



Information Package

Our Mission

To enhance quality of life by responsible and effective management of all resources to meet the needs of the community and increase opportunities for growth.

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All applications are to be mailed to: General Manager Gilgandra Shire Council PO Box 23 GILGANDRA NSW 2827
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HOW TO APPLY FOR A POSITION IN THE GILGANDRA SHIRE COUNCIL (Council)

Merit is the basis of all selection. Merit is decided with reference to the nature of the duties and the abilities, qualifications, experience, standards of work performance and personal qualities of an applicant only as they are relevant to the position.

Selection panels will be structured to ensure equity, independence and diversity of backgrounds and opinions. Equal Employment Opportunity Principles will be followed. Confidentiality will be maintained and the privacy of all applicants respected.

HOW TO APPLY FOR A JOB

When you wish to apply for a job in Council, it is important that you write a sound application. If you don't write correctly you may not get an interview - even if you are the best person for the job!

For each position there are essential criteria. The essential criteria must be met if you are to fulfil the duties and responsibilities of the position. If you do not show how you meet these criteria, your application is unlikely to be considered any further. If a large number of applicants meet all the essential criteria, the panel will compare the merits of all the applicants and choose for interview those whose applications best meet the criteria.

ARE YOU INTERESTED?

The advertisement gives you the name of a contact person you can phone and details on receiving an information package. This package will contain more details on the position and the organisation. You should also talk to the contact person to gain more information about the job.

Talking to the contact person may help you decide whether to apply for the job, and what aspects of your qualifications and experience you should emphasise in your application.

WRITING THE APPLICATION

This is the important step. What you write and how you answer each of the selection criteria will determine whether you can pass on to the next step - the interview.

You need to write a statement setting out how you meet the criteria. The best way to set out your statement is to list every criterion as a heading and then explain clearly under each one how you meet it. You may want to write a few paragraphs on each criterion, or write it in point form.

Use examples, where appropriate, and do not assume that we will know you can do something. If the essential criteria states that you have to have a driver's licence, tell us that you have a driver's licence.

When you address each criterion, you should also include any relevant formal qualifications and experience.

Communication Skills

A common criterion is communication skills, for example, “excellent written and oral communication skills”.

It is not sufficient just to state that you have excellent communication skills. Describe experience you have or things you do in your current job which show your communication skills.

RESUME

You should also include a resume with your application. This should set out details of your education and employment history.

We would like to know all your educational qualifications and what you have studied. You should also tell us what type of work you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. If you have gained skills, knowledge and/or experience which are relevant to the job but which were gained through voluntary or unpaid work, include them in your application.

REFEREES

In your application you should also include the names and phone numbers of at least two work related referees. Our selection panel may need to contact them as part of the selection process.

It is important that you choose your referees carefully, and give us their phone numbers. At least one of these people should be a recent work supervisor, if possible. It is equally important that your referees know that you are applying for the job. If possible referees should be supervisory staff who can comment on you in a work situation.

The panel may also want to speak with your referees to get a better picture of you and your work. The panel will usually ask your referees about your past employment and work performance relevant to the selection criteria.

SENDING YOUR APPLICATION

You should send your application to the General Manager Gilgandra Shire Council, Post Office Box 23, Gilgandra NSW 2827 by the due date. Faxed and/or email applications are not acceptable unless prior arrangements have been made with the Convenor. Where this arrangement has not been made, late applications will not be considered unless it can be proved that the application was mailed prior to the advertised closing date.

THE INTERVIEW

If you are selected for an interview, someone will contact you and tell you when and where the interview will be. You will be told at least three days before the interview. If you have any special needs such as an interpreter, tell the person who contacts you so that we can make appropriate arrangements.

In general, you will be interviewed by a minimum of three people. These people are the selection panel. The selection panel will always have at least one male and one female on it. It usually will have an independent person from another organisation/Department or an independent representative who has no line relationship within the Council Department in which the vacancy exists and at least one of the members will be familiar with the work to be done on the job.

The selection panel will ask questions related to the job description and the selection criteria. They will want to know how well you could do the job, and what skills and experience you could bring to the position.

At the end of the interview you will be given the chance to add other information not previously covered in the interview, and ask questions of your own. These questions should show that you are interested in the job and have an understanding of what is required in the job.

GETTING THE JOB

After the interview, the selection panel will rank you against the selection criteria and then make a recommendation about who should get the job.

If you are offered the job, you will usually be told on the phone. We would like to know your decision as quickly as possible. If you accept, a letter will be sent to you to confirm that you have the job. If we do not offer you the position, but believe that you are suitable for the position, your name may be placed on an eligibility list. Names are placed on this list in order of merit, and may be used if the position becomes vacant again within six months.

WHAT YOU CAN DO IF YOU'RE UNSUCCESSFUL

You can speak to the convenor of the selection panel, who will be able to give you constructive advice on how you went in your application and interview. This discussion may help you prepare better applications in the future, and may help you identify your training and development needs.

CHECKLIST

Have you attached:

- A statement explaining how you meet the criteria?
- An up to date resume?
- Photocopies of your qualifications where necessary?
- Completed Application for Employment Form?

Have you shown:

- The name of the position you are applying for?
- Your name and address?
- A daytime contact telephone number and contact address?
- The names and phone numbers of at least three referees?

WORK HEALTH & SAFETY

A GUIDE TO JOB APPLICANTS

What is WH&S all about?

The Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 aim is to protect the health, safety and welfare of all persons in every place of work in New South Wales and achieve the highest standards of occupational health and safety. The objects of the Act are to:

secure and promote the health, safety and welfare of persons at work,
protect persons at a place of work (other than staff) against the risks to health or safety arising out of activities of persons at work, promote a safe and healthy work environment for people at work which is adapted to their physiological and psychological needs and protect them from injury or illness,
provide for consultation and co-operation between employees and employers in achieving these objects,
ensure that risks to health and safety at a place of work are identified, assessed and eliminated or controlled.

What are the employee's obligations?

The Work Health and Safety Act 2011 imposes several obligations on employees. These include: employees must co-operate with the employer to maintain the required level of health and safety in the workplace; and employees must take all reasonable steps to advise other employees of risks and protect the health and safety of others including visitors to the workplace. This includes anyone who may be affected by the employee's acts or omissions at work.

What are the employers obligations?

Under the Work Health and Safety Act 2011, the employer is required to:
provide and maintain equipment and systems of work that are safe and without risks to health,
ensure that equipment and substances are used, stored and transported safely and without risks to health,
provide employees with appropriate information, instruction, training and supervision,
maintain the workplace in a safe condition,
provide adequate information about any research and tests of substances used at work, and
ensure the health and safety of all visitors.

Equal Employment Opportunity

A GUIDE FOR JOB APPLICANTS

What is EEO all about?

It is to ensure that every staff member and potential staff member gets a chance to have a fair go in employment.

What does EEO mean?

It means that a person's sex, marital status, race (which includes colour, nationality and ethnic origin), physical and intellectual impairment, and homosexuality should not affect their chance of obtaining a job or promotion.

Equal Employment Opportunity applies to all areas of employment including: recruitment, selection, training and development, promotion, transfer, access to information, supervision and management of staff.

Who is it for?

It's for everyone.

Selection for jobs and promotion is based on MERIT.

Equal Employment Opportunity is not only a matter of social justice -a fair go for all- but choosing the best person for the job increases efficiency and leads to a more effective service,

In particular, groups who have been recognised as disadvantaged within the employment area, ie. Aborigines, women, people of non-English speaking background and people with physical disabilities, are included in EEO programs.

What is discrimination?

Many ideas about work are based on the assumption that all people have a similar lifestyle. This often ingrained assumption forms the basis of discrimination.

The groups that have been disadvantaged and are the subject of Affirmative Action programs are women, people of non-English speaking background, Aborigines and people with physical disabilities.

Direct discrimination excludes a person or group from a job or promotion because personal characteristics irrelevant to the requirements of the job are used as barriers, eg, sex or ethnic origin.

Indirect discrimination occurs when established practices and rules applying to all staff actually differentiate between different groups, eg, height and weight requirements for strenuous jobs may

be indirectly discriminatory.

Differences in physique may not affect job effectiveness. Physical suitability could be assessed by a relevant job performance test.

What is Affirmative Action?

Affirmative Action is taking positive steps by means of legislation and management programs to ensure that people can compete for jobs or promotions on an equal and fair basis.

Affirmative Action involves revising employment policies and practices and redressing past discrimination by catering for the needs of disadvantaged groups through employment, promotion, and training and development programs.

Harassment of any nature can be referred to the HR Department for advice and management. In addition, managers and supervisors are a first point of contact for staff seeking guidance with regard to the harassment or any grievance. Assistance is also available from trained Grievance Advisers.

What about legislation?

Legislation was set up under the NSW Anti-Discrimination Act (1977) and subsequent amendments, which made it unlawful to discriminate in the workplace on the grounds of sex, marital status, race (which includes colour, nationality, ethnic origin), physical or intellectual impairment or homosexuality. The Anti-Discrimination Board investigates written complaints of discrimination and the Equal Opportunity Tribunal hears disputes and can award damages of up to \$40,000 to a complainant.

EEO is an integral part of the Gilgandra Shire Council's human resources policy. The implementation of EEO is a significant part of supervisory and management responsibilities.

Each manager and supervisor is responsible for creating an equitable and fair workplace for their staff.

CODE OF CONDUCT

A GUIDE FOR JOB APPLICANTS

As a staff member of the Gilgandra Shire Council (Council) you must abide by the Council Code of Conduct during the course of employment. This includes, but not limited to the following:

- Obey any lawful direction from a person who has authority to give that direction;
- Behave honestly and with integrity;
- Follow the policies of Council, whether or not you approve of those policies;
- Deal with issues or cases consistently, promptly and fairly;
- Follow the safety and security directives of management;
- Never commit a corrupt or unethical act in the course of your duties;
- Report any corrupt or unethical conduct;
- Avoid financial and other conflicts of interest and seek advice when in doubt;
- Comply with the rights of the clients you serve;
- Not harass or discriminate against any person for any reason;
- Not solicit or accept gifts or benefits outside official policy guidelines;
- Never act outside the limitations of authority given to you through your statement of duties and other delegated authority;
- Protect and not disclose confidential information;
- Have written permission before accepting secondary employment.

NB: A full copy of the Council Code of Conduct is available on request.

If you manage other staff, you must ensure their work related needs are met and that they behave in accordance with the Code of Conduct

If you fail to comply with this Code you are subject to a range of management options and remedies which may include termination from employment with Council.