



Integrated Planning Series

# Workforce Plan

## FREQUENTLY ASKED QUESTIONS

### 1 What is a Workforce Plan?

A Workforce Plan (WFP) is a document that aims to ensure that local governments have the workforce capacity (number and competency) to deliver on the Strategic Community Plan and other local government legislative and service requirements.

Updated annually, the Workforce Plan provides information on the current workforce along with emerging and regulatory forecasted staffing needs.

### 2 Why does the Shire have a Workforce Plan?

The WFP is a legislative requirement under the Local Government Integrated Planning and Reporting Framework. It is an internal document and is formed by analysis of current staffing capability and forecasted project and service needs.

Any requirement for additional staffing must be supported by evidence of need and approved by Council.

#### Office of the Chief Executive

- ▶ Chief Executive Officer and Management
- ▶ Human Resources
- ▶ Integrated and Corporate Planning and Reporting
- ▶ Communications and Marketing
- ▶ Emergency Services Planning and Management
- ▶ Council Meetings Agenda and Minute Preparation
- ▶ CEO Administration & Financial Management
- ▶ Commercial Leases
- ▶ Tourism and Economic Development
- ▶ Coastal Management Projects
- ▶ Local Law and Policy Development
- ▶ Cemetery services



#### Operations & Assets

- ▶ Executive Management Operations
- ▶ Road Works
- ▶ Environmental/Coastal Maintenance
- ▶ Council Items & Reporting
- ▶ Shire Facilities Cleaning
- ▶ Traffic Maintenance
- ▶ Mechanical Services
- ▶ Project Management Operations
- ▶ Administration & Financial Management
- ▶ Asset & Infrastructure Management
- ▶ Shire Event Support
- ▶ Infrastructure Planning
- ▶ Tenders & Contractual Agreements
- ▶ Civil Engineering
- ▶ Parks & Gardens



### Shire Organisational Structure

#### Regulatory & Development Services

- ▶ Executive Management R&D Planning Applications & Approvals
- ▶ Building/Development Applications & Permits
- ▶ Ranger Services
- ▶ Environmental Health Services
- ▶ Local Public Health Plan
- ▶ R&D Administration & Financial Management
- ▶ Council items and reporting
- ▶ Local Planning Strategy and Schemes
- ▶ Waste Services



#### Corporate & Community Services

- ▶ Executive Management C&CS
- ▶ Annual Budget & Rates
- ▶ Long Term Financial Plan
- ▶ Accounts & Invoicing
- ▶ Information Technology
- ▶ Events - Planning/Approvals
- ▶ Major Projects
- ▶ C&CS Administration & Financial Management
- ▶ Customer Services
- ▶ Department of Transport Licencing Agency
- ▶ Concept Enquiries
- ▶ Library Services
- ▶ Community Development & Project Management
- ▶ Shire Community Grants Funding & Reporting
- ▶ Aquatic Centre Service
- ▶ Non-commercial Leasing
- ▶ Recovery Coordination
- ▶ Payroll
- ▶ Records Management
- ▶ Council Items & Reporting



# POSITIVE WORKPLACE CULTURE

Having a healthy and positive workplace culture is a number one priority for the Shire of Gingin. The Shire's corporate values are guided and informed by our belief in and Commitment to **TRACK:**

- Teamwork** Working in collaboration to achieve our goals
- Respect** Working together with honesty and empathy towards other
- Accountability** Taking ownership and responsibility in what we do
- Commitment** Be professional and diligent in what we do
- Knowledge** Be skilled and innovative in what we do

A healthy and positive workplace culture means better staff performance and a better commitment to our communities.



## 3

# What is important for retaining and recruiting staff?

Retaining local knowledge and expertise is a very important (tangible) asset to the function and sustainability of the Shire.

Job satisfaction and a valued workforce contributes to productivity, positive workplace culture and retention of staff.

Workforce recruitment is about ensuring we have the right team for the organisation and to deliver services. The Shire's Human Resources department aims to recruit the best person for any of the Shire's job vacancies.

As Shire stakeholders, staff can also be rate payers, volunteers in the community, Shire customers, community group/club members and simply just members of the Shire's many communities.



## WANT TO KNOW MORE?

- Refer to our other FAQ sheets:
- Strategic Community Plan
  - Asset Management Plan
  - Long Term Financial Plan

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