

Leeton Shire Council



Conditions of Employment

Essential Information

1. PAY AND CONDITIONS

Payment of Wages:	<ul style="list-style-type: none">• Paid fortnightly by direct credit into own banking institution
Superannuation:	<ul style="list-style-type: none">• In accordance with the Local Government Superannuation Scheme Currently 9.5% of salary
Working Conditions	<ul style="list-style-type: none">• In accordance with the Local Government (State) Award.
Fitness for Work	<ul style="list-style-type: none">• Prior to any confirmation of appointment the applicant will be required to undergo a functional assessment and / or a pre-employment medical to assess the suitability of the applicant to undertake the tasks of the position applied for.• The assessment will be undertaken by Council's preferred assessor (Leeton Physiotherapy Centre) or in the case of a pre-employment medical, a Doctor of your choice.• The cost of the functional assessment and / or the pre-employment medical will be met by Leeton Shire Council. (Note: Should the Functional Assessment be conducted in a location other than Leeton the cost of travel will be at the applicant's expense.) <p>Please note: Employment will not be confirmed should the medical examination and/or functional assessment is completed.</p>
Drug and Alcohol Testing	<ul style="list-style-type: none">• Prior to any confirmation of employment the applicant is required to undergo appropriate drug and alcohol screening. <p>Please note: Employment may not be confirmed should the drug and alcohol pre-screening reveal you are unsuited to the position.</p>
Criminal History Check	<ul style="list-style-type: none">• As per Leeton Shire Council's Criminal History Assessment Policy some positions within council will require applicants to undergo criminal history assessment (police check). <p>Please note: Employment may not be confirmed should the criminal history check reveal you are unsuited to the position.</p>
Surveillance	<ul style="list-style-type: none">• Camera, computer and some tracking surveillance is operational at Leeton Shire Council Office's and facilities. This surveillance is continuous and ongoing. It is carried out in accordance with Leeton Shire Council's Social Policy and Information Communication and Technology Policy.
Probationary Period Of Employment:	<ul style="list-style-type: none">• Your Employment with Leeton Shire Council is subject to a probationary period of three (3) or six (6) months from your date of commencement. Council will review your performance during the probationary period and if satisfactory, permanency of employment will be confirmed at the conclusion of the probationary period.

EEO	<ul style="list-style-type: none"> The Council maintains an Equal Employment Opportunity Policy.
Work Health & Safety	<ul style="list-style-type: none"> All employees must adhere to the Council's Work Health and Safety Rules, Regulations and Policies and it is a condition of employment that all entitled employees accept and wear Council issued Personal Protective Equipment and conform to Council's Protective Clothing and Heat Stress Policy. All Council's facilities have a "smoke free environment" whereupon smoking within such facilities and motorised vehicles is not permitted.
Class C driving licence	<ul style="list-style-type: none"> It is mandatory to possess and maintain at least a current Class C driving licence.

PERFORMANCE CRITERIA / BEHAVIOURAL EXPECTATIONS

- Maintain an excellent level of attendance and punctuality.
- Strict adherence to the principals and objectives of Leeton Shire Council's Model Code of Conduct.
- Strict adherence to Council's Safety Manual and maintain Council's high safety standard.
- Always be supportive of management policies with regard to vision, goals and interpersonal relationships.
- Be courteous to the general public at all times.
- All works to be completed to quality, cost and timing standards as approved by Council.
- Become one of the team and maintain a realistic level of industrial harmony.
- Carry out all operations efficiently and ensure minimal wastage in materials, labour and plant time.
- Maintain a high level of performance so as to enhance the quality of life of those around you and the general public.
- Be willing to perform all tasks and work as part of the team for the successful completion of work/jobs/projects.
- Always set a high standard as the general public looks upon you as a symbol for Council.
- Confidentiality must be maintained at all times.
- Report any unusual observance to your supervisor/manager.
- Matters requiring public comment to be referred to your Director.
- Demonstrate Leeton Shire staff values consistently in the workplace – Trust, Respect, Integrity, Collaboration, Communication and Innovation.

2. WHS Responsibilities, Accountabilities and Authorities

i) WORKERS – EMPLOYEES

The following responsibilities, accountabilities and authorities set out hereunder form part of all job description:

WHS RESPONSIBILITIES

- Take reasonable care for his/her own health and safety
- Take reasonable care that his/her acts or omissions do not adversely affect the health and safety of others
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the council to allow the person to comply with the Work Health and Safety Act 2012
- Cooperate with any reasonable request policy or procedure of the council relating to health or safety at the workplace that has been notified to workers
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements.
- Work towards achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the Work Health & Safety Act 2012 and Work Health & Safety Regulations 2012
- Participate in workplace WHS inspections
- Be vigilant and report risks that may affect persons outside Council. ie members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure.
- Ensure any WHS Records are created and maintained in accordance with Council's policies and procedures.
- Assist Management and/or trained staff in conducting WHS Risk
- Assessments and the implementation of control measures

WHS ACCOUNTABILITIES

- Following all Council Safe Work Practices and Procedures
- Report any incidents, accidents or near misses that occur to your Supervisor as soon as possible after the incident occurs
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by WorkCover and Government Agencies.
- Attending all compulsory and relevant training

WHS AUTHORITIES

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

ii) WORKERS – SUPERVISORS, TEAM LEADERS

If you are responsible, either permanently or in an acting capacity for the supervision of other employees, the following responsibilities, authorities and accountabilities set out hereunder form part of your position description in addition to those of employees.

WHS RESPONSIBILITIES

- Set a high standard and provide leadership that progresses Council's Work Health Safety and Rehabilitation program to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace
- Program training for site specific needs
- Achieve set work health and safety objectives and develop plans to implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards
- Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate, and within the budget made available by Council.
- Ensure all plant, equipment and/or procedures used in the conduct of work are regularly inspected and tested to verify that they conform to standard, legislative requirements and/or specifications
- Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council's Rehabilitation Program.
- Ensure WHS is an agenda item at all team meetings
- Keep employees informed of health, safety and rehabilitation matters
- Ensure corrective action is taken to control workplace hazards
- Investigate all accidents and incidents in accordance with Council's procedures and take appropriate action.
- Ensure all equipment purchased meets Council's WHS requirements and is maintained and inspected in accordance with Council's policies and procedures
- Assess risks associated with all hazards identified and ensure appropriate controls are implemented to eliminate or reduce the risks.

WHS ACCOUNTABILITIES

- Implementing, monitoring and maintaining the Council's WHS program
- Planning, identifying and providing site specific training to employees.
- Providing transitional duties/employment for injured workers as an integral part of the return to work process
- Implementing corrective action to control workplace hazards

WHS AUTHORITIES

- To fix any problems/hazards within your scope of responsibility and financial delegation.
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Corporate Manager for immediate action.
- Take such actions as required to ensure Council's WHS Management systems are followed and are part of the continuous improvement process.

iii) OFFICERS & PCBU (Persons Conducting Business or Undertaking) DIRECTORS, MANAGERS & GENERAL MANAGER

The following responsibilities, authority and accountabilities set out hereunder form part of your position description in addition to those of employees and Managers, Supervisors and Team Leaders.

WHS RESPONSIBILITIES

- Ensure, so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged by council and workers whose activities in carrying out work are influenced or directed by the Council

- Ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the Council
- Ensure the provision and maintenance of a safe environment without risks to health and safety
- The provision and maintenance of safe plant and structures
- The provision and maintenance of safe systems of work
- The safe use, handling and storage of plant, structures and substances
- The provision of adequate facilities for the welfare at work of workers in carrying out work for Council including ensuring access to those facilities
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the Council
- That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of Council
- Analyse and interpret the results of WHS statistical analysis and ensure that performance improvement initiatives are implemented
- Monitor and review the effectiveness of Council's WHS System Model
- Encourage the involvement of all employees in achieving a safe and healthy workplace
- Provide leadership and support and adequate resources for Council's Work Health and Safety program to achieve its stated objectives
- Set portfolio Work Health and Safety objectives and develop plans to implement strategies and procedures to ensure compliance with the relevant WHS Act and Regulations

WHS ACCOUNTABILITIES

- Assisting Managers to implement and maintain the Council's WHS Program
- Assisting Managers in setting and achieving the Work Health and Safety objectives for their area
- Progressing Council towards continuous improvement in the WorkCover WHS System Model for Self-Insurers

WHS AUTHORITIES

- The Corporate Managers will take such actions as required to ensure Council's WHS Management Systems are followed and are part of the continuous improvement process.
- To fix any problems/hazards within your scope of responsibility and financial delegation.

I have read and understand; and I agree to all terms and conditions specified within the following documents

- Position Description
- Conditions of employment Essential Information

Signed by Employee: _____ Date: _____

Signed by Supervisor: _____ Date: _____