



Employment Application Pack

Position Title:	Supervisor - Compliance
Vacancy Reference Number:	VRN26/27-029
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	Level 4 - LGIA Stream A \$92,614.00 – \$97,743.27
Recruitment Commences:	13 August 2026
Recruitment Closes:	27 August 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 Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Supervisor - Compliance					VRN26/27-029		
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 institution where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School							
Name of institution: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order 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 service completed	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 nominated medical practitioner if required.
- 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.

Supervisor - Compliance POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Supervisor - Compliance		
Classification:	Level 4	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government (Stream A) Award – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Biloela
Reports to:	Manager Development and Regulatory Services	Number of reports:	3

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.

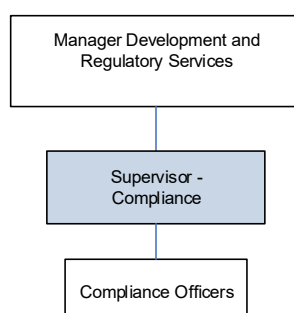
Our Values

- 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 administer Local Law matters and operate the Animal Management Facility and undertake compliance and regulatory functions throughout the Banana Shire in accordance with Council Policies, Local Laws and Legislative requirements.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Lead the operations of the Compliance team overseeing animal management, the Animal Management Facility and local laws functions
- Supervise, develop and train team members to a build capacity to investigate and enforce compliance matters
- Respond promptly and professionally to internal and external customer service requests and complaints
- Act as an ambassador for Council during interactions with the community and provide accurate and timely information and advice regarding relevant local law matters and requirements under the Animal Management (Cats and Dogs) Act 2008.
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Develop, implement and review Local Laws, Policies, procedures, corporate standards and work instructions as scheduled or required
- Prepare reports, including Council reports, as required
- Proof and edit the reports of team members
- Prepare/schedule and participate in on call roster
- Investigate and enforce the provisions of Council's Local Laws in accordance with Council Policies and related legislation
- Undertake factual investigations, gather evidence, conduct records of interview, take witness statements, prepare briefs of evidence in a manner suitable for prosecution and present evidence in court as required
- Design, deliver and evaluate compliance educational materials
- Deliver education programs and presentations to schools and community groups relative to a regulatory environment, focusing on community safety, awareness and responsible pet ownership, compliance and understanding
- Undertake enforcement and compliance inspections in accordance with relevant legislation
- Ensure Council's Animal Management Facility (impoundment facility) and other assets are maintained in accordance with Council Policies and procedures
- Provide care for impounded animals
- Maintain Council's Compliance Registers
- Draft and issue statutory notices, obtain appropriate evidence and make recommendations for lawful proceedings as required
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties, including providing and obtaining information
- 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
- 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 manual driver's licence (minimum requirement – provisional licence)
- Blue Card – Working with Children Check.

Desirable

- Qld General Safety Induction (Construction Industry) Certification
- Certificate IV in Government (Statutory Compliance) or relevant equivalent qualification.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- High level of knowledge of animal behaviour, animal control and animal identification
- Proven ability to manage conflict and difficult situations in a consistent and professional manner
- Well-developed oral, written and interpersonal communication skills
- Demonstrated knowledge of legal process and rules of evidence
- Proven ability to interpret and enforce legislation and Local Laws
- Demonstrated ability to work effectively as a Team Leader
- Proven ability to establish work priorities and meet deadlines consistently
- High level of keyboard and computer skills
- Proven ability to maintain confidentiality
- Demonstrated understanding of and commitment to EEO and WHS principles and practices.

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
- 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' driver's 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 participate in an on call roster
- 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 this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake physical tasks
- The employee acknowledges that they will be frequently required to travel to other towns within the Shire.

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: