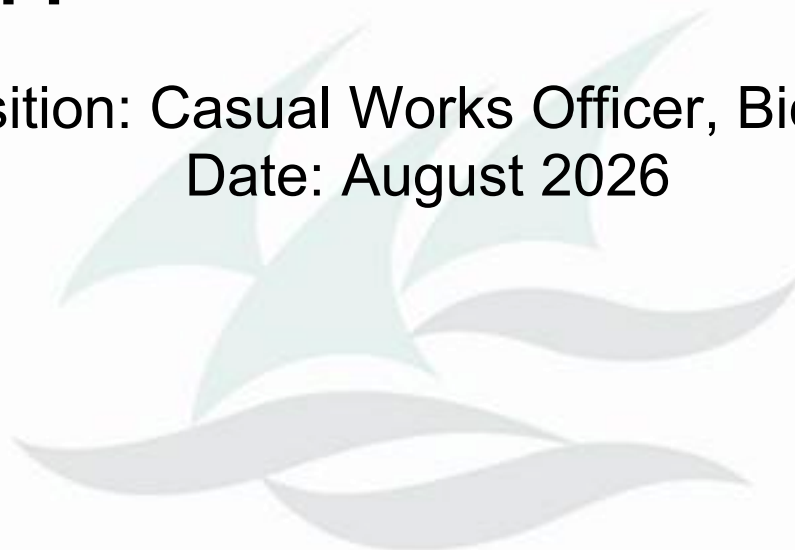


Applicant Information Pack

Position: Casual Works Officer, Bicheno
Date: August 2026



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Application Form – Casual Works Officer, Bicheno - Band 2

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
Signature	Print Name
Date	

Pre-Employment Health Disclosure Form

Casual Works Officer, Bicheno

August 2026

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| ☐ Use of visual display unit (IPad and Laptop) | ☐ Repetitive use of mouse/keyboard |
| ☐ Working under pressure | ☒ Sitting for extended period (1.5 + hours) |
| ☒ Standing for extended period (1.5 + hours) | ☒ Driving |
| ☒ Lifting less than 20kg | ☒ Lifting 20-35kg |
| ☐ Lifting more than 35kg | ☒ Climbing ladders |
| ☐ Working at heights (greater than 2 metres) | ☒ Sun exposure |
| ☒ Dust exposure | ☒ Noise exposure |
| ☒ Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details (Name injury/illness/medication, impact, treatment)
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i>		
Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i>		
Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

Print Name	
Signature	

Position Description

Casual Works Officer, Bicheno

Band 2

Enterprise Agreement

Works and Infrastructure

Triabunna/Swansea/Bicheno/Coles Bay

August 2026

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

PRIMARY OBJECTIVE

The Works Officer is part of Council's Works Department, supporting the safe and efficient construction, routine and emergency maintenance of Council assets across the municipality. This includes roads, bridges, drainage, parks, reserves, cemeteries and public facilities, as well as works associated with Council's capital works program. The role is primarily located in Bicheno and can also work across the municipality, as required, to meet operational priorities and workloads.

ORGANISATIONAL RELATIONSHIPS

Reports to: The Team Leader in the location of appointment.

Direct reports: Nil

KEY ACCOUNTABILITIES / CHALLENGES

- Ensuring a continued and consistent focus on WHS and continuous improvement within the workplace.
- Building skills to work across multiple plant and equipment.
- Maintaining fitness for work when working in challenging conditions and terrain.
- May supervise standard work (short term) or provide on the job mentoring/coaching based on the employee's accreditation or experience in relation to employees of the same or lower levels.

PRIMARY RESPONSIBILITIES

Depending on operational requirements and work location, Works Officers undertake construction and maintenance activities across Council's rural and urban areas.

Duties may include:

- construction and maintenance of roads, bridges and drainage infrastructure;
- maintenance of parks, reserves, sports grounds and facilities, cemeteries, public toilets, shelters, street and public furniture, boat ramps and waste transfer stations; and
- management and disposal of non-household waste.

Works Officers are responsible for:

- Carrying out allocated work in accordance with job specifications, instructions and Council requirements.
- Conducting and documenting pre-start checks of plant, equipment and tools, and ensuring materials and supplies are fit for purpose before use.
- Reporting faults, defects and maintenance requirements to the appropriate Supervisor or Council Officer and completing required plant and worksite documentation.
- Safely operating vehicles, plant, equipment and tools, with consideration for their own safety and the safety of others.
- Establishing and maintaining safe worksites, including traffic management, barricading and other controls where required.
- Following Council's safe systems of work, including relevant policies, procedures, work instructions, Safe Work Method Statements (SWMS) and reporting requirements.
- Ensuring relevant SWMS are available onsite, reviewed and signed before work commences, and updated where new hazards or risks are identified during the work.
- Identifying and raising opportunities to improve work practices, technical processes, safety or the management of environmental, financial or reputational risks with the Team Leader or Supervisor.

Typical Duties

Roads, bridges and drainage

Work may include manual labour, driving Council vehicles and trucks, operating mobile plant and equipment, construction and maintenance activities, and implementing traffic management.

Public spaces and facilities

Work may include mowing, pruning, cleaning, weed spraying and removal, basic construction and maintenance of public furniture and facilities, waste disposal and traffic management where required.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and is effectively managed in accordance with Council's safe system of work, including actively participating in SWMS, risk assessments and procedural reviews where required.
- Comply with all Council policies and procedures, which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's Code of Conduct.
- Adhere at all times to the Local Government Act 1993 (Tas) and any other legislation, regulations or professional standards relevant to the role.
- Contribute positively to the team by communicating respectfully, providing constructive input and being open to the views and feedback of others.
- Act professionally and courteously when interacting with colleagues, contractors, members of the community and other stakeholders.
- Follow lawful and reasonable directions and work instructions. Where a safety issue or hazard is identified, promptly raise the concern with the Team Leader or Supervisor and contribute to identifying appropriate controls or solutions.
- Promptly report workplace hazards, incidents, injuries and near misses in accordance with Council's WHS policies and reporting requirements.
- Take reasonable care of Council plant, equipment, vehicles, facilities and other assets, including maintaining appropriate housekeeping standards.

Qualifications and Licences

Essential

- Current Australian driver's licence.
- Construction Industry White Card, or willingness to obtain.
- Current First Aid Certificate, or willingness to obtain.
- Traffic management qualifications appropriate to the role, or willingness to obtain.
- Relevant plant and equipment competencies appropriate to the work undertaken.

Desirable / Role Dependent

Depending on work location and operational requirements, the following qualifications and competencies may be required or highly regarded:

- Certificate III in Civil Construction, Parks and Gardens, Horticulture or a related field, or an equivalent combination of relevant skills, training and experience.
- Verification of Competency (VOC) for plant such as front-end loader, roller, skid steer, excavator or backhoe.
- Medium Rigid (MR) licence.
- Chainsaw certification.
- Chemical handling and storage certification.
- Dogging certification.
- Experience and/or competency operating larger plant such as graders, excavators or backhoes.

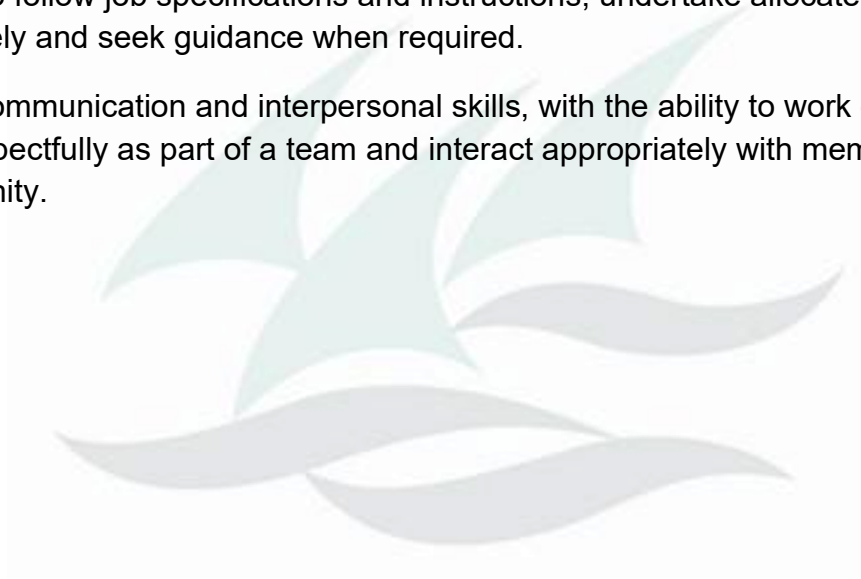
Skills and Experience

- Relevant experience in civil construction, maintenance, parks and gardens, horticulture or a similar outdoor operational environment.
- Demonstrated ability to safely operate and undertake basic care and maintenance of plant, equipment and tools relevant to the role.
- Ability to understand job specifications, follow instructions and seek guidance or clarification when required.
- Practical understanding of workplace health and safety requirements, including the ability to identify and report hazards, risks, incidents and equipment faults.

- Ability to work effectively as part of a team and communicate respectfully with colleagues, supervisors and members of the community.
- Ability to organise and undertake allocated tasks safely and efficiently within required timeframes.
- Basic computer and digital literacy, including the ability to use Council systems relevant to the role.

Selection Criteria

1. Demonstrated experience in town maintenance, parks and gardens, horticulture or a similar outdoor operational environment.
2. Demonstrated understanding of workplace health and safety requirements and the ability to identify and appropriately respond to workplace hazards and risks.
3. Ability to follow job specifications and instructions, undertake allocated tasks effectively and seek guidance when required.
4. Good communication and interpersonal skills, with the ability to work cooperatively and respectfully as part of a team and interact appropriately with members of the community.



Recruitment and Selection Information

August 2026

The position is casual and located primarily in Bicheno. You may be required to work at other locations across the municipality from time to time. The hourly rate offered for this role is dependent on skills and experience and is between \$43.77 and \$48.83 (inclusive of 25% casual loading), plus 18.5% superannuation.

Glamorgan Spring Bay Council is committed to employment through merit selection. This means the best person for the job will be appointed based on skills, experience, qualifications and ability to meet the selection criteria. Discriminatory attributes such as gender, age, religion, political beliefs and other attributes protected under Tasmanian Anti-Discrimination legislation will not be considered or influence recruitment and selection decisions.

How to Apply

To apply for this position, applicants must submit the following documents:

1. A cover letter addressing the selection criteria
2. A current resume
3. The completed forms on this application pack (Application form and Pre-employment health disclosure)

Applications that do not include all documents may not be considered.

All applications must be emailed to people@freycinet.tas.gov.au with the subject line:

Application: Casual Works Officer

Applications will be reviewed on a weekly basis, and the advertisement will remain open until the position is filled.

If you have any questions or would like to talk to someone about the role, please contact Darren Smith, Works Manager, on 0417 669 551.

Recruitment Process

After applications are received, the following process will generally apply:

Shortlisting

Applications will be assessed against the selection criteria outlined in the Position Description. Shortlisting is based on the information provided in the application.

Interviews

Shortlisted applicants will be invited to attend an interview. Interviews are conducted by a panel and may include independent panel members from outside Council. Interviews may be conducted face-to-face, via video, or by phone and may range from approximately 20 minutes to two hours. All applicants are assessed against the same criteria and may be asked to expand on information provided in their application.

Further Assessment (if required)

Depending on the role, the recruitment process may also include:

- Second interviews
- Referee checks
- Pre-employment medical assessment

Offer of Employment Process

Council's offer of employment process generally occurs in three stages:

1. *Verbal Offer*

The preferred applicant will be contacted by phone and a verbal offer of employment will be made in the first instance. This allows the applicant and Council to confirm mutual interest in proceeding.

2. *Written Conditional Offer*

Following the verbal offer, a written conditional offer of employment will be issued. This letter will outline the proposed terms of employment and any pre-employment or compliance requirements that must be satisfied before an employment contract can be issued.

These may include (but are not limited to):

- Evidence of qualifications or licences
- Pre-employment medical or workplace health assessment
- Right to work in Australia documentation
- National police clearance (generally only for office-based roles)
- Any role-specific compliance requirements

3. *Employment Contract*

Once all compliance requirements have been satisfied and employment details have been agreed by both parties, a formal Contract of Employment will be issued.

Applicants are generally provided up to 14 days to review and consider the contract before accepting the offer.

Timeframes

Recruitment processes can take between 2 to 12 weeks, depending on the number of applicants, interview availability, and any additional assessment requirements. Applicants seeking an update on progress should contact the person listed in the job advertisement.

Glamorgan Spring Bay Council does not provide an appeal process in relation to recruitment and selection decisions.