



EMPLOYMENT AND LIFESTYLE
INFORMATION PACKAGE

Shire of opportunity





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ABOUT

Banana Shire Council Employment and Lifestyle Information Package 2020 highlights Council's commitment to assisting employees to achieve 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.

MESSAGE FROM THE CEO

Banana Shire Council is on a growth trajectory with several opportunities in the pipeline with new industries. We have a dedicated workforce of 300+ employees and a values-led leadership team who manage sustainability and growth. We are inviting applications from waste management professionals to coordinate our journey toward sustainable waste management in the Banana Shire Council.



This role offers a unique career-development opportunity to be part of the implementation of industry-leading projects to improve waste management and implement new systems and facilities, working collaboratively with all.

We provide competitive remuneration, and support on-going professional development with excellent work-life balance. The position is based at Biloela; a welcoming and progressive community that boasts excellent education and medical facilities and ample employment opportunities.

We are an equal employment opportunity employer and invite applications from all suitable candidates.

If you are a values-led leader who can see the future in resource recovery, I encourage you to explore the opportunity.



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 120 km west of the growing industrial city and 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 which provide employment for various professionals, qualified trades people and also provides entry level opportunities for interested individuals.

PREMIUM SERVICES

The Shire is supported by high quality service providers. These include numerous child care facilities, eleven public primary schools, three private primary schools, two high schools, three prep to year 10 schools. The Shire also possesses hospital and GP services the envy of most rural and regional communities with the hospitals in Biloela and Moura recently under going multi-million upgrades. In addition the Shire hosts most churches and their associated

groups, five public hospitals, and most business and popular sports. Biloela has an excellent PCYC complex.

MYRIAD 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 470 different community and sporting groups to choose from.

MULTI-CULTURAL MIX

Biloela is internationally recognised for the warm welcome it provides to foreign and non-english speaking residents. This has develop a wonderfully multi-cultural community which is celebrated by all its residents

NATURAL WONDERS

The Shire has many natural attractions including gorges, rivers and National Parks such as the Dawson River and Expedition National Park, Kroombit Tops National Park, Lake Murphy and 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.



WHY WORK AT COUNCIL?

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 offer attractive superannuation packages for all employees of Council, making contributions of up to 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 free 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, skin checks and discounted private health insurance options. Corporate discounts at Anytime Fitness and assistance to employees interested in quitting smoking is also available.

QUICK FACTS ABOUT BANANA SHIRE

COUNCIL SERVICES

- Road network
 - State road 838km
 - Council - sealed 1,123km and unsealed 2,885km
- Aerodromes: Certified 2 and other 4
- Water treatment plants: 5
- Sewerage Treatment Plants: 4
- Public Swimming Pools: 3
- Community Centres/Hall: 6
- Libraries: 4
- Mobile Library: 1

SHIRE STATISTICS

- Area: 28,577km²
- Population: 15,209
- Main Administration Centre: Biloela
- Other Towns & Villages: Banana, Baralaba, Cracow, Dululu, Goovigen, Jambin, Moura, Rannes, Taroom, Thangool, Theodore & Wowan



ABOUT THE POSITION

Senior Waste Management Coordinator

Vacancy Reference Number: 21/22-094

Department: Council Services

Location: Biloela

Employment Status: Full Time, Maximum Term (2 years)

Recruitment Commences: Thursday 5 May 2022

Remuneration: Circa \$107,000, negotiable

Banana Shire Council has an exciting career development opportunity for a suitably experienced and motivated individual to lead the Waste Services Team in a time of industry-first change. This role will give you the chance to contribute to the design of a new landfill and waste management facility for the Shire as well as investigate and capitalise on potential resource recovery and education opportunities.

To be considered for this role you must be able to demonstrate or possess:

- A Qualification in Waste Management and Resource Recovery or a related discipline
- A Queensland C class drivers licence
- Eligibility to work in Australia
- Experience in planning, delivering and evaluating waste operations

In addition to conditions that are the envy of the private sector, we offer flexible work arrangements, an unbeatable work/life balance and education and professional development support. Banana Shire Council also assists eligible employees with costs of relocation (as well as rental assistance for up to six months). The Total Remuneration Package includes; salary, superannuation, a vehicle, phone, laptop and professional fees.



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

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.



Shire of opportunity



PO Box 412, Biloela Qld 4715



Telephone (07) 4992 9500



Email - enquiries@banana.qld.gov.au
www.banana.qld.gov.au

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Senior Waste Management Coordinator					VRN: 21/22-094		
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:		
					TELEPHONE NO:		
POSTCODE:							
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____					
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? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:		<input type="checkbox"/> 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			
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation	
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year Qualification Obtained:		
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> 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 Service	Year Completed Service	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

Senior Waste Management Coordinator POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Senior Waste Management Coordinator		
Classification:	Level 6	Position Status:	Maximum Term, Full Time
Employment Conditions:	Queensland Local Government Industry (Stream A) Award – State 2017 Banana Shire council Certified Agreement 2018		
Department:	Council Services	Location:	Biloela
Reports to:	Manager Waste & Environment	Number of reports:	2

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.

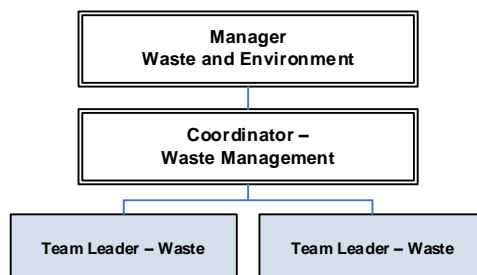
Our Values

- 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 the planning and delivery of Council’s waste management and resource recovery in a safe and efficient manner in accordance with Council Policies, industry standards and environmental standards.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Lead, mentor and maximise the performance of Council's Waste Services team
- Coordinate the development, implementation and review of Council's waste management and resource recovery planning, including site management and legislative compliance
- Manage the administration of relevant Acts relating to Waste Reduction and Recycling and other related current and repealed legislation, research relevant changes, preparing responses and/or submissions where appropriate
- Design and coordinate the implementation of waste management education programs to encourage community participation in best practice of waste and sustainable practices
- Manage staff administrative tasks, including rolling staff rosters, relief staff arrangements, time sheet approvals, and performance assessment and training administrative processes
- Provide expert advice and direction to Council, contractors and members of public
- Coordinate contract administration, including development and auditing to deliver outsourced waste collection services, projects and all other associated tasks
- Undertake risk identification, assessment and mitigation planning, incident investigations and reporting in accordance with Council requirement and establish control measures and monitor outcomes as required
- Develop, implement, monitor, evaluate and regularly review Policy, procedure and processes
- Respond to enquiries from internal and external customers in a prompt, timely and professional manner
- Prepare and monitor the Waste Services section budget, including providing quarterly variation reports to the Director
- Undertake routine administrative tasks as required by the position e.g., timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- 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)
- A relevant qualification in waste management and resource recovery, or related field and/or significant relevant experience in the waste management field

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Experience in the planning, delivery and evaluation of waste management operations
- Understanding of current national, state, regional and local waste management and resource recovery legislation and policy
- Proven ability to read and interpret legislation
- Attention to detail, time management and problem-solving skills
- Local Government experience
- High level oral and written communication and interpersonal skills
- Proven ability to meet performance objectives and improve service delivery
- Demonstrated understanding of and commitment to EEO and WHS principles and practices

Desirable

- Experience in education and behaviour change programs
- Knowledge of emerging innovations in the waste management and resource recovery arena

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 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: