Applications are hereby invited for the position of:

Cemetery Attendant
Fixed Term Full Time (6 months)

Vacancy Reference: 103131

Applications Close: 5.00pm Friday 06 April 2018

Please read the "Application Guidelines" to assist you in the preparation of your application

Privacy Information:
Hinchinbrook Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.
About the Position

Vacancy Reference Number: 103131
Position Title: Cemetery Attendant
Hours: 76 hours per fortnight
Closing Date: 5.00pm Friday 06 April 2018
Employment Status: Fixed Term Full Time
Classification: Level 4DC
Award: Local Government Employees (Excluding Brisbane City Council) Award - State 2003
Agreement: Hinchinbrook Shire Council Certified Agreement 2012 (or it’s successor)
Salary: $47,707 per annum (pro rata)
Allowances: District and Construction
Leave: 5 weeks Annual Leave per annum
15 days sick leave per annum
Superannuation: Superannuation of 9.5% with the option of the employee contributing 6% where council will contribute 12%.

Applications:
Please note: Applicants must specifically address the essential and desirable selection criteria within this package to progress to the next stage of recruitment.

Apply via:

Attention: Human Resource Services
Hinchinbrook Shire Council
PO Box 366
Ingham Qld 4850

Marked “Confidential”
Or by:

Email: applications@hinchinbrook.qld.gov.au

Online: http://www.hinchinbrook.qld.gov.au

Position Summary:
Under the general supervision of the Parks & Gardens Supervisor this position may require formal training and involve the holding of an appropriate tickets and/or licences. The position is primarily responsible for the operation and maintenance of the Shire cemeteries and relieving in other Parks & Gardens operational areas as required.

Additional Information:
Applicants for this position are advised that criminal history checks and pre-employment medicals will be undertaken prior to an offer of employment being made.
Please note: people with criminal records are not automatically disqualified from applying for this position. Each application will be considered on its merits.

Enquiries:
Human Resource Services (07) 4776 4767.
Vacancy Reference No.: 103131

Position Title: Cemetery Attendant – Fixed Term Full Time (6 months)

Key Selection Criteria

Your application for this position must specifically address each of the key selection criteria listed below. Short listing and selection will be based upon responses to the selection criteria.

Essential:

1. Sound communication and interpersonal skills.
2. Perform work in a small team environment and under minimal supervision.
3. Manage time and prioritise assigned duties.
4. Demonstrated experience in the maintenance and operation of small plant and equipment specific to the maintenance of the cemetery, e.g. whipper snipper, mower, etc.
5. Demonstrated experience in grounds keeping.
6. Basic knowledge and understanding of Workplace Health and Safety practices.
7. Basic literacy and numeracy skills.
8. Current ‘C’ class driver’s licence.

Desirable:

9. Previous experience as a cemetery attendant.
10. Current ticket to operate a front end loader, backhoe and/or roller.
11. Unrestricted Agricultural Chemicals Distribution Licence or the ability to obtain this licence.
EMPLOYEE POSITION DESCRIPTION

Position Identification

Position Title: Cemetery Attendant
Status: Fixed Term Full Time (6 months)
Award: Brisbane City Council Award – State 2003
Classification: Level 4
Agreement: The current Hinchinbrook Shire Council Certified Agreement
Department: Infrastructure Services Delivery
Division: Parks & Gardens

Position Number: 10313
Hours: 76 per fortnight
Stream: N/A

About Hinchinbrook Shire Council - Our Mission

Our Council mission is to shape a positive future for the Hinchinbrook community by understanding community needs and wants, building on our inherent strengths, recognising and maximising opportunities and facing our challenges head on. To do this Council will wisely prioritise the use of our resources and deliver meaningful services. We will celebrate small town living and continue to be inspired by our natural environment. We will value our heritage and embrace the future as a can do, inclusive and resilient community. Our Council will be an active participant in shaping a prosperous future for Hinchinbrook.

Council will work together with our community groups, organisations, individuals and other levels of government to deliver a flourishing community that is an exemplar of modern Northern Australian tropical living.

Our Vision

Hinchinbrook Shire – Small Town Northern Australia – Tropical Living at its Best. Our vision for Hinchinbrook Shire is to position our community as offering the best whole of life, birth to active aged living, small town, Northern Australian, tropical lifestyle experience. We want Hinchinbrook to be known for offering a wonderful lifestyle, in one convenient, culturally diverse, prosperous and incredibly beautiful location.

Position Summary

Under the general supervision of the Parks & Gardens Supervisor this position may require formal training and involve the holding of an appropriate tickets and/or licences. The position is primarily responsible for the operation and maintenance of the Shire cemeteries and relieving in other Parks & Gardens operational areas as required.

Position - Organisational Relationships

Reports to: Parks & Gardens Supervisor
Directly Supervises: Nil
Key Internal Relationships: Nil
Key External Relationships: Nil
Community Culture: Our Culture is one that is based on Values and Respect for our community.

Position Support

Website - www.hinchinbrook.qld.gov.au

Grapevine Newsletter -
The Grapevine is Hinchinbrook Shire Council's staff newsletter, a place to share important information that is happening within Council.
**Key Responsibilities**

**Cemetery Operations**
- Plan and implement maintenance programs in relation to the grounds, gardens, surrounds and structures including toilet facilities at the Council cemeteries.
- Prepare and make ready gravesites for the internment of deceased people. This includes:
  1. Direct the plant operator as required;
  2. Tidy the vicinity of new grave sites;
  3. Hand dig adult and child graves when necessary;
  4. Backfill all in-ground burials, by hand when necessary.
- Check settlement of in-ground graves and top up as required.
- When mowing and doing maintenance around all graves show vigilance to ensure that no undue interference occurs which may cause anguish to the bereaved.
- Provide assistance and advice to visitors to the cemetery in a customer focused manner.
- Drive work vehicle to any of the three cemeteries as required.

**Plant and Equipment**
- Responsible for the safe and competent use of materials, tools, plant and equipment in their use, maintenance and cleanliness in accordance with manufacturer specifications and/or any training.
- Conduct a pre-start safety check of all equipment in accordance with Council requirements.
- When using movable plant, drive in a responsible, lawful and courteous manner in accordance with any training and/or licensing requirements.

**Workplace Health and Safety**
- Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:
  - Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements.
  - Abiding by Council WHS Policies, procedures and training at all times.
  - Complying with instructions given for WHS.
  - Reporting any personal injury, third party or vehicle incidents or damage to the Manager immediately.
  - Never operate equipment or vehicles under the influence of alcohol and/or drugs.
  - Not wilfully or recklessly interfering with or misusing anything provided for WHS.
  - Not wilfully or recklessly placing at risk the WHS of himself/herself or others.
  - Reporting any WHS concerns and hazards to the Manager immediately.
  - Ensure that Council’s SAFEPLAN is adhered to.

**Council Core Competencies**

**Teamwork**
- Participate in team-based activities and suggest improvements to team activities
- Respect, encourage, and support other team members
- Contribute willingly to team activities
- Accept decisions, even those with which you disagree

**Customer Service**

Electronic version current. Uncontrolled Copy current only at time of printing.
Date Approved: 22 March 2018
Review: Annually with Individual Performance Appraisals or as required.
Approved By: Human Resources
File Location: Signed Documents are to be filed on Personnel Files. Electronic filed by Position#, Title & Date reviewed/changed.
EMPLOYEE POSITION DESCRIPTION

- Treat both internal and external customers with courtesy and respect
- Work according to agreed customer service standards within Council
- Contribute towards setting customer service standards within your team

Communication
- Clearly and politely express opinions, ideas, and information to Supervisors & colleagues
- Speak in a manner that suits the audience
- Actively listen

Quality
- Work according to agreed quality standards within Council and your team
- Contribute towards setting quality standards within your team
- Monitor your work and identify opportunities for improving quality
- Suggest improvements through the customer request system and/or relevant Committees
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment
- Work according to agreed environmental standards within your team
- Contribute towards setting environmental standards within your team
- Monitor your work for opportunities to reduce adverse impacts on the environment
- Report incidents and suggest improvements through the customer request system
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Workplace Health and Safety
Responsible for working safely at all time to protect own WHS and that of any other person in the workplace. This will include:
- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements.
- Abiding by Council WHS Policies, procedures and training at all times.
- Complying with instructions given for WHS
- Reporting any personal injury, third party or vehicle incidents or damage to the Ganger/Supervisor immediately.
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs.
- Not wilfully or recklessly interfering with or misusing anything provided for WHS
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others
- Reporting any WHS concerns and hazards to your direct Supervisor immediately.

Efficiency
- Undertake tasks in an efficient and timely manner
- Suggest improvements through the customer request system and/or relevant committees such as Business Improvement Team.
- Analyse and improve efficiency in the workplace
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Privacy Statement
Council will take all reasonable and appropriate steps to protect the privacy of individuals as required by the Information Privacy Act 2009 and the Information Privacy Principles contained in that Act.

EMPLOYEE POSITION DESCRIPTION

General Conditions

- It is the practice of this Council to examine employees’ Position Descriptions and to update them to ensure that they relate to the job as they are being performed, or to incorporate whatever changes are being proposed. Therefore you will be expected to participate fully in such discussions. It is the Organisation’s aim to reach agreement to reasonable changes where identified.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of “de-skilling”.
- In the event of a flood or any other emergency or disaster event, subject to the personal safety of employees and their families, employees may be required to assist Council in fulfilling its disaster management function and activities at a required level.
- All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system. Training is provided for ECM Dataworks.
- All employees are expected to participate in Council’s Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels. As part of Council’s Induction Program, employees must provide and maintain any licences or certificate, which is a condition of your employment.
- All permanent employees are to actively participate in the Employee Performance Appraisals Program.
- All employees must work in accordance with the standards contained within Council’s Code of Conduct.
- All employees are encouraged to be a contributing member to the Hinchinbrook community.
- All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council’s Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time. Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role. These can be found on [https://www.hinchinbrook.qld.gov.au/employee/](https://www.hinchinbrook.qld.gov.au/employee/).

Selection Criteria

Knowledge, Skills & Abilities Required

Essential:
1. Sound communication and interpersonal skills.
2. Perform work in a small team environment and under minimal supervision.
3. Manage time and prioritise assigned duties.
4. Demonstrated experience in the maintenance and operation of small plant and equipment specific to the maintenance of the cemetery, e.g. whipper snipper, mower, etc.
5. Demonstrated experience in grounds keeping.
6. Basic literacy and numeracy skills.
7. Basic knowledge and understanding of Workplace Health and Safety practices.

Desirable:
8. Previous experience as a cemetery attendant.

Skill Prerequisites -

Electronic version current. Uncontrolled Copy current only at time of printing

Date Approved: 22 March 2018
Review: Annually with Individual Performance Appraisals or as required.
Approved By: Human Resources [Full Position Descriptions]

File Location: Signed Documents are to be filed on Personnel Files. Electronic filed by Position#, Title & Date reviewed/changed.
EMLOYEE POSITION DESCRIPTION

Please provide all Licenses, Qualification and Certificates to Human Resources. It is the employee responsibility to ensure all Prerequisites are provided and maintained.

Essential:

Desirable:
10. Current ticket to operate a front-end loader, backhoe and/or roller.
11. Unrestricted Agricultural Chemicals Distribution License or the ability to obtain this licence.

Position Key Performance Indicators (KPI)

KPI’s will be determined after 3 month probation period and added to this position description with consultation.

Employment & Department Legislation
- Equal Employment Act 1992
- Anti Discrimination Act 1991 (QLD)
- Local Government Act 2009
- Privacy Act 1988
- Industrial Relations Act 2016
- Work Health and Safety 2011 (QLD)
- Work Health and Act 2011 (QLD)
- Nature Conservation Act 1992

Working conditions & Physical Requirements

Physical Requirements:
It is an inherent requirement of the position to be able to physically carry out the required duties of the position including the ability to work outdoors in swampy conditions and in inclement weather.

Work Environment:
Outdoor

Hours:
76 per fortnight

Acknowledgements
Position Descriptions cannot provide a definitive list of duties and responsibilities and as such these will vary from time to time. On an annual basis the employee and Manager should review the Position Description for currency. Council expects employees to accept minor variations to the work value of their position. Managers may initiate changes through consultation and agreement with the position holder.

To be signed by the successful applicant upon acceptance
I hereby acknowledge that I have read, understood and agree to be bound by the duties, responsibilities and requirements of my position as outlined in this document.

Occumant Name: | Date:
---|---

Occumant Signature:

To be signed by the Direct Supervisor/Manager
I hereby acknowledge that I have reviewed and accurately recorded the primary roles, responsibilities and qualification requirements within this Position Description.

Supervisor Name: | Date:
---|---

Supervisor Signature:
# FORM

**Employment Application**

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<tr>
<th>Vacant Position:</th>
<th>Vacancy Reference No.</th>
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## PERSONAL DETAILS:

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<tr>
<th>Prefix: (Mr, Mrs, Ms...)</th>
<th>First Name:</th>
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<tr>
<td>Middle Name/s:</td>
<td>Last Name:</td>
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<td>Preferred Name:</td>
<td>Gender:</td>
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<td>Postal Address:</td>
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<tr>
<th>Postcode:</th>
<th>Contact Details:</th>
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<td>Mob:</td>
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<td>Hm:</td>
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Have you been employed at this Council previously?  [ ] No [ ] Yes – dates:

## EMPLOYMENT HISTORY:

Council requires at least 5 years history. Can be left blank if included in your resume.

<table>
<thead>
<tr>
<th>Most Recent Employer:</th>
<th>Location:</th>
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<tr>
<td>Start Date:</td>
<td>End Date:</td>
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<tr>
<td>Position Title:</td>
<td>Leaving Reason:</td>
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## SECONDARY & TERTIARY EDUCATION:

Can be left blank if included in your resume. Copies of transcripts will be required in due course.

<table>
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<tr>
<th>Name of Education Institution</th>
<th>Complete/Incomplete</th>
<th>Date Completed</th>
<th>Qualification Achieved</th>
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## LICENCES/TICKETS:

Can be left blank if included in your resume. You will be required to present originals if you are offered employment.

<table>
<thead>
<tr>
<th>Name of Issuing Authority</th>
<th>Complete/Incomplete</th>
<th>Date Completed</th>
<th>Qualification Achieved</th>
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</table>
WORK RIGHTS: Immigration legislation requires Council to obtain and retain relevant evidentiary documents for all foreign nationals. Council must also confirm your identity. It is a condition of employment that you provide this information, which will be asked of you upon offer of employment.

I am:  
☐ An Australian or New Zealand Citizen. You will need to provide Australian Birth Certificate, Citizenship Certificate or NZ Passport.  
☐ An Australian Permanent Resident. You will need to provide your permanent visa and passport.  
☐ A Foreign National With Working Rights. You will need to provide your working visa and passport.

For those on a working visa, please complete the section below:

<table>
<thead>
<tr>
<th>Passport Number:</th>
<th>Country of Issue:</th>
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<tr>
<td>Issue Date:</td>
<td>Expiry Date:</td>
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<tr>
<td>Type of Visa:</td>
<td>Restrictions:</td>
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HEALTH: In order to meet our duty of care toward employees in the workplace we need to minimise the risk of workplace injuries occurring. As part of our recruitment process, we must ascertain your ability to perform the inherent requirements of the job. This ensures that employees are not placed in positions which are highly likely to cause injury or aggravation of existing injuries. It also provides us with the opportunity to consider any necessary workplace adjustments which may need to be made to accommodate any special needs you may have.

Are there any factors that will affect your ability to perform the inherent requirements of this position?
We may discuss this information with you. Upon being offered employment you will be required to complete a statutory declaration concerning your health.

☐ Yes ☐ No  
If YES, please provide a brief overview for discussion:

Are there any adjustments that would need to be made to the position/workplace to accommodate your needs?

☐ Yes ☐ No  
If YES, please provide a brief overview below:

EMERGENCY CONTACT DETAILS: You hereby authorise us to contact these persons in the event of an emergency or unauthorised absence affecting you if you are employed by Council. It is your responsibility to advise us any changes to your emergency contacts.

<table>
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<tr>
<th>Contact Name 1:</th>
<th>Telephone:</th>
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<tr>
<th>Contact Name 2:</th>
<th>Telephone:</th>
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EMLOYMENT REFEREES: We require two recent EMPLOYER references, ideally from your current or past Supervisor/Manager. We will not contact your referees without your express permission.

Name:  

| 1 | 2 |

Position Title:  

Contact Number/s:  

Relationship:  

ADVERTISEMENT SURVEY DATA: How did you first become aware of this vacancy?

☐ Herbert River Express ☐ Townsville Bulletin ☐ Council Website ☐ SEEK ☐ Referral ☐ LG Website ☐ Other:

EMPLOYMENT DECLARATION:  
I hereby declare that the information contained in this document and resume (if applicable) I have provided is true and correct and is not misleading. I acknowledge that the provision of false information may be sufficient cause for instant dismissal if I am employed by Hinchinbrook Shire Council.

SIGNATURE: ___________________________ DATE: ___________________________
PRIVACY AND APPLICATION FOR EMPLOYMENT

The information collected on this form will be used by Hinchinbrook Shire Council ["Council"] in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009), as required by Federal or State Government or as outlined below. This information may be stored in Council payroll and human resources databases. The information collected will be retained as required by the Public Records Act 2002.

In this statement, "Information" means all of the information about you which is provided by you pursuant to or in relation to this application and also the details of your health, and any information provided by you or by any other person about you during the course of, or in relation to, this application for employment with Council.

1. I understand and agree that:
   (a) If any information provided by me is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, Council may refuse to employ or engage me, or if I am already employed or engaged, may terminate my employment or engagement immediately and without notice or payment in lieu of notice.
   (b) Where my employment or engagement with Council is subject to passing a pre-employment health assessment or other medical or related test, I authorise the medical practitioner or other person nominated by or on behalf of Council to pass complete details of the examination to Council, who may use the information in relation to assessing my application, and that I am employed or engaged, for any purpose relating to my employment or engagement.
   (c) An offer of employment is not deemed valid unless formally made in writing by an authorised officer of Council and signed by me as an indication of my acceptance of the offer and conditions set out therein.
   (d) If I am employed in any capacity other than casual, my employment will be subject to a probationary period.

2. I agree that if my application for employment is accepted, the terms and conditions of my employment or engagement will be regulated by:
   (a) Any term of employment or engagement which I sign; and
   (b) The provisions of any certified Enterprise Agreement or industrial award applicable to employment.

3. I consent to:
   (a) the provision, collection and use of the Information by Council for the purpose of considering me for employment or engagement; and
   (b) Council retaining the Information on its files in the event that this application is unsuccessful for a period of 12 months for the purpose of considering me for future employment opportunities (during the first three months), and as required under the General Retention and Disposal Schedule for Administrative Records;
   (c) Council disclosing the Information to a third party for example a medical practitioner, referee, recruitment agency, insurer, legal representative or other person for purposes relating to assessment of my application for employment or engagement; and to that third party collecting, using and disclosing the Information for purposes relating to my assessment; and
   (d) Council obtaining information from the referees listed in this application or in my resume, but only when I agree to provide express permission to contact them, for the purposes of considering my application.
   (e) Council obtaining, for Foreign Nationals, information from the Department of Immigration & Citizenship to verify my eligibility to work in Australia.

4. I acknowledge that:
   (a) Information collected by recruitment agencies will be provided to Council for the purpose of considering me for employment opportunities with Council; and in my capacity as an applicant I may apply to access the Information, including correcting or updating the Information by contacting the Information Privacy Officer at Council.

Name: __________________________ Signature: ______________________ Date: ____________________________