Yarrabah Aboriginal Shire Council – JOB APPLICATION KIT

c/- Post Office YARRABAH 4871 • 56 Sawmill Road YARRABAH •
Phone (07) 4056 9120 Fax (07) 4056 9167
ABN 30 977 526 871

JOB APPLICATION KIT

Vacancy Reference Number: ***2026/0910***

Position Title: **Housing Officer**

Department: People & Communities

Address *"Personal & Confidential" to*
Contact Person: Kashaya Ambrym
Position: Human Resources Administration

Contact Details: kaambrym@yarrabah.qld.gov.au
07 4056 9120

Closing Date: **4:30pm 6th October 2026**

INFORMATION FOR APPLICANTS

Thank you for your interest regarding the advertised vacancy with Yarrabah Aboriginal Shire Council. Please read this guide carefully, as it includes information about our recruitment and selection process, and will assist you in preparing and submitting your job application.

It is a prerequisite for this position that applicants have the demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business.

Aboriginal and Torres Strait Islander candidates are highly encouraged to apply.

About Us

At Yarrabah Aboriginal Shire Council (YASC), we are more than just an organisation – we are a community-driven entity dedicated to serving the needs of the Yarrabah Community. As a statutory body under the Local Government Act 2009, we play a pivotal role in administering and governing the area. We provide over fifty (50) services to the community through its areas of administration, finance, information technology, municipal works and associated services, housing, and providing community services such as child care, social housing tenancy management, knowledge centre, banking and postal services, among others. We take pride in our rich history, our connection with the Gunggandji and Yidinji people, and our commitment to self-governance and community progress.

To find out more about us, please visit our website at www.yarrabah.qld.gov.au

Why Work With Us

Working with YASC offers you the opportunity to be part of a meaningful journey. Here, you won't just have a job – you'll have a purpose. As part of our team, you'll collaborate with a diverse group of individuals who share a common goal: to enhance the quality of life within the Yarrabah Community. Whether you're interested in administration, community engagement, infrastructure, or other areas, your efforts will directly contribute to the betterment of our community.

At Yarrabah Aboriginal Shire Council, we believe that together, we can create a brighter future. Join us in our mission to build a thriving, empowered, and culturally rich community. Work with us and be a part of something truly meaningful.

About the Job

When we advertise a position, we have already analysed it and developed a list of its duties and the selection criteria (the description of the ideal jobholder). This is the **Job Description (JD)** and is contained in this Job Application kit.

If you decide you can undertake the role, and you want to apply, the JD will help you write your application. What we want to know is how well you and your skills and abilities match the description of the ideal jobholder. (i.e. the selection criteria)

How to Apply

To embark on this exciting journey with us, submit your application. Show us why you're a perfect fit for our team and how your skills can make a difference in the Yarrabah Community.

Preparing Your Application

The job advertisement will clearly describe what you need to apply for this position. Your

application should consist of the following details, explained in the next section:

1. Completed **Job Application Cover Sheet** (note the cover sheet is including in this kit)
2. **Resume**
3. **Cover Letter**
4. Statement addressing the **Key Selection Criteria** specified in the JD if this is requested in the advertisement

Checklist – Is Your Application Complete?

Please refer to the checklist below to ensure that you have included all requested information.

- ✓ **Job Application Cover Sheet** with your name, address and vacancy reference number. To make this easy we have included the form in this kit for you to use.
- ✓ **A Cover Letter** is a one-page document that provides additional information about your top skills and relevant experiences related to the job for which you are applying.
- ✓ Your **Resume** which should give:
    - A Brief summary of your employment history - where you have worked, how long, key responsibilities and outputs.
    - Details of your education and any qualifications you have.
    - Name, position title, email address and phone number of three professional referees that can provide detailed information of responsibilities and outcome relevant to this role.
- ✓ Addressing the key **Selection Criteria** (If requested)

Submit Your Application

Your complete application MUST be received by the deadline specified on the closing date.

Please email the completed application to the contact person (preferred). If unable to submit online please post or hand deliver the application.

Post	**Hand Delivery**
"Confidential Advertised Vacancy" Human Resource Officer Yarrabah Aboriginal Shire Council Department of People and Community Services C/- Post Office Yarrabah QLD 4871	Human Resource Officer Yarrabah Aboriginal Shire Council Department of People and Community Services 56 Sawmill Road Yarrabah QLD 4871

Closing Date and Time

Each job vacancy will show the closing date (date and time) for applications.

If you experience any difficulties in submitting your application please contact Human Resources for assistance on (07) 4056 9120 or hr@yarrabah.qld.gov.au before the vacancy closes.

The Selection Process

Local Government has a policy that people are selected for positions on the basis of **Merit and equity.** We select the best person for the position and all applicants are treated fairly and equally.

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the job description of the advertised vacancy. The Job Description is contained in this information kit.

After your application has been submitted, the selection panel will assess this along with other applications received for the position, and invite competitive applicants for further assessment. This

generally involves an interview, but you may also be asked to complete other tasks, such as a written exercise. Any questions asked at interview or tasks you are asked to complete will be relevant to the requirements of the position.

Your application
The selection panel, normally 3 people, is given the responsibility for selecting the competitive applicant and the first time that they may learn about you is from your application. The selection panel will use the information in your application to decide whether or not to interview you for the job.

Special Needs
If you are contacted for further assessment, please advise us if you need any special assistance to be able to attend (e.g. Building access or communication assistance) at the time the interview appointment is made so that we can make suitable arrangements.

Preparing for an Interview
We suggest that you prepare for the interview by reading the job description again and thinking about the sorts of questions you could expect to be asked and the answers you can give to demonstrate your suitability for the job.

The Interview
The interview, by the selection panel, is a way of finding out more about you and your ability to do the job that you have applied for.

During the Interview
During the interview you will be asked questions relevant to the job only.
Mostly you will be asked three types of questions -

- Behavioural questions asking for examples of how you have handled things in the past.
- Situational questions asking how you would handle a particular situation.
- Technical questions to demonstrate current knowledge and experience.

You may be asked to actually perform some part of the job - this is a work sample test. If you are asked to attend an interview you will be given information regarding the work sampling that will form part of the interview. The work sample testing, may include tests to assess aptitudes or abilities; or to test for managerial skills or abilities. If these types of tests are used, they will be run by qualified people and will have been chosen because they assist in identifying the best person for the job.

Reference Checks
The selection panel may contact your referees after the interview takes place. It is understood that where you have provided the contact details of a referee you have provided the selection panel with permission to contact them. The selection panel will not contact other reference sources without your permission.

Reaching a Decision
All applicants for jobs in the Yarrabah Aboriginal Shire Council will be notified of the result of the selection as soon as possible after the decision of the selection panel has been made and approved.

In the decision, the following are taken into account:

- the extent to which each applicant has abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the job, and
- if relevant, the way in which each applicant carried out any previous employment or occupational duties and potential for development.

If you are successful you may be asked to provide a copy of your birth certificate, evidence of your citizenship or resident status or undergo a security check.

National Police Certificate (if required)
If a National Police Certificate (NPC) is required for appointment to a vacancy, this is specified in the JD and/or the advertisement. In such case, applicants who are competitive will be asked by the selection panel to obtain a NPC following the interview.

Confidentiality
All of the information collected about applicants for jobs in the Yarrabah Aboriginal Shire Council is treated as confidential.

All information submitted by an applicant is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

We appreciate your attention to the job opening at Yarrabah Aboriginal Shire Council. This information will assist you in crafting your application for the position. We wish you the best, and we extend our gratitude for considering our job opportunity and investing your time in submitting your application.

YARRABAH ABORIGINAL SHIRE COUNCIL PROFILE:

Name:	Yarrabah Aboriginal Shire Council
Address:	56 Sawmill Road, Yarrabah, Qld. 4871
Postal:	C/- The Yarrabah Post Office, QLD. 4871
Email:	council@yarrabah.qld.gov.au

Contact Numbers:

Phone	4056 9120 (main switch)
Fax	4056 9167

Council Members:

Mayor	Cr. Darryl Sexton
Deputy Mayor	Cr. Michael Sands
Councillor	Cr. Brian Underwood
Councillor	Cr. Amy Neal
Councillor	Cr. Hezron Murgha

Executive Team:

Chief Executive Officer (CEO)	Michael Miller
Director - Corporate Services	Michael Mair
Director - Building Services	Wayne Douglas
Director - Infrastructure	Sam Bann
Director - People & Communities	Richard Fitowski

Objectives

1. Shire Growth, Management, Economic Development and Promotion

To work cooperatively with the community and other stakeholders to encourage and promote sustainable and manageable growth in the Shire.

2. Financial and Resource Management

Increase the quantity and quality of resources available for Council.

3. Community Development, Recreation and Culture

Provide community, cultural and social services within a safe and healthy environment which encourages community ownership, commitment, participation and investment.

4. Municipal Services

Ensure that core services provided are planned and designed to an appropriate and sustainable standard and essential and routine maintenance to Council infrastructure is programmed and delivered.

5. Business Enterprise

Foster business opportunities for Council to provide housing, infrastructure and related services for the community.

6. Transitional Impacts

Consider contingency arrangements in the light of housing and local government reforms.

Function Areas

The Yarrabah Aboriginal Shire Council provides over fifty (50) services to the community through its areas of administration, finance, information technology, municipal works and associated services, housing, and providing community services such as child care, social housing tenancy management, knowledge centre, banking and postal services, among others.

BACKGROUND

The Yarrabah Aboriginal Shire Council (YASC) is a statutory body under the Local Government Act 2009.

COMMUNITY PROFILE:

The Yarrabah Shire is an aboriginal community, which is situated on approximately 159 square kilometres of land, which runs east from False Cape around the Mission Bay area extending past Cape Grafton and Kings Point east of the Cairns inlet.

The Geographic's of Yarrabah in size is about 30 kilometres in length and 2.5 kilometres wide for most parts, but then it broadens to approximately 8 kilometres in the northern section.

Although Yarrabah is great in size, most of the area occupied is within the established township area located around the mission bay area with a population of 2,559 as per the 2016 census report. The population however is believed to be slightly more as residents tend to travel in and out of the community for extended periods for education, work and family reasons hence the reason to believe the population is greater than the report states. Members of the Yarrabah Local Disaster Management Group (LDMG) promote a population figure of closer to 4,500 permanent residents.

The area was originally occupied by 2 dominant groups the Gunggandji and Yidinji people, where they lived their day to day traditional lifestyle until it was established as an Anglican Mission in 1892. The Church appointed a tribal elder of the Gunggandji to be King for the whole church mission. King Menmuny was known to say 'this is the new way"

The first Aboriginal Council was established in the 1960's, however appointed persons principally acted as an advisory body.

Also a mark in time in the Yarrabah history is when the community received its Deed of Grant in Trust (DOGIT) land tenure in 1986 which paved the way for the community council of the day who were the trustee holders to then become self-governed under the *Community Services (Aborigines) Act 1984.* In its own right Yarrabah is now a Shire under the Local Government Act 2009.

In 2010 the original traditional owners the Gunggandji people received their determination for (as the locals know it) the *top half* of the Yarrabah boundary which was then followed by a second determination in 2013 for the *bottom half* which was a joint claim by the Gunggandji / Mundingalbay Yidinji clan groups.

The Yarrabah Council in partnership with the Traditional Owner Working Groups since these determinations have been working close together.

Yarrabah Aboriginal Shire Council
JOB APPLICATION COVER SHEET

VACANCY DETAILS

Vacancy Reference No:

Position Title:

Where did you hear about this position?
☐ Community Notice Board ☐ Newspaper ☐ Seek.com ☐ Friend/ Family
☐ Company Website ☐ Social Media ☐ Other, please specify( )

APPLICANT DETAILS

Title (*please circle)*: **Mr/ Mrs/ Miss /Other**, please specify (_____)

Given Names:	**Surname:**

Preferred Name if applicable:

Postal Address:			**Post Code:**
Work Phone:	**Home Phone:**	**Mobile:**	**Email:**

APPLICANTS DECLARATION

Only Australian citizens or permanent residents of Australia are eligible for permanent appointment to the Queensland Local Government Councils, therefore please indicate citizenship status by ticking the appropriate box.
☐ I am an Australian Citizen ☐ I am a permanent resident of Australia
☐ I am not an Australian Citizen or permanent resident of Australia

If a non-Australian Citizen or permanent resident of Australia: - I am prepared to produce proof of legal entitlement to work in Australia. I am prepared to allow the Department to contact the referees nominated by myself for job related reference checking purposes

Signature **VRN** **Date**

Do you have a medical condition that Council needs to be aware of ☐ YES ☐ NO
If your answer is YES please give details:

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION – Please indicate if you are a member of any of the following EEO target groups. Your completion of the following information for statistical purposes only will assist the Department to monitor employment equity and diversity outcomes. This information will remain confidential and will not be distributed to selection panel members.

Please tick the appropriate box
☐ Aboriginal/ Torres Strait Islander ☐ Disability ☐ English as Second Language

EMPLOYMENT SERVICE PROVIDERS (if applicable) –Please provide us with your Employment Service Providers so we may assist you better through your employment scheme.

POSITION DESCRIPTION

JOB TITLE	**Housing Officer**
STATUS	Part Time
HOURS PER FORTNIGHT	48 hours
CONDITION OF EMPLOYMENT	Aligned to the relevant section in accordance with the Queensland Local Government Industry (Stream A) Award – State 2017
REMUNERATION	Based on relevant experience and qualifications
DEPARTMENT	People and Communities
LOCATION	Yarrabah Community
RESPONSIBLE TO	Housing Services Manager
DIRECT REPORTS	NIL

PRIMARY OBJECTIVE

To assist in providing housing services related to the YASC Community housing inventory and tenancy management for all tenants. And to assist in providing regular reports to Council regarding house inspections, debt recovery, unfair wear and tear and housing agreements. We work with tenants and key stakeholders to ensure the availability of quality housing at an affordable cost.

KEY RESPONSIBILITIES

Assisting under guidance with the following tasks:

- Managing tenancy agreements, including rent upgrades and reviews (to ascertain the current occupant numbers per house).
- Maintaining housing accounts and records, including data entry, including resolving any discrepancy in tenancy ledgers.
- Performing inspections.
- Completing daily, weekly and monthly reports as required, including the preparation of financial reports for Management.
- Liaising with various departments on matters related to housing and tenancy.
- Conducting interviews and present unbiased reports to assess the eligibility of current and potential tenants.
- Undertaking measures to recover rental arrears in cooperation with the tenant, their families and other service providers such as Centrelink and ICAN, ensuring that tenants do not experience increased hardship.
- Recommending actions for breaches of agreements related to tenancy and housing management.
- Conducting unfair wear and tear reports in a timely manner and liaising with Building Asset Services (BAS) on behalf of clients to ensure required actions are prioritised.
- Responding quickly to indicators that tenancies are at risk and establishing and maintaining regular contact with tenants until issues/ tenancy sign-ups are achieved.

- Ensuring confidentiality in all discussions and communications with tenants and staff, and keeping all tenancy records confidential and up to date
- Promptly reporting any lost, damaged, or stolen items to your Manager.
- Actively promoting and cooperating with the team to create a safe and productive workplace.
- Ensuring the workplace is clean and tidy, dispose of rubbish correctly.
- Carrying out other duties that are within the limits of your skills, competence and ability as required by Yarrabah Aboriginal Shire Council.
- Upholding the code of conduct, operational policies and procedures of Yarrabah Aboriginal Shire Council.

WORKPLACE HEALTH & SAFETY:

Yarrabah Aboriginal Shire Council are committed to our goal of "Everyone Home Safe and Well Today" and every day. To achieve this goal, we chose to work inside the SafetyCircle© and will support employees, contractors, volunteers and visitors to make choices consistent with managing risk well in their moments of choice.
As employees of Yarrabah Aboriginal Shire Council, we choose to operate inside the SafetyCircle©. We are responsible for our health and safety and will:

- Follow standard procedures & rules
- Speak up and support others to be healthy & safe
- Control and/or report unsafe conditions
- Interrupt unsafe behaviours – our own and others
- Acknowledge & encourage safe & healthy behaviours
- Accept being interrupted when being unsafe
- Look for improvement opportunities
- Maintain a high standard of work organisation

SELECTION CRITERIA

Essential

- Demonstrated ability to manage tenancy agreements, including conducting rent upgrades and reviews to determine current occupant numbers per house.
- Proficient and experienced in using a range of software applications, such as Microsoft Office Suite, Word, Excel, Internet Explorer, and Email.
- Proficiency in maintaining housing accounts and records, including data entry, and resolving any discrepancies in tenancy ledgers.
- Well-developed communication skills in verbal, written, and interpersonal interactions, with the ability to work effectively both within a team and independently.
- Well-developed analytical, problem-solving, and organizational skills, with the ability to coordinate multiple tasks and set work priorities to meet given timeframes while maintaining established systems of work.
- Intermediate computer skills with a high level of accuracy in data entry.
- Understanding and adherence to laws related to workplace confidentiality.
- Display a great positive attitude, strong ethics, and reliability in all aspects of work.
- Good customer service skills with a professional and courteous telephone manner.
- Possession of a current driving license.
- Successful completion of a Police Check.
- Hold a valid Blue Card or ability to successfully apply for one.
- Certificate IV in Social Housing or an agreement to commence training for this qualification within 6 months of appointment to the position.
- Must not have social housing debt.

Desirable

- Proven knowledge of housing issues within Yarrabah
- Demonstrated ability to be calm under pressure
- Building knowledge

KEY PERFORMANCE INDICATORS for this role:

KEY PERFORMANCE INDICATORS	MEASURE
Conduct risk assessments on all property visits	**Place in monthly folder for manager to check**
Present weekly and monthly reports on time	**Place in respective folders for manager to check**
Complete entry condition reports prior to tenants moving back after upgrades	**Ensure copies are placed in respective folders for manager to check**
Undertake 35 unfair wear and tear reports each week	**Manager to check weekly reports**
Communicate vision of zero injuries through Safety Circle	**-Use the language - everyone managing risks well & getting everyone home, safe & well** **-Gain 100% agreement of being inside the safety circle**

Note:

Any discrepancies or anomalies must be reported to your immediate supervisor. Your performance will be assessed accordingly to this position description. Any disciplinary action undertaken will be the result of a breach of either the items listed or against one of the following: the Council's code of conduct, operational policies, procedures and or other legislative requirements.

Working Hours	Tuesday – Thursday	8:00am – 12:00pm	12:45pm – 4:45pm
Base hours of work is 48 hours per fortnight			

Reviewed: 10 Sep 2026
DOCUMENT CONTROLLED – People and Communities