

EXPRESSION OF INTEREST - TRAINEESHIP



This EOI does not constitute an agreement to a traineeship placement with the Cassowary Coast Regional Council (Council). Council can only confirm a traineeship placement when a completed Traineeship Agreement is approved and acknowledged by all parties.

Equal Employment Opportunity (EEO) Statement:

Cassowary Coast Regional Council (Council) is committed to providing a workplace that is free from discrimination, harassment, racism, vilification, victimisation, and promotes equity, diversity and inclusion in all aspects of employment.

Council uploads the principles of Equal Employment Opportunity (EEO) as outlined in the *Anti-Discrimination Act 1991 (Qld)* and the *Industrial Relations Act 2016 (Qld)*. Council ensures that all students and applicants are treated fairly and equitably regardless of gender, age, race, disability, sexuality, religion, political belief, parental status, pregnancy, relationship status or any other characteristic protected by law. All traineeship placements are expected to contribute to an inclusive workplace culture that values and respects diversity, and to uphold Council's commitment to eliminating unlawful discrimination in the workplace.

Applicable Reference Documents:

- Code of Conduct for Council Team Members
- Workplace Health and Safety Policy

Instructions for Completion:

Complete and submit this form to CCRC People & Safety team via email

Shared.PeopleAndSafety@ccrc.qld.gov.au

Trainee Details			
First name		Surname	
Preferred name		Date of birth	
Nationality		Age	
Languages spoken		Gender	☐ Female
Contact number			☐ Male
Email			☐ Not specified
Address			
Suburb		State, postcode	

Are you of Aboriginal or Torres Strait Islander origin?			
☐ Aboriginal	☐ Torres Strait Islander	☐ Both	☐ Neither

Residential status (please tick)	☐ Australian Citizen ☐ Non-Australian Citizen ☐ Permanent Resident ☐ Visa Holder	Visa type (please tick if applicable)	☐ Student Visa ☐ Limited/Work Restricted Visa ☐ Other (Please Specify)
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Emergency Contact Details	
Full name	
Contact number	
Relationship	

Desired Area for Traineeship		
Please tick your preferred area for traineeship placement. <i>(Some work areas may require participants to possess either a 'Positive Notice Blue Card for Child Related Employment' or a 'Queensland Construction Industry White Card')</i>	☐ Customer Service	☐ Fleet & Plant Workshops
	☐ Finance	☐ Natural Environment
	☐ Information Technology Services	☐ Human Resources
	☐ Rates	☐ Work, Health & Safety
	☐ Planning & Building Services	☐ Parks & Gardens
	☐ Environmental Health	☐ Carpentry & Painting
	☐ Regulatory Services	☐ Water and Wastewater
	☐ Library / Museum Services	☐ Marketing and Media
	☐ Civil Engineering / Design	☐ Civil Works (<i>Construction / Maintenance / Roads</i>)
	☐ Records	☐ Other:
Preferred Location (Innisfail, Tully, etc.)		
Please explain why you are interested in completing traineeship with Council and how this aligns with your career goals (approx. 100 words)		

Health, Safety and Wellbeing Declaration		
Please complete the following to ensure a safe and supportive environment during your placement. All information will be treated confidentially.		
<i>In accordance with your obligations under the Industrial Relations Act 2016 (Qld) and applicable workplace health and safety legislation, you are required to fully disclose any pre-existing or current injuries, illnesses, or medical or psychological conditions that may impact your ability to safely perform your traineeship placement, or that could reasonably be aggregated by the work environment.</i>		
Are you currently fit and well to attend the workplace?	☐ Yes	☐ No
Do you have any medical conditions, allergies, or accessibility requirements ?	☐ Yes	☐ No
If yes – Please provide details below		

(medications, emergency procedures, sensory needs, additional support etc.)

Acknowledgement - Standards of Conduct During Placement

I acknowledge and agree to the following conditions:

- ✓ I confirm that all information provided in this form is true, complete, and accurate to the best of my knowledge.
- ✓ I understand that providing false or misleading information may result in withdrawal of the placement offer.
- ✓ I acknowledge this information is collected to ensure my health, safety, and wellbeing during the placement and to assess any support or adjustments that may be required
- ✓ I consent to Cassowary Coast Regional Council collecting and using the information provided in this form for placement management purposes only, in accordance with privacy legislation.
- ✓ I understand that this placement does not guarantee future employment

To ensure a safe, respectful and professional workplace, all traineeship participants are required to adhere to the following standards of conduct throughout their placement with Council. These expectations reflect the values and policies of Council and are aligned with relevant legislation, including Work Health, Safety and Wellbeing, and child safety obligations.

1. Work Health, Safety & Wellbeing (WHSW)

You have a duty of care to take reasonable care for your own health and safety and the safety of others in the workplace. You are expected to:

- Comply with all WHSW procedures and policies.
- Follow safety instructions provided by your supervisor.
- Report any hazards, incidents, near misses or unsafe behaviours immediately.
- Wear personal protective equipment (PPE) as required for your tasks.
- Never undertake any task that you have not been trained for or feel unsafe performing.

2. Following Instructions

You must follow all **reasonable and lawful instructions** provided by Council staff during your placement. This includes:

- Performing only the duties and tasks approved as part of your placement.
- Asking for clarification if instructions are unclear.
- Not engaging in tasks that you have not been authorised to do.

3. Confidentiality and Privacy

During your placement, you may be exposed to confidential or sensitive information. You are expected to:

- Treat all information obtained during your placement as confidential.
- Not disclose, copy, or remove any records or documents without permission.

- Refrain from discussing Council business outside of the workplace or on social media.

4. Professional Behaviour

You are expected to conduct yourself in a professional and respectful manner at all times. This includes:

- Arriving on time and attending for the agreed hours each day.
- Dressing appropriately for the work environment.
- Using respectful and appropriate language with staff, customers, and the community.
- Remaining attentive and avoiding the use of personal devices (e.g. mobile phones) during work hours unless directed.

5. Honesty and Integrity

- Be truthful in your communications and actions.
- Take responsibility for your behaviour and performance.
- Seek help when unsure and report any issues or concerns to your supervisor.

6. Respectful Workplace Behaviour

Council is committed to a workplace free from bullying, harassment, discrimination, and inappropriate conduct. You are expected to:

- Treat all individuals with courtesy and respect, regardless of role, background or beliefs.
- Maintain appropriate personal and professional boundaries.
- Avoid any form of aggressive, threatening, or disrespectful behaviour.

7. Substance Use and Fitness for Work

You must not attend your placement under the influence of alcohol, drugs, or any substance that may impair your ability to work safely. If you are unfit for work due to illness or injury, you must notify your supervisor or the relevant contact as soon as possible.

8. Use of Council Property and Systems

- Use Council resources, equipment, and systems responsibly and only as directed.
- Do not download, access or share inappropriate content or use Council systems for personal use.

Breaches of Conduct

Any failure to comply with these expectations may result in the suspension or cessation of your placement. Serious breaches may also be referred to your school or provider and, if required, external authorities.

By submitting this form and participating in a traineeship placement, you agree to adhere to these standards of conduct.

Attachment Checklist

Please submit via email Shared.PeopleAndSafety@ccrc.qld.gov.au	☐ Expression of Interest Form (<i>completed in full and signed</i>)
	☐ A copy of your Resume

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Traineeship Applicant

I agree to participate in the CCRC traineeship program and agree to adhere to all standards of conduct during my placement.

Name			
Signature		Date	

Parent / Guardian (if under 18 years)

I give permission for my child to participate in the traineeship program with Council. I understand that appropriate supervision and child safety protocols will be followed throughout the placement

Name			
Signature		Date	