



# Winton Shire Council

LEGENDARY SAFE SCENIC

## INFORMATION PACKAGE

First Start Administration Trainee

**Applications Close 5.00pm 12 March**

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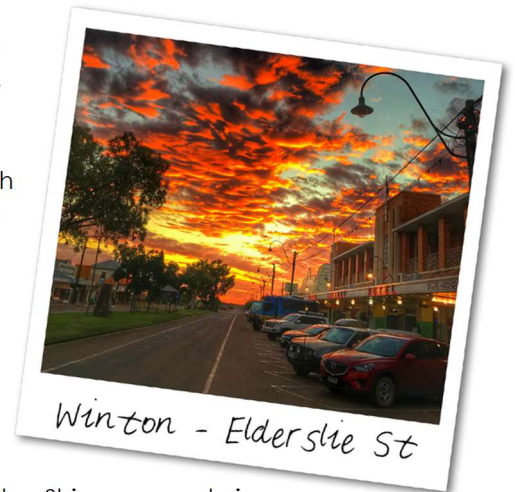


## SHIRE PROFILE

### About Winton Shire Council

Winton is located in Central Western Queensland on the Landsborough Highway, 180 kilometres northwest of Longreach and 472 kilometres south east of Mount Isa. Winton is approximately 1,500 kilometres from Brisbane, covering 53,935 square kilometres and boasting a population of around 1,150 people. Home to diverse landscapes with rolling Mitchell Grass Downs suddenly interrupted by mesa formations, starkly beautiful red earth and spinifex country, Channel Country and undulating plains as far as the eye can see with a myriad of dry channels, waiting for the wet season.

Winton has a rich history with links to the Great Shearers' Strike, Waltzing Matilda and QANTAS, but today the town is almost as well known for something far more ancient... dinosaurs.



Winton - Elderslie St



Dinosaur Country!

The first official dinosaur discovery in Winton Shire was made in 1962, approximately 110km South-West of Winton – a fossilised footprint with the site later revealing a stampede with over 3,300 footprints. Later discoveries were the then largest dinosaur found in Australia a 20-30 ton Sauropod nicknamed "Elliot" discovered on a property outside Winton in 1999, and his friends, more Sauropods of the group called Titanosaurs (the largest dinosaurs to walk the earth) in varying sizes and types – and "Banjo", Australia's largest known carnivorous dinosaur. Winton is known as the home of Waltzing Matilda, with A B (Banjo) Paterson writing our national song in 1895, whilst visiting Dagworth Station. Legend has it that the first public performance of Waltzing Matilda happened at Winton's North Gregory Hotel on 6th April 1895.

Twenty-five years later, Winton became the birthplace of the Queensland and Northern Territory Aerial Service (QANTAS), registered as a company in Winton on 16th November 1920. This was followed by its first Board Meeting in 1921, held on the 10th February at the Winton Club. Later in 1921, the Winton Shire Council became the first local authority in Australia to support Commercial Aviation after subsidising by half the costs of establishing a landing field in Winton, to the sum of £20. The local expression is that QANTAS was conceived in Cloncurry, born in Winton and grew up in Longreach! When the area was settled in the late 19th century, the region's low annual rainfall made it ideal for sheep, and up to 1.5million sheep have been grazed during a past good season. In recent times, graziers have increasingly shifted from wool production to beef production. The opal mining industry also flourishes in Winton, and has for more than a century. Some of the best boulder opal has been found from claims within the Winton Shire.



Boulder Opal Country





## Towns of the Winton Shire

### Winton

Winton Township is located on the Matilda Highway, between Longreach and Kynuna and is the gateway to Australia's Dinosaur Trail and the Outback Way. Winton town is the Shire administration centre and is known for friendly hospitality and big smiles. The town boasts a selection of good affordable accommodation, caravan parks, great food outlets, Searles Outback Store, various retail outlets and general stores for all your travelling needs. There is opportunity to get involved in the local atmosphere during one of Winton's many events and festivals, including Waltzing Matilda Day, Diamantina Camp Draft, Turf Club Races, Drag Racing, Camel Races, Film Festival, Opal Festival and the Winton Outback Festival (bi-annually) to name just a few.



### Opalton

Is the home of Queensland Boulder Opal and lies 123 kilometres south-west of Winton. Opal was first discovered in Winton by George Cragg in 1888 and the first mine was worked in 1894. By the end of the 19th Century there was a bustling township of 600 and Opalton became known for the enormous quantity and quality of its opal. Notably, in 1899 the largest piece of opal ever recorded was mined from Opalton, a pipe opal that measured more than three metres long.



### Corfield

Is a tiny town located 90 kilometres north of Winton on the road to Hughenden. The town can be identified only by the small cluster of buildings on the rolling Mitchell grass downs. Once a busy railway siding, Corfield is now known for the annual "Corfield Cup" race meeting, when the population explodes with people visiting from near and far.



### Middleton

Located 164 kilometres along the Winton-Boulia Road, Middleton made history in 1862, when McKinlay and his search party for Burke and Wills, entered the area. In fact, Middleton's name is derived from this search party after a creek named for the man second in charge – Middleton.



## THE COUNCIL ORGANISATION

The Winton Shire Council Mayor and five (5) Councillors are the decision-making body and matters for consideration are directed through regular Council meetings. One of these positions is currently vacant. Ordinary meetings of council are held on the third Thursday of the Month. Special Meetings are convened when necessary to consider specific items such as budget, major projects and future directions.



Cr Gavin Baskett  
**Mayor**



Cr Tina Elliott  
**Deputy Mayor**

VACANT



Cr Shane Mann



Cr Anne Seymour



Cr Cathy White

The Winton Shire Council is managed by its Chief Executive Officer and the Managers of:

- Corporate and Regulatory Services
- Community and Economic Development
- Works and Utilities



1 150+

Population



+122

Staff



\$37M

Total Budget



\$242M

Community Assets

There are 122 staff providing services and managing assets within an annual operating budget of more than \$ 25.5 million, Capital Budget of \$ 17.5 million and Net Community Assets of \$242 million.

## MISSION STATEMENT

Winton Shire Council's Mission Statement: "To lead and work in partnership with the Community, to improve our lifestyle whilst preserving our heritage for future generations.

### Vision

Winton, Legendary, Safe, Scenic.





## CORPORATE VALUES

### Accountability

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### Effectiveness

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### Efficiency

The concept that in the process of pursuing or effecting any program, procedures or task where all wastage is minimised.

### Sustainability

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### Meaningful Community Engagement

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### Good Governance

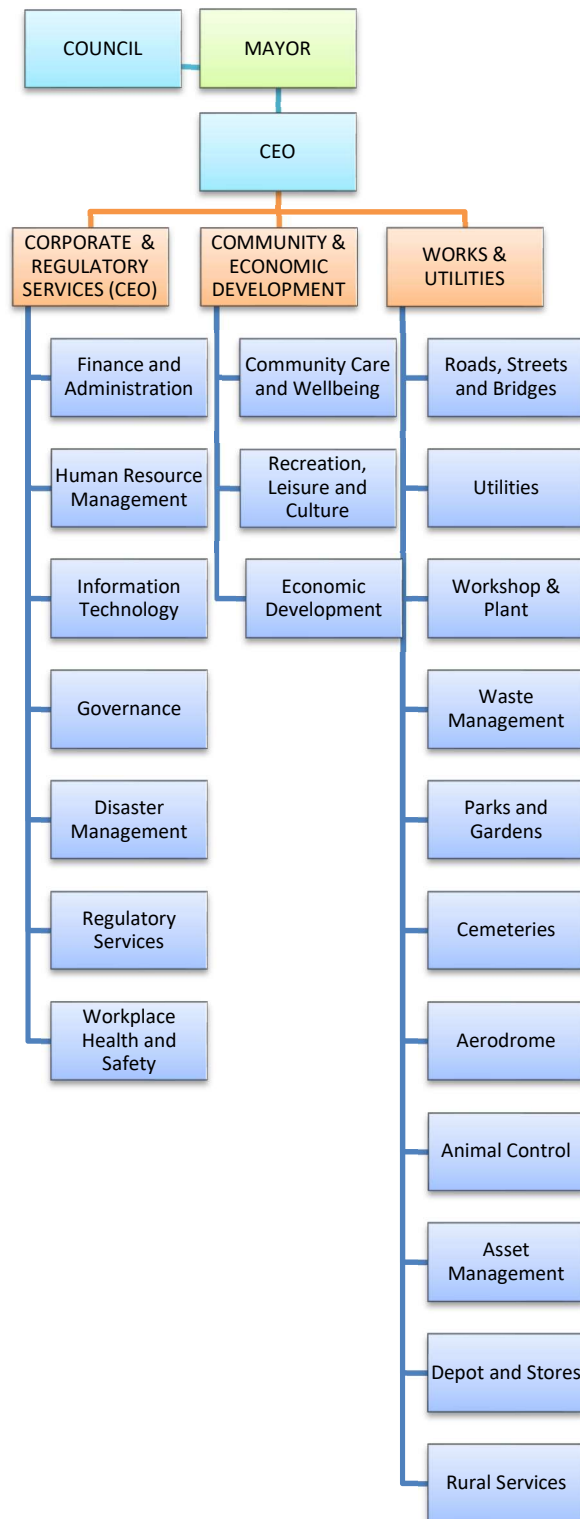
This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### Ethical and Legal Behaviour

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.



## CORPORATE STRUCTURE



## THE POSITION



# WINTON SHIRE COUNCIL POSITION DESCRIPTION

## 1. POSITION DESCRIPTION

<b>Position Title:</b>	<b>First Start Administration Trainee</b>
<b>Portfolio:</b>	<b>Finance and Governance Services</b>
<b>Department:</b>	<b>Administration</b>
<b>Location:</b>	<b>Winton Shire Council 75 Vindex Street Winton QLD 4735</b>
<b>Classification Level:</b>	<b>State Training Award/Order Rates Qld Local Government Industry (Stream A) Award 2017 or Order for Trainees and Apprentices State or Qld State Training Award</b>
<b>Terms of Employment:</b>	<b>Full Time for the duration of the Traineeship (12 months)</b>
<b>Supporting Documents:</b>	<b>Employee Code of Conduct Workplace Health &amp; Safety Responsibilities Staff Induction Booklet WSC Drug and Alcohol Policy</b>

## 2. ORGANISATIONAL ENVIRONMENT

### Winton Shire Councils Mission Statement is:

'To lead and work in partnership with the community to improve our lifestyle whilst preserving our heritage.

### Winton Shire Councils Vision is:

"Winton Legendary Safe Scenic"

### Winton Shire Council Corporate Values

#### Accountability

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#### Effectiveness

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**3. ORGANISATIONAL RELATIONSHIPS**

<b>Reports to:</b>	Finance Officer / HR Officer
<b>Supervision of:</b>	Not Applicable
<b>Internal Liaisons:</b>	Administration, Works and Corporate and Community Services Departments
<b>External Liaisons:</b>	Customers, Winton Shire Community and visitors to Winton as required.

**4. POSITION OBJECTIVES**

To successfully complete the Administration Traineeship within twelve months whilst gaining experience in an office environment including reception duties, customer service, basic finance duties, filing and other administration duties.

**5. ORGANISATIONAL COMMITMENT****CORPORATE**

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.



**CONFIDENTIALITY AND IMPROPER USE OF INFORMATION**

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

**CONTINUOUS QUALITY IMPROVEMENT**

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

**WORKPLACE HEALTH AND SAFETY**

All employees have a duty under the Workplace Health and Safety Act 2011 Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

**6. QUALIFICATIONS/LICENCES/TICKETS REQUIRED****DESIRABLE**

- Current drivers licence

**7. REQUIREMENTS AND WORKING CONDITIONS**

The following requirements and working conditions are desired:

- The Council Employee Code of Conduct applies to this position; and
- Work duties outside normal business hours will be a regular requirement of this position and its associated duties.

**8. STATEMENT OF KEY RESPONSIBILITIES AND DUTIES**

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's Operational Plans, Corporate Plans and Community and Economic Development Department policies and Procedures. The key responsibilities of the position are:

- Assisting with the delivery of administrative support through the timely, efficient and effective performance of all duties required through the Finance and Governance portfolio.
- Work with the various program teams at the Winton Shire Council regarding the myriad of programs and gain an understanding on all areas as part of your study.



- Assist in development of skills to further employment potential.
- Other duties as directed by the Position Supervisor relevant to the position and within the capabilities of the staff member.

## 9. KEY SELECTION CRITERIA

The applicant's suitability for this role will be assessed against the following competencies:

- SC1** Basic understanding of office protocols associated with the role and an ability to undertake training and study as part of the position.
- SC2** Sound interpersonal, written and oral communication skills with the ability to interact effectively with people from diverse backgrounds.
- SC3** Ability to maintain a high level of diplomacy and confidentiality including sound initiative and judgement when assisting with sensitive issues
- SC4** Good general computing skills including the use of emails and internet. Experience with the Microsoft Office programs is desirable; and
- SC5** Ability to work effectively within a team environment, establish work priorities and meet deadlines including a sound understanding and commitment to Equal Opportunity and Workplace, Health and Safety principles and practices.

## 10. OTHER RELEVANT INFORMATION

- The selected applicant may be required to undertake a pre-employment medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position.
- The selected applicant may be subject to a criminal background check by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made by the Chief Executive Officer regarding permanent employment in the position.
- This is a description of the job as it is at present constituted. It is the practice of Winton Shire Council, periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each Director in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is Winton Shire Council's aim to reach agreement to reasonable changes where identified.

Whilst employment is in the position described in this document it is understood that employment is with Winton Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.





## RECRUITMENT PROCESS

The closing date for reception of applications is **5:00pm 19<sup>th</sup> February 2022**. Candidates should lodge their applications in accordance with the directions outlined in "How to Apply for the Position" below.

### Shortlisting and Interviews

The Shortlisting of all applicants will be undertaken by the Selection Panel convened for the role which will include three participants. The Selection Panel will review all written applications and then short list for interview. First round interviews may be conducted via teleconference in the first instance and a second follow up interview will be undertaken in Winton prior to a decision being made on a suitable applicant. All unsuccessful applications will be notified in a timely manner.

## HOW TO APPLY

We invite you to lodge a formal application by **5:00pm 12 March 2021** comprising three documents:

- a CV; and
- an application form/cover letter in Word Format
- a response to the Key Selection Criteria (section 9 of the Position Description) by illustrating your responses with examples of how you meet the criteria – it is not sufficient to just indicate what you have done – we are more interested in the "How". As a guide we need no more than one page on each criterion.

After preparing the response please direct your application (Cover Letter, CV and Response to Key Selection Criteria) to:

CEO – Winton Shire Council Email: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## FURTHER INFORMATION

For further information in relation to this position please contact the Finance Manager or HR Officer on 07 4657 2666.

