



## Employment Application Pack

Position Title:	Project Manager – Smoky Creek Project
Vacancy Reference Number:	VRN25/26-085
Department:	Executive Services
Location:	Biloela
Employment Status:	Contract, Maximum Term
Remuneration:	\$140,000 per annum
Recruitment Commence	21 January 2026
Recruitment Closes:	4 February 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](mailto: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	
<b>POSITION APPLYING FOR:</b> Project Manager – Smoky Creek Project <span style="float: right;">VRN25/26-085</span>	
<b>FAMILY NAME:</b> _____	
<b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
<b>MAILING ADDRESS:</b> _____	
<b>POSTCODE:</b> _____	
<b>MOBILE NO:</b> _____	
<b>TELEPHONE NO:</b> _____	
<b>EMAIL ADDRESS:</b> _____	
<b>IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?</b>	
<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) _____	
<b>ELIGIBILITY TO WORK IN AUSTRALIA</b> (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"/>	
<b>LICENCES</b> (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
<b>PLANT OPERATOR TICKETS</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)	
Please list the <b>current</b> Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):	
<b>BLUE CARD</b> (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	
<b>WHITE CARD</b> (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	
<b>QUALIFICATIONS</b> (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*



# Project Manager – Smoky Creek Project

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title:	Project Manager – Smoky Creek Project		
Classification:	Contract	Position Status:	Fixed Term, Contract
Employment Conditions:	Contract		
Department:	Executive Services	Location:	Biloela
Reports to:	Chief Executive Officer	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.

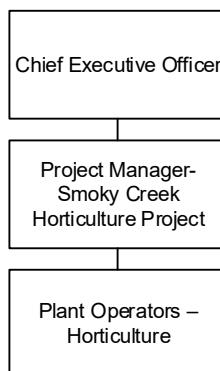
#### Our Values

- 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

Provide leadership, coordination and oversight of all vegetation, horticultural and plant operation activities required for project-based works, including vegetation clearing, tree transplanting, large-scale planting, and irrigation installation and maintenance. This role ensures the successful delivery of major projects by planning and scheduling works, supervising crews and contractors, monitoring safety and environmental compliance, and ensuring all project deliverables meet Council policies, regulatory requirements and industry standards.

### ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Plan, coordinate and oversee all vegetation, horticultural and plant-operation activities required to deliver the project safely, efficiently and to specification
- Develop project schedule, scopes of work, and daily/weekly work programs for crews and contractors
- Monitor performance, quality, and progress of clearing, transplanting, planting and irrigation activities, ensuring outputs meet design and environmental requirements
- Lead and manage project staff and contractors, providing direction, support and problem-solving to maintain productivity and safety standards
- Ensure compliance with Council policies, procedures, environmental approvals, biosecurity requirements, cultural heritage protocols and relevant legislation
- Manage site safety through pre-starts, risk assessments, inspections and prompt resolution of hazards, incidents and non-conformances
- Liaise with internal stakeholders and external parties to keep the project on track
- Oversee procurement and management of materials, plants, irrigation components, equipment and external services to support project delivery
- Maintain accurate project records including progress reports, quality documentation, variations, as-builts, permits and contractor performance
- Monitor budget, timelines and resourcing, identifying risks and implementing corrective actions to ensure the project is delivered within scope
- Contribute to the promotion of the image of Council and the maximisation of good public relations
- Liaise with other Council staff in the performance of duties including providing and obtaining information
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- 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

- Formal qualifications in Project Management or equivalent
- Certificate III in Horticulture, or equivalent
- Qld General Safety Induction (white or blue card)
- Queensland Class 'C' driver's licence.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Demonstrated experience managing or coordinating capital works programs and overseeing horticultural, vegetation, or maintenance activities at a project level
- Proven ability to plan, schedule and supervise the use of plant, equipment and resources required for project delivery (rather than personally operating plant)
- Strong literacy, numeracy and communication skills, with the ability to lead teams, liaise effectively with stakeholders, and work both collaboratively and autonomously with minimal supervision
- Sound understanding of, and commitment to, Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) principles, with demonstrated ability to apply them in a project environment.

## 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 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' manual driver's licence and that the loss of licence may jeopardise employment with Council
- Flexibility to alter working hours to suit workload and meetings.

## 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: