

Employment Application Pack

Position Title:	Truck Driver / Labourer
Vacancy Reference Number:	VRN21/22-174
Department:	Infrastructure Delivery
Location:	Biloela
Employment Status:	Full Time, Maximum Term
Recruitment Commences	1 August 2022

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences are not required – please include details in the application form.

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

Banana Shire Council
62 Valentine Plains Road, Biloela
PO Box 412 Biloela QLD 4715
Phone 07 4992 9500 ● Fax 4992 3493
Email enquiries@banana.qld.gov.au ● www.banana.qld.gov.au

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Truck Driver / Labourer	**VRN21/22-174**
FAMILY NAME:	**GIVEN NAME(S):**
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____	
MAILING ADDRESS:	**MOBILE NO:**
POSTCODE:	**TELEPHONE NO:**
EMAIL ADDRESS:	

IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?

☐ Facebook	☐ SEEK	☐ LinkedIn
☐ Newspapers _____	☐ Posters/Mail outs	☐ The Australian Local Government Job Directory
☐ Banana Shire Council Website	☐ On-Line (Please specify website) _____	

ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐

If no, do you have a working visa? (Please specify type) Yes ☐ No ☐

LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Class of Licence:	☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R

☐ Open ☐ Provisional ☐ Learners

Licence issued in	☐ Queensland	☐ Another State/Territory	☐ Another Nation

PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the **current** Plant Operator Tickets you possess **(Please provide details on a separate sheet if necessary)**:

BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:	Year Qualification Obtained:

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment:_____ Country (If outside Australia): _____

RESONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name:_____ Mobile phone No : _____

Organisation:_____ Business phone No: _____

Name:_____ Mobile phone No : _____

Organisation:_____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

  ☐ Yes ☐ No

  If yes, please indicate persons you have an association with: _____
  _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name:_____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned

Please outline your licences tickets and qualifications that relate to this position:

What is your experience performing labouring or truck driving duties?

Please outline your experience working in a team environment under minimal supervision.

Please explain how you have participated in workplace training in the past.

Please outline the WH&S and Equal Employment Opportunity practices that you believe would be relevant to this position.

Truck Driver / Labourer
POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Truck Driver		
Classification:	5	Position Status:	Full Time
Employment Conditions:	Queensland local Government Industry Award (Stream B) – State 2017 Banana Shire Council Enterprise Agreement 2021		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Supervisor – Urban Drainage	Number of reports:	0

ABOUT COUNCIL

Our Vision

"Shire of Opportunity"
To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

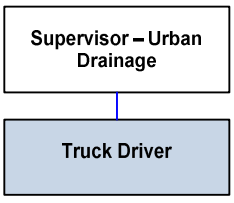
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To undertake labouring tasks and efficiently operate a range of Council trucks to meet required standards on urban drainage projects.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Perform general labouring duties
- Undertake basic concrete works, including setup of formwork
- Provide high quality plant operation services
- Maintain and service plant and equipment, in accordance with operating procedures
- Maintain a daily diary of plant movements as required
- Read and interpret basic plans and instructions
- Liaise with workplace representative and employees to continuously improve work practices.
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position eg. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Qld General Safety Induction (Construction Industry) Certification
- HR drivers licence

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Experience in the effective operation of heavy vehicles within a maintenance or construction infrastructure environment
- Demonstrated knowledge of road construction and maintenance techniques.
- Basic literacy, numeracy and oral communication skills and ability undertake Learning and Development opportunities as required
- Sound understanding of and commitment to EEO and WHS principles and practices

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'MR' drivers licence and that the loss of licence may jeopardise employment with Council

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:	
Signature:	Date: