

# Candidate Information

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## From the General Manager

Thank you for expressing an interest in working with us here at Central Darling Shire Council.

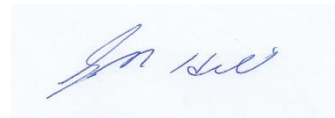
Our collective role is to assist in improving the lifestyle of the people of Central Darling Shire.

It is important to be aware that your primary commitment is – and always will be – to the community. Irrespective of the position that is held, everyone is a part of the Council team.

This information book has been prepared to provide you with information about Council, employment conditions and benefits that relate to working with us.

If you have any questions regarding the content of this booklet, please contact our Human Resource Officer on (08) 8083 8900.

Again, thank you for expressing an interest in working with us and I look forward to hearing from you.

A handwritten signature in blue ink, appearing to read "Greg Hill".

**Greg**  
General Manager

**Hill**

## History of the Shire



Australia has been inhabited by the Aboriginal people for some 40,000 years. Lake Mungo to the south of Wilcannia and Mutawintji to the north-west give evidence of long occupation. Because of this, the Aboriginal people have a unique place in our Australian society. The **Central Darling Shire** area around Wilcannia was held by the Barkindji tribe (from barka meaning a river). Many of the Aboriginal people living in Wilcannia today belong to the Barkindji tribe.

Captain Charles Sturt was the first European to map the Murrumbidgee River and the Murray River to its mouth in 1830. In 1835 Major Thomas Mitchell followed the Bogan and Darling Rivers down to Menindee. He named Mt Murchison on the Darling. Settlement commenced prior to 1850 along the Darling, but it was 1855 before the Central Darling runs were consolidated. Captain Francis Cadell's Steamer *Albury* entered the Darling on 27 January 1859 and reached Mt Murchison in 8 days. Later the name was changed to Wilcannia meaning 'a gap in the bank where flood waters escape'.

The township of **Wilcannia** was notified on 26 June 1866. In 1880 it had a population of 3000 with 13 hotels and was known as 'The Queen City of the West'. Wilcannia became one of the major ports of the Murray Darling system and the paddle steamer trade flourished for 70 years. In 1887 218 steamers and their barges unloaded stores weighing 36,170 tons, and 222 loaded wool and other produce weighing 26,552 tons at the port of Wilcannia. At one time there were 30 steamers loading or unloading. There were 90 steamers plying the Darling in 1890. The total distance from Wilcannia to Goolwa at the mouth of the Murray is 1110 river miles. Eventually rail and road transport killed the river boats and Wilcannia lost its former glory. Many fine buildings from the era remain in good condition making Wilcannia one of the best preserved historic towns in Australia.



The name '**White Cliffs**' seems to have come from the smudgy white cliffs easily seen by passengers travelling the road from the river port of Wilcannia and the Mt Brown gold fields. From the first there were problems with lack of water and extreme heat in summer. These conditions made for considerable hardship in the opal fields and led to the town's characteristic underground dwellings, not the first in Australia but the first on any opal field.



**Ivanhoe** was originally situated on a well-used route across flat, western New South Wales between Wilcannia and both Balranald and Booligal. George Williamson purchased the first land in the area between 1869 and 1873 and became a central figure in the town's development. He established a branch store with a liquor license in 1870. At that stage the store and a bark hut constituted the town. The Ivanhoe Hotel came into existence by 1872 and a Post Office opened on January 1, 1874.

**Menindee** has a history that is full of colour and characters. A quiet township which sits between the Darling River and Lake Menindee, Menindee was 'discovered' by the aborigines of the Barkindji Tribe. Their fossilised skeletons remain in the dry sand dunes around the Menindee lakes and have provided some of the most prolific and consistently early remnants of human existence anywhere in the world. Thus far archaeologists have positive evidence of occupation dating back 26,000 years - not much younger than the now famous neighbouring site, Lake Mungo.



Menindee was the first town on the Darling River and it played an important role in NSW's pastoral, riverboat and rail history.

Major Thomas Mitchell, Edward John Eyre, Captain Charles Sturt and Burke and Wills all camped near Menindee.

## Services Available

### Wilcannia

- Post Office
- Services NSW
- Wilcannia Central School
- St Therese's Community School
- TAFE NSW Campus
- Health Services, including a hospital
- Pharmacy
- Wilcannia Cafe
- Wilcannia Golf Club, including golf course
- Police and Courthouse
- Community Hall
- Swimming Pool
- Wilcannia River Radio
- Wilcannia Outback Store / Supermarket
- Queens Hotel
- Recreation Oval, including bike pump track
- Broken Hill Bus Service

### Menindee

- Post Office
- Services NSW
- Menindee Central School
- TAFE NSW Campus
- Health Services, including a hospital
- Pharmacy
- Police
- Community Hall
- Darling River Supermarket
- Menindee Café
- Redsands Takeaway
- Maidens Hotel
- Albermarle Hotel
- Auto Repairs
- Recreation Oval, Tennis Courts, Swimming Pool and bike pump track
- Childrens Centre (Day Care)



## Ivanhoe

- Post Office
- Services NSW
- Police
- Ivanhoe Central School
- Ivanhoe PreSchool
- Community Hall
- Recreation Oval and Swimming Pool
- Outdoor Gym- and Bike Pump Track
- Ivanhoe Hotel
- Café and Mini Supermarket

## White Cliffs

- Post Office
- White Cliffs Public School
- White Cliffs Hotel
- Health Services
- Recreation Oval and Swimming Pool
- Outback Store

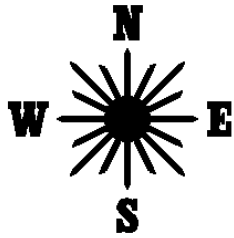
## Statistics on the Shire

Central Darling Shire Council is a rural shire in the Far West Region of New South Wales encompassing the communities of Wilcannia, Menindee, Ivanhoe, Tilpa, White Cliffs, Darnick, Sunset Strip, Copi Hollow and Mossgiel.

<b>Total Full Time Staff:</b>	<b>53</b>
<b>Shire Population (2016 Census):</b>	<b>1833</b>
<b>Principal Town:</b>	<b>Wilcannia</b>
<b>Longitude:</b>	<b>143°22'E</b>
<b>Latitude:</b>	<b>31°34'S</b>
<b>Population of Principal Town:</b>	<b>900</b>
<b>Height above Sea level:</b>	<b>75 metres</b>
<b>Area of Shire:</b>	<b>53,511 Km<sup>2</sup></b>
<b>January Mean Minimum Temperature:</b>	<b>19.70 C</b>
<b>January Mean Maximum Temperature:</b>	<b>35.20 C</b>
<b>July Mean Minimum Temperature:</b>	<b>4.20 C</b>
<b>July Mean Maximum Temperature:</b>	<b>17.10 C</b>
<b>Average Annual Rainfall:</b>	<b>262mm</b>



## The Council Logo



Our Logo incorporates the geographical locations of the four (4) main townships in our Shire, each represented by a compass point.

## Council’s Community Strategic Plan

The Community Strategic Plan seeks to identify the various needs of the people living in and visiting the Central Darling Shire, it determines whether it is Council's responsibility to take an action to meet their needs and also recommend action plans which are designed to meet these needs.

Take a look at our Community Strategic Plan on our website.

From this, Council develops its Delivery Program and Operational Plan to identify our work and activities for our community each year.



## Our Vision

Respecting our country, culture, people and river by building a better future for all generations.

## Our Core Values

Through a collaborative approach and strong commitment, the values that will support and guide us in achieving our vision are:

- Ethical and responsible behaviour
- Harmony
- Working together
- Caring for individuals
- Diversity of opinion and respect for others
- Commitment to improved performance
- Achieving tangible results
- Commitment to do what we said we will do
- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement



## Organisational Structure

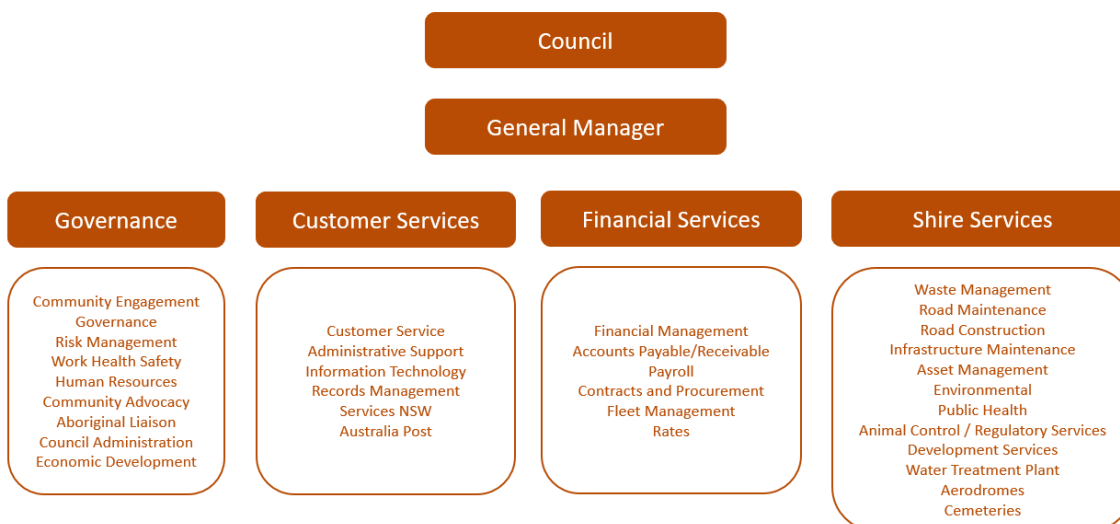
The Administrator is the head of the Council who regularly plans visits to our Shire and meets with community members on a regular basis.

Staff are under the leadership of the General Manager who is responsible for the planning and delivery of many different services and functions.

There are four (4) divisions within Council's structure.

October 2024

## Organisational Structure



## Shire Services Activities and Functions

- Water Supply
- Stores
- Plant and Fleet Management
- Sewer and Septic Infrastructure
- Water Filtration Plant
- Works Depots
- Town Works
- Bushfire and Emergency Management
- Sewer, Drainage, Water diagrams
- Wilcannia Weir
- Wilcannia Production Bore
- Construction Contract Management
- Road Design and Construction
- Bridges
- Town Cleaning/Maintenance
- Footpaths
- Kerb and Guttering
- Airstrips
- Public Amenities Cleaning
- Water Testing
- Onsite Sewerage Management Approvals
- Building Approvals
- Development Approvals
- Swimming Pool Management
- Mapping/Surveying
- Waste Management
- Building and Health Orders and Notices
- Cemeteries
- Planning/Zoning
- Animal Control
- Environment Protection
- Caravan Parks
- Council Housing
- Television Re-transmission
- Food Premises Approvals
- Playgrounds and Public Amenities



### **Financial Services Activities and Functions**

- Financial Management
- Payroll
- Superannuation
- Accounting
- Creditors
- Debtors
- Investments
- Rates Administration

### **Customer Service Activities and Functions**

- Administrative Support
- Records Management and Archives
- Computer Support
- Uniforms - Indoor Staff
- Land Title Information
- Wilcannia Post Office
- ServicesNSW Agency
- Trainlink Agency
- Community Services
- Rural Transaction Centres
- Ivanhoe Multi Service Outlet
- Public Halls
- Tourism



### **Governance Activities and Functions**

- Corporate Governance
- Community Engagement
- Human Resources
- Corporate Risk
- Work Health Safety
- Insurance
- Administrator/Council and Executive Support
- Section 355 Committees of Council

## Our workplaces

The primary location for our office staff is the Council Chambers located at 21 Reid Street, Wilcannia – Phone (08) 8083 8900.

We also have the following locations where our staff are located:

- Wilcannia Post Office
- Wilcannia Depot
- Menindee Rural Transaction Centre
- Menindee Depot
- Ivanhoe Multi Service Outlet (or MSO)
- Ivanhoe Depot
- White Cliffs Depot

We also have a number of staff who work remotely across Australia and who come into our offices on a regular basis to work and connect with staff.

## Our Expectations

All staff are expected to:

- demonstrate a commitment to Council's Vision and Core Values; and
- act with the highest principles of professionalism, ethics, integrity and honesty. Dishonesty in any dealings reflects badly on Council and will not be tolerated. Vested interests, personal gain or personal bias can have no part in the performance of duties.
- Ensure that the requirements set out in Council's policies and procedures relating to security of information/privacy are followed at all times, that procedures are implemented to prevent the unlawful or willful damage or loss of assets.
- Raise any issues and/or concerns with the requirements of the Local Government State Award. Staff are not permitted to lobby or raise concerns with the Administrator.

## Customer Service / Our Brand

The prime objective of the Council is to provide a service to the Community. This becomes the responsibility of every staff member because to the public, each employee is representing the Council image and brand. Whatever you do or say directly affects the public image of the Council, so staff are expected to ensure that the public image is a good one.

Central Darling Shire Council also have a Customer Charter that sets out the timeframes that the community can expect a response from our staff.

## Code of Conduct

We operate under the Code of Conduct that has been issued by the Office of Local Government. The purpose of the Code is to set the minimum requirements of conduct for all Council staff in undertaking Council business. It is designed so that all staff understand the standards of conduct that are expected, and importantly, act in a way that enhances public confidence in the integrity of Local Government.

All staff are required to conduct themselves in a manner that does not bring the council or holders of civic office into disrepute.

## Conflict of Interest

The *Local Government Act 1993* and the Code of Conduct place significant obligations on all employees to disclose circumstances where our private interests come into conflict with our public responsibilities.

Where employees believe that there is a potential conflict, they are required to disclose this to the General Manager as soon as reasonably practicable.

## Secondary Employment

We recognise that employees hold positions outside of their work with Central Darling Shire.

Where employees are considering any outside employment or contract work that relates to the business of Council, or that might conflict with your Council duties and are receiving remuneration, you are required to notify in writing and seek written approval of the General Manager in writing before commencing such work.

## Award / Policies / Procedures

Your employment will be governed by the **Local Government (State) Award**, your employment contract and our organisational policies and procedures.



## Hours of Work



The hours our main administration offices across all sites are open to the public are 9.00am – 5pm, Monday – Friday.

The ordinary hours of work at Central Darling Shire Council is:

- 35 hours per week for indoor/administrative employees and
- 38 hours per week for outdoor/field employees.

Employees may elect to spread their ordinary hours of work across the fortnight pay period (eg 70 or 76 hours per fortnight).

## Time in Lieu

Hours worked in excess of the ordinary hours per fortnight may be banked, paid at overtime rates or taken as time in lieu.

When directed by your manager to work more than the normal hours of work, the time in lieu will be paid or banked at overtime rates.

Employees who elect to work additional hours without the approval or support of their manager will be accrued at the ordinary rate.

Employees who have no leave entitlements available may request to accrue time in lieu in the lead up to the Christmas/New Year shut down period. Such hours will be accrued and taken during the Christmas/New Year period at ordinary hours.

Employees wishing to access time in lieu hours for the Christmas/New Year period, will need to put their request in writing. This request will be acknowledged and placed on the employee's personal file.

The maximum number of time in lieu hours that can be banked is equivalent to 5 days. Hours in excess of the maximum number will be paid out at the appropriate rate.

## Additional Day Off (also known as a Rostered Day Off)

All full-time employees will be required to work their ordinary hours of work in a nine (9) day period, thus allowing for one additional day off each fortnight (a Rostered Day Off).

Part-time and casual employees are not eligible for a rostered day off.

The actual day off will be by mutual agreement between the employer and employee.

Minimal impact to the operation of council business will be key determining the actual rostered day for employees.

Employees will be required to nominate their rostered day off unless they opt out in writing to their manager.

## Flexible Working Arrangements

Subject to business requirements, we provide our employees with the following Flexible Working Arrangement Options:

- ✓ Varied Start or Finish Times
- ✓ Part-time Working Arrangements
- ✓ Job Sharing
- ✓ Working from Home or Remote Location
- ✓ Start and/or Finish in the Field
- ✓ Compressed Working Week
- ✓ Compressed Working Arrangements
- ✓ Ordinary Hours on Saturday and/or Sunday
- ✓ Engineering Professional Excess Hours Agreement
- ✓ Adhoc Working from Home Arrangements
- ✓ Leave Arrangements

## Corporate Uniform and Personal Protective Equipment (PPE)

The wearing of a corporate uniform/PPE projects and enhances the professional image of Council.

All employees are required to wear clothing that is appropriate and safe for the activities being undertaken and meet the requirements with all work health and safety legislation, policies and procedures.

We are committed to providing employees with the appropriate PPE and training to protect employees and others in the workplace. PPE is only to be used where it is not reasonably practical to control hazards at the workplace by other means. Where the outcome of a risk assessment indicates that PPE is required, the use of PPE will be included in the relevant safe work instruction and PPE use and maintenance training provided to the employee as part of the induction to the work instruction. All PPE purchased and provided by CDSC will meet the relevant Australian standards. All high-visibility vests purchased and provided by CDSC will meet Road and Maritime Services requirements.

All corporate and workwear uniforms, and PPE items, are required to be obtained from CDSCs selected range and uniform supplier(s).

Council's contribution towards the corporate uniform/PPE for full-time employees is as follows:

- Indoor Employees - \$700 for the first year and \$350 for subsequent years (plus GST)
- Mixed Location Employees (employees who work both indoors and outdoors) - \$700 for the first year and \$350 for subsequent years (plus GST) plus no cost for PPE items
- Outdoor Employees – full cost of the PPE

Casual and part-time staff will receive pro-rated amounts.



## Probationary Period

All staff are employed on a probationary basis for three (3) months. Regular reviews will be undertaken during this period.

## Inductions

All new staff are required to participate in an induction program, with the aim of assisting them to be successful in their role.

During your probation period, the employee will be taken through all areas that are critical to the person and their role.

This is an opportunity to ask as many questions as possible to ensure that you have the information that you require.

## Salary System

Council's salary system is underpinned by evaluating all positions and assigning a Grade from our salary structure. Our Salary System has 22 grades, each containing 4 steps.

Progression through the steps is based on meeting the competencies for the relevant step as part of the Annual Staff Assessment.

Progression between each Grade is subject to an individual job evaluation undertaken by the Human Resource Officer using the information contained in the approved position description.

## Job Evaluation

Staff wishing to have their pay grade reviewed are required to submit their request in writing, including an updated position description and a completed Job Evaluation Form.

Upon receipt of the documents, the Human Resource Officer will undertake the job evaluation process and present the outcomes to the General Manager. Any questions or concerns with the information provided will be discussed with the respective manager/director.

## Annual Staff Assessment

Progression through the steps within the Salary System are subject to the completion of an Annual Staff Appraisal. This appraisal is undertaken in line with the requirements of the Local Government (State) Award.

The appraisal comprises an assessment of your competencies against those identified for the position.

## Pay

Our pay week commences each Monday morning and goes for the entire week to conclude Sunday evening. The pay is paid directly into your nominated account every second Thursday.



## Higher Grade Pay

There may be occasions when an employee is required to undertake duties at a high pay grade at the request of their Supervisor/Manager/Director. In these circumstances, the high pay grade will be applied in accordance with the requirements of the Award.

## Superannuation

You have the choice to elect a superannuation fund. If you do not nominate a fund, you will have your superannuation paid into a Local Government Superannuation Accumulation Fund which we establish when you start employment with us.

## Completion of Timesheet

All staff are required to complete a timesheet for all hours worked. At the end of the week, staff are required to total the hours worked and attach any leave forms for leave taken throughout the week. Timesheet are required to be submitted by 4pm Friday of each week.



## Pay Advice Slip

Pay Advice Slips are emailed each fortnight to the employee's nominated email address.

## Pay Deductions

There are many deductions that can be taken directly from your pay simply by completing an authorisation form. The deductions may include:

- Health funds
- Additional superannuation
- Union fees
- CDSC Council rates

## Overtime

At times, staff may be required to work outside the agreed spread of hours for their position to meet the reasonable needs of the organisation. If this occurs, the employee may elect to be paid overtime rates or may take time in lieu on an hour for hour basis of those hours worked.

Overtime is not able to be worked without the prior authority of the relevant Director.

## Study Assistance

We encourage staff in their efforts toward self-development. Council's goal is to assist employees to further their knowledge and skills, thereby improving the employee's confidence and overall value to the organisation.

For approved courses, Council will pay employees a contribution towards the cost of study. Any financial assistance provided is intended as a contribution rather than a reimbursement of costs.

Council's contribution towards the cost of study assistance will be reviewed annually. The amounts that shall be paid for the academic semesters will depend on the level of course undertaken.



## Work Health and Safety

We are committed to providing and maintained work environments and systems of work that are safe and without undue risk to people's health.



## Injury and Workers Compensation

You will be covered by StateCover for any injury/illness sustained at work.

## Alcohol and Other Drugs

To safeguard the work health and safety of our staff, we require that no employee presents for work, resumes duties, or during work, ingest, inhale or be under the influence of alcohol or other drugs.

We also undertake random drug and alcohol testing of our staff. This is undertaken by our WHS and Risk Management Officer in accordance with our Drug and Alcohol Procedure.

## Smoking in the Workplace

Smoking is prohibited in all of our workplaces, buildings and amenities. Our Council vehicles and plant are considered workplaces and therefore smoking is not allowed in Council supplied vehicles and items of plant.

## Respectful Workplace

Within Central Darling Shire Council, a respectful workplace is one where all employees are treated fairly, differences are acknowledged and valued, communication across all levels is open and courteous, conflict is addressed early, and there is a culture of empowerment and cooperation.

It is a workplace where diversity and inclusion enhance the quality and depth of decision making and improves collaboration and teamwork across all levels of the organisation and applies to all behaviour that occurs:

- In connection with work, even if it occurs outside of normal working hours.
- During work activities, for example when dealing with employees from across the organisation, customers and members of the public.
- At work related events for example at conferences and work-related social functions.
- Through communications such as email, phone calls, text messaging and social media where workers interact with other employees or members of the public – whether during work or outside of working hours.

Selection of individuals for employment, promotion or higher duties, learning and development, will be on the basis of professional merit, in fair and open competition in accordance with the organisation's policies and procedures.

We are committed to providing a workplace free from discrimination, harassment and bullying for all staff.

We promote a culture of dignity and respect.

We encourage you to resolve any issues by yourself in the first instance by approaching the staff member and asking that the offending behavior stops.

We will not tolerate any form of discrimination, sexual harassment, bullying, workplace violence or victimisation.

All incidents will be investigated and subject to the outcome, may lead to disciplinary action which can include termination of employment for serious or repeated breaches.



## Employee Assistance Program

Council has in place an Employee Assistance Program through TELUS Health that can assist you in the following areas:

- **Health and Safety Concerns**
  - ✓ stress, depression ✓ anxiety ✓ substance abuse ✓ concern about another person's substance abuse ✓ gambling or other addictions ✓ domestic abuse ✓ grief and loss ✓ crisis and trauma
- **Financial and Legal Topics**
  - ✓ budgeting, financial worries, and reducing debt ✓ legal matters
- **Work-Related Issues**
  - ✓ work-related problems and job stress ✓ conflict at work ✓ job burnout ✓ workplace change
- **Relationship and Family Matters**
  - ✓ adoption issues ✓ relationship issues ✓ separation and divorce ✓ childcare and parenting issues ✓ elder care/caregiving issues ✓ education issues

The service is free of charge for employees and their immediate family.