



Employment Application Pack

Position Title:	Compliance Officer
Vacancy Reference Number:	VRN23/24-142
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Recruitment Commences:	21 June 2024
Recruitment Closes:	5 July 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: Compliance Officer		VRN23/24-142
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

POSITION DETAILS

Position Title:	Compliance Officer		
Classification:	Level Two (2) – Level Three (3)	Position Status:	Permanent Full Time
Employment Conditions:	Queensland Local Government Industry (Stream A) Award – State 2017 Banana Shire Council Certified Agreement 2021		
Department:	Council Services	Location:	Biloela
Reports to:	Supervisor - Compliance	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.

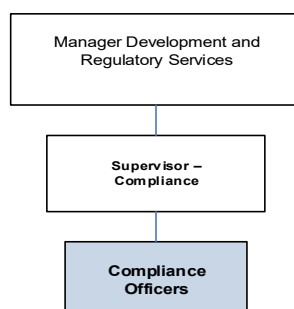
Our Values

- 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 administering matters of compliance for the regulatory functions throughout the Banana Shire Council in accordance with Council Policies, Local Laws and legislative requirements.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Investigate and enforce the provisions of Council Local Laws and Animal Management (Cats and Dogs) Act 2008 in accordance with Council Policies and related legislation
- Provide accurate, timely and appropriate information and advice on compliance issues to all customers
- Respond to customer service requests and complaints through effective investigation, questioning, interviewing, negotiation and conflict management techniques to ensure an acceptable and lawful outcome
- Draft, issue and enforce statutory notices, obtain appropriate evidence, and make recommendations for lawful proceedings as required
- Participate in on call roster
- Take part in the upkeep and registering of all relevant note taking and evidence
- Assist in the preparation of presentations and brochures
- Engage with schools, professional and community groups and deliver presentations to actively promote understanding and enforcement of compliance concerns
- Provide education to members of the public regarding expectation of relevant legislation
- Assist with stock movement within stock routes and reserves
- Undertake enforcement duties and regular inspections in accordance with relevant legislation
- Undertake all inspections for compliance in accordance with the conditions of approval as required
- Assist with the maintenance of Council's impoundment facilities and assets in accordance with Council Policies and approved procedures
- Assist with the maintenance of Compliance Registers
- Assist in the preparation of reports, as required
- Assist with the maintenance of Local Laws procedures manual
- Assist in the develop, document and continuously review work practices, procedures, Policies and systems
- Liaise with the community, government agencies and relevant business and industry groups as required
- 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 drivers licence (minimum requirement – provisional licence)
- Blue Card – Working with Children Check
- Certificate IV in Government Investigations or relevant equivalent qualification / experience (or a commitment to obtain).

Desirable

- Qld General Safety Induction (Construction Industry) Certification.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Animal behaviour, control and identification knowledge
- Legal process and rules of evidence knowledge
- Ability to interpret and enforce legislation and Council Local Laws
- Skills in negotiation and conflict resolution
- High level interpersonal, customer service, oral and written communication skills
- Keyboard and computer skills
- MS Office Suite working knowledge
- Proven ability to use initiative and follow instruction
- Effective team work ability
- Sound 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 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 be available for travel and overnight stays within the Shire
- The employee acknowledges that this role requires working outdoors undertaking manual tasks as well as working indoors undertaking computer-based tasks at times
- The employee acknowledges that they will be working with animals
- 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 that they will be required to carry out workload unassisted in most situations
- 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: