

THE CITY OF
GREATER GEELONG

STUDENT HANDBOOK

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Welcome to City of Greater Geelong

Welcome to the team at the City of Greater Geelong.

At the City, we have a unity of purpose and are guided in our actions by our Vision, Purpose, and Values.

Our Vision:

Greater Geelong: building our community through enterprise, opportunity, and innovation in a quality environment.

Our Purpose:

Working together for a thriving community.

Our Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

Champion Each Other

Be Brave

Share the Why

Find a Better Way

We hope you enjoy your time with us and that we can contribute to your development and learning goals.

Early Careers and People Leaders

The City of Greater Geelong

Our Values

Our values represent who are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.



CHAMPION EACH OTHER

We support, uplift, and celebrate each other to build a safer, more inclusive workplace and community.



BE BRAVE

We speak up, make difficult decisions, and lean into the tough stuff to make a bigger impact.



SHARE THE WHY

We listen, actively share information, and explain the why behind decisions to build trust and transparency.



FIND A BETTER WAY

We challenge the status quo, learn from one another, and remove barriers to deliver simpler, more sustainable solutions for our customers.

WORKING TOGETHER
FOR A THRIVING COMMUNITY

CITY OF GREATER
GEEELONG 

Student Rights and Responsibilities

Student Conduct, Rights and Responsibilities

City of Greater Geelong asks our students to:

- Show enthusiasm and commitment to their placement
- Be reliable and commit, where possible, to regular day/s and time of work so tasks can be planned accordingly
- Ask for support when needed
- Follow instructions from People leader and other relevant employees
- Undertake training where requested
- Present for work in a neat and clean manner
- Keep your People leader informed of changes of contact details and emergency contacts
- Discuss any issues or problems with your People leader
- Notify your People leader if you are no longer able to complete your placement
- Work in a safe and healthy way and not jeopardise the health and safety of others
- Abide by any City of Greater Geelong policies regarding your work or placement
- Appreciate and respect the confidential nature of information that may be acquired during course of duties
- Not to spend money or order goods on behalf of City of Greater Geelong without prior approval
- Inform your People leader of any medical conditions or change to your health that might affect your ability to safely undertake your placement and
- Report any injury immediately to your people leader.

Availability and Time Commitment

You will agree to days and hours of work with your People leader prior to commencing your placement. You are required to advise your People leader in a timely manner if you are unable to attend a shift or require a change to your placement days/hours.

Feedback

The City of Greater Geelong encourages a two-way feedback process which allows students the opportunity to comment on their experience and suggest ideas for improvement. Feedback is delivered by:

- Keeping in touch with students through conversations
- Informal feedback,
- Formal feedback sessions and
- Student placement feedback form.

Students are encouraged to provide feedback or raise any issues with their People Leader at any time.

Student Rights and Responsibilities

Student Training and Development

City of Greater Geelong provides training to enable students to carry out their placement to the best of their ability.

Training will include:

- An induction to your location; and
- Ongoing training on the job to ensure you can complete your allocated tasks.

Access to Further Support

- If you identify as Aboriginal or Torres Strait Islander, you are encouraged to access extra support through our Aboriginal Employment and Engagement Officer – Brett Farmer.

Brett Farmer

Aboriginal Employment and Engagement Officer

P: 5272 4348

E: brett.farmer@geelongcity.vic.gov.au

Access to Counselling Services

Just like our employees, students are entitled to utilise the Employee Assistance Program during their placement. An Employee Assistance Program (EAP) is a free, independent, and confidential counselling service that can assist in managing both work and personal issues. This service is provided 24 hours a day, 365 days a year by Converge. All Converge counsellors are qualified, experienced professionals who have extensive training and experience in counselling, coaching and workplace consulting. Converge can be contacted on 1300 687 327.



Policies and Procedures

Occupational Health and Safety

City of Greater Geelong has a commitment to ensuring all students work safely. This includes providing a safe workplace and maintaining safe systems of work and management procedures.

All students have an individual and shared responsibility to perform their duties in a manner which ensures their own safety and that of others.

Each designated work group has a Health and Safety Representative, First Aid Coordinator, first aid facilities, health and safety plans and evacuation procedures. These will be explained to you as part of your induction.

Students must always follow council policies and procedures regarding equipment and tool use, clothing, and protection. Students must report any injury, incident, or hazard immediately to their People Leader. Students must inform their People Leader of any change to their health or capacity that may impact on their ability to safely perform their work.

Equal Employment Opportunity (EEO) and Discrimination Prevention

City of Greater Geelong is committed to equality and supports the right for all individuals to participate in our student programs regardless of

- a person's sex (including pregnancy)
- the state of being a parent or status as a carer
- sexual preference
- transgender status
- race, colour, ethnic or ethno-religious background; descent or national identity
- marital status
- disability
- age
- political conviction or religious belief
- physical features; or
- industrial activity.

The City is committed to providing students with a work environment which is free from discrimination, sexual harassment, harassment and bullying (including occupational violence). We provide processes to ensure that students, management, and employees understand their rights and responsibilities and adhere to the expectations of the organisation.

As a student, you have a responsibility to ensure you do not discriminate against, harass, or bully a fellow student, employee, or member of the public. If you experience or witness behaviour that you feel is discriminatory or of a bullying nature, please contact your People Leader immediately. Please ask your People Leader for a copy of Council's Harassment, Bullying and Discrimination Prevention Policy if you require further information.

Policies and Procedures

Gifts, Benefits and Hospitality Responsibilities

City of Greater Geelong has designated guidelines for the acceptance of gifts or benefits to avoid any potential conflict of interest or breaches of the Local Government Act.

A gift is unsolicited and is meant to convey a feeling of good will on behalf of the giver. The term benefit is used to refer to something that is believed to be of value to the receiver, such as a service for which there is no expectation of repayment. A token is a gift (other than money) of a nominal value (i.e. less than \$50).

Tokens of an infrequent nature may be accepted. A gift or benefit must be politely declined. Offers of money should never be accepted.

Follow these steps if you receive a gift, benefit or hospitality:

- Refuse any offer of money.
- If a gift or benefit cannot be refused or returned, or if refusal has the potential to damage Council's relationship, then it may be received. Report the gift to your People Leader/Coordinator immediately.
- Your People Leader/Coordinator will assist you to complete a Gifts and Benefits form.
- If you are unsure at any stage, speak with your People Leader/Coordinator.

Smoking, Alcohol and Drugs in the Workplace

Smoking is not permitted inside Council offices, buildings, motor vehicles and other designated areas. Smoking is also not permitted within the grounds and within 4 metres of entrances to our City Learning and Care or Integrated Children's Centres.

The consumption of alcohol is prohibited other than at functions authorised by the relevant Manager. The possession and use of illegal drugs is strictly prohibited on Council property and while performing duties as a student.

Email and Internet Usage

Email and internet should only be used for student work purposes. Offensive material received via email should be reported to your People Leader. Council has the right to monitor, audit, store, retrieve and otherwise capture any email and internet user activities.

Access to Policies and Procedures

All policies and procedures can be accessed via CityWeb or by requesting a copy from your People leader.

Acknowledgment of Receipt of Student Handbook

I have read and understood the policies and procedures contained in this Student Handbook and will speak to my People Leader if I have any questions or require support.

I agree to abide by all expectations of the City of Greater Geelong Council and myself as a student.

Student Signature:

Name:

Date:

This page is to be removed from the handbook, signed and returned to careers@geelongcity.vic.gov.au