

## POSITION DESCRIPTION

**Position Title:** Greenskeeper / Groundsperson – Golf Course  
**Section:** Parks & Recreation  
**Department:** City Services & Assets  
**Grade:** 4  
**Approved Status:** Permanent Full Time  
**Last Reviewed:** February 2019  
**Reviewed By:** Coordinator Sportsfields and Golf Courses

### 1. Objectives of Position

- 1.1. To ensure all sporting fields and golf courses are maintained in accordance with service agreements and schedules.
- 1.2. To provide recommendations for mulching, watering, turf maintenance, embellishment and improvement, and implement as directed.
- 1.3. To execute all work in a safe manner and ensure all Council WHS policies and procedures are adhered to at times.
- 1.4. To demonstrate a high commitment to quality performance in all work performed to support Council's goal of continuous improvement.
- 1.5. To project the image of Council as both efficient and courteous.

### 2. Key Accountabilities

#### 2.1. Technical / Operational

- 2.1.1. Maintain a thorough understanding and competence in the following knowledge areas in order to help solve day to day problems:
  - Turf & Weed Identification
  - Pest & Disease Identification
  - Turf Care & Maintenance (including lawn mowing)
  - Watering Systems
- 2.1.2. Carry out turf maintenance and renovations in all Council parks, reserves, sportsfields and golf courses, including watering, fertilising, chemical application, planting of trees, pruning / trimming of trees and shrubs, collection of litter and general turf and garden maintenance and care etc.
- 2.1.3. Operate minor plant associated with sports field and golf course maintenance activities including (but not limited to):
  - Secateurs, pruners, loppers, chainsaws, hedges, pole saw;
  - Vacuum blower / sucker;
  - Whipper-snipper;
  - Special turf care plant and equipment.
- 2.1.4. Operate any type of mower required for turf maintenance including:
  - Hand mower;
  - Out front ride on mower;
  - Ride on mower with catcher;
  - Special turf maintenance plant and equipment.
- 2.1.5. Adjust specialised mowing plant to ensure appropriate height and quality of cut.

- 2.1.6. Undertake a variety of tasks which include manual handling and use of hand tools such as shovels, crowbars, brooms, rakes, hammers, forks and hoes.
- 2.1.7. Carry out herbicide, fungicide and pesticide application, both mechanically and manually) on sportsfields and golf courses.
- 2.1.8. Carry out wicket preparation, goal post erection and field marking as required.
- 2.1.9. Complete chemical registers and maintain proper records of chemical usage on a daily and weekly basis for use in chemical audits.
- 2.1.10. Identify and report turf management related issues.
- 2.1.11. Control roadside growth as directed to ensure vision and safety sightlines.
- 2.1.12. Erect temporary barricades as directed
- 2.1.13. Control traffic through worksites as required
- 2.1.14. Carry out routine maintenance work on plant, equipment and attachments.
- 2.1.15. Carry out facilities inspections and report to supervisor.
- 2.1.16. Attend team meetings as directed.
- 2.1.17. Maintain a proactive approach to problem solving and team leading
- 2.1.18. Make decisions as appropriate and as per delegation
- 2.1.19. Submit timely and accurate records (e.g. timesheets) to appropriate person as required.
- 2.1.20. Perform duties in a manner that constantly seeks to build and improve on abilities.

## **2.2. Financial**

- 2.2.1. Nil

## **2.3. Management & Leadership**

- 2.3.1. Take on responsibility and act up into team leader positions when required.

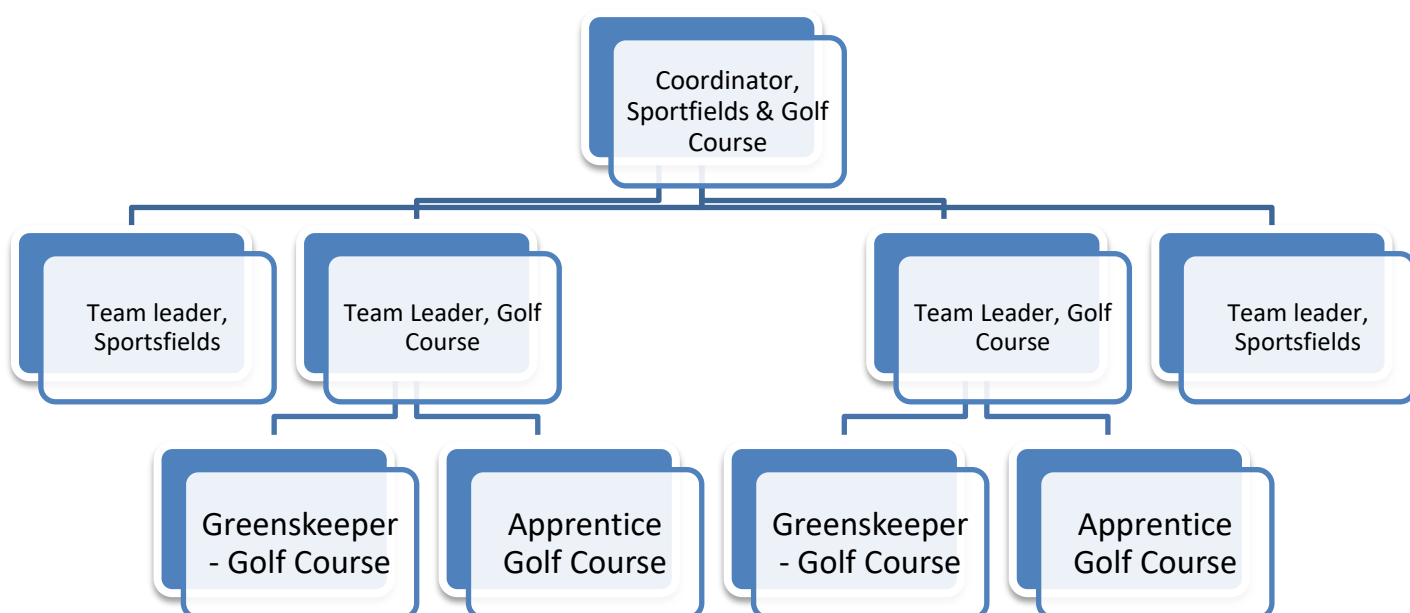
## **2.4. Communication, Consultation & Engagement**

- 2.4.1. Provide courteous, efficient and timely customer service to internal and external customers.
- 2.4.2. Maintain effective communication with all staff
- 2.4.3. Support and promote team work through co-operation, communication, sharing information, provision of accurate advice and maintenance of effective communication between staff across the organisation.
- 2.4.4. Ensure that all Council policies, initiatives and practices relating to customer service are adhered to in the work environment.
- 2.4.5. Where appropriate or as directed, advise the public of proposed works that are likely to cause an inconvenience to them and ensure that any matters raised are responded to courteously and effectively
- 2.4.6. Comprehend instructions, complete basic work records and be able to clearly and positively communicate with supervisors, team members and members of the public.

## **2.5. General**

- 2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.5.2. Carry out additional duties that are within the limits of skill, competence and training, to assist the section in meeting its overall objectives.

### 3. Position / Department Structure



### 4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1. Certificate III Green keeping or equivalent or 3-5 years' experience in golf course or sports field turf maintenance
- 4.2. Current WorkCover Construction Induction Card (White Card)
- 4.3. Current C Class drivers licence.
- 4.4. Demonstrated ability to work in a self-directed manner, participate effectively as part of a team, follow instructions and work within a set timeframe.
- 4.5. Excellent communication and customer service skills with the ability to problem solve and recommend change.
- 4.6. Ability to maintain accurate records, undertake calculations and complete forms for regular chemical audits.
- 4.7. Willingness to undertake rotational aspect of role and undertake duties in different areas of Council as deemed appropriate by supervisors.

### 5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1. MR Licence.
- 5.2. Chemical Users Certificate.
- 5.3. Traffic Controller Certificate
- 5.4. Implement Traffic Control Plans
- 5.5. Chainsaw Certificate

## 6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor / Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director / General Manager

## **SCHEDULE OF OPERATIONAL RESPONSIBILITIES**

### **1. Work, Health & Safety Responsibilities**

#### **1.1. Worker**

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc., required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### **2. Equal Employment Opportunity Responsibilities**

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

### **3. Sustainability Responsibilities**

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

### **4. Record Keeping Responsibilities**

Comply with the requirements of Council's Code of Conduct.

### **5. Designated Person Classification**

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations for City Parks & Gardens and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

### 8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

### 8.2. Fun

We choose to create a great place to work.

### 8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

### 8.4. Teamwork

We treat each other the way we would like to be treated.

### 8.5. Respect

We work together collaboratively, and in support of each other.

## 7. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_  
Appointed employee

Date: \_\_\_\_\_

Initialled: \_\_\_\_\_  
Supervisor / Manager

Date: \_\_\_\_\_

# SKILL PROGRESSION & ASSESSMENT RECORD

## GROUNDSPERSON SPORTSFIELDS & GOLF COURSE



Salary Step - Apply at all salary steps

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Accept responsibility for and manage own work	<ul style="list-style-type: none"><li>• Instructions are clearly understood and factors affecting work requirements are identified and appropriate action taken.</li><li>• Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct.</li><li>• Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes.</li></ul>						
Communication	<ul style="list-style-type: none"><li>• Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times.</li></ul>						
Customer Service	<ul style="list-style-type: none"><li>• Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy.</li><li>• A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines.</li><li>• Complaints or disputes can be identified and resolved promptly or referred to the appropriate person(s).</li></ul>						
Planning & Organising	<ul style="list-style-type: none"><li>• Work activities are organised to achieve agreed outcomes by determining the priority of tasks with respect to allocated resources and considering the impact on others.</li></ul>						
Leadership	<ul style="list-style-type: none"><li>• Leadership is demonstrated through the co-ordination of and participation in the team's activities.</li><li>• Knowledge of the work to be undertaken is shared, guidance is provided.</li><li>• Supports and leads by example.</li></ul>						

Salary Step - Apply at all salary steps

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

OH&S and Risk Management	<ul style="list-style-type: none"> <li>Safe Work Method Statements and Safe Operating Procedures are followed at all times.</li> <li>Council policies and procedures relating to OH&amp;S are adhered to at all times.</li> <li>Potential risks can be recognised with the ability to take necessary action to minimise exposure to that risk.</li> </ul>						
Participate in workplace change processes	<ul style="list-style-type: none"> <li>Agreed changes to improve work outcomes are acted upon.</li> </ul>						
Teamwork - work with others	<ul style="list-style-type: none"> <li>Responsibilities and duties are undertaken in a positive manner to promote co-operation and good relationships.</li> <li>Information relevant to the work is shared with colleagues/co-workers and co-operation is promoted to achieve required output and work standard.</li> <li>Meets commitments to undertake work or assist other staff.</li> <li>Problems and conflict are recognised and resolved/referred to appropriate person(s).</li> </ul>						
EEO	<ul style="list-style-type: none"> <li>The principles of equal employment opportunity are observed and implemented.</li> </ul>						



## Salary Step - 1

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

<b>Meet Essential Qualifications and Experience</b>							
Undertake Golf Course & Sportsfields maintenance and renovation duties	<ul style="list-style-type: none"> <li>Allocated work completed under direct supervision / direction at a basic level of operation.</li> <li>Shows basic awareness of Industry codes and standards.</li> <li>Work is undertaken in accordance to Council specifications.</li> <li>Equipment is used according to Council OH&amp;S procedures.</li> <li>Work is carried out with regard to stated timeframes.</li> <li>Work to be undertaken according to design specifications concerning both quality and quantity.</li> <li>Assists in site set out.</li> </ul>						
Read and interpret maps, plans and drawings	<ul style="list-style-type: none"> <li>Shows a basic understanding of reading plans and specifications.</li> <li>Work is undertaken according to plans provided.</li> <li>Basic estimations are completed.</li> </ul>						
Operate plant and equipment	<ul style="list-style-type: none"> <li>Understands the use of and is able to use small plant and equipment regularly used in work.</li> <li>Understands the basic maintenance of small plant regularly used.</li> <li>Uses equipment according to manufacturer's specifications and/or Council policies and procedures.</li> <li>Reports any faults or problems to Team Leader.</li> </ul>						
Carry out basic maintenance of plant and equipment	<ul style="list-style-type: none"> <li>The performance of plant and equipment is monitored and deficiencies are reported.</li> <li>Routine preventative maintenance is carried out in accordance with requirements.</li> <li>Basic repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>Recurring problems are reported to Team Leader.</li> </ul>						
Clean up work area	<ul style="list-style-type: none"> <li>Work area is cleared in accordance with directions given.</li> </ul>						

## Salary Step - 1

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	<ul style="list-style-type: none"><li>Tools and equipment are cleaned and stored after use in accordance with manufacturers' recommendations and standard work practices.</li></ul>						
Handles chemicals and other hazardous materials safely	<ul style="list-style-type: none"><li>Understands and is able to identify chemicals regularly used in the workplace.</li><li>Uses and stores chemicals, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.</li></ul>						
Operate a motor vehicle	<ul style="list-style-type: none"><li>Possesses a relevant motor vehicle licence.</li><li>Demonstrates a safe record in driving.</li></ul>						
Control traffic at work site	<ul style="list-style-type: none"><li>Safety signs and barriers are in place at the worksite.</li><li>Vehicle and pedestrian traffic is controlled using clear signals according to workplace procedures.</li><li>Safety and personal protective equipment are used in accordance with manufacturers' recommendations and workplace procedures.</li></ul>						
Inspections and reporting	<ul style="list-style-type: none"><li>Inspection of green space areas and Council assets is undertaken when requested.</li><li>Green space areas and assets are inspected and maintenance requirements are identified and assessed.</li><li>Problems and faults are recorded in accordance with Council requirements.</li></ul>						
Occupational Health and Safety	<ul style="list-style-type: none"><li>Understands and complies with Safe Work Method Statements and Material, Data &amp; Safety Sheets.</li><li>Understands OH&amp;S as it applies to the immediate work area.</li><li>Understands risk management issues as they apply to the immediate work area.</li><li>Able to practically apply basic OH&amp;S in daily work.</li><li>Uses protective clothing and equipment as appropriate to work.</li><li>Uses safety signage and safe work practices to maintain own and public safety.</li><li>Hazards in the work area are recognised and reported to designated personnel according to workplace procedures.</li></ul>						

## Salary Step - 1

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

	<ul style="list-style-type: none"> <li>Safety requirements are followed in accordance with safety plans and policies.</li> </ul>						
Communication / Customer Service / Identify Customers Needs	<ul style="list-style-type: none"> <li>Answers enquiries in a friendly and polite manner.</li> <li>Accurate information is recorded or relayed to provide the service requested.</li> <li>Customers' needs and expectations are clarified and accurately identified using appropriate interpersonal skills.</li> <li>Appropriate rapport is established and maintained with customers to ensure the delivery of a quality service.</li> <li>Customer complaints are directed to appropriate supervisor.</li> </ul>						
Maintain Records	<ul style="list-style-type: none"> <li>Completes timesheets and other paperwork / forms as required.</li> <li>Forms are completed accurately, within the specified format and returned within agreed timeframes.</li> </ul>						
Problem Solving	<ul style="list-style-type: none"> <li>Reports problems and comes up with basic solutions.</li> </ul>						

## Salary Step - 2

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Undertake garden maintenance and renovation duties	<ul style="list-style-type: none"> <li>Allocated work completed under minimal supervision / direction at an intermediate level of operation.</li> <li>Work instructions and operational details are obtained, confirmed and applied.</li> <li>Set out of garden beds is undertaken in accordance with Council's planting regime.</li> <li>Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.</li> <li>Basic material quantity requirements are calculated in accordance with plans and/or specifications.</li> <li>Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</li> <li>Materials are checked for quality in accordance with specifications.</li> <li>Work area requirements are prepared in accordance with work drawings, specifications and established work procedures.</li> <li>Set out, levelling, construction and erection / installation of project is implemented in accordance with line, level and plumb.</li> <li>Maintenance &amp; construction is completed to specification and checked for conformity to plans and design specifications.</li> </ul>						
Read and interpret maps, plans and drawings	<ul style="list-style-type: none"> <li>Sound judgement is used to interpret basic situation and find acceptable solutions to basic problems when instructions are not clear.</li> </ul>						
Resolution of maintenance issues	<ul style="list-style-type: none"> <li>Able to identify and resolve a full range of gardening and landscaping issues.</li> </ul>						
Problem solving	<ul style="list-style-type: none"> <li>Develops practical solutions to daily work issues.</li> <li>Applies a range of problem solving strategies to a given problem.</li> </ul>						

Salary Step - 2

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Supervision of sub-contractors	<ul style="list-style-type: none"> <li>Guidance is provided to contractors and sub-contractors in a timely manner and in accordance with plans.</li> <li>Unsatisfactory performance is identified and reported to Team Leader.</li> </ul>						
Identify Customer's Needs	<ul style="list-style-type: none"> <li>Limitations in addressing customers' needs are identified and appropriate assistance is sought from designated individuals.</li> <li>Minor customer complaints are handled sensitively and courteously (under direction) in accordance with organisational requirements.</li> </ul>						
Clean up work area	<ul style="list-style-type: none"> <li>Materials are disposed of, reused or recycled in accordance with legislation / regulations / codes of practice and job specification.</li> </ul>						

## Salary Step - 3

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Undertake garden maintenance & renovation duties	<ul style="list-style-type: none"> <li>Allocated work completed under own direction at a high level of operation.</li> <li>Plans jobs to ensure materials and labour are available to ensure works are undertaken in a cost effective manner.</li> <li>Environmental protection requirements are identified in accordance with environmental plans and regulatory obligations and applied.</li> <li>Feedback is provided to Team Leader in relation to work undertaken.</li> </ul>						
Supervision of Operational staff	<ul style="list-style-type: none"> <li>Allocates specific staff to specific tasks.</li> <li>Provides on site training for non-skilled staff.</li> <li>Communicates effectively with subordinate staff to negotiate and resolve minor disputes.</li> <li>Gives immediate, appropriate and frank feedback to staff.</li> <li>Staff are motivated to repeat exceptional performance and to improve poor performance.</li> </ul>						
Manages subcontractors	<ul style="list-style-type: none"> <li>Activities of subcontractors are monitored to ensure compliance with OH&amp;S and environmental regulations.</li> <li>Progress is monitored and records are maintained in accordance with organisational standards.</li> <li>Changes to meet unforeseen requirements, resources, reallocation / rescheduling and the extent of the change are communicated promptly for approval.</li> </ul>						
Co-ordination of Worksite activities	<ul style="list-style-type: none"> <li>Assists in the co-ordination of staff to ensure that work is done on time and to the specified standard.</li> <li>Ensures that appropriate equipment and materials are available to undertake the work.</li> <li>Instructs others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturers and council guidelines and procedures.</li> </ul>						
Identify Customer's Needs	<ul style="list-style-type: none"> <li>Appropriate questioning and active listening techniques are used to determine client needs.</li> </ul>						

## Salary Step - 3

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

	<ul style="list-style-type: none"> <li>Customers are provided with information about available choices for meeting their needs and assisted in the selection of preferred options.</li> <li>Discretion is used to handle customer complaints without direction. Complaints are handled sensitively and courteously in accordance with organisational requirements.</li> <li>Direct feedback is provided to customers as required.</li> </ul>						
Estimation and Costing	<ul style="list-style-type: none"> <li>Assists with the estimating and costing of materials.</li> <li>Assists with the compilation of specifications and scope of works.</li> <li>Assists in the preparation of bills of material.</li> </ul>						
Measure and calculate materials	<ul style="list-style-type: none"> <li>Appropriate garden materials are identified.</li> <li>Materials are placed and applied in accordance with maintenance matrix's, drawings and specifications.</li> </ul>						
Inspections and reporting	<ul style="list-style-type: none"> <li>Assists in providing detailed inspection reports.</li> <li>Reports are clear and concise and are written to the format required and in the timeframe agreed.</li> </ul>						
Use of technology	<ul style="list-style-type: none"> <li>Able to apply basic organisational software (e.g. Microsoft Word, Excel. Outlook) to facilitate work.</li> </ul>						

## Salary Step - 4

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Plan and prepare work	<ul style="list-style-type: none"> <li>• Demonstrated ability to identify work <b>requirements</b> from request/work orders or equivalent and clarify/confirm with appropriate parties or by site inspection.</li> <li>• Demonstrated ability to apply and monitor Occupational Health and Safety standards</li> <li>• Identify materials, equipment and <b>resources</b> required to satisfy job plan for compliance with job specifications.</li> <li>• Daily work activities prioritised to meet council work schedules and matrix.</li> <li>• Demonstrated ability to plan work in accordance with job requirements, appropriate plans, drawings and standards and, if necessary, by site inspection</li> </ul>						
Identify Customer needs	<ul style="list-style-type: none"> <li>• Customers' needs are assessed for urgency to determine priorities for service delivery in accordance with organisational requirements.</li> </ul>						



Work Plan - Performance Based Salary Progression (Step 5 and 6)

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

5	Undertake garden maintenance & renovation duties	<ul style="list-style-type: none"> <li>• Able to direct and supervise the workload of others.</li> </ul>						
5	Estimation and Costing	<ul style="list-style-type: none"> <li>• Labour requirements to achieve outcomes and/or perform required services are estimated.</li> <li>• Time requirements to construct and/or</li> </ul>						
5	Measure and calculate materials	<ul style="list-style-type: none"> <li>• Volumes are calculated for various types of works.</li> </ul>						
6	Budgets	<ul style="list-style-type: none"> <li>• Assist in preparation of budgets for projects.</li> <li>• Participates in the monitoring of projects to</li> </ul>						
6	Inspections and reporting	<ul style="list-style-type: none"> <li>• Requirements for maintenance are prioritised to ensure public safety and preservation of the assets.</li> </ul>						
6	Lead a team	<ul style="list-style-type: none"> <li>• Involved in defining or clarifying goals and priorities</li> <li>• Team achievements are assessed to ensure achievement of standards defined by works matrix</li> <li>• Own behaviour reflects acceptance of team membership and is consistent with a team participative approach</li> </ul>						

### Work Plan - Performance Based Salary Progression (Step 5 and 6)

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

### Agreement

The Position Description is current and accurately reflects the skill requirements of the position

Manager Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
Employee Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>

### Council Details

Address: City of Canada Bay Council Civic Centre  
1A Marlborough Street, Drummoyne NSW 2047  
Locked Bag 1470, Drummoyne NSW 1470

Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)  
Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Telephone: 02 9911 6555  
Fax: 02 9911 6550