

Penrith City Council



Information Kit for the position of

Cook

Thank you for your enquiry regarding the position of Untrained Cook. Please find attached a copy of the following documents that will assist you with your application:

- Application Cover Sheet – to be placed on top of your application
- A copy of the Advert for the Position you are applying for
- Selection Criteria
- Application Form
- Position Description for: **1) Untrained Cook**
2) Trained Cook
- Children's Services Vision, Mission, Values and Culture Document
- Working with Children Check
- Information regarding Casual Work (Including Casual Work Application Form)
- How to Apply brochure
- Penrith City Council – A Great Place to Work Brochure
- Salary Packaging Brochure

Please Note: Applicants who have completed twelve (12) hours training in nutrition, hygiene and food handling are classified as Untrained Cooks and applicants who hold a Certificate III in Hospitality (Catering Operations) or TAFE Home Economics Certificate or equivalent are classified as Trained Cooks.

1. *Complete the application form, place it in a sealed envelope marked "Confidential", stating the vacancy number and addressed to:*

**The Recruitment Clerk
Workforce Development
Penrith City Council
PO Box 60
PENRITH NSW 2751**

The envelope can be posted (as above) or delivered to the Information Services Desk at the Civic Centre

2. *You do not need to type on the application, your handwriting is acceptable.*
3. *Before you post or deliver the application, please check that you have:*

Completed your name and contact details

Answered the Essential Criteria

Answered the Desirable Criteria

Provided copy of your qualifications

Provided 2 work-related referee contacts

**Completed Working with Children Check
and attached to your application**

**Kept a copy of your completed application
for your own records**

Any questions regarding this position should be directed to Children's Services on 4732 8130.



PENRITH CITY COUNCIL APPLICATION COVER SHEET

This form is for administrative purposes only. It will not be considered as part of your application.

DETAILS OF VACANCY ADVERTISED:

<i>Position Title:</i>	<i>Vacancy Number:</i>
<i>Where did you see the advertisement for this vacancy?</i>	

Are you an existing employee of Penrith City Council? Yes/No

PERSONAL DETAILS:

<i>Title (Mr, Mrs, Miss, Ms, Dr, other):</i>	<i>Surname:</i>	<i>Given Names:</i>
<i>Address:</i>		
<i>Suburb:</i>	<i>Postcode:</i>	
<i>Home Phone:</i>		
<i>Male / Female</i>	<i>Date of Birth (optional):</i>	
<i>Work Phone:</i>	<i>Mobile:</i>	
<i>Email:</i>		

Please attach the completed form to the front of your application.



PENRITH CITY COUNCIL

Make a real difference in the community

Work close to home

Work for a large organisation with plenty of networking opportunities

Position: ***Child Care Centre Aide 0-12 years***

Permanent, temporary and casual relief

Vacancy No. 804-980 **Closing Date:** 24 February 2009

- Diploma in Community Services (Children's Services) or equivalent is essential.
- Flexibility, communication skills and an interest in providing an educational and nurturing program for children are a must.

Commencing Salary: \$770.40/wk (full time), \$25.34/hr (casual)

Position: ***Early Childhood Teacher***

Permanent, temporary, part time and casual relief: 9-day fortnight.

Vacancy No. 804-981 **Closing Date:** 24 February 2009

- An opportunity to demonstrate your commitment to contemporary practice, and provide a quality programme for children and families.
- Near completion or have completed a Bachelor of Teaching (Early Childhood) or other equivalent qualification is essential.

Competitive salary

Position: ***Child Care Centre Director***

Permanent, temporary, full time: 9-day fortnight.

Vacancy No. 804-982 **Closing Date:** 24 February 2009

- Manage a quality service for families with children aged between the ages of 0 to 6 years.
- Networking opportunities with other service Directors.
- Long term temporary position available with the potential for permanent employment.
- A degree in Teaching/Education (Early Childhood) or a Diploma of Community Services (Children's Services 0 to 6) or other Qualifications that meet licensing requirements for this position is essential.

Competitive salary

Position: ***Child Care Centre Cluster Director***

Permanent, temporary, full time: 9-day fortnight.

Vacancy No. 804-983 **Closing Date:** 24 February 2009

- Exciting opportunity to manage a combined centre based service for families with children between the ages of 0 to 12.
- Deliver innovative programs and projects within a diverse team.
- You must have:
 - A degree in Teaching/Education (Early Childhood).
 - Staff management, organisational, budget and administration management, and communication skills.
 - Team leadership skills to encourage provision of educational and nurturing programmes for children.

Competitive salary

Position: **Cook**

Permanent, temporary and casual relief: Part time 25 hours per week, 5 days per week

Vacancy No. 804-984 **Closing Date:** 24 February 2009

- Your opportunity to be creative.
- Prepare nutritious meals and snacks for children aged 0-12 years.
- You will need:
 - Good communication skills to work in partnership with your team and parents.
 - 12 hours training in nutrition, menu planning and hygiene or a Certificate III in Hospitality (Catering Operations), Home Economics or equivalent qualification.

Commencing Salary: \$19.21/hr (part time), \$24.01/hr (casual) (with 12 hours training in nutrition, menu planning and hygiene);
\$20.27/hr (part time), \$25.34/hr (casual) (with Certificate III in Hospitality (Catering Operations), Home Economics or equivalent qualification)

These positions have been identified as Child-Related positions under the Child Protection laws in NSW, and Council is required to conduct Working With Children Checks on the preferred applicants. Prohibited Persons are not eligible to apply.

Intending applicants must obtain an information pack from our website at www.penrithcity.nsw.gov.au or contact Sumeja Balihodzic on 4732 7614. For further information about the above positions, please call Floryn Hall on 4732 8130.

Council practices EEO and OHS principles.

Penrith City Council



Information Kit for the position of

Cook

Penrith City Council has a range of children's services, providing care for children 0 to 12 years of age and we are now undertaking recruitment for this position. You can continue your professional development through a comprehensive training program and voluntary transfer opportunities between services. Our strong network of support and staff development assists new staff. Our vision is to provide a secure, happy, caring and learning environment for our children, families and staff.

Selection Criteria

Selection for an interview is based on how well you meet the Selection Criteria for the position. You will need to concisely describe how you consider you meet the Essential and Desirable Criteria listed below. Wherever possible you will need to provide examples of your merit, do not simply state that you meet the criteria.

Essential Criteria:

In this position you must have:

- Twelve (12) hours training in nutrition, hygiene and food handling OR a Certificate III in Hospitality (Catering Operations) or TAFE Home Economics Certificate or equivalent
- Relevant experience and proven skills in menu planning, food preparation and budgeting
- Demonstrated communication and teamwork skills
- A current Class C Drivers Licence
- A current First Aid Certificate
- Commitment to support the effective integration of children with disabilities and additional needs
- Commitment to Equal Employment Opportunity and Occupational Health and Safety

Desirable Criteria:

It is desirable that you have:

- Experience cooking in a children's service



PENRITH CITY COUNCIL
DIRECTORATE – CITY SERVICES



APPLICATION FORM

Cook

Position No. Newspaper

PERSONAL DETAILS

Surname Other Name/s

Address

Telephone Contact (Home) (Work)

EDUCATION DETAILS

▪ **Level of Education**

High School Years to

▪ **University/TAFE/College**

Course Years to

Course Years to

Essential Criteria:

1) Untrained Cook: Twelve (12) hours training in nutrition, hygiene and food handling

2) Trained Cook: Certificate III in Hospitality (Catering Operations) or TAFE Home Economics Certificate or equivalent

OTHER SKILLS OR QUALIFICATIONS

You may include short courses attended:

1.

2.

3.

4.

ESSENTIAL COMPETENCY/SELECTION CRITERIA

1. Details of my relevant qualifications are:

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2. Relevant experience and proven skills in menu planning, food preparation and budgeting.

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WORK EXPERIENCE

1. **My last/current position was**
with (Organisation) located at
I was employed there from to..... in the position of
2. **The job before that position was**
with (Organisation) located at
I was employed there from to..... in the position of
3. **I have had other work experience as**
with (Organisation) located at
I was employed there from to..... in the position of
4. **I have had other work experience as**
with (Organisation) located at
I was employed there from to..... in the position of
.....

VOLUNTEER AND COMMUNITY WORK

You may wish to list any volunteer and community work that you think may be relevant to your application.

1. Group When
doing
2. Group When
doing

REFEREES

Please provide two work-related referees who may be able to be contacted regarding your work history and performance.

1. Name Current phone no.
Organisation Position
 2. Name Current phone no.
Organisation Position
-

I certify that the information contained in this application (to the best of my knowledge) is true and correct.

Signed: **Date:**

A full resume and any additional documentation may be attached to this application form.

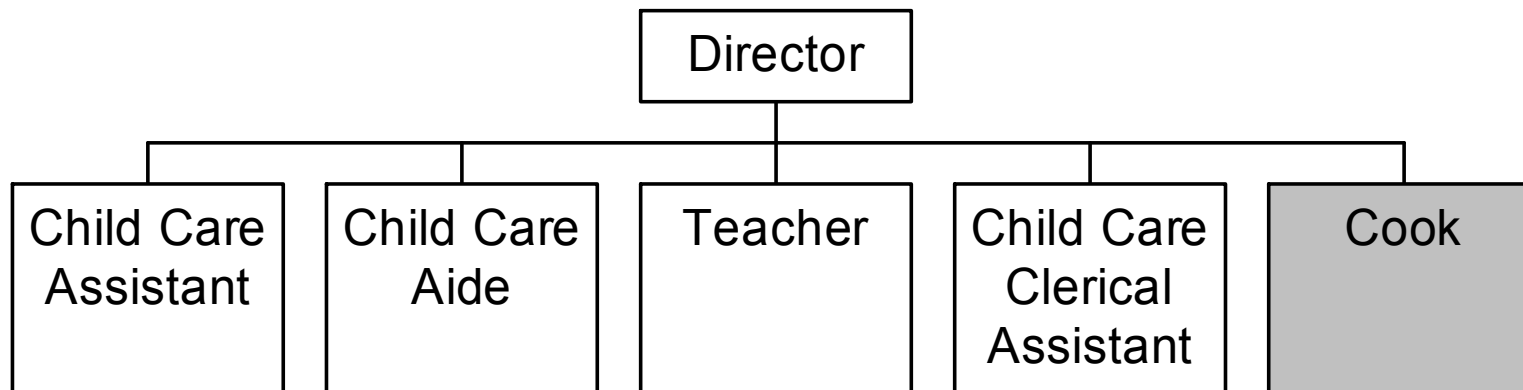
THANK YOU FOR YOUR APPLICATION

Penrith City Council - Position Description

Position Title:	Untrained Cook
Job Code:	COOK
Band Level Grade:	Band 1 Level 3 Grade 1
Department:	Children's Services
Directorate:	City Services

Position Purpose
To provide food and drink for a range of children that promotes cultural diversity and sound nutritional values for families

Centre Structure



Work Area	Major tasks
1. Menu Planning TC: MENU	<ul style="list-style-type: none"> • Plan and record nutritionally sound menus in advance recognizing individual needs of children • Ensure the menu reflects the diversity of all Australian communities Planned menus will be clearly displayed within the center
2. Food purchasing and placing orders TC: FOOD	<ul style="list-style-type: none"> • Food will be efficiently purchased with consideration to quality as well as price • Orders will be placed in a timely fashion to ensure delivery at an appropriate time • Storage of foods will be immediate to ensure no wastage occurs • Council and center policies will be adhered to at all times • All purchases must be within budgetary guidelines and constraints
3. Preparing and serving meals TC: MEALS	<ul style="list-style-type: none"> • Preparation of meals will be on time and reflect hygiene standards set down in legislative requirements • Preparation will provide opportunities for children and staff to develop an understanding of the origin and value of foods • All meals will be served in such a way that children are motivated to participate in the event All meals will represent and be appropriate for the intended age group
4. Cleaning and maintaining own work area TC: KITCHEN	<ul style="list-style-type: none"> • All equipment and kitchen environment will be thoroughly cleaned after every use • Work areas will be kept clean during meal preparation to meet hygiene and OH&S standards

Work Area	Major tasks
<p>5. Communication with families, staff and the community</p> <p>TC: FAMILIES1</p>	<ul style="list-style-type: none"> • Create partnerships with each family • Ensure practices are inclusive of the diverse community. • Follow communication channels set down by Penrith City Council • Demonstrate positive written and verbal communication • Ensure all attempts are made to effectively resolve conflicts within the team environment. • Maintain confidentiality at all times
<p>6. Corporate Governance and effective work practices</p> <p>TC: GOVERN</p>	<ul style="list-style-type: none"> • Work as part of a team. • Work within the policies, guidelines and statutory requirements for the work being undertaken. • Follow defined OH&S guidelines, and maintain a clean and safe workplace. • Provide customer service. • Undertake alternative duties as directed from time to time. • Supervise and/or train staff (after sufficient experience with Council)

Performance Expectations

- Work completed is accurate and attention to detail is demonstrated
- Initiative is used in solving workplace problems and contribution is made to workplace change
- Punctuality and attendance is satisfactory and leave is planned well in advance
- Time is managed efficiently and work is completed within reasonable timeframes
- Work is completed inline with OH&S guidelines and contribution is made to OH&S consultative process.
- Effective communication and interpersonal skills are applied
- Motivation and co-operation are demonstrated
- Undertake training as directed.
- Commitment to EEO and anti discrimination is demonstrated.
- Council resources are used efficiently

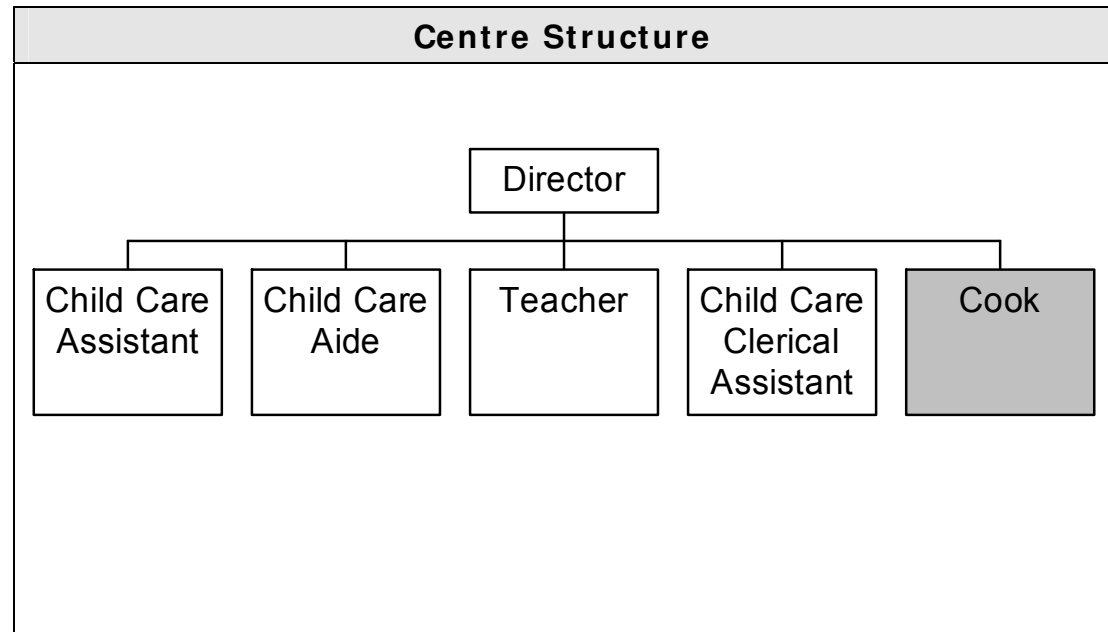
Penrith City Council - Position Description

Position Title:	Trained Cook
Job Code:	COOKTRAINED
Band Level Grade:	Band 2 Level 1 Grade 1
Department:	Children's Services
Directorate:	City Services

Position Purpose
To provide food and drink for a range of children that promotes cultural diversity and sound nutritional values for families

Key Working Relationships
<ul style="list-style-type: none"> • Children • Community including families • Team members • Children's Services Coordinator

Tools and Equipment
<ul style="list-style-type: none"> • Personal computer • Office equipment • Kitchen equipment



Key Result Area	Major Responsibilities	Performance Measures
<p>1. Menu Planning</p> <p>TC: MENU</p>	<ul style="list-style-type: none"> • Plan and record menu in advance as required by the service. • Ensure the menu reflects the diversity of all Australian communities. • Individual needs and requests of children will be incorporated as appropriate. • Food and drink will be nutritionally sound and provide balance to meet Australian Food Standards. • Planned menus will be clearly displayed within the center. 	<ul style="list-style-type: none"> • Policies regarding when and how menus will be planned for will be adhered to at all times • Menus will clearly demonstrate inclusiveness of a wide range of different cultures to develop an awareness of diversity for the children regardless of the cultural mix within the centre. • Families will be consulted and included in the decision making process of menu planning. • Children's requests will be documented and included in the menu if they meet the required nutritional guidelines. • Children's individual needs (eg. Allergies) will be clearly noted and consistently supported through written and verbal communication with all staff including relief staff. • Understanding of the Australian Food Standards will be demonstrated through the written menu to ensure appropriate balance of food/drink requirements for all age groups. • All menus will be clearly displayed in a 'reader friendly' way and families encouraged to read and understand what is planned. Feedback from families will be sought and recorded for evaluation.

Key Result Area	Major Responsibilities	Performance Measures
<p>2. Food purchasing and placemat order</p> <p>TC: FOOD</p>	<ul style="list-style-type: none"> • Food will be efficiently purchased with consideration to quality as well as price. • Orders will be placed in a timely fashion to ensure delivery at an appropriate time. • Storage of foods will be immediate to ensure no wastage occurs. • Council and center policies will be adhered to at all times. • All purchases must be within budgetary guidelines and constraints. 	<ul style="list-style-type: none"> • Evidence will be kept to ensure research of price and quality of products has been part of the purchase process. • Orders will be placed to ensure the products is delivered in sufficient time to use as appropriate • Food and drinks will be immediately stored to ensure freshness and maintenance of quality. • Arrangements will be made with other staff to store appropriately if deliveries are made outside of cook's working hours. • Wastage of food/drink will be recorded with reason given. • Council and center policies that impact on the work performance will be adhered to at all times. • Demonstrated awareness of center budget will be evident by remaining within budget with consistent review and evaluation of purchases against funds available.

Key Result Area	Major Responsibilities	Performance Measures
<p>3. Preparing and serving meals</p> <p>TC: MEALS</p>	<ul style="list-style-type: none"> • Preparation of meals will be on time and reflect hygiene standards set down in legislative requirements. • Preparation will provide opportunities for children and staff to develop an understanding of the origin and value of foods • All meals will be served in such a way that children are motivated to participate in the event • All meals will represent and be appropriate for the intended age group 	<ul style="list-style-type: none"> • All meals will be prepared using contemporary techniques that retain the freshness and natural flavours of the ingredients • All meals will be prepared under strict hygiene and safety standards and will comply with council and center policy and procedures • Meals will be served on time ensuring flexibility is maintained to meet the individual needs of the children • Food preparation will be used as a learning opportunity for children and staff to develop an understanding of where and how different foods are grown or processed • Meals will be presented to children in an appealing way which inspires them to eat • Meals will be varied and presented in a range of creative ways so the children retain their excitement about eating quality foods • The different age groups of children will be catered for in ease of eating but still scaffold them to a higher level such as using a knife
<p>4. Cleaning and maintaining own work area</p> <p>TC: KITCHEN</p>	<ul style="list-style-type: none"> • All equipment and kitchen environment will be thoroughly cleaned after every use • Work areas will be kept clean during meal preparation to meet hygiene and OH&S standards 	<ul style="list-style-type: none"> • Correct washing/drying techniques will be used to ensure hygiene standards are maintained and equipment life span is promoted • Floors will be washed daily with spillages cleaned immediately • All areas, including pantry, within the kitchen environment are thoroughly cleaned and maintained on a daily basis • All items that may create a hazard will be identified and treated with appropriate care to ensure risks are controlled • Any required maintenance for equipment will be immediately reported to the supervisor and correct procedures followed for implementation

Key Result Area	Major Responsibilities	Performance Measures
<p>5. Communication with children, families and community</p> <p>TC: FAMILIES1</p>	<ul style="list-style-type: none"> • Constantly and consistently use positive communication skills to interact with all children. • Create partnerships with each family that recognise the value of, and rights they have to be involved in the care and specifically the provision of food/drink of their child. • Ensure practices within your working environment are inclusive of the diverse community. • Contribute to the planning of major occurrences e.g. excursions • Contribute to building social capital within the community 	<ul style="list-style-type: none"> • Relationships with family members are established using culturally appropriate and consultative communication. • Centre care practices are negotiated with each family within legislative requirements and centre philosophy. • Families are encouraged to be involved in centre decisions that affect their child. • Information provided to families is clear and appropriate to the reader and the situation • Families concerns regarding their child are responded to. Strategies are developed and implemented in conjunction with the family. • Support and contribute to the planning of major occurrences such as excursions suggesting appropriate food and drink provision • Form positive relationships with other professionals in the community

Key Result Area	Major Responsibilities	Performance Measures
<p>6. Communication within the staff team and Council</p> <p>TC: STAFFTEAM</p>	<ul style="list-style-type: none"> • Follow communication channels set down by Penrith City Council • Demonstrate positive written and verbal communication, including active listening skills, within the team environment. • Ensure all attempts are made to effectively resolve conflicts within the team environment. • Advise Director of any significant information pertaining to the daily happenings in the centre. • Attend staff meetings. • Maintain confidentiality at all times 	<ul style="list-style-type: none"> • Knowledge of, and adherence to, PCC communication channels is demonstrated. • Cooperation with staff team is demonstrated. Communication is clear, concise and positive. • Respect of others opinions and suggestions, and listening skills are demonstrated. • Strategies to cope with unexpected demands or time constraints are developed with supervisor. • Conflicts or problems are dealt with at appropriate time and place using joint decision making wherever possible. • Understanding and commitment to confidentiality in all issues pertaining to employment is consistently demonstrated.
<p>7. Educational information for parents</p> <p>TC: PARENTINFO</p>	<ul style="list-style-type: none"> • Provide educational support to parents and families which promote good eating habits 	<ul style="list-style-type: none"> • Material will be researched, developed where necessary and distributed to families that provides easy to read information about foods that add value to a persons life • A range of cultures will be included in any materials to promote and value diversity in what we eat • The importance of creating an understanding of 'What we eat today walks and talks tomorrow' will be evident in all educational and resource materials
<p>8. Occupational Health and Safety (OHS)</p> <p>TC: OHS</p>	<ul style="list-style-type: none"> • Attend training as required • Perform work in accordance with OHS policies and procedures • Participate in consultative processes for the management of OHS 	<ul style="list-style-type: none"> • All required training has been completed • OHS procedures are identified and complied with • Participation in consultation process is on record

Key Result Area	Major Responsibilities	Performance Measures
9. Customer service TC: CUSTOMER	<ul style="list-style-type: none"> • Provide effective service to Council customers and the community • Provide effective service to internal customers • Accurately identify the needs of customers • Take action to satisfy customer needs • Present a positive image of council 	<ul style="list-style-type: none"> • A calm conciliatory approach is used in all customer dealings. • Active listening techniques are applied in customer dealings • Customer needs are identified and confirmed with the customer • Appropriate action to satisfy/resolve the customer need/concern is identified and implemented • Personal presentation and grooming adheres to organisational and departmental guidelines

Key Result Area	Major Responsibilities	Performance Measures
<p>10. Corporate Governance & efficient work practices</p> <p>TC: GOVERN</p>	<ul style="list-style-type: none"> • Carry out work inline with relevant legislative and statutory requirements and /or industry codes, practices and standards • Adhere to EEO and anti discrimination policies • Take responsibility for and manage own work and contribute to a productive work environment • Accept and contribute to workplace change • Undertake workplace tasks as directed • Work cooperatively with others to facilitate workplace learning • Work in an ethical manner and comply with Council's code of conduct and other governance documents adopted by the organisation from time to time • Resolve workplace conflict in line with council policy 	<ul style="list-style-type: none"> • Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with • Work reflects application of, and adherence to, EEO and anti discrimination policies • Work tasks are appropriately prioritised and time effectively managed • Productivity is consistent with reasonable expectations of a proficient employee in the position • Implications of workplace change are identified and accepted • Agreed changes to improve work outcomes are acted upon • Direction from supervisor is accepted and acted upon • Requests to take on alternative duties from time to time are accepted and adhered to. • Council training is attended when required • Training needs of other employees are identified and appropriate action identified and implemented. • All work is ethical and complies with Council's Code of Conduct and governance documentation. • Workplace conflict is resolved in line with Council's Grievance procedures.

PENRITH CITY CHILDREN'S SERVICES



Vision Statement:

The Penrith City Children's Services Co - operative is committed to ensure early childhood Experiences have a positive and profound outcome for the current and future development of Penrith City citizens who form our social and intellectual capital.

Mission Statement:

Working together, to provide a secure, happy, caring and learning environment for Children, Families and Staff.

Values:

Care	For our children, families, staff and community
Honesty	Trust in our relationships
Integrity	Doing the right thing even when no one is looking
Learning	Maximize potential
Diversity	Value and respect diversity, individuality and embrace differences
Respect	Recognising the worth of individuals
Ethics	Decision Making / practice
Nurture	Provide support and empathy to all

Our Culture:

- Sound financial basis that underpins our services
- Recognition of staff and families as our greatest asset
- Provide a service that focuses on children and their families
- Uphold Children's Services customer charter
- Uphold the Early Childhood Australian Code of Ethics
- Uphold the voluntary code of practice for Middle Childhood
- Open and consistent two way communication
- Team work that values diversity of opinion, trust and respect
- Challenge each other to achieve excellence
- Review of performance that enables continuous improvement
- Quick and constructive management of concerns, issues and conflict
- Provision of a safe work place
- Support and development of individuals to maximize their potential
- Provide Career advancement opportunities, career pathways and job transfer strategies for growth and development
- Trust and reciprocal obligation
- Efficient use of our resources
- Developing collaborative relationships to enable working groups to achieve and promote the organizations objectives
- To have a positive attitude, supporting compliance, providing and receiving constructive feedback and recognising and fostering strengths of every team member. This means zero tolerance to poor performance, obstructive non compliance, unconstructive feedback or abuse of any kind.

Joshua Fayle
(02) 4732 7509

29 October 2008

Dear Candidate,

RE: WORKING WITH CHILDREN CHECKS

The position that you are applying for has been identified as a "child related" position in terms of the:

- Child Protection (Prohibited Employment) Act 1998
- The Commission for Children and Young People Act 1998

The aim of these pieces of legislation is to reduce the risk of abuse of children and young people by those entrusted with their care. To achieve this aim Council is now required to screen people applying for "child related" positions. This means that a check on their suitability to work with children will be conducted by the Department of Community Services (DOCS).

The Working with Children Check involves:

- A national Criminal record check (for child related and/or relevant sexual offences)
- A check for relevant Apprehended Violence Orders
- Checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct or acts of violence in the workplace which involve children, are directed at children or take place in the presence of children.

Under the legislation you must also declare whether or not you are a "prohibited person". A prohibited person is someone who has committed a serious sex offence. For the purposes of this legislation a serious sex offence is an offence involving sexual activity or acts of indecency, which is or was punishable by penal servitude or imprisonment for 12 months or more in New South Wales.

If you are successful in gaining an interview for the attached position, please complete and bring along to the interview the two attached forms - Prohibited Employment Declaration and the Working with Children Consent Form.

We urge you to read through this information pack carefully. If you would like more information please contact me on (02) 4732 7509.

Yours faithfully,



Joshua Fayle
Human Resource Officer

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

ATTACHMENT 5

6.5 WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

Paid employee Religious leader/spiritual official of a religion Foster carer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

ATTACHMENT 5 (CONTINUED)

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.



I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.

***Please read the following information carefully
if you are applying for Casual Work***

Applicants for casual work are required to complete:

- A Job Application Cover Sheet and Application Form**
- An Application for Relief Form – Part A only**
- The Working with Children Check**
- The Prohibited Employment Declaration**

Make sure you indicate clearly on your application that you are applying for casual work.

Successful applicants for casual work will be invited for interview and will be required to attend a Relief Staff Orientation at a later date.

If you are applying for casual work and you have further questions, please ring Sue Hunt on 4732 7837.

Thank you for your interest in casual work in Children's Services at Penrith City Council.

**PART A: Penrith City Council
Relief Children's Services Expression of Interest**



Name: _____ Date of Birth: _____

Address: _____

Postcode: _____ Phone: _____

Do you speak another language (other than English) fluently. If so, please complete:

Name of Language Spoken: _____ Country of Origin: _____

Which positions do you wish to be considered for: (please tick box)

Trained Teacher

(Diploma of Teaching Early Childhood)
(Bachelor of Teaching Early Childhood)

Child Care Aid

(Associate Diploma of Social Science – Child Studies)
(Certificate of Child Studies –2-3 year TAFE qualifications)
(Child Care Certificate)
(Mothercraft Nurse)
(Diploma of Community Services – (Children's Services))
These qualifications are equivalent to 18 mths full time study

Clerical

Child Care Assistant

(No formal qualifications required)

Cook

(Minimum of 12 hours training in Nutrition , Menu Planning, Food Hygiene and Safety in the Kitchen or relevant Trade Certificate)

Do you hold a current?

- **First Aid Certificate** Yes (*please attach a copy*) No
- **LR Driving Licence** (Licence to drive a small bus) Yes (*please attach a copy*) No

Please indicate which areas you would be prepared to work in: (please tick box)

- | | |
|---|---|
| Cambridge Park <input type="checkbox"/> | St Marys <input type="checkbox"/> |
| Werrington <input type="checkbox"/> | Erskine Park/St. Clair <input type="checkbox"/> |
| Cranebrook <input type="checkbox"/> | Emu Plains/Emu Heights <input type="checkbox"/> |
| Penrith <input type="checkbox"/> | South Penrith <input type="checkbox"/> |

Days you are prepared to work: (please tick box)

- Monday Tuesday Wednesday Thursday Friday

What hours are you available for work ? _____

Are you available in school holidays? Yes No

Which services are you interested in working in?

- | | |
|--|---|
| Long Day Care <input type="checkbox"/> | Before and After School Care <input type="checkbox"/> |
| Pre-school <input type="checkbox"/> | Vacation Care <input type="checkbox"/> |
| Occasional Care <input type="checkbox"/> | Mobile Services <input type="checkbox"/> |
| Integration Project (with children with disabilities) <input type="checkbox"/> | |

Signature: _____ **Date:** _____



DO NOT COMPLETE PART B AT THE TIME OF COMPLETING YOUR APPLICATION

PART B: To be completed by the applicant at the Relief Staff Orientation

You will be provided with a job description.

Name: _____

Will you require any additional support from Council to enable you to fulfil the requirements of the position for which you have applied?

Yes

No

If yes, please provide details: _____

Signed: _____ Date: _____

OFFICE USE ONLY:

- Date attended Orientation _____
- Original documentation sighted
- Reference checks completed
- Prohibited Employment Declaration completed
- Working with Children check received

Comments: _____

- Approved for work with 0-2's , 2-3's
3-5's , 5-12's

Signed: _____ Date: _____
Children's Services Manager - Operations

How to Apply for a Position with Penrith City Council



Introduction

The purpose of this document is to assist you in applying for a position with Penrith City Council. There are a number of parts to your Council application; this brochure will step through each of these. We look forward to receiving your application.

Preparing to Apply

The job advertisement will provide a number of details, which are important for your application.

Firstly, the closing date for the position will be detailed at the top of the advertisement. Council must receive your application by this date for it to be considered for the position.

All positions vacant are also advertised on the Council's website at:

<http://www.penrithcity.nsw.gov.au/index.asp?id=2690>. Here you will be able to find further information regarding the position including a position description, organisation chart and any application forms, as well as gain an insight into the workings of Penrith City Council.

Don't worry if you don't have access to the Web. The details of a contact person or number will also be included in the advertisement. The Contact Officer will send you an information package.

It is recommended that you access the website or contact Council using the contact details outlined, regarding the position before submitting your application.

What should I put in my Application?

Your application should include the following components:

Cover Sheet

This page is included with this information package. It is used for data entry purposes only.

Covering Letter

This letter should include your contact details, including daytime phone number and the vacancy number and title of the position you are applying for.

Address of Essential and Desirable Selection Criteria

It is most important that you provide us with information on each of the Essential and Desirable Criteria. Before a position is advertised, the requirements of that position are analysed and a list of key responsibilities and the selection criteria are developed based on the position description. The selection criteria details the skills, experience and qualifications that are required to perform the job. Essential criteria are those qualities that you must possess to perform the job, whereas desirable criteria are those qualities that would assist you in the job.

What you write and how you answer the selection criteria will determine whether or not you are interviewed. Where relevant, you should include details of your qualifications, knowledge, skills, abilities and relevant work experience, and support your claim with demonstrated examples. It is recommended that you address each selection criteria separately, clearly indicating the criteria you are addressing.

Resume

Your resume provides additional information for the selection panel. Here you should include:

- Education credentials, attaching copies of any relevant qualifications (such as certificates and licences etc.).
- Employment history in chronological order, with your most recent position first. Details including period of employment, position and organisation should also be included.
- Referees – you should include at least two recent work related referee details, with names, position titles and daytime contact telephone numbers. Referees will be contacted if you are shortlisted. It is recommended that you advise your referees of the position you are seeking and obtain their agreement to speak on your behalf.

Overseas Qualifications

If you have qualifications from overseas you are encouraged to attach a copy of an assessment of your qualifications by the Australian Education International – National Office of Overseas Skills Recognition (AFI-NOOSR) to your application. This assessment provides advice on the educational level of an overseas qualification compared to the educational level of an Australian qualification on the Australian Qualifications Framework (AQF). Your application cannot be considered without this assessment.

You can obtain more information about this assessment service by checking the website at www.aei.dest.gov.au or by phoning 1800 659 579.

Important: Please ensure only copies of support material are included in your application, as originals will not be returned to you.

The Recruitment Process

Penrith City Council prides itself on a fair and equitable recruitment process. Council's recruitment process is structured and involves a number of stages. Generally the recruitment process takes about eight weeks from the date the position is first advertised to the date the position is offered. The recruitment process is as follows:

Shortlisting

The selection panel, consisting of a minimum of three members, will meet to assess all applications against the selection criteria and to decide who will be interviewed.

It is important to remember that you are competing against other applicants for the position. If your response to the selection criteria is not complete, or the information against each of the essential criteria is not competitive with other applicants you may not be shortlisted for an interview.

Interview

You will be given approximately three days notice if you are required for an interview. Council will advise you by phone of the date, time and location of the interview. You will also be advised at this stage, if you are required to provide any documentation or evidence of your work and of any additional practical skills and knowledge based exercises.

If you have any special requirements (e.g. disabled parking, wheelchair access) please advise us at this stage so that appropriate arrangements can be made.

The interview panel will consist of a minimum of three members. The panel works as a team to recommend the most suitable person for the job. The convenor is a member of the panel and is responsible for coordinating the process. The selection panel will ask questions based on the selection criteria advertised for the position. Remember to focus your answers on this criteria, take your time and ask for clarification if you are unsure of a question.

As the interview progresses, the selection panel will be making a note of your responses to questions asked. This will assist the selection panel in making the final decision. A clearly presented and well thought out answer will also demonstrate your verbal communication skills.

Reference Checks/ Medical Examination Other Checks

As part of the recruitment process reference checks will be carried out for shortlisted candidates. Referees will be asked questions that are relevant to the selection criteria and will confirm the information provided in your application and at interview. Council policy requires shortlisted candidates to undertake a medical examination.

Under the Federal Child Protection Legislation introduced in July 2000, positions that have been identified as child-related will also be required to undergo a criminal history check and complete a Prohibited Employment Declaration.

The final decision will be arrived at after carefully considering your application, interview, referees checks and any practical based exercises conducted.

How and when will I be notified of the Outcome?

The Convenor of the selection panel will contact you with an offer of employment if you are selected as the successful applicant. This is usually within 7 days of the interview.

If your application is unsuccessful you will be notified in writing within 14 days of the interview. Unsuccessful applicants may contact the Convenor of the selection panel to discuss ways to improve their application or interview performance in the future.

Internal Applicants

Internal Applicants, please ensure you follow the guidelines outlined in this brochure. Due to confidentiality the selection panel does not access personal files. The selection panel will assess your performance based on your application, interview and referee reports only.

Multiple Applications

If you are applying for more than one position with Council you will need to submit a separate application for each position. This is because the Essential and Desirable Criteria for each position will be different. Additionally, Council does not retain your application for future position vacancies. If a vacancy is advertised it is recommended that you reapply for this position.

Please address your application to -

**Position Title and Vacancy Number
Recruitment Clerk
Penrith City Council
PO Box 60
PENRITH, 2751**

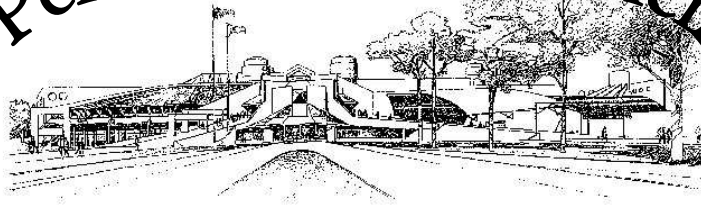
Applications may also be forwarded by fax or email:

Fax: 02 47327958

Email: pencit@penrithcity.nsw.gov.au

Goodluck!

Penrith City Council



A great place to work!

Penrith City Council provides a wide range of services to more than 170,000 residents. Meeting the needs of our community is our top priority.

Council employs approximately 900 staff to work at achieving our objective of providing the community with the best customer service possible. We recruit people who share that commitment and who best fit our requirements for the position. These requirements include relevant qualifications, experiences, skills and abilities.

Penrith City Council offers potential employees a dynamic work environment, career development and training opportunities as well as a great location based at the foot of the Blue Mountains on the Nepean River, located in the heart of our busy CBD.

You can learn more about Penrith City Council by accessing our Website at www.penrithcity.nsw.gov.au

Where is Penrith City Council?

If you choose to work for Penrith City Council in our Civic Centre you will be working in a beautiful, modern building located right in the heart of the city of Penrith. The Civic Centre building itself is attached to Penrith Plaza providing staff with fast and easy access to a huge, modern shopping complex. High Street is also only a short walk away. Whatever it is you need to buy or do, you will find it in the heart of Penrith right where Council's Civic Centre is located including banks, supermarkets, food court, hairdressing salons, variety stores, leading retail stores and government offices just to name a few.

When you have finished shopping you may choose to eat your lunch in one of the lovely open, green spaces around the city. Or perhaps you would prefer to eat lunch on the balcony near the staff canteen.

Getting to work at Penrith City Council is easy too. The Civic Centre is only a 10-minute walk from Penrith Train Station and Bus Interchange and parking. So however you choose to travel to work, it's convenient.

Working for Penrith City Council suits your lifestyle...

Penrith City Council prides itself on its progressive work practices and has a number of "family friendly" policies that support the needs of our staff. These include:

- A Flexible Working Hours Policy that gives you flexibility when it comes to starting and finishing times and lunch breaks. This policy also provides staff working a 35 hour week with one day off each fortnight (indoor staff). Staff working a 38 hour week have access to an RDO system (Children's Services) or a 9-day fortnight (outdoor staff).



- Paid maternity leave provisions of 9 weeks paid leave (or 18 weeks on half pay) after 12 months service.
- Paid parental leave of 3 days

Career Opportunities in Local Government

When you come to work for Penrith City Council you are beginning a career in Local Government. Many people once they join Penrith City Council are able to see the opportunities that are available within the industry and decide to make a career local government. Your time with Penrith City Council will be recognised for long service leave purposes with other Councils.

Being one of the largest Councils in the Sydney Metropolitan area, we are recognised as one of the leaders in local government. Staff at Penrith City Council have access to a wide range of experiences that help to build up valuable sets of skills and knowledge. They have access to a wide range of training opportunities including Council's Educational Assistance Program where staff interested in furthering their qualifications are provided with financial support and time to study.



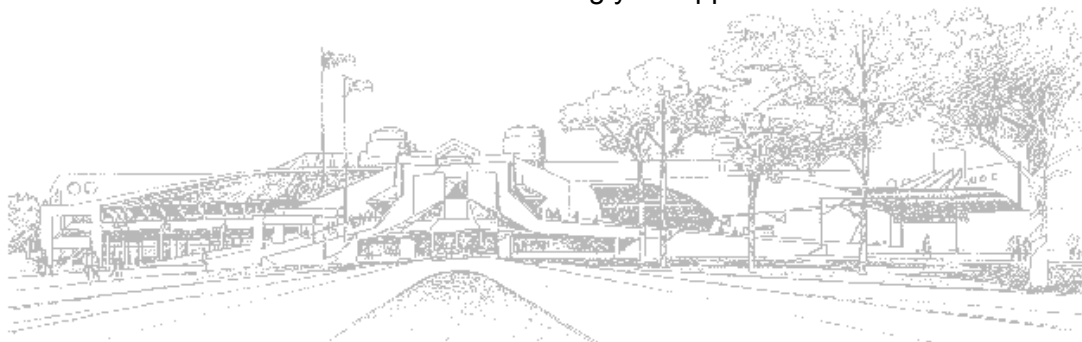
Do you have lots of ideas that you would like to implement? Great! You won't feel stifled when you work for Penrith City Council. Staff are actively encouraged to use their initiative and creativity to improve the services we provide to the public.

Penrith City Council has a harmonious work environment as we believe in adopting a consultative approach to implementing workplace changes. As a result we enjoy a good working relationship with our staff and the Joint Consultative Committee.

Penrith City Council is a fun place to work...

When you join Penrith City Council you join a friendly team of approx. 900 people! You will work in a place where the General Manager knows your name (for all the right reasons!) Council has an active Social Club that organises events and outings throughout the year where you can get to know staff across all of its operations. Golf days are a specialty! Other social groups include a walking club and tennis group. So whatever it is that you like to do, you are sure to find others happy to join you.

Finally, thank you for your enquiry regarding this vacancy. We would like to encourage you to apply. If you would like to discuss any of the information contained within this brochure or would like to organise a viewing of the workplace you are welcome to call the contact officer in the advertisement. We look forward to reading your application.



Salary Packaging

What is Salary Packaging?

The basic concept of Salary Packaging is that an employee can take remuneration in a form other than straight cash.

Instead, an employee can select a combination of cash, super, fringe benefits and any other remuneration component that is offered by Penrith City Council in respect of the services rendered by the employee as a package.

**ALL EMPLOYEES OF
COUNCIL CAN
PARTICIPATE IN SALARY
PACKAGING**



What are the benefits?

The benefits of Salary Packaging include the following:

- Reduction of an employees taxable income, and therefore the tax paid
- The employee does not pay GST on supplies as Council is able to claim this back, and
- There is therefore a potential increase in disposable income.

**EMPLOYEES ARE ENCOURAGED
TO SEEK INDEPENDENT
FINANCIAL ADVICE BEFORE
SALARY PACAKGING**

What can I Salary Package?

Penrith City Council currently offers Salary Packaging arrangements for the following benefits:

- Childcare fees at Council provided centres
- Additional superannuation
- Professional memberships
- Additional salary to be paid at retirement
- Additional payments for maternity / study leave
- Memberships and annual fees at associated entities of Council—Ripples, Penrith Swimming Centre, etc

- Independent financial advice relating to Salary Packaging
- Novated vehicle lease, or
- Other components as they become available.

Employees should make themselves familiar with the contents of Council's Salary Packaging Policy as it contains additional information which may influence an employee's decision.

**TO VIEW PENRITH CITY COUNCIL'S SALARY PACKAGING POLICY, PLEASE VISIT
<http://www.penrithcity.nsw.gov.au/index.asp?id=2690>**



pencit@penrithcity.nsw.gov.au
www.penrithcity.nsw.gov.au

**Penrith City Council
601 High Street
Penrith NSW 2750**

**PO Box 60
Penrith NSW 2751
DX 8017 Penrith**



**P (02) 4732 7777
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