

Job Application Form – 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:	Cleaner (Casual - Position Number 2981)		
Surname:			
First Name[s]:			
Title:	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ 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?	☐ Home ☐ Work ☐ Mobile ☐ Email		
How did you find out about this position:	☐ The Morning Bulletin	☐ Council's Internet website	
	☐ Word of Mouth	☐ Facebook	
	☐ Seek	☐ Other [please specify]	
Are you an Australian Citizen?	☐ Yes ☐ No		
	If no, do you have a working visa? ☐ Yes ☐ No		
Are you a current LSC Employee?	☐ Yes ☐ No		
Have you been previously employed with Local Government?	☐ Yes ☐ No		
	Which Council have you previously worked for? _____		

Employment Details		
Most Recent Employer:		
Employment Dates:	Commenced:	Ended:
Role/Duties:		
Reason for Leaving:		
Previous Employer:		
Employment Dates:	Commenced:	Ended:
Role/Duties:		
Reason for Leaving:		
SC 1: Which of the below statements is relevant to you and your experience / qualifications / tickets / licences.		
☐ I have worked in a dedicated Cleaner role and have demonstrated experience and skills relevant to the position responsibilities. ☐ Commercial Cleaner ☐ Private Cleaner ☐ Housekeeper ☐ Janitor ☐ I possess and maintain a current motor vehicle driver licence. <i>(please provide a copy with your application)</i>		
SC 2: Please outline below your experience interacting with the public or community members?		

SC 3: Please provide examples, demonstrating your experience and knowledge of safely operating commercial vacuum cleaners, pressure washers and floor cleaners including the application of cleaning products including chemicals.

SC 4: Please detail below the types of cleaning tasks/jobs you have been responsible for in previous positions.

SC 5: This position requires cleaners to work independently. Please tell us about your willingness and ability to work on your own.

Please tick below to acknowledge your understanding of pre-employment screening requirements if you are a preferred candidate

☐ I understand that I will be required to participate in a Functional Capacity Evaluation

☐ I understand that I will be required to be immunised against Hepatitis A&B and Tetanus

Referees (must be previous supervisors):	
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	



Cleaner

POSITION DESCRIPTION

Position Number:	2981
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities Management
Position Status:	Casual
Classification:	QLGIA (Stream B) Level 3
Reports To:	Supervisor Facilities Services
Revised:	October 2025

General Position Statement:

This position supports Council's direction by providing a wide range of cleaning services to Council's Assets, buildings and 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 cleaning and maintenance duties each day as directed and as per Council's Cleaning Program and report the presence of vermin (mice, cockroaches, ants, spiders) to the Supervisor.
2. Work independently and as directed at various locations in the Livingstone region and ensure rooms and buildings, personal property and equipment is locked and secured.
3. Liaise with the Supervisor concerning purchasing/replacement of cleaning materials and equipment.
4. Report any security, safety, damage, vandalism concerns and building maintenance issues to the Supervisor.
5. Carry out general maintenance and cleaning tasks including ensuring the job van stocked and clean at all times for the purpose of safe and efficient delivery of people, materials and equipment to work sites as per Council's cleaning program.



6. Safely operate and maintain Council's assets and equipment including, but not limited, to vacuum cleaners, floor and steam cleaners and floor scrubbers.
7. Maintain clear and accurate records that support service delivery, transparency, and good governance.
8. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
9. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures and work instructions.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Working knowledge of and experience operating cleaning equipment and carrying out maintenance cleaning activities to high standard of hygiene and cleanliness of buildings, office spaces and public amenities.
2. Demonstrated skills and experience in the use of technical devices such as tablets, computers and mobile phones and Lone Worker Personal Safety devices.
3. Demonstrated ability to work effectively in a team and independently.
4. A sound level of numeracy and literacy skills to carry out cleaning activities and instructions for the application and storage of chemicals, materials and equipment.
5. Good communication (verbal and written) and interpersonal skills to communicate effectively with colleagues, employees, and with members of the public.

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.
7. Must be able to wear Council issued Personal Protective Equipment including safety boots.
8. During the course of normal duties the incumbent may be required to perform:
 - o constant standing/walking;
 - o stair climbing; climbing in and out of vehicles;
 - o frequent forward reaching;
 - o frequent hand function;
 - o frequent static neck postures;
 - o occasional forward bent postures;
 - o carrying and handling items up to twenty (20) kilograms;
 - o constant handling of equipment, tools and materials.

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.





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.



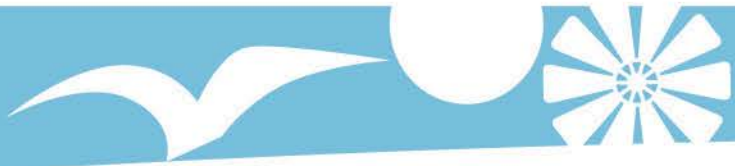
POTENTIAL

- 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.

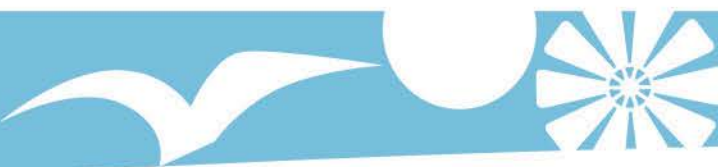
How your personal information will be used and disclosed

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

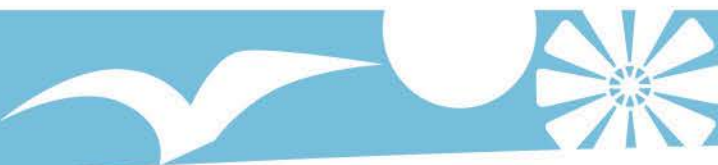
Postal address:

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;
 - o What was your previous role?
 - o What did you do and how did you do it?
 - o What did you achieve?
 - o 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.

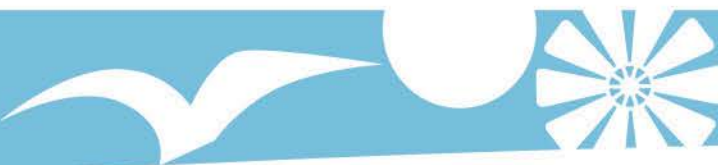
Preparing for your interview:

- 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

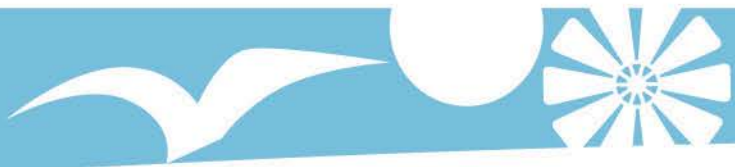
Relocation assistance may be provided for successful applicants. This will be negotiated upon offer of employment and will be in accordance with Council's policy.

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: (by 4.30pm on closing date)	Customer Service Centre 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: (by midnight on closing date)	employment@livingstone.qld.gov.au (.doc & .pdf files only)

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

