

Candidate Information



Waratah-Wynyard Council
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A snapshot of Waratah-Wynyard

Waratah-Wynyard Council was formed in 1993 and covers an area of 3,526 km² in the north-west region of Tasmania. Originally inhabited by the Tommeginer Aboriginal people, the area was first settled by Europeans in the 1830s. In the decades to follow, European settlement expanded due to the timber trade, and Wynyard became the commercial centre for the district.

The local government area (LGA) is bounded to the north by Bass Strait and we enjoy a cool temperate climate. Rural land in Waratah-Wynyard is used largely for dairy farming, vegetable growing, horticulture and timber production, while mining and tourism are also important industries to the local economy.

Townships include the major settlements of Somerset and Wynyard, as well as the smaller villages of Boat Harbour, Sisters Beach, Waratah and Yolla.

Situated adjacent to the iconic Table Cape, Wynyard continues to play a key role in the district and is home to weekly markets, cafes, the award-winning Wonders of Wynyard Exhibition and Visitor Information Centre, Veteran Car Display and Art Gallery. Wynyard is renowned for its spectacular springtime tulip displays, extending as far as the eye can see on the imposing volcanic plug known as Table Cape, as well as throughout the gardens and streetscapes of the township.

Wynyard is home to the amazing 23 million-year-old sandstone cliffs of Fossil Bluff which offer an abundance of fossils to discover. It's also the site where one of Australia's oldest fossil marsupials was uncovered (*Wynyardia Bassiana*, estimated to be approximately 23 million years old). At low tide visitors can see and touch several hundred different types of fossils preserved in the rocks.

Boat Harbour Beach has been recognised as one of Australia's Top 10 Beaches. Neighbouring Sisters Beach is even more low-key and secluded and attractive to walker's year round with and the spectacular coastal wilderness of Rocky Cape National Park surrounding a scatter of homes and beach houses along three kilometres of white sands and azure waters.

Our closest regional urban centre is the City of Burnie located to the east. The urban settlement of Somerset lies between Wynyard and Burnie, at the intersection of the Bass and Murchison Highways and forms the eastern entrance to the LGA. The township of Waratah, historically a centre for mining, plays a role in tourism as the 'Gateway to the Tarkine'.



About Waratah-Wynyard Council

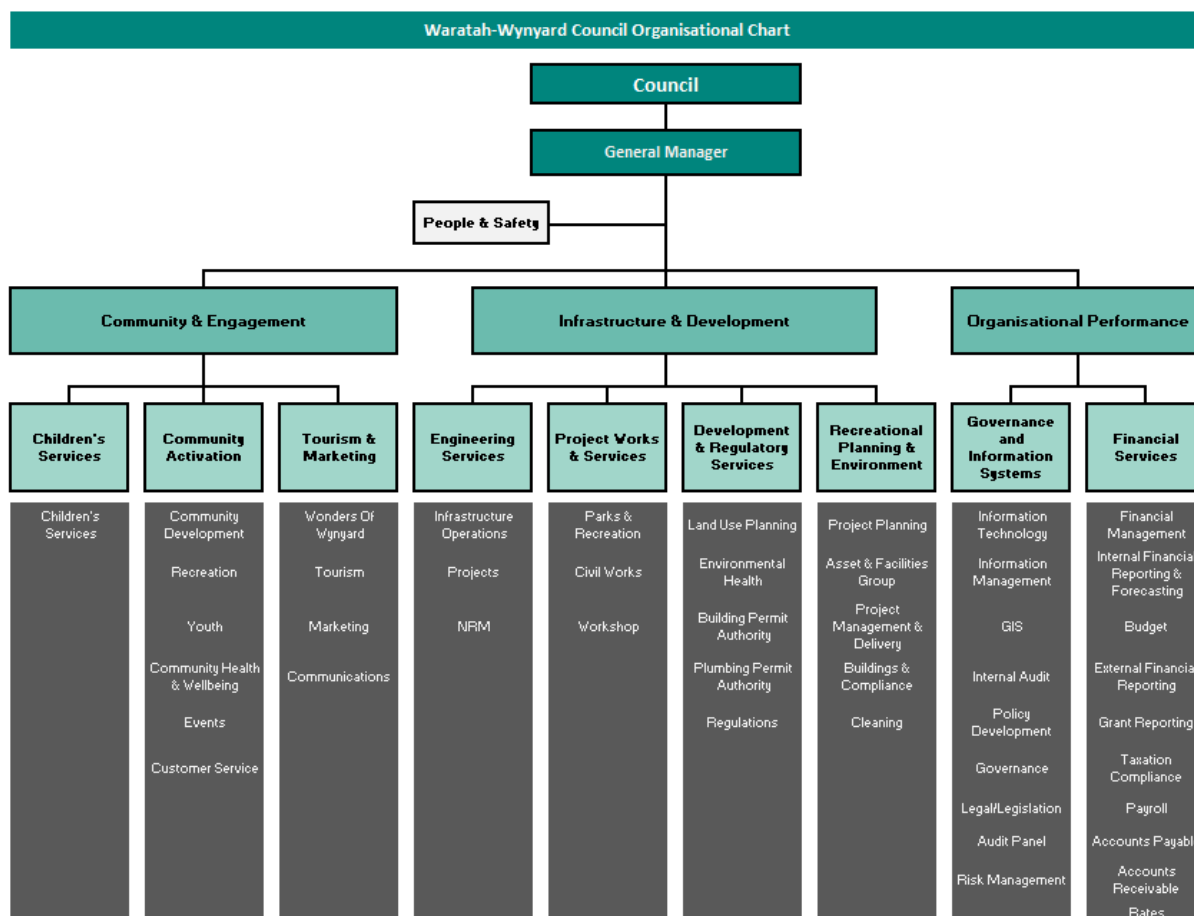
Waratah-Wynyard Council is a Tasmanian local government authority located in the North West of Tasmania. It is governed by 7 councillors, led by the Mayor and at June 2022 had 115 employees with a full-time equivalent of 94.7, led by the General Manager.

Waratah-Wynyard Council has many sites over the Waratah-Wynyard Municipality including the main office, works depot, children’s services centre and information centre in Wynyard and an office and depot in Waratah.

Waratah-Wynyard Council staff have the unique opportunity to participate in the changes that our region is experiencing. The services, facilities and activities that we offer are frequently evolving and expanding. As an employee of the Waratah-Wynyard Council, you can help us to reach our full potential. We are constantly looking for ways to improve and welcome employees with enthusiasm and a genuine desire to make a difference in their community.

Our Organisational Structure

The General Manager and three directors make up the Executive Management Team. The organisational structure supports Council’s focus to deliver services to and for the community. Services provided are identified in the organisation structure below.



The Executive Management Team are supported by various Managers, Coordinators, Supervisors and employees within each department.

The Executive Management Team works closely with the Council in formal Councillor Workshops and Council meetings. The Executive Management Team meet on a weekly basis to discuss matters that relate to the effective and efficient operation of the organisation.

The Executive Manager Team and the Senior Management Team meet on a fortnightly basis to discuss and progress strategic initiative and projects and to discuss current topics and emerging issues for the organisation.

Our Vision, Mission and Values

Our Vision				
To deliver innovative, sustainable services to our community through strong leadership, clear direction and collaborative relationships.				
Our Mission				
Building our community and region, providing leadership, a strong voice and delivering outcomes based on value for money.				
Organisational Values				
Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.				
RESPECT	PRIDE	CONNECTION	SUSTAINABILITY	LEARNING
People are heard, valued and respected. We are fair and equitable in all our practices.	We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity	People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.	The impact we have on people and our environment is important to us. We make integrated and sustainable choices.	We are a learning organisation. We embrace opportunities for continuous improvement and innovation.



Our Services

Our services are guided by plans and strategies adopted by Council along with our responsibilities under Tasmanian and Australian legislation. Some of our services include:

- Improving safety and amenity by controlling domestic animals and livestock, issuing local law permits, and providing advice to the community about compliance with laws and regulations.
- Working with residents and community groups to build community capacity and strengthen relationships.
- Assisting customers with general enquiries and service requests.
- Approving food permits, public health business permits, and septic tank applications, and ensuring all aspects of maintaining those permits are met for the safety of the community.
- Working with the youth in the municipality and providers of services to our youth to increase young peoples' connections within the community.
- Managing projects to improve environmental performance and address climate change.
- Providing waste and recycling services through kerbside collection and waste management facilities.
- Approving building permits and investigating compliance issues, to ensure safety of the community.
- Undertaking emergency management activities to support the municipality and the region when required.
- Promoting and supporting arts and cultural activities and events throughout the municipality.
- Providing visitor information services to facilitate tourism in the municipality.

Key Strategic Documents

Waratah-Wynyard Council's 10 Year Corporate Strategic Plan is a shared vision that will inform Council's actions over the next ten years. It gives Council a strong foundation to create and deliver more detailed service and management strategies, and to engage with the community and other stakeholders in identifying future priorities.

The Corporate Strategic Plan is not a static document. It will be periodically reviewed in accordance with Council's Performance Reporting Framework and in the context of merging drivers of change in order to ensure Council continues to deliver best outcomes to its community.

The Annual Report provides information on services delivered by Council during the financial year and the progress on the 10 Year Strategic Plan. It also provides financial statements and other reporting required under the Local Government Act.

Council's 10 Year Plan and other strategic plans can be found here [Strategies and Plans - Waratah-Wynyard Council \(warwyn.tas.gov.au\)](https://warwyn.tas.gov.au/strategies-and-plans)

Councils Annual Reports can be found here [Annual Reports - Waratah-Wynyard Council \(warwyn.tas.gov.au\)](https://warwyn.tas.gov.au/annual-reports)

Position Overview

The Position Description provides you, as a potential candidate, with information about the role. It documents the role and its responsibilities, accountabilities, relationships, personal attributes and qualifications, knowledge and experience required.

Selection Criteria

The Position Description also outlines selection criteria for the role. It is important that you provide responses to the selection criteria in your application to be considered for interview. Information on addressing the selection criteria is on the following page.

Position Classification

The classification level is located in the Position Description and the corresponding pay rates are documented in the Waratah Wynyard Council Enterprise Agreement 2022.

Work Location

The work location that the role operates from may be identified in the advertisement; however, there may be times when travel is required.

Who can I contact?

If you have any queries at all about a role, or would like to discuss a role, please contact our People & Safety team on 03 6443 8333 or at hr@warwyn.tas.gov.au for further information or assistance.

What We Offer

The Waratah-Wynyard Council embraces an inclusive and diverse workforce, with great benefits and flexible work options. To ensure we attract and retain the best possible people to meet our future needs, we provide:

- Competitive Salary and Conditions of Employment as set in our Enterprise Agreement
- A Positive and Supportive Work Culture for all employees
- Equal Employment Opportunity by valuing equity, diversity and inclusion to the benefit of all
- Ongoing Learning and Professional Development opportunities
- Superannuation Scheme and Salary Sacrifice options
- Reward and Recognition scheme
- Generous leave provisions including ability to purchase additional leave
- Annual leave loading of 17.5%
- Generous paid Parental Leave of up to 12 weeks
- Additional paid leave during Christmas closure
- An active Social Club
- Health and Wellbeing program and Health initiatives including flu vaccinations and health checks
- Corporate rates for Health Insurance and Gym Memberships

- Employee Assistance Program

How to Apply

Waratah-Wynyard Council is an equal opportunity employer and applies merit-based selection techniques. We embrace diversity and encourage applications from all people.

Preparing your application

Applying to work at Waratah-Wynyard Council is a simple process:

- Review the position description to make sure you meet the selection criteria.
- Once you have considered the position, complete the online application form.

Addressing the selection criteria

Begin each selection criterion with a topic sentence that clearly states your claim to the criterion. Then provide details of a specific example by describing the:

- **SITUATION** – Describe the situation where you used the skills/ qualities you need to demonstrate.
- **TASK** – What did you need to accomplish? What was the problem or issue and what was required of you?
- **ACTION** – What action did you take, outline the steps or process you used.
- **RESULT** – Outline the outcome. What was accomplished? How does this relate to the job you are applying for?

A short, simple response with 1 to 3 paragraphs for each criterion is all that is required.

Applications that do not address the Selection Criteria when required may be eliminated from the recruitment process.

Your Resume

Your resume is a history of your employment and work experience and should include the following:

- Contact details
- Employment history – (most recent experience listed first) detailing period of employment, positions held and responsibilities
- Educational qualifications
- Training courses, work tickets, licences and professional affiliations which are relevant to the position

Submitting your application

Before submitting your application, make sure you have:

- completed all fields marked with an asterisk (*)
- checked your contact details are all up to date
- addressed all of the selection criteria
- uploaded your current resume

- uploaded your covering letter

If you have technical difficulties in submitting your application, contact our People & Safety team on hr@warwyn.tas.gov.au or 03 6443 8333.

Ensure that you submit your application before the closing date, as late applications will not be accepted unless prior arrangements have been made.

Our Recruitment Processes

Step 1 — Shortlisting

Shortlisting of applicants to attend an interview is based on how your experience, knowledge, skills, abilities, qualifications and training meet each of the selection criteria as outlined in the Position Description.

Step 2 — Interview

If you are a successful candidate, you will be invited to attend an interview. You will be contacted by phone to confirm relevant details. The interview will consist of a panel of a minimum of two employees, who will ask a series of questions based on the selection criteria which assists us to determine if you are the right fit for the role. You will be asked to provide examples of how you meet the criteria, citing specific experiences and situations.

Step 3 — Pre-employment checks

All positions with Council are subject to standard pre-employment checks such as reference checks, pre-employment health assessments (including drug & alcohol tests) and National Criminal History Checks. Depending on the requirements of the position pre-employment checks could also include licence checks, working with children checks, psychometric testing, functional capacity testing and competency-based testing, qualification checks and Australian work eligibility checks.

Step 4 — Offer of employment

We will notify the successful applicant first as soon as possible after the selection decision is confirmed. All other interviewed applicants will be notified of the selection decision.

When will I know if my application has been successful or not?

Once a decision has been made, the successful applicant will be offered the position verbally, followed by a written offer. Interviewed applicants will be notified by email after the successful applicant has been appointed. All unsuccessful applicants will be advised of the outcome of their application by email.

Timeframes

Depending on the position, the estimated timeline for Council's recruitment process is five (5) to nine (9) weeks, comprising of:

- Advertising – 2 to 4 weeks
- Shortlisting – 1 to 2 weeks
- Interviews – 1 to 2 weeks
- Offer of Employment – 1 week