

**BENALLA**  
RURAL CITY COUNCIL

BENALLA RURAL CITY

**EMPLOYMENT  
INFORMATION PACK  
Parks Maintenance Officer  
Full-Time**

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## Information Pack

### Parks Maintenance Officer

#### Full-Time

Thank you for your interest in applying for the position Parks Maintenance Officer with the Benalla Rural City Council

This information package includes the following documents:

- Employment Details
- Benefits of working with Benalla Rural City Council
- Position description including the 'Key Selection Criteria'.
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

For further information about the position and a confidential discussion, please contact Coordinator Open Spaces, Dean Steegstra on 0419 786 907.

If you wish to apply for this position, please refer to **'How to Apply'** notes at the end of this document.

## Employment Details for the Position

Status:	Full-Time
Location:	The position will be based at Benalla Depot, Gillies Street, Benalla
Agreement:	Benalla Rural City Council Enterprise Agreement 2021.
Classification:	Band 4
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 11.5% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
Professional Development:	Council recognises the importance of the employee maintaining adequate level of skill and will allow for appropriate training opportunities.

# Benefits of working with the Benalla Rural City Council

Working at Benalla Rural City Council, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Benalla community, employment opportunities can vary from Administration, Engineering, Planning and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

## Family Friendly and Flexible Working Arrangements

- 14 Weeks paid maternity leave
- 2 weeks paid paternity leave
- Ability to purchase leave

## Employee Assistance Program (EAP)

- Telus Health is Council's preferred EAP supplier
- Designed to help staff deal with any work related or personal problems
- Confidential

## Professional Development

- Committed to developing staff by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be based on corporate, team and individual needs and developments

## Equal Employment Opportunity

Benalla Rural City Council aims to provide a workplace that is free from any form of discrimination, bullying and harassment.

All forms of harassment and bullying are unacceptable and we are committed to creating an environment in which harassment and bullying are not tolerated at any level.

## Child Safe

Benalla Rural City Council is committed to creating and maintaining a child safe organisation. Protecting children and young people and preventing and responding to child abuse is embedded in the everyday thinking and practice of our organisation.

Benalla Rural City Council encourages and supports the participation and empowerment of all children and young people and recognises that the safety of our children is a whole of community responsibility and is everyone's business.

Benalla Rural City Council has zero tolerance to child abuse.

## Code of Conduct

The purpose of the Staff Code of Conduct is to provide staff with guidance on, and an understanding of the values and standards of behaviour that apply to all Council staff in their daily work activities. It is essential that the Council's affairs are conducted legally, ethically and with the highest standards of integrity and professionalism. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and the community.



## Parks Maintenance Officer Position Description

Classification	Band 4
Division	Corporate
Department	Asset and Infrastructure
Reports to	Coordinator Open Spaces

## Key Responsibilities

- Carry out maintenance of parks, reserves, open space and landscape assets under direction from the Open Space Coordinator, including weed control, mulching, planting, pruning and other horticultural activities.
- Ensure that parks, reserves, open space and landscape assets are maintained in accordance with established schedules in a timely, efficient and effective manner.
- Carry out other parks maintenance related duties to assist the team to achieve seasonal maintenance requirements.
- Identify and report potential hazards in parks, reserves and open space to assist in repairing and making safe.
- Maintain and operate plant and other equipment in a clean, safe and effective working condition and operate in a safe and effective manner.
- Perform response duties for urgent requests if required, to make safe, rectify, or repair as soon as practical.
- Perform other duties as directed in accordance with the responsibility and skill level of the position.



## Key Selection Criteria

- Demonstrated experience in the routine maintenance of parks, reserves and selected roadsides in urban and rural areas.
- Organisational skills and demonstrated ability to establish priorities and meet deadlines.
- Ability to work as a team member and maintain effective communication with other staff.
- Demonstrated understanding of the operation and range of services delivered by Local Government.

## Qualifications and Experience

- Current driver licence includes driving of a light truck.
- Trade qualifications in horticulture with post-trades certificate and /or TAFE certificate or equivalent experience.
- Ability to work unsupervised.

## Our Guiding Principles

Benalla Rural City Council recognises that great organisations are built on shared and demonstrated values. All Council staff are expected to demonstrate commitment and act in accordance with the following guiding values.

- **Fairness, Equity and Respect:** Lead by example to build an inclusive workplace that recognises and encourages the value in everyone.
- **Leadership:** Embracing, encouraging, and recognising effective leadership at all levels.
- **Continuous Improvement and Innovation:** Consistently finding better ways of delivering services and value.

## Position Objectives

Working within a team environment, this position is responsible for undertaking maintenance and development of parks and gardens and other recreational areas throughout the municipality as directed by the Coordinator Open.

## Occupational Health and Safety

- Comply with all requirements of the OHS Management System and legislation.
- Work safely and not place at risk the health and safety of other workers or the public.
- Actively contribute to the hazard identification process.

## Risk Management

- Understand and observe the Risk Management Policy, Framework, and related procedures.
- Immediately notify their supervisor of any incidents, risks, or recommendations for risk management of which they become aware.
- Report any illness, injury, hazard, damage to Council property or assets, near miss or incidents and losses as soon as they are detected to their supervisor.

## Child Safety

- Ensure the behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation, and Council's Child Safe policy.

## Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies, and procedures.

## Accountability and Extent of Authority

- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Ability to work with sufficient freedom to plan one's own work.
- The effect of decisions and actions are usually limited to a localized work group of function, individual jobs, or clients, or to internal procedures.

## Judgement and Decision Making

- Objectives of the work are well defined, but there is a requirement to make decisions regarding the particular method, processes and equipment to be used by selecting from a range of available alternatives.
- Guidance and advice is always available within the time available to make a choice.

## Specialist Knowledge and Skills

- Knowledge and understanding of the maintenance and management of parks and streetscapes and the requirements for maintenance of plant and equipment.
- An understanding of the function of the position within its organisational context, including relevant policies and procedures.
- An understanding of the goals of the department and an appreciation of the goals of the wider organisation.

## Management Skills

- Necessitate skills in managing time and planning one's own work.
- Ability to achieve agreed productivity outcomes.
- Knowledge of personnel policies and procedures applicable to the work performed.
- Ability to achieve agreed productivity outcomes.

## Interpersonal Skills

- Ability to establish rapport and maintain positive working relationships within and across the team.
- Ability to work effectively as a member of a team.
- Ability to express opinion and understand and accept direction.
- Good oral and written communication skills.



## Terms and Conditions

The Parks Maintenance Officer is classified as a Band 4 within the *Benalla Rural City Council Enterprise Agreement*. The salary range for this position is within Band 4 plus superannuation in line with legislation per annum commensurate with qualifications and experience. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the *Victorian Local Authorities Award 2001* and the *Benalla Rural City Council Enterprise Agreement 2021*.

## Signatures

**Employee**

**Manager:**

**Name:**

**Name:**

**Signed:**

**Signed:**

**Date:**

**Date:**

Position – Inherent physical requirements				
Summary – Undertake maintenance and development of parks and gardens and other recreational areas throughout the municipality as directed.				
<i>Physical Demands of the Role</i>				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting			✓	
Driving			✓	
Standing			✓	
Walking			✓	
Steps / Stairs		✓		
Squatting			✓	
Kneeling		✓		
Looking Up				✓
Looking Down			✓	
Bending Spine Forwards				✓
Bending Spine Backwards				✓
Working with hands above shoulder height				✓
Reaching forwards or sideways				✓
Gripping or Grabbing				✓
Fine Hand Coordination				✓
Lifting from Floor to Waist				✓
Lifting at waist height				✓
Lifting from waist to overhead				✓
Carrying equipment e.g., tools, plants etc				✓
Pushing				✓
Pulling				✓
Exerting force with one hand or one side of the body e.g. digging				✓
Holding, Supporting or Straining				✓
Adaptive Device(s) Available	Description of their use			
Ergonomic assessment of office workstation (For office based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office based positions)	Minimise effects of long periods of sitting			

## How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

### Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

### Addressing Key Selection Criteria

The Key Selection Criteria is listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

### Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include:
  - Application Cover Sheet
  - A covering letter
  - A document addressing the key selection criteria
  - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: [employment@benalla.vic.gov.au](mailto:employment@benalla.vic.gov.au)

Alternatively, you may post your application to;

"Private and Confidential"  
Rhonda McDonald  
Human Resources Coordinator  
Benalla Rural City Council  
PO Box 227  
BENALLA VIC 3671

*Please use a paperclip to secure all documents; **do not staple your application** or enclose your application in a folder.*

Applications close: **5 pm Monday 29 July 2024.**  
*Please Note: Late Applications cannot be accepted.*

# Application Cover Sheet

Position Applied for: \_\_\_\_\_

Note: Applicants are required to respond to the Key Selection Criteria in their applications

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Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

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## Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached <b>Professional Referees</b> form?	Y/N
Have you read and understood the <b>Position Description</b> ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement? (Applicable for part time only)

\_\_\_\_\_

Where did you see this position advertised?

\_\_\_\_\_

**\*\*\*\* Don't forget to attach your Resume and address the Key Selection Criteria \*\*\*\***

## PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

### Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

<b>Name of Referee</b> (Direct Manager if possible)	<b>Company and Position</b>	<b>Contact Phone Number</b>
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the Benalla Rural City Council not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Benalla Rural City Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

**Name of Applicant:** .....

**Signature:** .....

**Date:** .....



# **BENALLA**

**RURAL CITY COUNCIL**

Benalla Rural City Council  
November 2014

PO BOX 227  
BENALLA VIC 3671

(03) 5760 2600  
council@benalla.vic.gov.au

[www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)