



Employment Application Pack

Position Title:	Truck Driver
Vacancy Reference Number:	VRN2627-019
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$74,937.71
	Level 6 LGIA Stream B
Recruitment Commence	21 July 2026
Recruitment Closes:	OPEN

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: Truck Driver					VRN26/27-019		
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:

[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:

POSITION DETAILS

Position Title:	Truck Driver		
Classification:	Level 6	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland Local Government Industry Award (Stream B) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Infrastructure Services	Location:	Various
Reports to:	Coordinator- Works	Number of reports:	0
Position Number	1321		

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.

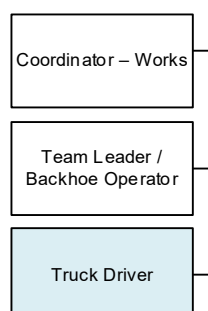
Our Values

- 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

Efficiently operate a range of Council rigid trucks and road plant to meet required standards on maintenance and construction projects.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Operate and control a truck safely and efficiently to support sealed and unsealed road maintenance and other Council operational activities
- Provide high-quality plant operation services to work teams across various locations within and outside the Shire, ensuring service delivery standards are achieved
- Assess site conditions and apply appropriate operational techniques to ensure safe and effective truck operations in varying environments and work conditions
- Conduct pre-start inspections and undertake routine servicing, maintenance, cleaning and minor adjustments to plant and equipment in accordance with manufacturer's specifications and Council procedures
- Monitor plant performance and promptly report faults, defects, maintenance requirements and safety concerns to ensure operational reliability and compliance
- Maintain accurate records of plant movements, operating hours, inspections, maintenance activities and work undertaken
- Read, interpret and apply work schedules, plans, site instructions, safety documentation and operational procedures
- Undertake traffic management activities and implement approved Traffic Control Plans in accordance with relevant legislation, standards and Council requirements
- Perform general labouring duties associated with the construction, maintenance and operation of Council assets and infrastructure
- Identify and report declared weeds, environmental hazards and other maintenance issues requiring further action
- Operate other small plant and equipment, where licensed, trained and competent, to support operational requirements
- Participate actively in toolbox meetings, safety briefings and team discussions, contributing to a positive safety culture and continuous improvement initiatives
- Respond professionally to requests and enquiries from internal and external customers, maintaining a high standard of customer service
- Work collaboratively as part of a team while exercising initiative and judgement in the performance of allocated duties under limited supervision
- Assist supervisors and senior staff in identifying and implementing improved work processes, operational efficiencies and service delivery practices
- Assist with disaster management, emergency response and recovery operations 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 'HC' class manual driver's licence
- QLD General Safety Induction – White or Blue Card

Desirable

- Implement Traffic Management Plans (ITMP)
- Traffic Controller Licence
- Other Plant Operator Tickets

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Ability to operate road making plant and provide basic repair and daily maintenance for road plant
- Demonstrated experience performing general labouring duties including concrete works and the ability to maintain small plant
- Demonstrated ability to work effectively in a team environment under minimal supervision
- Basic literacy, numeracy and communication skills
- 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 minimum of a class 'HC' 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 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: