



# **Information Package**

## **SHIRE PROFILE.**

The Shire of Dardanup is a medium-sized local government based in the south west of Western Australia, 185km south of Perth and covering 518sq km.

## **THINK AHEAD.**

With a blend of rural and fast-growing urban areas, the attention of the shire's executive team and 9 councillors is keenly focused on encouraging balanced growth and development while recognising the diverse needs of each unique community within its boundaries.

## **THINK FUTURE.**

Eaton forms the largest part of the Shire's rate base and commercial hub with a population of about 10,000. The Shire's main administration building is located here. Dardanup with a population of 370 and Burekup with 360 form the shire's two smaller townsites, with another estimated 1900 residents living in rural areas of the shire.

Active development – particularly construction of the expanded Eaton Fair Shopping Centre with its major supermarkets and retailers plus 75+ specialty shops - points to a bright future while natural assets and a commitment to lifestyle, create harmony. This has attracted a diverse population made up of young people, couples, retirees, families and seniors.

Wanju will be a city like no other. Modern life demands new ways of thinking.

Creativity and innovation will be applied from the ground up resulting in a relatively high-density urban environment designed with cutting edge techniques in sustainability applied to every aspect from street layout, transport and utilities to building styles and materials.

Wanju will complement existing services and facilities already available in greater Bunbury.

## **THINK HARMONY.**

Our community is vibrant, active and engaged. People who live here care about each other, their environment and their future. Beautifully maintained parks, picnic facilities, reserves and public open spaces plus a variety of picturesque natural wonders like the Collie River Valley, draw people to the outdoors.

## **THINK SPACE.**

The seeds of the Shire were sewn in its picturesque agricultural hinterland where traditional farming enterprises like beef and dairy production have been joined in more recent times by a now thriving tourism industry based on local drawcards like Gnomesville, a network of wineries, restaurants and boutique accommodation.

## MISSION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognising the diverse needs of our communities.”

## OUR VALUES

All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.

Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.

The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellency and best practice; open, fair, accountable and efficient work practices; and staff development.

## EQUAL EMPLOYMENT OPPORTUNITY

The Shire of Dardanup is an equal opportunity employer that promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with disabilities, Aboriginal Australians, young people and people from culturally diverse backgrounds to apply for advertised positions.

All applicants for a position will be assessed against the criteria included in the position description.

Applications will not be assessed until after the closing date. A selection panel will assess applications. Selections will be based on merit for the position through a series of selection techniques.

## GUIDELINES

Thank you for your interest in the position advertised by the Shire of Dardanup. To assist your application, please read the following information.

*Your application* should include:

- ❖ A brief covering letter.
- ❖ A statement addressing the selection. *(not required for outside crew positions)*
- ❖ A copy of your current Resumé.
- ❖ Details of at least two employment referees.

**Statement Addressing the Selection Criteria:**

A list of specific criteria can be found toward the end of the Position Description. The selection criteria include the skills, knowledge, experience and, if required, qualifications of the position.

Your application should contain a brief statement addressing the selection criteria with examples that demonstrate how you meet each of these requirements. It is recommended that you ask another person to review this statement as you might forget or underestimate a particular experience or example that best illustrates how you meet the criterion.

It is strongly suggested that you use each of the selection criterion as a heading and outline your relevant experience separately against each one. It is better to be succinct and relevant rather than wordy

**Resumé:**

You should attach a copy of your current Resumé, listing academic and/or professional training and memberships and your relevant employment experience. This experience should list the main responsibilities of your job.

A standard Resumé is acceptable, however it is suggested that you submit a Resumé that reflects the requirements of the job you are applying for. Not all resumes contain the relevant information sought and others contain too much detail.

**Referees:**

You should include the names and phone numbers of at least two work referees who can provide information on your work performance. At least one of the referees should be your current or last supervisor. Referees should be contacted for approval before listing them in your application.

**Lodgement of Applications:**

Our preferred method of receiving applications is via email to [hr@dardanup.wa.gov.au](mailto:hr@dardanup.wa.gov.au). Please ensure that your application is submitted in Microsoft Word compatible format.

Written applications must be addressed to;

Confidential Application  
Mr André Schönfeldt  
Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

Alternatively you can hand deliver your application to the Administration Centre, 1 Council Drive, Eaton weekdays between 8.30am and 4pm.

**Late Applications:**

Ensure your application is received by Human Resources before the closing date and time, as applications received after this date are not considered.

**Post Application Process:**

- Receipt of your application will be confirmed.
- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified via email.

**Medical Examinations:**

The preferred applicant will be required to undergo either a pre-employment Medical Examination, at Council's expense, or complete a Medical Declaration form as per Council Policy.

**Police Clearance:**

The preferred applicant will be required to complete a 'fit2work' application/consent form so we can process a National Police Clearance for you.

**Driver's Licence:**

The preferred applicant may be required to have a current "C" class driver's licence.

**Right to work in Australia:**

The preferred applicant will be required to provide evidence of the right to work in Australia. Such evidence is an Australian birth certificate, Australian passport, Australian citizenship or eligible VISA verification.

**Qualifications:**

The preferred applicant will be required to provide copies of any relevant qualifications.

**Queries?**

If you have queries about the application process or any aspect of the position, please contact our Human Resource Officer on 9724 0362 or [hr@dardanup.wa.gov.au](mailto:hr@dardanup.wa.gov.au).

## **BENEFITS OF WORKING FOR THE SHIRE OF DARDANUP**

### **Superannuation**

The Shire of Dardanup generously pays an extra 3% superannuation for all eligible employees who make personal contributions of 3% or more to a complying fund.

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### **Competitive Pay & Conditions**

The Shire of Dardanup offers competitive pay over and above Award conditions to all employees with an annual wage review and industry benchmarking to maintain a competitive advantage to attract and retain the best people.

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### **Discounted Gym Membership @ Eaton Recreation Centre**

Employees are entitled to discounted membership fees for themselves and their immediate family deducted directly from their pay.

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### **Discounted Vacation Care Program Fees**

Employees receive a 50% discount on Vacation Care fees for their own children (excludes incursions, excursions and any other additional fees), with all other normal terms and conditions and booking requirements still applying.

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### **Discounted Private Health Insurance**

Employees are eligible for a discount with HIF and BUPA health insurance so we can support a healthy and productive workplace.\*

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### **Health & Wellbeing**

Supporting a healthy and productive organisation we offer skin cancer screening and flu vaccinations.

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### **Flexible Work Hours**

Employees benefit from a healthy work / life balance as eligible employees work a 19 day month in addition to family friendly work hours, flexibility and opportunities to work from home.

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## **Sacrificed Leave Policy**

All employees are permitted to have a portion of their annual leave paid out in circumstances where the employee is undergoing financial hardship or there is a requirement to reduce leave accruals.

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## **Purchased Leave Scheme**

Eligible employees may apply to receive over a four-year period 80% of the salary they would otherwise be entitled to, then take one year off at 80% pay.\*

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## **Professional Development & Study Assistance**

The Shire of Dardanup is supportive of granting Study Leave and or reimbursing Study Expenses, for permanent full time or part time employees who are undertaking studies relevant to their Shire of Dardanup role and responsibilities, from a recognised Australian, or other approved, educational institution.

Opportunities for career and professional development with the Local Government Managers Association (LGMA), plus industry professional memberships and conferences are available in addition to training and development initiatives.

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## **Local Government Holidays**

Prior to the introduction of the Local Government Industry Award 2010 employees were entitled to two extra leave days per year. The Chief Executive Officer has authorised the continuation of these 2 days leave being awarded to Shire of Dardanup employees. These days are set by the Chief Executive Officer.

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## **Uniforms**

Eligible employees receive a generous subsidy towards our corporate uniform.

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## **Employee Assistance Program**

Through access to qualified counsellors employees have the opportunity to identify personal problems and find ways of resolving them. Our EAP offers free, short-term counselling that is voluntary and confidential.

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## Employee Recognition Scheme

We value the efforts of our employees and recognise this with Employee Recognition Awards and monthly Safety Awards.

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## Journey Insurance

The Shire of Dardanup's insurance policy extends to include accidents that occur while a worker is travelling to and from their normal place of work.\*

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## Free Parking

The main Administration Centre in Eaton is located directly opposite Eaton Fair Shopping Centre.

\*conditions apply.



# Careers

Think you know Local Government? Think Again!

The Shire of Dardanup is an exciting, forward-thinking and dynamic place to work. Our resident population is growing fast, driven by an enviable regional lifestyle. The future is bright with many exciting projects on the horizon making this a great time to join our team.

Visit our [Positions Vacant](#) page and notice boards for currently advertised jobs.