Employment Application Pack

Position Title:	Senior Compliance and Reporting Officer
Vacancy Reference Number:	VRN26/27-017
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	$106,348.56
	Level 6 LGIA Stream A
Recruitment Commences:	14 July 2026
Recruitment Closes:	28 July 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
62 Valentine Plains Road, Biloela
PO Box 412 Biloela QLD 4715
Phone 07 4992 9500 ● Fax 4992 3493
Email enquiries@banana.qld.gov.au ● www.banana.qld.gov.au

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Senior Compliance and Reporting Officer	**VRN 26/27-017**
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

Senior Compliance and Reporting Officer
POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Senior Compliance and Reporting Officer		
Classification:	Level 6	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government (Stream A) Award – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Biloela
Reports to:	Manager Water 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.

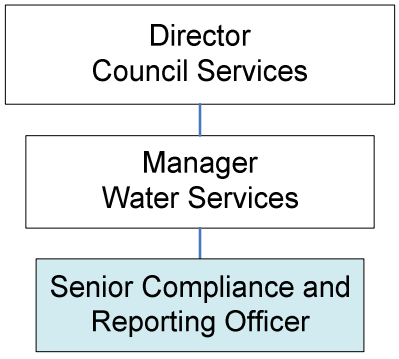
Our Values

- 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

To establish procedures and facilitate the achievement of Council's water and wastewater treatment quality objectives and compliance with statutory obligations and reporting functions.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Respond to enquiries from internal and external customers promptly and professionally
- Ensure compliance requirements are met for drinking water quality and wastewater/recycled water quality
- Develop and implement applicable Management Plans (e.g. Drinking Water Quality Management Plan)
- Develop and implement appropriate risk management practices for water and wastewater treatment systems and operations
- Monitor, audit and review compliance with management plans, water quality sampling programs, treatment plant log sheets and treatment operational processes for compliance and continuous improvement purposes
- Take the lead in preparation of annual report for Drinking Water Quality Management
- Analyse and interpret water quality and scientific data
- Monitor and provide advice on hazardous chemical and treatment related safety matters
- Prepare a range of documents including technical reports
- Report on management systems, key performance indicators, trends and compliance to internal and external stakeholders
- Oversee collection and collation of data for regular and annual reporting functions and ensure timeframes are met
- Contribute and provide technical advice and support to other staff regarding management plans, statutory compliance and reporting matters, water/wastewater quality issues and treatment matters and water quality monitoring procedures and equipment
- Mentor and supervise staff as required
- Assist in the management and contribute to the development of the sections budget
- Liaise with external laboratories as required
- Liaise with the Regulator (Department of Energy and Water Supply)
- Contribute to the development of new techniques and methodology in the water/wastewater industry
- 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 ‘C’ class manual driver’s licence (minimum requirement – provisional licence)
- Certificate or Diploma level qualification in relevant field together with experience in a similar role.

Desirable

- Formal tertiary qualification/s in a science, engineering or other relevant field.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- High level technical knowledge in Water Quality Management and Compliance
- High level investigative and analytical skills
- Proven practical problem solving skills
- Demonstrated ‘eye for detail’ and accuracy
- Working knowledge of relevant legislation
- Advanced computer skills and working knowledge of MS Office suite of programs
- Highly developed interpersonal, oral and written communication skills
- Demonstrated ability to establish work priorities and meet deadlines
- Demonstrated 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
- 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 driver's licence and that the loss of licence may jeopardise employment with Council
- 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: