



Employment Application Pack

Position Title:	Project Officer – Safety, Risk and Compliance
Vacancy Reference Number:	VRN26/27-041
Department:	Executive Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$85,875.34 - \$97,743.27 Level 3-4 LGIA Stream A
Recruitment Commences:	7 September 2026
Recruitment Closes:	21 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: Project Officer – Safety, Risk and Compliance		VRN 26/27-041
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

Project Officer – Safety, Risk and Compliance

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Project Officer – Safety, Risk and Compliance		
Classification:	Level 3 - 4	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Executive Services	Location:	Biloela
Reports to:	Principal Work Health and Safety Advisor	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.

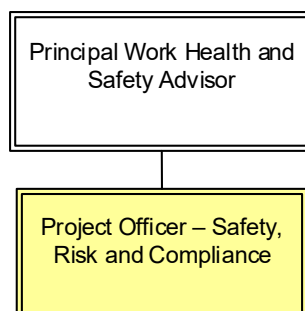
Our Values

- 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

This role provides dedicated support to design, implement and embed centralised systems for safety, risk, quality and compliance across Council. The role coordinates project activities, undertakes process reviews and establishes sustainable practices that strengthen Council’s governance maturity and audit readiness. A key focus of the position is supporting NAT and SMS compliance by ensuring documentation, evidence and quality-assured processes are consistently applied, monitored and maintained across all work areas.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Lead coordination of NAT audit readiness activities, including evidence collation, gap analysis, corrective action tracking and alignment of SMS artefacts with TMR and NAT requirements.
- Ensure all SMS documents (policies, procedures, forms, templates, registers) undergo structured QA review, stakeholder consultation, version control and formal implementation processes.
- Maintain a centralised, auditable record of SMS document approvals, consultation evidence, training records and implementation outcomes.
- Work with WHS, Governance and operational teams to ensure SMS changes are embedded, communicated and supported by measurable compliance indicators.
- Provide project support to the Manager People & Capability to ensure NAT deliverables are met within required timeframes.
- Maintain a centralised system to ensure adherence to the Take 5 Matrix across relevant work areas
- Coordinate the distribution, completion, return and central recording of RMPC and other Take 5 documentation
- Establish processes for ongoing review, quality checking and oversight of Take 5 submissions.
- Provide training, guidance and support to staff to ensure consistent application of Take 5 requirements
- Identify gaps in current processes and recommend improvements to strengthen compliance
- Develop a system to align calibration processes with Quality requirements, including schedules, registers, documentation and reporting
- Plan, prioritise and coordinate project tasks to meet milestones and deliverables.
- Assist with reviewing, updating and streamlining HR, WHS and Quality documentation to ensure consistency, compliance and currency
- Support the development of improved document control processes, templates and workflows
- Liaise with the Governance team to ensure alignment with corporate frameworks
- Plan, prioritise and coordinate project tasks to meet milestones
- Undertake research, compile data and prepare project reports, registers and supporting documentation
- Maintain accurate records and ensure all project outputs are documented and handed over at project completion
- Promote the image of Council and maintain high standards of public relations.
- Contribute to the continuous improvement of Council's operational processes
- Liaise with clients, Council staff, the public, consultants, utility providers and government authorities as required
- Undertake routine administrative tasks relevant to the position
- Assist senior staff to improve work processes and develop new practices
- Participate in training, exercises and response activities for disaster management and recovery
- Undertake other relevant duties as directed, consistent with skills, competence and training

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Relevant qualification in business, administration, WHS, Quality or equivalent experience
- Demonstrated experience supporting compliance, safety, quality or governance functions
- Queensland 'C' Class driver's licence (minimum provisional).

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Strong organisational, planning and time-management skills with the ability to manage competing priorities
- Well-developed written and verbal communication skills
- High level of computer literacy, including MS Office and capacity to learn Council systems
- Demonstrated ability to maintain confidentiality and handle sensitive information appropriately
- Understanding of WHS, Quality and governance principles
- Strong attention to detail and commitment to accuracy in documentation and record-keeping
- Ability to work independently and collaboratively within multidisciplinary teams.

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 Council.

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: