



Town of Victoria Park

An attractive, sustainable inner city location where people take pride and identify the Town as a great and unique place to be.

The Town of Victoria Park has a population of approximately 28,752 who enjoy the benefits of close proximity to the Perth CBD, the Swan River, Burswood Entertainment Complex and access to a diverse range of shops, cafes, pubs and restaurants, particularly along the Albany Highway strip. The Town also offers plenty of recreational opportunities through its facilities and many public reserves and parks, including the picturesque McCallum Park down by the river foreshore that plays host to scores of people at all times of the day who have fitness in mind, or just a leisurely stroll by the water.

The Town of Victoria Park is comprised of the suburbs of Victoria Park, East Victoria Park, Carlisle, Lathlain, Burswood, and parts of Bentley, Welshpool, St James and Rivervale. It covers 17.6sq km and is located 3 km from Perth, with the Swan River forming the northern border of the Town. As an employer, we are far enough from the CBD to provide staff with free parking, diverse developments and less traffic hassles.

The Team

The Town of Victoria Park currently employs approximately 350 full time, part time and casual staff in a wide variety of positions. These include rangers, engineers, planners, public relations, accountants, maintenance operators, lifeguards, librarians and horticulturalists.

The Town's work locations include the Administration Building, Depot, Library, Aqualife and Leisurelife Centre.



It all *adds* up at Vic Park



Additional Leave

- 5 weeks annual leave per year
- Options to purchase additional annual leave & enter into Deferred Salary Schemes

Additional Superannuation

- Generous Superannuation of up to 13% employer contribution. This includes:
 - 10% employer contribution for all employees
 - Added incentives when employee makes voluntary contributions.
- Extra employer contribution with years of service

Additional flexibility

- 1 flexi day per calendar month for administration staff
- 9 day fortnight for Depot staff
- Flexible working hours

Additional Savings

- Free Parking
- Free use of Council pool for employees
- Discounted Gym memberships

Additional Benefits

- Paid parental leave
- Study assistance programs
- Ongoing training and development opportunities
- Active Social Club
- Salary sacrifice options

*Note: Not all benefits apply to casual or temporary employees.
Enquire with Human Resources for further information.*



For Your Wellbeing



The Health and Wellbeing of our employees is at the forefront of our minds at Victoria Park. We have developed a program of Health and Wellbeing events that aim to include and meet the needs of our diverse workforce.

Examples of services the program includes are:



- Health Assessments
- Supply of free fruit bowls at all work locations
- Information seminars on hot health topics
- Annual skin cancer screenings
- Annual flu vaccinations



Employee Assistance Program

Our employee assistance program provides employees and their immediate families with access to free and confidential counselling services.



Bicycle for Benefits

If you enjoy cycling or are looking to take it up, we offer the opportunity to receive a council funded bicycle. The Town provides bike racks, change rooms and showers to aid in making this healthy mode of transport a viable option.



Discounted gym memberships

Corporate gym membership rates are available to employees and the cost can be salary sacrificed through payroll.



Free use of the Town's aquatic facilities

Employees can access the state-of-the-art aquatic facility free of charge.



Smoke Free Workplaces



Dedicated Safety Coordinator

Focused entirely on the safety and wellbeing of employees, this position ensures high health and safety standards for employees are a priority.

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How to become part to the Vic Park Team



Your application should include the following:

A covering letter stating why you are applying for the position and giving your business and after hours contact details. You can utilise the cover letter to demonstrate your suitability for the role based on the skills, knowledge and experience requirements outlined in the position description.

A resume or curriculum vitae outlining your personal details, qualifications and relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.

The names and contact details of at least two (2) referees should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current immediate supervisor or manager.

Photocopies of your qualification/s or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

NOTE: Canvassing of elected members will automatically disqualify applicants.



If you are short listed for a position, after the interview you may be required to provide:

- **Pre employment medical report**, at the Town's expense
- **Federal Police Clearance**
- **Proof of Age** in the form of a birth certificate or passport
- **Evidence of legal entitlement to work in Australia** if relevant
- **Original or certified copies of all relevant qualifications**
- **Working with Children Check** if employed in child related work

General enquiries about completing your application and the recruitment process can be made by contacting Human Resources on 9311 8111 or via email to jobs@vicpark.wa.gov.au

The Town of Victoria Park is an Equal Opportunity Employer

Lodging your application:

Completed applications, marked private & confidential should be forwarded:

By mail to: Manager Human Resources
 Locked Bag No. 437
 Victoria Park WA 6979

Electronically: jobs@vicpark.wa.gov.au

By hand to: the Front Counter
 Town of Victoria Park Administration Building
 99 Shepperton Road
 Victoria Park

Closing date: Vacancies are advertised for a specific period and close at 4.00 p.m. on the closing date shown indicated in the advertisement. Late applications will not normally be accepted.

“create an environment in which investment, business and employment can thrive”

“govern well and meet the expectations of the community”

“a friendly and inclusive town which offers a full range of services”

About The Town of Victoria Park



HISTORY:

The Victoria Park Roads Board was proclaimed on 20 July 1894. Then on 30 April 1897 the area attained municipality status being declared the Municipality of Victoria Park. However on 18 November 1917 the municipality was dissolved and the area joined with the City of Perth.

As a result of the Carr/Fardon Report the State Government enacted the City of Perth Restructuring Act 1993 which saw the Town of Victoria Park, as we know it today proclaimed on July 1 1994.

LOCATION:

Situated immediately south of the City of Perth the Town is bordered by the Cities of Perth, South Perth, Belmont and Canning. The boundaries of the Town include 12kms of frontage to the Swan River on the North/West, Orrong Road on the North/East, Welshpool/Boundary/Manning Roads on the South East and Berwick Street on the South West.

ADMINISTRATION:

The administration of the Town is broken into 4 Directorates:

CHIEF EXECUTIVE OFFICE:

CEO - Arthur Kyron

CORPORATE SERVICES:

Director - Brian Callander

Responsible for Administration and Finance, Human Resource Management, Ranger Services - animal, fire, litter, parking and general by law control. Community Development, arts, recreation aged care, youth services, Public Library, Leisure Facilities (Aqualife and Leisurelife Centres).

SUSTAINABLE DEVELOPMENT:

Director - Rochelle Lavery

Responsible for Building and Planning approvals Environmental (Public) Health, food inspections, pest control, noise abatement.

TECHNICAL SERVICES:

Director - Anthony Vuleta

Responsible for parks, gardens, reserves, sanitation and waste management. Engineering works include roads, footpaths and drains, traffic control and street enhancement projects.

