



ADVICE FOR PROSPECTIVE APPLICANTS

Thank you for your interest in applying for a position at the Shire of Plantagenet. Please take the time to read the attached information.

The Shire of Plantagenet is a prosperous agricultural area located in the heart of the Great Southern region of Western Australia. Strategically located on the Albany Highway, only 50km from the coastal city of Albany and the scenic town of Denmark, Mount Barker is Plantagenet's administrative hub, surrounded by picturesque landscapes and growth industries.

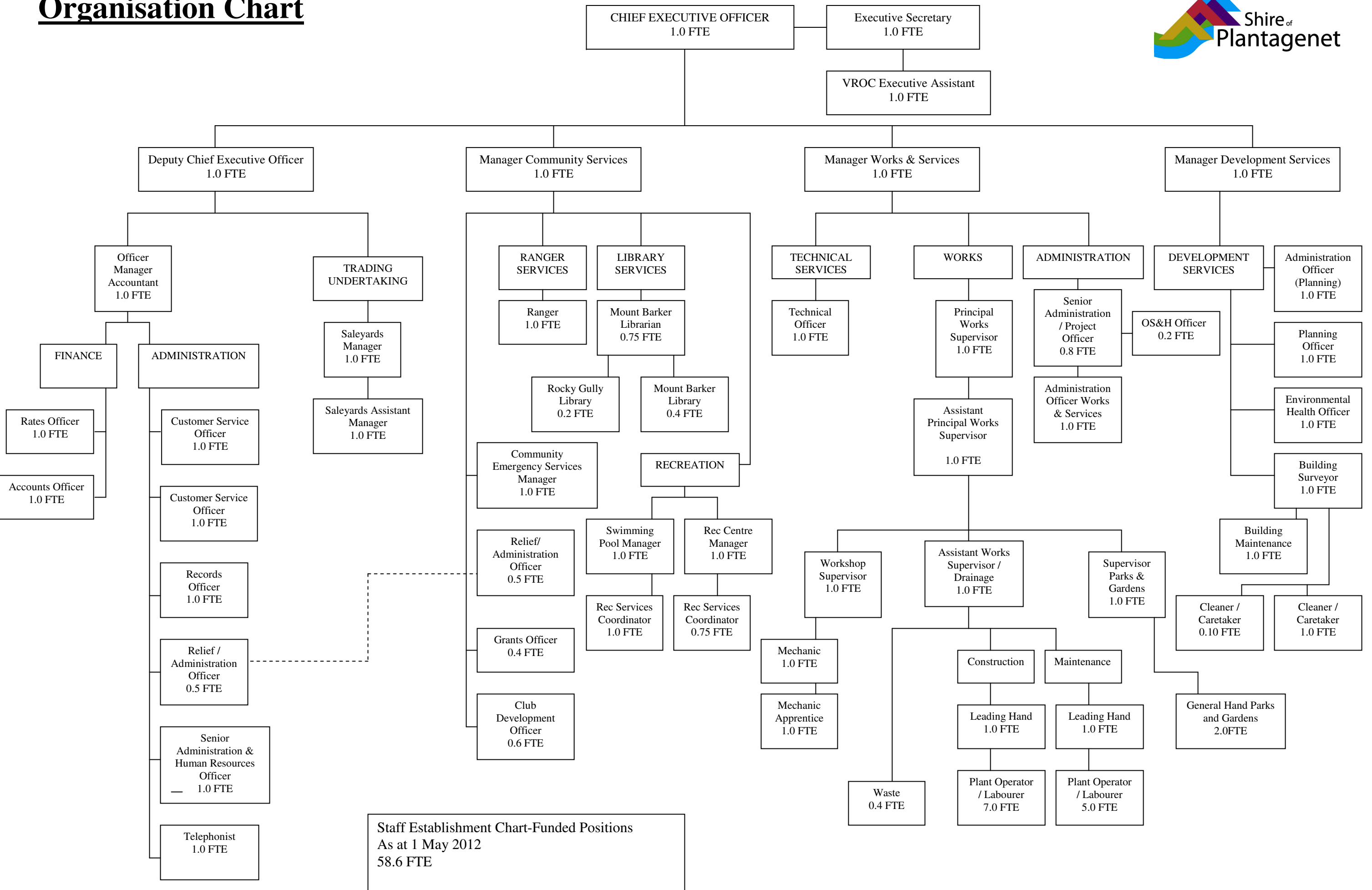
The Mount Barker and Porongurup regions are famous for high quality wine production, the developing plantation industry, the Porongurup and Stirling Range National Parks, offering spectacular views and bush walking, as well as the established agricultural and livestock tradition.

If you wish to proceed, the following helpful hints are provided to assist you with your application.

MAKING ENQUIRIES:

General enquiries regarding vacancies may be made by telephoning the Council's Senior Administration/Human Resources Officer, Donna McDonald on (08) 9892 1123 or email hr@sop.wa.gov

Organisation Chart



Staff Establishment Chart-Funded Positions
As at 1 May 2012
58.6 FTE

OUR MISSION STATEMENT

Our mission is

‘To improve the quality of life for the people of Plantagenet, both present and future.’

OUR VALUES

We will treat each other with courtesy and respect at all times.

We will conduct ourselves honourably with the highest degree of integrity, honesty and trust

Hidden agendas, untruths and negative manipulation are not acceptable to us.

We will show respect for each other regardless of individual beliefs, age, race, gender, religion or lifestyle.

CUSTOMER SERVICE

Local Government is a very personal service. Local people run it and are served by it. Every contact people make with any representative of the Council will colour their attitude towards the Council. It is vital that the public feel that we are keen to serve them.

The public makes judgement of the Council by the way employees look. Employees are encouraged to choose appropriate neat apparel. Not only is your personal appearance of importance, but so too is your work area. Cluttered untidy desks and counters do not convince the client that the Council is run efficiently. Nor do noisy shouts, gales of laughter or loud talking impress our clients.

CODE OF CONSIDERATION

We, the officers of the Shire of Plantagenet embrace these values

- We will treat each other with courtesy and consideration at all times.
- We will conduct ourselves honourably with the highest degree of integrity, honesty and trust.
- Hidden agendas, untruths, and negative manipulation are not acceptable to us.
- We will show respect for each other regardless of individual beliefs, age, gender, religion or lifestyle.
- Our mutual respect for each other will stem from our regard for the professionalism, integrity, and ethics of our colleagues.
- Those who have been personally wronged will receive an apology. Those who are wrong will right the wrong.
- Confidence, trust, and responsibility are important to us and we will give each other help and support each other to enable our work to be completed successfully.
- Those in authority will exercise their duties fairly, reasonably and without fear or favour. We will offer those with authority fair and reasonable compliance.

- Every idea is a good idea. Ideas will be aired in an accommodating and open environment with everyone being given the opportunity to contribute. We will embrace the future, encourage innovation and respect ideas.
- We can all expect commitments and promises to be kept in a reasonable timeframe and legitimate reasons shall be given if this cannot happen.
- Deadlines are important and we will strive to maintain them.
- We can all expect to give and receive praise for a job well done.
- There is no blame.
- We will work together to make our workplace productive, enjoyable and creative.
- We will achieve our best.

THE PRESIDENT AND COUNCIL

Council is a body corporate headed by the President and Councillors who are elected by the community.

The President: The President is responsible for signing documents on behalf of Council, acting as the spokesperson for Council, presiding at functions conducted by Council and chairing Council meetings. He or she will vote on matters before the Council and cast a deciding vote in the case of an even split amongst Councillors.

Councillors: The Shire of Plantagenet has nine Councillors including the President.. As members of a corporate body, generally they do not have authority to act or make decisions as individuals.

HOW COUNCIL OPERATES

COUNCIL MEETINGS

Council meets on the last Tuesday of each month at 3.00pm.

Council's role is to:

- Direct and control the Local Government's affairs;
- Be responsible for the performance of the Local Government's functions;
- Oversee the allocation of the Local Government's finances and resources; and
- Determine the Local Government's policies.

COMMITTEE MEETINGS

There are several Committees to assist the Council in its role. There are some Committees of which members of the community are invited to be part of.. These Committees are:

Bush Fire Advisory Committee

Community Recreation Centre Advisory Committee

Porongurup Hall Management Committee

Roadwise Committee

Woogenellup Hall Management Committee

Committees can be comprised of Councillors, Council staff and members of the public. Additionally, Councillors may represent the Council on various external committees.

ORGANISATIONAL OVERVIEW

DETAILS OF THE SHIRE OF PLANTAGENET

Lowood Road
MOUNT BARKER WA 6324

Po Box 48, MOUNT BARKER WA 6324

Tel: 9892 1111 Fax: 9892 1100

Email: info@sop.wa.gov.au

Website: www.plantagenet.wa.gov.au

Chief Executive Officer: Rob Stewart

Shire President: Ken Clements

Councillors: Sue Etherington, Jeff Moir, Brett Bell, Len Handasyde, Michael Skinner, Chris Pavlovich, Gert Messmer and Andrus Budrikis.

COUNCIL STATISTICS

Distance from Perth (km): 360 South

Area (sqkm): 4,875

Length of sealed roads: 338

Population: 4,989

Number of Electors: 3,360

Number of Dwellings: 2,393

Totals Rates Levied (2011/2012): \$5,459,930

Total Revenue (2011/2012): \$13,699,587

Number of Employees (FTE): 58.6

SUBURBS & LOCALITIES

Mount Barker

Rocky Gully

Narrikup

Porongurup

Kendenup

TOURIST ATTRACTIONS

Porongurup and Stirling Ranges, Railway Station Tourist Bureau, Wineries and Vineyards, Old Police Station Museum Complex, St Werburgh's Chapel, Mount Barker Hill Lookout and the Granite Skywalk – Castle Rock.

As a staff member you are encouraged to visit the Mount Barker Tourist Bureau, which is housed in the restored Mount Barker Railway Station, and learn more about tourism development and attractions in Plantagenet.

OCCUPATIONAL HEALTH AND SAFETY

The Shire of Plantagenet recognises its responsibilities to ensure a safe and healthy environment and to comply with the provisions of the Occupational Safety and Health Act, Regulations and relevant approved codes of practice. It is the collective responsibility of Management and staff to:

- Provide and maintain safe and healthy work systems as far as practicable at all times for the personal well being of each employee.
- Ensure supervisors provide initiative to their staff to be aware of their collective responsibilities to minimise risk taking and injury, and to investigate, report and rectify unsafe conditions or activities.
- Protect the public, the environment, equipment and materials from injury, accidental loss or damage, and monitor the care and rehabilitation of any injured person.
- Ensure effective fire, emergency and security arrangements are operational throughout the District for the protection of all
- Develop awareness across all staff by ongoing training.

Accident prevention is the joint responsibility of all employees and Council, and implementation of the above will be of benefit to everyone.

The safety and welfare of all employees is a primary concern of the Shire of Plantagenet and the following rules have been made for your safety and welfare.

1. Safe working practices and acts must be observed at all times. If you are unsure, speak to your supervisor.
2. If you should injure yourself or have an accident, however slight, you must report it to your supervisor and the foreman and complete the accident report form immediately. Failure to complete the accident report form could jeopardise your claim for worker's compensation. When in doubt consult your supervisor.
3. Skylarking or horseplay is prohibited in all work sites and locations.
4. Having bare feet or wearing sandals or thongs is forbidden during working hours.
5. Vehicles and machinery are to be used only by authorised personnel. No unauthorised personnel should operate or interfere with any vehicles or machinery.
6. Lift all weights and loads in accordance with the methods outlined in the 'Shire of Plantagenet Safety Manual' issued in your induction.
7. In the event of a fire or other emergency follow the instructions of your supervisor closely.
8. Safety glasses, gloves and other protective equipment must be used when issued and directed by your supervisor. Where the Shire has provided personal protective equipment, this equipment must be worn. Employees must wear protective equipment or face shields when a hazard to eyesight exists.
9. Safety helmets must be worn in all trench work operations. All employees must wear safety jackets/vests when working in road reserves and work sites

where construction equipment is in operation. Employees must wear clothing that is suitable to the type of work they do.

10. If you require first aid or medical treatment advise your supervisor immediately and obtain treatment without delay.
11. Intoxicating liquor or drugs must not be consumed on any work site unless officially authorised by the Chief Executive Officer. Failure to observe may result in dismissal or suspension from duty.
12. Speed limits both on Council premises and public roads must be observed at all time.
13. Machinery, equipment, materials and tools must be secured if carried in the same vehicle as workers.
14. It is the duty of every employee to report unsafe working conditions to his supervisor or foreman immediately.
15. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.
16. Compressed air must not be used on any part of any employee or their clothing.
17. Every employee shall do his or her utmost to promote and maintain good house keeping. A job that is not kept clear and in a clean and tidy condition can never be considered safe.
18. Only authorised electricians are permitted to inspect or repair electrical faults. If electrical equipment fails, report the failure to your supervisor immediately.
19. Any employee working in a designated area as defined in the Noise Abatement, Hearing Conservation in Work Places, Regulations 1983, must wear hearing protection as specified for the activity concerned.
20. Whilst using a computer, regular breaks are to be taken.
21. All passages and fire extinguishers are to be clear of obstruction.
22. It is important that your keyboard workstation is correctly set up so that you do not suffer discomfort at work, or at home if you take any work and do it at home on a computer.

If you currently, or in the future, feel any discomfort, please request from the Occupational Health and Safety Officer, a checklist which details correct workstation set up, and follow it through. If in any doubt, please raise it immediately with your supervisor

An Occupational Health and Safety committee is operating in the Shire of Plantagenet. It undertakes the function to act in an advisory capacity at all levels and to translate the Council Safety Policy into practical applications on the job. Contact your Supervisor for further information about your representative and Council's Safety Policy. There is a document available from the Corporate Library entitled "Municipal Workcare -Occupational Health and Safety Presentation." Please speak to your Supervisor who will arrange for you to borrow the more detailed publication.

CONDITIONS OF SERVICE AND GENERAL INFORMATION

Below is a summary of general information that will assist you in the duration of your employment at the Shire of Plantagenet. For further details concerning the Award, please see the Senior Administration/Human Resources Officer.

JOB DESCRIPTION

Each staff member is provided with a Position Description that will provide a reasonably accurate schedule of the details pertaining to their position. This statement should be read as being the minimum requirements for the position and should not be quoted in an effort to avoid further duties as and when a supervising officer may require them.

PROBATIONARY PERIOD

At the completion of three months service your supervisor will complete a probationary report. At this time it will be decided if your probation should be extended beyond the usual three months or if you should receive training in areas where you need special help.

If your probation period is not extended at the expiration of the three months, generally your appointment to the Council will be confirmed.

The report may point out several areas of your work performance that require special attention and you should not be surprised at this, nor should you take offence. Your supervisor is bringing to your attention areas where you can improve so that you can perform well in your current job and increase your career prospects.

Any queries on or about the report may be discussed with your supervisor.

PERFORMANCE STANDARDS

Our Performance Standards are

- Adhering to Council Policy
- Adhering to current procedures
- Adhering to safety standards
- Wearing safety equipment as instructed
- Protecting the image and interests of the Shire
- Protecting the property of the Shire
- Informing superiors of any deviations to agreed goals, methods, systems and deadlines
- Meeting deadlines
- Guarding confidentiality
- Supplying relevant, accurate and complete information

- Co-operating internally with others as required to perform effectively as an organisation
- Enhance the public image of the Shire
- Using tact and courtesy when interacting with the public
- Being punctual at all times
- Seeking approval from Supervisors when intending to leave the work place
- Working up to or above the standard expected by the Supervisor
- Following Supervisors' instructions at all times
- Refraining from skylarking or fighting
- Not consuming alcohol/drugs whilst on duty
- Not using abusive language

Administration Office: 9am to 4.15pm Monday to Friday.

Library: Monday - closed

Tuesdays & Friday 11 am to 5pm

Wednesday 2 pm to 5 pm

Thursdays 11am to 6.30pm.

Saturdays 9am to 11am.

Swimming Pool: (During season)

NORMAL HOURS OF WORK

Normal hours of work vary and you should refer to your Collective Agreement for further information. A copy of this document is attached for your information.

PAYMENT OF SALARIES/WAGES

The Shire of Plantagenet pursues steady improvements of working conditions through a continuing process of Collective Agreement.

Salaries/wages are paid fortnightly closing on Wednesday and employees are paid by direct deposit into a chosen financial institution the following day.

Each employee must complete and sign a time sheet, to be paid for the pay period.

Your Supervisor will explain the necessary requirements.

All enquiries concerning pays must be directed to the Senior Administration/Human Resources Officer.

DEDUCTIONS FROM WAGES

There are facilities in the Payroll System for standard deductions from an employee's salary/wages current deductions available are as follows:

Local Government Superannuation

Union Fees

Private Health Insurance

HECS

Social Club

Arrangements for deductions from salary/wages can be made by contacting the Senior Administration/Human Resources Officer.

UNION MEMBERSHIP

Most employees of the Shire of Plantagenet are eligible to be members of the Australian Services Union or the Municipal Employees Union. For further information direct your questions to the Senior Administration/Human Resources Officer or Union representative.

SUPERANNUATION

Superannuation is available to all employees earning over the minimum monthly income as set out by the Superannuation Guarantee.

Additional voluntary contributions and salary sacrifice is available to all employees by application. Employees may elect to contribute a percentage of their pay, for which council will match up to 5%.

Details regarding superannuation can be obtained from the Senior Administration/Human Resources Officer.

LEAVE AND PUBLIC HOLIDAYS

Local Government has very generous leave provisions, however, you are asked to note that each form of leave places certain obligations on the employee.

Annual Leave

All staff are entitled to four weeks accrued annual leave per annum, plus 17.5% loading.

The timing of annual leave must be arranged with the head of your Department so that it can be planned with both your interest and those of the Department's taken into consideration. You are required to forward your application for leave through your supervisor to the Senior Administration/Human Resources Officer at least 15 working days before annual leave is due to be taken. If the period of notice is less than 15 working days your leave may not be approved.

Long Service Leave

Long Service Leave is accrued on the basis of 13 weeks paid leave after 10 years continuous service. There is portability of Long Service Leave between Local Authorities.

An employee must serve seven continuous years before being entitled to be paid out pro-rata Long Service Leave should you terminate your employment.

An employee is required to give at least two months notice of the date of commencement of Long Service Leave. Please forward your application for long service leave through your supervisor or the Senior Administration/Human Resources Officer.

Parental Leave

Parental leave is available after 12 months continuous service with Council. Leave can be from 6 weeks to 52 weeks, but includes 6 week compulsory leave to be taken immediately following confinement. The employee is required to give 10 weeks notice in writing of the presumed date of confinement. Should this date alter you are then required to give 4 weeks notice in writing of the actual commencement date.

A statutory Declaration is to be filled out by the employee, stating they will not participate in any work whilst on Parental Leave.
A letter confirming the date of return is to be sent four weeks prior to commencement of work

Bereavement Leave

On the death, within Australia, of a wife, husband, father, mother, brother, sister, child or stepchild and, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner,, an employee is entitled to leave with pay up to a maximum of two days.

Application for bereavement leave must be forwarded through your Supervisor to the Senior Administration/Human Resources Officer.

Proof of such death shall be furnished by the employee to the satisfaction of the employer.

NB: defacto relationships are included in the term 'wife' and 'husband'.

Leave Without Pay

Leave without pay is not encouraged but may be granted in special circumstances.

Applications stating reasons for leave should be lodged with the Senior Administration/Human Resources Officer.

Public Holidays

The following days are observed as public holidays:

New Year's Day

Australia Day

Good Friday

Easter Monday

Anzac Day

Labour Day

Foundation Day

Sovereign's Birthday

Christmas Day

Boxing Day

A further two days, in lieu of the day following New Year's Day and Easter Tuesday, are taken by mutual agreement, usually at Christmas .

Sick Leave

The Shire of Plantagenet Collective Agreements provides:

On commencement 5 days entitlement

After 6 months service 5 days entitlement

After 1 year service 10 days entitlement

After 2 years service 10 days entitlement

After 3 years service

and each year thereafter 12 days entitlement

Resignation

If you decide to leave the employment of the Shire of Plantagenet you will be required, in accordance with the Collective Agreement, to give a certain amount of notice of your intention. This amount of notice depends on your service with the

Shire. We do like to receive the maximum amount of notice so that a suitable replacement can be found during this time.

If there is cause to terminate the services of an employee for serious misconduct the period of notice will vary, in the most serious offence instant dismissal may be instituted.

Notice of resignation should be given in writing to your supervisor.

DISPUTE RESOLUTION

Grievances initially can be handled through your immediate supervisor and the Chief Executive Officer on any question, which you require to have resolved. There are procedures set down in the Award under which you are employed, to follow.

Grievances should be discussed at 'shop floor level' in the first place with ultimate resolution by the Chief Executive Officer.

EXIT INTERVIEWS

If you do decide to leave the Shire of Plantagenet we would like to know the reasons which prompted your decision. Through the Chief Executive Officer you will be asked some questions which will help us to determine the reasons for your resignation and might help us in the future when we look at conditions of employment.

REFERENCES

The Shire gives a standard reference that basically provides the period of employment and the nature of the duties a person was engaged in while employed with the Shire. If you have a particularly close relationship with a supervisor then you can ask that supervisor to give you a personal reference based on his or her contact with you while you were in the employment of the Shire of Plantagenet.

CONFIDENTIALITY OF INFORMATION

The contents of correspondence and the records of the Shire of Plantagenet are always confidential. In no circumstances may information which becomes available to Officers in the course of their official duties, be divulged in public or to the media. Information should not be given to a member of the public unless approved by your Supervisor. Similarly, information and reports prepared by Officers for in-house use are not available to outside organisations without prior approval. Reports, research, surveys or any correspondence prepared by Officers for and at the expense of the Shire are the copyright of the organisation and not the officer concerned.

More importantly, files, and/or other official documents must not be left unattended on desks or counters where the public may read them. It is your responsibility to ensure the security of all documents in your care.

NOTIFICATION OF CHANGES TO YOUR PERSONAL RECORD

If your circumstances such as address, telephone number, marital status etc alter during the course of your employment with the Shire of Plantagenet, please notify the Senior Administration/Human Resources Officer so that your personal record is kept up-to-date.

Staff can access their Personnel file with the prior approval of the Chief Executive Officer.

STAFF AMENITIES

Please refer to the office layout to assist you in locating your office amenities

NOTICE BOARDS

A Staff Notice Board is located in the lunchroom. Please make a point of reading the notices regularly.

LOCAL GOVERNMENT ACT

A copy of the Local Government Act is available to you on the State Law Publisher Website www.slp.wa.gov.au Staff are advised to make themselves familiar with the Act. If you have any queries contact your supervisor.

STAFF WELFARE AND POLICIES OF THE SHIRE OF PLANTAGENET

The safety and welfare of all employees is a primary concern of the Council. The Shire of Plantagenet's Policy Manual outlines the following policies in more detail. For further information and a copy of the Policy Manual, contact your Supervisor.

SMOKING IN THE WORKPLACE

The Shire of Plantagenet embraces a 'NO SMOKING' policy. Smoking in the office, in open areas external to the buildings that are in view of the public, public counters and passage ways is prohibited.

Smoking is not permitted in Council vehicles

Observance of these restrictions will be appreciated by all staff.

CONSUMPTION OF ALCOHOL

Drinking alcohol during working hours is strictly prohibited, unless authorised by the Chief Executive Officer. Any employee who drinks intoxicating liquor during work hours or who reports for duty in an unfit condition due to alcohol or drugs can be liable for instant dismissal.

EQUAL EMPLOYMENT OPPORTUNITY

The council and its managers actively encourage equal opportunity. With the legislation as its base for equal opportunity in the workplace the Council is applying the principle in every area of its operations, in a way that is practical and meaningful for its employees.

The legislation makes it unlawful to discriminate against a worker or applicant on the grounds of sex, marital status, pregnancy, race, religious conviction, political persuasion or disability.

Another aspect of the legislation is that it also looks at the access to training and promotion for employees and sets the same equal opportunity principles in these areas.

If you have any questions regarding this matter, please contact your supervisor

SEXUAL HARASSMENT IN THE WORKPLACE

Sexual Harassment covers a range of unsolicited behaviour that constitutes a deliberate verbal or physical affront of a sexual nature against another person. It may extend from unwelcome actions such as leers, gestures or comments of a sexual

nature or physical contact such as patting, pinching and brushing against another person's body, to subtle or explicit demands for sexual activities and actual molestation.

Management Attitude

There is no wish to intrude into personal relationships, but management will be concerned and will have a right to intervene where sexual harassment:

- creates an intimidating, hostile or offensive work environment
- adversely affects an individual's prospects for employment or promotion
- adversely affects an individual's work performance
- results in resignation or unfair dismissal or
- reflects on the integrity and standing of the Council

What to do if you consider you are being sexually harassed

All complaints of sexual harassment will be considered sympathetically and sincerely. Initially, the matter should be discussed with a Contact Officer or your Supervisor.

DISCIPLINARY PROCEDURES

The following steps are those that form the disciplinary procedures which aim to ensure fair and equal treatment of all parties involved.

Reprimand (Verbal Warning)

The Supervisor reprimands the employee for not performing their duties satisfactorily. The Supervisor keeps a record of the date of reprimand and any further reprimands that takes place. If the employee does not make improvements in their performance, the Supervisor may take the step of giving the employee a first warning.

First Warning

After consultation with the Chief Executive Officer, the Supervisor warns the employee. This is confirmed in writing, properly worded and handed to the employee. Copies are put on file.

Final Warning

After further consultation with the Chief Executive Officer and on the occasion the employee has not improved their performance, the Supervisor will hand down a final warning.

Notice of Termination

If there has been no improvement after previous formal disciplinary action, the employee's Contract of Employment is terminated.

Instant Dismissal

For the most serious offences that involve repudiation of the Contract of Employment (eg. rejecting the Supervisor's lawful authority) or for gross misconduct, instant dismissal with loss of benefits may be involved.

The Award outlines further details. Please contact the Senior Administration/Human Resources Officer for further information.

It is hoped that this procedure will not have to be invoked and that harmony will reign at all times.

USE OF LOCAL GOVERNMENT EQUIPMENT

The Anti Corruption Commission has requested, as a result of a recent inquiry, that all local governments be advised to adopt the following procedures:

1. There should be no private use of a local government's equipment by employees in any circumstances. For example, by employees in lieu of unpaid overtime.
2. All local government equipment should be marked to clearly identify it as belonging to that local government.
3. Any "private works" should be recorded in detail and those records be archived and kept as official council records.

EMERGENCY PROCEDURE

There are officers who have been delegated the responsibility of a First Aid Officer. Check your Safety Handbook for a list of these officers.

TRAINING:

Performance Appraisal Training

On commencement of work, you are employed under a three-month probationary period, as previously stated. During this time your supervisor will outline standards of performance expected and will help you to obtain that level.

If after a reasonable number of training sessions, a Supervisor feels that an employee does not meet required levels of performance, the Supervisor may consider it necessary to undertake training in specific areas.

Training Plan

Council is committed to providing training to its entire staff in order to improve their work skills and safety knowledge. Training facilities are utilised from outside organisations that provide specialist training in areas of skill or safety. Your supervisors are constantly reviewing the need for attendance at courses in accordance to the objectives of the Shire of Plantagenet's Strategic Plan.

Seminars are available from time to time to all staff in areas of some specialist expertise by people in organisations outside our Shire. Wherever possible we will nominate appropriate people to attend these courses.

Generally, training needs will be identified as a result of your annual development review.