experience. It is recommended that you advise your referees that you have nominated them.

Other documents

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

Contact number

Please provide a contact telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.



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Application format

The Shire of Carnamah is pleased to accept all applications for positions (hand written or typed), however our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

Late Applications

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Carnamah may accept a late application when consent to such a request has been given by the recruiting Manager. As mentioned, such permission is to be sought before the closing date and time for applications.

Address to forward applications

Applications should be addressed to the Chief Executive Officer, Shire of Carnamah, PO Box 80 CARNAMAH WA 6517. Applications can also be emailed to executive1@carnamah.wa.gov.au.

Conditions of Employment

Below is a sample of the key industrial and regulatory instruments that may form your minimum conditions of employment if you join the Shire of Carnamah (this list is indicative, not exhaustive):

- The Local Government Officers' (Western Australia) Award 2021
- The Municipal Employees (Western Australia) Award 2021
- Local Government Act 1995 (WA)
- Fair Work Act 2009 (Cth)
- Long Service Leave Act 1958 (WA)
- Occupational Health & Safety Act 1984 (WA)