



**Gladstone Ports
Corporation**

Growth, prosperity, community.

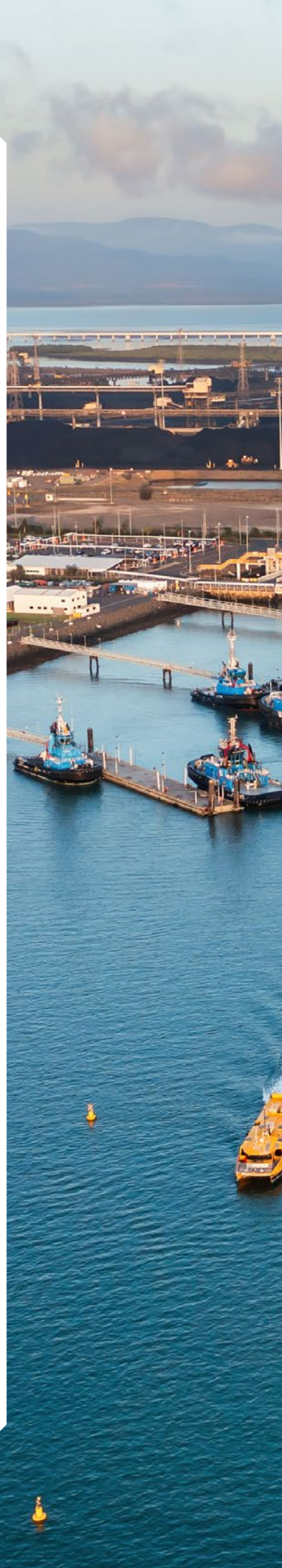


Learn and grow with GPC

Traineeships and Apprenticeships Guide

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Introduction

Gladstone Ports Corporation is at the centre of Queensland's economic growth and has been a vital economic resource for more than a century. We are Queensland's gateway to world trade, handling more than 36 products to more than 30 different countries.

GPC is owned by the people of Queensland and our whole purpose is to create sustained value for our State and our regional communities. We offer a wide choice in careers, backed by world class training, to ensure young people in our region have a bright future and our industries have access to a highly skilled and qualified workforce.

We are building on over 110 years of rich tradition as we continue to develop as a world leading multi-commodity ports corporation. We are committed to growth, prosperity and the community, carrying out our operations to the highest standards of efficiency, innovation and environmental and social responsibility.

We are committed to the safety, growth and success of our people and providing them with the knowledge, experience and skill they need to excel on their career journey. GPC employs a team of more than 750 people to support the management, trade, technical and administrative needs of our four ports. More than 200 apprentices have successfully completed their trade qualifications with us in the past decade.

The safety and wellbeing of our employees are our highest priority. Our operations are underpinned by our core values:

- » We respect and care for each other, country and community
- » We operate with integrity and accountability
- » We innovate to create sustainable solutions
- » We collaborate to drive high performance

Gladstone Ports Corporation is embarking on an exciting new phase of growth as a global renewable energy hub. This journey offers an unprecedented opportunity to build your career in one of Australia's most dynamic port operations.

Join us and ensure your career is off to a bright start with a world leading multi-commodity ports corporation. Contact our HR team today.



Resources and Infrastructure Traineeship

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

Qualification

Cert. II in Resources and Infrastructure

TRADE OVERVIEW

Our trainees are accountable for the attainment of a Certificate II in Resources and Infrastructure Work Preparation and to complete certification of licence/tickets in accordance with training plans.

The traineeship is structured to rotate on a three (3) month basis through five (5) key areas across the Port of Gladstone for an 18-month period:

- Administration
- Building Services
- Marine Operations
- Horticulture/Environment
- Warehouse/Supply.

Our trainees are required to adapt to their work plans and work area and be able to establish effective working relationships across GPC.

Due to the nature of the rotational placement across the business, work hours and conditions are dependent on the host area with various hours of operation and are subject to change.

The Resources and Infrastructure trainees report to their rotational supervisor on a day-to-day basis, and are supported by GPC's Mentor and Liaison Officer.

COMMON TASKS

ADMINISTRATION

- Computer use
- Office Skills

BUILDING SERVICES

- Small plant & equipment
- Fork Lift
- Hand & power tools

PARKS & GARDENS

- Small plant & equipment
- Irrigation systems
- Lawn & garden maintenance

MARINE OPERATIONS

- Pilot Transfer Crew

WAREHOUSE

- Fork Lift Receiving goods
- Customer Requests



CAD Traineeship

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

Qualification

Certificate III in Engineering - Technical

TRADE OVERVIEW

The Computer Aided Drafting (CAD) trainee will learn how to create and edit basic 2D and 3D drawings, including dimensioning and annotation. Producing drawings, and design using computer-aided design (CAD) programs and processes.

Trainees will learn how to manage CAD projects, including file organisation, version control, and collaboration.

The skills associated with this role are intended to apply to a wide range of engineering work including undertaking planning, scheduling, estimating material requirements, inspection, quality control, supplier evaluation, drafting, assisting in design and development work of product and processes and other technical tasks.

COMMON TASKS

- Identify and solve common problems and errors that may occur while working with CAD software
- Reviewing and rectifying engineering drawings and schematics
- Performing routine inspections with contractors and employees around project details

- Read and interpret technical drawings, and schematics
- Assisting in permits for work - excavations
- Storing drawing from projects within company systems and scanning paper copies into company storage locations

WHAT MAKES A GOOD CAD TRAINEE?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Proficiency in mathematics to accurately calculate technical specifications and dimensions, and perform calculations.
- Communicating effectively with colleagues, supervisors, and customers, and working collaboratively in teams to achieve common goals
- Maintaining the highest standards of workmanship and quality in all aspects of the job, with a focus on attention to detail

In order to become a Computer Aided Drafter you must complete a traineeship in Engineering - Technical.



Diesel Fitting Apprenticeship

A dedicated maintenance team is responsible for maintaining and repairing this equipment to ensure reliability and availability for operations. A large portion of our maintenance team is made up of allied mechanical tradespersons including Diesel Fitters and Mechanical Fitters.

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

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Qualification

Certificate III in Mobile Plant Technology

TRADE OVERVIEW

Diesel Fitters (or Heavy Vehicle Motor Mechanics), involves examining, identifying and rectifying problems, tuning diesel engines and the mechanical components of large vehicles. This includes a range of systems such as fuel injection, engines, transmissions, suspension, brakes, steering, hydraulics, and pneumatics. The Diesel Fitter can work on a variety of vehicles including cranes, excavators, dozers, trucks, graders, backhoes, loaders as well as stationary engines like generators and pumps. Additionally, diesel fitters undertake various welding activities.

COMMON TASKS

- Diagnose, overhaul, repair, tune, maintain and test diesel vehicles, compressors and fixed plant equipment
- Detect mechanical faults using instruments that check charging and starting
- circuitry, batteries, ignition and ignition timing, fuel injection systems and speed control, cylinder compression, engine condition, braking efficiency and wheel balance, alignments
- Detect faults and repair and maintain the hydraulic components of diesel and petrol engines used to power attachments such as hoists, booms, scrapers, buckets, and augers.
- Use welding equipment and techniques such as arc, TIG, and MIG to replace or repair faulty parts

WHAT MAKES A GOOD DIESEL FITTER?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Proficiency in mathematics and good communications skills, both written and verbal
- Ability to concentrate and problem solve
- Physical stamina is required to lift heavy machinery and work in uncomfortable positions
- Good hand-eye coordination and the ability to complete precise work
- Have mechanical aptitude
- Free from allergies to grease, oil, diesel and petrol as handling of these products is required daily
- Be motivated to learn and develop
- Have the ability and desire to work constructively in a team

In order to become a Diesel Fitter, you must complete an apprenticeship in Engineering - Mechanical (Maintenance) Diesel Fitting. A Diesel Fitting apprenticeship usually takes four years to complete in conjunction with a Registered Training Organisation (RTO).



Environmental Maintenance Crew (EMC) Traineeship

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Qualification
Certificate III in Surface Finishing

TRADE OVERVIEW

As part of their responsibilities, our trainees are expected to prioritise cleanliness in the workplace. This involves operating machinery to undertake various housekeeping activities, with a particular focus on drainage, reclaim tunnels, and transfer tower clean downs. These tasks incorporate manual cleaning and hosing tasks which are essential to ensure the smooth operation of our facilities on a daily basis, as well as preparation works for shutdowns. Undertaking structured theory and practical assessment around fixed plant, ship mooring and machinery operations as part of your progress towards completing the Certificate III qualification.

Support operations in meeting our environmental duty and improve our environmental performance to maintain the balance between operational activities and surrounding environments, recognising that our facilities and services are located in environments of high conservation, social, cultural and economic value. both now and for future generations.

COMMON TASKS

- Cleaning of conveyor systems, transfer towers and components, including shovelling, hosing and loading trucks.
- Conducting routine inspections around conveyor

- system to ensure it is operating effectively
- Operating machinery such as; Kanga loaders, trucks, street sweepers, skid steer loaders, front end loaders and dozers
- Ship mooring activities including conducting tie ups and let goes of ships at a port
- Labouring activities to support building trade roles including assistance for plumbing, electrical, concreting and operating backhoes

WHAT MAKES A GOOD EMC TRAINEE?

- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate PPE, and reporting any safety concerns to supervisors
- Physical stamina is required to work in uncomfortable positions, plus the ability to pass a colour-blind test.
- Dedication to achieving excellence and careful handling of costly and complex equipment is important
- Hand-eye coordination helps in machinery operation
- Attention to detail is crucial as even minor errors can have severe consequences
- Willingness to learn and continuously improving knowledge, skills and techniques in the field

In order to become an Environmental Maintenance Crew you must complete a traineeship in Engineering - Technical. This traineeship usually takes 2 year to complete.



Electrical Apprenticeship

A dedicated maintenance team is responsible for conducting routine inspections, breakdown, preventative maintenance, troubleshooting faults and general electrical overhauls on these assets to ensure reliability and availability for operations.

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By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

Qualification
Certificate III in
Engineering -Electrical
Trade - Electrotechnology

TRADE OVERVIEW

At GPC, our electricians are responsible for diagnosing and maintaining electrical wiring to meet the Queensland Electrical Licensing standards. Our team uses a wide range of diagnostic tools and techniques to troubleshoot and repair faults in electrical systems, including replacement of worn or faulty electrical and electronic components. As a field-based technician, you'll primarily focus on fault-finding, installing, repairing and maintaining electrical control systems components associated with coal unloading and loading plant and equipment, including ship loaders, coal dump stations. Lighting towers and conveyors. This role involves working with a variety of equipment such as electrical motors, transformers, switchboards, programmable logical controllers (PLC's), variable frequency drives, instrumentation, transmitters, and other electrical components.

COMMON TASKS

- Diagnosing and testing electrical faults using advanced electronic testing equipment and software
- Reviewing wiring diagrams and schematics to determine installation sequences and methods of operation
- Terminate signal and data cables on analog and digital electronic equipment
- Overhauling, repairing, and maintaining electrical systems on conveyors, train unloading systems, high voltage up to 11kV, variable frequency drives (VFD), programmable logical controllers (PLC), SCADA, conveyor trippers, and ship loaders.

- Troubleshooting, testing, calibrating, repairing, and rectifying sensors, transmitters, and final control elements

WHAT MAKES A GOOD ELECTRICIAN?

- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate PPE, and reporting any safety concerns to supervisors
- Proficiency in mathematics and good communications skills, both written and verbal
- Physical stamina is required to work in uncomfortable positions, plus the ability to pass a colour-blind test.
- Dedication to achieving excellence and careful handling of costly and complex equipment is important
- Hand-eye coordination to complete precise work
- Maintaining the highest standards of workmanship and quality in all aspects of the job, with a focus on attention to detail and careful handling of equipment
- Willingness to learn and continuously improving knowledge, skills and staying up-to-date with new technologies and techniques in the field

In order to become an Electrician you must complete an apprenticeship in Engineering - Electrical Trade (Electrotechnology). An Electrical apprenticeship usually takes four years to complete and you must pass an assessment by the Qld Electrical Licensing Board in conjunction with a Registered Training Organisation (RTO).



Parks and Gardens Apprenticeship

The Parks and Recreation team is responsible for Gladstone Ports Corporations Marina Parklands, Spinnaker Park, East Shores Precinct and additional GPC owned land, totalling over 43 hectares.

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

Qualification
Certificate III in
Parks & Gardens

TRADE OVERVIEW

At GPC, a parks and gardens apprentice is trained to become a qualified horticulturist specializing in the maintenance and management of public parks, gardens, and green spaces. This role is responsible for maintaining the appearance and functionality of public parks, gardens, and other green spaces, and ensuring that they are safe and enjoyable for visitors. Under the guidance of experienced horticulturists, they utilise practical skills such as plant propagation, planting, pruning, watering, fertilizing, pest control, landscape design, and the operation and maintenance of machinery like lawn mowers and hedge trimmers.

COMMON TASKS

- Mowing and whipper snipping
- Garden weeding
- Edging and Pruning
- Keeping parklands clear of litter
- Maintaining working equipment, mowers, whippersnipers, blowers
- Cleaning park assets including BBQ's, shelters, paths.

WHAT MAKES A GOOD PARKS AND GARDENS APPRENTICE?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Physical fitness & stamina is required to cope with the demands of the job
- Dedication to achieving excellence and careful handling of costly and complex equipment is important
- Maintaining the highest standards of workmanship and quality in all aspects of the job, with a focus on attention to detail and careful handling of equipment
- Communicating effectively with colleagues, supervisors, and customers, and working collaboratively in teams to achieve common goals
- Passion for being outdoors
- Willingness to learn and continuously improving knowledge, skills and staying up-to-date with new technologies and techniques in the field

In order to become a Parks & Gardens team member you must complete an apprenticeship in Parks & Gardens. A Parks & Gardens apprenticeship usually takes three years to complete in conjunction with a Registered Training Organisation (RTO).



Mechanical Apprenticeship

GPC owns and maintains a mobile fleet, including 23 D11 dozers, as well as excavators, front end loaders, skid steer loaders, backhoes, road rollers, non-slew cranes and water trucks.

A dedicated maintenance team is responsible for maintaining and repairing this equipment to ensure reliability and availability for operations. A large portion of our maintenance team is made up of allied mechanical tradespersons including Diesel Fitters and Mechanical Fitters.

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

Qualification
Cert. III in Engineering
- Mechanical Trade
(Maintenance) Fitting

TRADE OVERVIEW

Mechanical Fitters use a wide range of hand and power tools and engineering techniques to maintain and repair mechanical plant and equipment to operational standards.

Work includes mechanical fault finding and troubleshooting, identifying defective or worn mechanical components or equipment, repair and replacement of worn or faulty components of equipment, and plant modifications. Parts may be repaired or manufactured using workshop equipment such as lathes, milling machines, surface grinders and radial arm drills.

GPC Mechanical Fitters are predominantly field-based, unlike some industries, where fitters are based solely in workshops. Due to our large mobile fleet, Mechanical Fitters may also undertake Diesel Fitting work, assisting with heavy machinery engines and drive trains.

COMMON TASKS

- Maintain conveyer systems and components including gearboxes, fluid drives, pulleys, idler rollers, scrapers, water spray systems and profile gates
- Use oxy/acetylene equipment, ARC, TIG and MIG welding equipment, hand-fitting tools or machining

equipment and processes to replace, fabricate or repair faulty equipment

- Detect mechanical faults on coal loading and unloading plant and equipment
- Diagnose, overhaul, repair, maintain and test machines and engineering components.

WHAT MAKES A GOOD MECHANICAL FITTER?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Proficiency in mathematics and good communications skills, both written and verbal
- Have mechanical aptitude
- Physical stamina is required to lift heavy machinery and work in uncomfortable positions
- Good hand-eye coordination and the ability to complete precise work
- Physical stamina is required to lift heavy machinery and work in uncomfortable positions
- Free from allergies to grease, oil, diesel and petrol as handling of these products is required daily
- Willingness to learn and continuously improve

In order to become a Mechanical Fitter you must complete an apprenticeship in Engineering - Mechanical (Maintenance) Fitting. A Mechanical Fitting apprenticeship usually takes four years to complete in conjunction with a Registered Training Organisation (RTO).



Plumbing Apprenticeship

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Qualification
Certificate III in Plumbing

TRADE OVERVIEW

An industrial plumber is responsible for installing, maintaining, and repairing plumbing systems in various settings, while adhering to Australian standards and regulations. They are skilled in troubleshooting and diagnosing plumbing-related issues, such as leaks and clogs. Industrial plumbers work with a variety of materials, including copper, PVC, and stainless steel pipes, and must be knowledgeable about Australian building codes and regulations to ensure compliance.

COMMON TASKS

- Installing, repairing, and maintaining plumbing and gas systems, including water supply, drainage, sewage systems, gas lines and appliances.
- Reading and interpreting blueprints and specifications to ensure that plumbing and gas systems are installed correctly and comply with building codes and regulations.
- Troubleshooting and diagnosing plumbing and gas-related issues, such as leaks, clogs, and broken pipes.
- Installing and repairing fixtures and appliances such as sinks, toilets, gas ovens, and water heaters.
- Working with specialized materials such as copper, PVC, stainless steel pipes, and gas lines.
- Installing, repairing, and maintaining roofing systems

- Conducting regular inspections of roofing systems to identify potential issues and addressing them before they cause significant problems
- Assessing damage on stormwater drains and checking for signs of wear and tear such as cracking or leakages
- Working on backflow vales, thermostatic mixing valves and pump sets (water/sewage)

WHAT MAKES A GOOD PLUMBER?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Proficiency in mathematics and good communications skills, both written and verbal
- Physical stamina is required to lift heavy equipment and work in uncomfortable positions
- Good hand-eye coordination and the ability to complete precise work
- Willingness to learn and continuously improve

In order to become a Plumber you must complete an apprenticeship in Plumbing. A Plumbing apprenticeship usually takes four years to complete in conjunction with a Registered Training Organisation (RTO).



Refrigeration Apprenticeship

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

**Qualification
Certificate III in
Refrigeration &
Air-conditioning**

TRADE OVERVIEW

Air-conditioning and refrigeration technicians specialise in installing, maintaining, and repairing refrigeration and air conditioning systems. As an air-conditioning and refrigeration apprentice, you will learn how to read technical drawings and blueprints to determine the location of units and piping, drill holes, cut and bend piping to connect the units, and use a range of fittings such as sleeves, couplings, and solder joints to form a complete system.

You will work with other tradespeople such as electricians, pipefitters, and carpenters to install ducting for air conditioning systems. You will also be trained to work with flexible chords, plugs, and wired electrical equipment associated with refrigeration and air conditioning systems.

Refrigeration and air conditioning systems play a crucial role in maintaining a comfortable and safe environment in a wide range of settings. As such, airconditioning and refrigeration technicians are essential in the HVAC industry, and their work can have a significant impact on the health, safety, and comfort of people in these settings.

COMMON TASKS

- Read and interpret technical manuals, drawings, and schematics
- Fill systems with gas or fluid to test for leaks; remove test gas or fluid using vacuum pumps
- Attaching piping to refrigeration systems using sleeves, couplings or unions and solder joints to form a complete system

- Repair or replace faulty components, such as a gasket, O-ring, or refrigerant line, to prevent further leaks and restore the proper functioning of the air conditioning system.
- Testing for leaks, filling systems with gas or fluid and remove test gas or fluid using vacuum pumps to ensure that the system is working properly.
- Repairing or replacing faulty parts in both industrial and household refrigerators and air conditioning units, such as compressors, condensers, and evaporators

WHAT MAKES A GOOD REFRIGERATION APPRENTICE?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures,
- wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Proficiency in mathematics and good communications skills, both written and verbal
- Natural mechanical aptitude
- Physical stamina is required to lift heavy machinery and work in uncomfortable positions
- Good hand-eye coordination and the ability to complete precise work
- Communicating effectively with colleagues
- Willingness to learn and continuously improving knowledge, skills and staying up-to-date with new technologies and techniques in the field

In order to become an Air-conditioning and refrigeration technician you must complete an apprenticeship in Refrigeration. A Refrigeration apprenticeship usually takes four years to complete in conjunction with a Registered Training Organisation (RTO).

Applying for a career with GPC

AGREEMENT WITH GPC

As an apprentice, you enter into a formal training contract with GPC.

You will spend most of your time working and learning practical skills on the job, however, some time will be spent undertaking structured block-release training.

Trainers will assess your skills and when you are competent in all areas, you will be awarded a nationally-recognised qualification.

To improve your chances of gaining an apprenticeship, you can learn some basic skills and knowledge through pre-apprenticeship courses or structured work placements through your school.

WHAT WE LOOK FOR

As a GPC Apprentice you will need to provide us similar examples and prove to us you have the capability to:

- Work safely in a heavy industrial environment
- Possess good communication skills both written and verbal
- Be motivated to learn and develop new skills
- Have the ability to work constructively in a team.

There are several steps in the apprentice/trainee recruitment process and successful candidates commence in late January, early February each year.

MINIMUM REQUIREMENTS

You must have completed Year 10 with Sound Achievement or higher in English and Maths to be successful for an apprenticeship at GPC.

ANNUAL INTAKE

GPC recruits annually for apprentices and trainees across a number of trade areas. Applications will be advertised through social media accounts and via our corporate website at gpcl.com.au.

OUR COMPETITIVE ADVANTAGE

All apprentices participate in the Apprentice Port Trust Scheme where a nominal payment is deposited weekly into a trust fund over the term of their apprenticeship that can be accessed at the completion of the apprenticeship as a lump sum payment.



APPRENTICE AWARDS

GPC has an apprentice/trainee award scheme which includes four key elements:

- Apprentice/Trainee of the Year
- Performance Management
- Training and Development
- Mentoring.

HOW TO APPLY

Visit GPC's website at www.gpcl.com.au/careers

Please ensure you have the following documents available when you submit your application:

- Cover Letter
- Copies of current school results (if applicable)
- Copies of relevant TAFE accredited certificates
- Copies of relevant qualifications
- Drivers licence (if applicable)
- Resume.

OUR APPRENTICE BENEFITS

GPC prides itself on being an outstanding local employer in the Central Queensland region, offering excellent conditions. Our employment conditions are competitive and include:

- Above award apprentice wages
- Annual wage increases upon satisfactory completion of training
- Tools of trade – tool kit upon successful completion of probation period
- All training costs are covered by GPC eg. books, enrolment and tuition fees
- Safety uniform issued on a fair wear and tear basis
- A dedicated superannuation scheme, including salary sacrificing
- Health and safety awareness training and initiatives.



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Corporation**

Growth, prosperity, community.



More information

For more information about a career opportunity with GPC, contact our Careers Team on **(07) 4976 1686** or **careers@gpcl.com.au** or Indigenous Affairs Team on **(07) 4976 1450** or **indigenouaffairs@gpcl.com.au**