



**Shire of Wiluna**

**Application Package**

**Community Development  
Coordinator – Sport and  
Recreation, Youth and Senior  
Services**

**Shire OF  
Wiluna**



## **Community Development Coordinator – Sport and Recreation, Youth and Senior Services**

The Shire is seeking an enthusiastic and driven individual to fill the role of the Community Development Coordinator – Sport and Recreation, Youth and Senior Services.

The position is a newly created role and offers fantastic career advancement for someone to develop and gain experience in the community and economic development area. Wiluna is 966km northeast of Perth and is situated on the edge of the desert at the gateway to the Canning Stock Route and Gunbarrel Highway. Even though Wiluna is remote there are endless opportunities to make a difference to this small town. Responsibilities will include implementing youth and senior programs that align with the Community needs, as well as developing Sport and Recreation services available to the community.

A three year contract is offered with a total salary package of \$85,000 to \$125,000 per annum, composing of a cash component of \$50,000 to \$90,000 per annum, superannuation of 20% (subject to matching voluntary contributions), plus rent free furnished accommodation with landline phone and internet, utilities up to \$3,000, pool and gym membership and reasonable relocation expenses to a maximum of \$5,000.

An application package along with the Position Description can be obtained by emailing [admin@wiluna.wa.gov.au](mailto:admin@wiluna.wa.gov.au). Further information about the position is available by contacting Dean Taylor, Acting Chief Executive Officer on [ceo@wiluna.wa.gov.au](mailto:ceo@wiluna.wa.gov.au) or 08 9981 8000.

Applications should include a resume and cover letter and should be sent to: [admin@wiluna.wa.gov.au](mailto:admin@wiluna.wa.gov.au) or mailed to Katrina Boylan marked "Private & Confidential – Community Development Coordinator – Sport and Recreation, Youth and Senior Services - Shire of Wiluna" by 12<sup>th</sup> March 2016.

## A BRIEF HISTORY



Lawrence Wells conducted the first European exploration of the Wiluna region in 1892 before prospectors Woodley, Wotton and Lennon first discovered gold near Wiluna on St Patrick's Day 1896. The discovery of gold caused a 'gold rush' to the area and the birth of the township of Wiluna.

The town of Wiluna was originally named Weeloona before the spelling of the name was later changed to Wiluna. The origin of the name Weeloona has not been determined, although it is thought to have been derived either from a native word meaning "Place of Winds" or the sound of the cry of some native curlew birds in the area.

Gold mining in the area caused the town to thrive and prosper, with the population growing to over nine thousand people by the mid 1930's. At its peak, the town had a regular railway service to Perth, four hotels and many other amenities and facilities.

The beginning of World War II had a severe impact on the gold mining industry and in turn upon the population of the town of Wiluna. Immediately after the war underground mining ceased in the area and gold operations were wound down to virtually nothing. By 1953 only 357 people remained in the area and by 1963 the population had dwindled down even further to about 90 people.

In 1981 gold mining recommenced in the Wiluna area, which began the resurgence in the industry that continues today. The pastoral industry in the region is producing quality cattle and sheep and experimentation in some agricultural ventures has occurred with some success.

The population of the town of Wiluna has in recent years stabilised at about 300 . According to the last Census, there are now approximately 1159 people living in the Shire including several mining villages, which are run mainly on a "fly-in fly-out" basis.

## **POSITION DESCRIPTION**

### **POSITION DESCRIPTION**

---

**Job Title:** Community Development Coordinator (Sport and Recreation, Youth and Senior Services)

**Directorate:** Corporate and Community Services

**Remuneration level:** Negotiated Contract

### **PURPOSE OF POSITION**

---

To assist the Executive Manager of Community and Economic Development in delivering Council's required outcomes as efficiently and effectively as possible, and to assist the Executive Manager of Community and Economic Development in accomplishing Council's operational and strategic goals.

The position is an executive leadership role to ensure that the key responsibilities and functions of the Corporate and Community Services area are met.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

---

#### **Corporate outcomes**

- Contribute to the strategic development of the Shire of Wiluna's Strategic Community Plan and align operational services, assets and other resources and strategies;
- To continually look to enhance the image of the Shire, and to maintain and develop relationships that reflects and demonstrates the core values of the organisation;
- Assist the Executive Manager of Community and Economic Development with all economic development initiatives in relation to sport and recreation, senior or youth services, and ensure that any opportunities are highlighted and acted upon when available;

#### **Sport and Recreation, Youth and Senior Services Planning**

- To develop, oversee, implement and regularly maintain a sport and recreation master plan that aligns future growth and funding opportunities;
- To develop, oversee, implement and regularly maintain and oversee a review of youth programs and facilities within the Shire;
- To develop, oversee, implement and regularly maintain and oversee a review of senior programs and facilities within the Shire;

- To facilitate community consultation and input into the Wiluna Community Strategic Plan.

### **Sport and Recreation, Youth and Senior Services Operations**

- To manage the Wiluna Recreation Centre and associated sporting and recreational surrounds which provides for maximum recreation opportunity to the community;
- Actively activate recreation and community spaces within the Shire including the development of marketing and promotional plans;
- Identify opportunities for external funding to facilitate new programs and activities, and manage and administer those funding streams in a professional and productive manner;
- Develop and review policies and procedures to ensure the effective management of the Shire facilities, and operations;
- To liaise with Council's executive officers regarding the upkeep and maintenance of buildings, grounds, gardens and assets in relation to sport and recreation, youth and senior services;
- Provide sporting clubs and associations with professional advice on programs, services and funding (including CSRFF applications) to strengthen and increase community participation;
- To assist in the start-up of and development of sporting and recreation, and community clubs and organisations within the Shire of Wiluna;
- Establish contacts and maintain liaison with sporting and community organisations on matters relating to community and sporting development;
- Liaise with the community and key stakeholders to identify then initiate and/or conduct, programs/activities within the Shire of Wiluna with a view to providing a high level of service to the community and maximising social return.

### **Attraction and Retention of Volunteer Network**

- To attract and retain a network of volunteers that can assist and participate in organising and running of activities relating to sport and recreation, senior or youth services;
- Promote and model professional behaviour consistent with the Shire's Code of Conduct, and organisational values;
- To develop, promote and encourage a positive, productive and cohesive volunteers throughout the Shire.

## **Financial**

- Providing input and information in relation to other operational and strategic documents or plans, including annual budget;
- Responsible for ensuring that all capital, and operation work that is undertaken within the sport and recreation, youth and senior services section of community development is within budget, and value for money;
- Responsible for ensuring that all external grant funding applications and acquittals are completed and accounted for;
- Prepare and collate information for distribution at Council Meetings and for other internal or external customers as requested.

## **Governance & Compliance**

- Work within the Local Government Act and other relevant legislation and regulations relating to the Corporate and Community Services functions;
- Ensure the Shire of Wiluna complies with all requirements pertaining to Corporate and Community Services functions.
- Ensure that there are strong controls and transparency of the Shire of Wiluna's governance and operations;
- Ensure that ethical and informed decisions are made based on the Shire of Wiluna's Code of Conduct;
- To ensure that all documents relating to Corporate and Community Services are registered and managed in accordance with the Shire of Wiluna Record Keeping Plan.

## **Front Line Management**

- Promote and facilitate a quality customer service culture across the organisation;
- Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all internal and external customers;
- To assist the Executive Manager of Community and Economic Development in enhancing the image of the Shire.

## **Human Resource Management**

- Report all Human Relations matters within the Corporate and Community Services Directorate to the Deputy Chief Executive Officer;
- Ensure that the safe work practices, and EEO principles that have been implemented are adhered to by the Corporate and Community Services employees.

## **Communications**

- Responsible for assisting in producing public relations media releases and communications and ensuring that service standards are monitored and met in the Corporate and Community Services directorate;
- To provide information for media releases/external communications to ensure that the image of the Shire is enhanced, that any achievements are recognised, and that the promotion of the Shire is continually improved upon.

### **General**

- All other duties as directed by the Chief Executive Officer.

**Relationships**

---

**Responsible to:** Executive Manager of Community and Economic Development

**Supervision of:** Casual Employees and Volunteers

**Internal/external liaison:**

**Internal:**

**With:**

**Purpose**

- |  |   |
|--|---|
| 1. Deputy Chief Executive Officer                          | To carry out duties effectively and productively                |
| 2. Executive Manager of Community and Economic Development | Provision of technical advice, support, guidance and leadership |
| 3. Corporate and Community Services staff                  | To carry out duties effectively and productively                |

**External:**

Including but not limited to:

- Government Departments
- Key stakeholders for the Shire of Wiluna
- Residents and ratepayers
- Other Local Governments
- Consultants
- Contractors
- Suppliers

**Extent of Authority**

---

- Works under the limited direction of the Executive Manager of Community and Economic Development and exercises authorities as delegated from time to time.



## PROFESSIONAL ATTRIBUTES AND SELECTION CRITERIA

---

### Skills

#### **Essential:**

- Highly developed verbal and written communication skills, especially with regard to technical writing;
- Excellent skills in the use of computers, particularly MS Office suite (eg MS-Outlook) and MS-Word;
- Highly developed interpersonal, communication and negotiation skills;
- Excellent time management skills;
- Experience in the planning, coordination, & resourcing of community, art & sport development programs & services;
- Well-developed project planning and coordination skills;
- Ability to manage competing priorities and multi-faceted work duties;
- Highly developed skills in the use, understanding and interpretation of legislation;
- The ability to work within a strategic environment to deliver long term and operational strategies.

### Knowledge

#### **Essential:**

- A sound understanding of issues affecting regional WA.

#### **Desirable:**

- Demonstrated understanding of local government processes and procedures including but not limited to governance, legislative compliance and financial management;
- Sound knowledge of document management and service request systems.

### Qualifications

#### **Essential:**

- Current 'C' class driver's license.

#### **Desirable:**

- Tertiary qualification or equivalent.

## Remuneration Details

The following information is a guide to general terms and conditions; final contractual agreement will be subject to negotiations between preferred applicant and Shire of Wiluna.

### 1. SALARY PACKAGE AND CONDITIONS

#### 1.1 Terms of Employment

In accordance with the Local Government Act 1995, the successful applicant will be offered a negotiable employment contract up to three years. The contract and provisions including criteria for performance assessment will be negotiated by the parties and agreed to prior to appointment.

#### 1.2 Summary of Salary Package

The Salary Package Comprises of:

Guide	Lower Limit (\$)	Upper Limit (\$)
Cash salary including annualised leave loading, payment for all hours worked including hours worked outside of normal operating hours)	\$50,000	\$90,000
Superannuation compulsory (10%)	\$5,000	\$9,000
Superannuation (matching contrib. up to 5%)	\$2,500	\$4,500
Provision of a furnished residential property rent free (rental value)	\$15,600	\$15,600
Provision of Water and Power (consumption subsidy)	\$3,000	\$3,000
Relocation expenses	Up to \$5,000	Up to \$5,000
Two return airfares to Perth annually (after 1 year's service, not accruable) cash value	\$1,300	\$1,300
TOTAL VALUE	\$ up to \$82,400	\$up to \$128,400

#### 1.3 Cash Component

An annual cash component of between \$50,000 and \$90,000 will be negotiated with the successful applicant, depending on experience and qualifications.

#### 1.4 Superannuation

The Shire contributes up to 5% (on a matching basis, as per council policy) of employee's salary towards the Local Government

Superannuation Scheme, plus of 10%.

### **1.5 Rent Subsidy**

A house is made available to the successful applicant free of charge.

The market rental for Wiluna is in excess of \$300 per week; however for the purposes of calculating the rental in the salary package, \$300 has been used.

### **1.6 Housing Utilities Subsidies**

Whilst living in the Shire residence, the Shire will meet all reasonable expenses incurred at the residence for water and electricity.

For the purposes of the salary package, the maximum amount has been used. Council will only meet actual costs up to the set limit. Should the actual costs be more than \$3,000 in any one year the excess is payable by the resident. Should the cost be less, the Shire will not make any reimbursement/payment to the employee.

### **1.7 Telecommunications and Productivity Aids**

The Shire will pay the costs for business use of a mobile phone; relevant and reasonable use is allowed.

The Shire will provide a home telephone line; the Shire will pay \$60 per month towards the phone (i.e rental and allowance).

Internet access will be provided for the purpose of work only; the Shire will pay a package value of up to \$80 per month.

## **2. SHIRE HOUSING**

Final housing allocation depends on successful application; however, all residences are maintained, comfortable and reasonably furnished.

The Officer is required to enter into a standard tenancy agreement with the Shire and pay a bond (payable over the first 4 full pays)

## **3. RELOCATION EXPENSES**

- 3.1** Council will meet removal costs up a negotiated value (as removal costs and relocation expenses will vary), for furniture and specified personal effects from the place of engagement to Wiluna.
- 3.2** If the employee leaves before 12 month's completed service then the full amount of the removal expenses will be met by the employee and reimbursed to the Shire.
- 3.3** If the employee leaves before 18 month's completed service then the 50% of the removal expenses will be met by the employee and reimbursed to the Shire.
- 3.4** No repatriation costs will be met by the Shire of Wiluna if/when the Officer ceases employment with the Shire of Wiluna.

#### **4. OTHER CONDITIONS**

- 4.1** It will be a condition that prior to employment the applicant will be required to undergo and pass a pre-employment medical and provide a satisfactory current National Police Clearance.
- 4.2** All office equipment is modern, up to date and well maintained.
- 4.3** Council provides a smoke free environment in all Council owned buildings.

## **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. This decision will be based on the information you provide in your application.

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

To enable a valid assessment of your application, it must include the following information.

### **1. Covering Letter which:**

- Demonstrates that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties;
- Provides an outline of your career and highlights which skills and experience you can bring to this position.

### **2. Resume (Curriculum Vitae) which is comprised of:**

- Personal Details - Name, address and telephone number.
- 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.

### **3. 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. Nonetheless, the Council will require the provision of evidence of all claimed qualifications prior to commencing employment.

Prior to appointment, the successful applicant will be required to obtain relevant Police Clearances before commencing employment.

#### **4. Referees**

Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

#### **5. 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.

### **APPLICATIONS**

The closing date for applications is 12<sup>th</sup> March 2016.

Applications should be sent to:

admin@wiluna.wa.gov.au or mailed to Katrina Boylan marked "Private & Confidential – Community Development Coordinator – Sport and Recreation, Youth and Senior Services - Shire of Wiluna"

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. A faxed or emailed copy of an application sent before the closing advertised date would also ensure its acceptance.

### **INTERVIEWS**

The final decision on this position will be taken by the CEO and the location of interviews is yet to be decided.

---

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

## **Council Information**

### **Shire of Wiluna Council:**

#### **President**

Cr Jim Quadrio

#### **Deputy President**

Cr Graham Harris

#### **Councillors**

Cr Chris Webb

Cr Norma Ward

Cr Stacey Petterson

Cr Caroline Thomas

Cr Regina Newland

#### **Main Office:**

Scotia Street

WILUNA WA 6646

Email: [ceo@wiluna.wa.gov.au](mailto:ceo@wiluna.wa.gov.au)

Website: [www.wiluna.wa.gov.au](http://www.wiluna.wa.gov.au)

Telephone: 9981 8000 Facsimile: 9981 7110

### **Council Statistics 2013-2014**

Population:	1,241
Area	184,000 ( sp km)
Distance from Perth:	966 km
Length of Roads:	1,832 km
Local Industries:	Mining, Pastoral, Tourism
Number of Electors	284
Number of Dwellings	367
Number of Employees	17

### **Council Meetings**

Full Council meets fourth Wednesday of each month;  
Council forum meets the second Wednesday each month.