



# JOB APPLICATION PACKAGE

## About Busselton Water

Busselton Water is a dynamic, contemporary water corporation which supplies drinking water to a growing population of more than 28,000 people across the wider Busselton area. We are committed to innovation, continuous business improvement and producing the highest quality drinking water in the most cost effective, safe, and sustainable way.

Busselton is approximately 220 kilometres south of Perth, in Western Australia, our Southwest region is a renowned tourist destination. The population in our community doubles to more than 50,000 people over the summer holiday season creating big challenges for our water supply.

Ours is one of the most rapidly growing regions in Western Australia and we are continuously investing in new services, new technology and new infrastructure to support this growth.

We pride ourselves on caring for the environment as well as our involvement in and ongoing support for the communities we service.

Under our license, Busselton Water provides water infrastructure and services to an operating area covering almost 6,964km<sup>2</sup>. This includes the Busselton city centre, as well as nearby Port Geographe, Siesta Park, Vasse and Wonnerup, and bulk water supplies to Dunsborough.

## Benefits

Busselton Water provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at Busselton Water.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	An employee and their immediate family can access a free confidential counselling service for up to four sessions.
Shower Facilities	Access to shower facilities for employees at the workplace.
Bicycle Racks	Bicycle racks are available for employees' use.
WORKPLACE	
Induction	All new employees participate in a comprehensive induction.
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life are by arrangement between Busselton Water and the employee.
Lunchroom Facilities	A communal lunchroom is provided for employees.
Uniforms	Full uniform provided on commencement. Top up uniform provided annually.
LEAVE	
Annual Leave	20 days annual leave accrued fortnightly plus 17.5% leave loading.
Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> <li>• Personal illness or injury;</li> <li>• Caring for immediate family or household members who requires care or support due to a personal illness or injury;</li> <li>• Unexpected emergency affecting the staff member.</li> </ul> <p>Personal leave accrues on a fortnightly basis. Personal leave credits paid out on resignation (other than termination), retirement or death.</p>
Compassionate Leave	Up to 3 days on each occasion.
Family and Domestic Violence Leave	An employee experiencing family or domestic violence will have access to up to 20 days per year of paid special leave for medical appointments, legal proceedings and other activities related to their family violence.

## Vision and Values

To provide excellence and leadership in the provision of all water services.



Respect



Integrity



Sustainability



Excellence



Safety & Wellbeing

## Employment conditions

<b>Location</b>	Busselton
<b>Conditions</b>	Busselton Water Enterprise Agreement 2022
<b>Salary</b>	Will be determined on age
<b>Superannuation</b>	Superannuation to a maximum of 16%, paid into a fund of the Employee's choice (excluding GESB).
<b>Hours of Work</b>	76 hours per fortnight
<b>Pre-employment</b>	<p>The recommended applicant will be required to undertake the following:</p> <ol style="list-style-type: none"><li>1. Pre-employment medical assessment including a drug and alcohol test</li><li>2. Musculoskeletal screen</li><li>3. Financial check (for Management and Finance roles)</li></ol> <p>Costs will be met by Busselton Water.</p>
<b>National Police Clearance</b>	<p>The recommended applicant will be required to provide a current National Police Clearance.</p> <p>Cost will be met by Busselton Water.</p>
<b>Closing Date</b>	<p>2pm Wednesday 31 January 2024.</p> <p><b>Late applications will not be accepted.</b></p>

## How to apply

Email your resume and cover letter to [recruitment@busseltonwater.wa.gov.au](mailto:recruitment@busseltonwater.wa.gov.au).

Interviews will be held the week commencing 5 February 2024.

Enquiries can be made to the Human Resources Officer, Carleen Gale on 9781 0513 or [carleen.gale@busseltonwater.wa.gov.au](mailto:carleen.gale@busseltonwater.wa.gov.au).



## Position Description

# Trainee – Cert III Water Industry Operations

Level	1
Department	Operations
Name	Vacant

## 1. POSITION OBJECTIVE

- To support the network and water production teams whilst being supported with hands on experience, training and study to gain a Cert III Water Industry Operations.

## 2. KEY DUTIES AND RESPONSIBILITIES

- Pipe repairs and meter replacements
- Water sampling and testing for water quality analysis
- Periodic maintenance of valves and water assets
- Manual labour associated with excavation works
- Ground maintenance
- Attend TAFE – 4 blocks of 3 days training (paid by Busselton Water)
- Attending training sessions as required to enhance skills

## 3. REQUIREMENTS OF THE JOB

### 3.1 SKILLS

- Effective verbal communication skills
- Effective interpersonal skills
- Intermediate computer skills including Microsoft products (Outlook, Word, Excel)
- Fit for manual labour

### 3.2 KNOWLEDGE

- Basic problem solving
- Basic Work Health and Safety awareness (safe work practices, correct use of PPE etc)

### 3.3 QUALIFICATIONS AND EXPERIENCE

- Completion of Year 11 (minimum)
- C class drivers' licence

## 4. STATEMENTS OF COMPLIANCE

### 4.1 WORK HEALTH AND SAFETY

The employee shall take reasonable care:

- To ensure his or her own safety and health at work; and
- To avoid adversely affecting the safety and health of any other person through any act or omission at work.

The employee shall comply with all Busselton Water policies and procedures.

### 4.2 BUSSELTON WATER VALUES

Expectation to act and behave in a manner consistent with Busselton Water values.

### 4.3 BUSSELTON WATER CODE OF CONDUCT

Expectation to have read and adhere to all aspects of Busselton Water Code of Conduct and integrity.

### 4.4 EQUAL EMPLOYMENT OPPORTUNITY

Embrace Equal Employment Opportunity (EEO) and diversity and contribute to a work environment free from harassment and discrimination.

### 4.5 RECORDS MANAGEMENT

Busselton Water staff are legally obliged to follow Busselton Water's procedures in accordance with Busselton Water's Record Keeping Plan and the State Records Act 2000. Severe penalties apply under Section 78 of the State Records Act 2000 for breaches of an organisation's Record Keeping Plan.

### 4.6 FINANCIAL MANAGEMENT

Incurring and certifying officer, i.e., issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

### 4.7 FRAUD AND CORRUPTION CONTROL

Busselton Water staff are obliged to adhere to fraud and corruption internal controls and be aware of their responsibilities as set out in Fraud Control Procedure P7.PR01, Fraud Investigation Procedure P7.PR02, Fraud Prevention Procedure P7.PR03 and Fraud Detection Procedure P.PR04.

### 4.8 RISK MANAGEMENT

Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.

Identify and assess risks affecting their area of responsibility, propose measures for risk management, and monitor incidents, hazards, and complaints.

Implement risk management, monitor the level of risk and implement measures to control risk.

## 5. ORGANISATIONAL RELATIONSHIPS

### 5.1 Responsible to:

Water Production Supervisor

### 5.2 Supervision of:

Nil

### 5.3 Relationships:

Internal: Busselton Water staff

External: Customers  
Contractors  
Other utility providers  
Government departments