

Candidate information

for prospective applicants



(03) 5471 1700
info@mountalexander.vic.gov.au
mountalexander.vic.gov.au
Cnr Lyttleton and Lloyd Sts
P.O. Box 185 Castlemaine VIC 3450
Jaara Country

Working together for a healthy, connected shire

Our Shire

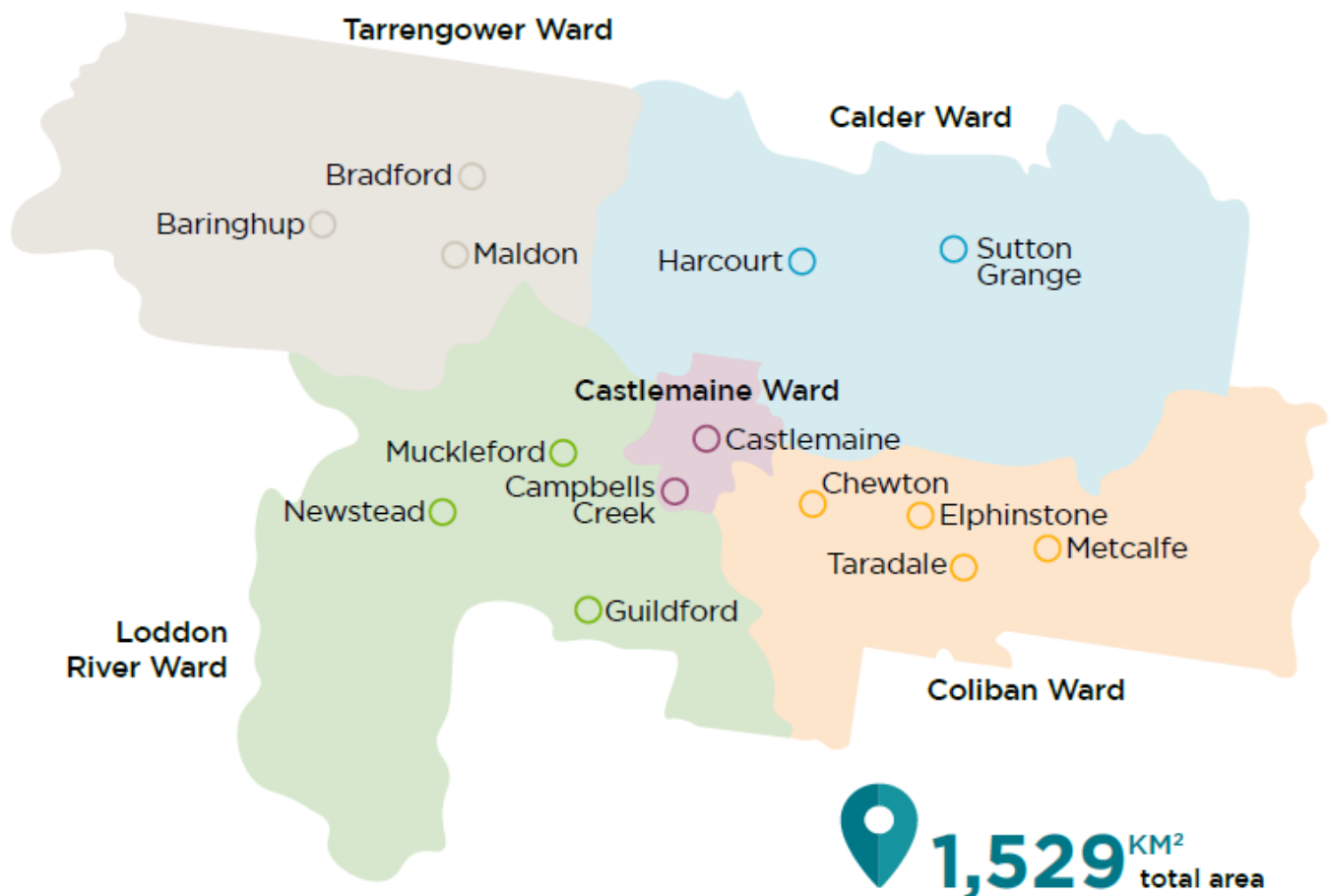
Mount Alexander Shire - a snapshot

Mount Alexander Shire is diverse with urban and rural communities. It has much to offer: beautiful heritage streetscapes and picturesque towns, stunning natural surroundings, a thriving local economy and a vibrant cultural life.

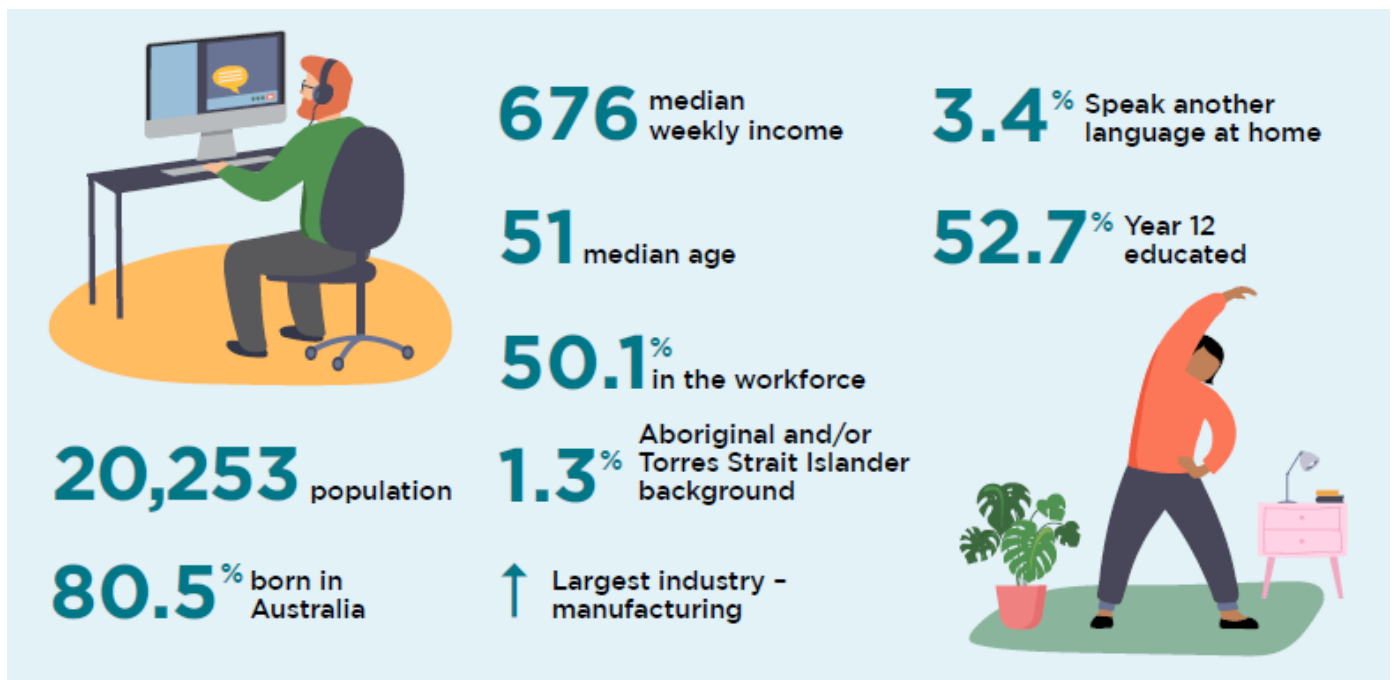
Our community comprises more than 20,000 people with most living in and around the townships of Castlemaine,

Harcourt, Maldon, Campbells Creek, Newstead, Elphinstone, Guildford, Chewton and Taradale.

Located within commuting distance of Melbourne and Bendigo, the popularity of the shire continues to grow as new residents move to the area to make the most of the lifestyle and all the shire offers.



Our People



Economy

Our largest employers are the iconic Don KR Castlemaine, Castlemaine Health, and Corrections Victoria, all of which provide a wide range of employment opportunities throughout the Shire. There are also engineering and manufacturing companies that are vital to the local economy. Agriculture and horticulture are an important part of the Shire's economic diversity and success.

Castlemaine is known as the Hod Rod Capital of Australia, and the local automotive industry employs a surprisingly large number of automotive tradespeople.

The town of Castlemaine is growing and there is much activity in the housing and construction industry. There is a total of 23 pre-schools, primary schools, and secondary schools, and the Shire itself employs over 200 people providing a broad range of services to the community.

There are several events and festivals in addition to the arts, antiques, and history which bring many visitors to the Shire, supporting our tourism industry.

We are experiencing new growth and investment in the Shire around manufacturing, health care, culture, recreation, housing, accommodation, and food services.

Catering for families

Families with children have a range of child care, pre-school and school options in the Shire.

A list of kindergartens, childcare centres and primary and secondary schools are available on the [Schools, kindergartens and childcare services page of our website](#).

About Mount Alexander Shire Council

Mount Alexander Shire Council is a Victorian local government authority located in central Victoria. It is governed by seven councillors, led by the Mayor, and employs over 200 people, led by the Chief Executive Officer (CEO).

The head office is located in Castlemaine, and the works depots are located in Castlemaine and Maldon. There are other work sites located throughout the Shire.

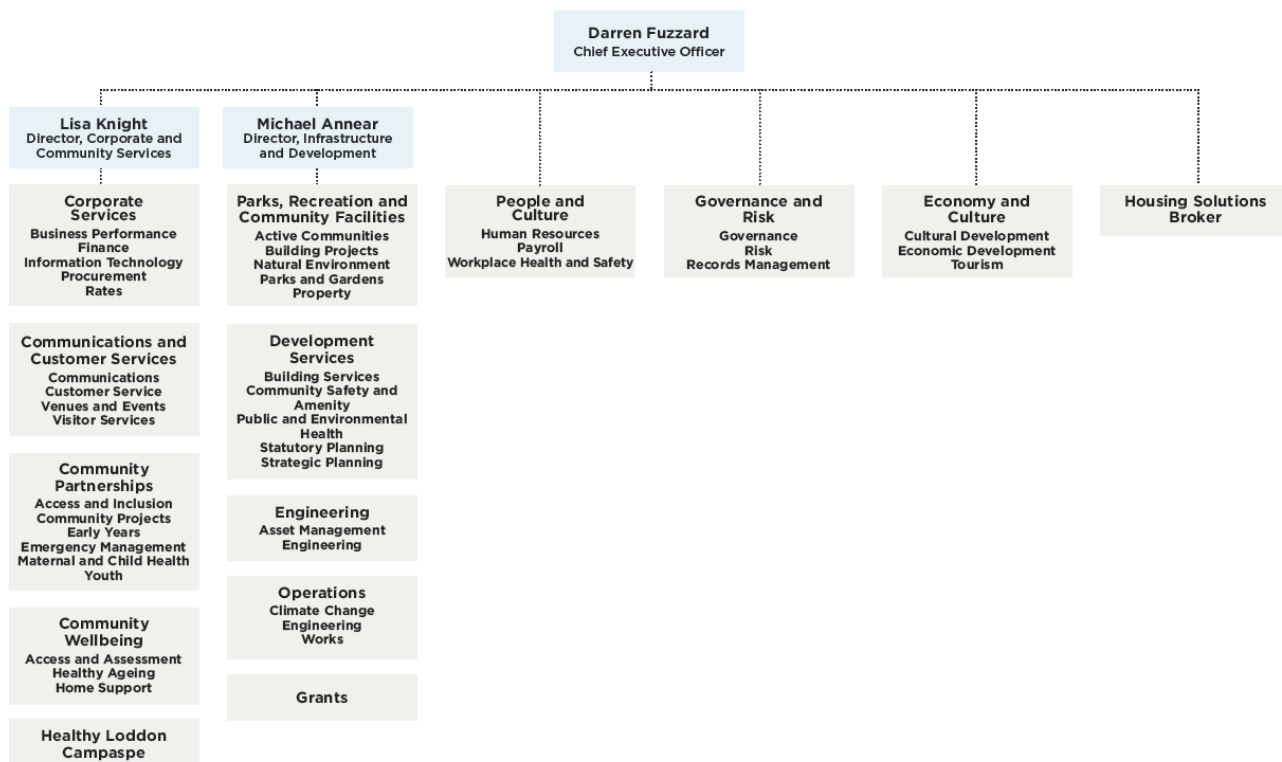
Our vision

Working together for a healthy, connected shire.

Our Organisational Structure

The CEO and two directors make up the Executive Team.

The organisational structure supports Council's focus to deliver services to and for the community.



The Executive Team works closely with the Council in formal Councillor Briefings and Council Meetings. The Executive Team meets on a weekly basis to discuss matters that relate to the effective and efficient operation of the organisation.

The Executive Team and Senior Managers form the Leadership Team, meeting monthly to discuss and progress strategic initiatives and projects, and to discuss current topics and emerging issues for the organisation.

We manage...

We manage an extensive infrastructure network of 1,500km of roads, 53km of footpaths, 30km of paths and trails, 233 bridges, and 110km of storm water pipes and open drains, along with 257 community buildings.

Sport and recreation is important to our community, and to support this we manage four swimming pools, 26 playgrounds, eight sporting facilities, 18 sporting fields, 63 courts, 22 reserves, three BMX facilities, one skate park and three botanical and public gardens.

We serve...

Our services are guided by plans and strategies adopted by Council along with our responsibilities under Victorian and Australian legislation. We provide more than 100 services to the community that help us work towards our vision of working together for a healthy, connected shire.

Some of our services include:

- Supporting older people and people with disabilities to allow them to remain in their homes.
- Improving safety and amenity by supervising school crossings, controlling domestic animals and livestock, issuing local law permits, and providing advice to the community about compliance with laws and regulations.
- Working with residents and community groups to build community capacity and strengthen relationships.
- Assisting customers with general enquiries and service requests.
- Approving food permits, public health business permits, and septic tank applications, and ensuring all aspects of maintaining those permits are met for the safety of the community.
- Providing library services through the Goldfields Library Corporation.
- Supporting new mothers and their children through maternal and child health services.
- Working with the youth in the shire and providers of services to our youth to increase young peoples' connections within the community.
- Managing projects to improve environmental performance and address climate change.
- Providing waste and recycling services through kerbside collection and waste management facilities.
- Approving building permits, undertaking fire safety inspections and swimming pool audits, and investigating compliance issues with these, to ensure safety of the community.
- Undertaking emergency management activities to support the shire and the region when required.
- Promoting and supporting arts and cultural activities and events throughout the shire.
- Undertaking initiatives to build the local economy and attract businesses to the region.
- Managing land use and development activities in the shire to ensure compliance with the Mount Alexander Planning Scheme, which includes providing advice to assist and issuing permits.
- Providing visitor information services to facilitate tourism in the shire.

Key strategic documents

The Council Plan 2021-2025 is the Council's strategic document for the Council Term. An extensive community engagement campaign helped inform this plan, with three key pillars which guide the organisation's activities:

- *A healthy, connected and inclusive community*
- *An environment for people and nature*
- *A resilient and growing local economy*

The Council Plan is reviewed regularly to ensure it is meeting the needs of the community, and annual targets are documented in the Annual Plan.

The Annual Budget outlines the staffing and resources required to achieve the objectives in the Council.

These documents are available on the [Policies, publications and strategies pages of our website](#).

Employment with Mount Alexander Shire Council

All vacancies are advertised on our website, local newspapers and online.

If we advertise a position that is of interest to you and aligns with your skills, knowledge and qualifications, we welcome your application to join our team.

Advertisement

Each advertisement on our website will provide:

- Tenure – permanent or fixed term
- Status – Full time, part time, casual
- Salary
- Overview of the role and its key responsibilities
- Key contact person for the role

Position overview

A Position Description is provided with all vacancies advertised. The Position Description provides you, as a potential candidate, with key information about the role. It documents the role and its responsibilities, relationships, key accountabilities and qualifications required.

Key selection criteria

The Position Description also outlines key selection criteria for the role. If requested, it is important that you provide responses to the key selection criteria in your application to be considered for interview.

Key contacts

The key contact for this role is outlined in the advertisement. If you have any queries or would like to discuss the role, please contact the nominated officer.

General queries can be directed to the HR team at workwithus@mountalexander.vic.gov.au

Work location

The work location that the role operates from may be identified in the advertisement; however, there may be times when travel is required.

Commuter opportunities

Mount Alexander Shire Council is conveniently located between Melbourne (1 hour 30 minutes) and Bendigo (38km) along the Calder Freeway.

Train services are a convenient way for employees to travel with trains regularly stopping in Castlemaine. The Shire offices are only 500 metres from the train station, and the works depot is only 650 metres from the train station.

Refer to: <https://www.vline.com.au/Timetables/Train-coach-timetables>

Timeframes

Applications are assessed and shortlisted after the closing date. This process may take a couple of weeks dependent on the number of applications received. We endeavor to notify applicants about the status of their application as soon as possible.

Conditions of employment

Positions in the organisation are appointed in accordance with the Victorian Local Authorities Award 2001 and the Mount Alexander Shire Council Enterprise Bargaining Agreement (EBA).

There are many employee benefits built into the EBA, including:

- Flexible working hours and arrangements
- Availability of 48/52, 49/52, 50/52, and 51/52 purchased leave arrangements
- Annual increment of wages
- Soft compulsion superannuation to assist employees in funding their retirement
- Training and development opportunities
- Study support and assistance
- Generous paid and unpaid parental leave provisions
- Special leave, including Community services, Defence Force Reserves and Family violence.

The EBA can be accessed on the Fair Work Commission's website at: www.fwc.gov.au – [Awards and Agreements – Agreements – Find an Agreement.](#)

Other important information for candidates

- All positions are subject to a minimum employment (probation) period.
- All offers for employment are subject to the results of a National Police Check.
- Some positions may require satisfactory completion of a medical examination and/or Working with Children Check.
- Evidence of qualifications will be required.
- Eligibility to work in Australia will be required as applicable.
- Council is an equality opportunity employer and encourage applications from people with diverse cultural backgrounds, including Aboriginal and Torres Strait Islander people. We are committed to providing a supportive and accessible workplace.
- Council is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we conduct working with children, police and reference checks to ensure that we are recruiting the right people.

Application instructions

The [Information for applicants page](#) on Council's website provides important information to candidates about their application and required information.

The important documents for you to include in your application are:

- A covering letter clearly indicating which position you are applying for and why
- Your CV/résumé, which includes the details of at least two current and contactable referees
- If requested, a separate document addressing the Key Selection Criteria for the role, which are listed in the Position Description.

The preferred application method is via our website under Current Vacancies, or alternatively via email to: workwithus@mountalexander.vic.gov.au