



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

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Applications are hereby invited for the following positions:-

## Ganger Public and Natural Areas

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**DEPARTMENT: Infrastructure and Recovery**

**APPLICATIONS CLOSE: Friday 3 October 2025**

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**Your application must consist of the following information: -**

### CHECKLIST

- ☒ **Cover Sheet** - *Please tick which area you are applying for – you can apply for one or both*
- ☒ **Covering Letter** addressing the three main elements under the selection criteria:
  - ☒ Qualifications
  - ☒ Knowledge, Skills and Expertise
  - ☒ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences** (relevant to the position)



Applications should be addressed to:

**Douglas Shire Council  
People and Culture  
PO Box 723  
Mossman QLD 4873**

**[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)**



**WITH COMPLIMENTS  
INFORMATION KIT**

## **Ganger Public and Natural Areas**

**Closing Date: Friday 3 October 2025**

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### **IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

<b><u>POSITION:</u></b>	Ganger Public and Natural Areas
<b><u>LOCATION:</u></b>	Mossman Depot
<b><u>CLASSIFICATION:</u></b>	LGE 5
<b><u>SALARY:</u></b>	Salary of \$71,257.62 per annum
<b><u>HOURS OF DUTY:</u></b>	Nominal 76 hours per fortnight, nine (9) day fortnight as per agreement.
<b><u>AWARD:</u></b>	Queensland Local Government Industry (Stream B) Award – State 2017 and applicable division(s).
<b><u>LEAVE:</u></b>	Five (5) weeks annual leave and up to fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<b><u>SUPERANNUATION:</u></b>	Employer superannuation contributions will be made at the rate of 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute.
<b><u>APPLICATIONS:</u></b>	<p>Applications can be submitted by:</p> <p>Addressed to: <b>Private and Confidential</b> Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p><a href="mailto:recruitment@douglas.qld.gov.au">recruitment@douglas.qld.gov.au</a></p>
<b><u>CLOSING DATE:</u></b>	<b>Friday 3 October 2025</b>

Position Applied for: Ganger Public and Natural Areas

Position Number: 384

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: \_\_\_\_\_

Given Names: \_\_\_\_\_

Family Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_  
\_\_\_\_\_Email: \_\_\_\_\_  
\_\_\_\_\_

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Current Employees must complete:

Employee No: \_\_\_\_\_

Classification Level: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency: \_\_\_\_\_

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): \_\_\_\_\_

This section is Optional: Do you identify with any of the following groups? (Please tick)

☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language**Applicant Consent Details (Please Tick):**☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature: \_\_\_\_\_

### POSITION DESCRIPTION

<b>Position Title:</b>	Ganger Public and Natural Areas
<b>Department:</b>	Infrastructure and Recovery
<b>Unit:</b>	Maintenance and Operations
<b>Team:</b>	Public and Natural Areas
<b>Reports To:</b>	Team Leader Public and Natural Areas
<b>Award Classification:</b>	LGE 5 Queensland Local Government Industry Award (Stream B) - State 2017 and applicable division(s).
<b>Hours:</b>	Nominal 76 hours per fortnight, nine (9) day fortnight as per agreement.
<b>Pre-placement Medical:</b>	Yes
<b>National Police History Check:</b>	Yes
<b>Date Developed:</b>	May 2013
<b>Date Reviewed:</b>	August 2025

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.

Adapt	Integrity
Respect	Teamwork
Community Care & Support	

### Position Objectives

The purpose and function of the position is to:

- Ensure the efficient and effective use of resources in delivering a high quality of presentation.
- Ensure all tasks are completed in adherence to workplace health and safety, environmental and quality assurance requirements.
- Undertake maintenance inspections reporting on all noteworthy aspects.

## Organisational Relationships

<b>Position Reports to:</b>	Team Leader Public and Natural Areas
<b>Position Supervises:</b>	Labourers Public and Natural Areas
<b>Internal Relationships:</b>	The Ganger Public and Natural Areas works within the Infrastructure & Recovery Department and directly with the Public and Natural Areas Team.
<b>External Relationships:</b>	The Ganger Public and Natural Areas works with external contractors, external labour hire and the public in general.

## Qualifications and Experience

### Essential:

#### Qualifications

- Secondary education to year 10 with good writing and communication skills and an understanding of basic mathematics.
- Current Queensland Driver's Licence Class (LR)
- Hold a current Agricultural Chemical Distribution Control ticket or equivalent.
- Traffic Management Level One (Signage Awareness) or ability to obtain same.
- General Safety Induction (Construction Industry) – White Card.

#### Knowledge, Skills & Expertise

- Demonstrated ability and a physical capacity to undertake a variety of strenuous labouring tasks in a tropical environment associated with landscape and horticultural maintenance activities
- Demonstrated knowledge and proven success in the planning and delivery of efficient, effective and timely maintenance and horticultural services.
- Knowledge and experience in the safe use of mowers, chainsaws, pole saws including applications of general use herbicides and pesticides.
- Demonstrated knowledge and understanding of Workplace Health and Safety (WH&S) and Environmental Issues relevant to landscape and horticultural maintenance activities.

#### People Oriented Skills & Attributes

- Demonstrated effective people management skills specifically in the areas of dealing with the public, staff supervision, leadership, motivation and team building.
- Demonstrated ability to develop sound, professional and responsive working relationships with a range of customers with an emphasis on providing quality customer service.
- An understanding of and commitment to Workplace health and Safety, environmental responsibility, quality assurance, equal employment opportunities and open communications.

### Desirable:

#### Qualifications

- Certificates in Horticulture to Level 2 or 3, or a related discipline.
- Level 1 or 2 Certification in chainsaw operation.

- Traffic Controller Licence complying with (MUTCD) or the ability to obtain the same.

#### Knowledge, Skills & Expertise

- Contract Management experience relevant to the position.

### **Key Responsibilities & Duties**

Duties and responsibilities include but are not limited to:

- Supervise, lead, and motivate the staff within their gang.
- Foster the development of and undertake maintenance works in the Mossman Township and beach areas and reserves in compliance with Councils Maintenance Management System.
- Apply a commercial focus to all tasks associated with the position to attain “best practice” outcomes in the delivery of efficient, effective, timely and responsive maintenance services within their areas.
- Ensure park structures such as playground equipment, fences, bollards, soft fall areas and shelters are maintained to the required standards.
- Ensure parks, gardens, streetscapes, sporting grounds and recreational areas within the above locations are properly maintained in a safe and environmentally sensitive manner.
- Liaise with members of the public and with staff from other Council sections as required ensuring a high level of customer service within their work areas.
- Ensure allocated equipment and plant are maintained in good order.
- Ensure all tasks are completed in adherence to workplace health and safety, environmental and quality assurance requirements.
- Provide “On the job” training for their gang.
- Other duties as directed.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

### **Performance Indicators**

It is expected the incumbent will:

- Be proactive in the development and implementation of “Maintenance Programs” within their area of responsibility.
- Be proactive in implementing and encouraging a continuous commercial focus within the team.
- Be proactive in improving response times and satisfaction to public requests regarding maintenance.
- Improve the visual and aesthetic aspect of all parks, gardens and streetscapes within their work areas.
- Ensure allocated equipment and plant are maintained to a high standard.
- Assist in the implementation of safe plan in their crew.
- Demonstrate a commitment to WH&S.
- Be courteous, reliable & punctual.
- Exhibit a positive attitude.