

Penrith City Council

Information Kit for the position of

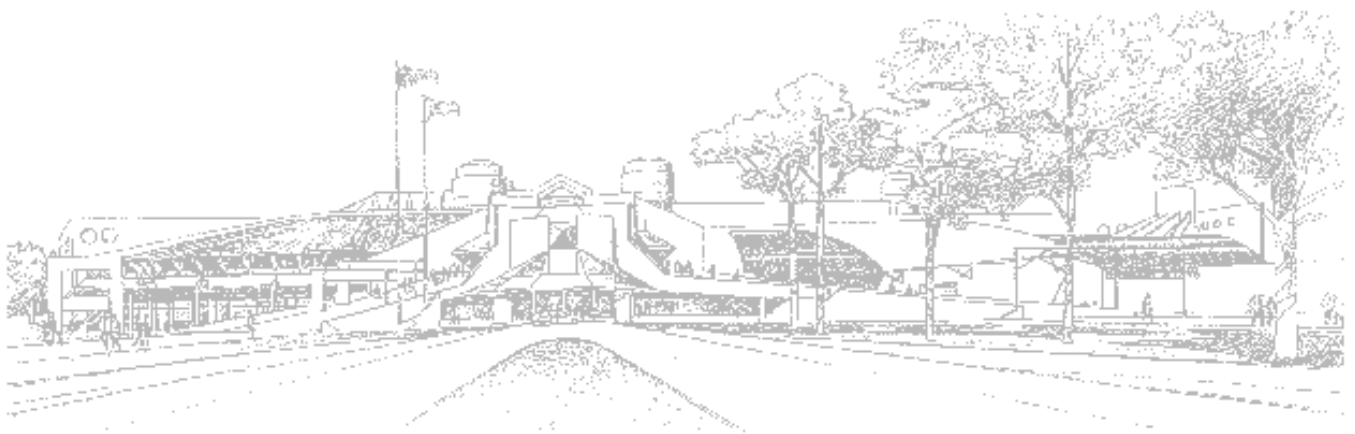
Sustainability Education Officer



Thank you for your enquiry regarding the position of Sustainability Education Officer. 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
- Position Description
- How to Apply brochure
- Penrith City Council – A Great Place to Work Brochure
- Salary Packaging Brochure

If you have any questions about this position please feel free to contact Carmel Hamilton on (02) 4732 8050.





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>		
<i>Penrith City Council website</i>	<i>Penrith Press</i>	<i>Hills Shire times</i>
<i>www.seek.com.au</i>	<i>Blacktown Advocate</i>	<i>Campbelltown Chronicle</i>
<i>SMH Tuesday</i>	<i>Parramatta Advertiser</i>	<i>LG Job Directory</i>
<i>SMH Saturday</i>	<i>Mount Druitt/ St Marys Standard</i>	<i>Other</i>
<i>www.counciljobs.com.au</i>	<i>www.lgjobs.com.au</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

Position: *Sustainability Education Officer*

Leaseback Vehicle

Vacancy No. *L300-1004* **Closing Date:** *15 December 2009*

The Sustainability and Planning Department delivers a range of programs and services, including regional planning and advocacy, strategic and city planning and sustainability. We are responsible for coordinating the long term planning for the City and also for the Council as an organisation. We work with people in our communities and staff from across the organisation as well as state and federal agencies, businesses, and interest groups.

The Sustainability Unit is a specialist team responsible for mainstreaming the principles of sustainability within the organisation, as well as developing and coordinating the implementation of a range of strategies and plans to guide and prioritise action towards a sustainable City.

The Sustainability Education Officer is a key role within the Sustainability Unit and is responsible for the development and delivery of a coordinated, comprehensive and targeted sustainability education program. The position reports to the Sustainability Coordinator and will provide professional and specialist advice and support to the Sustainability Unit on the range of activities and initiatives undertaken by the team.

In this role you will:

- Develop and coordinate the delivery of a City wide sustainability education program;
- Implement a range of community and Council focussed sustainability education activities;
- Provide professional and technical advice and information to Council and the community on sustainability related issues; and
- Participate in teams as an effective leader, coordinator or team member.

Penrith City is a growing area with a unique mix of rural and urban living. This presents a challenge as we foster the growth of our sustainable City, with active and engaged communities, a healthy environment and a strong economy. We are looking for a motivated and experienced educator that is able to develop innovative and effective education programs in collaboration with a range of stakeholders and for a range of audiences.

An appropriate qualification in Environmental Science, Environmental Management, Education, Sustainability or a related field is required.

Commencing Salary: \$67, 800 per annum

Applicants are required to submit a recent resume outlining relevant details. In addition to the resume, applicants must also address the essential and desirable selection criteria as set out in the job information package which can be obtained from our website. For further information about the above position, please call Carmel Hamilton on 4732 8050. Applicants who do not meet the essential criteria will not be considered.

Please allow 6-8 weeks for the processing of your application. Short listed candidates will be contacted by telephone. If you have not obtained a response within this 8 week period then unfortunately your application has not been successful this time around. We thank you for your interest and wish you the best of luck in your job search.

Council practices EEO and OHS principles.

Penrith City Council



Selection Criteria for the position of Sustainability Education Officer

You must address the Essential and Desirable Selection Criteria as listed below.

Selection for an interview is based on how well you meet the Selection Criteria for the position. In addition to your resume, 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:

- An appropriate qualification in Environmental Science, Environmental Management, Education, Sustainability or a related field
- A strong background in sustainability or environmental education and relevant experience
- A clear understanding of relevant environmental, planning and local government legislation and policy
- Excellent written and verbal communication skills
- A sound knowledge of, and ability to implement, the principles of EEO and OHS
- A Class C Drivers Licence

Desirable Criteria:

It is desirable that you have:

- Previous experience in a local government environment
- Dispute resolution and negotiation skills
- A sound knowledge of community engagement and participation techniques

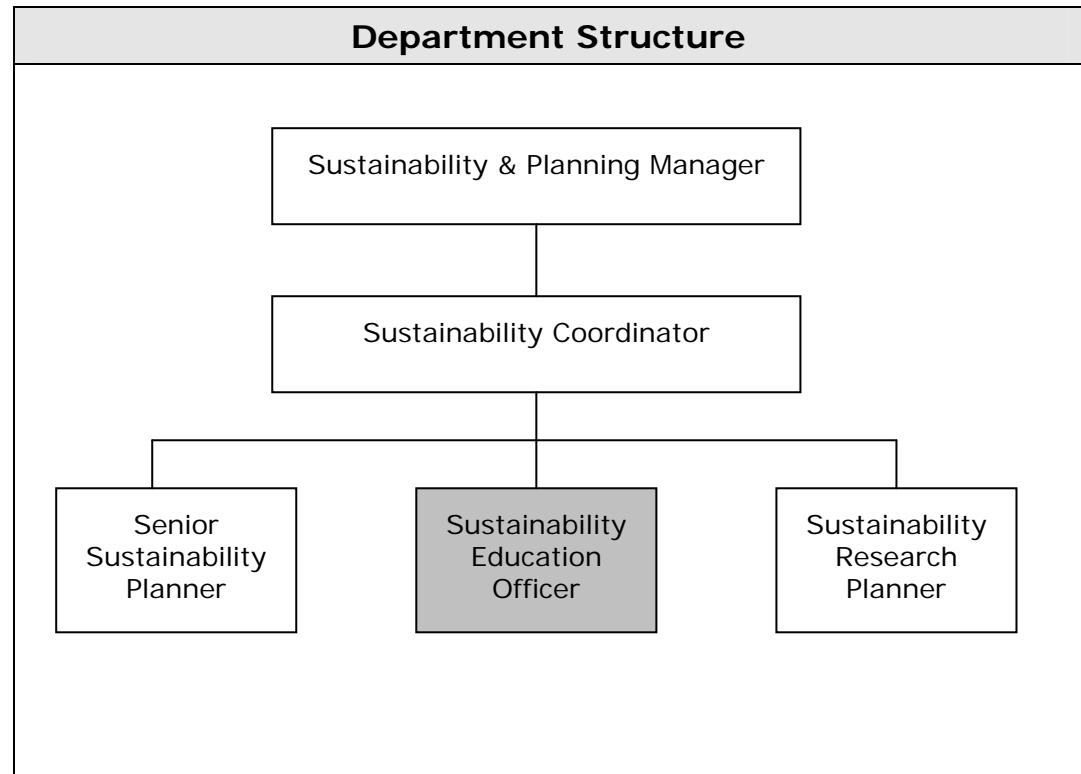
Penrith City Council - Position Description

Position Title:	Sustainability Education Officer
Job Code:	ENVPLAN3EP
Band Level Grade:	Band 3 Level 3 Grade 1
Department:	Sustainability & Planning
Group:	Leadership

Position Purpose
<p>To effectively develop and co-ordinate a Sustainability Education Program, and implement education initiatives, that will meet Council's vision and objectives, and</p> <p>To provide guidance, both within and outside Council, that reflects Council's aspirations and goals, and responds to the issues and challenges which are important to the City.</p>

Key Working Relationships
<ul style="list-style-type: none"> • Councillors and Council Committees • General Manager, Directors and Group Managers • Sustainability and Planning Manager • Sustainability Coordinator • Other Council Managers and officers • Members of the public / residents • Commercial / industrial / development representatives • Community organisations and local businesses • Consultants, solicitors and other professionals • Government officers (local, state, federal)

Tools and Equipment
<ul style="list-style-type: none"> • Computer and office equipment eg. telephone, photocopier, facsimile, camera etc including relevant software applications • Vehicle Driver's Licence • Mobile phone



Key Result Area	Major Actions	Performance Measures
1. Sustainability Education Program	<ul style="list-style-type: none"> ▪ Develop and co-ordinate a Sustainability Education Program, and implement and promote sustainability education initiatives, to facilitate the achievement of specified Operational Plan and Action Plan responses. ▪ Facilitate and coordinate effective delivery of outcomes in accordance with Management Plan and Activity Plan imperatives ▪ Foster the achievement of Council's vision, strategic directions and goals ▪ Liaise with educators from across Council to deliver a coordinated sustainability education program 	<ul style="list-style-type: none"> ▪ Effective management of tasks and projects, including a demonstrated commitment to quality outcomes, and achievement of agreed timeframes ▪ Integration of Council's Strategic Plan goals in all activities and tasks ▪ Delivery of a coordinated and enhanced education program

Key Result Area	Major Actions	Performance Measures
2. Specific Sustainability projects	<ul style="list-style-type: none"> ▪ Research and analyse issues, advance innovative solutions and responses as appropriate ▪ Develop relevant educational material ▪ Negotiate with representatives from government agencies and authorities, business, community groups and members of the City's communities ▪ Draft reports, submissions, documents and plans in a timely, efficient and professional manner in accordance with Management Plan timeframes or as directed ▪ Plan, develop and implement community and staff sustainability education activities and programs using a range of engagement tools and techniques 	<ul style="list-style-type: none"> ▪ Effective and / or innovative responses in managing projects and tasks ▪ Systems used will be regularly reviewed and evaluated to improve outcomes for all stakeholders ▪ Independent research into education and community requirements will be conducted, documented and initiatives created to reflect the dynamic fields of sustainability, engagement, education and customer service ▪ Professional and effective education material, that responds efficiently to Council's coordinated education activities ▪ Consistent review and evaluation of education program is undertaken, documented and relevant enhancements facilitated to improve the outcomes for all stakeholders ▪ Effective outcomes negotiated with all involved parties ▪ Professional, articulate and legally robust reports, submissions, documents and plans ▪ A broad range of the community and staff are engaged in Council's sustainability education programs
3. Team participation	<ul style="list-style-type: none"> ▪ Provide professional and technical advice, guidance and assistance to ensure tasks are advanced in a timely manner and lead to quality outcomes ▪ Participate in teams as an effective leader, coordinator or team member ▪ Provide leadership in teams, and other activities / forums (both inside and external to Council) 	<ul style="list-style-type: none"> ▪ Effective leadership of own project team/s, and facilitation of team outcomes ▪ Professional responses and contributions to others' tasks and projects ▪ Effective delivery of tasks and projects, including a demonstrated commitment to quality outcomes, and achievement of agreed timeframes

Key Result Area	Major Actions	Performance Measures
4. Communication	<ul style="list-style-type: none"> ▪ Follow communication channels set down by Penrith City Council ▪ A high level of commitment to team work ▪ Demonstrate positive written and verbal communication, including active listening skills, both within and outside the team environment. ▪ Demonstrate a proactive approach to communication ▪ Ensure all attempts are made to effectively resolve conflicts within the team environment and according to Council's policy 	<ul style="list-style-type: none"> ▪ Knowledge of, and adherence to, PCC communication channels is demonstrated. ▪ Cooperation with staff team is demonstrated. ▪ Written communication is clear, concise and positive. Language used is appropriate for the intended audience ▪ Respect of others opinions and suggestions, and listening skills are demonstrated. ▪ Communication will be initiated with other staff members to encourage thoughts and reflection on processes, which develop changes aimed to improve outcomes. ▪ Strategies to cope with unexpected demands or time constraints are developed with supervisor. ▪ Conflicts or problems are dealt with according to Council policy at appropriate time and place using joint decision making wherever possible. ▪ Personal work output is innovative, accurate, timely and well considered.
5. Key tasks, activities and responses.	<ul style="list-style-type: none"> ▪ Take responsibility for and manage own work, and contribute to a productive work environment ▪ Contribute to the effectiveness of the unit's key tasks, activities and responses ▪ Undertake workplace tasks as directed ▪ Ensure the implementation of Council's resolutions, policies and decisions (including exercising Council's delegated authority in accordance with the position's responsibilities and accountabilities), in accordance with Council's Strategic Plan 	<ul style="list-style-type: none"> ▪ Work tasks are appropriately prioritised, and effectively managed with regard to identified timeframes ▪ Productivity is consistent with reasonable expectations of a proficient employee in the position ▪ Support and participate in team activities ▪ Direction from Manager or Coordinator is accepted and acted upon, including compliance with any reasonable request to take on alternative duties ▪ Timely and appropriate responses to Council's resolutions and decisions

Key Result Area	Major Actions	Performance Measures
6. Customer service	<ul style="list-style-type: none"> ▪ Provide effective service to Council customers, the community, and internal customers ▪ Accurately identify, and take action to satisfy, the needs of customers ▪ Provide professional and technical advice, guidance and assistance to internal and external customers ▪ Provide professional advice, which promotes the City and fosters the achievement of Council's vision, to all customers. 	<ul style="list-style-type: none"> ▪ Greet and establish a rapport with the customers of Council. ▪ 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 the customer need is identified negotiated and implemented ▪ Demonstrated commitment to accurate and quality advice, and timely responses to customer enquiries ▪ Evaluation of customer satisfaction undertaken and responded to ▪ Personal presentation and grooming adheres to organisational and departmental guidelines ▪ Outstanding correspondence is updated on a weekly basis ▪ File notes and documentation of significant conversations are created and kept.
7. Council Representation	<ul style="list-style-type: none"> ▪ Effectively communicate Council's strategic goals and directions in a range of forums ▪ Manage and participate in public meetings ▪ Prepare and make presentations to internal and external forums 	<ul style="list-style-type: none"> ▪ Professional participation in a range of forums ▪ Council's strategic goals and directions are accurately represented ▪ Meetings involving internal and external participants in relation to sustainability education or process are convened ▪ Proposed outcomes for meetings are determined and the results recorded and evaluated ▪ Required changes resulting from meetings are initiated ▪ Presentations are appropriately targeted, accurate and focussed, and professionally delivered

Key Result Area	Major Actions	Performance Measures
8. Corporate Governance and effective work practices	<ul style="list-style-type: none"> ▪ Carry out work according to relevant legislative and statutory requirements and / or industry codes, practices and standards ▪ Accept and contribute to workplace change ▪ 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 ▪ Understand and implement standards of probity ▪ Understand and implement the principles of Council's Equal Employment Opportunity (EEO) Policy ▪ Understand and implement the principles of Council's Occupational Health and Safety (OHS) Policy, including <ul style="list-style-type: none"> ➤ performing work in accordance with OHS policies and procedures ➤ following defined policies and procedures and ➤ participating in consultative processes for the management of the Policies ➤ attending training as required 	<ul style="list-style-type: none"> ▪ Demonstrated compliance with relevant legislative and statutory requirements and / or industry codes, practices and standards ▪ Implications of workplace change are identified and accepted, and agreed changes to improve work outcomes are implemented ▪ Council training is attended when required ▪ All work is ethical and complies with Council's Code of Conduct and governance documentation ▪ Demonstrate understanding of, and commitment to, identified standards of conduct, ethics, integrity and probity ▪ Demonstrate understanding of Council's EEO Policy ▪ Demonstrate understanding of Council's OHS Policy, by <ul style="list-style-type: none"> ➤ identifying and complying with policies and procedures ➤ demonstrating participation in consultation processes ➤ completing all required training
9. Occupational Health and Safety	<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

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**

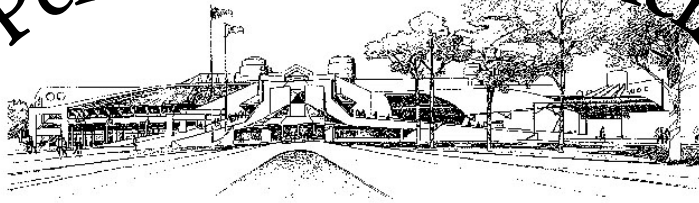
Applications may also be forwarded by fax or email:

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.



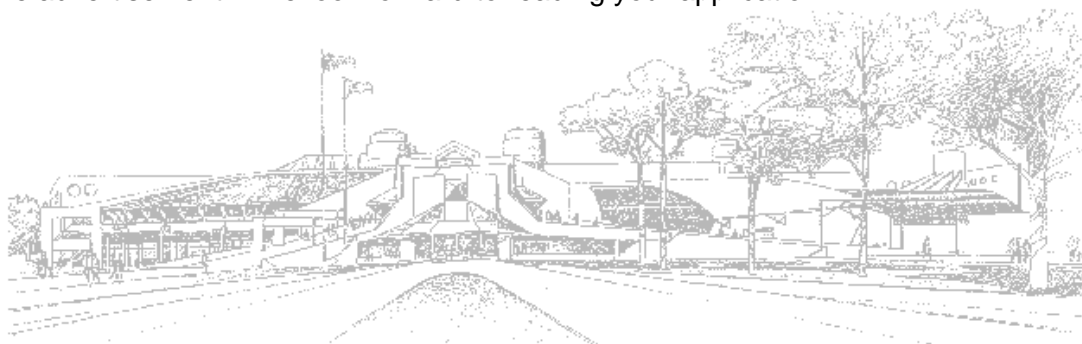
Do you have lots of ideas that you would like to implement? Great! You won't feel stifled when you work for Penrith City Council. Staff are actively encouraged to use their initiative and creativity to improve the services we provide to the public.

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 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

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**

- 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

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601 High Street
Penrith NSW 2750**

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



**P (02) 4732 7777
F (02) 4732 7958**