



**REGIONAL  
AUSTRALIA**  
*at its best!*

# EMPLOYMENT INFORMATION PACKAGE

Labourer  
Texas



23 June 2022

### **Labourer – Texas**

Thank you for your interest in applying for the position of **Labourer, Texas** with the Goondiwindi Regional Council. Currently, we have a full time permanent position to commence as soon as possible.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

- Advertisement
- Position Description
- General Conditions of Employment
- Recruitment and Selection Process

For general details of the Council, please visit our website: **[www.grc.qld.gov.au](http://www.grc.qld.gov.au)**

For further information about the position or duties involved, please contact Council's Human Resources on (07) 4671 7400 or via email on [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au).

I look forward to receiving your application.

Debbie Elliott  
Human Resources Officer

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Labourer</b>
<b>DEPARTMENT</b>	Engineering
<b>LOCATION</b>	Texas
<b>AWARD STREAM</b>	Stream B
<b>REPORTS TO</b>	Team Leader/Facilities Manager

### POSITION OBJECTIVE

- Cleaning at Goondiwindi Regional Council managed community buildings, offices and public amenities to a high level of cleanliness.
- Town maintenance such as gardening and other duties as directed.

To conduct work in accordance with safe work policies and procedures and within required timeframes.

### POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Drivers Licence (Class C essential).</li> <li>• Current Blue/White Card (Construction Safety Induction).</li> <li>• First Aid Certificate desirable.</li> <li>• Up to date vaccinations relevant to the position eg Hepatitis A &amp; B; Full Covid 19 requirements, including boosters (essential or willing to participate in program).</li> </ul>

KNOWLEDGE & SKILLS
<ul style="list-style-type: none"> <li>• Ability to handle weighty equipment and machinery used in cleaning and town maintenance.</li> <li>• Ability to walk, bend, push, pull and lift repetitively during working hours.</li> <li>• Sound knowledge of cleaning chemicals, proper storage and disposal methods.</li> <li>• Self-motivation and the ability to identify and complete needed tasks without direct supervision.</li> <li>• Up to date knowledge of relevant techniques and approaches within the areas of your involvement;</li> <li>• Excellent organisational skills.</li> <li>• Attention to detail.</li> <li>• Sound knowledge and understanding of Material Safety Data Sheets for chemicals and cleaning product used.</li> <li>• Sound knowledge of Quality Assurance Procedures and Practices;</li> <li>• Knowledge and awareness of environmental issues associated with work activities;</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge and awareness of Workplace Health and Safety rules and regulations, including a sound knowledge of safe working practices;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and awareness of Council's policies and procedures;</li> </ul>

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<p>The position shall be personally responsible for the effective execution of the following specific matters:</p>
	<ul style="list-style-type: none"> <li>• In accordance with the attached schedule, cleaning duties may include, but not limited to vacuuming, sweeping, mopping, hosing, wiping, disinfecting, dusting, emptying bins (waste removal), cleaning toilets, cleaning surfaces, degreasing BBQs, removing cobwebs and dust etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Restock hand towel, toilet tissue and soap dispensers as necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>• Check that door locks, hand dryers, lights, dispensers and other items are operational and carry out maintenance and/or report any faults.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that cleaning is undertaken at the designated buildings and facilities within the allocated times.</li> </ul>
	<ul style="list-style-type: none"> <li>• Inform your Supervisor of any cleaning materials or equipment requiring replenishment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Check all restrooms prior to end of day to ensure they are clean and restocked.</li> </ul>
	<ul style="list-style-type: none"> <li>• Town maintenance duties such as gardening.</li> </ul>
	<ul style="list-style-type: none"> <li>• Undertake other duties as directed.</li> </ul>
Service	<ul style="list-style-type: none"> <li>• Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.</li> </ul>
Work	<ul style="list-style-type: none"> <li>• To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>• Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Identify and report risk exposures to supervisor / manager and implement risk control as directed by the supervisor / manager.</li> </ul>

WORKPLACE HEALTH & SAFETY OBLIGATIONS
All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:
<ul style="list-style-type: none"> <li>• Being aware of the council's WH&amp;S Management System – SAFE PLAN the WH&amp;S Management Plan and MAPs.</li> </ul>
<ul style="list-style-type: none"> <li>• Performing all work and associated functions in a safe manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Complying with all documented WH&amp;S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.</li> </ul>
<ul style="list-style-type: none"> <li>• Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.</li> </ul>
<ul style="list-style-type: none"> <li>• Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&amp;S procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.</li> </ul>
<ul style="list-style-type: none"> <li>• Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.</li> </ul>
<ul style="list-style-type: none"> <li>• Attending any toolbox, team talks or specific training supplied by council.</li> </ul>
<ul style="list-style-type: none"> <li>• Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Working in a manner that will not endanger themselves, other employees or the public.</li> </ul>
<ul style="list-style-type: none"> <li>• Report any concerns for WH&amp;S to your Supervisor.</li> </ul>

## **SCHEDULE OF CLEANING DUTIES**

Council buildings include:- Council Administration buildings, halls, sporting complex and all public amenities.

### **1. Regular Cleaning Services – Daily Standard**

- All floors, walls, windows, internal glass, public counters, doors, counters, tables, benches and furniture are free of dust, marks and general residue.
- All ledges, sills and skirting boards are free of dust and cobwebs.
- All carpeted areas are visibly clean and free of ingrained dirt.
- All vinyl floors are visibly clean, free of ingrained dirt and are slip resistant.
- All kitchen areas (including staff areas) to be thoroughly cleaned, including floors, benches and tables.
- All fittings are free from visible dirt and residue cleaner, including sinks, water drinking units and kitchen equipment (ie external surfaces of microwave ovens, refrigerators, etc).
- All door recesses and mats are free of dirt
- All entry and exit doors within the immediate vicinity are clean, swept and rubbish removed.
- All toilet fittings, including hand basins, chrome fittings, urinals, toilet seats, pans and all mirrors are clean and sanitised.
- All toilet walls and dividing walls are clean, toilet floors are clean and disinfected
- All empty toilet paper and hand towel dispensers have been refilled and hand soap has been replenished.
- All rubbish bins have been emptied, rubbish has been removed and bin liners replaced as necessary.
- All kitchen areas to be thoroughly cleaned

### **2. Regular Cleaning Services – Monthly Standard**

- Additional vacuuming of carpeted areas, mats and rugs as may be necessary to maintain them clean and in good order and condition.
- Clean any window blinds therein as often as may be necessary to keep the same clean and free of dust.
- At all times and from time to time keep all lights, light fittings, mirrors, internal glass, entry door glass, notice board glass properly cleaned.
- Once a month cobwebs to be removed inside up to a height of three (3) metres.

### **3. Additional Cleaning Services – As required.**

#### **Council Halls and Administration Buildings**

As required following meetings/functions/events in the Council buildings clean the premises, remove rubbish and wash up and stack away cutlery/crockery. Restock supplies as required.

Clean, sweep and remove any rubbish outside the immediate vicinity of all entry and exit doors. Maintain general tidiness of the main building areas. Clean external glass as required. Additional cleaning may be required during school holidays.

## GENERAL CONDITION OF EMPLOYMENT

<b>AWARD:</b>	Queensland Local Government Industry Award – State 2017
<b>SALARY:</b>	Level 2 (Stream B) \$55,517.80 p/a plus allowances  (under 21 years - Junior rates apply)
<b>SUPERANNUATION:</b>	First 12 months Employee contribution of 6% not compulsory Council Contribution 10% if no employee contribution is made, otherwise 12%  Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12%  *Council contribution 10% only applies to casuals.
<b>STAFF DEVELOPMENT &amp; TRAINING:</b>	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals.  Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
<b>WORKPLACE HEALTH &amp; SAFETY:</b>	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
<b>PROBATION:</b>	All appointments are subject to a six (6) month probationary period.
<b>UNIFORM:</b>	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
<b>SMOKE-FREE WORKPLACE:</b>	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none"><li>• Council buildings;</li><li>• Council vehicles, road plants;</li><li>• Water and sewerage plants and designated confined entry spaces;</li><li>• Other designated areas, which will be notified from time to time.</li></ul>

## RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.





## APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

## LODGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies). Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

<b>Post to:</b>	<b>Personally deliver to:</b>	<b>Email to:</b>
Attention: Debbie Elliott  Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	Attention: Debbie Elliott  Customer Service Centres in Goondiwindi, Inglewood or Texas.	<a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a>  Attention: Debbie Elliott

**As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.**

## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.