Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Business Support Officer – Rural Lands and Biosecurity
Position Number:	6040
Directorate:	Organisational Services
Team:	Regulatory Services
Category of Employment:	Temporary, full-time
Classification Level:	Level 4
Classification Type:	Queensland Local Government Industry (Stream A) Award – State 2017; Division 2; Section 1 - Administrative
Reports to:	Manager of Regulatory Services
Located:	Longreach
Accountable for:	Nil
Vehicle Authorisation:	Classification 4 – Business use only
Financial Delegation:	Purchasing Officer - $3,000.00
Revised:	October 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The primary objective of this position is to provide accurate and timely administrative and spatial support across Council's Rural Lands and Biosecurity functions, including rural lands and stock route administration, permits and agreements, biosecurity compliance processes, records management, and the maintenance and analysis of GIS and spatial data. The position supports sound operational, regulatory and biosecurity decision-making through reliable records, mapping and location-based information.

Position Responsibilities

Functional Area	Key Responsibilities
Rural Lands and Stock Route Administration	• Provide administrative and operational support for Council's rural lands and stock route management activities. • Assist with the administration of stock route permits, applications, approvals, agreements and associated documentation. • Maintain accurate records relating to stock movements, stock routes, watering facilities, reserves and other rural land management activities. • Monitor administrative timeframes, documentation requirements, correspondence and follow-up actions. • Assist with maintaining registers, databases and records relating to rural lands and stock route activities. • Prepare routine correspondence, notices, reports and documentation. • Liaise with landholders, permit holders, government agencies and other stakeholders regarding administrative and operational matters. • Support the coordination and recording of inspections and other operational activities. • Apply established administrative procedures and approved fee schedules when processing routine permits, applications and agreements, and refer matters requiring technical or regulatory determination to the appropriate officer.
Biosecurity Compliance Support	• Provide administrative support for Council's biosecurity and regulatory compliance activities. • Maintain accurate records of inspections, surveillance activities, reported biosecurity matters, compliance actions and associated correspondence. • Assist authorised officers with the preparation and administration of notices, correspondence, property records, inspection documentation and other compliance-related records. • Monitor actions, due dates and follow-up requirements arising from biosecurity activities. • Maintain appropriate confidentiality and integrity of compliance and regulatory information.

	• Assist in compiling information and documentation required for internal reporting, regulatory reporting and compliance activities. • Ensure records and supporting evidence are appropriately captured and stored within Council's records management systems.
Pest and Weed Program Coordination	• Provide administrative and coordination support for Council's pest animal and invasive plant management programs. • Assist with scheduling and coordinating surveillance, inspection, treatment and control programs. • Maintain program registers, schedules, property information, participation records and operational data. • Coordinate communications with landholders and relevant stakeholders regarding planned programs and activities. • Assist with the coordination of equipment, materials, contractors, community activities and other operational requirements where required. • Collate operational data and assist with monitoring and reporting on program activities and outcomes. • Support community education, awareness and engagement activities relating to pest and weed management.
GIS and Spatial Information Support	• Provide GIS and spatial information support to Rural Lands and Biosecurity operations. • Develop, update and maintain maps relating to: o pest animal and invasive plant surveillance; o inspection and surveillance pathways; o known or reported species locations; o treatment and control activities; o stock routes and associated infrastructure; o properties and land parcels; and o other rural lands and biosecurity activities. • Maintain geo-tagged inspection, surveillance, photographic and operational records. • Assist officers to capture accurate location-based information during field activities. • Compile spatial information to support operational planning, prioritisation, compliance activities and reporting. • Produce maps and other spatial outputs for internal operational use, landholder engagement, reporting and regulatory purposes. • Assist in maintaining the accuracy, consistency and currency of Rural Lands and Biosecurity spatial datasets. • Support the integration of field-based information with Council's GIS, records management and other relevant systems.

	• Maintain the accuracy and integrity of special datasets and undertake quality assurance of special and attribute data before information is used for mapping, reporting or regulatory support. • Prepare and maintain mapped surveillance and inspection pathways, species records and geo-tagged evidence that support decisions made by authorised and technical officers.
Records and Information Management	• Establish and maintain accurate and complete electronic records in accordance with Council's records management requirements. • Maintain registers, databases, property files, correspondence, permits, agreements, mapping information and supporting documentation. • Ensure information received from field officers is appropriately captured, classified and recorded. • Assist with data quality checking and the identification and correction of incomplete, duplicate or inaccurate records. • Retrieve and compile historical property, operational and regulatory information as required. • Maintain confidentiality and appropriately manage sensitive or regulatory information.
Customer and Landholder Liaison	• Act as a key point of contact for routine Rural Lands and Biosecurity enquiries. • Provide professional, timely and accurate information to customers and landholders within the scope of the position. • Receive and appropriately record reports and enquiries relating to weeds, pest animals, stock routes, rural lands and biosecurity matters. • Refer technical, regulatory or complex matters to the appropriate officer. • Communicate with landholders regarding inspections, surveillance activities, programs, permits, agreements and follow-up requirements. • Support positive and constructive relationships between Council, landholders, community members, industry representatives and government agencies. • Assist with preparing community information, correspondence and engagement materials.
Operational and Team Support	• Provide general business and administrative support to the Rural Lands and Biosecurity team. • Coordinate meetings, appointments, field schedules and stakeholder engagements as required. • Assist with procurement, purchase orders, invoices and other routine financial administration relevant to the function. • Assist with the coordination of contractors, suppliers and service providers where required.

	• Collate statistics and prepare routine operational and management reports. • Identify opportunities to improve administrative systems, workflows, data collection and information management. • Provide administrative support for projects, grant-funded initiatives and other Rural Lands and Biosecurity programs. • Work collaboratively across Council to support effective service delivery.
Other	• Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer. • Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations.

Extent of Authority

The position operates under general supervision and within established Council policies, procedures, approved fee schedules and delegations. The role exercises judgement within established processes, manages its own workflow and may make recommendations or refer matters for determination. The position holds no delegated enforcement authority and does not make regulatory or enforcement decisions, with non-routine or technical matters referred to the appropriate authorised officer.

Key Relationships

Internal		
Position	**Nature of Relationship**	**How it Works**
Manager of Regulatory Services	Direction, support and reporting	Receives work priorities and guidance, provides updates, escalates complex or sensitive matters, and supports reporting and service delivery requirements.
Rural Lands Officers	Operational and administrative support	Works closely with officers to coordinate activities, maintain regulatory and operational records, prepare documentation, update GIS/spatial information and follow up actions arising from field activities.
External		
Position	**Nature of Relationship**	**How it Works**
Landholders and Rural Property Owners	Customer service, engagement and information exchange	Provides information, coordinates correspondence and program

		activities, responds to routine enquiries, obtains required information and supports positive engagement regarding rural lands and biosecurity matters.
Permit Applicants, Stock Owners and Rural Operators	Administrative and regulatory support	Assists with applications, permits, agreements and supporting documentation, communicates administrative requirements and refers technical or regulatory matters to authorised officers.
Government Agencies	Information sharing and program coordination	Supports communication, information exchange, reporting and coordination relating to stock routes, biosecurity, pest and weed management and other regulatory requirements.
Contractors and Service Providers	Operational coordination	Assists with scheduling, documentation, procurement and information required to support contracted rural lands and biosecurity activities.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- Provides professional, responsive and respectful service to landholders, customers and stakeholders.
- Maintains accurate records, data and documentation, recognising the importance of accuracy in regulatory and operational processes.
- Takes ownership of allocated responsibilities, follows through on commitments and works within established policies and procedures.
- Identifies issues, seeks practical solutions and appropriately escalates matters requiring technical or regulatory expertise.
- Effectively prioritises competing tasks, coordinates activities and meets required deadlines.
- Communicates clearly, respectfully and professionally with a diverse range of internal and external stakeholders.
- Works cooperatively with colleagues and other Council teams to support effective service delivery.
- Demonstrates willingness to develop knowledge of rural lands, biosecurity, regulatory processes and spatial systems.
- Demonstrates sound judgement, discretion and professionalism when handling sensitive or regulatory information.

Position Requirements

Skills

- Strong administrative, organisational and time management skills, with a high level of accuracy and attention to detail.
- Well-developed written, verbal and interpersonal communication skills, including effective customer and landholder liaison.
- Proficiency in Microsoft Office, electronic records systems and the ability to use or learn GIS and spatial mapping systems.
- Ability to maintain accurate operational, regulatory and spatial records and prepare professional correspondence and documentation.
- Ability to interpret and apply policies, procedures and guidelines, exercise sound judgement and appropriately escalate matters.
- Ability to work independently and collaboratively while managing competing priorities.

Knowledge

- Knowledge of contemporary administrative, records and information management practices.
- Knowledge of, or ability to rapidly acquire knowledge of, rural lands, stock route and biosecurity functions.
- Understanding of pest and weed management, surveillance and compliance processes.
- Knowledge of GIS and spatial information principles, including mapping, geo-tagged records and location-based data.
- Knowledge of, or ability to rapidly acquire knowledge of, relevant legislation, Council policies and regulatory requirements.
- Understanding of rural and agricultural environments and effective engagement with landholders and rural communities.

Mandatory Experience/Qualifications

- Current Queensland C Class Driver Licence.
- Relevant administrative, business, spatial information or related qualifications and/or demonstrated equivalent experience.

Desirable Experience/Qualifications

- Certificate or Diploma-level qualification in Business Administration, Local Government, Spatial Information Services, Natural Resource Management or another relevant discipline.
- Relevant GIS/spatial systems training.

Delegations and Authorisations

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	Purchasing Officer (Requisitioner)	$3,000	Authorised to create and manage purchase orders or corporate credit card purchases within the threshold, subject to budget availability and Council procurement procedures;

			does not hold approval (financial delegate) authority and must obtain approval from an authorised delegate for purchases exceeding this limit.

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	**Classification 4** – Business use only	This position is authorised to use Council-owned or hired motor vehicles under ***Classification 4 – Business use only*** in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to approved business purposes and is subject to compliance with all policy conditions, licence requirements, reporting, and safety obligations. The position does not hold authority to approve vehicle allocations, usage classifications, or private use.

☒ Where the position has Delegations and Authorisation

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's Delegations and Authorisations Policy, the Chief Executive Officer to Employee and Contractor Delegations Register, and any Authorised Person/ Authorised Officer Instrument of Employment issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Physical Requirements

Vision and Hearing Requirements

☐ This position requires a vision test

☐ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☒	☐
Communicating With Others – Verbal	☐	☐	☐	☒
Communicating With Others - Written	☐	☐	☐	☒

Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☒	☐
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☒	☐
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☐	☒
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☒	☐
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☒	☐
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☐	☒
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☐	☒
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☒	☐
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☐	☒	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☐	☒	☐

Physical Requirements

☒ This position does not require more than 10-15% manual handling/physical exertion

☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☐	☐	☒
Standing – standing in an upright position, moving less than 3 steps	☐	☒	☐	☐
Walking – In an upright position, moving more than 3 steps	☐	☒	☐	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☒	☐	☐	☐
Non-Manual Handling				

Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☒	☐	☐
Kneeling – To lower the body	☐	☒	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☒	☐	☐
Reaching – Extending arms out in any direction	☐	☒	☐	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☒	☐	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☒	☐	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☒	☐	☐
Writing/Typing	☐	☐	☐	☒
Climb Ladders	☒	☐	☐	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☐	☒	☐	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☒	☐	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☐	☒	☐
5.1 – 10kg	☐	☒	☐	☐
10.1 -15kg	☒	☐	☐	☐
15.1 -20kg	☒	☐	☐	☐
Lift floor to hip	☐	☒	☐	☐
Lift waist to shoulder	☒	☐	☐	☐
Lift overhead	☒	☐	☐	☐

☐ Plant operation with maximum seat rating of 120kgs

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

Acknowledgement

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.

Authorised By:	Grace Cronin-Jones, Director of Organisational Services
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	