

# Employment Information Package

## Municipal Employee - City Services

**Position number: POS1401**

**Enquiries:**

**Name:** Peter Lawrence

**Position:** Team Leader - City Services

**Phone:** 0459 861 648

**Email:** Peter.Lawrence@launceston.tas.gov.au

**Application closing date: 3.00PM, FRIDAY, 11 APRIL 2025**

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18-28 St John Street  
Launceston TAS 7250

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 City of  
**LAUNCESTON**

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**Address applications to:**

Senior Leader People and Culture  
City of Launceston  
PO Box 396  
LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

**The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

**Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

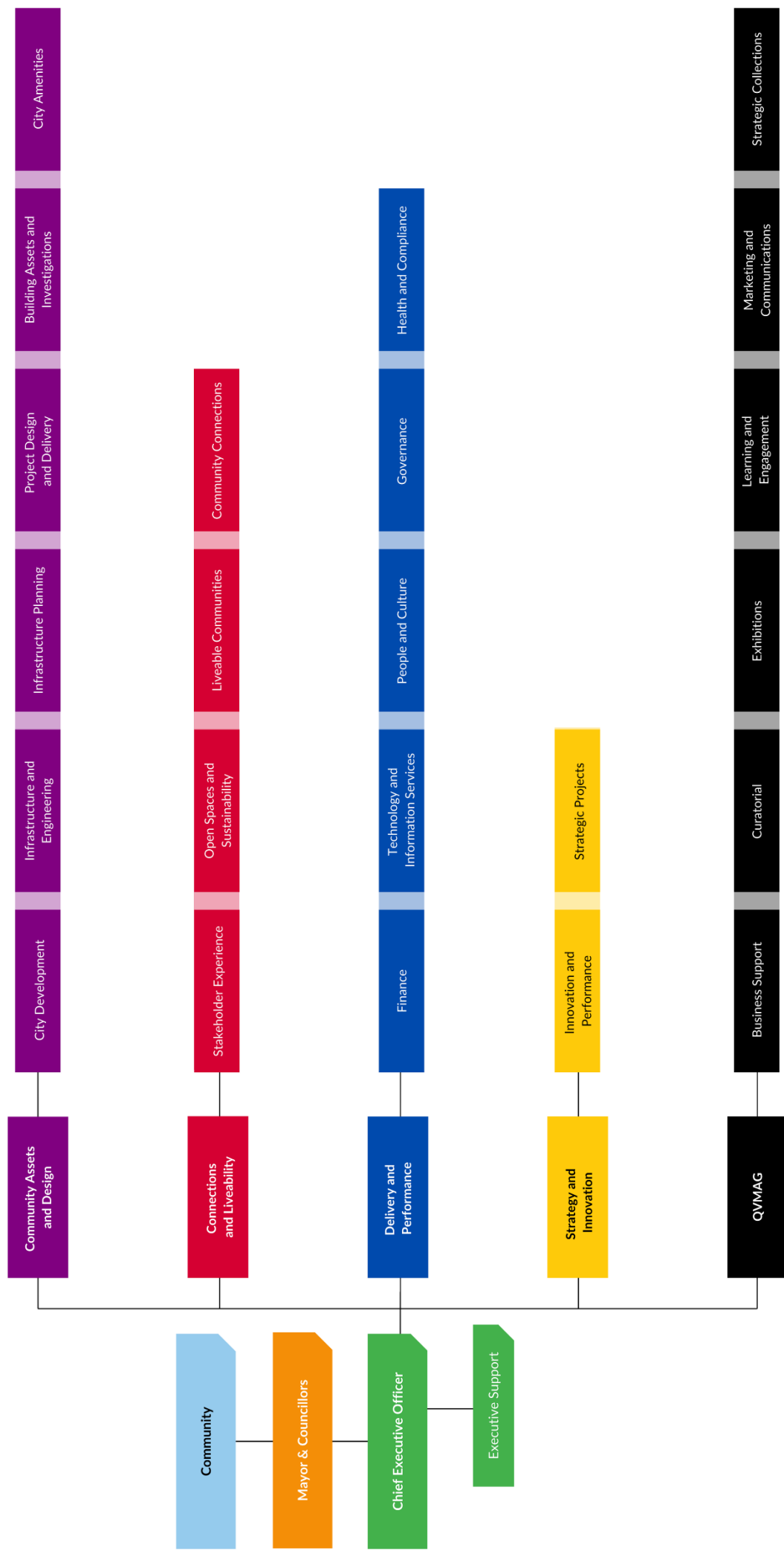


## OUR VISION

Inspired people, working together to create the best outcomes for our community.

## OUR PURPOSE

We are a progressive organisation, working with our community to create a positive future for Launceston.



# Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

## **When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

## **The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)**

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

**City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.**

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

# Recruitment steps

## 1. Application received

## 2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

## 3. Interview

## 4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

*All costs covered by City of Launceston*

## 5. Suitability determination and preferred candidate identified

## 6. Letter of Offer



# General conditions of employment

<b>Position title</b>	Municipal Employee - City Services
<b>Employment terms</b>	Permanent, Full Time
<b>Working pattern</b>	9-Day fortnight
<b>Total remuneration</b>	\$72,177 - \$76,513* <i>*Total remuneration includes superannuation, as detailed below</i> <b>Base salary</b> 62,626 - 66,389
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)



# Position Description

## Position Description Form - Officer

PF NUMBER:	PF0	POS NUMBER:	POS1401
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POSITION TITLE:	Municipal Employee - City Services
AWARD CLASSIFICATION:	Grade 2
EMPLOYEE:	Vacant
TEAM:	City Amenities - Cleansing
REPORTS TO:	Coordinator City Services
PREPARED BY:	Team Leader City Services
DATE:	Peter Lawrence

APPROVED BY:	
NAME:	Dean Edsall
POSITION:	Senior Leader City Amenities
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>This role exists to support effective waste management operations in a collaborative team environment, ensuring the best outcomes for Launceston as a liveable city.</p> <p>Team members in this role perform a range of waste management tasks, following established routines, methods, and procedures while exercising sound judgment in waste identification, segregation, recovery, and hazard management.</p> <p>Compliance with licensing, legislative, regulatory, and certification requirements is essential for the operation of vehicles, plant, and equipment used in waste management.</p> <p>These requirements must be understood and met before commencing in the role.</p> <p>Additionally, this position actively contributes to maintaining service standards in alignment with legislative requirements, Council objectives, and operational procedures, using specialised plant and equipment to deliver high-quality waste management services.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display  
**Our Values**

# OUR VALUES



**Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



**We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



**We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



**We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams.  Support delivery of the Team's strategic and annual plan actions.  Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
<b>Technical</b>		
Waste Management	Experience in waste management or related fields with the ability to demonstrate competency.	Experience to undertake waste management practises.
Process waste using plant	Operate and maintain vehicles, specialised plant and equipment in a safe manner.	Hold current licence or competency as required.
Perform daily cleansing duties	Street sweeping Emptying of street bins Identify and segregate waste Conduct waste resource recovery Shift materials safely using manual handling methods Process waste using plant Conduct waste assessments Cleaning of street bins Washing of car parks and malls Removal of discarded waste, dangerous goods / hazardous substances Comply with environmental protection requirements when transporting waste Maintaining stormwater assets by clearing debris from drains, grates and pits.	Acceptable quality of workmanship.  Knowledge / competency and skills applied to the task.  Efficiency in time management  Service levels are being achieved.

Accountabilities	Activities/Tasks include:	Success looks like ...
	Cleansing of Infrastructure assets Pressure cleaning and graffiti removal Street vacuuming Deliver and monitor a service to customers	
Maintain all records and documentation associated with the position.	The prompt and accurate recording of works undertaken.	All paperwork is accurate, correct and timely
Report all incidents, accidents and hazards using the CoL Incident Notification procedure	Reporting incidents, accidents and hazards and near misses	Limit risk of injury to other personnel, self and the general public. Limit risk of damage to Council assets/plant and equipment Active participation in the values driven safety process Active participation in organisational WH&S All incidents and hazards near misses reported immediately through the required system.
To maintain a friendly and co-operative working relationship with all customers and employees.	Provide good service to internal and external clients. Maintain a harassment and discrimination free workplace environment.	Complies with Organisation's Values. Maintains the good image of the City of Launceston
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures  While at work, a worker must –  (a) take reasonable care for his or her own health and safety; and  (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and  (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and  (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.  (Section 28 Work Health & Safety Act 2012)	
<b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may		

Accountabilities	Activities/Tasks include:	Success looks like ...
direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
<b>Organisational</b>
<ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focused: Takes responsibility for own and team's health, well-being, and self-care, including identifying hazards, assessing risks, and implementing appropriate controls to ensure a safe work environment.</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>Demonstrated ability to undertake physical and repetitive tasks</li> <li>Ability to operate council vehicles, plant and equipment to the required standard</li> <li>Ability to follow, communicate and carry out instructions clearly and efficiently to demonstrate your ability to work both in teams and individually</li> <li>Utilise computer systems and software to capture and or assign tasks. Demonstrated computer literacy to a level required of the position.</li> <li>Demonstrate an understanding of the importance of safety, identify and respond to hazards and emergencies in an operational environment in accordance with our organisational values</li> <li>Follow Health and Safety Procedures</li> <li>Hepatitis A / B immunisation</li> <li>Contribute to a positive culture within the workplace.</li> <li>Ability to work well in a team environment</li> <li>Excellent verbal communication &amp; customer service skills, with the ability to work calmly in a high pace service environment</li> <li>Possession and retention of current C/MR class drivers licence - or ability to obtain.</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Current Medium Ridged Vehicle or willing to obtain</li> <li>Certification to operate street sweepers, rear loading compaction / collection vehicle or willingness to learn.</li> <li>Prepare, Transport and Store Chemicals or willingness to learn.</li> <li>Holder of a Construction Industry White Card</li> </ul>

REPORTING STRUCTURE	
Leader	Coordinator City Services
Direct Reports	Nil

<b>KEY RELATIONSHIPS</b> (External and Internal Customers, Supplier, Colleagues, etc)	
<b>Internal</b>	<b>Nature of Relationships</b>
Other Council departments	Teamwork/joint projects/orders
<b>External</b>	<b>Nature of Relationships</b>
Members of the public	Consideration for public and community
Contractors	Working with as part of the Team.

<b>DELEGATIONS &amp; AUTHORISATIONS</b> (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$0

### Confidentiality

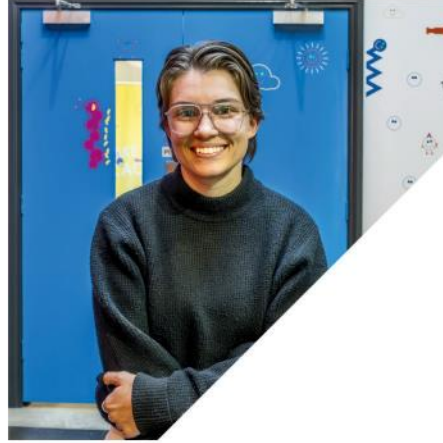
Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

<b>OTHER RELEVANT INFORMATION</b>
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> <li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li> <li>• Seeks feedback broadly and asks others for help with own development areas; and</li> <li>• Translates feedback into an opportunity to develop.</li> </ul>



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