



SHIRE OF COOROW

APPLICATION PACKAGE INFORMATION FOR CANDIDATES

Trainee - Business

Coorow

Phone: 08 9952 0100

admin@coorow.wa.gov.au

22-26 Main Street

PO Box 42 COOROW WA
6515

Leeman

Phone: 08 9952 0100

leeman@coorow.wa.gov.au

20 Morcombe Road

PO Box 238 LEEMAN WA
6514

ABN: 98 727 377 894

www.coorow.wa.gov.au



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1. ADVERTISEMENT (FULL)

Traineeship

Cert II or III in Business

12-month fixed term position

Applications are invited from interested persons for the position of Trainee, to undertake:

Certificate II or III in Business

Conditions will be in accordance with the Local Government Officer's (Western Australia) Interim Award, subject to highest year of schooling completed and years out of school.

The successful applicant will be enrolled with a Registered Training Organisation for the duration of the traineeship. Onsite study hours of approx. 5 hours per week are provided.

The position is based at the Coorow Administration Office and will operate within the Shire's established guidelines, procedure and policies.

Enquiries can be directed to Mia Maxfield on 9952 0100. A position description and Selection Criteria are available on the Shire website www.coorow.wa.gov.au or email enquiries can be made to admin@coorow.wa.gov.au

Applications including the preferred traineeship and names of two referees must be received by the undersigned by 4pm Friday 16 September 2022 and should be addressed to:

'PRIVATE AND CONFIDENTIAL'

The Chief Executive Officer

Shire of Coorow

PO Box 42

Coorow, WA, 6515

Alternatively - emailed to ceo@coorow.wa.gov.au or admin@coorow.wa.gov.au

The Shire of Coorow is an equal opportunity employer.

Mia Maxfield
Chief Executive Officer

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admin@coorow.wa.gov.au

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2. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Coorow is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two referees.

Applications should not be submitted in plastic sleeves, binders or files.

Please do not submit originals of important documents such as qualifications and references.

Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Late Applications

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical and Police Clearance

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense. The successful applicant will be required to provide a Police Clearance (reimbursed by Council).

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Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

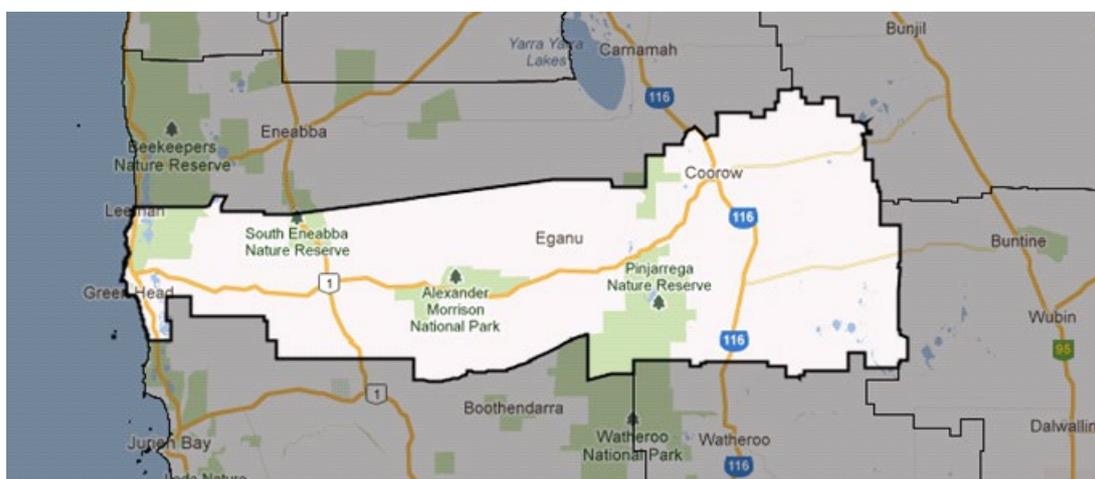
Chief Executive Officer, Shire of Coorow, PO Box 42 Coorow, WA, 6519

Further Information

Should you require further information about the position, please contact the CEO Mia Maxfield on 9952 0100 or email ceo@coorow.wa.gov.au

3. ABOUT THE SHIRE OF COOROW

The Shire of Coorow is located approximately 270 kilometres north of Perth, and consists of three main town sites; Coorow, Leeman and Green Head.



The Shire encompasses an area of 4,189 square kilometres, and has a number of natural assets, including beaches, national parks, and bushlands. Within the Shire, the town sites of Leeman and Green Head are coastal communities which are experiencing minor growth due to holiday homes, tourism and relocation of retirees. The town site of

Coorow is small and provides basic goods and services to residents of the town and to the rural area immediately surrounding the town, and is declining in population. The Shire's primary industry is agriculture.

Coorow

Coorow is a small farming town approximately three hours' drive from the Perth CBD, following the Midlands Road off Great Northern Highway. A scenic drive through farming areas and small towns, with so much history to learn and architecture to see along the way. You can take in the

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beauty of the seasonal wildflowers scattered along the roadside including Banksias, Grevilleas and a variety of native flowers.

Coorow is a very proactive farming community, consisting of four localities;

- Gunyidi
- Marchagee
- Waddi Forest
- Warradarge

Coorow Town has a population of approx. 250 with a total of approximately 1,400 within the Shire. The Coorow community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. With local sporting clubs offering lawn bowls, tennis, football and netball. There is swimming pool, football, netball and hockey facilities located at Maley Park.

The main street includes The Coorow Hotel, Supermarket, Service Station and rural suppliers plus other local industries. With the abundance of gorgeous wildflowers in season, proximity to the beautiful central coastline, and its idyllic bush setting, Coorow is enjoyed by residents and visitors alike. Our Shire is also renowned for a variety of rare flora. Pre- Primary and Primary Schooling is available at Coorow with secondary Schooling to year 10 (and year 11 and 12 non-TEE) at Carnamah and Morawa. The Carnamah Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Coorow community continues to thrive.

Leeman

Leeman is a small coastal town and like Coorow it is an approximate three-hour drive from the Perth CBD, Following the scenic route along Indian Ocean Drive. This route passes inviting white sandy beaches and one of Western Australia's many unique attractions, The Pinnacles Desert. Making it worthwhile to take the drive a little slower and enjoy what our beautiful coast has on offer. Another site to see is the Stockyard Gully National Park. The caves, gullies and bushland play host to a range of native flora and fauna, to get to the national park a 4wd will be necessary as the area can be subject to flooding. Nearby, Lake Indoon is a picturesque freshwater lake and is renowned as a premier location for water-skiing. Due to the sheer size of the lake, it is a great spot for an array of water birds. It's also a popular free-camp site and a prime location for stargazing lovers. Keep an eye out for the kangaroos and emus that inhabit the surrounding bushland and cattle when driving.

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Green Head

Green Head is a small, friendly coastal town and is a three-hour drive north of Perth on the Indian Ocean Drive. Its pristine beaches and laid-back lifestyle provide a relaxed holiday atmosphere, it is also home to a million-dollar rock lobster industry.

Situated on a headland, Green Head's bays offer white sandy beaches where you can swim and snorkel, while offshore islands and reefs are perfect for fishing and scuba diving. Green Head is most known as home to Dynamite Bay, listed number 19 in Australia's Top 101 Best Beaches for 2017.

Take in the scenery of the town by strolling the 'Three Bays Walk Way' which is a connected series of footpaths, coastal tracks and other paths along these bays. Signage has been installed to let tourists immerse themselves in the landscape, experience its natural beauty, learn about the Aboriginal and European history. During the cooler months, bushwalking is a popular past time. Head out to the Lesueur National Park where many different walks are available and suit a range of fitness levels.

Between the towns of Green Head and Leeman, Milligan Island is the only "nature-based" short term (72 hours maximum) camping site within the Shire of Coorow. Nestled behind a dune amongst natural vegetation with a short walk to a secluded beach, this Eco camping site is perfect for the RV or self-contained tourist.

4. REMUNERATION

The position of Trainee (Business) will be paid in accordance with the Local Government Officers (Western Australia) Interim Award and relevant Council Policies. Sick leave, and other normal benefits and conditions form part of the package.

The package includes a pay rate of subject to the highest year of schooling completed and years out of school. Council works 40 hours/week with an Accrued Rostered Day Off per month, with additional superannuation of 3% conditional on the employee making a contribution of 5%.

The successful applicant will be enrolled with a Registered Training Organisation (Central Regional TAFE) for the duration of the traineeship. Training fees will be paid by the Shire. Approx. 3 hours of study per week, to be conducted onsite, form part of the normal work hours.

If the traineeship is not completed, the applicant will be required to reimburse the Shire the full cost of RTO training fees.

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Wage Level B Full Time AQF Certificate Level I - III	Highest year of schooling completed		
	Year 10 per week \$	Year 11 per week \$	Year 12 per week \$
School leaver	347.10	382.20	455.30
Plus 1 year out of school	382.20	455.30	529.90
Plus 2 years out of school	455.30	529.90	616.60
Plus 3 years out of school	529.90	616.60	706.00
Plus 4 years out of school	616.60	706.00	
Plus 5 or more years out of school	706.00		

5. POSITION DESCRIPTION

Position Title: Business Trainee

Full time: 38 hours/week

Tenure: 12 months fixed term with 3 month probation

Section: Administration

POSITION OBJECTIVES

To provide a twelve-month training program for a person with an interest in developing a career in Local Government or business administration.

KEY RESPONSIBILITY AREAS

The position provides the opportunity for the trainee to develop skills and gain experience

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in a Local Government work environment. Duties and responsibilities will be allocated in the following areas as required:

- Customer Services
- Finance
- Records
- Governance

The trainee will also be required to:

1. Undertake training and make satisfactory progress towards completion of Certificate II or III in Business.
2. Undertake duties in other areas of operations as directed.
3. Provide administrative & clerical support to the Executive Team as required.
4. Provide administrative & Project/event support to the Community Development Officer.
5. Prepare refreshments for Councillors, Staff and Visitors as required
6. Monitor stationery and other supplies associated with position & order as necessary.
7. Ensure Flags are displayed & retrieved in line with flag protocol Daily.
8. Sort and distribute incoming mail to areas and staff within the organisation, and dispatch outgoing mail.
9. Type business letters, reports or office memoranda using word-processing programs.
10. Answer telephone enquiries from customers, attend to visitors and assist other staff in the organisation with their enquiries.
11. Operate a range of office machines such as photocopiers, computers and faxes, file papers and documents so that they can be easily found when needed.
12. Maintain Shire notice boards & advertisements.
13. Undertake other duties such as banking, data entry, Synergy Soft receipting.
14. Comply with Council's Code of Conduct.
15. Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
16. Reporting operational risks to management.
17. Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health Regulations 1996, and EEO legislation.

ORGANISATIONAL RELATIONSHIPS

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Responsible to: Senior Finance & Administration Officer
Deputy Chief Executive Officer
Chief Executive Officer

Internal Liaisons: Chief Executive Officer
Deputy Chief Executive Officer
Managers
Other Staff

External Liaisons: Relevant government departments
Ratepayers and the general public

6. EXTENT OF AUTHORITY

Works under direct supervision and work outcomes are regularly monitored by the Senior Finance & Administration Officer, Chief Executive Officer and Deputy Chief Executive Officer.

7. SELECTION CRITERIA

Essential

1. WACE (Yr. 10,11 or 12)
2. A genuine interest in completing a traineeship in Business within Local Government
3. Willingness to provide quality customer service
4. Demonstrate experience in using Microsoft applications including Word and Outlook at a basic level.
5. Good interpersonal skills, with the ability to work in a team environment.

Knowledge, Skills and Experience

1. Basic knowledge of administration and office procedures.
2. Provide excellent customer service.
3. Ability to use Microsoft Office based applications at a basic level.
4. Good interpersonal skills.
5. Ability to work in a team environment
6. BSB20115 CERTIFICATE II IN BUSINESS

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Condition of Employment

I acknowledge acceptance of the above conditions of employment for this position with the Shire of Coorow.

Name

Sign

Date ____/____/____

QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

ENTRY REQUIREMENTS

Nil

PACKAGING RULES

Total number of units = 12

1 core units plus

11 elective units of which:

- 7 elective units must be selected from the elective units listed below

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- 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 2 of the 4 elective units may be selected from either a Certificate I or a Certificate III qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBWHS201 Contribute to health and safety of self and others

Elective Units

BSBCUS201 Deliver a service to customers

BSBIND201 Work effectively in a business environment

BSBINM201 Process and maintain workplace information

BSBINM202 Handle mail

BSBINN201 Contribute to workplace innovation

BSBCMM201 Communicate in the workplace

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBITU213 Use digital technologies to communicate remotely

BSBSMB201 Identify suitability for micro business

BSBSUS201 Participate in environmentally sustainable work practices

BSBWOR202 Organise and complete daily work activities

BSBWOR203 Work effectively with others

BSBWOR204 Use business technology

FNSACC311 Process financial transactions and extract interim reports

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