



Employment Application Pack

Position Title:	Tourism and Community Development Officer
Vacancy Reference Number:	VRN26/27-042
Department:	Corporate & Community Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$92,614.00 - \$97,743.27 Level 4 LGIA Stream A
Recruitment Commences:	9 September 2026
Recruitment Closes:	23 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: Tourism and Community Development Officer		VRN 26/27-042
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

Tourism and Community Development Officer POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Tourism and Community Development Officer		
Classification:	Level 4	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2024		
Department:	Corporate and Community Services	Location:	Biloela
Reports to:	Principal Community Services Coordinator	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.

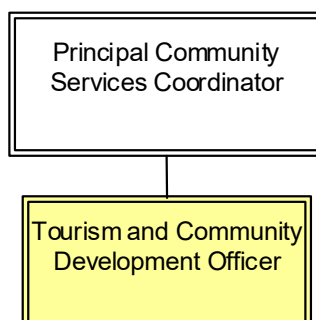
Our Values

- 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

The position supports and enhances the quality of life and liveability of Banana Shire residents by supporting tourism, community development, community grants operations and supporting community services and events as needed.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Assist in building the profile and positive image of Council and the Banana Shire tourism brand (Sandstone Wonders).
- Maintain Council's tourism and community development content online including any databases (e.g. ATDW)
- Liaise and respond to internal and external enquiries promptly and professionally.
- Support and encourage volunteers for the tourism and community development areas.
- Engage and collaborate with the local and regional tourism industry, including the Visitor Information Centres located within the Banana Shire. Undertake relevant administrative activities to engage the tourism industry.
- Assist and advise in the development of community plans, strategies and actions aimed at achievable and sustainable community development.
- Liaise with local, regional, state and federal bodies (both government and non-government) on tourism and community development matters.
- Assist and support management with funding applications and provide periodic reports and acquittals of grant applications.
Undertake administrative activities to deliver Council's Community Grants Program, and Annual Tourism Support Funding.
- Assist in the preparation and delivery of Council supported events (e.g. Australia, Brigalow Arts Festival).
- Assist and support management to undertake periodic review of budget to actuals to manage the budget for service delivery.
- Prepare and process reports, financial transactions and related administrative correspondence relevant to the service delivery area.
- 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.
- Assist any community services activities as directed by the Senior Management.
- 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

- Certificate in Business Administration or extensive experience in community development or related field
- Possession of or ability to obtain a Blue Card for Child Related Employment
- Queensland C class drivers' licence (minimum requirement – provisional licence)

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Experience in community development and/or tourism promotion/marketing.
- Ability to assist the community to develop projects to address identified needs.
- Ability to work independently, while contributing to the collective objectives of a small team.
- An understanding of regional marketing and tourism trends.
- Experience communicating and promoting through various social media platforms along with experience updating website content for official purposes.
- Proactively learn and undertake activities with the best interest of the community.
- High standard of content management.

Desirable

- Proven experience in working for, or with, communities in community development or tourism or on-line content management.

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
- Procurement policies and procedures
- Social media policies and procedures
- Council's Environmental Policy
- 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 drivers' licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that this role requires them to hold and maintain a Current (or exemption) "Working with Children Check" Blue Card
- The employee is expected to work certain amount of overtime in assisting community programs and events.

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: