

# Council and District Information

*the South Waikato ...  
discover it ... live it ... love it™*



Employ 42

**Postal Address** Private Bag 7, TOKOROA 3444  
**Email** [info@southwaikato.govt.nz](mailto:info@southwaikato.govt.nz)  
**Website** [www.southwaikato.govt.nz](http://www.southwaikato.govt.nz)  
**Tokoroa Office** Phone (07) 885 0340 Fax (07) 885 0718  
**Putaruru Office** Phone (07) 883 7189 Fax (07) 883 7215  
**Tirau Agency** Phone (07) 883 1202 Fax (07) 883 1202



**South  
Waikato  
District  
Council**

# Applicant Information

## Conditions of Appointment

Conditions of appointment will be as set out in the Employment Agreement and letter of offer applicable to the position being filled. A copy of the Agreement will be provided to any applicants who are short-listed for interview and request a copy. It will automatically be provided with any letter of offer. Other information you should consider when preparing your application is listed below.

## Remuneration

The remuneration appropriate to the position will be discussed at interview and the commencing remuneration will be dependent on market rates, qualifications and experience.

## Hours of Work

Council's normal hours at its main offices in Tokoroa and Putaruru are from 8.00am to 4.30pm, Monday to Friday. Normal hours of work at other Council facilities (for example, the Water/Wastewater Business Unit and the swimming pools) will vary. Hours of work for the position to be filled will be discussed at interview.

## Offices

Council's main office is located in Torphin Crescent, Tokoroa. An office is also located in Putaruru and an agency at the Tirau Information Centre ("The Dog").

## Libraries

Libraries are located in Tokoroa (District Library), Putaruru and Tirau.

## Swimming Pools

An indoor, heated swimming pool is located in Tokoroa. There are also outdoor pools in Putaruru and Tirau.

## Interview Expenses

The Council will pay actual and reasonable expenses, within New Zealand, of the applicants selected to attend for interviews. This does not include loss of wages. Travelling costs refunded will be equivalent to normal bus or airfares as appropriate.

## Removal Expenses (Permanent Positions Only)

The Council will pay full removal expenses for household goods only on the basis of at least two competitive quotes which must be submitted to the Chief Executive for approval prior to acceptance.

Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

## Elected Members

Our Mayor and ten Councillors maintain an excellent working relationship with Council staff.

## Corporate Clothing

A subsidised Corporate wardrobe is available for most Council employees.

## Training

Council is committed to and supportive of its staff in the areas of technical training and personal development.

## Social Club

Council's social club is very active. It organises functions as as mid-year socials and childrens' Christmas parties.

## Policies in Place

Amongst others, our policies cover:

- Instant Recognition.
- Equal Employment Opportunities.
- Training and Development.
- Safety and Health.
- Prevention of Occupational Overuse Syndrome (OOS).
- Harassment.

## From Tokoroa to:

Auckland	2.5 hours
Rotorua	40 minutes
Hamilton	1 hour
Tauranga	1 hour
Taupo	40 minutes
Putaruru	20 minutes
Arapuni	25 minutes
Tirau	35 minutes