

Employment and Lifestyle

INFORMATION PACKAGE



Banana
SHIRE
SHIRE OF OPPORTUNITY

INFORMATION PACKAGE

"Shire of Opportunity"

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

About

Banana Shire Council Employment and Lifestyle Information Package 2023 highlights Council's commitment to assisting employees to achieve a satisfying work/life balance by outlining a range of work, lifestyle and livability benefits available to employees of the Banana Shire Council.

The Employment and Lifestyle Information Package is reviewed annually and is current at the time of publication.



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MESSAGE FROM THE CEO



Banana Shire Council is committed to fostering a supportive and inclusive environment where every individual can thrive and contribute to our collective success.

As the CEO of Banana Shire Council, I am proud to lead an organisation that is on a growth trajectory, with several exciting opportunities on the horizon in new industries. With a dedicated workforce of 300+ employees and a values-led leadership team, we are focused on managing sustainability and driving growth in our community.

At Banana Shire Council, we prioritize the well-being and development of our employees. We offer competitive remuneration and support ongoing professional development to ensure a healthy work-life balance.

Located in Biloela, our community is known for its warmth and progressiveness, boasting excellent education and medical facilities, along with ample employment opportunities.

We are committed to diversity and inclusion and welcome applications from all suitable candidates. If you are a values-led leader, I encourage you to explore the exciting opportunities available at Banana Shire Council.

Thomas Upton
CHIEF EXECUTIVE OFFICER



IDYLIC REGIONAL LIFESTYLE

Banana Shire provides the best of both worlds - a safe, comfortable regional lifestyle in communities that provide all the essentials, while being only a short drive away from some of Queensland's best beaches and busy regional cities.

Location

Banana Shire is situated in Central Queensland, Australia. It is 120km west of the growing industrial city port of Gladstone and an easy drive to the city of Rockhampton.

Diverse range of job opportunities

The region is blessed by a diverse range of mining, manufacturing, and agricultural industries, employing various professionals, qualified tradespeople, and offering entry-level opportunities for interested individuals.

Premium services

The Shire has nine public primary schools, three public P-10 schools, two state high schools, one private primary school, and one private P-10 school. It also hosts most mainstream Christian churches and their associated groups, five public hospitals, and a number of popular sports facilities.

Myriad sport & recreation

Banana Shire provides a variety of recreation, employment, education, and lifestyle options. Sport and recreation play a major role in the lifestyle of Banana Shire residents with over 390 different community and sporting groups to choose from.





Multi-cultural mix

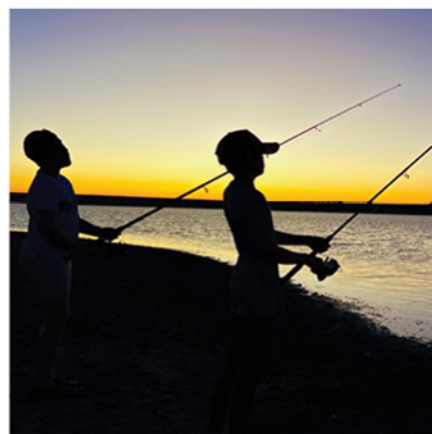
Biloela is internationally recognised for the warm welcome it provides to foreign and non-English speaking residents, fostering a wonderfully multicultural community celebrated by all its residents.

Natural wonders

The Shire boasts many natural attractions including gorges, rivers, and National Parks such as Dawson River and Expedition National Park, Kroombit Tops National Park, Lake Murphy, and Mt Scoria Conservation Parks, and Isla Gorge.

Outdoor Adventures

The Dawson River and Callide Dam provide opportunities for fishing and water sports. The Shire can also provide many adventures for the 4WD enthusiast.





WHY WORK AT COUNCIL?

Council offers its employees a balance of rewarding roles, career development opportunities, a commitment to providing a healthy and safe work environment and has a driven culture. There are job opportunities or people who like working outdoors to create a better environment, jobs working with people of different ages and cultural backgrounds and jobs planning services that will shape the community in the future.

Enterprise Agreement

Where stated, the provisions of Council's Enterprise Agreement apply, providing expanded entitlements and conditions of employment not covered by the Award.

Superannuation

Council offer attractive superannuation packages for all employees of Council, making contributions of up to 12% to the superannuation fund of the employee's choice.

Leave Entitlements

Employees are entitled to various types of leave including Annual Leave, Long Service Leave, Parental Leave, Domestic Violence Leave and Personal Leave.

Employee Assistance

A confidential employee assistance program is available to all Council employees (and direct family members of staff). This service is free of charge and assists staff with any work related or personal issues.

Flexibility and Rostered Day Off

Council operates a nine-day Accrued Day Off Scheme (more commonly referred to as an RDO in our organisation). Flexible working arrangements may also be available to employees.



Salary Sacrifice

Eligible employees of Council can access salary sacrifice options that include novated leases and personal superannuation contributions.

Professional Development

Council is committed to the career development of its employees, and is active in identifying and supporting opportunities for employees to develop within their role and upwards within the organisation. Support including internal and external training, payment of professional fees and study assistance programs are available.

Equal Opportunity Employment

Council is proud to be an equal opportunity employer. We ensure that equal employment opportunity principles are incorporated into all policies, procedures and processes within the organisation. Council commits to a working environment that is free from discrimination and harassment.

Health and Fitness Initiatives

Council provides employees with access to programs such as flu vaccines, skin checks and discounted private health insurance options. Corporate discounts at Anytime Fitness and assistance to employees interested in quitting smoking is also available.



QUICK FACTS ABOUT BANANA SHIRE

COUNCIL SERVICES:

Road network



STATE ROAD

838KM



COUNCIL

SEALED 1,123KM &
UNSEALED 2,885KM



AERODROMES
CERTIFIED 2
AND OTHER 4



WATER
TREATMENT
PLANTS 5



**COMMUNITY
CENTRES/HALL**

6



LIBRARIES

4



**MOBILE
LIBRARY**

1



SEWERAGE
TREATMENT
PLANTS 4



PUBLIC
SWIMMING
POOLS 3

SHIRE STATISTICS:



AREA

28,577KM²



POPULATION

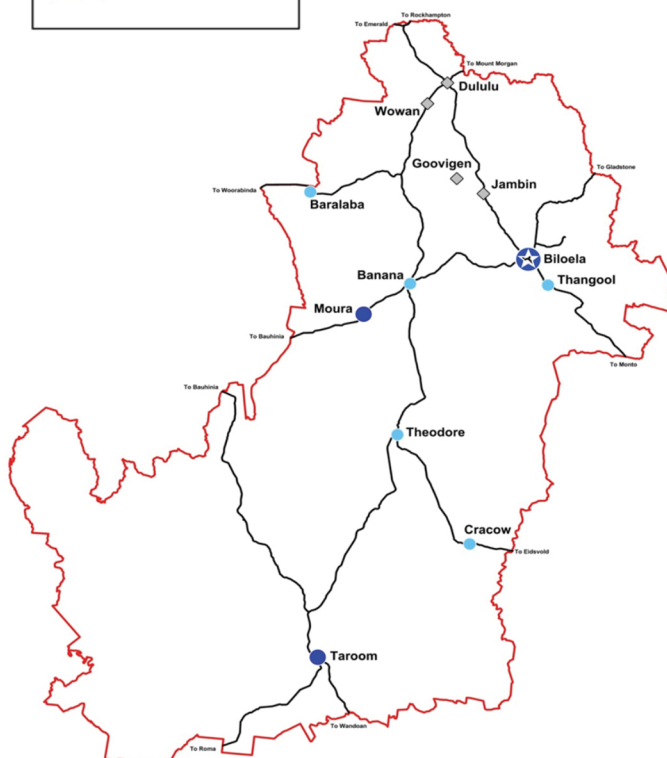
15,209

BILOELA

**MAIN ADMINISTRATION
CENTRE**

OTHER TOWNS & VILLAGES:

BANANA, BARALABA, CRACOW,
DULULU, GOOVIGEN, JAMBIN,
MOURA, RANNES, TAROOM,
THANGOOL, THEODORE
& WOWAN





ABOUT THE POSITION

Role Title

Vacancy Reference Number: VRN 23/24-105

Department: Corporate and Community

Location: Biloela

Employment Status: Full Time, Permanent

Recruitment Commences: 21 March 2024

Recruitment Closes: 4 April 2024

Remuneration: \$99,714.43 - \$108,189.20 per annum

Senior Financial and Systems Accountant

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Senior Financial and Systems Accountant		
Classification:	Level 7-8 dependent on skills and qualifications	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2018		
Department:	Corporate and Community Services	Location:	Biloela
Reports to:	Manager Finance	Number of reports:	2

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.

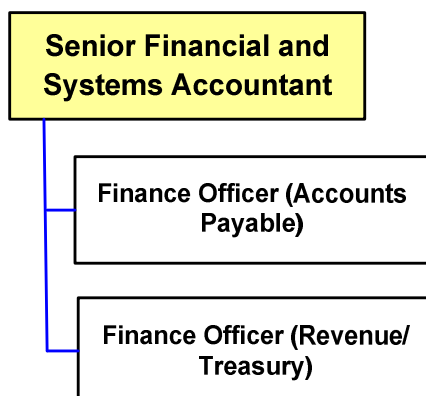
Our Values

- 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 manage the finance functions and provide efficient and effective accounting support to Council in accordance with statutory requirements and applicable accounting standards.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Ensure all financial transactions are processed efficiently and financial records maintained in accordance with Council policies and procedures
- Manage regular financial reporting requirements including monthly reports to Council and annual financials
- Develop and strengthen financial process to maintain compliance and efficiency
- Assist matters relating to budgeting , long term financial planning and financial management improvement plan execution, asset management and any other matters relating to finance or process improvements
- Assist in developing policies and procedures
- Provide technical advice and training when required on accounting/financial matters
- Interpret and apply requirements of accounting standards and legislative requirements for asset management, accounting, budgeting and reporting in the Local Government environment
- Ensure Council's computerised financial management system is correctly maintained, reviewing as required with key stakeholders
- Prepare and/or coordinate the production of all end of year audit documentation
- Assist in ensuring all agreed audit recommendations are implemented
- Liaise with Senior Officers to ensure annual budgets are correctly prepared
- Coordinate and analyse all department budgets ensuring appropriate compliance
- Prepare all statutory financial reports in accordance with the Local Government Finance Standard and accounting standards, including annual financial statements and notes
- Provide assistance in the preparation of accounting returns including the Grants Commission and Local Government Comparative Data with input from key stakeholders
- Prepare and ensure the regulatory compliance of the monthly and annual Payroll Tax Returns and assist with the preparation of the other statutory returns
- 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 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

- Degree in Business, Commerce or Accounting, or significant progress towards such a qualification
- Queensland C class drivers licence (minimum requirement – provisional licence)

Desirable

- Experience in the local government sector preferably Queensland.
- CPA or CA Equivalent

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated knowledge of financial accounting including accrual accounting and asset accounting principles and practices
- Demonstrated understanding of current accounting standards
- Demonstrated leadership capability including the ability to stimulate a high level of performance, foster teamwork and promote excellent customer service and continuous improvement
- Demonstrated understating of process mapping , IT systems implementation
- High level of keyboard and computer skills including working knowledge of the MS Office Suite of programs, accounting software systems and databases
- Highly developed negotiation, oral and written communication skills
- Well developed organisation and time management skills
- Sound knowledge 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 (for both internal and external customers)
- Council's Code of Conduct
- Council's Environmental Policy
- 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
- Procurement 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

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:



TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office,
Valentine Plains Road, Biloela

Advice to Applicants

You will be shortlisted in consideration of your merit and suitability to the role based on information provided in your application.

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.

Successful applicants are assessed through the written application, followed by the recommendation of the interview panel and reference checks. Some positions may also require a pre-employment medical as part of the process.

Banana Shire Council Application for Employment

APPLICANT DETAILS			
POSITION APPLYING FOR:		VRN:	
FAMILY NAME:		GIVEN NAME(S):	
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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 <input type="checkbox"/>	SEEK <input type="checkbox"/>	LinkedIn <input type="checkbox"/>	
Newspapers <input type="checkbox"/>	Poster/Mail Outs <input type="checkbox"/>	The Australian Local Government Job Directory <input type="checkbox"/>	
Banana Shire Council Websites <input type="checkbox"/>	On-Line (Please specify website) <input type="checkbox"/>		
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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, do you have a working visa? (Please specify type) <input type="checkbox"/> Yes <input type="checkbox"/> No			
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Class of Licence: 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 <input type="checkbox"/>			
Licence issued in	Queensland <input type="checkbox"/>	Another State/Territory <input type="checkbox"/>	Another Nation <input type="checkbox"/>

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 Services	Year Completed Services	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.



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