

EXPRESSION OF INTEREST – VACATION EMPLOYMENT & UNI PLACEMENT



This EOI does not constitute an agreement to a placement with the Cassowary Coast Regional Council (Council). Council can only confirm a placement when a completed Vacation Employment / Uni Placement 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 Vacation Employment / Uni Placement 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
- Vacation Employment / Uni Placement Guidelines

Instructions for Completion:

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

Shared.PeopleAndSafety@ccrc.qld.gov.au

Student Details			
First name		Surname	
Preferred name		Date of birth	
Nationality		Age	
Languages spoken		Gender	<input type="checkbox"/> Female
Contact number			<input type="checkbox"/> Male
Email			<input type="checkbox"/> Not specified
Address			
Suburb		State, postcode	

Are you of Aboriginal or Torres Strait Islander origin?			
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both	<input type="checkbox"/> Neither

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

Eligibility	
Please tick one of the following to indicate eligibility for Vacation Employment / Uni Placement with the Cassowary Coast Regional Council. <i>(If you do not identify with one of these categories you are not eligible Vacation Employment / Uni Placement).</i>	<input type="checkbox"/> a TAFE college student
	<input type="checkbox"/> University student

Educational Institution / Referral Agency Details			
Education institution/referral agency			
Current course e.g. degree			
Name of contact person			
Contact persons role		Contact number	
Contact email			

Desired Area for Vacation Employment / Uni Placement <i>(Final dates and details will only be confirmed once all requirements are met)</i>			
Please tick your preferred area for Vacation Employment / Uni Placement 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>	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Fleet & Plant Workshops	
	<input type="checkbox"/> Finance	<input type="checkbox"/> Natural Environment	
	<input type="checkbox"/> Information Technology Services	<input type="checkbox"/> Human Resources	
	<input type="checkbox"/> Rates	<input type="checkbox"/> Work, Health & Safety	
	<input type="checkbox"/> Planning & Building Services	<input type="checkbox"/> Parks & Gardens	
	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Carpentry & Painting	
	<input type="checkbox"/> Regulatory Services	<input type="checkbox"/> Water and Wastewater	
	<input type="checkbox"/> Library / Museum Services	<input type="checkbox"/> Marketing and Media	
	<input type="checkbox"/> Civil Engineering / Design	<input type="checkbox"/> Civil Works <i>(Construction / Maintenance / Roads)</i>	
	<input type="checkbox"/> Records	<input type="checkbox"/> Other:	
Preferred Placement Date	Start Date		End Date
Frequency of placement <i>(Every Tuesday for 5 weeks, 5 full days, etc.)</i>			
Specified hours of placement			
Preferred Location (Innisfail, Tully, etc.)			

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<p>Are there any specific learning outcomes or curriculum requirements to be addressed during the placement? If so, please provide details</p>	
<p>Please explain why you are interested in completing Vacation Employment / Uni Placement with Council and how this aligns with your career goals (approx. 100 words)</p>	

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.

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 Vacation Employment / Uni Placement placement, or that could reasonably be aggregated by the work environment.

Are you currently fit and well to attend the workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any medical conditions, allergies, or accessibility requirements ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes – Please provide details below (medications, emergency procedures, sensory needs, additional support etc.)		

Attachment Checklist

Please ensure the following are attached with your Expression of Interest Form and submit via email Shared.PeopleAndSafety@ccrc.qld.gov.au	<input type="checkbox"/> A copy of your Resume
	<input type="checkbox"/> A copy of your most recent Academic Transcript
	<input type="checkbox"/> Confirmation of Insurance from your education institute

Student 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 Vacation Employment / Uni Placement students 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 Vacation Employment / Uni Placement, you agree to adhere to these standards of conduct.

Student			
I agree to participate in the CCRC Vacation Employment / Uni Placement 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 Vacation Employment / Uni Placement program with Council. I understand that appropriate supervision and child safety protocols will be followed throughout the placement			
Name			
Signature		Date	

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