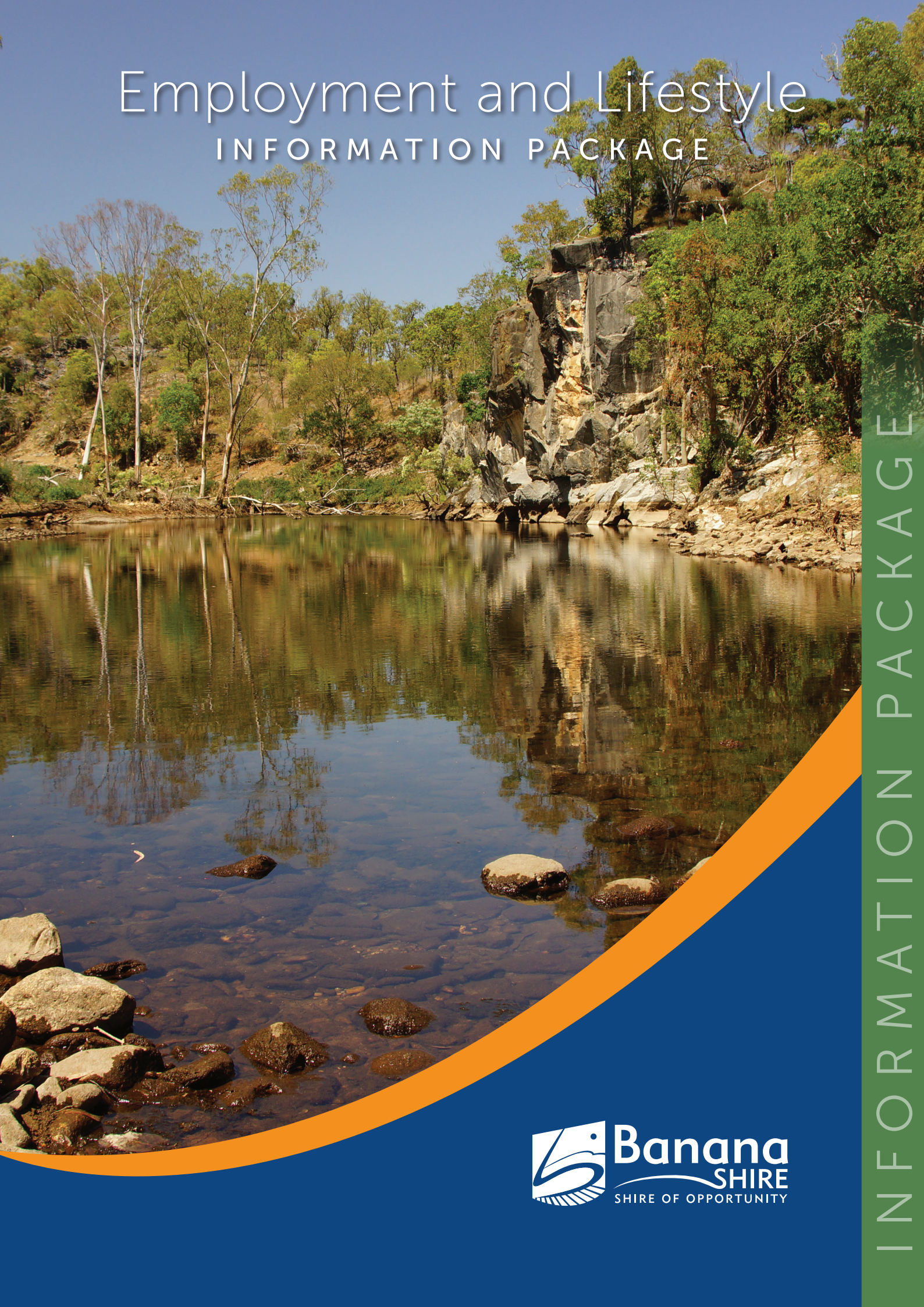


# Employment and Lifestyle

## INFORMATION PACKAGE



**Banana**  
SHIRE  
SHIRE OF OPPORTUNITY

INFORMATION PACKAGE

# “Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

## About

Banana Shire Council Employment and Lifestyle Information Package highlights Council's commitment to assisting employees in achieving a satisfying work/life balance by outlining a range of work, lifestyle and livability benefits available to employees of the Banana Shire Council.

The Employment and Lifestyle Information Package is reviewed annually and is current at the time of publication.



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# MESSAGE FROM THE CEO



Banana Shire Council is committed to fostering a supportive and inclusive environment where every individual can thrive and contribute to our collective success.

As the CEO of Banana Shire Council, I am proud to lead an organisation that is on a growth trajectory, with several exciting opportunities on the horizon in new industries. With a dedicated workforce of 300+ employees and a values-led leadership team, we are focused on managing sustainability and driving growth in our community.

At Banana Shire Council, we prioritize the well-being and development of our employees. We offer competitive remuneration and support ongoing professional development to ensure a healthy work-life balance.

With our main office located in Biloela, our community is known for its warmth and progressiveness, boasting excellent education and medical facilities, along with ample employment opportunities.

We are committed to diversity and inclusion and welcome applications from all suitable candidates. If you are a values-led leader, I encourage you to explore the exciting opportunities available at Banana Shire Council.

**Thomas Upton**  
CHIEF EXECUTIVE OFFICER



# IDYLIC REGIONAL LIFESTYLE

Banana Shire provides the best of both worlds - a safe, comfortable regional lifestyle in communities that provide all the essentials, while being only a short drive away from some of Queensland's best beaches and busy regional cities.

## Location

Banana Shire is situated in Central Queensland, Australia. It is 120km west of the growing industrial city port of Gladstone and an easy drive to the city of Rockhampton.

## Diverse range of job opportunities

The region is blessed by a diverse range of mining, manufacturing, and agricultural industries, employing various professionals, qualified tradespeople, and offering entry-level opportunities for interested individuals.



## Premium services

The Shire has seven public primary schools, three public P-10 schools, two state high schools to grade 12, one private primary school, and one private P-12 school. It also hosts most mainstream Christian churches and their associated groups, 2 public hospitals, 3 multipurpose health services, and a number of popular sports facilities.



## Myriad of sport & recreation

Banana Shire provides a variety of recreation, employment, education, and lifestyle options. Sport and recreation play a major role in the lifestyle of Banana Shire residents with over 390 different community and sporting groups to choose from.





## Multi-cultural mix

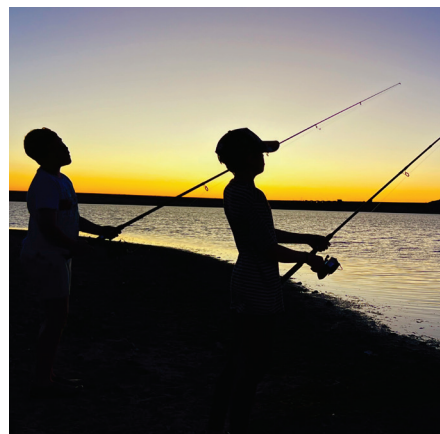
Banana Shire is internationally recognised for the warm welcome it provides to foreign and non-English speaking residents, fostering a wonderfully multicultural community celebrated by all its residents.

## Natural wonders

The Shire boasts many natural attractions including gorges, rivers, and National Parks such as Dawson River and Expedition National Park, Kroombit Tops National Park, Lake Murphy, Mt Scoria Conservation Parks, and Isla Gorge.

## Outdoor Adventures

The Dawson River and Callide Dam provide opportunities for fishing and water sports. The Shire can also provide many adventures for the 4WD enthusiast.





Council offers its employees a balance of rewarding roles, career development opportunities, a commitment to providing a healthy and safe work environment and has a driven culture. There are job opportunities for people who like working outdoors to create a better environment, jobs working with people of different ages and cultural backgrounds and jobs planning services that will shape the community in the future.

### Enterprise Agreement

Where stated, the provisions of Council's Enterprise Agreement apply, providing expanded entitlements and conditions of employment not covered by the Award.

### Superannuation

Council offers attractive superannuation packages for all employees of Council, making contributions of 12% to the superannuation fund of the employee's choice.

### Leave Entitlements

Employees are entitled to various types of leave including Annual Leave, Long Service Leave, Parental Leave, Domestic Violence Leave and Personal Leave.

### Employee Assistance

A confidential employee assistance program is available to all Council employees (and direct family members of staff). This service is fee of charge and assists staff with any work related or personal issues.

### Flexibility and Rostered Day Off

Council operates a nine-day Accrued Day Off Scheme (more commonly referred to as an RDO in our organisation). Flexible working arrangements may also be available to employees.



## Salary Sacrifice

Eligible employees of Council can access salary sacrifice options that include novated leases and personal superannuation contributions.

## Professional Development

Council is committed to the career development of its employees, and is active in identifying and supporting opportunities for employees to develop within their role and upwards within the organisation. Support including internal and external training, payment of professional fees and study assistance programs are available.



## Equal Opportunity Employment

Council is proud to be an equal opportunity employer. We ensure that equal employment opportunity principles are incorporated into all policies, procedures and processes within the organisation. Council commits to a working environment that is free from discrimination and harassment.



## Health and Fitness Initiatives

Council provides employees with access to programs such as flu vaccines, and discounted private health insurance options. Corporate discounts at Anytime Fitness and assistance to employees interested in quitting smoking are also available.





# QUICK FACTS ABOUT BANANA SHIRE

## COUNCIL SERVICES: Road network



**STATE ROAD**  
838KM



**COUNCIL**  
SEALED 1,123KM &  
UNSEALED 2,885KM



**AERODROMES**  
CERTIFIED 2  
AND OTHER 4



**WATER**  
TREATMENT  
PLANTS 5



**COMMUNITY**  
CENTRES/HALL  
6



**LIBRARIES**  
4



**MOBILE**  
LIBRARY  
1



**SEWERAGE**  
TREATMENT  
PLANTS 4



**PUBLIC**  
SWIMMING  
POOLS 3

## SHIRE STATISTICS:



**AREA**  
28,577KM<sup>2</sup>

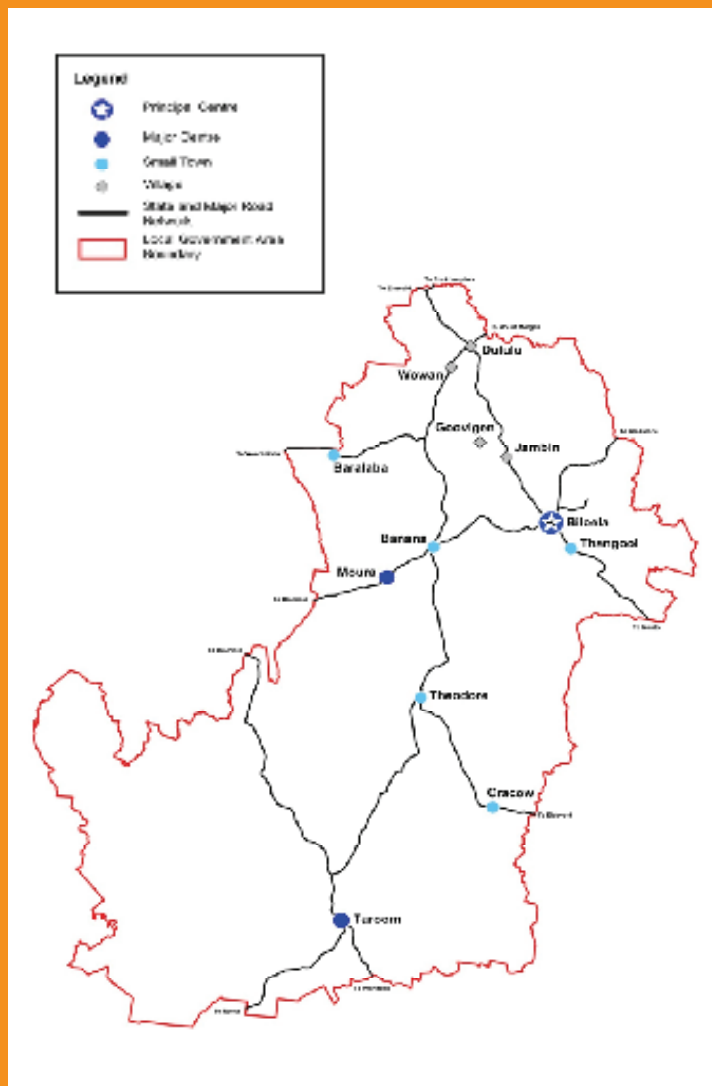


**POPULATION**  
15,209

**BILOELA**

**MAIN ADMINISTRATION  
CENTRE**

**OTHER TOWNS & VILLAGES:**  
BANANA, BARALABA, CRACOW,  
DULULU, GOOVIGEN, JAMBIN,  
MOURA, RANNES, TAROOM,  
THANGOOL, THEODORE  
& WOWAN





# ABOUT THE POSITION

## Role Title

Vacancy Reference Number	:	VRN24/25-060
Department	:	Council Services
Location	:	Biloela
Employment Status	:	Contract - 4 years
Recruitment Commences	:	5 December 2024
Recruitment Closes	:	19 December 2024
Remuneration	:	\$140,000 per annum plus 11.5% superannuation



# TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences

**Email:** [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

**In person:** Banana Shire Council Admin Office,  
Valentine Plains Road, Biloela

## Advice to Applicants

You will be shortlisted in consideration of your merit and suitability to the role based on information provided in your application.

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Successful applicants are assessed through the written application, followed by the recommendation of the interview panel and reference checks. Some positions may also require a pre-employment medical as part of the process.

# Manager Waste and Environment POSITION DESCRIPTION



## POSITION DETAILS

Position Title:	Manager Waste and Environment		
Classification:	Contract	Position Status:	Full Time
Employment Conditions:	As per Contract of Employment		
Department:	Council Services	Location:	Biloela
Reports to:	Director Council Services	Number of reports:	6

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

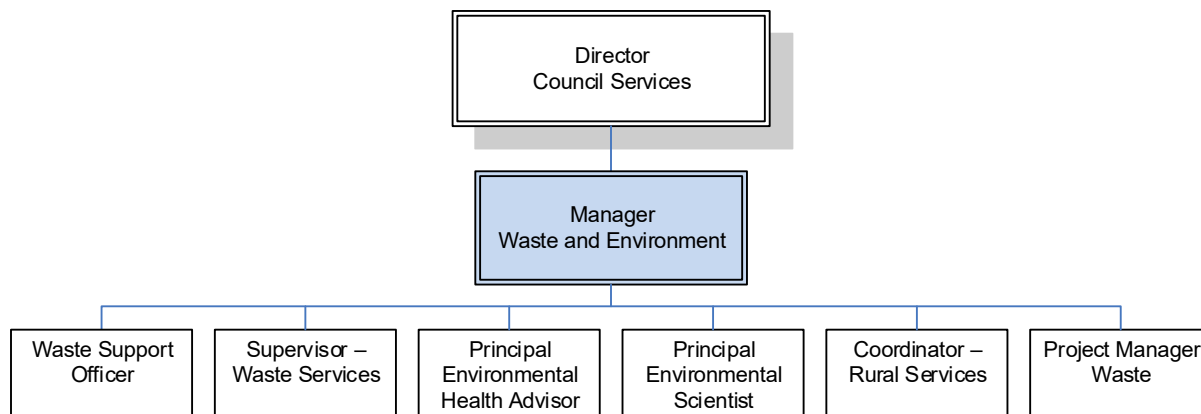
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To coordinate, implement and administer the delivery of Council’s Environment, Environmental Health and Waste Management services throughout the Banana Shire in accordance with Council Policies, industry standards and relevant legislative requirements.

## ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Lead, mentor and maximise the performance of the Environment, Environmental Health and Waste Management teams
- Manage and monitor activities that are administered by Council under environmental, environmental health and waste management legislations
- Coordinate the development, documentation and continuous review of practices, procedures, policies and systems, and monitor and evaluate service provision
- Ensure compliance with statutory obligations including the Local Government Act and Regulations
- Manage the design and coordination of relevant educational programs
- Manage the administration of relevant Acts and other related current and repealed legislation
- Provide expert environmental advice to internal and external stakeholders in the areas of planning, biosecurity, water and construction
- Undertake risk identification, assessment and mitigation planning, incident investigations and reporting in accordance with Council requirement
- Regularly research changes to legislation, practices and policies
- Prepare and monitor the Section's budget, including providing quarterly variation reports to the Director
- Develop, implement and review strategic, corporate and operational plans as required
- Prepare and present reports to Council
- Represent Council in government, business and community forums and meetings
- Undertake routine administrative tasks as required by the position eg. timesheets
- Actively contribute to the teams within the Department and workforce, promote best practice and maintain professional standards, integrity and good public relations
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Queensland C class manual drivers licence (minimum requirement – provisional licence)
- Tertiary qualifications in the field of Waste Management and Resource Recovery, Environmental Engineering, Science or Health, or related field and/or significant professional experience

### Desirable

- Eligibility for full membership to Environment Institute of Australia and New Zealand (EIANZ) or Environmental Health Australia (EHA)
- Queensland General Safety Induction (Construction Industry) Certification

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Strategic leadership skills
- Significant experience in environmental management or waste management operations
- High level of understanding of all relevant current legislation and policy
- Extensive experience in project management
- High level computer and keyboard skills (MS Office, MS Project, Telemetry Systems)
- Proven attention to detail, time management and problem-solving skills
- High level customer service, interpersonal, oral and written communication skills
- Proven ability to meet performance objectives and improve service delivery
- Ability to build positive and effective partnerships
- Demonstrated ability to research and manage the time of self and others
- Demonstrated understanding of and commitment to EEO and WHS principles and practices.

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**Desirable**

- Local Government experience
- Experience in education and behaviour change programs
- Knowledge of emerging innovations in the environmental management, waste management and resource recovery arenas

**CORPORATE OBLIGATIONS**

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures.

**SPECIFIC CONDITIONS/REQUIREMENTS**

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available for work on weekends and public holidays as required
- The employee agrees to be available for occasional travel and overnight stays within the Shire
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards.

**ACKNOWLEDGEMENT**

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:	
Signature:	Date:

# Banana Shire Council Application for Employment

APPLICANT DETAILS		
POSITION APPLYING FOR:	VRN:	
FAMILY NAME:	GIVEN NAME(S):	
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		
MAILING ADDRESS:	MOBILE NO:	
POSTCODE:	TELEPHONE NO:	
EMAIL ADDRESS:		
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?		
Facebook <input type="checkbox"/>	SEEK <input type="checkbox"/>	LinkedIn <input type="checkbox"/>
Newspapers <input type="checkbox"/>	Poster/Mail Outs <input type="checkbox"/>	The Australian Local Government Job Directory <input type="checkbox"/>
Banana Shire Council Websites <input type="checkbox"/>	On-Line (Please specify website) <input type="checkbox"/>	
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)		
Are you an Australian/New Zealand citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, do you have a working visa? (Please specify type) <input type="checkbox"/> Yes <input type="checkbox"/> No		
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)		
Class of Licence:	Car (C) <input type="checkbox"/>	LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/> RE/R <input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners <input type="checkbox"/>
Licence issued in	Queensland <input type="checkbox"/>	Another State/Territory <input type="checkbox"/> Another Nation <input type="checkbox"/>

## PLANT OPERATOR TICKETS

(Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the current Plant Operator Tickets you possess  
(Please provide details on a separate sheet if necessary):

## BLUE CARD

(Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian?  Yes  No

## WHITE CARD

(Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)?  Yes  No

## QUALIFICATIONS

(Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification:  Masters  Post Graduate  Degree  Diploma  
 Certificate/Trade  School

Course Name:

Year Qualification  
Obtained:

Educational establishment where qualification attained:

University  TAFE  Other Training Centre  School

Name of Establishment:

Country (If outside Australia):

## REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments?  Yes  No

If yes, please state details:

## WORK RELATED REFEREES

Name:

Mobile phone no:

Organisation:

Business phone no:

Name:

Mobile phone no:

Organisation:

Business phone no:



**EMPLOYMENT HISTORY (Mandatory)**

Employer	Length of Services	Year Completed Services	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

**PERMISSION/DECLARATIONS**

To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

Yes  No

If yes, please indicate persons you have an association with:

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name:

Signature:

Date:

**PRIVACY COLLECTION NOTICE:**

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.*



PO Box 412, Biloela QLD 4715

Ph. 07 4992 9500

Email. [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

[www.banana.qld.gov.au](http://www.banana.qld.gov.au)