



# Employment Information Pack

COME JOIN US AT BURNIE

**LIVE. WORK. PLAY.**





# ACKNOWLEDGEMENT OF COUNTRY

Burnie City Council acknowledges that every part of Australia is, always was and always will be, Aboriginal land. Burnie City Council pays respect to the pakana/palawa – original owners and cultural custodians- of all the lands and waters across trouwunna/lutruwita/Tasmania, upon which pataway/Burnie is situated and where our Council meets.

## WHO WE ARE

Burnie overlooks Emu Bay on Tasmania’s North-West Coast and is 611 km<sup>2</sup> in size. The City has a proud industrial past and is a vibrant place to visit. Our diversity is changing. We speak 23 languages at home, with the top 5 (after English) being Mandarin, Nepali, Punjabi, Arabic and Sinhalese.

The Burnie City Council serves a municipality of 20,000 people. Our population is also growing, with approx. 1,023 people moving to Burnie over the last 5 year period of 2019 – 2023. It is governed by nine councillors, who each serve a four-year term and has a workforce of around 150 people.

Our people are dedicated to a Burnie that is an attractive place to live, work and play by delivering services and projects that contribute to bringing this vision to life. Not only for today, but also a better tomorrow for future generations. We are passionate about delivering active, healthy and creative communities, sustaining a clean and green environment and a creating a vibrant town centre.

Our people have diverse and rewarding careers across a broad range of service areas including civil construction, asset management, planning and compliance, environmental management, financial services, cultural events, community engagement, information technology, people, safety and governance.

We are resilient, have a big heart and take great pride in our city and the achievements of our people. Our past has given us the wisdom to help us develop our preferred future. Council strives to achieve the Burnie community's vision: a vibrant, thriving, beautiful place; a caring community; a regional leader engaged with the world; and a city that lives its dreams.



# CONDITIONS OF EMPLOYMENT OVERVIEW

## CODE OF CONDUCT

Council has a Code of Conduct that all employees, contractors and volunteers are expected to comply with.

It is our guide to doing the right thing by our community, each other and our stakeholders to make Council a great place to work.

It outlines our commitment to act and deliver in accordance with the expected standards in both what we do and how we do it.

## WORKPLACE HEALTH AND SAFETY

Council are committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure all employees and contractors are safe from injuries and risks to health while at work.

## AGREEMENT

With the exception of employees who are on individual common law contracts, the provisions of the *Burnie City Council Enterprise Agreement 2023* apply to all employees.

Employees on common law contracts are specifically excluded and are subject to terms and conditions as per their individual common law contract.

## SALARY

Unless identified as a contract role when advertised, the salary and position is classified within the *Burnie City Council Enterprise Agreement 2023* classification structure and is based on the role being advertised.

## SUPERANNUATION

For all full-time and part-time employees, Council will make employer contributions on the employee's behalf at a level of 13.5% of the employee's ordinary time earnings (as per the Australian Tax Office definition).

Salary sacrifice provisions are available to employees for superannuation purposes.

## LEAVE ENTITLEMENTS

### Annual Leave

All full-time and part-time (pro-rata) employees accrue an entitlement of four (4) weeks annual leave per annum exclusive of public holidays.

### Annual Leave Loading

All full-time and part-time employees are eligible for annual leave loading of 17.5%. Leave loading is paid at the time annual leave is taken.

### Personal Leave

All full-time and part-time (pro-rata) employees are entitled to ten (10) days of personal leave upon commencement. Further personal leave accrues at the rate of ten (10) days per year.

In certain circumstances, employees also have access to an Extended Sick Leave Program for up to 6 months. This entitlement is available to support an employee (as much as practicable) in the event they are genuinely ill or injured and they have exhausted all accrued Personal Leave.

Personal leave may be used when the employee is absent:

- due to personal illness or injury;
- to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

## Long Service Leave

Long Service Leave is in accordance with the *Local Government Building and Miscellaneous Provisions Act (Tas.) (1993)*.

Long Service Leave is transferrable between most Local Government enterprises within Tasmania.

## Parental Leave

Council's provides for paid primary or secondary carer's parental leave after twelve (12) months of service as follows:

- 12 weeks paid leave for an employee who has or will give birth to a child, or is or will be the primary carer of the child for the period of leave.
- 8 weeks paid leave to an employee whose spouse or partner is the primary carer of the child.

Both primary and secondary Carer's have the option to access their paid leave at full or half-pay.

Employees may take up to a maximum period of two (2) years of parental leave (paid or unpaid).

In addition to entitlements to paid parental leave, employees are also entitled to paid parental leave under the federal governments National Paid Parental Leave scheme.

## Other Leave Types

A range of other additional leave types such as Community Services, Personal Emergency, Family Violence and Defence Force leave are also available.

## HOURS OF WORK

For a full-time employee, normal hours of work are 38 hours per week.

Council offers two (2) primary RDO arrangements:

- 9-day fortnight; or
- 4-day week.

This is in addition to a range of other Flexible Work Arrangements offered.

## Ordinary Hours:

The spread of ordinary hours is as following:

- **City Offices** from 6am to 8pm, Monday to Friday
- **Cultural Precinct** from 6am to 8pm, Monday to Sunday (full and part-time)
- **Cultural Precinct** from 6am to 10pm, Monday to Sunday (casuals)
- **Works Depot** from 6am to 6pm, Monday to Friday.
- **Waste Management Centre** from 5.30am to 5.30pm, Monday to Friday.

## After Hours Roster

Some positions may/will be required to participate in an after-hours duty roster if required. This will be reflected in the position being advertised.

## PROBATION PERIOD

Where advised at the time of hire, position appointments may be subject to a probationary period.

## CRIMINAL HISTORY AND WORKING WITH VULNERABLE PEOPLE CHECKS

Where applicable and based on role specifics, prospective employees must undergo criminal history and working with vulnerable people checks.

## FITNESS FOR WORK

Where applicable and based on role specifics, prospective employees must undertake pre-employment medical examinations, including drug and alcohol testing.

Council also conducts compulsory random drug and alcohol testing to ensure fitness for work by a third-party supplier.



# THE EXTRAS

## EMPLOYER OF CHOICE

Since 2011, Council has been a recognised Employer of Choice and continues to maintain conditions of employment that support the criteria as a worthy **Employer of Choice** recipient.

## FLEXIBLE WORK ARRANGEMENTS

Council has a range of family friendly policies and flexible working arrangements which will assist employees in meeting their family and life commitments.

## LEARNING AND DEVELOPMENT

Council wants to give every employee the opportunity to develop and to be the best they can be. Council provides:

- Fully-funded training for in-house and approved external training courses; and
- Education assistance for employees undertaking relevant qualifications.

## HEALTH AND WELLBEING

### Corporate Plan Health Insurance discount

Council offers employees the opportunity to access lower cost private health insurance cover through **St Lukes Health Insurance** corporate plan discount.

### Purchase Annual Leave Program

Subject to relevant criteria, employees can purchase an additional 2 weeks annual leave each year.

### Employee Assistance Program (EAP)

Council provides an Employee Assistance Program for all employees and their immediate family members. The EAP provides independent and confidential counselling and support services.

These services are available 365 days per year.

## Other Health and Wellbeing Initiatives

Council supports and encourages an active and healthy work environment and continually looks for new and exciting initiatives to support this program.

Council has an active and evolving Health and Safety Committee who are passionate about doing things differently to facilitate positive health and safety outcomes for all employees.

## PARKING

There are a range of parking options around the City of Burnie and depending upon the advertised roles base location, parking may be provided. These will be discussed in more detail during the recruitment and on-boarding process.

## AND FINALLY, THE BEST EXTRA OF ALL... THE PEOPLE!

At Burnie City Council, we are passionate about our community. We are a team of more than 150 people committed to shaping our beautiful city into a vibrant, culturally rich and diverse place to live, work and play.

Council has entered an exciting period of change with a number of challenges to meet and opportunities to grasp. This will enable us to represent and make informed decisions in the best interests of our community over the long term.

Council's recently developed strategic plan 'Making a Better Burnie 2044' outlining our focus areas for the next 10 years can be found on Council's website by following the below link: [Making a Better Burnie 2044](#).



# ADVICE TO APPLICANTS

## THE PROCESS

Council is proud to be an Equal Opportunity Employer. All selections to positions are based on merit, which means Council selects preferred candidates for positions based on their demonstration of the experience and abilities and attributes to meet the requirements of the position.

This is demonstrated through application, interview, practical exercises and referee checks.

Candidates are short-listed from the original pool of applicants.

Gender-diverse panels will then interview the short-listed candidates and determine the preferred candidate after referee checks.

Sometimes it may require two rounds of interviews or involve practical tests or activities to allow the panel to make a decision based on the information presented in writing, in person and through referees.

Further information for applicants on how to apply can be found here [Information for Applicants](#).

## REFEREES

Two professional referees are to be nominated who are able to comment on your abilities.

Please include their telephone number and the relationship of each referee to yourself i.e. direct Supervisor.

Please disclose any conflicts of interest you may have with a referee.

## WRITTEN APPLICATIONS

Applications are asked to include a cover letter, providing a brief introduction and an outline of your interest and motivation in applying for the position.

This should include a 2-3 page statement summarising the 'To Be Successful' selection criteria as it relates to you, and your Curriculum Vitae outlining relevant work experience and qualifications.

Applications are to be addressed to the People and Safety Team and can be emailed directly to [applications@burnie.tas.gov.au](mailto:applications@burnie.tas.gov.au).

## FURTHER INFORMATION

Contact [people@burnie.tas.gov.au](mailto:people@burnie.tas.gov.au).

## THANK YOU

Thank you for taking the time and showing an interest in working with the Burnie City Council.

In the event of you having considered the information provided and you decide not to submit an application, we would welcome any comments you may wish to provide which influenced you in coming to this decision.

## FOLLOW US

