



SHIRE OF MENZIES • CAREERS

Candidate Information Pack

Red dirt, big skies and a career like no other.



WELCOME TO

About the Shire of Menzies

Steeped in gold rush history and packed with hidden gems, the Shire of Menzies is a place for the adventurous, and the adventurous at heart.

Here, you won't just have a job. You'll have a lifestyle, a community and career experiences you simply can't find in the city.

Fast-track your career

In a small regional shire, you're not one of hundreds. Office-based staff gain hands-on experience across every part of local government, building the skills and confidence that lead to future leadership roles, often years sooner than in a metropolitan council.

Out in the field

Works-based staff look after infrastructure, camping destinations and airstrips across the Shire, with red dirt underfoot and crisp Goldfields blue skies stretching to the horizon.



We live our values of **honesty, integrity, respect and consideration** towards all employees, Councillors and the community. They guide what we do, how we do it and who we employ.

MENZIES AT A GLANCE

130 km

to Kalgoorlie

1 hour

flight from Kalgoorlie to Perth

51

sculptures at Lake Ballard

9-day

fortnight for full-time staff

Our Employee Benefits

We value our people and work hard to create a workplace that attracts, retains and rewards the best talent. We also understand that moving to regional WA is a big step, so we offer a suite of benefits to make the move to Menzies as comfortable and rewarding as possible.

Relocation Assistance



Financial assistance may be available to help with your move to Menzies. Unsure if your role qualifies? Just ask us.

Competitive Pay



Base salaries are set well above the Award rate and reviewed regularly to keep us competitive.

Subsidised Housing



Eligible employees can access subsidised Shire housing, with free internet included.

9-Day Fortnight



Full-time, permanent employees work a 9-day fortnight, enjoying a long weekend every second week.

Additional Super



The Shire matches voluntary employee contributions to superannuation.

Professional Development



We support our people to attend training and professional development opportunities to grow their skills and career.

Loyalty Pay



We reward long-term commitment with a loyalty payment for continued service with the Shire.

Employee Assistance Program



Free, confidential counselling and support services, whenever you need it.



ABOUT OUR REGION

Life in Menzies

The honest picture

Embracing the move does come with its challenges. Menzies is a small, close-knit town, and we think that's part of its charm. Around 150 more people live in the Tjuntjuntjarra Community near the South Australian border. Community amenities and services are limited, so it helps to know what to expect.

In town you'll find

- ✓ A school catering for Kindergarten to Year 12
- ✓ The Community Resource Centre, which houses the Post Office, Visitor Centre and Library, and also sells snack items
- ✓ The Caravan Park, Art Centre and the Menzies Café, which stocks basic essentials
- ✓ A food van at the southern car park
- ✓ A water park, skate park, tennis and basketball courts, the Youth Centre and walking trails around town

Health care

A Community Nurse is in town three days a week and the Royal Flying Doctor Service visits monthly. The nearest pharmacy is in Leonora, about 100 km north, but medications can be ordered and delivered through the Community Resource Centre, or purchased in Kalgoorlie, about 130 km south.



ROAD TRIP COUNTRY

Weekends are for adventure

Lake Ballard

Spend a day among Antony Gormley's 'Inside Australia', 51 sculptures spread across 10 square kilometres of salt lake, each cast from a Menzies resident. Stay for sunset, when the sculptures cast eerie shadows and, with no light pollution, the stars put on an unforgettable show.

Kookynie & Niagara Dam

Explore township ruins, then call into the iconic Grand Hotel Kookynie for a cold drink, a hot meal and a slice of history, in a near-ghost town of just a handful of residents.

Golden Quest Discovery Trail

Follow the trail through the ghost towns and historic sites north of Kalgoorlie. Lake Ballard is one of its highlights.

City comforts when you need them

Kalgoorlie, about 130 km south, is the region's major centre, with supermarkets, national retailers, restaurants, cafés and pubs. From there, Perth is just a one-hour flight away.

Application Process

Thank you for your interest in joining the Shire of Menzies. This section will help you prepare your written application and plan for your interview.



What we need from you

Selection involves a written application, an interview and reference checks. The selection criteria are set out in the Position Description, available on our website with each vacancy.

Please make sure we receive your application by the closing date in the advertisement. **Late applications will not be accepted unless prior arrangements have been made with the Chief Executive Officer.**

Covering letter

Summarise your background and suitability for the position, and relate it to all of the selection criteria in the Position Description.

Resume

We suggest your resume includes:

- Your employment history, starting with your most recent position, including employer, position title and a brief summary of your tasks
- Relevant training courses from the last two to three years
- Activities outside work that are relevant to the position

Top tips

- ✓ Clearly outline your qualifications and skills
- ✓ List your employment and education, most recent first
- ✓ Include your contact details

Selection Process

Shortlisting

After the advertising period, we shortlist candidates based on the skills and experience in their applications. Initial screening may include a phone or video interview to clarify details. We will contact you if you progress to the next stage.

Interviews

If you are selected for interview, we will contact you in advance to arrange a suitable time. The interview is our chance to get to know you. We will ask for specific examples of your experience and achievements in previous roles.

Preparing for your interview

- Re-read the Position Description and selection criteria
- Think of examples of work situations where you used the relevant skills
- Consider how you would carry out the duties, the problems you might face and how you would solve them
- If the role supervises staff, think about your leadership and coaching experience

Interview tips

- ✓ **Prepare.** Research the Shire, write down questions to ask us, and practise answers to common questions.
- ✓ **Don't assume** the panel knows your suitability, even if you've worked with them before.
- ✓ **Use real examples.** Your direct experiences give us the best insight into your skills.
- ✓ **Be yourself.** Let your personality shine through.

Medical and background checks

Shortlisted applicants will be required to complete a medical examination and obtain a satisfactory National Police Clearance.

Referees

We may contact your nominated referees at the appropriate time. We will let you know first, so you have time to advise them.





READY TO MAKE THE MOVE?

We'd love to hear from you

For more information, contact our Executive Officer, Maureen Yulo-Uy:

☎ 08 9024 2041

✉ ea@menzies.wa.gov.au

➔ www.menzies.wa.gov.au/employment



Anita Nathan (Anitha Varadaraj)

Chief Executive Officer