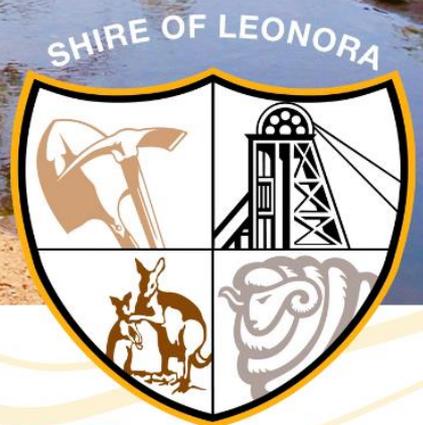


# SHIRE OF LEONORA Prospective Employee Information Package





SHIRE OF LEONORA

# Welcome

*Thank you for your interest in working for the Shire of Leonora. This information pack is designed to give you an understanding of working and living in the Shire of Leonora.*



In the centre of Western Australia's golden outback is the Shire of Leonora:

- **32,189** square kilometres  
**Towns:** Leonora, Leinster, Gwalia (ghost town)
- **832** kilometres north east of Perth **771** dwellings
- **Day time temperatures** averaging 15°C in winter to 38°C in summer

## OUR VISION

**'A proactive, sustainable, safe and friendly place to be'**

### OUR STRATEGIC OBJECTIVES

#### SOCIAL

#### **An empowered and spirited community**

**How we see this... the Outcomes**

- 1.1 A great sense of community
- 1.2 Supported senior community residents
- 1.3 Community health and well-being initiatives
- 1.4 Engaged and supported youth

#### ECONOMIC

#### **The economic hub of the northern goldfields**

**How we see this... the Outcomes**

- 2.1 The economic focal point for business and industry in the Northern Goldfields
- 2.2 Increased awareness of the district and regional attractions

#### ENVIRONMENT OBJECTIVE

#### **Forward thinking management of the built and natural environment**

**How we see this... the Outcomes**

- 3.1 Sustainable and effective environmental management
- 3.2 Infrastructure and services meeting the needs of our community





# SHIRE OF LEONORA



## Local History

The establishment of the twin townships of Leonora and Gwalia originated in 1896 after the discovery of gold within the region. Leonora then became the largest centre in the north eastern Goldfields and by 1908 had up to seven hotels, general stores, chemists, tailors and bakeries.

In 1963 the closure of the Sons of Gwalia mine substantially effected the population in the town site Gwalia, as the demand for commercial and business enterprises in Gwalia decreased as the mining population departed. The population in Gwalia became negligible; however the town site of Leonora survived the closure of the mine as a result of the alternative economic revenue streams from district administration, as well as being a rail head and supply centre.

With the increase in gold prices in the 1980s, interest in gold mining within the Shire was again renewed. Gold has continued to be produced in large quantities within the Shire to the present day.

Nickel was also discovered within the Shire and a mining town site of Leinster was established in 1976 to support the nickel mine of the Agnew Gold Mining company. Leinster has since flourished and has a residential population of approximately 700 people as well as up to 700 fly-in-fly-out personnel.

## Transport links

Leonora is serviced by regular public air transport services, which depart from the Leonora airport three times a week on Monday, Wednesday, and Friday. Leinster town site is also serviced regularly by air transport services.

By car, Leonora can be accessed from Perth via Kalgoorlie using the Great Eastern Highway to Kalgoorlie and then the Goldfields Highway. Public bus transportation between Leonora and Perth is also available. The Shire has 363 km of sealed roads and 1213 km of unsealed roads.

*'The sense of community is what I enjoy most about Leonora since moving here – it's easy to get involved and be social if you want to be part of those activities'*

*'Community – this was the biggest drawcard when we decided to buy our own home and start a family in Leonora after working here for a few years. It's nice to walk down the street and see people you know and stop to have a chat'*

*(testimonials from local staff)*



# SHIRE OF LEONORA

## Leonora Township

The town consists of some 350 houses, 100 industrial sites, 3 mining type accommodation camps, a shady caravan park, two hotels with a-la-carte dining and one motel. Shopping facilities include a supermarket, post office, two roadhouses/service stations, café, and an accountant.

A new regional office and administration centre is located on the main street, which offers state of the art meeting and training rooms, office hire, Community Resource Centre, video conferencing as well as housing essential services which are tenanted in the facility.

A well-equipped purpose-built recreation centre is situated in the CBD and caters to health and fitness requirements, and all sporting pursuits. The Centre includes a Gym, two air-conditioned squash courts, an indoor basketball court which doubles for such sports as indoor cricket, volleyball and badminton. There is also a modern aquatic centre, which includes a 25m lap pool and associated "fun" pools. Other recreation facilities also include the Leonora Bowls Club, outdoor tennis and netball courts, and a grassed oval with change rooms and state-of-the-art function room.

Leonora Early Learning Centre operates 48 weeks of the year and Leonora District High School caters for children from Kindergarten all the way through to Year 12.

Leonora Hospital has an Emergency Department which is open 24 hours as well as a Medical Centre with visiting Doctors and Specialists.

The Gwalia Museum Precinct also features historic miners' cottages, mine buildings and timber headframe associated with the Sons of Gwalia goldmining operations from 1898 to 1963. It presents a snapshot of the way of life a century ago. Hoover House is a high calibre tourism destination with a Bed & Breakfast and function venue overlooking the tranquil green lawn with a view of the modern (still operational) open pit gold mine. A café also operates from Hoover House.





## EMPLOYMENT AT THE SHIRE OF LEONORA

### Career Opportunities

The Strategic Community Plan (SCP) and Corporate Business Plan (CBP) for the Shire of Leonora strives to provide support for staff to reach their full potential through commitment to professional development, leadership and training of staff. A focus is also placed on identifying opportunities in developing our local workforce, and the organisation strives to support individuals committed to career development and improving their skill base relating to their work.

These opportunities help to keep the duties and responsibilities of our staff interesting, diverse and challenging.

### Code of Conduct

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. The Code of Conduct for elected members and staff sets out to ensure that their personal behaviour reflects the high professional and ethical standard that the Shire of Leonora strives for. Staff are expected to observe the highest standard of honesty and to avoid conduct which might be interpreted to depart from these standards. Staff are also expected to ensure a high level of professionalism in their work duties and their representation of the organisation (both at work and within the community).

By striving for these standards, we are all part of a team with a common foundation with which we carry out our duties.

### Equal Employment Opportunity

The Shire recognises its legal obligations under the Equal Opportunity Act, 1984 and actively promotes equal employment opportunities based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.





## GUIDELINES FOR APPLICATION FOR EMPLOYMENT

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

### Medical Examinations

The preferred applicant will be required to undergo a pre-employment Medical Examination, at Council's expense, as well as a urine drug and alcohol screen prior to confirmation of employment. Hearing tests are undertaken every 2 years as required Work Health & Safety legislation

### Police Clearance

The preferred applicant will be required to produce a National Police Clearance no less than six weeks old prior to confirmation of employment.

### Driver's Licence

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

### Current Working with Children Check

The preferred applicant may be required to provide evidence of a current Western Australian Working With Children Check prior to confirmation of employment.

### Right to work in Australia

The preferred applicant will be required to provide evidence of the right to work in Australia. Such evidence as 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.

### COVID-19 Proof of Vaccination

Community care services workers are required to be fully vaccinated under Legislation. For example, Early Learning Centre staff. Applicants who have a non-compliant vaccination status will not be considered for employment. Preferred applicants need to provide evidence of vaccination status before the effective date of employment. A non-compliant vaccination status will result in immediate termination of an offer of employment.



## Preparing your application

Your application should include:

1. A brief covering letter.
2. A statement addressing the selection.
3. A copy of your current Resumé.
4. Details of at least two employment referees.

### **2. Covering Letter**

Your application should include a covering letter. The covering letter is an introduction to your application and should state identifying details of the position that you are applying for, your desire to be granted an interview, together with any relevant information on your availability for an interview.

### **2. Statement of Claims against the Selection Criteria**

Your selection for an interview will depend on you demonstrating that you meet the essential criteria.

When preparing your "Statement of Claims Against the Selection Criteria":

- Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criteria is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

### **3. Resume/Curriculum Vitae**

- Personal details including name, address, telephone number etc.
- A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements. Also provide reason for leaving previous position.
- Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.
- Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.



## 4. 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.

## General Application Information

Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.

## Submission of Applications

Applicants should submit their completed applications as follows:

**Confidential Application Mr JG Epis**  
**Chief Executive Officer Shire of Leonora**  
**PO Box 56 LEONORA WA 6438**

Or

Email: [dceo@leonora.wa.gov.au](mailto:dceo@leonora.wa.gov.au)

Applicants may also deliver their completed application to the administration office between 8am-4:30pm weekdays (Lot 16 Tower Street LEONORA WA 6438).

## Late Applications

Ensure your application is received by the nominated officer listed in the advertisement 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.

**Queries?** If you have queries about the application process or any aspect of the position you are applying for, please contact the nominated office listed in the advertisement, or you can call the administration office on 9037 6044 (or email [dceo@leonora.wa.gov.au](mailto:dceo@leonora.wa.gov.au)) for further information.



# SHIRE OF LEONORA

