

If you are offered a job in Council, you will receive a document explaining all of our terms and conditions, so that you can make an informed decision about accepting the offer.

Here is a summary of the main conditions:

Payment of Wages:	<ul style="list-style-type: none"> • Paid fortnightly straight into your bank. Annual increases are implemented in July each year.
Superannuation:	<ul style="list-style-type: none"> • You get to choose your Superannuation Scheme. In addition to your salary, Council pays 10.5% of salary directly into your Super. This rate rises annually by a further 0.5% until it reaches 12% in mid-2024.
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"> • It is essential that all employees are fit for work, for their own safety and for others. Successful applicants need to undergo a functional assessment and / or a pre-employment medical to assess the suitability for the physical needs for the role. • This may also be conducted during the course of employment to ensure ongoing fitness for work. • If there are concerns highlighted in your health declaration or Assessment, you might be referred to a doctor for a final recommendation. People with disabilities will have their needs accommodated where possible, and people living with disabilities are encouraged to apply for roles to which they feel they can cope. <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"> • All staff are required to undergo random drug and alcohol testing, so that we can be sure that nothing inhibits your capacity to keep your self, your colleagues and the public safe during working hours.
Criminal History Check	<ul style="list-style-type: none"> • Some positions within council will require applicants to undergo a 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 Offices and facilities. This surveillance is continuous and ongoing and is there to protect our people and our physical assets.
Probation	<ul style="list-style-type: none"> • We have a 6-month probation during which we assess your suitability for ongoing employment, and will give you feedback on how you are doing before that point.
EEO	<ul style="list-style-type: none"> • We are committed to Equal Employment Opportunities, and actively encourage women and First Nation people to join us in our diverse workplace.

Work Health & Safety	<ul style="list-style-type: none"> We're serious about work health and safety, so it is a condition of employment that staff in specific jobs accept and wear Council-issued Personal Protective Equipment, and to conform to Council's Protective Clothing and Heat Stress Policy. All Council's facilities have a "smoke free environment" where smoking within such facilities and vehicles is not allowed.
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.

What's it like to work at Council?

- Most staff really enjoy their job and their career prospects, so our staff turnover rate is consistently lower than the local government average.
- We live by a Code of Conduct which you will need to sign up to. It means we are ethical and honest – remember, we are paid by the taxpayers of Leeton Shire Council.
- Bosses might not always be perfect.... neither are staff. But, for Council to function effectively, we need to work under their authority and instructions, just as they have to work under the authority of the General Manager and our elected Council.
- Keeping good relationships with your co-workers is really important – both for you and them. Treat people with respect even if it doesn't always feel that everyone returns the behaviour. Racism, bullying or harassment is not OK.
- 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 Group Manager.
- Demonstrate Leeton Shire staff values consistently in the workplace – Trust, Respect, Integrity, Collaboration, Communication and Innovation.