



Employment Application Pack

Position Title:	Supervisor Parks and Open Spaces
Vacancy Reference Number:	VRN26/27-053
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$92,614.00 - \$97,743.27 Level 4 LGIA Stream A
Recruitment Commences:	14 September 2026
Recruitment Closes:	28 September 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 Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Supervisor Parks and Open Spaces						VRN26/27-053	
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 institution where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School							
Name of institution: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order 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 service completed	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 nominated medical practitioner if required.
- 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.

Supervisor Parks and Open Spaces

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Supervisor Parks and Open Spaces		
Classification:	Level 4	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Infrastructure Services	Location:	Biloela, subject to rotation
Reports to:	Coordinator Parks	Number of reports:	13
Position Number:	1375		

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.

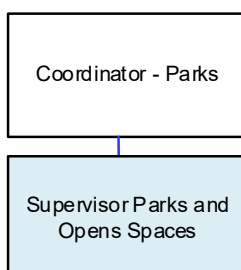
Our Values

- 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

Contribute to the ongoing development, enhancement and maintenance of parks and open spaces across Banana Shire Council, ensuring all work is carried out in accordance with Council policies, procedures, and standards.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Oversee the day-to-day delivery of parks, gardens, open spaces, recreational facilities, town/s streets and associated Council assets, ensuring works are completed safely, efficiently and in accordance with approved work programs, service standards and legislative requirements
- Assist the Coordinator Parks and Open Spaces with planning, scheduling and resource allocation, including the effective utilisation of employees, contractors, plant, equipment and materials to achieve operational objectives
- Assist in the development, implementation and continuous improvement of parks and open spaces works schedules and report weekly on operational outcomes.
- Assist in the development, implementation and continuous improvement of town streets pothole patching, repair works and street sweeping schedules and programs.
- Provide technical leadership, guidance, training and mentoring to employees, supporting workforce capability, performance, safe work practices and continuous improvement
- Monitor and report on work progress, quality, productivity and resource utilisation, ensuring works are delivered in accordance with Council standards, environmental obligations and quality assurance requirements
- Contribute to the development, maintenance and effective implementation of Council work instructions
- Promote and maintain a safe workplace by undertaking inspections, conducting toolbox meetings, implementing risk controls and ensuring compliance with workplace health and safety policies, procedures and legislation
- Lead operational activities including horticultural maintenance, asset maintenance, traffic management, signage installation, plant operation and the upkeep of public amenities and open space infrastructure
- Assist the Coordinator Parks and Open Spaces in the collection and maintenance of asset management data for asset inventory accuracy.
- Coordinate regular footpath inspections via the Banana Shire Council inspection platform, develop a schedule of footpath defect repairs and arrange for footpath defect rectification works.
- Ensure hazard inspections and project audits assigned to the respective Supervisor are undertaken on time and with due diligence.
- Contribute to a positive workforce culture via displaying team respect, acknowledging quality work outcomes and adopting an inclusive and collaborative team environment.
- Work collaboratively with fellow Supervisors and with Coordinators to enable delivery of Parks and Open Spaces delivery objectives.
- 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 manual driver's licence
- QLD General Safety Induction – White or Blue Card.

Desirable

- Queensland 'MR' class manual driver's licence
- Certificate III in Horticulture
- Level II Chainsaw Operations Certificate
- Agricultural Chemical Distribution Control ticket (ACDC)
- Implement Traffic Management Plans (ITMP)
- Traffic Controller Competency.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Good literacy, numeracy and oral communication skills
- Demonstrated ability to work in a team environment under minimal supervision
- Sound understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Demonstrated experience in horticultural and labouring activities, including the maintenance, presentation, and management of parks, gardens and open space assets
- Sound knowledge of plant species, seasonal maintenance requirements, and the safe operation of horticultural plant, equipment and tools
- Demonstrated experience in the supervision and coordination of operational work teams in a local government, civil construction, maintenance, or parks and open spaces environment
- Sound knowledge of relevant legislation, industry standards, workplace health and safety requirements, and environmental practices applicable to operational activities
- Demonstrated ability to plan, organise, prioritise and monitor work programs to achieve operational objectives and service delivery standards
- Proven leadership skills, including the ability to motivate, mentor, develop, and manage employee performance within a team environment
- Ability to plan, estimate, schedule and coordinate parks, open space and civil infrastructure maintenance and construction activities to achieve operational objectives.

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.

Supervisor Parks and Open Spaces

POSITION DESCRIPTION

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a minimum of a class 'C' manual driver's licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available to travel within and outside of Shire boundaries for work and training purposes and may be required to work away from home for unspecified periods of time
- The employee agrees to be available for work on weekends and public holidays 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
- 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: