



## ***Position information kit***

### **Statutory Planner**

### **Band 5**

**Position no: 1332**

**Date created: February 2012**

We are an accredited Waste Wise Organisation  
*'Reduce, Reuse, Recycle'*  
Please consider the environment – **only print off the pages you require**

## Table of Contents

<b>PART A: POSITION SUMMARY .....</b>	<b>2</b>
POSITION OBJECTIVE.....	3
KEY RESULT AREAS .....	3
ORGANISATIONAL RELATIONSHIPS.....	5
ACCOUNTABILITY AND EXTENT OF AUTHORITY.....	5
JUDGEMENT AND DECISION MAKING .....	6
SPECIALIST KNOWLEDGE AND SKILLS.....	6
MANAGEMENT SKILLS.....	7
INTERPERSONAL SKILLS .....	7
QUALIFICATIONS AND EXPERIENCE:.....	7
<b>PART C: KEY SELECTION CRITERIA .....</b>	<b>8</b>
<b>PART D: EXPECTED BEHAVIOURS AND ORGANISATIONAL RESPONSIBILITIES.....</b>	<b>9</b>
MOONEE VALLEY CITY COUNCIL VALUES.....	9
ORGANISATIONAL RESPONSIBILITIES.....	10
<b>PART E: CONDITIONS OF EMPLOYMENT.....</b>	<b>14</b>
AWARDS AND INDUSTRIAL AGREEMENTS.....	14
TENURE .....	14
SALARY.....	14
HOURS OF DUTY .....	15
LEAVE ENTITLEMENTS.....	15
QUALIFYING PERIOD .....	15
RESIGNATION/TERMINATION .....	16
SUPERANNUATION .....	16
LOCATION .....	17
CANVASSING OF COUNCILLORS .....	17
POLICIES .....	17
PERFORMANCE ENHANCEMENT PROGRAM (PEP).....	18
SMOKING.....	18
<b>PART F: APPLICATION PROCESS.....</b>	<b>19</b>
APPLICATIONS.....	19
RESIDENCY STATUS.....	20
PRIVACY STATEMENT .....	20
INTERVIEW & ASSESSMENT.....	20
PROOF OF QUALIFICATIONS.....	21
PRE-EMPLOYMENT MEDICAL.....	21
POLICE CHECK.....	21
COMMENCEMENT OF DUTIES.....	21
ENQUIRIES .....	21

## **PART A: POSITION SUMMARY**

### **Position context**

Working as part of a team you will be required to apply your expertise to consider and process planning and subdivision applications in accordance with relevant legislative planning and policy requirements, including the referral of applications, giving of notice, requesting further information and negotiating with applicants and other persons and/or authorities. The successful applicant will also be required to prepare submissions and represent Council before the Administrative Appeals Tribunals and Ministerial Panels. This is a permanent full-time position.

### **Brief description of the role**

You will be responsible in the provision of high quality specialist services, guidance and advice in all facets of statutory planning, subdivision control and other services provided by the Statutory Planning Department.

### **Experience and skills required**

- An appropriate Tertiary qualification in Statutory Planning or related discipline is essential.
- Relevant work experience in Statutory Planning. Excellent knowledge of planning scheme, legislation and processes.

## **PART B: POSITION DESCRIPTION**

### **POSITION OBJECTIVE**

To provide quality specialist services, guidance and advice in all facets of statutory planning, subdivision control and other services provided by the Statutory Planning Department in order to assist Council meeting its legislative obligations and the achievement of its planning objectives for the benefit of residents, ratepayers and business in the City of Moonee Valley.

### **KEY RESULT AREAS**

#### **1. Citizen Service**

- Provide prompt, accurate, courteous and consistent service when dealing with citizens and ensure that all obligations, agreements and deadlines are met whilst always seeking positive outcomes for those dealing with the City of Moonee Valley.
- Assist in the registration and preliminary assessment of town planning and subdivision applications.
- To project a professional and competent image of the Council.
- To carry out other task duties as may be assigned by the Statutory Planning Manager.
- To respond in a courteous and professional manner to public counter, written and telephone enquiries by providing accurate planning advice regarding Council's planning responsibilities and policies.

#### **2. Statutory Planning**

- Assist in the recording, notification and general processing of town planning, and subdivision applications.
- Prepare written reports, conditions and make recommendations on statutory matters for consideration by Council.
- Confer with applicants, objectors, government agencies and other interested parties to resolve planning issues.
- Researching property histories and information for Council clients and in the assessment of applications.
- Attend meetings when required.
- Assist with the development and of policy services and programs provided by the department.
- Liaise with the planners within Council's Strategic Planning Unit on specified projects or issues.

- Assist in the preparation, research and presentation of appeal submissions on behalf of Council at the Victorian Civil and Administrative Tribunal. (VCAT)
- Respond to property information enquiries.
- Undertake site inspections in relation to town planning and subdivision applications.
- Accept and record subdivision and planning applications on Council's computer system.

### **3. Administration**

- Assist in the creation of Council policies, advice notes and information.
- Assist in the co-ordination of referral of applications within the Statutory Planning Unit and with relevant Council

### **4. Subdivision Applications**

- Assess promptly whether applications comply with the Planning Scheme, Planning & Environment Act 1987 and Subdivision Act 1988 in accordance with procedures and guidelines.
- Answer related enquiries regarding these matters.

### **Other Duties**

Responsibilities and duties included in this position description are subject to the multi-skilling provisions of the Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013 or any supplementary agreements and where applicable the appropriate award.

## ORGANISATIONAL RELATIONSHIPS

**Reports to:** Team Leader Development Approvals

**Supervises:**

**Internal Contacts:** Council  
Chief Executive and Directors/Executive Managers  
Employees in the department  
Other departments

**External Contacts:** Department of Infrastructure  
Government and semi-government authorities and Tribunals  
Legal Advisers  
Referral Authorities  
General Public  
Applicants  
Other Councils

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Contribute to the effective and efficient daily operation of the Statutory Planning Department
- Responsible for providing a professional level of advice regarding town planning and subdivision applications, liquor licensing proposals, planning scheme amendments and general enquiries.
- Authorised to make decisions required to process minor planning applications, subject to Council's delegated policy and where required with prior consultation with senior planning staff.
- Assist in the preparation of submissions by Council in defending its decisions before the Victorian Civil and Administrative Tribunal, Panel Hearings and Magistrate's Court proceedings.
- Formulate recommendations to the Manager, Statutory Planning and the Planning Unit Co-ordinators in regard to statutory planning, and related matters.

## **JUDGEMENT AND DECISION MAKING**

- The position requires a degree of autonomy within the Unit.
- Apply town planning knowledge and identify appropriate methods and techniques to solve problems and satisfactorily complete tasks in conjunction with the Manager Statutory Planning and the Planning Unit Co-ordinators.
- Make judgements in the formulation of recommendations to Council via the appropriate reporting mechanisms in regard to statutory planning matters.
- Make judgements regarding the interpretation of planning, and related legislation, the Planning Scheme and Council Policy.
- Use directions and skills to determine whether applications/proposal comply with relevant requirements and laws.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- General knowledge of planning, and related legislation impacting on the municipality, the planning scheme, local laws, Council policy.
- Ability to interpret relevant legislation, policy and technical information.
- Ability to apply appropriate theory, principles and techniques to solve problems and complete tasks.
- Ability to communicate specialist information in a clear and concise manner to the organisation and Council's clients.
- Ability to apply analytical and investigative skills to resolve issues and contribute to the development of policy.
- Understanding of the role and responsibilities of the position within the planning Department including those of more senior planning staff, including relevant planning policies, regulations and precedents.
- Demonstrate ability to organise and effectively participate in meetings.
- Working knowledge of word processing, spreadsheet and database software packages.

## **MANAGEMENT SKILLS**

- Ability to manage personal time, to set priorities and plan and organise own work and that of administration staff to efficiently complete tasks or achieve specific and set objectives, often within statutory time limits, and to meet Council and client expectations.
- Monitor development and work programs of administrative staff ensuring that they understand legislative constraints and Council's planning objectives.

## **INTERPERSONAL SKILLS**

- Highly developed oral communication and written skills.
- Ability to negotiate and gain co-operation from staff, Council clients in pursuit of Council's planning objectives.
- Ability to develop and motivate Council administration staff.
- Ability to foster teamwork in the pursuit of common tasks.
- Ability to work in a team environment with other Council departments and on Council committees to assist in solving intra-organisational problems and satisfactorily complete tasks.
- Mediation and conflict resolution skills.

## **QUALIFICATIONS AND EXPERIENCE:**

- A tertiary qualification in Town Planning or related discipline is essential.
- Some experience in Statutory Planning desirable, but not essential.
- Current Victorian Driver's Licence

## **PART C: KEY SELECTION CRITERIA**

- A tertiary qualification in Town Planning or related discipline is essential.
- Some experience in Statutory Planning desirable, but not essential.
- Knowledge of planning scheme, legislation and processes.
- Knowledge of other related legislation such as Liquor Licences and Subdivisions desirable.
- Effective presentation skills.
- Good written and oral communication skills.
- Good conflict resolution skills.
- Understanding of mediation processes and techniques.
- The ability to provide prompt, accurate, courteous and consistent citizen service.

Note: A Position Description reflects the minimum. The desirable skills, knowledge and experience are indicative of the movement through the Band and forms part of future training program.

## PART D: EXPECTED BEHAVIOURS AND ORGANISATIONAL RESPONSIBILITIES

### MOONEE VALLEY CITY COUNCIL VALUES

Moonee Valley City Council Values are at the core of our work. They inform our work and behaviours, and determine how we engage with each other and those outside the organisation.

These values must drive the work of each individual at Moonee Valley City Council. Your commitment to these values will be central to your successful performance as an employee of Moonee Valley City Council. It is expected that your work will reflect the core values of the Council.

**Strategic thinking – Looking ahead, planning for change and understanding community aspirations in the context of Council’s role.** You will strive to understand the broad context in which decisions are made, including emerging issues and trends within the community, particularly the opportunities that arise from improving technology.

**Communication – Sharing the information and listening to each other so that we can better serve citizens.** You will communicate with others respectfully, in an open, honest and constructive way in order to improve results. You will ensure that you share information and everyone has equal access to that information so people can make properly informed decisions.

**Accountability – Taking responsibility for our actions, reporting accurately on our activities.** You will carry out your day-to-day duties in a manner that earns the trust of other employees and the community. To earn this trust you will operate transparently and accept responsibility for the success or failure of your work, learning from your mistakes. In addition, if required, you will report to Council and the community so that they can clearly see how resources are allocated to meet the community’s needs.

**Leadership – Showing the way by living our values.** Every person in the organisation is a leader and has the capacity to show leadership. You will show leadership by adhering to our values, communicating with others, acknowledging constraints, seizing opportunities and working together to improve outcomes.

**Innovation – Seeking new ways to achieve better outcomes.** You will focus on working to achieve goals, develop systems and solve problems more efficiently and effectively by sharing knowledge and learning.

**Teamwork – Helping each other is everyone’s job to achieve the best outcome for citizens.** You will strive to understand the roles of others, respect the different skills, abilities and perspectives we each bring as individuals and use this diversity to achieve a better outcome. You will pitch in when others need a hand and ask for help when you need it.

## **ORGANISATIONAL RESPONSIBILITIES**

All staff have the responsibility to perform their duties in a way that conforms with legislative requirements, meets Council's strategic directions, and is transparent and ethical.

### **Service First**

When dealing with citizens and customers you will provide prompt, accurate and courteous service. You will seek positive outcomes for those you deal with. You will treat people with respect, dignity, equality and fairness. You will comply with service first standards for your department for face to face and telephone contact. You will respond to correspondence within the prescribed time. You will action request for service (RFS) within the prescribed time.

### **Occupational Health & Safety**

Moonee Valley City Council is committed to providing and maintaining a working environment that is safe and without risks to health as far as reasonably practicable. Meeting this commitment requires teamwork and cooperation. As an Employee of Council, you are an integral part of our team and therefore, share the responsibility for providing a safe and risk free working environment.

To achieve our desired outcome, you will:

- Follow the Occupational Health and Safety Act, related Regulations and defined OHS policies, procedures, safety rules and safe working procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Report all hazards having the potential to cause injury or illness promptly.
- Actively participate in workplace inspections to determine the presence of hazards. Assist in the implementation of suitable control measures to eliminate the hazard or reduce the risk as far as reasonably practicable.
- Consult with others regarding safety matters and participate where required in the resolution of safety issues.
- Support rehabilitation of injured workers.

## **‘Equal Opportunity and Human Rights’ and ‘Bullying and Occupational Violence’**

Moonee Valley City Council is wholly committed to the principle of ‘Equal Opportunity and Human Rights’ and the prevention of Bullying and Occupational Violence.

As an employee of Council you are responsible for ensuring that your behaviour is free of harassment, discrimination or victimisation towards any other person.

You will also ensure that:

- You comply with Council policies and procedures relating to Equal Opportunity and Human Rights; and Bullying and Occupational Violence.
- As required by legislation, you maintain an awareness of your obligations and responsibilities.
- You will support diversity within your team to ensure inclusive service delivery.
- You undertake training as required.
- Your work aligns with key policies of Council including the Community Wellbeing Strategy (CWS), Diversity and Social Inclusion Strategy (DASIS) and Women’s Health Initiative (WHI).

### **Risk Management:**

Moonee Valley City Council actively manages risks in all areas of its business activities so as to protect its employees, assets, services, property, reputation and the general community.

As an employee of Council you are expected to:

- Comply with Council’s Risk Management Policy, Risk Management Strategy and supporting documents; and
- Report all risks and threats to your Team Leader, Supervisor or Manager immediately; and
- If requested by management participate in the risk management process of identifying, analysing, evaluating, treating, communicating, monitoring and reviewing risks.

### **Privacy**

Council is committed to compliance with the Information Privacy Act.

As an employee of Council, you shall respect and protect the privacy and confidentiality of all information that you may obtain or have access to as a consequence of your employment by:

- Collecting only personal information that is necessary for performance of your function.
- Using and disclosing personal information only for the purpose for which it was collected.
- Making sure personal information is accurate, complete and up to date.
- Taking reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.
- Not seeking sensitive information, including racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record from another individual.

### **Sustainability**

Council plays a crucial role in ensuring environmental sustainability in Moonee Valley, through minimising its impacts and leading by example. The key environmental challenges faced by Council and community are:

- Protecting our natural assets;
- Using resources wisely;
- Minimising everyday environmental impacts.

Council has committed to a number of targets, including reduced water use and moving towards carbon neutral facilities and service provision.

To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this wherever possible;
- Carry out your role in line with Council's Waste Wise Organisation policy and Green Purchasing principles;
- Review work practices to identify where changes to behaviour or technology can improve their environmental performance.

### **Records Management**

- Employees of Moonee Valley City Council must ensure that they maintain complete and accurate records relating to the business activities that they perform on behalf of Council.
- To ensure future accessibility, Council records, including correspondence, reports, facsimiles, emails etc must be saved or scanned into the electronic records management system.
- Council records must not be disposed of without authorisation from the Records Co-ordinator. Unauthorised alteration, removal, distribution or destruction of Council records is prohibited.

## **Excellence in Governance**

Employees of Moonee Valley City Council are expected to demonstrate and maintain behaviours that are, courteous, respectful of alternative views and opinions, professional and which uphold integrity, honesty and care in discharging their responsibilities.

Employees must at all times treat others fairly and respect others differences.

Employees are expected to comply with any lawful order or work direction given by any person authorised to make such an order or work direction. Any doubts as to the propriety or legality of an order or work direction should be referred to the appropriate Director/Executive Manager.

Employees are expected to be diligent in the performance of their duties and ensure that they remain focused on the provision of quality services.

Employees are obliged to observe confidentiality in relation to any privileged information an employee receives as a Council employee.

Employees shall not engage in any private practice where the same, or similar, professional or trade skills used in employment with Council are used in such private practice (whether or not relating to activities within or outside the municipality), except with the specific permission of the Chief Executive.

Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council and any external tenderer or other party in respect of employment opportunities offered or maybe offered to the employee.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not use confidential Council information to gain advantage for themselves or for any other person or body. Employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not discuss departmental business or staff matters with Councillors. An employee is to consult the appropriate Director/Executive Manager prior to engaging in any meeting with a Councillor/s. Employees are to obtain directions from the appropriate Director/Executive Manager prior to dealing with a request from a Councillor/s.

## **PART E: CONDITIONS OF EMPLOYMENT**

### **AWARDS AND INDUSTRIAL AGREEMENTS**

Due to the varying functions of a Council, conditions of employment can differ between work units. The following information is intended as a brief guide to information you may like to know prior to applying for a position. Conditions specific to a work unit will be explained during the interview process.

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Moonee Valley City Council employees are:

- Victorian Local Authorities Award 2001
- Nurses (ANF Victorian Local Government) Award 2002
- Local Government Early Childhood Education Employee's Agreement 2009

Council's current industrial agreement is the Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013.

Early Childhood Teachers and Early Childhood Education Assistants are not covered by Council's Enterprise Agreement 2010 – 2013, however Early Childhood Education Assistants continue to receive specified benefits from Council's former Enterprise Agreement 2005 – 2010.

There are also a number of other agreements, for instance various Employment Contracts, which may alter award conditions. Arrangements specific to your employment and work place will be explained to you during the recruitment process.

All Council employees operate under a certified agreement. A copy of all Awards and agreements are readily available to all staff.

### **TENURE**

The tenure/status of this position is Permanent Full Time.

### **SALARY**

Salary is in accordance with the Victorian Local Authorities Award 2001 and Council's Enterprise Agreement.

## HOURS OF DUTY

The hours of duty, pattern of work (the hours worked each day, the days of the week an employee works and the starting and finishing times of each day or shift) and working arrangement (the period within which a full time Employee works his/her pattern of work, e.g. 38 hour 5 day week, 152 hour nineteen day month etc) is dependant on the varying functions of Council and may vary from department to department.

Your hours of duty, pattern of work and working arrangement will be discussed with you prior to commencement.

Your pattern of work and working arrangement may be varied during your employment to meet operational requirements.

The hours of duty for this position are 38 hours per week.

## LEAVE ENTITLEMENTS

Leave entitlements are in accordance with the appropriate award.

Additionally, Council's enterprise agreement and policies offer employee's generous entitlements including:

- Paid parental leave;
- Paid pre-natal leave;
- Paid bereavement and compassionate leave;
- Primary carers leave;
- Primary carers recreation leave;
- Cultural and ceremonial leave;
- Leave without pay;
- Reimbursement of after hours dependant care;
- Alternate model of employment (up to an additional 10 weeks leave per year)

Please note payment for annual leave, sick leave and Public Holidays (not worked) is not available to employees who are paid a loading in lieu of such paid leave.

## QUALIFYING PERIOD

All employees (other than casual employees) are required to complete a six month qualifying period at the beginning of their employment. Successful completion of the qualifying period will include, but is not limited to:

- Performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan.
- Skills and knowledge represented in application.

- The commitment to and how the employee's work reflects the core values of Moonee Valley City Council.
- Attendance.
- Completion of Moonee Valley's induction process, which includes participation in:
  - Corporate induction program (attendance based and on-line)
  - Local induction
  - Compliance training:
    - Equal Opportunity
    - Charter of Human Rights and Responsibilities,
    - Privacy
    - Bullying and Occupational Violence
    - Sexual Harassment
    - Managing the risk in our workplace.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements determined above and any additional requirements that may have been incorporated into the employee's letter of offer.

Where, in the opinion of management, the employee will not or has not successfully achieved the requirements determined above and any additional requirements that may have been incorporated into the employee's letter of offer, the employee's services shall be terminated.

## **RESIGNATION/TERMINATION**

The provisions of the appropriate Award, Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013, applicable Council policies and if applicable the Local Government Act shall apply in relation to the resignation/termination of employment of an employee.

## **SUPERANNUATION**

- a) Moonee Valley City Council shall make superannuation contributions in respect of the employees covered by this Agreement in accordance with the Superannuation Guarantee (Administration) Act 1992, as amended and this agreement.
- b) Moonee Valley City Council shall be a participating Employer of Vision Super, HESTA and Health Super and shall contribute to these funds on behalf of its employees, other than as provided in sub-clause (c) of this clause.
- c) An employee of Moonee Valley City Council may in accordance with the requirements set out in the Superannuation Guarantee (Administration)

Act 1992, as amended, request that the employer contributes superannuation on behalf of the employee to an alternate fund of the employee's choice. Any alternate fund must be a complying and registered fund and must accept contributions electronically.

Vision Super shall be the default fund in circumstances where an employee does not advise the employer of an alternate fund.

- d) Moonee Valley City Council will make all arrangements that are necessary to enable it to contribute to superannuation in respect of its employees and to facilitate such for its employees who wish to make voluntary contributions to superannuation by means of wage/salary deduction.

## **LOCATION**

Upon accepting a position with the Moonee Valley City Council, an employee will be advised of his/her commencement work location.

An employee's work location may at the Chief Executive's discretion, be altered during the employee's employment with the Council.

## **CANVASSING OF COUNCILLORS**

Canvassing of Councillors either directly or indirectly for employment will immediately disqualify prospective applicants for positions with Moonee Valley City Council. This includes requests for Councillors to provide references or to act as referees.

## **POLICIES**

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, Council policies and procedures.

Each employee is responsible for ensuring that they are familiar with Council Policies.

All Policies can be located on Councils Intranet site (Edna) ⇒ HR: Policies and Procedures.

Employee's, who do not have computer access, should contact their supervisor or the Human Resources Department for copies of policies.

## **PERFORMANCE ENHANCEMENT PROGRAM (PEP)**

Council's Performance Enhancement Program (PEP) or online Performance Evaluation System (PES), is a holistic approach to assist in achieving and maintaining a quality service, Council's Values, Goals and Objectives and the development of staff.

The program encompasses:

- Appraisal and reflection;
- Individual and departmental objective and goal setting;
- Behavioural objectives;
- Employee development;
- Assessment and review.

Annually, Management and an employee will undertake a review of the previous year's performance and achievements and the development of the next year's individual employee development plan.

The process shall include as a minimum:

- 180 degree feedback on individual, departmental and corporate performance and achievement;
- Assessing the level of achievement of the employee's established performance objectives;
- Assessing the level of achievement of, and compliance with, Council's Values and organisational obligations;
- Assessing the level of achievement of, and individual and corporate benefits derived from, all learning and development;
- Development of the next year's individual performance objectives;
- Development of the next year's individual learning and development, including, position related training, corporate training and career development training.

## **SMOKING**

Smoking is not permitted in any Council workplace including Council owned and/or managed properties or buildings including the Civic Centre and Depot and all Council vehicles, including plant.

## PART F: APPLICATION PROCESS

### APPLICATIONS

Applications close **5.00 pm on Thursday 8 March 2012.**

Applications should be emailed to:

[recruitment@mvcc.vic.gov.au](mailto:recruitment@mvcc.vic.gov.au)

***Please Note: Electronic resumes will only be accepted in Microsoft Word or Adobe Acrobat format.***

If you do not have access to a computer, applications can be forwarded to the following postal address:

Manager, Organisational Development  
Moonee Valley City Council  
P.O. Box 126  
Moonee Ponds Vic 3039

All applicants are requested to include the following details in their application:

- A **covering letter** which states the title of the position you are applying for (please include the relevant position no) and why you are interested in the position.
- A supporting document which addresses the **key selection criteria** as stated in the position information kit. (Applications that do not address the Key Selection Criteria may not be considered)
- A **current resume** which includes:

**Personal details:**

Full name, address and telephone number.

**Educational achievements:**

Qualifications held, including date of issue.

**Experience:**

Full details of past experience, including the present position held.

**References:**

At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they

may be contacted. No contact will be made with these referees without prior approval of the applicant.

**\* NB - Privacy**

Applicants who provide personal information (such as the names and contact details) of referees, either in their application or at a later time, must advise those people that their personal information will be supplied to Moonee Valley City Council. Applicants must ensure that each listed referee agrees to the applicant providing such information to Moonee Valley City Council.

## **RESIDENCY STATUS**

Applicants must be either a permanent resident of Australia or have evidence that they have the right to work in Australia.

If you are not a permanent resident of Australia, please attach a copy of one of the following documents to your application as evidence of your right to work in Australia:

- Australian Birth Certificate;
- Australian Citizenship Certificate;
- Australian or New Zealand passport;
- Evidence of Permanent Residence Status, or Temporary Visa with entitlement to work.

## **PRIVACY STATEMENT**

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 9243 8764. Information provided by you, which is no longer needed, will be destroyed six months from the date of receipt.

## **INTERVIEW & ASSESSMENT**

Applicants should be prepared to attend a personal interview/s. Additionally applicants may be asked to undertake skills testing, cognitive ability, work sample and aptitude tests.

Please note verification of claims made in application and during interview will be sought.

## **PROOF OF QUALIFICATIONS**

Prior to commencement the successful applicant will be required to provide original copies of all qualifications (or other satisfactory proof of qualification), and a copy off all such qualifications shall be made and kept on the employee's personnel file. (Qualifications include licences and endorsements etc).

## **PRE-EMPLOYMENT MEDICAL**

As part of the selection process, the recommended applicant(s) will be required to undergo a pre-employment medical examination with a Council appointed doctor to determine their ability to carry out the **inherent requirements** of the position.

The applicant(s) will be required to sign an Occupational Health and Safety Declaration.

**Note: Failure to disclose the information required on the Occupational Health and Safety Declaration or making false or misleading disclosures, may disqualify you from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to, the nature of your employment with Moonee Valley City Council. (Section 82 of the Accident Compensation Act)**

## **POLICE CHECK**

Applicants may be required to undergo a Police Check prior to commencement in the position.

## **COMMENCEMENT OF DUTIES**

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

## **ENQUIRIES**

Telephone enquiries may be made to Vera Mitrovic-Misic on Phone **9243 9167**.