



## 2026 002 Plant Operator Labourer Jeparit

Thank you for your interest in applying for the position of Plant Operator Labourer with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria; and
- Application form (online or PDF version available)

For general details of the Council, please refer to the following website: [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)

For further information about the position or duties involved, please contact Ben Osborne, Operations Coordinator on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au) .

### Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



## Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

### Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



## **POSITION DESCRIPTION**

### **1. POSITION IDENTIFICATION:**

**Position:** Plant Operator / Labourer

**Department:** Works and Operations

**Starting Point/Location:** Initially in Jeparit but may be required to start at other depots within municipality according to works location.

**Classification:** Band 2 Outdoor per Hindmarsh Shire Council Enterprise Agreement (including Works Allowance)

**Employment Type:** Full Time, Permanent

### **2. CURRENCY:**

**Date Approved:** 15 August 2019

**Name of Occupant:** Vacant

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Prepared By:** K Boad **Date** 18 August 2019

**Approved By:** W Schultz **Date** 15 August 2019

**HR Approved:** H Thomson **Date** 15 August 2019

**C.E.O Approved:** G Wood **Date** 15 August 2019



## Employment Details for the Position of: Plant Operator Labourer

<u>Status:</u>	Full time, Permanent
<u>Location:</u>	The position will be located initially in Jeparit. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement
<u>Classification:</u>	Band 2A with Works Allowance in accordance with the Hindmarsh Shire Council Enterprise Agreement
<u>Salary:</u>	\$31.98 per hour plus Superannuation
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	This position is Full Time, Permanent and you are required to work 76 hours per fortnight. Outdoor Staff are employed under a '9 day fortnight' scheme.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



### **3. POSITION OBJECTIVES:**

As a member of Council's Infrastructure Services team, the Plant Operator Labourer has a varied role to support a number of functions in Council. The success of our service is largely related to work flexibility, which means that you will be required to carry out a variety of duties, as determined and directed by your Team Leader.

The employee will be expected to undertake manual tasks such as tree trimming, drainage maintenance, labouring on civil projects including concreting and other tasks as prescribed by the Team Leader.

### **4. KEY RESPONSIBILITY AREAS:**

- Maintain roads, streets and other works to the standard as prescribed in relevant specifications and standards and/or agreed works programs and practices.
- Safe and competent operation of any plant you are licensed to operate, including tractor and roller.
- Basic routine maintenance of any plant under the operator's control, ensuring that daily start up checks are conducted and Plant Service/Fault Reports are completed as and when required. Cleaning of the plant should be undertaken on a regular basis and would generally be conducted during normal working hours.
- Any other duties, that are within your capabilities and associated with Council's capital and recurrent work programs, as directed by the Team Leader.
- Maintain accurate records of work and resources used and submit within the required timeframes. This includes daily timesheets, work tickets and stock use.
- Provide to the Team Leader all necessary explanations of problems or issues encountered on the job that affects safety, proper completion of the job, or details which may provide a better way of doing the job.
- Report the need for maintenance and/or repair of Council assets observed during the course of undertaking your normal duties.
- Display safe working practices in accordance with OHS legislation, codes of practice and standards.
- Attend emergency call outs when and as required, subject to availability.
- Attend training courses, seminars, team meetings and conferences as required.
- As a highly visible employee of Hindmarsh Shire Council, at all times exhibit professional behaviour and driver courtesy.
- Participate in productivity and continuous improvement initiatives.



## **5. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Team Leader

Supervises: Nil

Internal Contacts: All staff

External Contacts: Contractors, suppliers, general public.

## **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety.
- Notify the Site Supervisor of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Safe Work Method Statements (SWMS).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.
- Employees should immediately notify their Site Supervisor in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

## **7. RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.



## **8. RECORDS MANAGEMENT**

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

## **9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- To ensure that all assigned tasks are carried out in a safe manner in accordance with occupational health and safety procedures.
- To ensure all plant and equipment operated by you is safe to use.
- Responsible for quality of own work.
- Accountable to the Team Leader for timely reporting of all occupational health and safety issues or public risks that are observed.
- To ensure that any problems or concerns with the outdoor operations are reported directly to the Team Leader
- To work in a team or individually under routine supervision.

## **10. JUDGEMENT AND DECISION MAKING:**

- Ability to work well without supervision.
- The nature of the work is clearly defined, with established procedures well understood and clearly documented.

## **11. SPECIALIST KNOWLEDGE AND SKILLS:**

- Knowledge and understanding in all matters relating to work practices and workplace safety.
- Where the employee is licenced to do so, safe and competent operation of plant and equipment which requires the exercise of judgement.
- Basic knowledge of relevant laws and regulations in relation to plant operation and worksite safety.

## **12. MANAGEMENT SKILLS:**

N/A

## **13. INTER-PERSONAL SKILLS:**

- Ability to contribute to workplace improvement programs and team discussions.
- Basic skills in oral communications and where appropriate, written skills with clients, other employees and the public.
- Ability to be an effective team member.
- Ability to communicate with other employees in the resolution of minor problems.
- Absolute integrity, trustworthiness and professionalism.



#### **14. QUALIFICATIONS AND EXPERIENCE:**

- Current Victorian Drivers Licence (Medium Rigid Endorsement desirable or willingness to obtain)
- Experience in road construction and maintenance
- Experience in the safe operation of a tractor and roller and other medium plant.
- Trade certificate or equivalent- or knowledge and skills gained through on- the- job training

#### **15. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

#### **16. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

#### **17. KEY SELECTION CRITERIA:**

- Current Victorian Drivers Licence (Medium Rigid Endorsement desirable or willingness to obtain)
- Construction Induction (White Card) training (or willingness to obtain)
- Experience in civil construction and maintenance desirable but not mandatory.
- Knowledge of Occupational Health and Safety procedures.
- Experience in basic routine plant maintenance.
- Experience in working as part of a team and contributing towards a positive workplace culture.
- Physically able to carry out the position.
- Willingness to undertake a pre-employment medical, Working with Children Check and police check.

**---END---**



# APPLICATION FORM

This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.**

The below must be completed in full:

<b>Position</b>	<b>2026 002 Plant Operator Labourer Band 2 - Jeparit</b>
<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Employment History</b>	
<b>Name of Current Employer</b>	
<b>Position Held</b>	
<b>Date employed from</b>	
<b>Roles and responsibilities</b>	
<b>Name of Previous Employer</b>	
<b>Position Held</b>	
<b>Date employed (from and to)</b>	
<b>Reason for leaving (optional)</b>	
<b>Roles and responsibilities</b>	



# APPLICATION FORM

<b>Name of Previous Employer</b>	
<b>Position Held</b>	
<b>Date employed (from and to)</b>	
<b>Reason for leaving (optional)</b>	
<b>Roles and responsibilities</b>	

<b>Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position?</b>	Yes/No If yes, please specify:
<b>What skills and experience could you bring to this position?</b>	
<b>What qualifications, licences and certificates do you currently hold?</b>	



# APPLICATION FORM

<b>KEY SELECTION CRITERIA</b>	
<b>Please describe how you meet the key selection criteria (2-3 sentences)</b>	
<b>Current Victorian Drivers Licence (Medium Rigid Endorsement desirable or willingness to obtain)</b>	
<b>Construction Induction (White Card) training (or willingness to obtain)</b>	
<b>Experience in road construction and maintenance</b>	



# APPLICATION FORM

<b>Knowledge of Occupational Health and Safety procedures</b>	
<b>Experience in basic routine plant maintenance</b>	
<b>Experience in working as part of a team and contributing towards a positive workplace culture</b>	
<b>Physically able to carry out the position</b>	
<b>Willingness to undertake a pre-employment medical, Working with Children Check and police check</b>	
<b>REFEREES</b>	
<b>Name</b>	
<b>Phone Number (business hours)</b>	
<b>Organisation</b>	



# APPLICATION FORM

<b>Position</b>	
<b>Name</b>	
<b>Phone Number (business hours)</b>	
<b>Organisation</b>	
<b>Position</b>	



# APPLICATION FORM

## ATTACHMENTS

Please attach copies of your qualifications, licences and certificates to this application.

Documents you believe support your application for this position including a current resumé should also be attached.

## STATEMENT

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	

## PRIVACY & CONFIDENTIALITY

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.