



Recruitment Details

Position Title:	Amenities Cleaner	
Reference Number:	2981	
Portfolio:	Communities	
Location:	Yeppoon	
Employment Status:	Casual	
Enterprise Bargaining Agreement:	Livingstone Shire Council Operational Certified Agreement 2021	
Remuneration Package:	<ul style="list-style-type: none"> - Queensland Local Government Industry Award 2017 (\$43.32 per hour (Stream B) Level 3 including casual loading, site and toilet allowance); and - 11.5% Council contribution to superannuation 	
Enquiries:	1300 790 919	
How to Apply:	<ol style="list-style-type: none"> 1. Complete an Application Form 2. Submit a Detailed CV 3. Attached copies of relevant qualifications/tickets and licences 	
Lodge your application via one of the following:	Email to: employment@livingstone.qld.gov.au Post to: Human Resources Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703	Deliver to: Livingstone Shire Council Yeppoon Town Hall 25 Normanby Street YEPPOON
Privacy Information:	Please ensure you read and understand our privacy information located in the Job Collection Notice as a part of this application kit. <u>It is your responsibility to understand and acknowledge these conditions by ticking the relevant box on the Application Form. If you fail to complete this section your application will not be processed.</u>	

Job Application Form – Amenities Cleaner (Casual)

Human Resources



Enquiries: 1300 790 919

Address: PO Box 2292, YEPPOON QLD 4703

www.livingstone.qld.gov.au

PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purposes outlined in the Job Application Collection Notice which is a part of the Application Kit. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Please complete this Form ensuring that you answer ALL questions and attach it to your resume.

Position Applying For:	Amenities Cleaner – Casual (Position Number 2981)	
Surname:		
First Name[s]:		
Preferred Name:		
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Home Address:	Street:	
	Town/City:	
	State:	Postcode:
	Country (if not Australia):	
Postal Address: [if different]		
Email Address:		
Contact Telephone:	Home:	Work:
	Mobile:	
What is the best method of contacting you?	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email	
How did you find out about this position:	<input type="checkbox"/> The Morning Bulletin	<input type="checkbox"/> Council's Internet website
	<input type="checkbox"/> The LG Job Directory	<input type="checkbox"/> Facebook
	<input type="checkbox"/> Seek	<input type="checkbox"/> Word of Mouth
	<input type="checkbox"/> Other [please specify]	
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, do you have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a current LSC Employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been previously employed with Local Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Which Council have you previously worked for? _____	

Employment Details
Most Recent Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:

SC1: Please detail your abilities and personal qualities you feel are relevant to this position.

SC 2: Please outline your previous cleaning experience relevant to this position.

SC 3: What are some general safety requirements you would need to consider when undertaking this position.

SC 4: Please outline your knowledge of cleaning chemicals.

Please list all your current licences and qualifications including a 'C' Class Drivers Licence.

Do you have the ability to work without direct supervision?

Yes

No

Referees (must be previous employers):

Name:

Name:

Organisation:

Organisation:

Contact Details:

Contact Details:

Do you acknowledge and agree to the collection and disclosure of your personal information, as outlined in the "Job Application Collection Notice", which is a part of the Application kit?

Yes

No

PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT YOUR CONSENT



Amenities Cleaner

POSITION DESCRIPTION

Position Number:	2981
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities Maintenance
Position Status:	Casual
Classification:	QLGIA (Stream B) Level 3
Reports To:	Supervisor Facilities Services
Revised:	July 2024

General Position Statement:

This position supports Council's direction by providing a wide range of cleaning services to Council's public toilet amenities in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Specific Responsibilities:

This position has the following responsibilities:

1. Carry out a variety of the following duties each day as per the cleaning program:
 - Cleaning windows, pictures, doorknobs, taps, sinks, lavatory basins, glassware, glass doors, cupboards, etc.
 - Cleaning and sanitising toilet facilities and sick bays.
 - Cleaning sinks and drinking fountains.
 - Cleaning public amenities including human bodily fluids.
 - Maintenance cleaning using high pressure cleaning.
 - Maintenance of cleaning equipment.
 - Cobweb and mildew control, utilising extendable equipment as necessary.
 - Cleaning of concrete, bitumen, asphalt & paved surfaces.



- Disposal of rubbish and litter control within the general vicinity of amenities.
 - Dusting including office furniture, equipment, pictures, fans, etc.
 - Hosing, sweeping, vacuuming, mopping, etc of surfaces.
 - Report overflowing syringe disposal units to supervisor.
 - Vinyl/timber floor maintenance including buffing, stripping and polishing.
 - Other appropriate cleaning duties as directed by the Supervisor Facility Services.
2. Works independently in various locations around the region.
 3. Manage and clean various elements of vandalism including special cleans and sanitising resulting from acts of vandalism.
 4. Liaise with the Supervisor concerning purchasing/replacement of cleaning materials and equipment.
 5. Report any security, safety, damage, vandalism concerns and building maintenance issues to the Supervisor.
 6. Operation, general maintenance and cleaning of job van for the purpose of safe and efficient delivery of people, materials and equipment to work sites as per Council's cleaning program.
 7. Operate and maintain small machines and equipment.
 8. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
 9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
 10. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Experience in carrying out cleaning duties.
2. Ability to maintain a high standard of hygiene and cleanliness in Council buildings and public amenities.
3. Ability to carry out duties prescribed for the position to an acceptable standard as determined by the supervisor in accordance with Council's cleaning program.
4. Must have a reasonable level of numeracy and literacy in order to read and carry out basic cleaning functions and follow instructions with the use and storage of chemicals, materials and equipment.



5. Must be aware of the need for security in relation to rooms and buildings, personal property and equipment.
6. Basic communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service
7. A working knowledge of the requirements for cleaning equipment operation and maintenance.
8. Experience and a commitment to working in a team environment.

Mandatory Qualifications, Licences and Experience

1. Possess and maintain a current motor vehicle drivers licence.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus.





Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Knowledge Library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Acting General Manager Communities
Signature:	<i>Sonia Tompkinson</i>
Date:	8 July 2024
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



Job Application Collection Notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when applying for a position with Livingstone Shire Council. In reviewing this Collection Notice and sending us your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

What is personal information?

Personal information is any information which identifies you as an individual, or from which your identity can reasonably be ascertained. This includes your name, address, telephone number, date of birth, work experience, skills and qualifications, aptitude test results, referee contact details, visa details and other information relating to your career, education and personal interests that you provide to Council in your job application or resume.

Personal information may also be sensitive information, such as information about your health or criminal record. We only collect sensitive information if it is relevant to the requirements of a particular position and you consent, or the collection is otherwise allowed by law.

How your personal information will be collected

We will collect personal information directly from you when you apply for a position with us, for example, when you send us a job application via our website, or by email, mail or fax, or when you participate in an interview in person or over the phone.

We will also collect personal information from third parties when we receive the result of:

- reference checks
- enquiries that we make of professional associations or registration bodies
- competency or technical skills tests
- medical tests or psychological assessments
- verification of academic achievements
- police checks, where such checks are required
- Immigration

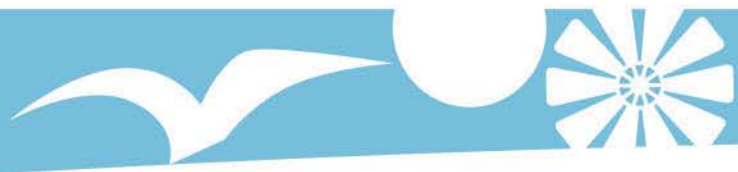
If you do not provide us with your personal information, we may not be able to consider your job application.

How your personal information will be used and disclosed

We will use your personal information to:

- assess your job application
- determine your actual or possible work placement
- verify the information you provide to us, for example, in relation to your health, work experience, skills, education, qualifications, criminal record, and if we require, citizenship, residency or visa work entitlements.

In using your personal information for these purposes, we may need to disclose your personal information to:



- your referees and previous employers
- the police
- health professionals
- the Department of Immigration
- the Commissioner for Children & Young People & Child Guardian
- other persons or bodies that are relevant to your job application, and that we may need to contact in order to verify the information that you provide to us.

We may also need to use or disclose your personal information for purposes allowed by law (such as in an emergency situation or to assist a law enforcement agency).

How your personal information will be protected

If you are unsuccessful in your application for a position, we will keep your personal information on file for up to two years.

If you are successful in your application, we will keep your personal information on file while you continue to work for us and for 70 years from your date of birth or seven years from date of separation, or resignation, whichever is later.

While we hold your personal information, we will take reasonable steps to protect it against, loss, unauthorised access, use, modification or disclosure, and any other misuse. We will destroy your personal information when it is no longer required by us in accordance with an approved disposal authority.

How to access your personal information or correct it

We will take reasonable steps to ensure that personal information that we hold about you is accurate, complete and up-to-date. If there is any change to the personal information that you provide to us, please let us know.

To make a request for access to your personal information, please complete and submit a *Right to Information and Information Privacy Access Application*. (Note that the law allows us to deny you access in certain limited circumstances. If we refuse access, we will give you reasons for our refusal.)

To make a request for correction of your personal information, please complete and submit an *Information Privacy Personal Information Amendment Application*,

We will try to respond to your request for access or correction promptly. We may, however, need up to 25 days to process your application.

How to make a complaint to us

To make a complaint about the way we have handled your personal information, please complete and submit our *Privacy Complaint Form*.

We will try to respond to your complaint promptly, in most cases within 14 days. We may, however, need up to 45 days to provide you with a response.



If:

- you are not satisfied with our response to your complaint; or
- 45 days has passed without a response from us; or
- We are unable to resolve your complaint,

You can lodge your complaint with the Office of the Information Commissioner on telephone (07) 32347373 or visit their website www.oic.qld.gov.au.

How to contact us

If you require more information on how we manage your personal information, wish to request access to, or correction of, your personal information, or wish to make a complaint about the way we have handled your personal information, please contact:

RTI Coordinator
Livingstone Shire Council
Town Hall
25 Normanby Street
YEPPOON QLD 4703

OR

Postal address:

Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Phone: 1300 790 919

Fax: 4836 4776

Email: enquiries@livingstone.qld.gov.au



Job Application Guide

Please follow the instructions in this guide carefully in order to ensure that you fully address all application requirements.

Thank you for your interest in the recently advertised position with Livingstone Shire Council. The assessment for selection is based upon the merit of each applicant in relation to the requirements of the position.

1. Livingstone Shire Council

Livingstone Shire Council is situated in the Capricornia region of Central Queensland. Following a successful de-amalgamation referendum, the Shire was re-established on 1 January 2014. Covering an area of 11,800 square kilometres, the Shire incorporates the coastal areas of Yeppoon, Emu Park, Great Keppel Island, Stanage Bay and Keppel Sands; and the rural areas of Byfield, Cawarral, The Caves, Yaamba, Kunwarara, Marlborough and Ogmoo.

Approximately 350 staff provide services to a growing population of approximately 36,000 residents. Industry in the Shire is predominately tourism and agriculture, including pineapple production and timber harvesting. The elected Council consists of the Mayor and 6 Councillors, and the organisation is made up of 2 operational portfolios. All departments report directly to the Chief Executive Officer.

2. Your Application:

Your application should include:

- A completed **Application Form**;
- Clear copies of qualifications, licenses, tickets and/or certificates that are **directly** relevant to the position being applied for
- A **Resume** containing a brief summary of your education, qualifications, work experience and two (2) work-related referees;
- A statement addressing the **Selection Criteria** (if required).

Please do not send originals of licences, certificates, tickets, etc.

2.1 Job Application Form

Included in this Application Kit is an Application Form. You **must** complete this form and attach it to the front of your application. Check your cover sheet for further information.

2.2 Resume

This is a brief summary of your details including:

- Personal details: name, address, contact telephone numbers;
- Educational Background: list details from most recent to past – include your university, college and / or school and any training courses or other qualifications;
- Work History: list details from most recent to past. State the employer's name and how long you were there. State your position and the key duties involved in the role;
- Additional Information: e.g.: First Aid certificates, Drivers Licences, Operators Tickets etc;
- Referees: you are required to provide the name and contact telephone numbers of two (2) *work related* referees who can provide objective and honest feedback about your work experience and performance, and where possible, how it relates to the selection criteria. Preferably these referees will be your current or most recent supervisor.



2.3 Addressing Selection Criteria

It is recommended that you address all selection criteria separately. Your demonstration of your ability to meet the selection criteria is the most important part of your application.

The Selection Panel will use all the information provided in your application, but will concentrate on how well you have demonstrated your ability to meet the selection criteria through an analysis of your qualifications, skills, abilities, experience and knowledge.

Each criterion is based on the required qualifications, skills and knowledge necessary to carry out the principal responsibilities of the role.

Consider the level of the position coupled with the skills and competencies within the Position Description and answer appropriately. For instance, if applying for an officer level position it is not necessary to refer to management level experience.

Depending on the nature of the role, if you do not meet an essential selection criterion to satisfy a legal, registration or accreditation purpose or to satisfy a requirement of a professional body, you may be excluded from further consideration for the position.

Wording used in the selection criteria describes the necessary level of knowledge or skill/ability to do the job. For example:-

Demonstrated means that you have actually performed the activity or used the skill in the past, rather than just the potential to do so.

Knowledge of, or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required a rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Suggested approaches to addressing selection criteria include:

- Read each of the selection criteria carefully and make sure you specifically address each criterion by outlining how YOUR qualifications, skills, abilities, experience and knowledge meet the requirements of the position. Provide supporting documentation, preferably by examples of your personal experience that supports your statement.
- You may like to take into account;
 - What was your previous role?
 - What did you do and how did you do it?
 - What did you achieve?
 - What was the end result/outcome?
- Use actual examples of what you have done that are relevant to each selection criterion. Include how well you did it, what you achieved and how it relates to the requirements of the role. When considering the length of your statement addressing the selection criteria, remember it is *quality not quantity* that counts. Responses are generally no longer than one page per criterion.
- The statement should consist of each of the selection criteria as a heading and your written response underneath.



3. Selection Process

As an Equal Employment Opportunity Employer all selections are based on "merit". In order to select the most appropriate applicant for the position a number of selection methodologies are used. Each selection method will be based on the applicant's ability to successfully meet the requirements of the position.

3.1 Shortlisting

All applicants are short-listed after the close of applications. This involves:

- All applications being read by members of the selection panel;
- Information provided in each application is compared with the position requirements;
- Suitability in terms of the position requirements is noted and compared with other applicants; and
- The most meritorious applicants, as determined by the selection panel, are then shortlisted.

Short listed applicants are then contacted by phone to arrange an interview.

3.2 Skills Testing

Skills testing may be undertaken as a part of the shortlisting process, either prior to an interview or after. The skills testing may involve computer literacy, typing or other tests that are suited to the position.

3.3 The Interview

All short-listed applicants will be offered an interview. At the interview you may be required to bring with you original qualifications and/or tickets for viewing by the panel. The interview will consist of a series of questions based on the position requirements. You will have the opportunity to explain and expand on the information provided in your application. The selection panel's task is to establish whether you possess the necessary skills, and attitudes to perform the duties and requirements of the position and in some cases have the potential to acquire these skills within a reasonable time period.

Your task is to demonstrate to the selection panel on how well you meet the position requirements and to determine whether the position is suitable for you. Remember, the interview is a two way process. Therefore, as well as the interviewer asking questions, you may ask questions as well.

Dependent upon the position, if you are selected for an interview and are required to attend in person, Council may pay for your return airfare (if applicable). Any other expenses associated with the interview will be borne at your expense.

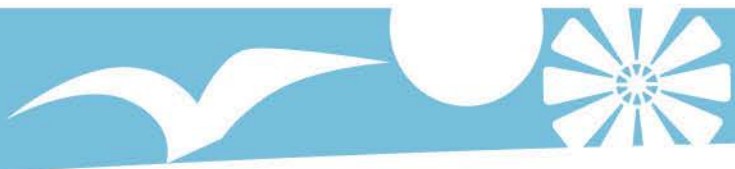
During the interview, it would be preferable if you could provide a firm commencement date should you be successful in obtaining this position.

Preparing for your interview:

- Carefully read the Position Description and in particular the position requirements and functions of the position;
- List key issues relating to each criteria;
- Think of likely questions, which would directly apply to the Position Description.

3.4 Assessments

Candidates may undergo other assessments as part of the selection process. Applicants may also be required to attend a Functional Capacity Evaluation (FCE). If a position has been identified as requiring applicants to participate in an FCE, you will be advised at interview and be provided with an information sheet outlining the process.



3.5 Criminal History Checks

As part of the recruitment process, applicants may be required to undertake a criminal history check. If this is required, applicants will be advised by People and Culture and asked to provide 100 points of identification and complete an applicant consent form.

3.6 Reference Checking

You will be asked to supply two (2) *work-related* referees with your application. Reference checks will be conducted after an applicant has successfully met the other selection processes. The best referees are those that can discuss your previous work experience in line with the position requirements.

4. Post Selection

4.1 Notification

Both the successful applicant and the interviewed unsuccessful applicants will be notified of the outcome as soon as possible after the final decision has been made.

4.2 Feedback

Unsuccessful interviewed applicants may obtain feedback on their application and interview by contacting the Chair of the interview panel. Council is unable to provide feedback to applicants who do not gain an interview.

5. General Conditions of Employment

5.1 Salary and Conditions of Employment

Salary and conditions of employment with Livingstone Shire Council will be either:

- General classification – based on industrial instruments; or
- Executive classification – non-industrial instrument.

These conditions will be discussed at the interview or at the time of your offer of employment.

5.2 Probation

Appointment in the first instance will be on the basis of a probationary period. This probation may be extended in exceptional circumstances. The purpose of the probation is two-fold:

- i) For the Council to see if the employee is suitable for the position or not and decide whether to offer permanent employment or terminate employment; and
- ii) For the employee to see if he/she likes the position and wishes to take the offer of permanent employment or resign.

5.3 Relocation

Relocation assistance may be provided for successful applicants. This will be negotiated upon offer of employment and will be in accordance with Council's policy.

5.4 Smoke Free Work Environment

Livingstone Shire Council has a smoke free work environment. No smoking is permitted in any Council building, vehicle, plant or machinery.

5.5 Policies

Council has a number of policies to ensure a quality working environment. It is important that all new employees become familiar with these policies after commencement.



5.6 Workplace Health and Safety

Livingstone Shire Council is committed to providing a safe and healthy work environment. Comprehensive workplace health and safety policies and procedures are in place to ensure you are not at risk while at work.

5.7 Induction

All new employees will be required to undergo a corporate induction when they commence at Livingstone Shire Council. This induction will be arranged by People and Culture.

6. Lodging Your Application

Applications for any vacancy must be received by the closing date shown on the advertised position and should be forwarded to:

Post to: People and Culture
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

OR

Deliver to: Customer Service Centre
(by 4.30pm on closing date) Town Hall
25 Normanby Street
YEPPOON QLD 4703

OR

Customer Service Centre
7 Hill Street
EMU PARK (Library) QLD 4710

Fax to: 4836 4776
Enquires: 4913 5000
E-mail to: employment@livingstone.qld.gov.au (.doc & .pdf files only)
(by midnight on closing date)

You will be sent an acknowledgment letter upon receipt of your application when the recruitment for the position closes.

For more information contact People and Culture on (07) 4913 5000