



Employment Application Pack

Position Title:	Work Health & Safety Support Officer
Vacancy Reference Number:	VRN24/25-123
Department:	Executive Services
Location:	Biloela
Employment Status:	Permanent, Full Time
Remuneration:	\$82,572.44- \$87,404.57 Level 3 LGIA Stream A
Recruitment Commences:	8 July 2025
Recruitment Closes:	22 July 2025

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: Work Health and Safety Support Officer					VRN24/25-123		
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?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> 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				
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> 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.

Work Health and Safety Support Officer POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Work Health and Safety Support Officer		
Classification:	3	Position Status:	Full Time
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024 – pending ratification		
Department:	Executive Services	Location:	Biloela
Reports to:	Coordinator Work Health and Safety	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.

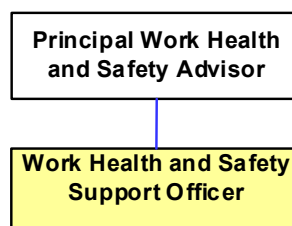
Our Values

- 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 assist in the implementation, coordination and promotion of Council's Safety Management System in accordance with legislative requirements and Council Policies.

ORGANISATIONAL REPORTING ARRANGEMENTS



Work Health and Safety Support Officer POSITION DESCRIPTION

DUTIES AND RESPONSIBILITIES

- Provide ongoing administrative support in Councils operating systems, including MYOSH
- Develop and maintain safety register
- Participate in programs in accordance with the Councils Work Health and Safety Management System in the positive improvement of Council safety culture
- Assist in leading and coordinating programs to ensure Council and employee compliance with Council's WHS management system and legislative requirements
- Provide guidance, advice, and support to all employees on general WHS processes
- Assist with the implementation and coordination of WHS programs, policies and activities.
- Participate with the development of risk-minimising strategies
- Assist in developing, reviewing, and conducting various training activities including employee inductions and other training sessions as required.
- Assist in the management of workplace compliance, incidents, system audits and the maintenance of required WHS databases
- Undertake routine administrative tasks as required by the position.
- Document and review WHS administration procedures
- Register correspondence and relevant documentation into Council's electronic correspondence management system, quality system and relevant IT systems
- 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

Compulsory

- Formal Qualification in WHS (Diploma; Certificate) or willingness to undertake together with a genuine interest in Work Health and Safety.
- Qld Construction White Card (General Safety Induction).
- Queensland C class drivers licence (minimum requirement – provisional licence)

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated experience in completing risk assessments, incident investigations and reporting.
- Demonstrated ability to maintain a high level of confidentiality and integrity and to exercise sound initiative and judgement when assisting with sensitive issues.
- Highly developed oral and written communication skills, together with excellent customer service skills.
- High level of keyboard and computer skills including working knowledge of the MS Office Suite of programs
- Demonstrated ability to work effectively within a team with minimum supervision
- Excellent understanding of and commitment to EEO and WHS principles and practices

Desirable

- Experience in Local Government or the construction industry is desirable.
- Knowledge of and or experience in MYOSH

Work Health and Safety Support Officer POSITION DESCRIPTION

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 class 'C' manual driver's licence and that the loss of licence may jeopardise employment with the Council*
- *The employee acknowledges that the role requires frequent travel throughout the Shire and requires the ability to stay overnight in other towns within the Shire.*

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: