

## Employment Application Pack

|                           |                         |
|---------------------------|-------------------------|
| Position Title:           | Truck Driver / Labourer |
| Vacancy Reference Number: | VRN22/23-098            |
| Department:               | Infrastructure          |
| Location:                 | Biloela                 |
| Employment Status:        | Full Time, Permanent    |
| Recruitment Commences     | 1 February 2023         |
| Recruitment Closes:       | 15 February 2023        |

### 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](mailto:enquiries@banana.qld.gov.au)

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

## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

| APPLICANT DETAILS   |                                  |   |                             |  |                             |   |                               |
|---|----------------------------------|---|-----------------------------|--|-----------------------------|---|-------------------------------|
| POSITION APPLYING FOR: Truck Driver / Labourer  |                                  |   |                             | VRN22/23-098   |                             |   |                               |
| FAMILY NAME:  |                                  |   |                             | GIVEN NAME(S):   |                             |   |                               |
| TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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?   |                                  |   |                             |  |                             |   |                               |
| <input type="checkbox"/> Facebook   |                                  | <input type="checkbox"/> SEEK                                   |                             | <input type="checkbox"/> LinkedIn                                      |                             |   |                               |
| <input type="checkbox"/> Newspapers _____   |                                  | <input type="checkbox"/> Posters/Mail outs                      |                             | <input type="checkbox"/> The Australian Local Government Job Directory |                             |   |                               |
| <input type="checkbox"/> Banana Shire Council Website   |                                  | <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>   |                                  |   |                             |  |                             |   |                               |
| If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>   |                                  |   |                             |  |                             |   |                               |
| LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)  |                                  |   |                             |  |                             |   |                               |
| Class of Licence:   | <input type="checkbox"/> Car (C) | <input type="checkbox"/> LR                                     | <input type="checkbox"/> MR | <input type="checkbox"/> HR  | <input type="checkbox"/> HC | <input type="checkbox"/> MC             | <input type="checkbox"/> RE/R |
| <input type="checkbox"/> Open   |                                  | <input type="checkbox"/> Provisional                            |                             | <input type="checkbox"/> Learners                                      |                             |   |                               |
| Licence issued in   |                                  | <input type="checkbox"/> Queensland                             |                             | <input type="checkbox"/> Another State/Territory                       |                             | <input type="checkbox"/> Another Nation |                               |
| PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)  |                                  |   |                             |  |                             |   |                               |
| Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):   |                                  |   |                             |  |                             |   |                               |
| 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                  |   |                             |  |                             |   |                               |
| QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)  |                                  |   |                             |  |                             |   |                               |
| Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School |                                  |   |                             |  |                             |   |                               |
| Course Name:  |                                  |   |                             | Year Qualification Obtained:   |                             |   |                               |
| Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School                                    |                                  |   |                             |  |                             |   |                               |
| Name of Establishment: _____ Country (If outside Australia): _____  |                                  |   |                             |  |                             |   |                               |

### REASONABLE 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:**

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**What is your experience performing labouring and Truck Driving duties?**

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

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

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

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## Truck Driver/Labourer POSITION DESCRIPTION

### POSITION DETAILS

|                        |  |                    |           |
|------------------------|--|--------------------|-----------|
| Position Title:        | Truck Driver/Labourer  |                    |           |
| Classification:        | 5  | Position Status:   | Full Time |
| Employment Conditions: | Queensland local Government Industry Award (Stream B) – State 2017<br>Banana Shire Council Enterprise Agreement 2021 |                    |           |
| Department:            | Infrastructure Services  | Location:          | Biloela   |
| Reports to:            | Supervisor – Biloela Construction  | 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.

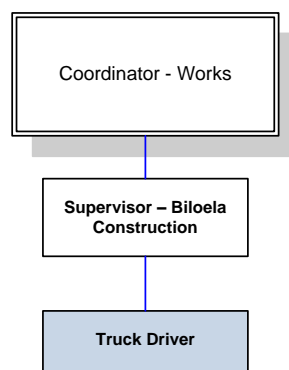
#### Our Values

- 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 rigid trucks and road plant to meet required standards on maintenance and construction projects.

### ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Provide high quality specialist plant operation services including road construction and maintenance.
- Provide high quality vehicle operation services to the work teams at various locations within and outside the shire.
- Maintain a high standard and consistent approach with the usage of all Council's plant.
- Conduct daily inspections of plant, in accordance with operating procedures and record all checks in the Daily Inspection Book provided.
- Report any plant defects in the appropriate manner.
- Provide support in the operation of other plant and equipment, as required.
- Carry out general labouring duties as required.
- Comply with Council operating procedures and site specific work plans.
- Read and interpret basic plans and instructions.
- Implement traffic management plans as required.
- Liaise with workplace representatives 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 other Council staff, the public, 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, personal logbooks
- Assist to continuously improve work processes and develop 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.
- Participate in training both mandatory and elective when required.
- Report declared weeds to appropriate department.
- Perform wash downs of plant when exposed to weed declared areas or when required.
- Participate in Toolbox talks.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Current Qld 'HC' class drivers licence
- Qld Construction White Card or Blue Card (General Safety Induction)
- Implement Traffic Management Plans (ITMP) Qualification (or willingness to obtain)

### Desirable

- Traffic Control Accreditation
- Other plant competencies

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Experience in the effective operation of heavy vehicles within a maintenance or construction infrastructure environment
- Sound 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 minimum 'HC' 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: