



Employment Application Pack

Position Title:	Team Leader – Waste Transfer Station
Vacancy Reference Number:	VRN25/26-004
Department:	Council Services
Location:	Taroom
Employment Status:	Part Time, Permanent
Remuneration:	\$36.40/hour Level 6 LGIA Stream B
Recruitment Commence	31 July 2025
Recruitment Closes:	14 August 2025

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences are not required – please include details in the application form.

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.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Team Leader – Waste Transfer Station (Taroom)					VRN 25/26 - 004		
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?							
<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 <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
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 <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
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 <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
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 <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS <small>(Please provide details on separate sheet if more than one Qualification is held)</small>							
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

Please outline your licences, tickets and qualifications that relate to this position:

[illegible]

Please outline your experience performing labouring duties:

[illegible]

Please outline your experience working in a team environment under minimal supervision:

[illegible]

Please explain how you have participated in workplace training in the past:

[illegible]

Please outline the WH&S and Equal Employment Opportunity practices that you believe would be relevant to this position:

Team Leader – Waste Transfer Station Operator POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Team Leader – Waste Transfer Station Operator		
Classification:	Level Five (5) + Leading Hand	Position Status:	Permanent Part-Time
Employment Conditions:	Queensland local Government Industry Award (Stream B) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Taroom
Reports to:	Supervisor - Waste Services	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.

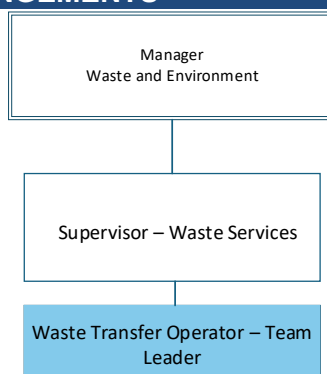
Our Values

- 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 undertake Waste Transfer Station duties in accordance with Council Policies, Local Laws and legislative requirements including some Supervisor.

ORGANISATIONAL REPORTING ARRANGEMENTS



Council is an Equal Employment Opportunity Employer

DUTIES AND RESPONSIBILITIES

- Ensure the safe operation of Council's waste transfer stations
- Ensure that all incoming waste and recyclables are safely received and appropriately separated
- Respond promptly and professionally to internal and external customers. This will include providing accurate and timely advice on waste management and resource recovery at Council's waste transfer station
- Ensure that workplace health and safety standards, as well as community health and environmental standards are being met and maintained in accordance with legislative requirements
- Provide technical advice and leadership to employees
- Supervise daily, weekly and monthly servicing of Waste machinery as per servicing schedule
- Assist with projects
- Liaise with the Supervisor - Waste Services to ensure availability of required employees, plant/equipment and materials
- Collect spillage of waste from the road reserve within the allocated collection area
- Liaise with the Waste Supervisor regarding staff issues
- Undertake special collections at designated premises
- Perform labouring duties as required
- Undertake landfill and transfer station collections and site works, as directed
- Collect commercial waste from premises in accordance with service specifications, as directed
- Label non-compliant waste receptacles in accordance with Council Policy
- Operate various equipment and plant at designated waste sites
- Carry out daily vehicle inspections in accordance with the vehicle checklist and report any faults found
- Maintain vehicle in accordance with Council procedures
- Prepare daily written reports of status of waste received
- Report identified weeds
- Conduct and participate in toolbox and team meetings
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- 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 drivers licence
- Queensland Construction White Card or Blue Card (General Safety Induction)

Desirable

- Certificate of Competency – Front-End Loader
- Other plant operator tickets

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Well developed communication skills
- Demonstrated labouring experience
- Sound conflict resolution skills
- Sound level of literacy, numeracy and communication skills

- Experience working under minimal supervision
- Excellent customer service skills
- Leadership skills and experience
- Demonstrated ability to work independently
- Proven ability to establish work priorities for the team and self and ensure deadlines are met consistently
- Demonstrated understanding of and commitment to EEO and WHS principles and practices

Desirable

- Experience dealing with the public
- Experience working with external contractors
- Experience operating heavy vehicles and plant
- Knowledge of waste management
- Local Government experience
- Experience in the operation of a side loading collection vehicle and other plant
- Proven skills leading effective teams
- Keyboard and computer skills
- Knowledge of the MS Office suite

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 Environment and Sustainability policies and procedures
- Human rights 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 minimum of 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 acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker'. Participation in Council's Immunisation Program is offered to and encouraged for all high risk roles; however is not mandatory
- The employee acknowledges this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake manual labouring tasks.
- Commitment to and satisfactory progression through training modules in appropriate timeframes.

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: