



Employment Application Pack

Position Title:	Coordinator Waste Contracts and Projects
Vacancy Reference Number:	VRN26/27-035
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$106,348.56 Level 6 LGIA Stream A
Recruitment Commences:	3 September 2026
Recruitment Closes:	17 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 Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Coordinator Waste Contracts and Projects		VRN 26/27-035
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

Coordinator Waste Contracts and Projects

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Coordinator Waste Contracts and Projects		
Classification:	Level 6	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government Industry (Stream A) Award – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Biloela
Reports to:	Principal Coordinator Waste Services	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.

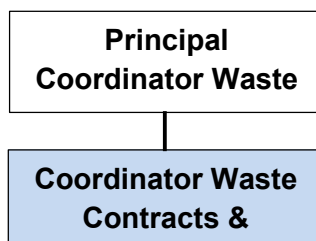
Our Values

- 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

The position will coordinate the delivery and administering of key waste services contracts as well as oversee the delivery of both waste infrastructure and waste education projects, throughout the Banana Shire in accordance with Council Policies, Local Laws and legislative requirements.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Coordination of key waste services contracts, including transfer station operation, kerbside waste collection and delivery of services, ensuring efficient and compliant service delivery
- Monitor contractor key performance indicators (KPIs), regularly meet with contractors and ensure efficient and compliant delivery of contract services
- Develop service contracts and third-party agreements, ensuring performance standards and compliance
- Coordinate development and implementation of tenders and vendor panels, in compliance with Council policies and procedures
- Lead contract administration, including contract development, auditing and compliance activities, working with consultants, facility partners and contractors to ensure legislative and operational compliance.
- Coordinate the delivery of minor waste infrastructure projects, including site upgrades and repairs
- Support the Principal Coordinator Waste Services with the implementation of Council's major waste infrastructure projects, including expansion of existing facilities and construction of new facilities.
- Prepare and manage project and contract budgets, ensuring sound financial management and decision making
- Monitor expenditure and contract performance and provide recommendations to optimise service delivery and financial outcomes
- Develop, implement and oversee Council's waste education and behavior change initiatives, planning, and strategic direction ensuring alignment with strategic and operational objectives
- Develop and implement community education and awareness programs supporting circular economy principles
- Coordinate the advancement of Council's waste management and resource recovery initiatives in collaboration with the Principal Coordinator Waste Services, ensuring alignment with strategic and operational objectives
- Develop and implement waste management policies and procedures, with a focus on recovery and education, and provide advice or relevant policies and procedures
- Liaise with residents, schools, businesses, and community organisations to promote waste minimisation and recycling
- Respond to enquiries from internal and external customers in a prompt, timely and professional manner
- Coordinate collection and analysis of waste data to inform operational improvements and strategic decisions
- Prepare reports, business cases, grant applications, and funding acquittals using evidence-based analysis
- Coordinate post-emergency contractor clean-up operations in collaboration with emergency services and internal stakeholders, ensuring environmental and community safety
- 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
- 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

Preferred

- Queensland class 'C' driver's licence (minimum requirement – provisional licence)
- Tertiary qualification in the field of Waste Management, Environmental Science, Environmental Health, Engineering, or relevant equivalent experience
- Experience in waste management operational oversight.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Strong leadership and project management experience
- Strong understanding of Queensland's waste legislation and circular economy principles
- Excellent communication, stakeholder engagement, and problem-solving skills
- Experience in contract support and risk mitigation
- Ability to manage time, resources, and performance metrics effectively
- Proven ability to identify challenges and implement effective/innovate solutions
- High level interpersonal, customer service, oral and written communication skills
- Strong contract management skills
- Keyboard and computer skills
- MS Office Suite working knowledge
- Understanding of, and commitment to, EEO and WHS principles and practices.

Desirable

- Previous experience in the local government sector would be advantageous.

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 procedure
- 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 be available for occasional travel and overnight stays within the Shire.
- 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: