



# Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

7 March 2022

## POSITION VACANT CLEANER

A vacancy exists for a full time Cleaner working from the Bencubbin depot (38hrs/wk). You will be required to clean various Shire facilities including, but not limited to, the Shire office, the Bencubbin Caravan Park ablutions and accommodation as well as the Bencubbin Multipurpose Complex.

Shire housing may be negotiated with the successful applicant and the role includes the following benefits:

- Complimentary Gym Membership
- Housing Allowance - \$100 per week
- Matching superannuation contribution up to 5%
- 22 days annual leave
- Fortnightly RDO
- Annual Bonus

To obtain a copy of the position description, please contact Nadine Richmond during office hours on 08 9685 1202 or via email [admin@mtmarshall.wa.gov.au](mailto:admin@mtmarshall.wa.gov.au).

Applications addressed to the Chief Executive Officer can be emailed to [admin@mtmarshall.wa.gov.au](mailto:admin@mtmarshall.wa.gov.au), received by mail or delivered in person to the Shire office.

John Nuttall  
Chief Executive Officer  
PO Box 20  
BENCUBBIN WA 6477

## DIARY DATES

### 15 March 2022

Recycling Collection

### 15 March 2022

Ordinary Meeting of Council @  
3pm in Council Chambers

## COUNCILLORS

### Cr Tony Sachse

President

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### Cr Nick Gillett

Deputy President

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## CONTACT US



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## EMPLOYMENT OPPORTUNITY

### PARKS AND GARDENS OFFICER

The Shire of Mt Marshall is seeking a competent and enthusiastic Parks and Gardens Officer to provide attentive care for our numerous parks and gardens, recreation centres, fully grassed reticulated oval, caravan parks, and botanic gardens. The job is based in Bencubbin and involves a diverse range of duties and will be ideal for you if you like variety in your work and are self motivated.



The role includes the following benefits:

- Complimentary Gym Membership
- Housing Allowance - \$100 per week
- Matching superannuation contribution up to 5%
- 22 days annual leave
- Fortnightly RDO
- Annual Bonus

A 'C' class driver's license is a minimum requirement for the position and annual remuneration is \$55,486 with a loyalty bonus scheme commencing after 1 x years service.

Applications are now open and please contact Nadine Richmond on 08 96851202 or [ea@mtmarshall.wa.gov.au](mailto:ea@mtmarshall.wa.gov.au) for a copy of the position description. Applications addressed to the Chief Executive Officer can be emailed to [ea@mtmarshall.wa.gov.au](mailto:ea@mtmarshall.wa.gov.au), received by mail or delivered in person to the Shire office.

The Shire of Mt Marshall is committed to creating a diverse environment and is proud to be an equal opportunity employer.

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Chief Executive Officer  
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## **BUSHFIRE INFORMATION**

### **BUSH FIRE ACT 1954**

### **Restricted Burning Time**

All burning is **Restricted** in the Shire of Mt Marshall from **Tuesday 1 February 2022 to Tuesday 15 March 2022**. During this time a Permit to Burn is required.

Farmers are advised that Permits will only be issued on a daily basis and are reminded that certain conditions are endorsed on the Permit.

One important condition is that **burning cannot be carried out** on the day if a **Very High, Extreme or above Fire Danger has been issued by the Bureau of Meteorology**.

Please check BOM website for further information or contact your nearest Bush Fire Control Officer. Permits can be issued by some staff at the Shire office and permit holders are also reminded to read the "Obligations of the permit holder" prior to burning.

### **BURNING OF GARDEN REFUSE AND RUBBISH**

Garden refuse and rubbish may be burnt at any time, day or night, in a properly constructed incinerator designed to prevent the escape of sparks or burning material. Garden refuse and rubbish burnt on the ground may be burnt only between the hours of 6 o'clock in the evening and 11 o'clock of the same day and must be completely extinguished no later than midnight on that day.

If you are considering burning garden refuse please ensure that you do not leave the fire unattended and have running water available.

During this period there are still **Extreme** weather conditions and care should be taken before considering any burning.

If you require any further information please contact the Shire Office or your local Bush Fire Control Officer.

John Nuttall  
Chief Executive Officer





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## ROADWORKS AHEAD

Please be advised that beginning Wednesday 9 March bitumen works will be taking place in various sections across the Shire. Works will include the following:

- Sections of Koorda-Bullfinch Rd to the East and West of Bencubbin
- Sections of Bimbijy Rd and Scotsman Rd
- Beacon Recreation Complex Carpark



The works should take less than a week and please obey any traffic management directions when in the vicinity of these works.

## WELCOME PHOEBE

We have welcomed another new staff member to our administration team this week as Phoebe Sachse commences her role as Customer Service Officer. Phoebe will be known to most community members, being a local lady and it is great to welcome her back to the community after several years away at university and other various employment. We wish Phoebe all the success as our new Customer Service Officer and make sure you give her a warm welcome when you are next in at the Shire office.

## CHANGES TO LICENSING AT THE SHIRE

Community members will need to make an appointment to have licensing processed at the Shire Office until further notice. Please call the office on 9685 1202 to make an appointment.

Once our new staff members have completed necessary licensing training our Department of Transport services will resume as normal.

We apologise for the inconvenience



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## **FINANCE OFFICER VACANCY**

A fantastic opportunity exists at the Shire of Mt Marshall for an enthusiastic and reliable person to join our administrative team in the role of Finance Officer. The position offered is a permanent full time role where you will be responsible for financial activities such as accounts payable and payroll as well as assistance with customer service and general clerical/administration support.

The successful applicant will have demonstrated literacy and numeracy skills, including cash handling experience with Synergy software experience looked upon favourably.

The role includes the following benefits:

- Complimentary Gym Membership
- Housing Allowance - \$100 per week
- Matching superannuation contribution up to 5%
- 22 days annual leave
- Monthly RDO
- Annual Bonus
- Uniform allowance
- Relocation allowance of up to \$4,000 (for successful applicants relocating from outside of the Shire)

On top of the attractive incentives listed above, the role's remuneration ranges between \$63,000 and \$68,000 dependant on experience. A position description can be obtained by contacting Nadine Richmond via email - [ea@mtmarshall.wa.gov.au](mailto:ea@mtmarshall.wa.gov.au) or 08 9685 1202. Applications marked 'Private and Confidential' are to be accompanied with the names of two recent employment referees.

***Applications addressed to the undersigned are to be received by 4pm, Friday 18 March 2022.***

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Chief Executive Officer  
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## MANAGING COVID 19 BOOKLET

With WA's COVID-19 case numbers increasing, it's important to know what to do to keep yourself, your family and community safe. Last week the WA Government released an online Managing COVID-19 Booklet.

The guide includes information on:

- how to reduce the risk of COVID-19
- how to be prepared for COVID-19
- what to do if you or a family member tests positive for COVID-19
- the recommended contents of a home COVID-19 kit
- what to do if you live alone and test positive to the virus
- details of the WA Government's COVID Care at Home program, and the importance of mental health.

The guide can be accessed at <https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-posters-and-signage#managing-covid-19>

Hard copies of the guide will start to be distributed to community organisations over the coming weeks.