



# CANDIDATE INFORMATION PACK

**Moirá Shire Council**

**ABN:** 20 538 141 700

**Post:** PO Box 578, Cobram, Vic 3643

**DX:** 37801, Cobram

**Cobram Administration Centre:**

44 Station Street, Cobram

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100 Belmore Street, Yarrawonga

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## ABOUT MOIRA SHIRE COUNCIL

### Proud Past

Moirá Shire was created in November 1994. It extends from the junction of the Goulburn River with the Murray River in the west, along the Murray River in the north to the junction with the Ovens River, south down the Ovens River to the Tungamah-Peechelba Road, zigzagging south and west along Boundary Road below Lake Rowan and St James and west to the Goulburn River.

The phases or events that constituted the major contributing factors to the economic development and growth of the Shire are:

- 1840s-1880s - squatters and their runs;
- 1853-1880s - river boats;
- 1870s-early 1900s - land selection;
- 1880s-early 1900s - railway lines;
- 1890s - water supply and irrigation schemes;
- 1930s - construction of Yarrawonga weir and irrigation schemes; and
- 1945 - Soldier Settlement (Murray-Goulburn Irrigation Area).

The County of Moira was in the last group of counties in the colony to be proclaimed, in February 1871.

Early transport in the Shire was by foot, horseback and horse or bullock drawn wagons. From the early 1850s, riverboats provided a much needed form of transport along the Murray River. Although some roads were established in the region, the local shires were not established until the 1870s and funds were rarely sufficient to develop and maintain roads and bridges. Regular floods of the major rivers and creeks in the region resulted in badly maintained roads and river crossings. Serious droughts affected the colony from 1877 to 1881, which resulted in legislation to set up water trusts to establish and manage local works.

The rivers and creeks of the Shire are the lifeblood of the land. Three major rivers, the Murray, Goulburn and Ovens, constitute a large part of the boundary of the Shire to the east, north, west and south west. The Broken Creek (also referred to as Broken River) runs through the Shire, as do larger creeks, such as Boosey Creek. The alluvial floodplains, rivers and creeks and irrigation schemes support an agricultural area covering 71 percent of the Shire, of which about half is irrigated and half is 'dry'.

The construction of weirs and irrigation channels in the Shire had the greatest impact on the development of the region into a major agricultural, horticultural and dairying centre. The Soldier Settlement period following World War II had a major impact on the population and production growth of the Shire; however, the long-term effect would not have been achievable to the same extent without the network of irrigation channels.

In the current climate, the Shire remains heavily reliant on agriculture, horticulture and tourism.

Moira Shire is a vibrant and progressive place in which to live, work and invest.

### The Moira Advantage

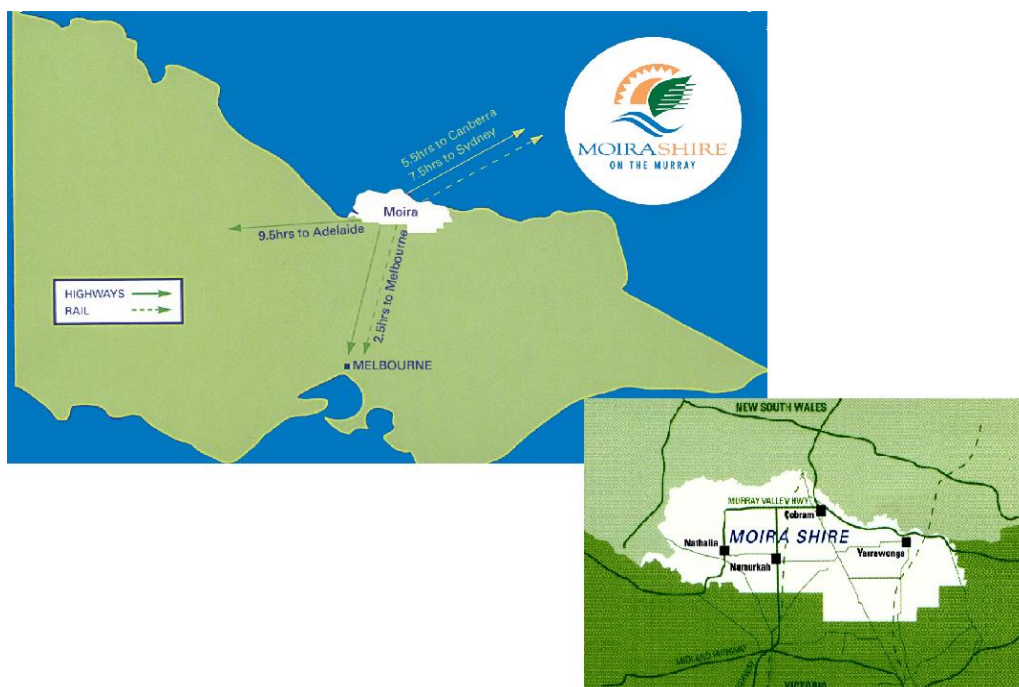
Moira Shire has its location on the majestic Murray River with lifestyle, location and opportunities to maximise The Moira Advantage. In fact, so many people are choosing to call Moira home that it is one of the fastest growing municipalities in Victoria. One of Moira's major towns, Yarrowonga, was named in the top 10 lifestyle change destinations nationally by *The Australian* newspaper.

### Lifestyle

Access to affordable rural and urban housing, good educational facilities, excellent sporting and recreational opportunities, award-winning health services, clean, fresh air and an active and friendly community; it is no surprise to those who live here that the area is experiencing strong residential and commercial growth.

### Location

Moira is strategically positioned just a 2.5 hour drive from Melbourne and close to other regional centres such as Shepparton, Wangaratta, Echuca-Moama and Albury-Wodonga.



### **Opportunity**

The area's warm Mediterranean climate, appealing natural environment and strategic location means Moira is home to agricultural, horticultural, viticultural and tourism operations.

Stretching from Bundalong in the east to Barmah in the west, attractions include wineries, historic homesteads, galleries, craft shops, licensed clubs, water sports, fishing, beaches, forests, lakes, rivers and wetlands.

### **Vision**

Moirá on the Murray; with an environmentally, economically and socially sustainable community: the best place to be.

### **Mission**

To serve our community through transparent open governance, active engagement, strong advocacy and the provision of affordable services.

### **Core Values**

Ethical leadership underpins Council's decision making and operations. At all levels, Council seeks to ensure there is an appropriate balance between the value-based organisational culture described by our Core Values and enforcing relevant controls.

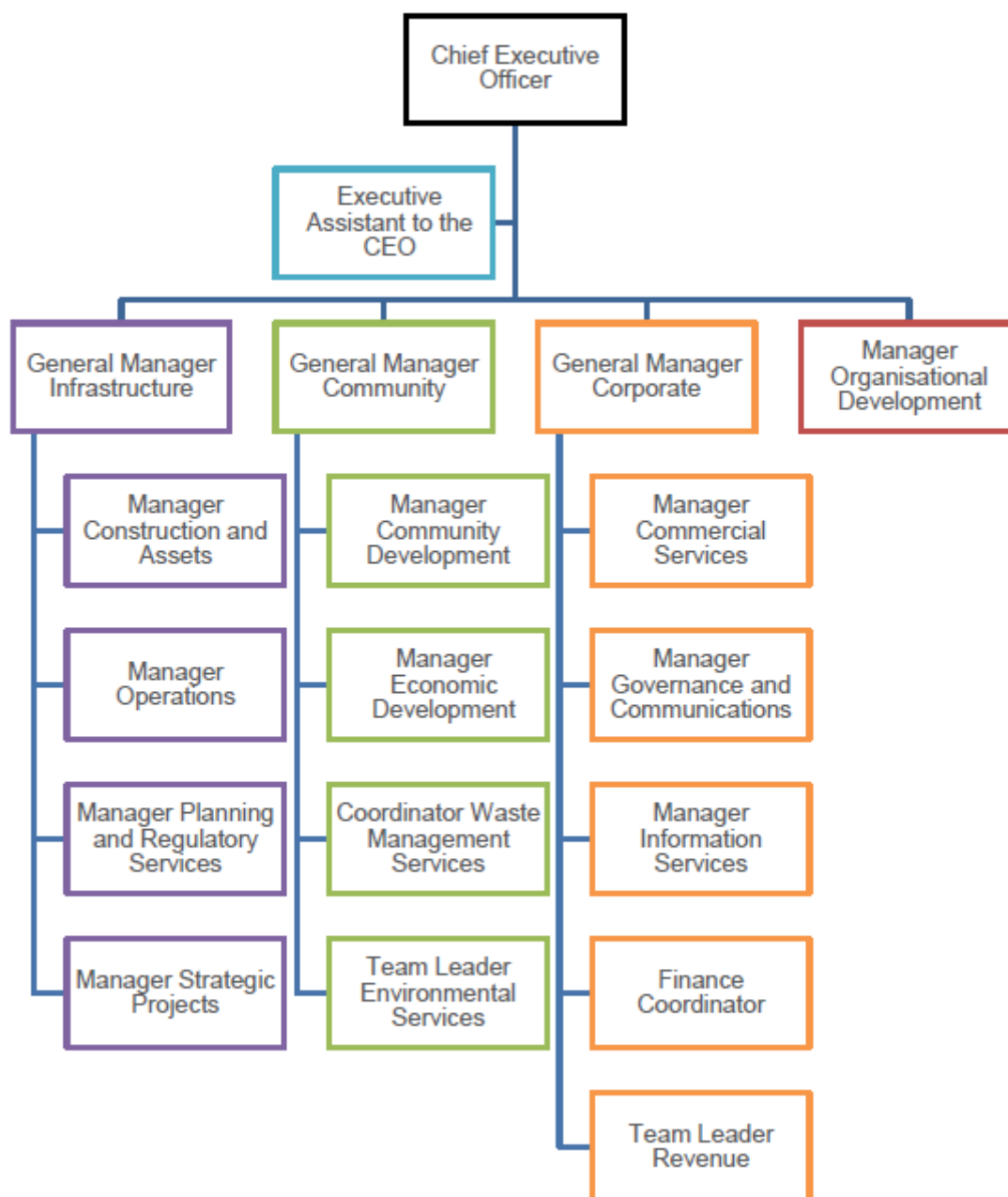
Community, honesty, innovation, integrity, responsibility, responsiveness, trust, leadership and accountability.

## **ORGANISATIONAL STRUCTURE**

The Moira Shire community elects nine Councillors to form the Council, who in turn appoint a Chief Executive Officer to implement the decisions of Council. To assist in the effective management of the Shire and the services it delivers to the community, the Chief Executive Officer has put in place an organisational structure which incorporates two General Managers who have responsibilities for Corporate / Community and Infrastructure.

## Council Staff

A chart setting out the organisational structure of Council is shown below.



With an annual operating budget of approximately \$57 million and operating budget of \$8 million; Moira Shire Council employs 193 full time equivalent staff to provide more than 100 services across the 4057 square kilometre municipality.

Council's administrative centre is located in Cobram with a service centre at Yarrawonga and agency services in eight other towns throughout the municipality. Operation Depots are located in Cobram, Yarrawonga, Nathalia, Tungamah and Numurkah, whilst Landfill/Transfer stations operate in Barmah, Cobram, Nathalia, Numurkah, Strathmerton, St James, Tungamah, Yabba and Yarrawonga.



**COBRAM SERVICE CENTRE**

**YARRAWONGA TOWN HALL**

## **THE BENEFITS OF WORKING AT THE MOIRA SHIRE COUNCIL**

### **Professional growth & development**

Access to training and development opportunities coupled with an annual appraisal.

### **Health & wellbeing**

- For a reduced fortnightly fee, employees and their families can attend four of the local gyms located in Yarrowonga, Cobram-Barooga and Numurkah.
- An Employee Assistance Program that provides access for employees and their immediate family to confidential assessment and short term counselling with professional counsellors.
- Access to internal Contact Officers; trained staff members who have been appointed to provide a service to assist in the resolution of workplace issues and uphold Equal Opportunity Principles.

### **Leave arrangements**

- Generous paid maternity and paternity leave.
- Four weeks annual leave; five weeks annual leave for Maternal & Child Health Nurses.
- Options to purchase leave (48/52 model).
- Paid pro-rata long service leave after 7 years of employment.
- Flexible working arrangements to meet family, personal and work place needs.

### **Financial benefits**

- Ability to obtain incremental increases within the band through performance appraisals.
- 9.50% superannuation and super salary sacrifice.
- Visions Super, Health or HESTA as default super funds, with choice of fund also available.

## **Social Club**

Moirá Shire Council has an active social club operating on a pay as you go arrangement.

## **Fundraising Club**

The Fundraising Group is a group of staff that organise different fundraising activities. An example of the activities that the Group is involved in includes Casual Days, Morning Teas, Pink Ribbon Day, Footy Colours Day etc. The Group also runs events for specific causes or assists others running a fundraising event.

## **Work, Health & Safety**

Council promotes the importance of all employees to take all reasonable care for his or her own health and safety and take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace.

Council formally endorsed its commitment to the full implementation of procedures contained in the Occupation Health and Safety Manual, and more broadly the legislative requirements under the Occupational Health and Safety Act 2004 and its regulations as far as is reasonably practicable.

## **Equity & Diversity**

Equal Employment Opportunity principles and practices will be implemented across the whole of the Moirá Shire by creating an inclusive environment built around trust, justice, fair treatment and respect for individuality. These procedures provide guidelines for dealing with and managing any discriminatory action in a confidential and fair manner.

Employees of Moirá Shire Council adhere to EEO principles when dealing with other members of staff, contractors, customers and members of the community.

To uphold Council legal requirements, only applicants who have the right to work in Australia will be considered for positions vacant.

## **Code of Conduct**

Moirá Shire Council prides itself on its tradition for honesty and fair dealing and our Employee Code of Conduct/Ethical Behaviour is designed to assist you in maintaining this reputation.

It is important that employees are aware of their rights and responsibilities both externally in dealing with clients, the public and internally when dealing with other members of staff.

The public is entitled to expect that:

- the business of the Council is conducted with efficiency, impartiality and integrity;
- members and staff conform to the spirit and letter of the law and, in particular, the provisions of all relevant statutes, ordinances, regulations and instruments; and
- duty to the public is always given absolute priority over the private interests of staff.



## APPLICATION PROCESS

The Moira Shire Council uses a merit based recruitment and selection process when filling vacant positions, the candidate who best meets the position requirements and future needs of the organisation will be given preference for appointment to this position.

### Your Application

In many cases there are more applicants for positions than is practical to interview and therefore decisions are made on the degree of information provided by the applicant to eliminate applicants and develop a shortlist. To assist applicants provide relevant information, each position description will include Key Selection Criteria; this is the criteria against which your application will be assessed. Considering the nature of some positions within Local Government, some positions will have essential Key Selection Criteria; applicants that do not meet these will not be considered for the role.

In completing a position application the following should be included:

- A letter of application, this should be a brief introduction of yourself, your work history and motivation for applying for the role.
- **A statement as to how you can best describe your level of knowledge, skills and abilities to meet the Key Selection Criteria.** This information in particular assists the Selection Panel to short-list applicants for interview. Provide examples of where you have utilised any specific knowledge, skills and abilities required of the position from your work history.
- A detailed resume tailored to the position you are applying for which includes your personal details (address, phone number, email etc), career objectives, qualifications & licences held, referees and employment history.

It is Council's preference to receive applications by email, however post, fax and hand delivery are still acceptable. Applications received by email will receive an automatic receipt acknowledgement.

**E-mail:** [employment@moira.vic.gov.au](mailto:employment@moira.vic.gov.au)

**Post:** PO Box 578 COBRAM VIC 3644

**Fax:** 03 5872 1567

**By hand:** 44 Station Street, COBRAM VIC or 100 Belmore Street, YARRAWONGA VIC



### **Shortlisting & Interviews**

Council intends that all applications are assessed within 10 calendar days of the advertised closing date.

Applications will be assessed on merit against the Key Selection Criteria and candidates shortlisted for interview will be invited for interview, given at least 5 working days' notice.

All applicants will be provided with written notification of the outcome of their application as soon as is practicable.

Council conducts panel interviews which will consist of 2-3 panel members.

### **Pre-employment checks**

Specific positions within Council require a police check or Working with Children Check. Some positions will require this prior to employment commencing; this requirement will be noted in the relevant position description.

Medical checks are mandatory for all new employees, the type of check will be determined by the position and candidates will be notified during the interview process of this requirement.

Council will conduct two (2) verbal references checks; please ensure your referees are current and aware of your application.

Psychometric testing may be conducted if deemed necessary by the panel.

### **Notification of outcome**

Council allows up to 2 weeks from the date of interview to notify candidates of the outcome. All interviewed candidates will be contacted by phone, which will be followed by written confirmation.