

# Working at Bayside

## Maternal and Child Health Nursing



Only 15 minutes south of Melbourne's CBD, Bayside boasts 17 kilometres of stunning foreshore and beaches fronting Port Phillip Bay. It is characterised by the picturesque coastline from Brighton to Beaumaris, water-based activities and quality residential areas featuring stylish homes and traditional shopping villages. There are substantial parks and reserves as well as numerous golf and yacht clubs that emphasise the area's visual splendour. Also adding to Bayside's appeal are heritage buildings and sites, cultural facilities, art galleries and local festivals, excellent sporting and recreational facilities and significant areas of native vegetation.

Bayside City Council's Corporate Centre is located in the bayside suburb of Sandringham. Surrounded by parkland, the Corporate Centre overlooks an Australian plants nature reserve, an off-leash dog park, skate park and children's playground. With public transport close by and parking available for staff, Bayside is a popular destination for people looking to move away from the hustle and bustle of the CBD.

The foreshore is only a few minutes away from any Council workplace. As a staff member you can take advantage of the beautiful scenery and follow our famed Coastal Art Trail. Various strip shopping centres are located throughout Bayside. These centres offer a wonderful variety of shops and eateries.

[www.bayside.vic.gov.au](http://www.bayside.vic.gov.au)  
ph: (03) 9599 4444

## Shared values and behaviours

As an organisation we share a set of values and behaviours that provide a work environment in which every staff member is treated with respect, and has the opportunity to contribute to the success of the organisation while realising their own potential. This means we harness the unique skills and abilities that each individual brings to the organisation.

Through project and focus groups staff developed the shared values and behaviours. The six values are:

- **Respect**  
Respect at Bayside means that we are confident in the right to have our thoughts, feelings, words and actions respected, and we are committed to providing every person with trust, integrity and worth.
- **Creativity**  
Creativity at Bayside means that we are original, progressive and innovative in our thinking, expression, processes and achievements.
- **Accountability**  
Accountability at Bayside means we are mutually accountable and taking responsibility for our actions, behaviours and results.
- **Adaptability**  
Adaptability at Bayside means that we are ready to learn, increase our knowledge and adjust ourselves to changing conditions while remaining flexible and open.
- **Achievement**  
Achievement at Bayside means that we are motivated to succeed through service by making a contribution to our community using our unique skills and abilities, and being recognised for what we have achieved.
- **Connected**  
Being connected at Bayside means we are engaged in enriching and empowering relationships as a demonstration of our commitment to a supportive, inclusive and collaborative working environment.

## About the Maternal and Child Health Service

The Maternal and Child Health is based in the Family Services Department. The service provides information, advice and personal support to those caring for babies and young children, through initial home visits and appointments to Maternal and Child Health centres. The centres are designed to provide a variety of child and family focused services and may include a preschool, consulting rooms for Maternal and Child Health staff, and a playroom for community groups. The team, which includes specialist nurses and a family support worker, has expertise in normal development and behaviour of children 0-6 years.

The team is supported by a full induction program, ongoing mentoring, reflective practice sessions and professional development opportunities. Administrative support maintains a centralised booking system, managed workloads with scheduled lunch breaks and daily administrative time. Also we offer a well supported computer system with ongoing training and opportunities for career advancement.

## Corporate health program

The corporate health program is designed to provide staff with the opportunity to participate in a monthly activity. Activities are chosen each year to monitor and enhance staff health and wellbeing and at the same time introduce staff to a variety of different methods used to achieve good health, wellbeing and fitness.

Council's commitment to becoming an employer of choice involves the ongoing health and wellbeing of our staff, with the result being a more productive workplace. Council recognises that healthy workplaces require a high level of commitment towards staff safety and job satisfaction. It also recognises that providing an environment that combines work with social interaction enables staff to achieve their full potential.

## Salary sacrifice

Council's Salary Sacrifice Scheme gives staff the option to 'sacrifice' part of their cash salary into additional superannuation contributions. Council offers staff full choice of superannuation fund.

Tertiary course fees, the cost of professional memberships and MetCards can also be salary sacrificed.

## Family friendly initiatives

Council is committed to providing flexible work arrangements that support staff members in meeting their family commitments and balancing their work with non-work commitments, this is subject to operational needs and service delivery requirements being maintained.

## Opportunities for life-long learning

Council supports and encourages staff including its MCH nursing staff to complete further training and development.

Council offers staff a comprehensive program of training courses delivered in-house and the opportunity to attend external workshops and seminars.

In addition staff are able to apply to complete further study at post graduate level. Subsidies are available for course fees as is the option of salary packaging.

The training and development opportunities available mean that staff can learn new skills to assist them in their current position with Council and with their future career development.

## Performance plans

All staff members participate in Council's Performance Planning process. Performance Plans allow staff to work with their Manager to set goals to obtain results linked to the overall Council goals as outlined within the Council Plan, and to identify training and development needs.

## Social club

We are very proud of our social club and its healthy membership rates. A calendar of events is produced each year including the Bayside social club christmas party, twilight bowling, Gold Class cinema nights, BBQ lunches, social club evenings each month and many more events, all for a small fortnightly contribution by staff arranged via payroll.

Through the social club staff members can also access discounted movie tickets.

## Recognition of accrued leave from previous employment

Where a new staff member has prior service (within the past 12 months) at a Victorian local council, the accrued long service leave balance may be transferred to Bayside. Any transfer of long service leave will be made in accordance with the *Local Government (Long Service Leave Regulations) 2002*. Up to a maximum of 20 days accrued sick leave will be recognised by Bayside.

In the case of Victorian State Government departments, Bayside has in place reciprocal agreements for the transfer of long service leave. Sick leave is not transferable. Similarly these agreements are also in place with some state government instrumentalities. However, unlike staff from another Victorian local councils, there is no requirement for Bayside to recognise prior service from interstate local councils, state or federal governments, or private sector organisations.

To check if a you will be eligible to transfer your long service leave balance to Bayside please contact the Human Resources Unit on 9599 4380.

## Environmental sustainability

In 2002 Council adopted the Bayside Environmental Sustainability Framework. The framework, updated on 2007, guides Council in its work with the Bayside community by helping it to achieve more environmentally sustainable outcomes.

Council staff are helping to achieve environmentally sustainable outcomes. They are doing this through the following strategies:

- Green office practices
- Worm farm
- Eco-buy – making every effort to purchase green and recycled products where possible
- Reducing greenhouse gas emissions through the purchase of vehicles with a smaller engine capacity and/or run on LPG
- Sustainable 16 group – staff dedicated to reducing the environmental impact of Council's day to day operations
- Secure storage for staff bicycles.

