

Welcome

# Applicant Information Package



BLAND SHIRE COUNCIL  
*west wyalong*

*A Rich History  
A Bright Future*



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*Bland Shire Council Administration Building  
6 Shire Street  
West Wyalong NSW 2671*

Thank you for your interest in applying for a position with Bland Shire Council.

The following applicant information package is designed to provide you with more information about Bland Shire Council, and to assist with the submission of your application for employment.

The Local Government Area of Bland is located on the northern fringes of the Riverina, New South Wales. It covers an area of 8557.7 square kilometres and supports a population of 5959 (2017 figures).

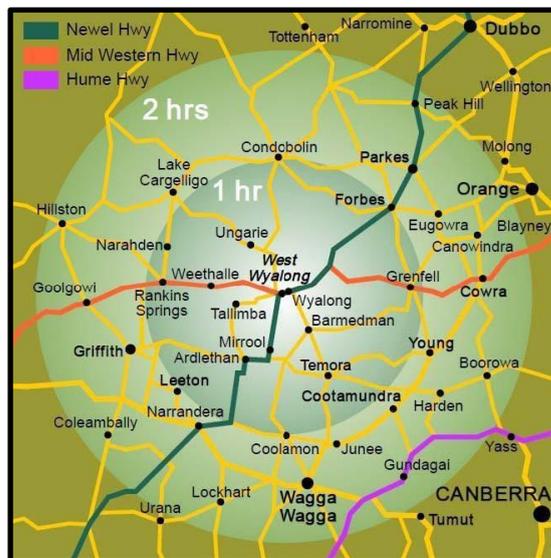
The twin townships of West Wyalong and Wyalong have a joint population of 3,893 and serve the role as the major service centre for the shire. Other communities include Barmedman, Tallimba, Ungarie, Weethalle, Kikoira, Mirrool and Naradhan.

The Wiradjuri people are the original inhabitants of the area.

Settlement occurred in the region from the 1830s as vast sheep and cattle runs were established. The area prospered after the discovery of gold in 1892, and the population grew to 10,000. The township of Wyalong was established in 1894 and not long after a major settlement developed west of Wyalong resulting in the formation of West Wyalong which still remains as the Shire's residential and commercial hub.

From its early mining origins, West Wyalong was built along a crooked main street taking its unusual shape from the bullock track that curved around tree stumps and gold diggings.

Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties. In recent times, West Wyalong has also experienced significant developments away from agriculture. Evolution Mining has established a major industrial operation, committing to the Lake Cowal Gold project and Pace Farm has the biggest egg producing facility in the southern hemisphere.



## Application Guide

When you apply for a position with Bland Shire Council the key to gaining an interview is your application. As many positions will attract a number of applicants, you need to ensure you make your application clear, concise, well presented and explain how you meet the criteria and specific requirements.

### The Advertisement

All positions with Bland Shire Council are advertised in a manner sufficient to attract a suitable pool of applicants. Council utilises a range of advertising media including:

- Bland Shire Council Website
  - [www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)
- The West Wyalong Advocate
- External websites;
  - [www.seek.com.au](http://www.seek.com.au)
  - [www.careerone.com](http://www.careerone.com)
  - [www.counciljobs.com](http://www.counciljobs.com)
  - [www.lgjobs.com.au](http://www.lgjobs.com.au)

### Researching the Position

Gather all the information about the position that you can, all vacant position information can be found on Council's website [www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au) by clicking on the Careers tab and following the links. Alternatively, contact Human Resources on 02 6972 2666 and obtain the information package.

It is essential that you read the position description before preparing your application to ensure you are able to satisfy the criteria. To obtain additional information about the position, you are encouraged to contact the nominated person listed in the advertisement.



## Your Application

A brief covering letter should be included with your application. This letter should include the name of the position you are applying for and where you sourced the advertisement, e.g. [www.counciljobs.com](http://www.counciljobs.com).

To be eligible for consideration you must adequately address **the question(s) on the website**. Failure to do so may result in your application not being considered.

Remember, it is not good enough to only state that you know something or have done something, the selection committee will want to see examples of your ability and knowledge. You should include details of your licenses, certificates and other qualifications that are relevant to the position.

Where your application refers to a certificate, license or qualification, you **must** include a copy with your application. You may be required to produce the original document(s) if selected for an interview.

Another suggestion is not to assume anything. The selection panel will make decisions based on the content of your application. For example, do not assume they know what a Finance Officer or Noxious Weeds Control Officer does, all jobs are different and require different skills. Provide as much detail as possible without generalising. Above all, be honest and really sell what you have to offer.



## Your Resume

Your resume provides the selection panel with personal details and other necessary information to assist in the recruitment process.



Your resume should include:

- Your personal contact details
- A statement outlining your career objectives (optional)
- Your education qualifications (put your most recent qualifications first and then work backwards)
- Your employment history (put your most recent position first and then work backwards). It is important to provide details of your present/previous employer's name and address, the length of time you were employed, your position title and a brief outline of the duties performed in that position
- You must provide at least two (2) contactable referees

Referees should be current or previous employers/supervisors/managers who can provide information about the position you held and your work performance.

Personal referees are useful if you have no previous work experience.

Remember to ask your referees for their permission to be included as a referee for you.

## Employment Eligibility

Only Australian Citizens, or those eligible to work in Australia, will be offered positions with council. You may be required to supply one of the following documents as proof of employment eligibility:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Passport –Valid Visa

Some positions may require a “*Working with Children Check*” and/or a “*National Police Check*” to be undertaken as part of the recruitment process.

## Submission of Applications

Applications should be addressed to:

General Manager  
Bland Shire Council  
PO Box 21  
WEST WYALONG NSW 2671

Applications may be submitted prior to, or by the close of business on the closing date specified in the advertisement. Your application can be:

- Submitted online (preferred)
- Sent electronically to [jobs@blandshire.nsw.gov.au](mailto:jobs@blandshire.nsw.gov.au) (Microsoft Word documents are preferred)
- Posted to the above address
- Hand delivered to Bland Shire Council Office, 6 Shire Street, West Wyalong

## Receipt of your Application

Your electronic application will be acknowledged by email. Applicants not contacted to attend an interview within 14 days from the advertised closing date may consider their applications unsuccessful.

## Late Applications

Late applications may be accepted but not necessarily considered unless extenuating circumstances apply.

## The Interview

Applicants selected for an interview will be notified by phone of the interview date, time, location and any other information required. At this time, please advise Human Resources of any special needs you may require for the interview, such as building access or communication assistance.

Prepare for the interview by thinking of as many questions that may be asked of you and develop answers to these questions. A good tip is to research the organisation that you are applying for a position with. This will help you to structure your answers to be relevant to that organisation.

Remember to always be on time and take care with your presentation. Make a list of questions you would like to ask. Selection panel's view questions from applicants favourably. You are requested to bring with you all original qualifications, certificates etc. quoted in your application for verification.

### Referee Checking



Once a preferred applicant has been selected, your referees will be contacted to provide an overview of your previous/current work performance and verify information provided in your application and interview.

By providing the names of referees in your application, you give Council permission to contact these people at any stage of the recruitment process.

### Offer of Employment

Once the referee checks are completed and the selection panel is satisfied with the information provided regarding their preferred applicant. You will be asked to attend a pre-employment medical assessment, which will include Drug and Alcohol screening prior to commencement.

Upon receipt of a satisfactory Health Assessment, a letter of offer will be issued. Applicants who wish to accept the offer of employment, must sign the letter of offer and return it to Human Resources prior to commencement.

All unsuccessful applicants will be notified in writing usually within seven working days.

Good luck with your application.



Your expression of interest in seeking employment with Bland Shire Council is appreciated.

## Conditions of Employment

### Workplace

Council's Administration Building is located at 6 Shire Street, West Wyalong.

The main Council Works Depot is located in Chauvel Street, West Wyalong.

The Children's Services Unit is located in Pine Street, West Wyalong.

### Remuneration

Employment conditions and salary are in accordance with the Local Government (State) Award, the Bland Shire Council Employees' Agreement and Council's Salary Policy.

### Probation

All appointments are subject to a three (3) month probationary period. Reviews are conducted at 5 and 10 weeks. Upon successful completion, appointment will be confirmed.

### Hours of Duty

#### *Indoor Staff*

Hours are generally from 8:30am to 4:45pm with a 45min lunch break. A nine-day fortnight is worked (based on a 35 hour week) with staff either having the Friday or Monday of the appropriate week off.

#### *Outdoor Staff*

Hours are generally 7:00am to 4:30pm with a one (1) hour lunch break. A nine-day fortnight is worked (based on a 38 hour week) with the majority of staff having Friday of the appropriate week off.

### Pay Days

Employees are paid on a weekly basis by direct credit into a Bank, Building Society or Credit Union account of their choice. Pays are deposited into accounts on a Thursday.

### Leave Provisions

- Annual Leave—five (5) weeks per year
- Sick Leave—three (3) weeks per year
- Long Service Leave—available after five (5) years of service

### Superannuation

Council contributes 9.5% of your wage/salary at no cost to yourself. Salary sacrifice options are also available.

### Uniform

#### *Indoor Staff*

Participation in the corporate uniform scheme is available to staff, the cost of which is partly subsidised by Council.

#### *Outdoor Staff*

Staff are provided with the appropriate uniform at no cost to the employee. Wearing of the uniform is compulsory. Safety and protective equipment and clothing is provided in accordance with duties performed.

## Conditions of Employment

### Smoking

Council has a no smoking policy, which in part prohibits smoking in all buildings, vehicles and specifically designated areas.

### Drivers' License

Where the duties and functions of a position require the incumbent to hold a current drivers' license, you should be aware that if your license is revoked, suspended or cancelled, it could mean your employment with Bland Shire Council is reassessed.

### Further information

Further information is available by contacting Human Resources during business hours, 8:30am to 4:30pm. Monday to Friday, on telephone (02) 6972 2266, or via email at [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)