



Employment Application Pack

Position Title:	Assistant Treatment Plant Operator (Biloela)
Vacancy Reference Number:	VRN25/26-132
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$72,796.61 + on call roster + overtime + \$3,000 p.a. retention allowance on commencement + Superannuation Level 5 LGIA Stream B
Recruitment Commences:	8 October 2026

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** required to be submitted (please also 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: Assistant Treatment Plant Operator (Biloela)						VRN 25/26-132		
FAMILY NAME:						GIVEN NAME(S):		
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ 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		☐ SEEK		☐ LinkedIn				
☐ Newspapers _____		☐ Posters/Mail outs		☐ The Australian Local Government Job Directory				
☐ Banana Shire Council Website		☐ 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 ☐ No ☐								
If no, do you have a working visa? (Please specify type) Yes ☐ No ☐								
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R
☐ Open		☐ Provisional		☐ Learners				
Licence issued in		☐ Queensland		☐ Another State/Territory		☐ 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? ☐ 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 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:

Please outline your experience performing labouring duties:

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

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

[illegible]

Assistant Treatment Plant Operator POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Assistant Treatment Plant Operator		
Classification:	Level 5	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government (Stream B) Award – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Biloela
Reports to:	Supervisor – Treatment Technology	Number of reports:	0

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.

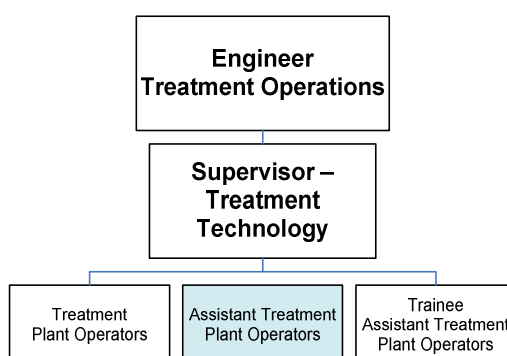
Our Values

- 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

Assist with the operation and maintenance of Council's treatment plants in accordance with legislative requirements and Council Policies.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Assist with the operation, maintenance and repair of water supply and sewerage infrastructure including swimming pools, reservoirs, bores, pump stations and chlorination facilities
- Assist with the monitoring of treatment process parameters, including chemical and dosing requirements
- Collect samples for analysis and undertake routine analysis
- Respond promptly to operational changes to ensure continuity of supply of treated water/wastewater to defined standards
- Detect and report changes in water/wastewater treatment which may affect quality, distribution and supply to the Supervisor
- Respond to enquiries to internal and external customers promptly and professionally
- Assist with the maintenance of log sheets, asset records and monthly reports
- Update Council's state-wide water information management system (SWIMs) with operational tasks and test results
- Utilise the SCADA/Telemetry network and associated equipment to monitor key operational parameters and respond to alarms/exceedances accordingly
- Undertake stocktakes of consumable supplies and advise supervisor of relevant stock levels
- Ensure safe use and storage of dangerous goods (e.g. Chlorine, hydrochloric acid)
- Assist with the enforcement of water restrictions
- Operate within Council's Drinking Water Quality Management and Recycled Water Management Plans
- Assist in the supervision of contractors and other employees as required
- 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 driver's licence (minimum requirement – provisional licence)
- General Safety Induction (Construction Industry) Certification (White Card).

Desirable

- Certificate III in Water Industry, or commitment to undertake and complete this qualification.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- General labouring experience
- Genuine interest in water and wastewater treatment
- Computer and keyboard skills
- Sound level of oral and written communication skills
- Customer service skills and experience
- High level teamwork skills
- Sound understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Water and wastewater treatment operational experience.

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 policy and procedures
- 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 driver's 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 participate in an on call roster
- 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
- 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
- The employee acknowledges that they may be required to travel to other towns within the Shire to operate other Council treatment plants.

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: