Position Vacant – Community & Disaster Support Officer

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Full-time, permanent position
- Salary cash component – Level 3 - $76,233 per annum
- Locality allowance of $1,945 per annum
- 19 day month (Monthly RDO)
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum
- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical and a Criminal History check
- Council staff have access to Employee Assistance Programs (EAP's), free and confidential counselling, coaching and advice
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions can be salary sacrificed

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email:	recruitment@balonne.qld.gov.au
Hand delivered:	118 Victoria Street, St George QLD
Post:	PO Box 201, St George QLD 4487

Please quote Council reference – 26-27-040

For further enquiries regarding this vacancy and associated selection process, please contact Mark Pain on 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Sunday 22 November 2026

David Burges
ACTING CHIEF EXECUTIVE OFFICER

Application for Employment

Please complete this form for each position being applied for.

Position: Community & Disaster Support Officer	Reference Number: 26-27-040

Applicant Details

First Name:	Last Name:
Address:	
Postal Address:	
Mobile:	Alternate Number:
Email:	

Work History

Current Employer:	Started: / /
Location:	
Main Duties:	
Past Employer:	Started: / /
Location:	Finished: / /
Main Duties:	
Past Employer:	Started: / /
Location:	Finished: / /
Main Duties:	

Licences, Certificates and Qualifications

Licence: ☐ C – Car ☐ LR – Light Rigid ☐ MR – Medium Rigid ☐ Other:
Training certificates and qualifications you currently hold, include dates:

Application for Employment

Experience

Have you ever been in a supervisory role? ☐ No ☐ Yes - If yes, total length of experience (in years):

In which industry did you gain the majority of your work experience:

☐ Rural ☐ Mining ☐ Construction ☐ Health care ☐ Retail

☐ Hospitality ☐ Education & Training ☐ Other:

Residency Status

What is your current residency status?

☐ Australian Citizen ☐ New Zealand Citizen ☐ Resident of Australia ☐ Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship? ☐ Yes ☐ No ☐ Non-citizen with a valid visa that provides work rights

Other Questions

Do you require any special arrangements at an interview? ☐ Yes ☐ No

If yes, provide details:

Where did you find this job?

☐ Council Website ☐ Seek ☐ Facebook / Instagram ☐ Balonne Bulletin

☐ LinkedIn ☐ Other:

References

Reference No. 1

Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No

Reference No. 2

Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No

Declaration

I confirm that, to the best of my knowledge, the information in this application is accurate. I understand that any false or misleading information may result in my application being rejected or my employment terminated. I also acknowledge that pre-employment checks, including a medical, criminal history, and drug and alcohol test, are required.

I have attached a copy of my resume & cover letter ☐ Yes ☐ No

Applicants Name: _____

Signature: _____ Date: / /

Position Description – CDSO

POSITION DETAILS	
DEPARTMENT:	Community and Environmental Services
POSITION:	Community and Disaster Support Officer
REPORTS TO:	Manager Community Services
DIRECT REPORTS:	Nil
PRINCIPAL LOCATION:	118 Victoria Street, St George
POSITION PURPOSE:	The position has dual responsibilities: • responsible for Community Services administration and assisting in planning and delivery of community programs and events • supports Local Disaster Management Group meetings and communication and ensures that disaster management plans and associated documentation and procedures are maintained, developed and communicated in accordance with the Council's obligations under the Disaster Management Act 2003.

KEY REQUIREMENTS

The key responsibilities include but are not limited to:

Community Services Support and Administration

- Provide general administration support duties, to the Community Services Team, including
  - customer service, communications, meeting venue preparation and bookings
  - report writing, minutes, electronic calendars, spreadsheet tracking
  - electronic and manual filing (including via MAGIQ)
  - requisitioning goods and services
- Coordinate Community Services reporting for Council, Council advisory committees and working parties, other Council departments and officers, and manage correspondence
- Assist with the development and monitoring of operational budgets
- Assist with identifying, writing, monitoring, reporting, and acquitting grant applications and agreements
- Assist in planning, coordination, and delivery of community events and programs as part of a team
- Provide personal assistance to the Director of Community and Environmental Services director as required
- Provide relief duties for other administrative Officers as required
- Provide direction to administrative trainee staff
- Perform other duties within your capabilities as directed.

Disaster Management Support and Administration

- Support the LDMG to manage and coordinate its functions as required by the *Disaster Management Act 2003*.
- Contribute to the development and review of the local disaster management plans, procedures, policies, and guidelines.
- Assist in the preparation, response and recovery activities for emergencies affecting residents and visitors including community education and awareness programs
- Undertake day-to-day disaster management administrative tasks and activities, including:
  - the coordination, planning and minutes for the LDMG meetings in consultation with the Office of CEO Executive Assistant
- Co-ordinate and organise training programs and/or exercises for council personnel in relation to disaster management strategies, roles, and responsibilities. Including induction training for new council employees on IMS Guardian, Emergency Dashboard relevant to their role (as required)
- Provide the Council's media team with the information required to update the Council's Emergency Dashboard webpages and social media to ensure all information is current and is easily accessible and communicated to the community.
- Participate in and assist in the coordination of disaster exercises to test effectiveness of Disaster Management Systems.

- Assist in developing community-based programs and promotions associated with local disaster management plans and emergency response strategies.
- Develop and maintain any related templates, policies and procedures to ensure all legislative requirements are updated, as required and easily accessible
- Maintain the IMS Guardian users and permissions within the Council to ensure all required staff are prepared for Disaster Management
- Assist the Local Disaster Coordinator to implement special projects and delivery of grant funded programs, as required
- In a disaster being managed by the LDMG, provide coordination and administrative support, not limited to, but including the following:
    - Liaise with the Office of CEO to set dates/times for LDMG meetings in response to an event
    - Create an operation within IMS Guardian and take minutes of the LDMG meetings and prepare the situation reports utilising IMS Guardian
    - Assist media & communications with news bulletins for publication on the emergency dashboard (via IMS Guardian); social media posts, internal and external notices
    - Prepare polygon emergency alerts if directed by the LDMG and escalate to the DDMG for assistance
    - Assist with the set up and coordination or the Local Disaster Coordination Centre (LDCC) during times of activation and ensuring all staff and agencies are fully trained in Council's emergency management software IMS Guardian
    - Assist in the coordination of the LDMGs responsibilities relating to evacuation centres, places of last resort including staff recruitment, training, shelter resourcing and other relevant operational requirements as required.
- Post-disaster assist the Local Disaster Recovery Group with meetings and recovery support

TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Current C Class open drivers' licence	• A relevant tertiary qualification
EXPERIENCE	• Strong administrative experience	• Local Government experience • Experience in using and maintaining IMS Guardian disaster management software and Emergency Dashboard website development. • Experience with the *Disaster Management Act 2003*, *Disaster Management Regulations 2014* and the Queensland Disaster Management Arrangements and the application through the phases of prevention, preparedness, response and recovery. • Experience with community programs or events
SKILLS	• Ability to interpret and apply policies, procedures, and legislative requirements • Highly developed computer skills, including proficiency using the Microsoft Office suite • Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high-quality outcomes	

	• Demonstrable high-level customer service, communication, and facilitation skills with an ability to liaise effectively with stakeholders in a culturally diverse environment • Excellent communication (oral and written) skills relevant to the position with a strong focus on the provision of a quality service and building strong partnerships within Council and with the community. • Sound time management skills to effectively manage conflicting priorities and meeting deadlines.	

AUTHORITY/DELEGATION

Works independently under general guidance, guidelines and objectives provided by the Director Finance & Corporate Services. This position has delegated purchasing authority in accordance with *Council's Delegation Register*.