



DISTRICT COUNCIL of TUMBY BAY

# PROFILE

<b>DISTRICT COUNCIL OF TUMBY BAY - PROFILE</b>
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**GENERAL INFORMATION**

<b>Office Opening Times:</b>	8.30am to 4.30pm - Monday to Friday
<b>District Population:</b>	2688
<b>District Area:</b>	266,907 hectares
<b>Mayor:</b>	Mayor Geoff Churchett
<b>Deputy Mayor:</b>	Julie Elliott
<b>Councillors:</b>	Ricky Trenberth
	Rick Will
	Trevor Smith
	Fiona Ward
	Ross Hudson
<b>Council Meetings:</b>	5.30pm Second Tuesday of month
<b>Council Spokesperson:</b>	Mayor Geoff Churchett

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**STAFF****Administration**

Rebecca Hayes

Dion Watson

Emma McDonald

Josie Kretschmer

Julie Kemp

Carolyn Birkin

Madison Allen

Janice Brooks

Bernard Anesbury

Marcia Octoman

Adriana Salas

Ellen Earea

Chief Executive Officer

Deputy Chief Executive Officer

Manager Environmental Services

Executive Assistant/Human Resources

Finance Officer

Administration Officer (Works &amp; MES)

Records Management &amp; Governance Officer

Administration/WHS &amp; Compliance Officer

Compliance Officer

Community &amp; Economic Development Officer

Customer Liaison Officer

Librarian – Port Neill

(Friday)

**Works**

Damian Windsor

Peter Cassidy

Rickey Clark

Wayne Phillips

Manager Works &amp; Infrastructure

Works Supervisor

Construction/Maintenance Team Leader

Parks & Gardens Team Leader & Coordinator CWMS &  
Maintenance Services

Construction/Maintenance Worker

Construction/Maintenance Worker

Construction/Maintenance Worker

Construction/Maintenance Worker

Construction/Maintenance Worker

Parks &amp; Gardens Worker

Parks &amp; Gardens Worker

Parks &amp; Gardens Worker

Parks &amp; Gardens Worker

Dylan Anderson

Francis Oak

Paul McIvor

Jeffrey Anderson

Michael Kemp

Matthew Hind

Ronald Baldock

Tyler Hutton

Vacant

## DISTRICT COUNCIL OF TUMBY BAY - PROFILE

### ADMINISTRATION STAFF

<b>Office Hours:</b>	8.30 a.m. to 4.30 p.m. – Monday to Friday
<b>Hours of Work:</b>	8.30 a.m. to 5.00 p.m. – Monday to Thursday 8.00 a.m. to 4.30 p.m. - Friday  Staff works a 38 hour week made up of 19 x 8 hour days over a 4 week period with 1 day/month rostered off.
<b>Lunch Times:</b>	30 Minutes Between 12.00 noon & 2.00 pm.
<b>Tea Breaks:</b>	10 minutes 10.30 a.m. - 10.40 a.m. 10 minutes 3.30 p.m. - 3.40 p.m.
<b>Dress Code:</b>	Neat and casual, Corporate Uniform available - tax deductible.
<b>Public Holidays:</b>	All S.A. Public Holidays are paid holidays at the rate of 8 hours per day.
<b>Annual Leave:</b>	152 hours per year to be taken as arranged with Supervisor.
<b>Long Service Leave:</b>	1.3 weeks per year which may be taken after 10 years' service upon arrangement with Supervisor.  Note: Long Service Leave is due pro-rata after 7 years' service.
<b>Sick Leave:</b>	Employees are entitled to 76 hours Sick Leave per year. When claiming sick leave, satisfactory medical evidence shall be submitted by the employee concerned if required by Council.
<b>Personal Leave:</b>	Employees may also access their sick leave entitlement for attending to Carers/Personal Leave in accordance with DCTB Enterprise Bargaining Agreement.
<b>Superannuation:</b>	Employees are able to choose to have their superannuation contributed into a complying superannuation fund.  If an employee does not choose a different superannuation fund, superannuation contributions will be paid to the following superannuation fund – Hostplus Superannuation.
<b>Pay Day:</b>	Council pay their employees on a fortnightly basis with payment made by direct debit to employee bank accounts.
<b>Staff Car:</b>	Council has vehicles which are available for staff and Council delegates use whilst attending Council functions.

**WHS Committee:**

The Council has a WHS Committee comprising the following with whom suggestions and problems may be raised:

Damian Windsor  
Wayne Phillips  
Melissa Partridge

Bernard Anesbury  
Janice Lowe

**Australian Services Union:**

Council employees may become members of the Australian Services Union and subscriptions can be deducted from your pay on a fortnightly basis.

**Staff Appointments:**

Health & Safety Representative:  
Fire Warden:

Bernard Anesbury  
Janice Lowe

## DISTRICT COUNCIL OF TUMBY BAY - PROFILE

### WORKS STAFF

<b>Hours of Work:</b>	7.00 a.m. to 5.00 p.m. - Monday to Friday  Staff work a four-day week at 9.5 hours per day.
<b>Lunch Times:</b>	30 minutes 12.30 p.m. to 1.00 p.m.
<b>Tea Break:</b>	15 minutes 9.30 a.m. to 9.45 a.m.
<b>Dress Code:</b>	Protective Clothing and Equipment including: UV Protective Clothing Safety Boots Overalls Ear Muffs Protective Glasses Orange Vests Gloves Wide Brimmed Hat Sunburn Cream must be worn when appropriate.
<b>Public Holidays:</b>	All S.A. Public Holidays are paid holidays at the rate of 9.5 hours per day.
<b>Annual Leave:</b>	152 hours per year to be taken as arranged with Works Supervisor.
<b>Long Service Leave:</b>	1.3 weeks per year which may be taken after 10 years' service upon arrangement with Works Manager.  Note: Long Service Leave is due pro-rata after 7 years' service.
<b>Sick Leave:</b>	Employees are entitled to 76 hours Sick Leave per year. When claiming sick leave, satisfactory medical evidence shall be submitted by the employee concerned if required by Council.
<b>Personal Leave:</b>	Employees may also access their sick leave entitlement for attending to Carers/Personal Leave in accordance with DCTB Enterprise Bargaining Agreement.
<b>Superannuation:</b>	Employees are able to choose to have their superannuation contributed into a complying superannuation fund.  If an employee does not choose a different superannuation fund, superannuation contributions will be paid to the following superannuation fund - Hostplus Superannuation.
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	Damian Windsor Wayne Phillips Melissa Partridge	Bernard Anesbury Janice Lowe
<b>Australian Workers Union:</b>	Council employees may become members of the Australian Workers Union and subscriptions can be deducted from your pay on a fortnightly basis.	
<b>Staff Appointments:</b>	Health & Safety Representative: Fire Warden: AWU Delegate:	Bernard Anesbury T Hutton/J Anderson W Phillips