

# SHIRE OF COLLIE APPLICANT INFORMATION PACK



Shire of  
**Collie**  
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# WELCOME TO THE SHIRE OF COLLIE

Thank you for your interest in working with the Shire of Collie. This information pack contains information designed to give you an understanding of employment with The Shire of Collie.

The Shire of Collie is a unique local government in that it is the only Shire in Western Australia that has coal mining activities, power generation as well as being a significant water catchment area in the Southwest. The Collie River Valley is a beautiful place which provides many opportunities for local people and tourists to enhance their knowledge, appreciation and involvement in the many attractions that abound in the Shire.

As an organisation we are committed to providing high quality services and information to our community and our staff. The Council has always been fortunate to be able to retain its key staff for lengthy periods, which I believe is testament to the open and friendly culture which exists within the organisation and also the appeal of Collie as a place to reside. It is preferable that the successful candidate resides in our community.

The successful applicant will, I am sure, find that the Shire of Collie provides an exciting working environment which will both challenge and reward.

Once again, thank you for your interest in this position, and I look forward to receiving your application.

**David Blurton**

**Chief Executive Officer**



# IMPORTANT NOTES FOR THE APPLICANT

The Shire of Collie is an equal opportunity employer and encourages all interested individuals who believe they have the necessary qualifications, experience and qualities to apply for the position being offered.

## a. Selection Criteria

The selection criteria is a very important component of your application and can be found within the position description. When requested in the advertisement, each of the essential and desirable criteria must be clearly addressed in your application, under the individual headings offered. It is considered essential that you address these criteria in a clear and concise manner for the 'Selection Panel' to be able to assess your application.

The selection criteria provides you with an opportunity to convince the 'Selection Panel' that you have the necessary experience, skills and abilities to carry out the duties for the position to a very high standard. It is important to note that only those applicants who fully address the criteria will be afforded an opportunity to expand further on their application at an interview.

## b. Selection process

- Once applications have been received, they will be assessed based on the selection criteria by the 'Selection Panel'.
- The selection panel will make a shortlist of suitable candidates, who they believe have the necessary skills and abilities to carry out the duties of the position.
- The 'Selection Panel' will acknowledge all applications received and will also inform initially only those who have been selected for interview.
- Applicants who are successful in obtaining an interview will be invited to attend at a time and place determined by the 'Selection Panel' on the appointed interview date. It is proposed that all candidates for interview will be interviewed on the same day. It is expected that an appointment to the position will be made within a week of the interview date.
- All interviews will be conducted on the basis of fairness and equity for all, with interviews following the same format with the same set of questions being asked of all interviewees. Candidates should expect the formal interview to take up to one hour.



**c. Resume**

It is expected that all applications will include a resume (curriculum vitae). The resume should include comprehensive details relating to previous work experience and qualifications, along with personal details. In some circumstances Council may require details of qualifications to be certified, and applicants are encouraged to bring original documents to interviews for perusal by the interview panel.

**d. Other details**

- a. All applications must be submitted in writing. Emailed applications will be accepted
- b. Original documents should not be included in applications but should be available at interview stage.
- c. Relevant contact details must be provided.
- d. If applications are submitted in a hard copy, they should be *stapled* together, in the top left-hand corner of the document and should not be bound or enclosed in a folder.

**e. Late Applications**

In fairness to all applicants, the 'Selection Panel' will not under any circumstances accept late applications.

**f. Applications can be addressed to:**

Human Resources Officer

Email Address: [hr@collie.wa.gov.au](mailto:hr@collie.wa.gov.au)

Please include the job title of the position you are applying for in the email subject line. E.g. Application for Library Officer Position

Or in writing to:

"Confidential – Human Resources Officer"

Shire of Collie

Locked Bag 6225

Collie WA 6225



## 1.0 BRIEF HISTORY OF THE SHIRE OF COLLIE

Collie is situated within the Darling ranges some 52 kilometres inland from the regional city of Bunbury and 200kms from the State capital of Perth. The Collie Shire is 170,000 hectares, of which some 79% is covered by State Forest.

Although the Shire has common borders with some six other local authorities, the town site of Collie is, relatively speaking, quite isolated.

Collie had its origin in 1829 when Dr Alexander Collie RN discovered the Collie River. The area was at first recognised as being useful as pasture lands for timber production, but with the discovery of coal in 1883, Collie's direction was from that point on well and truly set.

The declaration of Collie as a town site in 1896 sped up the arrival of both resident population and associated infrastructure, such as railway. From this humble beginning Collie grew to become an important West Australian town, supplying the State with coal - the all important resource for power production in railways, shipping, and generation of electricity.

Timber was produced in abundance from the surrounding hardwood forest and agriculture sprung up on the periphery, but these were all subsidiary to the production of coal. Coal and coal related industry was (and still is) Collie's main economic base.

Collie is no longer relying on the major coal and energy generation employers to sustain economic development. This notion has been acknowledged, and strategies by the Collie Shire Council and other agencies to diversify the economic base have been in progress for the last 5 years. Major developments are being planned in Collie which highlights this diversity from the building of a privately owned Coal Fired Power Station (Griffin Energy) to the development of a major inland water body (Lake Kerpwari) which will be the biggest inland water playground in Western Australia – it really is exciting and prosperous times in Collie.

The population in Shire of Collie is approximately 9,000 people, the majority being centred in the Collie town site itself. The population has fluctuated up and down over the years due to industry changes. Collie is now stabilising its economic base through the creation of alternative industries which in turn will provide for a vibrant and active local business community, the spin offs will attract more employment, business growth and perhaps most importantly, a major economic boost through growth in tourism.

The Collie community have worked very hard over the past five years to enhance Collie's reputation and promote it as a Great Place to Live, Visit and Invest. These efforts have paid dividends in recent times with an unprecedented interest being shown in Collie as an alternative of choice when it comes to living and investing within the South West of WA.



## 2.0 ORGANISATIONAL STRUCTURE

This information is provided to give you some idea as to the organisational structure of the Shire of Collie.

The Chief Executive Officer is responsible to the Council for the implementation of the strategic direction and policies of the Council through the staff. Councillors do not deal directly with individual staff on staff matters, however Councillors do have the right to request information or ask general questions of staff.

Mr David Blurton is the Chief Executive Officer and administers and oversees all the various functions with the assistance of the staff.

### 2.1 Departmental Functions

#### Corporate Services

- Finance
- Computer and Information Technology
- General Administration
- Libraries
- Strategic Planning (assist the CEO)
- Customer Relations
- Community, & Cultural Development
- Tourism
- Recreation Centre & Swimming Pool Management
- Records Management

#### Development Services

- Health
- Ranger Services
- (Council) Building Control – asset management
- Building Regulations
- Local Town Planning
- Environmental Management

#### Engineering Services

- Infrastructure Asset Management Roads, Drainage, Footpath
- Waste Management
- Parks & Gardens maintenance and management (physical)
- Fleet Management
- Technical Services



### **3.0 CONDITIONS OF SERVICE**

Any queries you may have in respect to aspects of the terms of employment, payroll matters, or employment conditions should be directed to the Executive Manager or the Human Resource Officer.

Certain forms are required in respect to taxation and other starting requirements and these should be completed upon commencement of duties by the successful applicant.

*Any misalignment between the contents of this document and the proposed contract of employment for designated senior roles will result in the later prevailing.*

#### **3.1 Policy Manual**

Council has a detailed Policy Manual, which has effect on the conditions of your service. A copy of this Policy manual is provided in each Manager's office, with updates provided at certain times.

#### **3.2 Professional Membership**

Applicable to Senior Management Positions - The choice of whether or not you wish to join a professional membership is yours. If you choose to do so arrangements can be made for subscriptions to be deducted from your wages, or this may form a component of the successful applicant's package.

#### **3.3 Other Payroll Deductions**

Arrangements are available for other payroll deduction such as salary sacrifice arrangements, medical fund deductions, insurance arrangements, etc. Salaries are paid on a fortnightly basis and are paid via direct debit to the nominated bank account(s)

#### **3.4 Medical Examination**

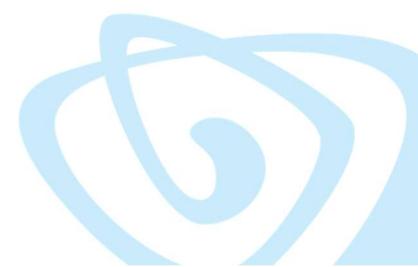
The preferred candidate will be required as a condition of appointment to have completed a medical examination by a Medical Practitioner prior to appointment. A copy will be retained in the employee's personal file and made available for the employee.

#### **3.5 Superannuation Benefits**

The Local Government will make superannuation contributions (as defined in the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992).

#### **3.6 Police Clearance**

The preferred candidate will be required to provide a current State or National Police Clearance. A copy will be retained in the employee's personal file and made available for the employee.



## 4.0 IMPORTANT POLICIES

### 4.1 Equal Opportunity

The Shire of Collie recognises its legal obligations under the Equal Opportunity Act 1984, and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, and disability, religious or political convictions.

### 4.2 Sexual Harassment

The Shire of Collie supports the concept that every employee, Councillor and member of the public employed or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

### 4.3 Complaints/Grievance Procedure

Council has developed a *Customer Complaints Manual* designed to record and process in a fair and equitable manner any complaints received. A complaint is where a member of the public expresses dissatisfaction with a Council service, inappropriate behaviour by staff or a decision made by a member of staff (for example: a staff member is rude or abrupt, non return of phone messages, unhappy with a staff members decision). It is expected that the successful applicant will become conversant with and use the *Customer Complaints Manual* where applicable.

### 4.4 Code of Conduct

The *Shire of Collie* has a *Code of Conduct for Elected Councillors, Staff, Committee Members and Volunteers*. This document acts as a guide for all, and it is expected that the successful applicant will become conversant with and uphold the Code.

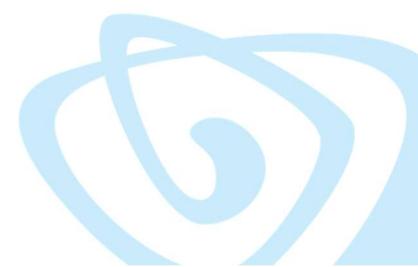


## 5.0 GENERAL PRINCIPLES

### 5.1 Commitment to and Expectation of Employees

Based on the acceptance that employees are the Council's most valuable resource, incurring the greatest outlay, the following factors relate directly to staff as individuals.

1. Focused professional development and training will be paramount and linked to a personal development program.
2. Career path planning will be encouraged.
3. Multi skilling will be encouraged for personal development.
4. Principles of equal employment opportunities involving a totally non-discriminatory, smoke free workplace will apply.
5. Use of each person's given or preferred name in a friendly, respectful context will be encouraged.
6. Behaviour that encompasses mutual trust, respect for others, honesty, simplicity and humour will be encouraged.
7. Measures to achieve a high standard of personal health and fitness with the lowest possible incidence of workplace injuries will be encouraged.
8. Full and open communications are to apply at all times. The objective is not to have a need for official Freedom of Information applications as basically the information will be freely and readily available. The "open door" policy is to be a reality.
9. Constructive criticism, comments and feedback will be welcome from staff on any system or procedure in place.
10. High quality customer service and response to enquiries is to be provided. A practical example is for the telephone to be answered immediately with a maximum of five rings. Responses to telephone calls are to be prompt, preferably the same day. The principle "the customer is always right" is to apply and requests will be on the basis of "the answer is YES, what is the question?"
11. A commitment is needed to work as part of a team in a multi skilled and flexible environment.
12. Though there will be "departments", "sections" or "divisions", these are only words used for descriptive convenience. Overriding such divisions is to be a



totally corporate and committed team approach with all employees working for and being part of the Shire activities.

13. Occupational Health, Safety and Welfare requirements are in place and require a commitment by employers and employees. Your support and care in the workplace will assist.
14. Dress and Hygiene Standards  
Administration, other office staff and all staff are expected to maintain a neat tidy standard of appearance at all times and maintain a high level of personal hygiene in their employed capacity. Allowances are provided to staff for clothing and a uniform/PPE has been adopted by staff.
15. Hours  
The Shire Administration Centre at Collie is open from 8.00 am to 4.30pm Monday to Friday, with the administration staff working from 8am to 5pm. Council's outside staff work from 6.30 am to 3.30 and Council's depot is open during that time.
16. Council Meetings  
Council meets at 7.00pm on a three-week cycle.

