Wudinna District Council

Application Information

Welcome

Welcome to the Wudinna District Council, where community-driven excellence meets proactive leadership for a vibrant rural future. We're committed to making a difference in the lives of our residents and contributing to the growth and development of our region.

About This Guide

We value your interest in joining our team. Our application process is designed to ensure fairness and transparency. This guide will support you through the process and help you get to know a bit more about us and what we have to offer.

We look forward to welcoming you to the team.



Introduction to Wudinna District Council

About us

We are located on central Eyre Peninsula, covering an area of 5,394 square kilometres with a current resident population of 1,136 (ABS, 2021), or 904 electors. Our Council area incorporates the townships of Warramboo, Kyancutta, Yaninee, Minnipa and Wudinna, which is our main service centre. Wudinna is located on the Eyre Highway, 693 kilometres east of the South Australian/Western Australian border and 580 kilometres west of Adelaide. Our local industries are wheat and sheep farming, tourism and small business and industry.

We sit in the federal electorate of Grey and the state electorate of Flinders and are comprised of 7 Elected Members who are supported by 18 staff (9 administrative and 9 works personnel).

Our history

Our Council started its journey on 4 November 1908, proclaimed as the 'County of Le Hunte' in honour of Sir George Ruthven Le Hunte, a Governor of South Australia from 1903 to 1909. In 1925, we became the District Council of Minnipa, before changing our name to the District Council of Le Hunte in 1932, a title which remained for 76 years. A need to promote the area, particularly for the purposes of tourism and business saw our name changed one final time to the District Council of Wudinna on 24 April 2008, following public consultation.

Application Process

To help you prepare for the application process, here's what you need to know:

Making enquiries

If you have any questions about the role or the application process, feel free to contact (08) 8680 2002 or admin@wudinna.sa.gov.au. We're here to assist you.

Completing Your Application

Ensure that your qualifications and experience align with the role's key responsibilities. Prepare your application materials, including your resume and cover letter, ensuring you address the selection criteria outlined in the position description. Make copies of any qualifications or certificates required for the role, to accompany your application. Complete the 'Application for Employment Form' at the rear of this guide.

Lodging Your Application

Submit your application via email to admin@wudinna.sa.gov.au or in person at 11 Burton Terrace, Wudinna. Make sure to attach all required documents and provide accurate contact information. If submitting electronically, please save your application in Word or PDF format.

The Shortlisting Process

The selection panel for the role will review all applications to identify candidates who most closely match the role's requirements and determine a shortlist. Shortlisted candidates will then be contacted by phone and invited to attend an interview.

The Interview

The interview is an opportunity for us to learn more about you and for you to understand the role and our Council better. Prepare for questions related to your experience, skills, and alignment with our values. Depending on the role, there may be more than 1 round of interviews conducted, or additional requirements such as assessments or presentations. If this is the case, we'll let you know well in advance.

Final selection

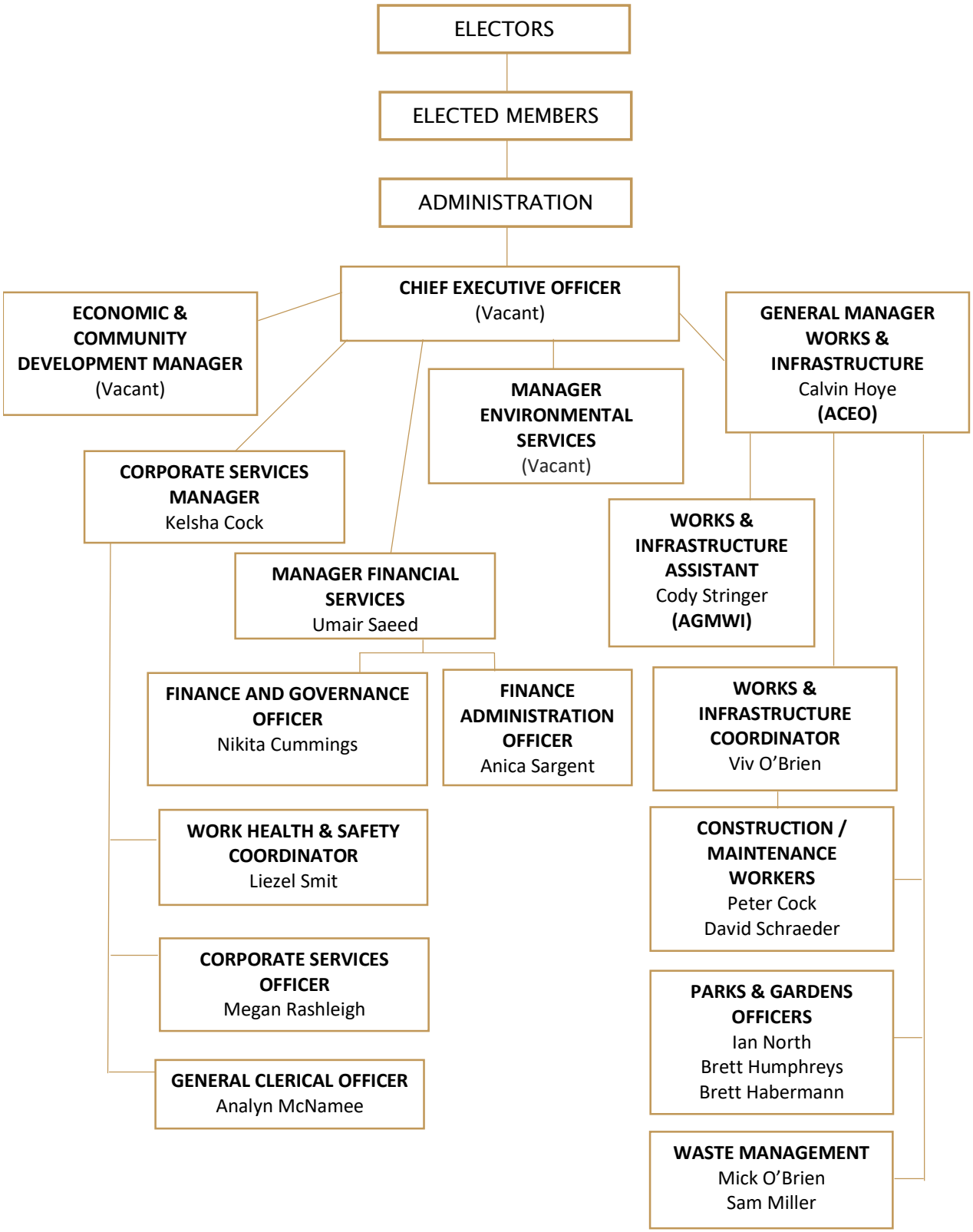
Following the interview stage, if you are one of the preferred candidates, your referees will be contacted before a final decision is made by the panel.

Notification

If you are the successful applicant, you will be contacted by phone with a verbal offer of employment, followed by a formal written offer. If you are not selected for the position, we will write to you to let you know. You are welcome to request feedback from the selection panel on your application and interview.

Our Structure

Wudinna District Council consists of the elected members of Council (Councillors), led by our Mayor and Council administration (staff), which is led by our Chief Executive Officer. We are staffed by around 18 talented individuals. Our structure looks like this.



Our Benefits

At Wudinna District Council, we believe in supporting our team members and fostering their growth. When you become a part of our council, you can expect:

- 12% superannuation contribution to secure your financial future.
- Corporate Health program offering annual health checks, skin cancer assessments, and flu injections to support your health and wellbeing.
- Income protection insurance for added security.
- Professional development opportunities to enhance your skills and advance your career.
- Emergency services leave to accommodate your commitments.
- Portability of leave within SA local government for your convenience.
- Annual uniform allowance to ensure a professional appearance.

Conditions of Employment

Here are the specific conditions of employment relating to the role you are applying for.

POSITION DETAILS	
Annual Leave	Four (4) weeks paid annual leave each year.
Long Service Leave	In accordance with the SA Long Service Leave Act 1987.
Other Leave	The Officer is entitled to sick leave, family leave, bereavement leave, parental leave and other leave as set out and in accordance with the Award/Enterprise Bargaining Agreement, where applicable.
Superannuation	The Council will contribute to the employee in accordance with the Requirements specified in the Superannuation Guarantee Act. Salary sacrificing of superannuation is available.
Conferences	Attend conferences/courses with approval from the CEO as per Human Resources Policy.
Uniform	As per Council HR policy
Other	Prior to employment, the applicant will be required to: • Undergo and pass a pre-employment medical examination at Council cost • Provide a satisfactory and current National Police Clearance

Application for Employment

To finalise your application, please complete this form and attach all relevant supporting documentation.

PERSONAL DETAILS			
Position Title			
Name			
Postal Address			
Phone (Hm)		Phone (Mob)	
Email		Licence Class	
Qualifications			

REFEREES

Please provide the names and contact details of 2 recent referees (preferably work-related)

Name		Name	
Position		Position	
Company		Company	
Address		Address	
Phone (Daytime)		Phone (Daytime)	

FIT FOR WORK

Please answer the following questions

☐ Yes ☐ No	Do you have any disability, physical limitations or health problems that could prevent you from performing the duties as required of the position?
☐ Yes ☐ No	Do you agree to undergo a Police Clearance and medical examination as a condition of employment if offered the position?

SUPPORTING DOCUMENTATION

In addition to my completed application for employment, I have enclosed the following documentation:

☐	A cover letter and copy of your resume
☐	Copies of qualifications or certificates required for the role (originals to be sighted during interview)

By signing this cover sheet, I authorise the Council to contact the nominated referees or any other person or organisation quoted in my application, and I consent to employment screening checks being conducted on my work history.

I declare that the information provided in support of my application is true and the qualifications that are asserted in my application are genuine.

I acknowledge that any employment or offer of employment may be withdrawn if I have provided false information in support of my application.

Signature: ..... Date: .....