

BEGA VALLEY SHIRE COUNCIL

JOBS AT COUNCIL – GENERAL INFORMATION



Our Values

- We are committed to providing excellent **service**
- We **work** as a **team**
- We **care** about our **people**
- We are committed to **performance**
- We **act** with **integrity**
- We **strive** for **sustainability**

Our Mission

"The Bega valley will be a community that works together to achieve a balance between the quality of life, sustainable development and conservation of the environment."

ABOUT THE SHIRE

Bega Valley Shire Council was created in 1981, following the amalgamation of three separate Shires (Imlay, Mumbulla, and Bega Municipality).

The Shire covers from the State border in the south, to Bermagui on the northern boundary, and extends west to the top of Brown Mountain, a total area of 6,270 square kilometres of which:

75% is State Forest, National Park or Nature Reserve.

25% is rateable land.

The population of the Shire on Census night 2001 was 30,524 and this was an increase of 1,679 or 1.1% per year since the 1996 Census.

The summer holiday seasonal population far exceeds the usual population, as the Bega Valley Shire coastal areas are a popular destination for Victorian and NSW holidaymakers. Tourism is concentrated in the coastal resort Towns of Bermagui, Tathra, Merimbula/Pambula, and Eden, which are estimated to increase threefold during the peak Summer season.

Community services within the Shire, such as education, health, transport, childcare and welfare services continue to be developed to address community needs. In 2002, there were 15 public schools, 3 Catholic schools, 3 other non government schools, a Steiner school, 2 high schools, 1 TAFE College and an Access Centre of the Wollongong University in the Shire.



SELECTION AND APPOINTMENT

1 Application procedure



Please email your application to council@begavalley.nsw.gov.au before the closing time specified in the advertisement.

If you do not have email access, you can post your application to the General Manager, Bega Valley Shire Council, PO Box 492, Bega NSW 2550, or fax it to (02) 6499 2200.

2 Application details



Applicants should give full and relevant information including:

- Position applied for, including Council reference number
- Full name
- Address
- Telephone numbers (home, business, mobile)
- Details of education
- Membership of professional institutions
- Previous employment and experience
- Current employment and experience
- Reasons for application
- Future employment/career/intentions
- Date when duties could commence
- Names and telephone numbers of two referees
- Two recent references



3 Interviews



If it is not practicable to interview all applicants a selective interview list will be compiled based on the written information supplied and the selection criteria for the position.

4 Medical assessment

Before any appointment is confirmed, short-listed applicants will be required to undergo a medical assessment at Council's expense.

The medical assessment will include a drug screening test for all traineeships, apprenticeships, cadetships and positions that require applicants to operate plant and machinery.

5 Notification of appointment

Written notification will be sent to the successful applicant and all unsuccessful applicants.

GENERAL EMPLOYMENT INFORMATION

1 Award

Conditions of appointment shall be generally in accordance with the Local Government (State) Award 2007.



2 Annual leave

Four weeks per annum on full pay.

Annual leave initially falls due upon completion of the first 12 months' service and thereafter at the expiration of each 12 month period.



Employees are to be encouraged to take Annual Leave as and when it falls due, whenever practicable but, in any case, Annual Leave must be taken within 12 months of it falling due.

Consideration will be given to all requests for leave having regard for employee needs, current entitlements, peak work-loads and the staffing levels required to maintain adequate service. Your supervisor/manager will be able to provide you with details involving any possible restrictions on the granting of leave in your particular work area.



3 Public holidays

All employees shall be entitled to the following public holidays without any deduction of pay, viz: Labour Day, New Year's Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, Australia Day & Picnic Day and any other day which from time to time is proclaimed or provided for under the Public Service Act as a public holiday throughout the State of New South Wales.



4 Long service leave

Long Service Leave entitlements are provided in accordance with the Local Government (State) Award 2007.



Employees of Council for a period of at least five years shall be entitled to be granted by the Council long service leave as follows:-

Length of Service	Entitlement
After 5 years service	6.5 weeks
After 10 years' service	13 weeks
After 15 years' service	19.5 weeks
After 20 years' service	30.5 weeks
<u>For every completed period of 5 years' service thereafter....</u>	<u>11 weeks</u>

5 Superannuation

The Superannuation Guarantee Charge provides for an amount equal to 9% of salaries/wages to be paid in the form of superannuation. The industry fund is the Local Government Superannuation Scheme but you have the choice of other complying funds under Work Choices legislation.



6 Sick leave

An employee absent from duty on account of illness or accident other than for which WorkCover benefits are payable shall be granted sick leave with pay in accordance with the following minimum conditions:

- a) Employees who have completed 1 month's service, 3 weeks sick leave on full pay each year.
- b) Proof of illness will be required after 2 days absence or after 3 separate periods in one year.
- c) Sick leave credits are cumulative.



7 Study leave and conferences

Council encourages learning and development and provides support to employees who choose to undertake tertiary studies. Council also supports the attendance at conferences, seminars and workshops to further your professional and/or technical knowledge.



8 Training and development

Bega Valley Shire Council's NAPSA (*Notional Agreement Preserving a State Award*) provides that Council must develop a training plan for each employee through the Consultative Committee and review work to take advantage of the higher skill levels acquired.

- Leave with pay to attend courses will be granted to employees required to undertake training during ordinary hours.
- Where the course contains more than a 15% off-the-job component the extent to which leave will be paid to attend the course shall be specified in the training plan.
- Council shall pay course fees for employees required to undertake training.
- Council shall, for employees required to undertake training, either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements.



9 Appearance

Employees are required to be of neat appearance whilst on duty.



10. Conflict of interest

(a) Improper use of information



An employee shall not make improper use of information acquired by virtue of his/her position as an employee to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or to cause detriment to Council.

(b) External work



An employee shall not engage in external work which adversely affects the proper discharge of his/her duties as an employee of the Council or which is contrary to the best interests of Council.

(c) Any staff member wishing to privately carry out works which will be subject to approval by Bega Valley Shire Council must seek approval in writing from Council prior to carrying out any such works.

11. Courtesy



Council recognises the value and importance of all staff being courteous and helpful in contact with the public and expects supervisory staff to monitor subordinate positions and take appropriate action as necessary in order to continue to maintain high standards in public relations.

12. Complaints handling



All complaints and enquiries received from the public are to be promptly investigated and appropriately responded to. Council expects supervisory staff to monitor complaints handled by staff under their control, to ensure that the public are not inconvenienced and a good Council image is maintained.

13. Termination of employment



An employee shall give two weeks notice of termination of employment. Council is obliged to give the appropriate period of notice as prescribed in the Local Government (State) Award 2007 in the event of the services of an employee being terminated.

14. Smoking in the workplace

To respect the wishes of the majority of our staff and to comply with Occupational Health and Safety requirements, smoking is not permitted in Council offices or vehicles.