

# UPPER LACHLAN SHIRE COUNCIL



Information Package For The  
Position of

Senior Stores person

## **CONTENTS**

- |                                      |        |
|--------------------------------------|--------|
| 1. Employment Application Procedures | Part 1 |
| 2. Employment Application Form       | Part 2 |
| 3. Position Description              | Part 3 |
| 4. General Employment Information    | Part 4 |

# **UPPER LACHLAN SHIRE COUNCIL**

## **EMPLOYMENT APPLICATION PROCEDURES**

### Part 1

## **UPPER LACHLAN COUNCIL EMPLOYMENT APPLICATION PROCEDURES**

Dear Applicant,

Thank you for your interest in the **Senior Stores Person** position with Council that was recently advertised. Council normally receives a large number of applications each time a vacancy is advertised. In order to assist in processing the applications a basic application form has been developed, **(which all applicants are required to complete)**. In completing the application form, applicants are requested to follow the instructions as below.

### **Part A. Personal Details**

Please complete all the details and provide a telephone number so that Council may contact you during working hours, should you be successful in gaining an interview.

### **Part B. Qualifications and Experience - Essential Criteria**

Please complete this section. You are required to demonstrate how you meet each **essential criteria** as outlined in the position description on page 14.

If the essential criteria can be demonstrated by providing written documentation such as tertiary qualifications or current position description, you should attach copies to the application. Where essential criteria cannot be demonstrated by written evidence, you are required to explain how you meet the criteria.

### **Part C. Qualifications and Experience - Desirable Criteria**

In this section you are required to explain how your experience, knowledge, skills or qualification meet the desirable criteria. In this case, supporting documents, i.e. certificates, job description etc. may also be supplied if necessary, as outlined in the position description on page 15.

### **Part D. EDUCATION**

Please complete all details and provide copies only of results achieved. **Do not send originals.**

### **Part E. REFEREES**

Please provide current details, including correct telephone numbers and names of people (referees) who may be contacted in regard to your education, work performance and employment history (if any).

### **Part F. TRAINING / PROFESSIONAL DEVELOPMENT**

Please provide details, supported where appropriate with copies of certificates, of training and professional development courses completed.

Applicants are encouraged to submit their resume with the application. **Do not attach any original documents, as they may not necessarily be returned.**

### **Part G. INTERVIEWS**

Interviews will be held in the near future at the Upper Lachlan Council Chambers, Crookwell and applicants successful in obtaining an interview will be contacted by telephone, letter or by facsimile.

Applicants unsuccessful in obtaining an interview will be advised in writing after an appointment has been made. Unsuccessful applicants are encouraged to seek constructive comment and feedback on why their application was unsuccessful.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Upper Lachlan Council is an Equal Employment Opportunity (EEO) employer and promotes a smoke free work environment.

Applications for the position close **Wednesday 29 August 2018 at 4.00pm.**

Yours faithfully

*K N Kara*

Kevin Kara  
**Human Resource Coordinator**

# **UPPER LACHLAN COUNCIL**

## **EMPLOYMENT APPLICATION FORM**

### **Part 2**



**PART B – QUALIFICATION AND EXPERIENCE (ESSENTIAL CRITERIA)**

Please demonstrate how your experience, skills, knowledge and qualifications meet **each of the essential criteria** as stated in the position description (page14). You may support your application by attaching a Personal Resume that will expand upon this information.

**PART C – QUALIFICATION AND EXPERIENCE (DESIRABLE CRITERIA)**

Please explain how your experience, skills, knowledge and qualifications meet **each of the desirable criteria** as stated in the position description (page 14).

**PART D – EDUCATION**

School/TAFE/University	Standard/Course	Year Completed
------------------------	-----------------	----------------

**PART E – REFEREES**

Referee	Address	Telephone
---------	---------	-----------

**PART F – TRAINING / PROFESSIONAL DEVELOPMENT COURSES**

Course	Provider	Year Completed
--------	----------	----------------



**UPPER LACHLAN COUNCIL**

**POSITION DESCRIPTION  
FOR**

**SENIOR STORES PERSON**

Part 3

# Upper Lachlan Shire Council



## Position Description

PN WKS 14

---

<b>Position:</b>	<b>Senior Stores Person</b>
<b>Division:</b>	<b>Works Department</b>
<b>Reports To:</b>	<b>Director of Works</b>
<b>Incumbent:</b>	<b>VACANT</b>
<b>Salary Range:</b>	<b>Grade: 9     Step: Min</b>

---

### **CONDITIONS**

In accordance with Local Government State Award as amended from time to time, Industrial Agreements and Council's Policies, Practices and Procedures

<b>Hours:</b>	38 hours per week (Monday - Friday)
<b>Travel:</b>	As required
<b>Flexible Hours:</b>	9-day fortnight as per arrangement
<b>Vehicle:</b>	No vehicle is allocated to this position. Council owned vehicles are available for use in conjunction with the Senior Store Person duties.
<b>Responsible to:</b>	Director of Works.

---

### **POSITION OBJECTIVES**

- ↪ To manage, operate and maintain the Council's store in a tidy, safe, effective and efficient manner.
- ↪ To purchase goods, services and store items on the most advantageous terms to Council and in accordance with Council's Purchasing – Acquisition of Goods and Services Policy. This work must also be in accordance with Council's prearranged contracts via purchasing groups such as Centroc, LGP and CBRJO.
- ↪ To ensure that both Council's Crookwell store and Gunning store operate in a manner that compliments each other.
- ↪ To ensure adequate resources are kept and maintained in the store at all times.
- ↪ To strive to achieve maximum benefit from all resources
- ↪ To maintain a spirit of co-operation and goodwill to all "customers" within the organisation and between each store and each of Councils Works Depots.
- ↪ To project and promote the image of Council as both efficient and courteous
- ↪ To work in a safe manner at all times, and ensure that all practices comply with Council's WH&S Policies.

## **KEY TASKS**

### **Purchase**

- ↪ To record and register incoming and outgoing goods with due advices in accordance with Council's procedures.
- ↪ To ensure that incoming goods are accounted for appropriately including ensuring that there is adequate "segregation" between those parties ordering goods and verifying the receipt of those goods.
- ↪ To ensure a satisfactory stock level of routinely consumed items.
- ↪ To obtain quotes for all items purchased in accordance with Council's Procurement of Materials and Services Policy.
- ↪ Discuss Council's requirements with sales consultants.
- ↪ Maintain a full supply of all oils and lubricants required by all plant. Quantities and servicing schedule to be discussed with Plant Supervisor regularly.

### **Register and Stores**

- ↪ To implement and maintain a chemical register of all chemicals used by Council and for works materials issued
- ↪ To maintain up to date MSDS sheets of all Workplace Substances used by Council.
- ↪ To ensure that Council's corporate software systems are used to account for all incoming and outgoing materials (including fuel).
- ↪ Ensure all goods issued from the store are allocated to the correct job numbers.
- ↪ Maintain adequate supplies of filters for plant as required by the Workshop Superintendent. Filters to be catalogued into plant number in appropriated clean storage area. Consideration must also be given to having appropriately reduced stocks of filters where more than one plant item (or vehicle) uses the same filters.
- ↪ Maintain a register of all hand tools (e.g. shovels, drills, hammers, levels, chain saws etc) issued to ensure all staff is accountable for the care and return of such small plant/tool items.
- ↪ Maintain an adequate supply of PPE and first aid supplies at all times in consultation with the Work Health and Safety Coordinator, the Manager of Works and the Manager of Operations.
- ↪ Council's Emergency Chest to be maintained at all times with equipment as per the inventory.
- ↪ Ensure equipment such as signs, plant tools and materials are returned and placed in appropriate storage locations. Direct staff as required to ensure equipment is returned to the correct locations.
- ↪ Maintain an inventory and an adequate supply of outdoor staff uniform clothing such as trousers, shirts, jumpers, coats, gloves, etc. to ensure

clothing is available as per Council's clothing policy and to track issue of such clothing.

- ↻ Maintain an up to date list of unit rates for all materials used at the store for Councils store system and check suppliers rates to ensure best value for money.

### **Communication**

- ↻ To regularly communicate with supervisors and other employees regarding tasks to be undertaken.
- ↻ Use a two way radio effectively
- ↻ Ensure phone enquiries are answered in an efficient manner. (Note: This will require a cordless phone to be held by the Store person whilst in the depot grounds.)
- ↻ Interact with other Store persons within the Shire to ensure consistent procedures are adopted for all of Council's stores facilities.

### **Policies and Procedures**

- ↻ To understand and comply with Council's Work Health and Safety Policies and Procedures.
- ↻ To understand and comply with Council's Quality and Environmental Policies and Procedures.
- ↻ Keep abreast of current resources available for Council's normal operations.
- ↻ Ensure that all site safety rules for the store are complied with. This may include but not limited to smoking, skylarking, eating in the store area, PPE use, etc.
- ↻ Undertake a stock take twice a year.
- ↻ Ensure compliance with workplace substances e.g. Chemicals, fuel, solvents, etc. storage is adhered to.

### **Team Work and Motivation**

- ↻ To participate as a team member as and when required including Council's other stores staff and Procurement Co-ordinator.
- ↻ To demonstrate an ability to perform reliably and without supervision.
- ↻ To respond positively to work interruptions and changed priorities.

### **Store preservation**

- ↻ To manage, operate and maintain the Council's store in a tidy, safe, effective and efficient manner
- ↻ Maintain high security arrangements at the depot, store and storeroom.
- ↻ Operate a forklift as required for loading and unloading operations.
- ↻ Assist in validating certification of forklift log book.
- ↻ Implement a computerised stores management system as high priorities maintain such system to ensure efficient use of materials/stock.

- ↵ Maintain sediment trap/oil separator control device at bottom of yard (when installed).

### **Miscellaneous**

- ↵ Direct and accompany all visitors at all times in a safe efficient manner. Control visitors entering the depot worksite.
- ↵ Regularly check “market” on delivery rate for store/material delivery and choose delivery provider that provides best value for money.
- ↵ To undertake non-storekeeper activities when directed by supervisor.

## **POSITION PARAMETERS**

### **Authority and Accountability**

- ↵ To be responsible for the operation of the store, with general guidance on a daily basis, and be accountable for own actions/work.
- ↵ To be responsible for care and maintenance of tools and protective clothing issued and used.
- ↵ To be responsible for the safe operation of equipment in the workplace.
- ↵ To be responsible for quality of work functions
- ↵ Responsible for the completion of work requiring the application of administrative or technical skills

### **Judgement and Problem Solving**

- ↵ To use judgement in handling daily situations.
- ↵ To work with other staff in resolving problems; use initiative.
- ↵ To use judgement in determining when assistance is required.
- ↵ Interpretation of information and development of suitable procedures to achieve agreed outcomes.
- ↵ Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available.
- ↵ Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

### **Specialist Knowledge and Skills**

- ↵ To understand WH&S requirements associated with store operation.
- ↵ To have a comprehensive knowledge of dangerous goods handling.
- ↵ To apply skills following "on the job" or accredited external training over a number of months.

- ↵ Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

### **Management Skills**

- ↵ To provide input into the consideration of new or improved practices as required.
- ↵ To have clerical and literacy skills to assist in maintaining records.
- ↵ To possess the skills needed in the communication of information and instructions.
- ↵ To possess management skills to manage the everyday running of the stores operations in accordance with Council's Policy and Procedures

### **Interpersonal Skills**

- ↵ To understand and accept specific job directions and communicate with supervisor and other employees.
- ↵ To exchange information with other employees, report problems and difficulties, and explain situations.
- ↵ To use the 2-way radio to communicate with other employees, receive and pass on messages effectively and efficiently.
- ↵ To liaise effectively with the all stakeholders of Council in a courteous manner.
- ↵ Frequent communication with other staff and/or the public common but normally at a routine level.

### **Qualifications and Experience**

#### **ESSENTIAL**

- ↵ TAFE accreditation or equivalent in purchasing or warehouse operations (or a willingness (and ability) to gain such accreditation).
- ↵ **Previous experience in Stores operations and stocktaking procedures**
- ↵ Demonstrated knowledge and experience in the operation of computers, databases and Council's corporate software systems in relation to Stores procedures (or a willingness to undergo any training that might be required).
- ↵ Practical experience in purchasing materials, works and services.
- ↵ Demonstrated well developed written and oral communication skills
- ↵ Knowledge of the care and control of hazardous substances.
- ↵ Knowledge of safe manual handling procedures
- ↵ To hold industrial equipment certification for:
  - LF – Fork Lift.
- ↵ **Motor Vehicle Licence -Class C**

## **DESIRABLE**

- ↪ Senior First Aid Certificate
- ↪ To hold a Motor Vehicle Licence – Class MR (Medium Rigid).
- ↪ To hold industrial equipment certification for:
  - LL - Front End Loader
  - CR – non slewing Mobile Cranes (greater than 3 tonnes.)

## **CRITICAL PHYSICAL FACTORS**

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- ↪ Standing for more than 90% of the work day is required could walk up to 5km in one day.
- ↪ Sitting occasionally when undertaking administration work
- ↪ Climbing ladders to access to goods/stocks
- ↪ Bending/stooping is required to lift items off pallets and to reach for parts positioned at lower levels. This will occur more frequently when doing the stocktake.
- ↪ Squatting/crouching is required to lift items off pallets and to reach for items positioned at lower levels. Squatting and crouching may occur more regularly when doing stocktake.
- ↪ Reaching overhead is required to reach items positioned higher. Repetitive overhead reaching may be required occasionally
- ↪ Reaching at waist level is required regularly throughout the day to handle stock and to work on the computer and to do paperwork.
- ↪ Trunk rotation is required to pull something off the shelf and into the pallet.
- ↪ Repetitive Forearm, hand and finger movement is required to handle items.
- ↪ Manual dexterity and handling is required to strap down items on the pallets, to do lifting and to do paperwork.
- ↪ Lifting parts weighing approximately 20kg – lifting a 20 litre bottle of disinfectant. May be required to carry with one hand occasionally over a distance of up to 50m. Lifting from knee level to waist level.
- ↪ Push/pulling is required when moving the trolleys or when sliding parts onto the pallet.

## **WORK HEALTH AND SAFETY OBLIGATIONS**

- ↪ To assist Council supervisors and managers in identifying hazards at the workplace
- ↪ To participate in the assessment of the risks associated with the identified hazards
- ↪ Be aware of and follow the Council's adopted risk management procedures when undertaking tasks and projects
- ↪ Follow the reasonable directions of supervisors and managers
- ↪ Not to interfere with or misuse any device or equipment that has been provided as part of a risk control measure
- ↪ Report as soon as practical and without delay to supervisors any matter that relates to hazard identification or risk assessment that affects the Council's capacity to ensure a safe and healthy workplace
- ↪ Report as soon as practical and without undue delay any adopted matter that indicates that the risk management procedures are inadequate to control a risk
- ↪ Report as soon as practical and without undue delay to supervisors any incidents or near misses that relate to work health and safety
- ↪ In the event of a non-disturbance accident not to disturb or interfere with the accident scene other than to; rescue a person from the scene of the incident; or, take such steps as are necessary to prevent further harm to employees; or, render the scene of the accident safe for the purpose of inspection and if required WorkCover investigation
- ↪ If requested respond and render assistance to any person who is working at a Council workplace who is suffering injury or illness

Council recognises the important contribution that employees make to ensure a safe and healthy workplace. Individual employees are required to:

- ↪ Cooperate with Council as far as necessary to assist Council to comply with the statutory obligations under the WH&S Act 2011 and the WH&S Regulations
- ↪ Report immediately any unsafe work practices to their supervisors
- ↪ Report immediately any unsafe workplace condition that could place employees and other persons at risk
- ↪ At all times follow the adopted risk management procedures
- ↪ Wear suitable/correct Personal Protection Equipment for tasks undertaken
- ↪ Attend all meetings/tool box talks where applicable
- ↪ Implement correct Safe Work Method Statements SWMS for tasks being undertaken at all times
- ↪ Where required maintain a written record of any/all the above

## **ORGANISATION ENVIRONMENT – (WORKS DIVISION)**



The Works Division within Council's operations is responsible for the construction and maintenance of roads, bridges, drainage, parks and gardens, swimming pool, cemeteries, water treatment systems, waste water treatment systems, sale yards, airport and quarry operations.

Within the above Divisional responsibilities, the Store person is accountable for managing, operating and maintaining the store in a safe, effective, efficient and tidy manner.

Subject to the Management Plan and Council's resources, it may be necessary from time to time for the position holder to individually and with other staff carry out works within the Works Divisions range of responsibilities.

### **TRAINING**

To comply with essential training requirements as may be provided for within Council's training plan, attend seminars/courses identified as necessary to enhance/maintain knowledge of contemporary practices and become familiar with and implement Council's policy matters. A training plan will be developed and reviewed each year with the performance/competency assessment of the position holder.

### **ANNUAL REVIEW**

Each position holder shall be reviewed annually to assess performance, training needs and to identify significant changes (if any) in the position description.

### **HOURS OF WORK**

Hours of work are in accordance with the Award provisions, Monday to Friday. The employee should be aware that Council's normal hours of operation are based on a nine (9) day fortnight system of 76 working hours, with fortnightly pay periods.

## **SALARY PROGRESSION CRITERIA – POSITION:**

### **SENIOR STORE PERSON**

#### **MINIMUM / ENTRY LEVEL FOR POSITION**

The position holder will be required to possess skills that are necessary to undertake the basic requirements of the position. The assessment of these skills will be on the basis of the application submitted in respect of the position and the known experience and qualifications of the applicant. Such information will be assessed against the defined tasks and parameters for the position.

#### **STEP 1**

Skills will be required to undertake all essential requirements of the position and the acquisition/application of local and Council specific knowledge and operating procedures. The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position in terms of the specific work environment, policies/procedures/practices, etc.

Assessment of these skills will be based on the experience/qualifications of the position holder and their **ability to apply skills** defined in the position parameters.

- ↪ Undertake all allocated tasks as requested to a high standard
- ↪ Review and Implement Councils policy & procedures in relation to the purchasing and procurement process to a high standard
- ↪ Demonstrated exceptional clerical skills to maintain required work records.
- ↪ Knowledge of WHS and WorkCover regulations in relation to Store operation.
- ↪ Arranges transport and freight to and from council store of goods and services.
- ↪ Provide feedback on store activities to supervisor on a regular bases
- ↪ Maintain store in a clean and tidy state at all times
- ↪ Participates in workplace change processes.

#### **STEP 2**

Will require the achievement of Step 1 and competency assessment in all of the following core level competencies:

- ↪ Applies procedures for the safe unloading of fuel tankers into storage tank.
- ↪ Operates a forklift truck with appropriate qualifications.
- ↪ Has a good understanding of the store operating system and stores ledger including the use of Council's corporate software
- ↪ Plans own activities in conjunction with supervisor.
- ↪ Determines appropriate action and respond accordingly.
- ↪ Follows workplace procedures for hazard identification and risk control.

- ↪ Participates in the implementation of WHS responsibilities.
- ↪ Works positively with others in the organisation.
- ↪ Holds a Class MR drivers licence
- ↪ Operates equipment (hand held tools, two-way radios, small plant items)
- ↪ Has a good understanding of the handling of hazardous substances.

### **STEP 3**

Requires the achievement of all previous steps and competency assessment in all of the following functional competencies:

- ↪ Possesses a thorough understanding of the store operating system and ledger.
- ↪ Monitors availability of stock and materials to ensure compliance with records.
- ↪ Re-orders stock items at appropriate levels.
- ↪ Uses computer software packages for the store system.

### **STEP 4**

Following achievement of all previous steps the position holder will be able to be assessed on the following organisational competencies: -

- ↪ Meets the requirements of the position description.
- ↪ Applies materials handling and storage methods to reduce costs.
- ↪ Maintains effective work practices.
- ↪ Contributes effectively to the team environment.
- ↪ Communicates effectively with supervisors, fellow workers and the public.
- ↪ Applies Council policies, practices and procedures in the work place.
- ↪ Quality and quantity of work meets requirements.
- ↪ Categorises work with supervisor
- ↪ Completes work or reports work to supervisor
- ↪ Determines whether work is within the scope of responsibilities/duties
- ↪ Possesses accredited qualifications in computer operation and/or inventory control.

Assessment for this Step will be undertaken by three (3) supervisors and will be based on the consistent achievement of all tasks in the position description (at the applicable band/level). For this step not to be granted the supervisors must be able to show in what areas the requirements have not been consistently met.

**MAXIMUM STEP FOR THE POSITION**

To achieve this level the position holder must consistently show that they apply skills, competencies or expertise additional to that required for the position i.e. the employee provides superior knowledge and skill to the position. This step will be achieved by the attainment of agreed training/qualifications, efficiency and productivity achieved, innovative project and continuous work improvement over an extended period of time. This step will be subject of determination by the respective Director and will be subject of definition on the achievement of Step 4 by the position holder.

**CERTIFICATE AND ACKNOWLEDGEMENT OF CONTENT ABOVE**

This is both a certification and acknowledgment of the position as described, by the position holder and the position holder's supervisor

\_\_\_\_\_  
(Signature of Supervisor/Manager)

\_\_\_\_\_  
(Signature of Occupant)

Date:.....

Date:.....

**UPPER LACHLAN COUNCIL**

**GENERAL EMPLOYMENT INFORMATION**

## Part 4

## INDEX

1. PRE-EMPLOYMENT MEDICAL EXAMINATION
2. HOURS OF WORK
3. PAY ARRANGEMENTS
4. UNION MEMBERSHIP
5. PICNIC DAY
6. ANNUAL LEAVE
7. SICK LEAVE
8. CARER'S LEAVE
9. LONG SERVICE LEAVE
10. BEREAVEMENT LEAVE
11. PARENTAL LEAVE
12. INTERVIEW EXPENSES
13. REMOVALIST EXPENSES
14. TELEPHONE
15. VEHICLE LEASEBACK
16. SUPPERANNUATION
17. SOCIAL CLUB
18. WORKING ENVIRONMENT
19. COUNCIL STRUCTURE
20. MANAGEMENT STRUCTURE

## **1. PRE-EMPLOYMENT MEDICAL EXAMINATION**

As part of Council's employment policy, all new employees are required to satisfactorily complete a medical examination undertaken by a practicing medical officer of the employee's choice and at Council's expense. The results of the medical examination shall be kept confidential. The purpose of the medical examination is not to determine the success or otherwise of the applicants employment, and is in the interest of the prevention of industrial injury and to identify any existing injury or incapacity.

## **2. HOURS OF WORK**

The majority of Council's salaried staff is employed on a 9-day fortnight of 70 hours per pay period. Council's wages staff works a 9-day fortnight of 76 hours per pay period.

## **3. PAY ARRANGEMENTS.**

Employees are paid on a fortnightly basis with the pay being deposited directly into an account nominated by the employee.

## **4. UNION MEMBERSHIP**

Membership of a relevant union or professional association is optional. Membership subscriptions for unions and or professional associations can be deducted from the employee's salary.

## **5. PICNIC DAY**

A picnic day is generally held in November each year. It is an Award provision and a paid day for employees who are financial member of a union. Attendance at the picnic is encouraged and usually consists of some form of organised sporting activity for which a small charge is normally levied to pay for food and activities.

## **6. ANNUAL LEAVE.**

Twenty (20) days annual leave is granted to all full time employees in accordance with award provisions and employees are encouraged to take their accrued annual leave entitlements each year on the anniversary of their employment.

## **7. SICK LEAVE**

Fifteen (15) days sick leave is granted each year in accordance with award provisions. Sick leave not taken is accrued indefinitely, however cannot be taken as a cash payment on retirement or resignation.

## **8. CARER'S LEAVE**

Unlimited carer's leave may be taken from employee's sick leave entitlement for the purpose of caring for sick relatives.

## **9. LONG SERVICE LEAVE**

Employees are entitled to 13 weeks long service leave after 10 years of service. On reaching 15 years long service a further 6.5 weeks is accrued with 2.2 weeks being for each year of service thereafter.

## **10. BEREAVEMENT LEAVE**

Employees are granted up to two (2) days in the event of the death of a close relative.

## **11. PARENTAL LEAVE**

Maternity leave is available to employees who have been employed continuously by Council for 12 months. The maximum period of absence is 53 weeks and this includes all forms of leave used in conjunction with maternity leave.

## **12. INTERVIEW EXPENSES**

Council will pay reasonable travelling and out of pocket expenses to applicants attending an interview for the position. Should an applicant be offered the position and the applicant declines it, the applicant will not be paid travelling or out of pocket expenses.

## **13. REMOVALIST EXPENSES**

Council does not normally pay removalist expenses unless they are negotiated with the applicant and or are an Award conditions

## **14. TELEPHONE**

Should Council require the position holder to be contactable for out of hours emergencies and Council business, Council will pay the rental for the telephone and any calls associated with Council business. In such cases Council may require the after hours contact number to be listed in Council's section of the telephone directory.

## **15. VEHICLE LEASE BACK**

Council has a lease back policy for private use of vehicles outside normal working hours for nominated positions and with the employee being responsible for a sedan or utility vehicle. Lease back of the vehicle is by concurrence of the respective Division director.

## **16. SUPERANNUATION**

Superannuation is available to employees through their current or any approved fund of the employee's choice. Council also pays occupational superannuation on the employee's behalf.

## **17. SOCIAL CLUB**

A Social Club is available for employees. A small weekly contribution via the payroll is made which mainly covers the cost a Christmas and similar function for employees and their partners.

## **18. WORKING ENVIRONMENT**

Council promotes a smoke free working environment for the general health of employees, and is an Equal Employment Opportunity (EEO) employer.

## **19. COUNCIL STRUCTURE**

Council is comprised of 9 elected Councillors and Ordinary Councils meetings are held every 3rd Thursday of the month, commencing at 9.30am. Council has a number of Committees including Finance, Works and Plant, Planning, Noxious Weeds, Community Services, Landscape and Traffic. The General Manager, Directors and some specialist staff are required to attend Council meetings



## **20. MANAGEMENT STRUCTURE**

Council's management structure consists of a General Manager and a Director responsible for each of the three departments. The management structure and key staffs are as below.

### **General Manager**

#### **Works and Operations Department**

Director of Works and Operations

Manager of Works

Manager of Operations

#### **Finance & Administration Services Department**

Director of Finance & Administration Services

Manager of Finance & Administration

Manager of Library Services

Manager of Tourism

Human Resource Coordinator

#### **Planning and Environmental Services Department**

Director of Planning & Environmental Services

Manager of Planning & Environmental Services