

Applicant Information Package



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This package is designed to provide applicants with an overview of Kyogle Council and assist with the submission of applications for employment.

About Kyogle Council

Kyogle Council comprises a large and diverse region with spectacular natural and cultural attributes including the World Heritage Listed Border Ranges National Park. Kyogle is located just two hours' drive from Brisbane and one hour from Queensland's Gold Coast and NSW coastal communities of Byron Bay, Ballina and Tweed Heads. This, combined with a superb climate and a close proximity to all services, education and recreation, makes the Kyogle area an ideal place to live and work.



Kyogle Council area reflects the hinterland lifestyle and culture, with visitors attracted to Kyogle and the surrounding villages by the spectacular natural beauty of the area, which flows with the essence of the Australian rural character.

Council is developing its workforce as it continues to modernise services to meet the changing needs of its communities. This may be your chance to achieve an exceptional life-work balance within one of the most sought-after regions in Australia.

Kyogle Council is an equal opportunity employer and encourages applications from people from diverse backgrounds, people living with disabilities and indigenous Australians.

Advertising for Positions Vacant

All positions with Kyogle Council are advertised in a manner sufficient to attract a suitable pool of applicants. Council utilises a range of advertising media including:

- Council website <https://www.kyogle.nsw.gov.au/council-engagement/jobs-news-community-feedback/positions-vacant/>
- Sydney Morning Herald
- Brisbane Courier Mail
- Northern Star
- Employment Agencies
- External websites:
 - www.counciljobs.com.au
 - www.lgjobs.com.au
 - www.job-directory.com.au

Researching the Position

A position description for any vacant role will be available by visiting Council's website, by contacting the Human Resources Manager, or at the location specified in the advertisement.

It is essential that you read the position description before preparing your application to ensure you are able to satisfy meet the requirements of the role. For further information about the position, you are encouraged to contact the nominated person listed in the advertisement or the Human Resources Manager.



Your Application

Please provide the following information with your application to demonstrate your suitability for the role:

- A cover letter making your claim for the position (maximum four pages)
- Your CV or resume (maximum of four pages)

The Covering Letter

A brief covering letter should be included with your application. This letter should include the name of the position you are applying for, and where you sourced the advertisement.

The covering letter is your claim for the position where you will need to demonstrate how your experience, abilities, knowledge and personal qualities meet the requirements of the role. Specifically, this should be done by addressing each of the Focus Capabilities listed in the Position Description, in the context of the Schedule of Duties for the role.

In addition to this, you should briefly verify that you meet the Technical Requirements for the role, and any Essential or Desirable Criteria where these are included in the Position Description. Where your application refers to a certificate, licence or qualification, you **must** include a copy with your application. You may also be required to produce the original document(s) if selected for interview.

Your CV or Resume

Your resume provides your personal details and other necessary information to assist in the recruitment process.

Your Resume should include:

- Your personal contact details.
- A statement outlining your career objectives (optional).
- Your education qualifications (put your most recent qualifications first and then work backwards).
- Your employment history (put your most recent position first and work backwards). It is important to provide details of your present/previous employer's name and address, the length of time you were employed, your position title and a brief outline of the duties performed in that position.
- Details of at least two (2) Referees

Referees

You are asked to provide the names and telephone numbers of at least two referees from your current or recent employers as part of your CV or Resume. Referees should be supervisors or managers who can provide information about the position you held and your work performance.

Personal referees are useful if you have no previous work experience. Remember to ask your referees for their permission to be included as a referee for you.

Note: The use of Kyogle Council employees as referees is not encouraged, and may lead to an application being rejected or not considered.

Employment Eligibility

Only Australian citizens, or those eligible to work in Australia, will be offered positions with Council. You may be required to supply one of the following documents as proof of employment eligibility:

- Australian Birth Certificate.
- Australian Citizenship Certificate.
- Passport - valid Visa.

Some positions may require a “Working with Children” check to be undertaken as part of the recruitment process.

Submission of Applications

Applications may be submitted prior to, or by the advertised closing date in the following ways:

- **Post to:**
 - “Confidential” Human Resources
 - Kyogle Council
 - PO Box 11, KYOGLE NSW 2474
- **Email:**
 - employment@kyogle.nsw.gov.au
- **Fax:** 02 6632 2228

Receipt of your Application

Your application will be acknowledged in writing, usually within seven (7) working days of the advertised closing date. Shortlisting of applicants for interview will usually be completed within fifteen (15) working days. Councils Human Resources staff will contact you directly if you have been shortlisted for interview. All applicants not shortlisted will be notified in writing that their application has been unsuccessful.

Late Applications

Late applications will not normally be considered, but the merit of each case will be considered and a decision made to include/exclude by the General Manager.

The Interview

Applicants selected for an interview will be informed of the interview date, time, location and any other information the selection committee require.

Prepare for the interview by thinking of as many questions that may be asked of you and develop answers to these questions. A good tip is to research the organisation that you are applying for a position with – this will help you to structure your answers to be relevant to that organisation.

Remember to always be on time and take care with your presentation. Make a list of questions you would like to ask the selection committee. Selection committee's view questions from applicants favourably. You are requested to bring with you all original qualifications, certificates and any other supporting documentation you have quoted in your application for verification.

Referee Checking

Once the selection committee has selected an applicant or applicants, they will contact those referees listed on your application. The referees will be asked to provide an overview of your previous/current work performance and verify information provided in your application and interview.

By providing the names of referees in your application, you give Council permission to contact these people at any stage of the recruitment process.

Offer of Employment

Once the referee checks are complete and the selection committee is satisfied with the information provided regarding their preferred applicant, the successful applicant will be contacted by phone and asked to attend a pre-employment health and functional assessment prior to a formal offer of employment.

Once Council receives a satisfactory health and functional assessment, a letter of offer will be sent to the successful applicant. Applicants, who wish to accept the offer of employment, must sign the letter of offer and position description and return it to Human Resources Manager prior to commencement of duties.



Conditions of Employment

Workplace Locations

The Administration Centre for Kyogle Council is located at 1 Stratheden St., Kyogle 2474.

The main Kyogle Council workshop and depot is located in Highfield Road, Kyogle NSW 2474.

Kyogle Council also has works depots located in Woodenbong and Bonalbo.

General Conditions

General Conditions of employment are in accordance with the provisions of the *Local Government (State) Award 2017* and additional employment conditions are detailed in Council's Employee Benefits Policy and Vehicle Policy.

Probation

All appointments are subject to a minimum three (3) month probationary period. Upon successful completion, appointment will be confirmed.

Hours of Work

Council will consider flexible working arrangements where these do not impact on the delivery of services or productivity. The general hours of work are;

- **Indoor Staff**

- Hours are generally between the span 8.00am and 5.00pm with a forty five (45) minute lunch break. Your start and finish time will be confirmed with you prior to commencement. A nine-day fortnight (based on a 35 hour week) is worked with staff either having the Friday or Monday of the appropriate week off.

- **Outdoor Staff**

- Hours are generally between the span 7:00 to 4.30pm with a half-hour lunch break. Your start and finish time will be confirmed with you prior to commencement. A nine-day fortnight is worked (based on a 38 hour week) with the majority of staff having the Friday or Monday of the appropriate week off.

Pay Days

Employees are paid on a fortnightly basis by direct credit into a Bank, Building Society or Credit Union of their choice. Pay is deposited into accounts on the Thursday of the end of the pay period for Kyogle Council employees.

Leave Provisions

The general leave provisions are in accordance with the *Local Government (State) Award 2017* which are summarised as follows:

- Annual Leave – four (4) weeks per year.
- Sick Leave – three (3) weeks per year.
- Long Service Leave – available after five (5) years' service.

There are other provisions around special types of leave and these are detailed in Councils Employee Benefits Policy.

Superannuation

Council contributes the mandatory employee superannuation contributions. For the 2018/19 financial year this is 9.5%, and is set to increase to 10.0% in 2021/22, 10.5% 2022/23, 11.00% 2023/24, 11.50% 2024/2025, 12% onwards. Salary sacrifice provisions are also available.

Dress Standards

- **Indoor staff**
Participation in the corporate uniform scheme is available to staff after a qualifying period, the cost of which is partly subsidised by Council.
- **Outdoor staff**
Staff are provided with the appropriate uniform at no cost to the employee. Wearing of the uniform is compulsory. Safety and protective equipment/clothing is provided in accordance with duties performed.

Further Information

Further information is available on our website www.kyogle.nsw.gov.au or by contacting Council during business hours, 8:30am to 4:30pm, Monday to Friday, via telephone on 02 6632 1611 or via email at employment@kyogle.nsw.gov.au . Your expression of interest in seeking employment with Council is appreciated and we look forward to receiving your application.

