



INFORMATION PACKAGE

GENERAL HAND

110 MASSINGHAM STREET, KELLERBERRIN WA 6410

TELEPHONE: (08) 9045 4006

WEBSITE: WWW.KELLERBERRIN.WA.GOV.AU

Contact:

Chris Zalmstra - Manager of Works & Services

mws@kellerberrin.wa.gov.au

(08) 9045 4006



Join a progressive local government just 204km East of Perth!

The Shire of Kellerberrin is seeking a skilled and motivated General Hand to join our Works & Services team on a permanent full-time basis (9-day fortnight).

Council is seeking a competent General Hand/Plant Operator to work within the Town Parks and Gardens and Roads Infrastructure Team. Applicants will be required to complete town maintenance as required, general road patching, road sign and guide post erection, drainage maintenance/construction, plant operation of multi wheel compaction rollers, loaders, tractors and slashers.

The applicant must have good personal skills, ability to work in a team environment, deliver outcomes against industry benchmarks and achieve a high standard of service delivery for residents and the Road Infrastructure team. A current Australian HC driver's license is desirable although not required. The successful applicant will be reporting to the Team Leader Parks and Gardens and the Manager Works and Services.

For Information regarding the position please contact Chris Zalmstra, Manager Works and Services on 0428 454 619

Applications should be marked "**Private & Confidential – General Hand**" and mailed to the Shire of Kellerberrin, PO Box 145, Kellerberrin WA 6410 or via email to ea@kellerberrin.wa.gov.au. Applications will be received up to **12 noon, Monday 16th February 2026**.

RAYMOND GRIFFITHS
Chief Executive Officer

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*

When you follow CY O'Connor's pipeline for a couple of hundred kilometers east of Perth you will arrive in the township of Kellerberrin.

The town's origins date back to 1908 when the '*Kellerberrin Road Board*' was gazetted. The Road Board covered large areas of land stretching across parts of Tammin, Wyalkatchem, Trayning, Merredin and beyond. On 1st July, 1961, following changes to the Local Government Act, the Shire of Kellerberrin was born.

Fuelled by wheat and sheep farming, the Shire has grown to a population of around 1,400 and now includes most modern amenities. The Shire boasts a supermarket, café, chemist, schools, swimming pool, speedway, recreation and leisure centre, train station, Aged Care facility, hospital and resident medical practitioner.

By far the most attractive feature of the Shire is the community. Friendly, family-orientated, optimistic and active is how some locals would describe it. You get a sense of this just by looking at the large range of junior sporting activities on offer. There's an Aquatic Club, Basketball Club, Cricket Club, Football Club, Netball and Hockey Club. For anyone left over, there's tennis, golf, lawn bowls, dancing, darts and horse riding!

Council Statistics

Population: 1,138

Area(sq kms): 1,852

Distance from Perth: 204

Length of Sealed Roads (km): 228.59

Length of Unsealed Roads (km): 710.17

Local Industries: Steel fabrications, sheet metal works, grain silo manufacturers, seed cleaning and sales, concrete, trailer manufacturer, roadhouse.

Number of Dwellings: 619

Number of Employees: 42

Shire of Kellerberrin Council

| | |
|-------------------------|--------------------|
| President | Cr Matthew Steber |
| Deputy President | Cr Emily Ryan |
| Councillors | Cr Monica Gardiner |
| | Cr David Leake |
| | Cr Dennis Reid |
| | Cr Kelsey Pryer |
| | Cr Paul Brown |

Council Meetings

Full Council meets third Tuesday of each month at 4pm except January.

Main Office:

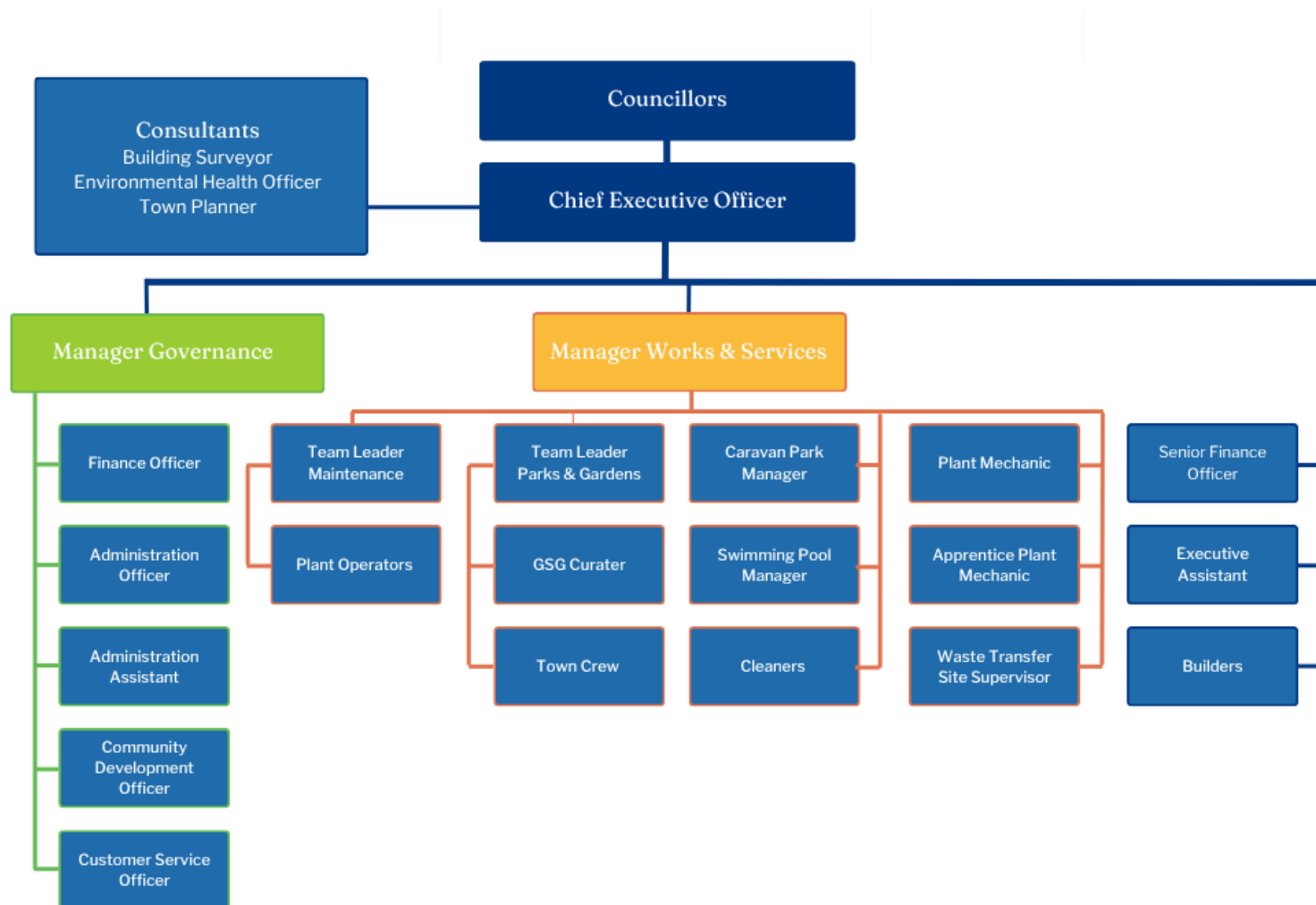
110 Massingham Street, Kellerberrin, WA, 6410

Email: shire@kellerberrin.wa.gov.au

Website: www.kellerberrin.wa.gov.au

Telephone: 9045 4006

Facsimile: 9045 4437



The Shire of Kellerberrin is an equal opportunity employer and provides a smoke free work environment.

1. LINE MANAGEMENT

| | |
|---------------------------------------|---|
| Responsible to: | Team Leader – Parks & Gardens |
| Supervision of: | Manager Works and Services (MW&S) Not applicable |
| Internal and External Liaison: | |
| Internal: | Shire President Councillors Chief Executive Officer (CEO) Management Team Employees |
| External: | Residents, ratepayers and the general public Culturally diverse people Government, non-government and private organisations Contractors Product and service suppliers |

2. EXTENT OF AUTHORITY

This position operates under the direction of the MW&S in accordance with:

- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and workplace health & safety.
- Works under limited supervision and work outcomes are regularly monitored by the MW&S.
- Freedom to act is limited by standards and procedures and implementation of efficiency principles.
- Uses a degree of initiative in problem solving.

3. POSITION OBJECTIVES

Objectives of Position

To perform the tasks and duties as assigned with the aim of achieving a high standard of presentation of Council owned premises and facilities.

- Assist in the completion of the Shire's annual town works and maintenance programs.
- Carry out a variety of tasks as set by the Team Leader or Manager Works and Services associated with construction or maintenance operations.
- Operate and maintain all associated plant in accordance with the Shire's policy and procedures.
- Complete works as directed to a high standard and work efficiently and effectively.
- Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner.

4. KEYS DUTIES & RESPONSIBILITIES

Key Duties

- General plant/machinery operation skills and operation of plant and equipment as requested by the Team Leader or Manager Works and Services.
- All employees are required to undertake labouring type works when required and/or as directed by the Manager Works and Services or Team Leader. Labouring works to be undertaken include but are not limited to:
 - Concrete Work - headwalls, retaining walls
 - Drainage Work - culverts and pipes
 - Tree Pruning - assist certified operator in addition to the requirements of this position
 - Road Sign Erection - both town and rural
 - Guide Post Erection - both town and rural
 - Bitumen Patching - on all roads

- Gardening - both street verge, parks and ovals
- To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's parks and gardens, grassed playing/recreational surfaces, including to perform other maintenance or labouring duties as where necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Manager Works and Services).
- Perform all tasks and duties in a safe and efficient manner and carry out work in a harmonious manner with due respect for team members and other works personnel.
- To operate in a suitably skilled manner, a variety of light and other machinery as directed, including but not limited to; light trucks, tractors, passenger vehicles, and mowers, etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- Other duties as directed by your Team Leader or Manager Works & Services.

Knowledge

- Good understanding and application of quality control techniques in achieving a high standard of work.
- Sound knowledge of Occupational, Health and Safety policy as they relate to the job being undertaken and the affect on the public whilst undertaking a particular job. It is also a requirement to implement Occupational, Health and Safety policies when operating machinery.

Responsibility & Accountability

- The person may be working under limited supervision.
- The person must accept responsibility for quality and standard of work performed, including work performed and the work of other employees when working in a team environment.
- The person must be responsible for allocated materials, tools, equipment, vehicles and plant in his/her use.
- To observe and report on damage/maintenance requirements of equipment/tools in your care
- To identify and report any actual or perceived hazards/dangers/accidents.
- Comply with Council's Customer Service Charter.

Decision Making and Problem Solving

Problems that may be encountered whilst undertaking your duties require employees to use initiative in approach to problem solving and/or in association with the MW&S. Employees that have previously encountered solutions or experience in a similar work environment are encouraged to utilise this knowledge in problem solving as they arise.

5. SELECTION CRITERIA

Qualification

- Current national "C" class driver's licence

Key Skills, Knowledge & Experience

- Sound general greenkeeper/horticultural/gardening skills.
- Sound skills in the safe use of light machinery and hand tools, including but not limited to; mowers, slashers, trimmers, blower/vacuums, chainsaws.
- Ability to work under limited minimal supervision.
- Good knowledge of workplace health and safety practices.
- Demonstrated ability to work in a safe manner.
- Demonstrated ability to effectively perform functions required.
- Effectively address issues which may arise in a professional manner.
- Good liaison with the public in a professional manner.
- Proficient time management, attention to details and prioritisation skills.

Personal & Communication Skills

- Good verbal communication skills.
- Well developed oral and basic literacy and numeracy skills.

6. POSITION PREREQUISITES

No formal offer of employment will be made until the following employment prerequisites are received –

- Pre-employment Medical Examination with a General Practitioner of their choice.
- Current police clearance no more than six months old.

7. COMPLIANCE

This position will comply with all legal obligations, including by complying with:

- Workplace Health & Safety Act 2020;
- Organisational workplace health and safety policies and procedures;
- Local Government Industry Award 2020;
- Local Government Act 1995;
- National Employment Standards;
- Equal Opportunity Act 1984;
- Code of Conduct Policy;
- Community Engagement Policy; and
- All other applicable workplace policy and legislation.

Work Health & Safety

All Shire employees will comply with the Shire's WHS Policy, other Shire WHS policies and procedures and legislations relevant to the role and responsibilities, including assuming responsibility for the proper use of all Shire equipment under direct control of the employee. In accordance with the Shire's policy and procedures, employees will report all hazards, incidents and near misses in the required timeframe. Assist in the management and identification of risks to ensure all Shire employee's, contractors and the community are protected against preventable injuries and damage to property.

All Shire employees are required to comply with Council's WH&S Policies and all legislations relevant to their role and responsibilities; Observe safe work practices and operating procedures; As well as report any hazards, incidents or near misses in accordance with WH&S requirements.

8. CONFIDENTIALITY

All employees are required to sign the Employees Code of Conduct. It should be remembered that your employment may place you in a position where you will be aware of confidential information regarding staff and customers. Misuse of such information will be treated seriously and may lead to termination of employment.

As per the Code of Conduct Employees must not access, use or disclose information held by the Shire of Kellerberrin except as directly required for, and in the course of, the performance of their duties. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995 s.5.103*,
- the *Local Government (Administration) Regulations 1996 r. 34B and 34C*, and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the Chief Executive Officer's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

9. TERMS OF EMPLOYMENT

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| Award | Local Government Industry Award 2020 | |
| Position Status | Full Time | Permanent |
| Hours of Work | Working Hours: 7:00 am - 4:00 pm & 7.00 am – 3.30 pm (Payday Friday's) 30 minutes lunch break incorporating one RDO per fortnight, to be taken on the scheduled day unless you have written approval | |
| Overtime | Requires Prior Authorisation | |
| Award Level | Level 5 | |
| Gross Wage per Hour | \$29.88 per hour | Paid fortnightly to nominated bank account |
| Allowances | Adverse Working Conditions – Currently \$0.98 per hour (as per the LGIA 2020) | |
| | Bonus Pay – \$192.30 per fortnight Swimming Pool – Adult Membership Gymnasium – Adult Membership | |
| Council Service Pay | 0 – 1 Years \$ 0 4 – 5 Years \$20 1 – 2 Years \$ 5 5 – 6 Years \$25 2 – 3 Years \$10 6 & above \$30 3 – 4 Years \$15 | |
| Superannuation | 12% Employer Superannuation Guarantee Contribution Council superannuation contribution scheme is 5% of ordinary time earnings subject to conditions as per scheme requirements (you are required to put in 5% to receive the additional 5% from Council). | |
| Probation | Six (6) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months. | |
| Performance Review | Annually – to be undertaken by the Manager Works & Services | |
| Leave | Annual Leave Four (4) weeks Annual Leave allocated to the position. 17.5% leave loading (pro-rata). Personal Leave Ten (10) days sick leave per year for the first three years of service. (this incorporates Sick and Carers Leave to which an employee other than a casual is entitled without loss of pay because of his or her personal circumstances i.e. illness or injury). Long Service Leave Thirteen (13) weeks after ten (10) years continual Local Government services, transferable between Local Authorities within Western Australia. | |
| Uniform | Please refer to Council's Policy on Uniform Allowance for Outside Staff You are required to dress appropriately for your job and for this reason Council provides extremely generous clothing, footwear and protective equipment arrangements. You are responsible for the maintenance and security of the clothing, Footwear and Protective Equipment provided other than fair wear and tear caused through ordinary use. You will also be responsible for the security of the relevant issues. | |

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| Vehicle | This position does not have entitlement to a Council vehicle. When the employee is required to travel for business reasons, a Council vehicle will be provided for that use only. |
| Housing | <p>Council housing may be available at an employee subsidised rate. Please make enquires to the Manager of Governance.</p> <p>Staff are required to complete a residential tenancy agreement and are responsible for maintaining external surrounds (yard) and internal, without exception.</p> <p>Tenants are responsible for costs associated with utilities such as electricity, phone, gas, personal insurance and water consumption for an amount over \$500.00 per annum. Council pays for rubbish service and water rates.</p> <p>Should employees reside in their own property in the Shire of Kellerberrin, Council will provide an annual rates subsidy equal to the minimum rate (pro-rata).</p> |
| Job Location | Kellerberrin, Western Australia 6410 |

PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the Competency Requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

If possible, your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications can be either be emailed (preferred) or posted but must be received before the closing advertised date.

Email address for applications: ea@kellerberrin.wa.gov.au

Postal address for applications:

Mr Chris Zalmstra
Manager of Works & Services
Shire of Kellerberrin
PO Box 145
KELLERBERRIN WA 6410
marked "Private & Confidential – General Hand - Shire of Kellerberrin."

In order to qualify as a valid application, you must include all the following information.

Covering Letter

The covering letter introduces yourself and explains your interest in the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position against the criteria. You should include the title of the position you are applying for and how you may be contacted during normal business hours.

Resume (Curriculum Vitae) which comprise of:

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

The successful applicant will be required to obtain relevant Police Clearances.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in your application.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

Late Applications

In fairness to all applicants, late applications cannot be received by Council.

The Interview

An interview will be conducted by a panel of which the membership will be advised prior to the interview. The interview questions predominantly will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To assist you in preparing for the interview, you may be asked questions on the following topics:

- Focus on the selection criteria and this of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think on any problems you would encounter and how you would resolve them.
- If the position is a supervisory role, think about your responsibilities as a Supervisor.
- If you have any relevant reports or other work which you have which will provide examples of your skills and abilities, you should prepare it for a presentation at the interview.
- Prepare a few question that you may wish to ask of Council.

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position regardless of your previous experience or reputation.
- Try to remember the names of the person/people interviewing you.
- You will be provided a copy of the questions to the interview to prepare brief notes immediately prior to your interview.
- If you do not understand a question or part thereof please ask for clarification of request the question be repeated.
- Give direct honest answers to the questions with direct experience you may have had.

The interview panel will record your replies to the questions to assist them in accurately recalling your responses to question when determining the successful applicant.

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.