



Employment Application Pack

Position Title:	Rural Services Officer
Vacancy Reference Number:	VRN23/24-113
Department:	Council Services
Location:	Taroom
Employment Status:	Full Time Permanent
Recruitment Commences:	19 March 2024
Recruitment Closes:	2 April 2024

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: Rural Services Officer

VRN23/24-113

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 retur

Rural Services Officer POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Rural Services Officer		
Classification:	Level 6	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government Industry (Stream B) Award – State 2017 Banana Shire Council Certified Agreement 2021		
Department:	Council Services	Location:	Taroom
Reports to:	Rural Services 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.

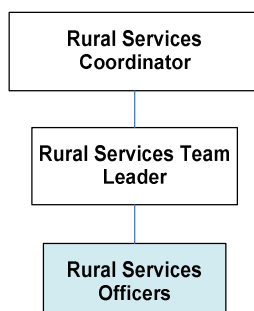
Our Values

- 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

To deliver Council’s Rural Services Program within Banana Shire in accordance with Council Policies, legislative requirements and industry standards.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Inspect stock routes and enforce the provisions of the Stock Route Management Act 2002, Biosecurity Act 2014 and any related legislation
- Operate Council's impoundment facilities and assets
- Impound straying stock as required
- Assist with stock movement within stock routes and reserves
- Enforce Council's Pest Management Plan for declared pests and animals
- Deliver inspection programs and/or surveys of Council and private property for the management of declared pests and animals
- Assist with the investigation of complaints
- Participate in vector control program
- Wash down inspections for both public and council wash down facilities
- Assist in the issuing of statutory notices and obtaining of appropriate evidence
- Participate in lawful proceedings as required
- Assist in the preparation of operational plans for the effective management of stock routes and declared pests
- Carry out the maintenance of assets and care of animal duties at Council's impoundment facilities in accordance with Council Policies and approved procedures
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities
- Undertake routine administrative tasks as required by the position eg. 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* drivers licence (minimum requirement – provisional licence)
- Qld General Safety Induction- White or blue card

Desirable

- Certificate III in Land Conservation and Management, or the willingness to obtain, or equivalent experience.
- Possession of or willingness to obtain ACDC (Chemical Application) Certification Category A.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Cattle, horses and other livestock handling skills
- Proven ability in dealing with difficult customers
- Sound interpersonal, oral and written communication skills
- Customer service skills.
- Sound understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Demonstrated knowledge of applicable legislation.

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 Policy
- 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 drivers 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 participate in an on call roster 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
- 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: