



Employment Application Pack

Position Title:	Cleaner
Vacancy Reference Number:	VRN25/26-082
Department:	Council Services
Location:	Biloela
Employment Status:	Permanent, Part Time
Remuneration:	\$34.94 per hour Level 4 LGIA Stream B
Recruitment Commence	16 January 2026
Recruitment Closes:	30 January 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 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: Cleaner VRN25/26-082	
FAMILY NAME: _____	
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
MAILING ADDRESS: _____	
POSTCODE: _____	
MOBILE NO: _____	
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 (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

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:

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

POSITION DETAILS

Position Title:	Cleaner	Position Status:	Part Time, Permanent
Classification:	Level 4	Position Status:	Part Time, Permanent
Employment Conditions:	Queensland Local Government Industry Award (Stream B) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Various
Reports to:	Cleaner – Team Leader	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.

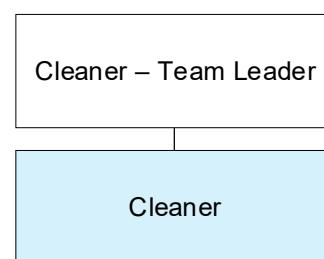
Our Values

- 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

Participate in daily cleaning activities of various Council sites including Administration Offices, Libraries, Community Resource Centre, Depot, Workshop, Stores and their amenities in accordance with Council policies, the requirements of the community and industry standards.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Undertake the daily cleaning of Council facilities including the Biloela Depot, Stores, Workshop, Transit Centre, and any other sites (as required) and their amenities
- Use and store chemicals in accordance with Council policies and legislative requirements
- Monitor cleaning supplies and request additional supplies when necessary
- Report damaged or broken fixtures, furniture, and fittings
- Operate various equipment and plant for cleaning purposes at designated facilities
- Complete daily cleaning checklists
- Respond to internal customer requests as required Participate in toolbox and team meetings
- Complete and maintain administrative records e.g. timesheets
- 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
- 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 class 'C' driver's licence
- Queensland Construction White Card (General Safety Induction).

Desirable

- Chemical Handling Training
- Cert III Cleaning Operations.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated experience in commercial cleaning and the safe use of commercial cleaning products
- Sound level of oral and written communication skills
- Proven ability to work autonomously and contribute to continuous improvement
- Good understanding of and commitment to EEO and WHS principles and practices.

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
- Environment and Sustainability policy and procedure
- 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 class 'C' driver's 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
- The employee agrees to be available for weekend and after hours work as required
- 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.

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: