



## CONDITIONS OF EMPLOYMENT

### 1. HOURS

Generally 76 hour per fortnight except library staff – some of who may work a 35 hour week roster. For part-time positions or positions that have certain operational requirements the specific hours of work or roster arrangements will be specified in the Position Description and or will be governed by a certified agreement.

### 2. LEAVE

#### **Annual \***

Four weeks per annum.

#### **Sick/Carers\***

The Award provides for an accumulative credit of 12 days sick/carers leave per year. For Child Care Staff and Maternal and Child Health Nurses, during the first year of service - 7.6 hours for each month's service; during the second, third and fourth years of service, 106.4 hours in each year; thereafter 159.6 hours in each year.

#### **Long Service \***

Three months' entitlement is accrued after ten years' continuous service with a further 1.5 months for each additional five years' continuous service.

*\*For part-time employees, entitlement to these leave provisions accrues on a pro-rata basis.*

#### **Parental**

Up to 52 weeks Parental Leave is available which includes either 13 weeks paid Maternity Leave at full pay or 26 weeks Maternity Leave at half pay or one week's paid Paternity Leave. For part-time employees, entitlement to paid Maternity (13 weeks full pay or 26 weeks half pay) and Paternity Leave (1 week) is on a pro-rata basis. This is available after twelve months' continuous service, and upon production of a Statutory Declaration and other documentary evidence required under the Award.

### 3. SUPERANNUATION

Vision Super "Super Saver Accumulation Plan" (9% Employer Contribution). A choice of fund is available provided the Vision Super's 'Clearing House' facility is used.

Existing local government employees who are currently members of the Defined Benefits Scheme may continue to participate in that scheme.

### 4. SALARY PAYMENT BY EFT

All salaries and wages are paid by Electronic Funds Transfer.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Frankston City Council is committed to equal opportunity and values diversity.

### 6. SMOKE FREE WORK ENVIRONMENT

Smoking is not allowed in the workplace, Conference Rooms, toilets and Council vehicles.

## 7. THE SELECTION PROCESS

### 7.1 INTERVIEW

Applicants must be prepared to attend for a personal interview and participate in other selection processes if required. At Frankston City Council we use Behavioural Based Interviewing Techniques. This means that we will be asking you to provide real life examples of what you have done in the past so that we can determine which candidate is the best match for the job that we have on offer.

### 7.2 CANVASS OF COUNCILLORS

Any canvass of Councillors, either directly or indirectly, will disqualify the applicant.

### 7.3 MEDICAL ASSESSMENT

As part of the selection process applicants may be required to undergo a pre placement medical assessment by a provider nominated by the Council. The cost of the assessment will be borne by the Council.

### 7.4 POLICE CHECK AND/OR LICENCE AND DEMERIT/HISTORY REPORT

As part of the selection process applicants may be required to undertake these checks dependant upon the requirements of the position.

### 7.5 EMPLOYMENT STATUS

The successful applicant will be required to provide proof of permission to work in Australia **prior to commencement of duties**. Persons able to legally work in Australia are Australian citizens, New Zealand citizens, Permanent residents, Temporary residents (with permission to work) and Students (with permission to work).

Documents that may be produced to verify identity and/or immigration status include:-

- \* **Australian citizens:** birth certificate; Australian Citizenship certificate; Evidentiary or Declaratory certificate of Australian citizenship; passport.
- \* **New Zealand citizens:** passport.
- \* **Foreign Nationals:** visa and/or entry permit passport. (This includes Commonwealth citizens, e.g. British, Canadians).

A Driver's licence, Tax file number or Medicare card are **NOT** proof of immigration status or permission to work.

### 7.6 APPLICATION PROCEDURE

Applications will be treated in the confidence and are to be stapled only, rather than bound in folders, and include the following information:-

#### *Personal*

Full name, address and telephone contact numbers (home, mobile and business).

#### *Qualifications, Skills and Experience*

Outline full details of skills, qualifications and experience, including present position, clearly addressing the requirements of the position outlined in the Position Description. Do not include document originals with your application.

#### *Referees*

At least three professional referees are to be nominated together with details of their current positions and contact telephone numbers. No contact will be made with these referees without prior approval of the applicant.

#### *Commencement of Duties*

The period of notice required to be given to the present employer.

*Closing Date*

Applications must reach the Human Resources Coordinator, Frankston City Council by end of business on the closing date to:

Email: [applications@frankston.vic.gov.au](mailto:applications@frankston.vic.gov.au) or

Postal Address: PO Box 490, Frankston 3199 (cnr Davey and Young Streets) or

Facsimile Number: 9784 1099

**7.7 PROBATIONARY PERIOD**

All appointments are subject to a compulsory 6-month probationary period as prescribed by the Workplace Relations Act 1996 as amended. Confirmation of appointment will occur after successful completion of this probationary period.

**7.8 SAVINGS CLAUSE**

Council does not bind itself to make any appointment whatsoever from the applications received.

**7.9 PRIVACY**

The personal information you have provided will be used to assess your application for employment. You have been requested to provide this information in order to enable Council to compare your application with others and to verify the statements made. In applying for this position, you are giving your consent for Council to use this information. The information is used by Council only in connection with your application (and to form the basis of your personnel file if successful). Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. It may also be disclosed to any authority such as immigration, licensing, educational or other where you have made a statement or indicated a qualification that Council needs to verify. You may access this information by contacting Council on 9784 1835. Information provided by you, which is no longer needed, will be destroyed six months from the date of receipt.



Peter Blood  
**HUMAN RESOURCES MANAGER**