



# Kentish and Latrobe Councils Information Package for Applicants



## General Application Information

Thank you for your interest regarding employment with Kentish and Latrobe Councils. The following information is provided to assist you in preparing your application by providing a range of information on the application process and information about the municipal areas.

## Preparing your Application

Positions vacant are advertised on both Council's websites.

The job advertisement will provide several important details relating to your application.

Council must receive your application by the date listed on the job advertisement for you to be considered for the position.

It is important that if you require further information on the role that you contact the person listed in the advertisement.

Information on the job advertisement will normally include:

- A position summary
- A position description

## Application Format

It is important to take your time preparing your application, as the Selection Panel will only have the information provided by you to base their opinion as to whether you will proceed to the next stage, for example being invited for an interview. Applications should always include:

1. Application for Employment form
2. Cover letter
3. Current resume
4. Selection criteria addressed
5. Qualifications/Licences

### **Cover Letter**

This is your way of introducing yourself. It should be concise, stating the position that you are applying for, the documents that you have enclosed as part of your application and the reason why you are interested in the position. Ideally, this document should be kept to around one page in length.

## Current Resume

Your resume is a history of your employment and work experience, and it should include:

- Your employment history starting with your current employment and working backwards
- Details of the positions you have held including employment dates
- Brief outline of your main duties, responsibilities, achievements etc.
- Education and training

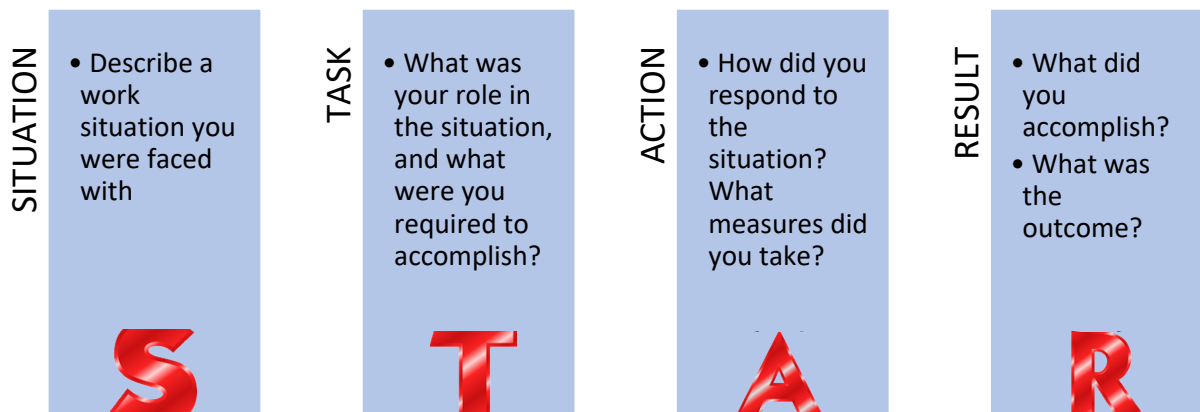
Details of names of at least three referees should be included (preferably your current or a recent supervisor). If you are unable to provide referees as part of this application process, please make sure if you are required to attend an interview to bring these details with you.

## Address the Selection Criteria

Selection criteria are the key qualifications, skills, knowledge, and work experience an applicant needs to perform the role effectively.

A short paragraph of each selection criteria identified in the position description is all that is required. This information will be used by the selection panel to match your qualifications, skills, and experience against those required of the position.

**STAR** stands for Situation, Task, Action, Result. When addressing the selection criteria/capability requirements, think about using the following:



## Qualifications/Licences

You can upload a copy of qualifications/licences required for the position to assist the selection panel when assessing your application.



## Lodgement

### Website

*(Preferred method)*

Kentish - [www.kentish.tas.gov.au/council/employment](http://www.kentish.tas.gov.au/council/employment)

Latrobe - [www.latrobe.tas.gov.au/notice-board/job-vacancies](http://www.latrobe.tas.gov.au/notice-board/job-vacancies)

**OR**

### Email

Kentish - [recruitment@kentish.tas.gov.au](mailto:recruitment@kentish.tas.gov.au)

Latrobe – [recruitment@latrobe.tas.gov.au](mailto:recruitment@latrobe.tas.gov.au)

**OR**

### Mail

*Kentish*  
The General Manager  
Kentish Council  
PO Box 63  
Sheffield TAS 7306

*Latrobe*  
The General Manager  
Latrobe Council  
PO Box 63  
Latrobe TAS 7306

## Application Process

After the job advertisement has closed, applicants will be notified in writing (*email when available*) of the receipt of their application. The selection panel will then assess all applications against the predetermined selection criteria. The panel will screen all applications to determine who best meet the criteria.

Applicants selected for interview will be contacted by the HR Professional. This process can take up to two weeks from the date applications close. Upon an appointment being made, unsuccessful applicants will be notified in writing (email when available).

The selection panel will normally consist of at least two people, one shall be the manager/team leader of who the position reports, and other representatives nominated by the recruiting manager in consultation with the General Manager. Applicants shall be interviewed and assessed according to a set of agreed questions formulated by the panel however, supplementary questions may be used to clarify some areas in relation to the selection criteria. If names of referees were not provided with your application, the panel will request contact details at this stage.



## After the Interview

Following completion of the interview process, the selection panel will contact the preferred applicant's referees and make a recommendation to the General Manager as to the outcomes of the interview process. Contact will not be made with the preferred applicant until the General Manager has endorsed the selection panel's recommendation.

Applicants who attended an interview and were not selected for the position will not receive notification until the preferred applicant has formally accepted the offer of appointment.

## Selection on the Basis of Merit

Kentish and Latrobe Councils are equal opportunity employers. All applications will be assessed against the same criteria. Selection will be based on merit, experience and an assessment of the ability of the person to perform the role.

## Further Information

For further information on either Council, please refer to their individual websites at:

Kentish – [www.kentish.tas.gov.au](http://www.kentish.tas.gov.au)

Latrobe – [www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au)

## Application Checklist

Before you submit your application, take a moment to check that the following information has been included:

- ✓ Cover letter
- ✓ Resume
- ✓ Selection criteria addressed
- ✓ Name of up to 3 referees
- ✓ Copies of relevant documents

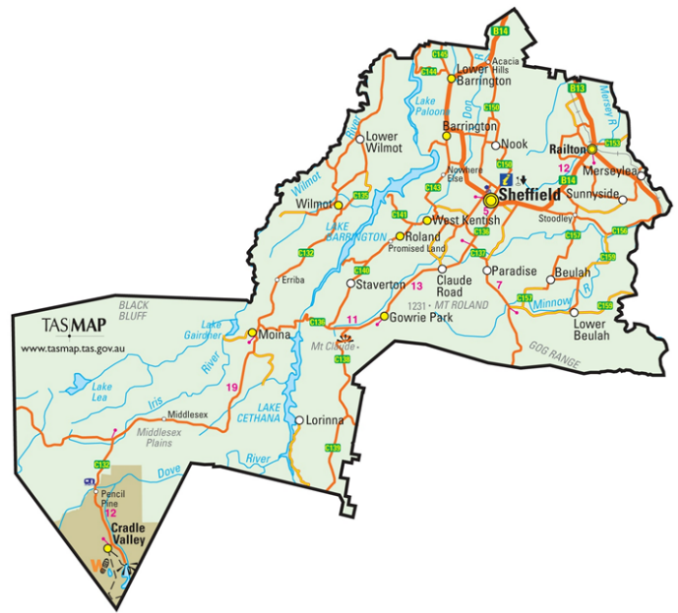
Thank you for your interest in working at Kentish and Latrobe Council.



## Information about the Kentish Municipal area

The Kentish municipal area is in the north-west of Tasmania, slightly inland from the coast. Kentish covers a total area of 1,187 square kilometres and has a population of approximately 6,778.

The landscape ranges from lush rural farmland to spectacular mountain scenery. One of Tasmania's key visitor attractions, Cradle Mountain, is in the municipal area, as is the world standard Lake Barrington Rowing Course. Mount Roland watches over the town of Sheffield (population 1,538) which has developed as the "Town of Murals". The other major towns are Railton the "Town of Topiary" (population 1,231) which has a cement manufacturing industry and Wilmot "Valley of Views" (population 395). There are a number of outlying areas throughout the municipal area with evocative names like Paradise, The Nook, Nowhere Else & Promised Land that are also visitor attractions.



Sheffield is the major commercial, retail and administrative centre for the municipal area. Local industries include agriculture, tourism and manufacturing.

## Information about Kentish Council

The Kentish Council's purpose is to serve the people of the municipal area. It is Council's responsibility to undertake and be accountable for the planning, direction and management of resources to meet the present and future needs of the community.

The Kentish municipal area comprises over 3,678 rateable properties and the Council has an estimated income of \$13.5M. Council's 2021/22 Annual Plan and Budget and the 2014 – 2024 Strategic Plan are available from Council's website [www.kentish.tas.gov.au](http://www.kentish.tas.gov.au)

Council employs around 35 staff in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Facilities owned by Council include a Medical and Health Centre, local halls and sports grounds and parks.

The municipal area has 269 kilometres of sealed roads, 202 kilometres of unsealed roads and 104 bridges/major culverts.

The stormwater network is approximately 13 kilometres and the footpath network comprising a mix of concrete and asphalt surfaces is approximately 21 kilometres in length.



## Information about the Latrobe Municipal area

The Latrobe municipal area is in the north-west of Tasmania and shares a municipal boundary with Kentish Council, Devonport City Council, West Tamar Council and Meander Valley Council. The municipal area covers a total area of 600 square kilometres including the townships of Latrobe, Port Sorell, Shearwater, Hawley, Wesley Vale, Sassafras, Moriarty and Tarleton.

Latrobe is one of the fastest growing residential areas in Tasmania, has an estimated population of 12,705 and of the 29 local government areas, Latrobe is one of ten projected to show the strongest growth over the next ten years.

There are six primary schools and two high schools in the municipal area and the Mersey Community Hospital is situated in Latrobe.



## Information about Latrobe Council

The Latrobe municipal area comprises over 6,579 properties and the Council has an estimated income of \$25.3m. Council's 2021/22 Annual Plan and Budget and the Council's Strategic Plan are available from Council's website [www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au)

Council employs around 55 staff in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Major facilities owned by Council include Port Sorell Community Centre and Camp Banksia, Australian Axemans Hall of Fame, Latrobe Recreation precinct comprising sports ovals, sports stadium, gymnasium and swimming pool and skate park.

The municipal area has 232 kilometres of sealed roads, 60 kilometres of unsealed roads and 35 bridges/major culverts.

The stormwater network is approximately 80,000 kilometres and the footpath network comprising a mix of concrete and asphalt surfaces is approximately 60 kilometres in length.



## Information about Resource Sharing

Kentish and Latrobe Councils value collaboration and partnerships both within and outside their municipal areas. As part of their business role models, the councils operate in a resource-sharing alliance.

The resource-sharing alliance allows both councils to deliver services and outcomes for their respective communities in a cost efficient and effective manner. Partnerships of this nature enable the communities to gain benefits that may have been otherwise unattainable.

The resource-sharing alliance is governed by a Memorandum of Understanding which articulates all the terms and conditions for both parties. The arrangement has been and will continue to be managed on the basis of value for each Council.

Since the inception of the resource-sharing arrangements in 2010, the number of resources shared has steadily grown.

Both Councils under the alliance now share:

- Common IT system, policies, systems, and ways of working
- Economies and efficiencies resulting in cash savings and service uplift
- The workforces of both Councils
- Common, simplified ways of work