



POSITION DESCRIPTION

1. Position details

- Position title: Exclusion Fencing Recovery Program Officer
- Directorate: Community and Business Development
- Position status: Full-time fixed-term contract
- Classification: Organisational level 4
- Reports to: Director Community and Business Development
- Leads: N/A

In addition to the principles and responsibilities applicable to all Queensland local government employees, everything Quilpie Shire Council does is underpinned by its values. These define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

2. Objectives of the position

The Exclusion Fencing Recovery Program Officer is a senior specialist role responsible for the strategic coordination, delivery, and oversight of the Exclusion Fencing Recovery Grant Program across disaster-affected areas of South West Queensland. The role ensures the reinstatement of critical biosecurity infrastructure in accordance with Disaster Recovery Funding Arrangements (DRFA), enhancing regional resilience and landholder recovery.

Operating with a high degree of autonomy, the role provides expert advice, manages complex stakeholder relationships, ensures compliance with funding and procurement frameworks, and leads program reporting and evaluation. The officer plays a key role in shaping long-term asset management strategies and contributes to broader disaster recovery planning.

3. Key accountabilities – Individual

Program Leadership and Delivery

- Support the end-to-end implementation of the Exclusion Fencing Recovery Grant Program, including program design, EOI processes, assessments, approvals, and acquittals.
- Develop and manage detailed project plans, budgets, and performance frameworks to ensure timely and cost-effective delivery of fencing works.

- Provide strategic oversight of contractor engagement, procurement, and delivery schedules in line with DRFA and Council policies.
- Ensure program compliance with all relevant legislation, funding agreements, and technical specifications.

Technical and Strategic Advisory

- Deliver expert advice to landholders on fencing standards, eligibility criteria, and documentation requirements.
- Conduct site inspections and validate photographic, geospatial, and financial evidence to support funding claims.
- Identify and mitigate program risks, conflicts of interest, or non-compliance issues, escalating as required.

Stakeholder Engagement and Communication

- Build and maintain strong relationships with landholders, contractors, government agencies (e.g., QRA), and internal Council teams.
- Represent Council in external forums and community engagement activities, promoting the program and ensuring recognition of joint Australian and Queensland Government funding.
- Prepare high-quality reports, briefings, and presentations for Council, funding bodies, and stakeholders, including financial and performance data.

Governance and Continuous Improvement

- Contribute to the development of long-term asset management plans for fencing infrastructure and wild dog exclusion strategies.
- Support continuous improvement initiatives, including digital transformation, data capture, and spatial mapping integration.
- Provide strategic input into disaster recovery planning and regional resilience initiatives.

4. Key accountabilities – All employees

4.1 Workplace health and safety

All Queensland employees have a duty under the *Workplace Health and Safety Act 2011*.
(Section 28)

While at work, therefore, all Quilpie Shire Council workers must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts (actions) or omissions (failure to act) do not adversely affect the health and safety of other persons.
- Comply, so far as the worker (employee) is reasonably able, with any reasonable instruction to allow compliance with the Act.
- Co-operate with any reasonable policy or procedure relating to health or safety that has been notified to workers (employees).

4.2 Ethics principles, values and code of conduct

(Section 13 (2)(h) of the *Local Government Act 2009* and Section 4 of the *Public Sector Ethics Act 1994*)

All Queensland local government employees are responsible for observing the ethics principles of:

- integrity and impartiality
- promoting the public good
- commitment to the system of government
- accountability and transparency.

Quilpie Shire Council's Employee Code of Conduct has been developed in accordance with the *Public Sector Ethics Act 1994*. All employees are responsible for complying with their Council's Code of Conduct. (Local Government Act 2009 Section 13 (2)(i))

The *Local Government Act 2009* also emphasises an employee's responsibility to:

- carry out their duties impartially and with integrity. (Section 13(2)(d))
- ensure the employee's personal conduct does not reflect adversely on the reputation of Council. (Section 13(2)(e))

4.3 Other local government responsibilities

All Queensland local government employees have the following responsibilities (Section 13) broadly summarised under the following headings:

- **Council plans, policies and decisions (advice and implementation)**
 - providing sound and impartial advice to Council. (Section 13(2)(c))
 - implementing the policies and priorities of Council in a way that promotes:
(Section 13(2)(a))
 - the effective, efficient and economical management of public resources
 - excellence in service delivery
 - continual improvement.
 - carrying out duties in a way that ensures Council achieves its corporate plan.
(Section 13(2)(b)(iii))
- **Compliance**
 - carrying out duties in a way that ensures Council can fulfil its responsibilities under the *Local Government Act 2009* and all laws applicable to local governments.
(Section 13(2)(b) (i), (ii))
 - observing all laws relating to their employment. (Section 13(2)(g))

- **Performance**

- continuing to improve all aspects of an employee's work performance. (Section 13(2)(f))

- **Local government principles**

All Queensland local government employees, in performing their responsibilities must also do so in accordance with the local government principles (where within the control of the employee). (Section 4 *Local Government Act 2009*)

The principles are:

- transparent and effective processes, and decision-making in the public interest.
- sustainable development and management of assets and infrastructure, and delivery of effective services.
- democratic representation, social inclusion and meaningful community engagement.
- good governance of, and by, local government.
- ethical and legal behaviour of councillors, local government employees and councillor advisors.

5. Work environment and physical demands

Work duties are primarily performed in an outdoors environment and regularly exposed to changing weather conditions. Accordingly, the position requires the capability to work outdoors particularly in the hot and humid local climate. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

This position will be required to travel throughout South West Queensland to assist in managing applicants located in the Local Government Areas of Balonne, Bulloo, Murweh, Paroo and Quilpie.

6. Other responsibilities

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

7. Sub-delegations and authorised person powers

According to the Chief Executive Officer's approved register.

8. Qualifications, knowledge, skills and experience, and alignment with our values

Respect

We treat each other with respect regardless of status. We act professionally, support each other and our organisation, and together we celebrate our successes with understated pride.

Communication

We share information and knowledge with each other in an open, clear and timely manner. We actively and empathetically listen to each other, seek to understand and embrace robust conversations. We aim for constructive debate rather than criticism.

Trust

We treat people with integrity, respect and empathy to build and maintain positive relationships. Trust in our workplace promotes confidence that the organisation and colleagues care about you and respect your knowledge and what you stand for.

Pride

We have pride in ourselves, our organisation and our workplace. We strive to deliver high quality work and

Essential

- Experience working respectfully and empathetically with disaster-affected landholders and rural communities.
- Understanding of cultural, economic and social sensitivities across remote and regional Queensland.
- Ability to enforce program compliance while maintaining dignity and fairness in stakeholder interactions.

Essential

- Strong written and verbal communication skills, with ability to produce reports, briefings, and presentations.
- Ability to represent the Council confidently at external forums and community events.
- Experience developing clear documentation for grant processes (e.g. EOs, eligibility, acquittals).

Desirable

- Media or public relations experience to promote government-funded programs.
- Familiarity with digital tools for communication and data sharing (e.g., GIS systems, online grant platforms).

Essential

- In-depth knowledge of Disaster Recovery Funding Arrangements (DRFA) funding compliance, and procurement legislation.
- Proven ability to manage sensitive data and financial documentation ethically and confidentially.
- Strong risk identification, mitigation and escalation capabilities.

Desirable

- Experience in governance frameworks related to disaster response and local government operations.
- Previous roles requiring high autonomy and responsible decision-making.

Essential

- Demonstrated success leading recovery or infrastructure programs from design to delivery.
- Strong project planning, budgeting, and performance tracking skills.

innovative programs and services to our communities

- Ability to deliver outcomes that enhance regional resilience and biosecurity infrastructure.

Desirable

- Background in wild dog exclusion or pest management strategy.
- Experience developing asset management plans and long-term rural infrastructure solutions.

Teamwork

We are one organisation across all functions and locations with the Shire. We work towards a common goal through cooperation and teamwork.

Essential

- Ability to collaborate effectively with internal Council teams, government agencies, landholders, and contractors.
- Experience fostering productive relationships across diverse stakeholders.
- Capacity to contribute strategic input into broader disaster recovery and resilience initiatives.

Desirable

- Familiarity with cross-functional teams and integrated delivery models.
- Participation in continuous improvement or digital transformation programs.

EXCLUSION FENCING RECOVERY PROGRAM OFFICER

9. Acknowledgement

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of employee	
Print name	
Date	/ /