



Employment Application Pack

Position Title:	Pound Attendant
Vacancy Reference Number:	VRN26/27-049
Department:	Council Services
Location:	Biloela
Employment Status:	Casual
Remuneration:	\$52.55 per hour Level 2 LGIA Stream A
Recruitment Commences:	11 September 2026
Recruitment Closes:	25 September 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 APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Pound Attendant		VRN 26/27-049
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:
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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

Please outline your licences, tickets and qualifications that relate to this position:

Please outline your experience performing labouring duties:

Please outline your experience working in a team environment under minimal supervision:

Please explain how you have participated in workplace training in the past:

[illegible]

Pound Attendant POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Pound Attendant		
Classification:	Level 2	Position Status:	Casual
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Development and Regulatory 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 the daily operations of Council’s pound/animal management facility, ensuring impounded and surrendered animals are cared for in a safe, clean and humane environment. The role provides operational support through the cleaning and maintenance of pound facilities, animal care, customer service and administrative support. The position contributes to positive animal welfare outcomes, efficient pound operations and high-quality customer service to the community.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Provide high-quality care, assessment, treatment, enrichment and rehoming support for animals in Council's care.
- Maintain animal facility operations, including cleanliness, safety, stock control, records management and administrative requirements.
- Undertake animal management and compliance activities, including impoundments, patrols, inspections, investigations and enforcement actions.
- Deliver professional customer service and community education, supporting adoptions, registrations and responsible pet ownership initiatives.
- Promote positive animal welfare outcomes through collaboration with internal and external stakeholders, rescue organisations, veterinarians and the community.
- Contribute to the promotion of Council's image and the maintenance of positive public relations.
- Liaise with customers, Council staff, consultants, utility providers, government agencies and other stakeholders in the performance of duties.
- Undertake routine administrative tasks associated with the position.
- Assist with continuous improvement initiatives, including the development of work processes and practices.
- Participate in training, disaster management activities, emergency response and recovery operations as required.
- Undertake other duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Experience working with animals in a pound, kennel, veterinary, agricultural, rescue or animal care environment
- Knowledge of animal behaviour and animal welfare practices
- Demonstrated ability to safely handle domestic animals including dogs and cats
- Strong customer service and communication skills
- Ability to work effectively alone and within a team environment
- Ability to undertake physically demanding work including cleaning, lifting, animal handling, mowing and grounds maintenance
- Basic computer and administration skills
- Queensland class 'C' driver's licence
- Blue Card (or ability to obtain).

Desirable

- Qualification and/or experience in Animal Care, Animal husbandry, veterinary nursing or related field
- Experience working within a local government pound or animal management facility.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Customer service experience
- Conflict resolution and mediation
- Domestic animal handling experience
- Experience in administration and ability to write simple reports.

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 the position requires them to hold and maintain a class 'C' driver's licence and that loss of that licence may jeopardise their employment with Council
- The employee acknowledges this role requires working indoors undertaking computer-based tasks as well as outdoors undertaking manual tasks
- The employee acknowledges that the position involves working with animals and that, as part of their duties, they may be required to transport animals to veterinary clinics or similar facilities and to handle and restrain animals, including animals that are to be euthanised, in accordance with Council policies, procedures, and applicable legislation
- 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 the guidelines set out by 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 this role is physically demanding and requires an adequate level of fitness to be held and maintained to successfully undertake manual 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: