Position Package for Applicants

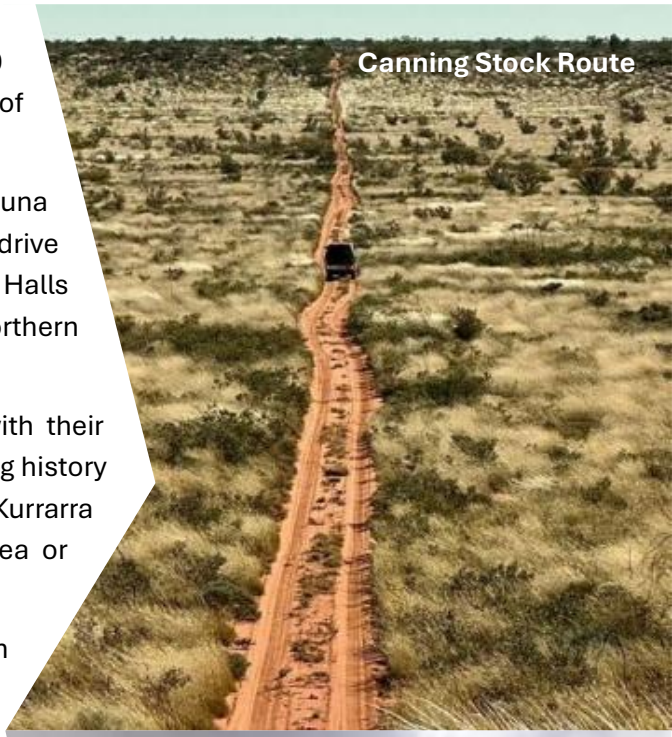
Youth and Recreation Officers

(1 Senior Position + 3 Officer Level Positions)

Permanent Full Time | Fully Subsidised Accommodation | Relocation Expenses | Study Leave

The Shire of Wiluna is in the local government region of Goldfields-Esperance in Western Australia, about 950 kilometres northeast of Perth. The Shire covers an area of 182,155 square kilometres.

Located on the edge of the Little Sandy Desert, the town of Wiluna is the gateway to two epic outback adventures for four-wheel drive enthusiasts, the Canning Stock Route which runs north to Halls Creek, and the Gunbarrel Highway that runs east to the Northern Territory/South Australian border.



Canning Stock Route

Wiluna is the home of the Martu First Nations peoples with their songlines, connection to land, deep-seated customs and long history as colourful as the landscape. There are the new Matuwa Kurrarra Kurrarra National Park, Birriliburu Indigenous Protected Area or Ngamurru Nature Reserve to explore.

We are currently offering an exciting opportunity for you to join our team and become a member of our community.

This Information Package includes:

- Information for Applications
- Wiluna – What our town and Shire has to offer
- Position Description
- Important Shire Policies
- Organisation Values and Expectations
- What to Expect
- Organisational Structure



Gunbarrel Highway

How to Apply

Please submit a current Resume and Cover Letter addressing the Key Selection Criteria in the Position Description . No more than 3 pages is expected – and a maximum of 5 pages is best.

Submit your application by either:

a) Email to Bevan Napijalo via bevan.napijalo@wiluna.wa.gov.au,
b) Via SEEK on-line, or
c) Hand delivered to the Shire Administration office in a sealed envelope, marked attention to Bevan Napijalo

The Shire of Wiluna is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, and people with disabilities.


Youth Centre -ever popular

Closing Date

Applications for this position are open until a suitable pool of candidates is received. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

Employment Considerations

To be considered for a position at the Shire of Wiluna, applicants must be able to satisfy the following appointment prerequisites:

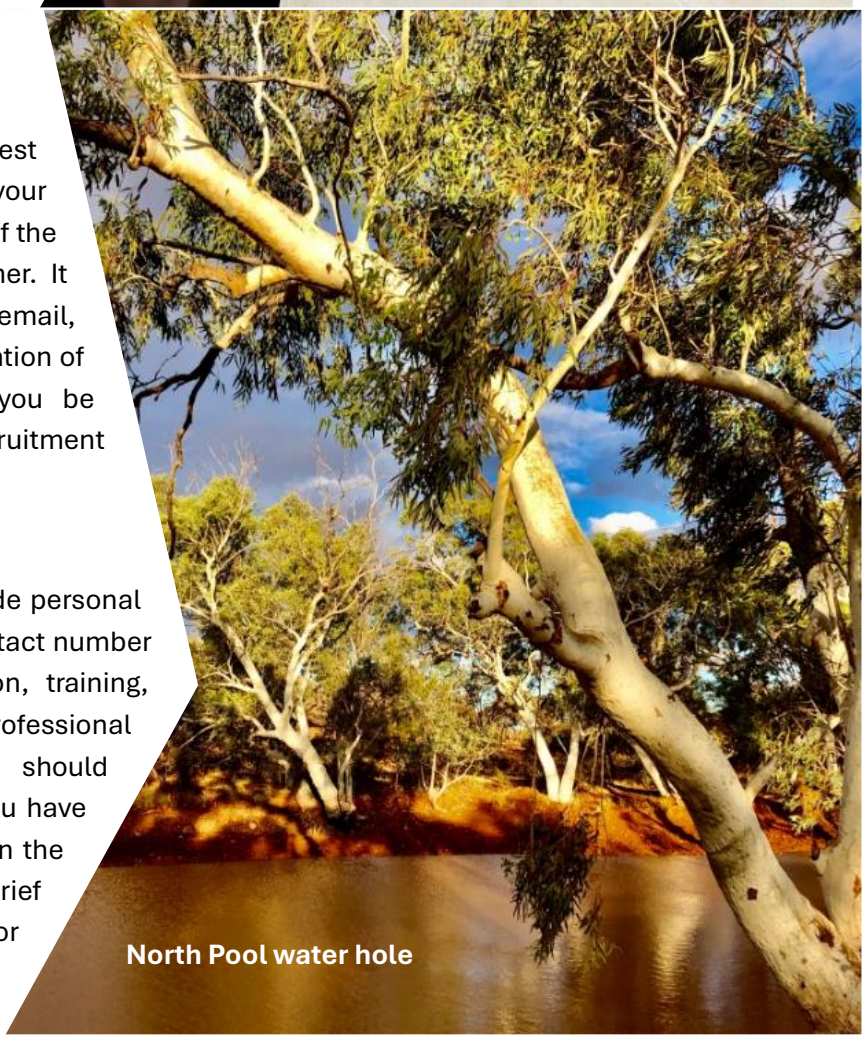
- Current National Police Clearance
- Hold appropriate rights to work in Australia
- Hold a current Working with Children Check
- Completion of a pre-employment medical

Covering Letter

Your covering letter should explain your interest in the position as well as the relevance of your skills, experience and qualifications to each of the Key Selection Criteria in a clear, precise manner. It should also detail your contact information, email, phone and / or mobile number, with an indication of your preferred means of liaison should you be progressed to the next stage of the recruitment process

Resume

Your resume should be up to date and provide personal details such as your name, address, and contact number as well as relevant work history, education, training, courses attended, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the period of employment. In the description of your work history give only a brief summary of the duties and responsibilities for each of the positions.


North Pool water hole

Referees

You should include in the resume the names and contact details of at least two (2) recent referees. It is our preference to contact referees that have worked with you related to the role you're applying for, if viable. At least one referee should be from a manager or supervisor you have reported to within the last 5 years.

Interview Process

The Shire Selection Panel will shortlist the best of the applications and interviews will progress as follows:

a) The Panel will shortlist suitable applicants for further evaluation.
b) Zoom/TEAMS interview of preferred applicants.
c) If the evaluation of these by the selection panel does not present a recommended applicant – a further Zoom/Teams interview will involve a 5 minute case study presentation by each of the remaining applicants, capturing an achievement within a complex setting.

Medical Examination

Following the interview process, the successful applicants will be required to undergo a medical examination Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs will be paid by the Shire. Existing illness, disability or other condition will not necessarily preclude an appointee from the selection process

Subsidised Accommodation

The Shire is able to provide subsidised shared accommodation for individuals in modular units. Fully subsidised dwelling accommodation for families can also be negotiated.


Carnegie Station - Homestays


Dutjahn Sandalwood Oils, Mungilli, Gibson Desert

Wiluna – What our town and Shire has to offer

The Shire of Wiluna provides the true 'golden' frontier lifestyle where history and country have been and can be tough, but exciting.

Gold, Nickel, Iron ore, Lead and Rare earths abound and sees Wiluna at the head of the development front of the Northern Goldfields. The link between the resource rich Pilbara and the Goldfields, anticipated by governments and industry years ago is now within reach. As we approach this juncture multiple economic development, tourism, transport and cultural benefits will come. We already have a gross regional value of production of $1.4B, and this will only increase as the northward development drive continues.



Bushfoods – Martu Rangers

Our airport has gone from 16 landings per week to 38 in the last 12 months. A total rebuild with an extended airstrip, a modern terminal and land-side services will come in 2028. Multiple business opportunities will spring from these investments.

New regional roads, mine haulage roads and distributor roads are spreading around the landscape, and we need to make these more resilient. With the Wiluna North Road in development, we are at the centre (literally) of connecting the future supply chain and value opportunities between Port Hedland and Esperance – a connection of National and State significance. So, while we are small and remote, you'll be part of a team that enjoys yarns and negotiations with the big end of town in Perth and Canberra.



Growth in our Communities

We are the juncture of the iconic tracks of the Canning Stock Route and the Gunbarrel Highway and with a new Motel and Caravan Park our tourism trade is booming. There are big demands for housing, commercial and industrial buildings. We need to extend the towns services and be part of the cheap supply of serviced land to various groups, the mining resource fraternity, local business, not for profits and the growing number of residents.

Wiluna is the home of the Martu First Nations peoples with their songlines,

connection to land and deep-seated customs and long history as colourful as the landscape. The Martu's continuing story spreads to the eastern borders of WA up through to Kimberley region. Martu art is world renowned for its bright and fascinating mix of bold and contrasting colours. The Tjukurba Art Gallery and in-residence Birriliburu artists are a huge drawcard, as are the Martu and Birriliburu Rangers keen to provide ecotours and eco-lodgings in the new Matuwa Kurrarra Kurrarra National Park, Birriliburu Indigenous Protected Area or Ngamurru Nature Reserve.


New Motel & Caravan Park

There is an amazing high sense of community and comradery in Wiluna. There is a strong volunteering ethic here, whether it be to help with key events, to clean up after disasters, be a member of the bush fire brigade or join community focused groups.

Whether it be jumping into the hundreds of water holes scattered across the landscape or finding a gold nugget between your toes in town (yep happens regularly!) there are always new things to do and discover. It's a place of convergence and difference that keeps you on your toes, with a smile on your dial. On the edge of the Little Sand Desert, but plenty of bush, creeks and red pindan soils that grow anything with water...and there's plenty of that underground here.


Mingol Pool water hole

Important Shire Policies

The following are important Shire Reports and Policies – for reference purposes only.

2024-2025 Annual Report

Link to Annual Report

Plan for the Future 2026-2036 – Updated for 2026-27 Budget

Link to Shire Plan

Information Communication and Technology Implementation Plan 2026-2031

Link to Shire Plan

ICT Business Continuity Plan and Disaster Recovery Plan

Link to Shire Plan

Organisation Values and Expectations

Supporting an Inclusive and Diverse Workforce

The Shire of Wiluna is an Equal Employment employer; we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Vision, Values and Behaviours

One proud, inclusive and sustainable community welcoming growth and opportunities

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained within important Shire documents and policies – see above.

Communication

- Ensure that roles and responsibilities are clearly communicated
- Actively listen to the concerns of team members and customers
- Keep team members informed and clearly explain why decisions are made
- Provide and accept regular, valid and objective feedback in relation to individual performance

Trust

- Recognise and report misconduct, illegal or inappropriate behaviour, and help team members do the same
- Be fair and consistent with your dealings
- Be honest with colleagues and trust them to fulfil their roles
- Ensure your actions and others are focused on achieving organisational outcomes
- Take responsibility for the behaviour and performance of your duties within the workplace
- Deal with issues when they arise

Respect

- Treat each team member consistently and equitably
- Lead with honestly, fairness and respect
- Drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals



Martu Bush Trail



Planning our Future together

Innovation

- Contribute to change processes and see change as an opportunity to improve performance
- Lead and support innovation, continuous improvement and strategic planning
- Support the team to implement new ideas and make decisions even if that means learning from their mistakes

Teamwork

- Identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others
- Acknowledge the achievements of my team members
- Address performance and mentor and coach my team
- Encourage a positive working environment
- Set clear objectives and goals for my team to achieve

The Shire of Wiluna is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

CEO's vision for Shire of Wiluna is one that:

- Is customer focused
- Has a culture of action on-the-ground
- Delivers at or above expectations
- Is fiscally reliable
- Empowers community and trains staff
- Has teams across the organisation that deliver together

We will achieve this through managers and leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.





What to Expect in Wiluna

Wiluna offers a big blue sky, unforgettable sunsets, dark nights, bright stars, natural attractions and an outback lifestyle away from the rat race of the coast and cities.

Multi-Cultural Workforce and Community

At the Shire of Wiluna we are proud of our multi-cultural workforce and Community, where our backgrounds and traditions are embraced and shared through conversation and events. As a workforce we are a supportive, tight knit group who work alongside each other no matter our background, standing or position, to achieve the best possible outcome for the community in which we live.

Temperature

The Shire of Wiluna is classified as a subtropical desert climate with extreme temperature variations. The area experiences low rainfall, with an average annual rainfall of about 250mm. The average temperature varies significantly throughout the year, with summer months experiencing high temperatures exceeding 40° C and winter months dropping below 0°C.

1st Nations Community

Wiluna is the home of the First Nations Martu people, our population varies from 300 to 1000 depending on cultural and community events throughout the year.

Canning-Gunbarrel Discovery Centre (Museum)

The combined Museum and Tjukurba Art Gallery with in-residence Birriliburu artists is a huge drawcard for tourists. Come and find out about the history of Wiluna from when the Martu were the spirit of the four Deserts or mining brought 9,000 people to live here in a time when there was even a tram from the southern part of town to the town centre! Find out why Wiluna was on the Japanese bombing plans for WWII?

Supermarkets

Wiluna has two supermarkets with trucks arriving weekly for restocking, including fresh fruit and vegetables - your daily needs are sure to be met.

Wiluna Remote Community School

Our award-winning community school nurtures and educates our children from Kindilink age through to year 12. Wiluna Remote Community School

Ngangganawili Aboriginal Health Service (NAHS)

Ngangganawili Aboriginal Health Service (NAHS) was formed in 1993 to provide health and medical services to the residents of the Wiluna Shire and people from outlying areas, the mining industry, the pastoral stations and tourists visiting our town. NAHS operates a GP Medical Centre on all business days of the year. Other services provided include visiting Dental Health Care, Hearing and Visual Screening. Home » Ngangganawili Aboriginal Health Service

The Tjiwa Café

The Tjiwa Café is a school-funded project that services the community and is used to teach the students valuable work and life skills. With a focus on bushfoods, it provides for Elders teaching students on the use of bushfoods tied to traditional ways.

Dining Out

Surrounding mine sites welcome residents and visitors dining on site. Bookings are essential.

Community Events

We have at least one community event per month. These events are run by our extraordinary Community Team, the Wiluna Remote Community School and not for profit organisations, with support from local businesses and Mines who operate with the Shire. These are the perfect opportunities to catch-up with friends, meet new people, offer a helping hand or volunteer for the next event.

Recreation

- Our swimming pool is open from October through to April and it is free to the public.
- The skate park is located next to the pool, this area is used daily for entertainment.
- Fully equipped gym - Membership is free for Shire staff, access is 24/7.
- The Pavillion is our sports club house overlooking our lawned oval where sports carnivals and community events are often held.
- Travel to Wells 1 to 4 of the Canning Stock Route. Well 1 is only 2km to the north of Wiluna.
- Swimming holes to discover, one of our largest and closest is North Pool a mere 10kms from town.
- Bush walking, bush foods and mountain bike track
- Bird watching - Wiluna is a birdwatcher's paradise, featuring 154 bird species across our Shire. The rich biodiversity makes it a unique opportunity to explore and observe various bird species in their natural habitat.
- Gold Prospecting and Fossicking - Gold was found near Wiluna on St Patrick's Day, March 17, 1896. Gold can still be found in various areas around Wiluna.