



Westside
Christian College
Achievement Belonging Care

APPLICATION HANDBOOK

LANDSCAPER/STEEL FABRICATOR

Effective: 04/05/17

WESTSIDE CHRISTIAN COLLEGE
APPLICATION INFORMATION HANDBOOK
FOR LANDSCAPER/STEEL FABRICATOR

CONTENTS

1.	THE MISSION OF WESTSIDE CHRISTIAN COLLEGE	1
2.	QUALIFICATIONS	1
3.	CONDITIONS OF EMPLOYMENT	1
	3.1 Conditions of Employment for Janitor/Maintenance	1
	3.2 Work Environment	1
	3.3. Child Safety and Protection	2
	3.4 Staff Lifestyle Requirements	3
	3.5 Statement of Faith	4
	3.6 Probation Period	4
	3.7 Summary of Collective Agreement	4
4.	HIRING OF JANITOR/MAINTENANCE PERSON	7
	4.1 Preliminaries	7
	4.2 Interview	7
	4.3 Contract of Employment	7
5.	DUTY STATEMENT	7
6.	CHILD PROTECTION AND SAFETY	9
7	EMPLOYMENT NOTICE	10

1. THE MISSION OF WESTSIDE CHRISTIAN COLLEGE

The mission of Westside Christian College is, with humble reliance upon the grace of Almighty God, to nurture our students in the fear and admonition of the Lord and to develop towards full potential, the gifts, skills, talents and creativity the Lord has given to each student, so that our students may:

- * individually confess Jesus Christ as Lord and Saviour and determine to follow and obey Him all the days of their lives;
- * be morally and socially responsible before the Lord;
- * be self-disciplined and knowledgeable;
- * be prepared for further learning;
- * be employable; and
- * be capable of enjoying life in God's kingdom.

2. QUALIFICATIONS

2.1 General Qualifications

These should be specified in the Duty Statement in this Booklet.

3. CONDITIONS OF EMPLOYMENT

3.1 Conditions of Employment for Janitor/Maintenance Person

These are laid down in the "Miscellaneous Workers Award - State" and in the College's Collective Agreement. This position will be a full-time, permanent job as per the pay scale in Section 3.7.

3.2 Work Environment

1. Public Transport

1. Rail

The nearest railway station is at Goodna, which is located approximately 2km from the College.

2. Translink Bus Company

A government operated bus service runs in the Ipswich area. The times at which these buses run, may not make this service a viable means of transport for staff.

2. Access to lunches and refreshments

There is a canteen which dispenses food or beverages at the College during regular school hours. Several soft drink vending machines are located in the College.

The nearest outside food outlets are located at the St. Ives Shopping Centre, Goodna, some 2km from the College.

3. Annual Leave and Sick Leave

These types of leave are granted in accordance with the Miscellaneous Workers Award – State. Procedures relating to these types of leave are outlined in the College’s “Policy and Procedures Handbook”.

Absence due to illness/accident must be notified to the College at the beginning of the first day of sick leave. A medical certificate is required after 2 days absence.

4. Expectations of Working in a Safe Manner.

Employees should note and act upon the following:

1. all defined systems of work should be diligently followed;
 2. where an event causing injury is likely to happen, the Workplace Health and Safety Officer must be notified immediately;
 3. where an event causing injury is likely to happen, everything reasonably possible should be carried out to avoid injury;
 4. at all times, personal protective equipment is to be worn where indicated;
 5. where faulty or unsafe equipment, plant or personal protective equipment is identified, a report should be made at the earliest possible time to the Workplace Health and Safety Officer or the employee’s supervisor;
 6. no inappropriate interference or misuse of anything provided, designed to minimise exposure to risk, be carried out;
 7. no breach of safety or other instructions be carried out;
 8. no intentional consumption of any substance that induces impairment should be carried out within one hour of commencement of duty or whilst on duty;
 9. all training on safety, use of equipment or safe systems of work be attended as soon as practical after the training is offered;
 10. new employees must undergo an orientation programme which covers all systems of work related to safe practices, use of personal protective equipment and other plant and equipment related to the new employee’s employment.
5. In the event of a compensatable injury, an employee must advise the Workplace Rehabilitation Coordinator as soon as is practicable.
6. Employees with compensatable injuries must be willing to participate in a workplace rehabilitation programme.

3.3 Child Safety and Protection

Westside Christian College’s recruitment and selection procedures reflect our commitment to the safety and protection of children, which involves the prevention of harm to children.

The College supports the rights of the child and will act without hesitation to ensure a safe environment for children is maintained at all times.

The College also supports the rights and well-being of our staff and volunteers and encourages their active participation in building and maintaining a secure environment for all participants in the work of the College.

3.4 Staff Lifestyle Requirements

All applicants for any position of employment at Westside Christian College, must read and affirm their understanding of and acceptance of the following Staff Lifestyle Requirements:

1. Westside Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded in many of Westside Christian College's public and internal documents, both printed and on the schools' website and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required to respect and maintain.
2. All staff of Westside Christian College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the College.
3. Staff are required to refrain from acting in the course of their work or in doing something connected with their work in a way that they know or ought reasonably to know is contrary to the religious beliefs of Westside Christian College.
4. It is a genuine occupational requirement of Westside Christian College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the religious beliefs of Westside Christian College. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position. In the expression of human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.
5. Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship services.
6. Where any staff members acts contrary to the requirements of this clause, and it becomes publicly damaging to the College, the principal may call the staff member to account. Such contrary action would be regarded to have occurred if a staff member were to act in a way that openly embarrassed the College and/or where such action was incompatible with the responsibilities they have towards their work colleagues and / or the students and families of the College. The College may initiate due process, including an attempt at restoration, and may also include disciplinary measures including termination of employment.

3.5 Statement of Faith

All applicants for any position of employment at Westside Christian College, must read and affirm their belief in, and acceptance of the following Statement of Faith

The basis of the Association is the Word of God, the Bible which we hold to be in its entirety the infallible revelation of God. We hold the following summary truths to be fundamental and self-evident teachings from the Word of God:

1. God is one, yet three persons, co-equal; the Father – the Son – the Holy Spirit.
2. He is the Creator of heaven and earth, having created life and substance by a direct act of creation, and furthermore, upholding and directing all things according to His will and by His power.
3. He reveals Himself, as well as His will for man through His written Word, the Bible, and, especially in these last days, He has spoken unto us through Christ, the Word become flesh.
4. Christ is both truly God and truly man, born of the virgin Mary.
5. His death on the cross was a substitutionary atonement for the sins of all who believe in him as their Saviour.
6. He arose from the grave, a physical personal resurrection.
7. He shall come again, a personal return, upon the clouds of Heaven, to judge the living and the dead, and to bring about a new heaven and a new earth.
8. All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit.
9. Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ.
10. The believer, saved by grace, as a new creature in Christ will, through the gifts of the Holy Spirit, manifest a joyful, thankful, living witness to the saving power of Christ.

3.6 Probation Period

The probation period for all positions at Westside Christian College is six (6) months.

3.7 Summary of Collective Agreement

(A full copy of the Collective Agreement (2016-2018) is available in Hard Copy from the Business Office and in Electronic Form on the College Intranet)

1. Salaries for the period 2016 see below.
2. Long Service Leave – 9.1 weeks LSL after 7 years of service.

3. Paid Maternity Leave:

- 6 weeks paid maternity leave (at full pay) after 1 year of service; or
- 12 weeks paid maternity leave (at half pay)

Paid Paternity leave – up to 1 week after 1 year of service and personal leave up to 1 week.

4. Voluntary Superannuation – the College will contribute (for permanent positions) an additional 5% Super if the employee contributes an equivalent, voluntary 5% by way of salary sacrifice.
5. Personal Leave – 10 days per annum cumulative.
6. School Fees Discount (applies to full-time/part-time positions only) – a discount applies to the fees of children of staff enrolled as students of the College.

MISCELLANEOUS WORKERS & GREENKEEPERS

Classification	As at 1 January 2015				January 2016 1%				July 2016 1.50%				2017				2018					
	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum		
																					As per Education Queensland increase	
<i>Miscellaneous Workers</i>																						
Level 1	1,535.30	20,2013	24,8476	40,053	1550.65	20,4033	25,0961	40,454	1573.91	20,7094	25,4725	41,060										
Level 2	1,631.51	21,4672	26,4046	42,563	1647.83	21,6819	26,6686	42,989	1672.54	22,0071	27,0687	43,633										
Level 3	1,721.29	22,6485	27,8576	44,905	1738.50	22,8750	28,1362	45,354	1764.58	23,2181	28,5582	46,034										
Level 4	1,857.32	24,4384	30,0592	48,454	1875.89	24,6828	30,3598	48,939	1904.03	25,0530	30,8152	49,673										
<i>Greenkeepers</i>																						
Level 1	1,535.30	20,2013	24,8476	40,053	1550.65	20,4033	25,0961	40,454	1573.91	20,7094	25,4725	41,060										
Level 2	1,615.84	21,2610	26,1510	42,154	1632.00	21,4736	26,4125	42,576	1656.48	21,7957	26,8087	43,214										
Level 3	1,713.94	22,5519	27,7388	44,713	1731.08	22,7774	28,0162	45,160	1757.05	23,1191	28,4364	45,838										
Level 4	1,857.30	24,4382	30,0590	48,453	1875.87	24,6826	30,3596	48,938	1904.01	25,0528	30,8150	49,672										
Level 5	1,946.60	25,6132	31,5043	50,783	1966.07	25,8693	31,8193	51,291	1995.56	26,2574	32,2966	52,060										
Level 6	2,036.00	26,7895	32,9510	53,115	2056.36	27,0574	33,2805	53,646	2087.21	27,4633	33,7797	54,451										
Toilet cleaning, per unit, per week	8.84				8.93				9.06													

MOTOR DRIVERS

Classification	As at 1 January 2015				January 2016 1%				July 2016 1.50%				2017				2018					
	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum	Perf/n	Normal and P/time	Casual	Per Annum		
																					As per Education Queensland increase	
Grade 2	1,708.25	22,4770	27,6467	44,565	1725.33	22,7018	27,9232	45,011	1751.21	23,0423	28,3420	45,686										
Grade 3	1,741.49	22,9144	28,1847	45,432	1758.90	23,1435	28,4665	45,886	1785.29	23,4907	28,8935	46,575										
Grade 4	1,790.75	23,5625	28,9822	46,717	1808.66	23,7981	29,2720	47,184	1835.79	24,1551	29,7111	47,892										
Grade 5	1,823.14	23,9887	29,5061	47,562	1841.37	24,2286	29,8012	48,038	1868.99	24,5920	30,2482	48,758										
Grade 6	1,856.22	24,4240	30,0416	48,425	1874.78	24,6682	30,3420	48,909	1902.90	25,0383	30,7971	49,643										
Excursions																						
Up to 30 mins	34.38				34.72				35.24													
31-60 mins	46.41				46.87				47.58													
Over 60 mins	65.33				65.98				66.97													
Radius 51-100km	84.24				85.08				86.36													
Radius over 100k	122.06				123.28				125.13													

4. HIRING OF JANITOR/MAINTENANCE PERSON

4.1 Preliminaries

Applicants will be provided with a copy of this handbook, and an application form which should be completed and returned to the college. It is advisable for applicants to retain a copy of their completed application form for their own reference. A selected short list will then be prepared and each selected applicant will be invited to attend an interview with a member of the College Board and various College staff. Unsuccessful applicants will be notified in writing.

4.2 Interview

The interview will usually be conducted at the college by a panel. Advice of the time and place of the interview will be given to applicants. Applicants should come prepared with supporting documentary evidence.

All applicants who are interviewed will be advised of the outcome, as soon as possible after the interview. All costs associated with the application and interview, which are incurred by the applicant, must be borne by the applicant.

4.3 Contract of Employment

Successful applicants will receive a contract of employment which details conditions of appointment. This, and a copy, should be signed and returned to the Business Office.

5. DUTY STATEMENT

1. **POSITION TITLE:** LANDSCAPER / STEEL FABRICATOR
2. **SECTION/SCHOOL:** Property Department
3. **MAIN PURPOSE OF THE JOB:**
To ensure that the buildings and grounds of the College are maintained to a high standard.
4. **POSITION IN THE ORGANISATION:**
(A) DIRECTLY RESPONSIBLE TO: Property Manager
(B) DIRECTLY RESPONSIBLE FOR: Nil
5. **KEY RESPONSIBILITIES:**

Consistent with the Protestant, Biblical Bases of the College.

1. Maintain the College buildings and grounds in a secure, safe, functioning, clean and presentable state and service buildings and grounds maintenance equipment and machinery;
2. Perform welding operation works using Stick or Mig welders and Oxy cutting;
3. Attend to grounds maintenance such as planting, watering, mulching, weeding, mowing, blowing/sweeping, trimming and pruning;

4. Construct minor landscape works including drains, paths, gardens, garden wall edges etc, including carpentry and concrete work;
5. Conduct oval maintenance, by renovation work with machinery, fertilizing, maintaining the sprinkler system and line marking for sports and physical education needs;
6. Operate machinery/equipment as required for building and grounds works and projects;
7. Construct bag racks, shelving or outdoor furniture etc., as nominated by the Property Manager;
8. Maintain building facilities such as the – doors, door locks, windows, air con units etc and attend to building maintenance as per the scheduling and fault reports;
9. Maintain, machinery, tools and stock in workshop to WHS standards;
10. Perform such other similar duties as may be nominated by the Property Manager for time to time;
11. Work harmoniously with in the team.
12. Subscribe to the Protestant, Biblical basis of the College; and
13. Comply with the College Work Health and Safety requirements, which include:
 1. promote a positive safety culture in the College;
 2. support the Principal in the establishment of a WHS Management System and in the carrying out of his/her various roles and responsibilities in WHS;
 3. assist in the integration of the WHS Management System with other management functions of the College;
 4. comply with the College's WHS policy, safe work procedures, instructions and rules;
 5. identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Property Manager;
 6. adopt risk management strategies to minimise risk of injury to people and property in the Work;
 7. be responsible for own health and safety and for the health and safety of others in the work who may be affected by his/her acts or omissions at work;
 8. cooperate with his/her Principal or other person so far as is necessary to enable compliance with any requirements under the Act and the regulations that are imposed in the interests of health, safety and welfare on the College or any other person;
 9. attend WHS education and training opportunities, as provided and apply learning.

10. report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions of methods.
11. ensure their own work areas are tidy and safe.
12. specific WHS roles and responsibilities include:

6. CHILD PROTECTION AND SAFETY

1. Westside Christian College is committed to the safety and well-being of all of its students. We support the rights of the child and will act without hesitation to ensure a safe environment for children is maintained at all times. We also support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants in the work and life of the College.
2. The college has a Code of Conduct (Child Protection) for all staff of the College to which staff are required to assent and by which staff must abide. All non-teaching staff are required by law to undergo a Criminal History Check. To be employed, all non-teaching staff must have a current SUITABILITY NOTICE (BLUE CARD) issued by the Public Safety Business Agency (PSBA).

NO BLUE CARD - NO JOB

It is the responsibility of Westside Christian College to warn all employees and potential employees that it is an offence for a disqualified person to sign a Blue Card Application form.

Who is a disqualified person?

A person is disqualified if they:

- have been convicted of a disqualifying offence (including a child - related sex or pornography offence, or murder of a child)
- are a reportable offender with current protection prohibition order, or
- are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card.

In very limited circumstances, the Commissioner can declare a disqualified person eligible to apply for a blue card.

If the Agency declares a disqualified person eligible they can then lodge a blue card application.

So if you fall into any of the above categories, you will not be employed at Westside Christian College.

NO BLUE CARD - NO JOB

7. EMPLOYMENT COLLECTION NOTICE

TO: All job applicants and senders of unsolicited CV's

1. In applying for this position you will be providing Westside Christian College with personal information. We can be contacted at 65 Stuart Street, PO Box 282, Goodna Q 4300, admin@wcc.qld.edu.au (07) 3437 9000.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to 12 months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to collect information regarding whether you are or have been subject of an Apprehended Violence Order and certain criminal offences under Child Protection Law, for applicants who are not teachers.
7. If you provide us with the personal information of others, we encourage you to inform them, that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for up to 12 months.