



SHIRE OF
WAROONA
SEA TO SCARP

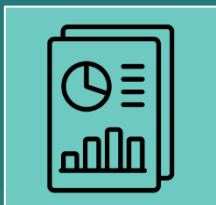


APPLICATION PACKAGE

PLANT OPERATOR /
LABOURER

JANUARY 2025

TOWARDS
2030



About this document

This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

Disclaimer

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Accessibility

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.

	Strategy
	Plan
	Framework
	Policy
	Report
	Management Practice
	Procedure
	Form
	Council Document
	Public Document

Document Control

Doc No.	Date Reviewed	Details	Author	File No.

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1. Advertisement



SHIRE OF WAROONA **PLANT OPERATOR / LABOURER - TWO POSITIONS AVAILABLE**

The Shire of Waroona is located in the Peel Region and offers residents an enviable small town country lifestyle featuring the forests of the scarp and Preston beach on the coast, not far from the major centres of Mandurah to the north and Bunbury to the south.

The Shire of Waroona is seeking to appoint two Plant Operator / Labourers with a current HR driver's licence to assist in delivering the Shire's road, drainage, construction and maintenance programs.

Work Type:	Full time (9 day fortnight)
Applications Close:	Friday 4pm 21 st February 2025
Level:	Level 3 to 5 - Shire of Waroona Enterprise Agreement 2022

The position will be a full-time position working a nine-day fortnight based at the Shire of Waroona Depot facility.

Salary and conditions will be in accordance with the Shire of Waroona Enterprise Agreement 2022 to be negotiated according to experience and qualifications.

To be considered for the position, applicants must submit a covering letter, resume and address the selection criteria as per the instructions in the application package which may be obtained by visiting the Shire's website www.waroona.wa.gov.au or by an email request to mcs@waroona.wa.gov.au.

For further information regarding this position, please contact Director Infrastructure Services, Brad Oborn, on 0428 103 720.

Applications should be clearly endorsed "Private and Confidential – Vacancy – Plant Operator/Labourer" and close with the undersigned 4.00pm Friday 21st February 2025.

The Shire of Waroona is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

MARK GOODLET
CHIEF EXECUTIVE OFFICER

2. Application Information

Please read this application package carefully.

Thank you for expressing interest in this position with the Shire of Waroona. It is the Shire's intent to select the best possible applicant for this position and it wishes you all the best.

The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

The application package is available in alternative formats, upon request.

3. Guidelines to applying for an advertised position

Your application should include the following documentation.

3.1 Application for employment form

Please complete the attached form (located after these guidelines) to the front of your application.

3.2 Covering Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:

Confidential Application – Plant Operator / Labourer

Mr M Goodlet
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

3.3 Resume

Your resume should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Periods of employment;
- Position(s) held with details of the duties;
- Details of academic qualifications; and
- Details of three (3) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application.

3.4 Addressing the Selection Criteria

In order for you to be considered for short listing, you must address the selection criteria that is listed in the position description.

Preparation of the statement addressing the selection criteria is the most important part of your application.

Information addressing all the selection criteria should be presented in a structured format using each of the selection criteria as heading. Outline your relevant experience against each heading. The Shire only requires sufficient information to allow it to assess your skills, knowledge, experience and suitability for the position.

3.5 Presentation

Please provide your application information on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Shire can take that into considering in selecting the best applicant.

3.6 Submitting Applications

All applications may be submitted in any of the following ways:

Post

Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – Vacancy – **Plant Operator / Labourer**
Mr M Goodlet
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

Hand

Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – Vacancy – **Plant Operator / Labourer**
Shire of Waroona
Administration Offices
52 Hesse Street
WAROONA WA 6215
Opening hours 9am to 4pm Monday to Friday.

Electronic Mail

By email in PDF format to **Kathy Simpson** – mcs@waroona.wa.gov.au

3.7 Closing Date

Applications must be submitted by Friday 21st February 2025 to be considered for this role.

3.8 Further Information

The Shire of Waroona's Director Infrastructure Services, Bradley Oborn is the nominated Shire contact for this position and can be contacted on 0428 103 720 during normal office hours.

Please visit the Shire website at www.waroona.wa.gov.au for general information about the Shire.

The Shire of Waroona is administered by a Council of six (6) members inclusive of the President.

The Shire of Waroona provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Waroona is an Equal Employment Opportunity employer.

4. Application for Employment Form

Please attach this form to the front of your application.

Vacancy Details			
Position Title:			
Personal Details			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
Recruitment Source			
How did you first become aware of this vacancy?			
Shire of Waroona website <input type="checkbox"/>		Harvey/Waroona Reporter <input type="checkbox"/>	
Mandurah Mail <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
Employment History (details must be completed)			
Refer to resume for complete details			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

Employment Referees (details must be completed)			
Please provide details of at least two contactable work-related referees – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
Declarations			
The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.			
Health			
To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details of condition			
Criminal Convictions			
Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (<i>You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988</i>).			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details			
Applicant Declaration			
I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.			
Signed _____		Date _____	

5. Referee and Reference Checks

The Shire has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Shire is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees, and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Shire reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Academic Qualifications

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

6. General Employment Conditions

Position	Plant Operator / Labourer
Term	Full time.
Award	Shire of Waroona Enterprise Bargaining Agreement 2022.
Annual Salary	Level 3 (\$64,629) to 5 (\$70,669) negotiated dependent on skills and experience
Annual Leave	4 weeks annual leave per annum.
Long Service Leave	In accordance with the Local Government (Long Service Leave) Regulations.
Other Leave	The officer is entitled to: <ul style="list-style-type: none"> a. Personal leave as set out in and in accordance with the Shire of Waroona Enterprise Bargaining Agreement 2022. b. Public Service Holidays – two (2) public service holidays per year in lieu of the day after New Years Day and Easter Tuesday. Public service holidays must be taken in the year that they are accrued, or they are forfeited.
Probation	A probationary period of six (6) months will apply.
Pre-placement medical	Prior to appointment, the Officer will be required to undertake a medical examination with a doctor of their choice at the Shire's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
Police clearance	A police clearance will be required to be provided to the Shire prior to confirmation of appointment.
Payment of salary	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
Superannuation	The Shire will contribute the national superannuation guarantee of 11.5% to a nominated superannuation fund. Employees may elect to join the Shire's co-contribution scheme as detailed by policy HRP004. Salary sacrificing of superannuation is available.
Recreation Centre	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
Conferences / Training	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
Uniform	As per Council policy HRP003.

All other conditions of employment are in accordance with the Shire of Waroona Enterprise Bargaining Agreement 2022 and Shire of Waroona Council Policy.

7. Position Description

 SHIRE OF WAROONA SEA TO SCARP	SHIRE OF WAROONA HUMAN RESOURCES POSITION DESCRIPTION – PLANT OPERATOR / LABOURER
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POSITION IDENTIFICATION	
TITLE:	Plant Operator / Labourer
DIRECTORATE:	Infrastructure Services
REPORTING TO:	Director Infrastructure Services
AWARD:	Shire of Waroona Enterprise Bargaining Agreement 2022
LEVEL:	Level 3 to 5 negotiated
JOB TYPE:	Full Time
DATE EFFECTIVE:	15 October 2019
LAST REVIEWED:	January 2025

1.	POSITION OBJECTIVES
1.1	To perform tasks under the direction of the Coordinator Works and Services to preserve, maintain and improve shire infrastructure, equipment and assets under Shire control.
1.2	Operate plant and equipment for construction and maintenance in a safe and efficient manner.
1.3	To strive for continuous improvement in the workplace and contribute positively as a member of the infrastructure services team.

2.	REQUIREMENTS OF THE POSITION
2.1	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Competent in the operation of plant and machinery. • Ability to read and comprehend plans, instructions, memos and general correspondence. • Ability to write correspondence and complete timecards, daily service check sheets and internal documents. • Ability to present information verbally one on one and in small groups. • Basic numeracy skills including weights, volume and distance measurements. • Ability to work to set survey levels. • Preparedness to undertake labouring duties and complete training where required. • Ability to handle chemicals.

2.2	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Working knowledge of works operations. • Working knowledge of daily maintenance requirements for various machinery. • Good knowledge of safety in the workplace and Work Health and Safety regulations. • Good knowledge of road construction and maintenance. • Sound knowledge of traffic management.
2.3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Previous experience in plant operation, road construction and maintenance practices. • Previous experience in applying Work Health and Safety principles in the workplace. • Experience working in Local Government (desirable).
2.4	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Current WA “HR” (or higher level) class driver’s licence. • A current National Police Clearance not more than three months old. • Certificate III in Civil Construction or Rural Operations (desirable).

3. SUMMARY OF KEY DUTIES AND RESPONSIBILITIES

3.1	<p><u>General:</u></p> <ul style="list-style-type: none"> • Operate Council’s plant and equipment in a safe and proficient manner. • Participate in the maintenance and upgrade of various Council assets with a focus on roads, paths, parks and reserves. • Maintain plant, tools and equipment in a clean, tidy and good operating condition reporting any irregularities immediately to your supervisor. • Safely and responsibly conduct weed spraying operations and handling chemicals as directed. • Remove litter from road verges, parks and public open spaces. • Assist with Council events. • Be a positive team member, offer suggestions for improvement and contribute at team meetings • Complete daily timecards. • Attend training courses as directed. • Observe safe working practices and use personal protective equipment as provided. • Report all accidents, incidents and hazardous situations arising in the course of work. • Any other duties associated within the level of the position as directed by the Works Supervisor or Director Infrastructure Services.
3.2	<p><u>Organisational:</u></p> <ul style="list-style-type: none"> • Sound knowledge of legislative obligations under the Equal Opportunity and Work Health and Safety Policies. • Actively embrace and participate in change to better achieve the Shire’s values, goals and objectives.

	<ul style="list-style-type: none"> • Exercise discretion, initiative or seek advice where practices and direction are not clearly defined. • Maintain strict confidentiality. • Actively participate in the ongoing development, compliance and promotion of professional customer service standards. • Comply with Council’s Code of Conduct ensuring probity and ethical behaviour in all dealings. • Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Equal Employment Opportunity legislation and Council’s Policies and Procedures.
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4. ORGANISATIONAL RELATIONSHIPS

Responsible for:	Nil.
Responsible to:	Coordinator Works & Services. Director Infrastructure Services.
Internal Relationships:	All Shire of Waroona employees and members of the public.
External Relationships:	Community and sporting groups, contractors, ratepayers and other key stakeholders.

5. ORGANISATIONAL STRUCTURE



6. POSITION DIMENSIONS

Work Location:	Report to Shire of Waroona Depot, Thatcher Street, Waroona. Work locations various sites within the Shire of Waroona.
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	HR class motor vehicle licence (preferable).

7.	EXTENT OF AUTHORITY
	This position operates under direction of the Director Infrastructure Services and Coordinator Works and Services and within established guidelines, procedures and policies of Council, as well as statutory provisions of the Local Government Act 1995 and other legislation.
8.	CORPORATE ACCOUNTABILITIES
8.1	All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
8.2	Comply with Shire of Waroona Code of Conduct, management directives and approved policies and procedures.
8.3	Participate as required in all corporate and governance activities.
8.4	Maintain obligations described within the Shire of Waroona's Customer Service Charter.
8.5	Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
8.6	Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8.7	Deliver effective use of Shire resources within the level of accountability for this position.
8.8	Deliver the effectiveness of this position in alignment to the Shire of Waroona values.
9.	WORK HEALTH AND SAFETY
9.1	Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
9.2	Comply with the safety policies and procedures as prescribed by the Shire of Waroona and abide by relevant statutory safety requirements at all times.
9.3	Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and the Work Health and Safety Act.
9.4	Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act and their subsidiary legislation.
9.5	Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work Safety and Health Act 2020 and their subsidiary legislation.

10. SELECTION CRITERIA	
10.1	<p><u>Essential</u></p> <p>10.1.1 Previous experience in plant operation, labouring and manual handling.</p> <p>10.1.2 Ability to read and comprehend plans and instructions</p> <p>10.1.3 Well developed numeracy, oral and written communication skills.</p> <p>10.1.4 Sound knowledge of Work Health and Safety regulations.</p> <p>10.1.5 A current unrestricted HR class national driver's licence.</p> <p>10.1.6 Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position (not required if an internal appointment).</p> <p>10.1.10 Demonstrate the ability to deliver the effectiveness of this position in alignment to the Shire of Waroona values.</p>
	<p><u>Desirable</u></p> <p>10.2.1 Traffic management accreditation or competency.</p> <p>10.2.2 Previous experience in Local Government.</p> <p>10.2.3 Certificate III in Civil Construction or Rural Operations.</p>

11. PHYSICAL DEMANDS CRITERIA	
11.1	<p>Standing: Prolonged standing is required to perform the tasks associated with this position.</p>
11.2	<p>Sitting: Prolonged sitting may be required at times to perform the tasks associated with this position.</p>
11.3	<p>Walking: Regular walking throughout the environs of the Shire of Waroona, over many variables of underfoot conditions e.g. Construction sites and vacant land. These conditions present many trip, slip and fall potential hazards.</p>
11.4	<p>Bending or Stooping: Frequent bending or stooping is required whilst performing normal duties.</p>
11.5	<p>Lifting: Lifting of small to medium items of equipment associated with construction work duties as required.</p>
11.6	<p>Reaching: Regular reaching is required during normal work duties.</p>
11.7	<p>Arm & Hand Movement: Must have full dexterity of both hands and full arm movements, to enable repetitive use of equipment and the handling of all work-related items.</p>
11.8	<p>Neck Flexion & Rotation: Frequent spinal rotation is utilized during daily duties.</p>
11.9	<p>Eyesight: Good peripheral vision and good hand eye coordination is essential. All other functions require a general standard of vision e.g. driving a vehicle.</p>
11.10	<p>Hearing: A good level of hearing capability is required.</p>

11.11	Psychological Factor:	Ability to work with autonomy, likewise to be part of a team. Be able to maintain excellent observation and concentration skills. Good coping skills are important in the interaction with members of the public, and in particular in the supervisory role with the employees, in order to achieve the prime objective for proper work performance and high standards of service delivery.
11.12	Literacy Skills:	Must have basic communication skills, both verbal and written. A high degree of accuracy with attention to detail, along with excellent time management and organisational skills. Highly developed analytical, research and evaluation skills.

12		PSYCHOLOGICAL DEMANDS CRITERIA				
	Psychological Demands	N	O	F	C	Comment
12.1	Cognitive Demands					
	Reading Comprehension		✓			Understanding SWMS, JSA's, procedures for safe work, etc.
	Oral Comprehension		✓			Understanding information from toolbox & safety meetings
	Oral Expression		✓			Speaking to crew at worksite regarding job tasks, procedures, etc.
	Writing	X				
	Numerical Reasoning		✓			Measurements and simple equations required for many tasks
	Diagrammatic		✓			Understanding schematics of ground works, road mapping, etc.
	Critical Thinking			✓		Ensuring safest & most appropriate machine/tool used for tasks
	Attention to Detail			✓		Operating – complete tasks to plan
	Judgement and decision making		✓			
	Active listening			✓		Actively listening to worksite and unusual noises onsite
	Complex problem solving		✓			Occasional problem solving, however not complex problems
	Memory			✓		Remember procedures for operating, tasks and job outcomes
	Concentration				✓	Period of intense concentration when operating machinery
12.2	Emotional Demands					
	Social perceptiveness	X				
	Stress tolerance		✓			Occasional dealing with verbal abuse from general public
	Persuasion	X				
	Dealing with Customers	X				
	Resolving conflicts & negotiating with others	X				

	Deal with unpleasant or angry people		✓		Occasional dealing with verbal abuse from general public
	Work with a group or team			✓	Working within small crews to complete variety of tasks
	Working independently		✓		Working independently within machinery
12.3	Role Demands				
	Adaptability and Flexibility			✓	Frequently have to adapt to changing circumstances onsite
	Time pressure		✓		Job dependent – some jobs have deadlines however not usually
	Time management			✓	Ensure your actions don't interfere with job time/outcomes
	Coordinate and lead others			✓	Instruct others within worksite – especially when operating
	Instruct	X			
	Manage financial resources	X			
	Manager personal resources	X			
	Impact of decisions on co-workers or company results	X			
	Structured work		✓		Tasks are structured around a work schedule/plan each day
	Responsibility to outcomes and results	X			Operating within work group – results of group

13.	AREA OF POTENTIAL RISK
	<ul style="list-style-type: none"> • Personal injury; and • Public safety.

14.	AREA OF POTENTIAL RISK
	<ul style="list-style-type: none"> • Personal injury – manual handling, slipping, tripping and falling. • Moving plant, equipment and vehicular traffic. • Repetitive job functions. • Raw materials, dust and noise. • Chemicals. • Environmental factors (weather and insects) • Employee and public interaction; and • Public safety. <p>The employer provides all personal protective clothing and equipment which is required to use and wear where applicable.</p>

15. POSITION AND INCUMBENT DETAILS	
<p>Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to the Senior Finance Officer for filing on personnel files.</p>	
Present Occupant:	
Date Appointed:	
Supervisor:	

16. STAFF INDUCTION RECORDS				
	INDUCTION	INCUMBENT	SUPERVISOR	DATE
	Workplace duties and responsibilities			
	Workplace safety induction			
	Workplace emergency evacuation induction			

17. CHECKLIST	
<input type="checkbox"/>	Application for Employment form;
<input type="checkbox"/>	Covering Letter;
<input type="checkbox"/>	Resume;
<input type="checkbox"/>	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance, Working with Children checks;
<input type="checkbox"/>	The application has been photocopied for personal reference;
<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
<input type="checkbox"/>	I have checked that I am aware of the closing date and time.



Shire of Waroona
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