



Murgon State High School

Believe • Challenge • Strive

Wunjuada, Welcome! Term 4, Week 8 • 26th November 2021



Diary Dates

Friday 3rd December

Year 10/11 Reports ready for collection from MSHS office/posted to families from today

Wednesday 8th December

Christmas celebrations for staff and students at Second Lunch

Thursday 9th December

Year 7, 8 & 9 Reports issued to students at assembly

Friday 10th December

Last day of Term 4

Monday 24th January

School resumes for 2022



Murgon State High School acknowledges the Traditional Custodians of the land, the Wakka Wakka people, of the country on which the school is located and pays respect to their Elders past and present.

From the Principal's desk

Today is the last day of the school year for our Year 10 and 11 students. The Year 11 students now prepare for the biggest year of their school life – Year 12. A partnership is required between parents/care givers, the school, teachers and students to ensure success at this crucial juncture in our students' lives. It is one big year.

Our Year 11 students are generally on track to face this big year with 76% of students already on track to achieve a QCE. This is a significant improvement over previous years. This is a real credit to our students and their teachers' efforts to support those students.

Murgon State High School introduced the Barambah Certificate of Education for the first time. The Certificate recognises our students' achievements in the Junior School and is a passage into the senior phase of their education. Proston State School and Goomeri State School provide the Barambah Certificate of Education in recognition of their students to align practices across the three schools.

Last night was the reintroduction of the Senior School Dance. Mr Knight brought this incentive as a suggestion to leadership in an effort to further support and recognise the achievements of our students. 38 students met the criteria to attend the Dance. I would like to thank our staff who willingly gave up their evening to supervise and keep our students safe.

Today is Galang Rewards Day. Students earn Vivos for doing the right thing – attending school, being on task, entering and exiting class with permission, respecting others' rights to learn and showing respect. Over 85 students used their earned Vivos to purchase their ticket to participate in Galang Day. This equates to a third of all of our students valuing this activity. Other students used their Vivos to purchase salty plums, slushies and other treats throughout the year.

The Positive Behaviour for Learning Team also introduced the 'Golden Ticket' this term to recognise students who make an effort at school every day. This reward supports the Fortnightly Focus of positive behaviour.

All of our new building are now operational. The Year 12 Formal and Senior School Dance were held in the new Multi Purpose Hall. Students are being supported in the new Youth Hub by a number of agencies and administration staff have moved into the new Admin building.

The old administration building will be completely refurbished to provide a Student Services Hub at Murgon State High School early in 2022.



Murgon State High School is a "Good School going Great".

Regards

Simon Cotton, Principal

We will Participate – We are Respectful and Responsible – We are Safe

2 Dutton Street, Murgon Qld 4605 T: (07) 4169 9222 F: (07) 4169 9200

E: principal@murgonshs.eq.edu.au Murgon State High School www.murgonshs.eq.edu.au

Principal: Simon Cotton Tania Hawthorne (Senior School),

Barb Etherington (Acting Deputy Student Engagement and Wellbeing), Morgan Suchoronczak (Junior School)





Deputy Principal - Junior School

Academic Reporting

Teachers are busily working on preparing student report cards for Semester Two. Please see below dates that these will be provided to students.

- Year 10/11: Ready for collection from Murgon State High School office/posted to families from 3 December 2021.
- Year 7, 8 & 9: Issued to students at an assembly Thursday 9 December 2021.

2022 Booklists

Please find in this newsletter and on our school Facebook page 2022 Booklists. It is important that students bring a backpack/bag to school every day with equipment. Being prepared for school leads to less stress and reduces anxiety for students. Encourage your children to commence a routine in 2022 of preparing their backpacks/bags and uniform the night before.

Year 7 2022 Transition

Thank you to all Barambah Cluster Primary Schools for your participation in our 2022 Transition program. After a busy year of transition visits, gala days, interviews and parent nights, I look forward to seeing the students on their first day of Year 7 in January. I welcome feedback from students, parents and the community on the transition program, please email msuch6@eq.edu.au.

I encourage families to return student enrolment packs as soon as possible. If you do not yet have an enrolment pack please see the Murgon State High School office to collect one. I encourage families of children who are in out of home care, have a verified disability, take regular medication, suffer from mental health, anxiety, a medical condition or where court orders are in place to undertake an enrolment interview. These can be organised by contacting the Murgon State High School office on 07 4169 9222. The school office will be open the week before school commences 2022 however it is strongly recommended all enrolment packs and interviews are completed this year to allow a smooth and organised transition for your student.

Christmas is on its way...

As I'm sure you all know, I love Christmas! I am often referred to at Murgon State High School as 'the elf' during Term 4. I love sharing the joy of Christmas to our students and staff. The students have seen my Christmas shoes and earrings make yet another appearance this year and are always a conversation starter with students and our school community!

The tradition of advent and the countdown to Christmas is a custom in my house and done in several different ways as we look forward to December 25th each year. This year for the last 25 school days of term, I have/am sharing daily with staff Christmas trivia questions to celebrate the festive season. It is wonderful to see the participation and answers each day. Please find some questions below – answers will be in my final article for the year next fortnight.

1. *How many ghosts are in the movie 'A Christmas Carol'? What are their names?*
2. *What is the highest grossing Christmas movie of all time?*
3. *Which country did Eggnog originate?*
4. *What is the first company that used Santa Claus in advertising?*
5. *Which fairy tale were the first gingerbread houses inspired by?*
6. *In the song 'The 12 Days of Christmas' how many gifts in total are mentioned?*
7. *Who invented the first Christmas lights?*

Christmas Literacy Giveaway

I have placed 12 books under our MSHS Christmas Tree. On Thursday 9 December 2021, the names of three Year 7 students, three Year 8 students and three Year 9 students will be pulled from the Santa Hat. These students will be given a book from under the tree. The books have been wrapped so each is a surprise! The only requirement is being in attendance!

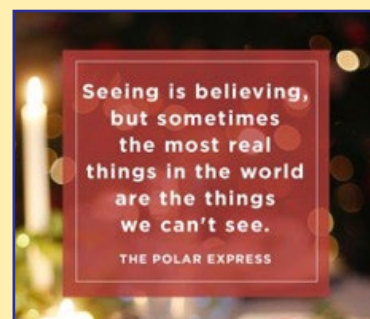
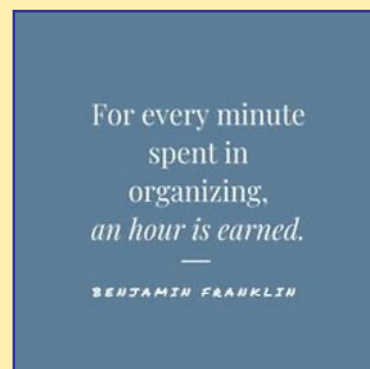


Only 29 days until Christmas!

Yours in Education

Morgan Suchoronzak

Deputy Principal - Junior School





MURGON STATE HIGH SCHOOL

Student Requirements List 2022

Year 7

General Stationery Requirements

School Bag	1	Black or blue biros	3
Pencil case	1	Red pen	1
Pencil sharpener	1	30cm clear plastic ruler	1
Eraser	1	Scissors	1
Set of highlighters (4pack)	1	Glue stick non-toxic	2
12 pack colouring pencils	1	USB (4-8GB)	1
Lead pencil (HB)	3		

Core Subjects (studied all year)

English

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Mathematics

A4 Exercise book – 96 pages	1
Scientific calculator	1

Geography/History

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Health and Physical Education

A4 Exercise book – 96 pages	1
Hat or cap	1
Water Bottle	1

Pastoral Care

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Science

A4 Exercise book – 96 pages	1
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Language

A4 10mm grid book	1
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Students also take two rotational subjects each term throughout Year 7. **There is no need to supply these materials until you know which subjects you are studying first.** These can be purchased each term, as needed.

Rotation Subjects

Visual Arts

A4 Visual Diary or Display Folder	1
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All Art materials are provided for students, however students may prefer to have their own sets of coloured pencils/drawing pencils or paintbrushes

Design Technologies - Food & Textile Studies

48 page exercise book	1
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Business & Economics / Civics & Citizenship

A4 64 page exercise book	1
Coloured pencils and highlighters (optional)	1

Design Technologies - Industrial Technology & Design

64 page exercise book	1
2H lead pencil	1

Media & Drama

64 page exercise book	1
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Agricultural Science

96 page exercise book	1
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Music

Small music exercise book	1
USB	1
Headphones	1

Digital Technologies

USB	1
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MURGON STATE HIGH SCHOOL Student Requirements List 2022 Year 8

General Stationery Requirements

School Bag	1	Black or blue biros	3
Pencil case	1	Red pen	1
Pencil sharpener	1	30cm clear plastic ruler	1
Eraser	1	Scissors	1
Set of highlighters (4pack)	1	Glue stick non-toxic	2
12 pack colouring pencils	1	USB (4-8GB)	1
Lead pencil (HB)	3		

Core Subjects (studied all year)

English

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Mathematics

A4 Exercise book – 96 pages	1
Scientific calculator	1

Geography/History

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Health and Physical Education

A4 Exercise book – 96 pages	1
Hat or cap	1
Water bottle	1

Focus Group Literacy & Pastoral Care

A4 Exercise book – 96 pages	2
Display book (for notes and handouts)	2

Science

A4 Exercise book – 96 pages	1
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Language

A4 10mm Grid Book	1
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Students also take two rotational subjects each term throughout Year 8. **There is no need to supply these materials until you know which subjects you are studying first.** These can be purchased each term, as needed.

Rotation Subjects

Visual Arts

A4 Visual Diary or Display Folder	1
<i>*All art materials are provided for students, however students may prefer to have their own sets of drawing equipment.</i>	

Design Technologies (Food & Textiles)

48 page exercise book	1
Food & textile consumables as required	

Music

A4 128 page exercise book	1
Display folder and pockets	1
2B lead pencil	1
USB	1

Industrial Technology & Design (ITD)

2B Lead Pencil	2
30cm Ruler	1

Agricultural Science

96 page exercise book	1
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Civics & Citizenship

A4 exercise book	1
Pen/pencil	1
Coloured pencils and highlighters (optional)	1

Media & Drama

A4 96 page exercise book	1
Pen/pencil	1
USB	1



MURGON STATE HIGH SCHOOL

Student Requirements List 2022

Year 9

General Stationery Requirements

School Bag	1	Black or blue biros	3
Pencil case	1	Red pen	1
Pencil sharpener	1	30cm clear ruler	1
Eraser	1	Scissors	1
Set of highlighters (4pack)	1	Glue stick non-toxic	2
12 pack colouring pencils	1	USB (4-8GB)	1
Lead pencil (HB)	3		

Core Subjects (studied all year)

English

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Mathematics

A4 Exercise book – 96 pages	1
Scientific calculator	1

Geography/History

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Health and Physical Education

A4 Exercise book – 96 pages	1
Hat or cap	1
Water Bottle	1

Focus Group Literacy & Pastoral Care

A4 Exercise book – 96 pages	2
Display book (for notes and handouts)	2

Science

A4 Exercise book – 96 pages	1
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Language

A4 10mm Grid Book	1
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Elective Subjects

Visual Arts

A4 Visual Diary or Display Folder	1
<i>All art materials are provided for students, however students may prefer to have their own sets of coloured pencils/drawing pencils or paintbrushes</i>	

Design Technologies (Food & Textiles)

64 page exercise book	1
Food & textile consumables as required	

Music

128 page A4 page exercise book	1
Display Folder	1
2B Pencil	1
USB	1

Industrial Technology & Design - ITD

64 page exercise book	1
2H lead pencil	2
Leather Shoes (WHS requirement)	

Agricultural Science

96 page exercise book	1
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Business & Economics

A4 Book	1
Pen/Pencil	1
Coloured pencils and highlighters (optional)	1

Drama

96 page exercise book	1
Display folder with pockets	1



MURGON STATE HIGH SCHOOL

Student Requirements List 2022

Year 10

General Stationery Requirements

School Bag	1	Black or blue biros	3
Pencil case	1	Red pen	1
Pencil sharpener	1	30cm clear ruler	1
Eraser	1	Scissors	1
Set of highlighters (4pack)	1	Glue stick non-toxic	2
12 pack colouring pencils	1	USB (4-8GB)	1
Lead pencil (HB)	3		

Core Subjects (studied all year)

English

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Mathematics

A4 Exercise book – 96 pages	1
Scientific calculator	1

History

A4 Exercise book – 96 pages	1
Display book (for notes and handouts)	1

Health and Physical Education

A4 Exercise book – 96 pages	1
Hat or cap	1
Water Bottle	1

Senior Pathways Program

A4 Exercise book – 96 pages	2
Display book (for notes and handouts)	2

Science

A4 Exercise book – 96 pages	1
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Elective Subjects

Visual Arts

A4 Visual Diary	1
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All art materials are provided for students, however students may prefer to have their own sets of drawing equipment

Hospitality Practices

64 page Exercise book	1
Food & textile consumables as required	

Music

128 page A4 Exercise book	1
2B Pencil/Pens/Highlighters	1
Display folder	1
USB	1
Headphones	1

Engineering & Furnishings

64 page Exercise book (Furnishing)	1
2H lead pencil (Furnishing)	2
2B lead pencil (Engineering)	2

Business & Civics

A4 Book	
Display Folder and pockets	1
Pen/Pencil	
Coloured pencils/highlighters (optional)	1

Agricultural Science

96 page Exercise book	1
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Film, TV and New Media

64 Page A4 Exercise book	1
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Introduction to Health

96 page A4 Exercise Book	1
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MURGON STATE HIGH SCHOOL

Student Requirements List 2022

Year 11 & 12

General Stationery Requirements

School Bag
Pencil case
Pencil sharpener, eraser,
30cm clear plastic ruler
glue stick, scissors

Set of highlighters
Colouring pencils
Lead pencils (HB)
Scientific calculator
Drawing instruments:
protractor, drawing compass

Exercise Books

Either 8 x A4 96 page exercise books for each subject, Senior Pathways Program & Student Wellbeing Program or similar in lecture pads/loose leaf, reinforced paper and folder

Optional

Students to provide their own diary

These are the additional requirements that are needed depending on subjects selected:

Visual Arts in Practice
2 x 2B Pencils, A4 Visual Diary

Hospitality Practices
Display Folder, Catering Black and Whites

Drama in Practice
2 x 2B pencils, 2 pencils black/blue,
2 highlighters different colours, visual dairy

Music in Practice
1 x manuscript book – A4 size

Have your say...

take part in the
Next Step
survey!



- Who?** You! All students completing Year 12 in 2021 will be contacted to take part in the survey.
- What?** The Next Step survey will ask you what you are doing after you leave school – this could be studying, working or pursuing other interests.
- How?** Expect to be contacted by phone, mail or email. To enable us to reach you, ensure your contact details are correct in your learning account by logging into the student portal at <https://myqce.qcaa.qld.edu.au/> March to June 2022
- When?** March to June 2022
- Why?** Your participation in the Next Step survey will help Queensland schools and further education providers improve their services for future students. More info at www.qld.gov.au/nextstep

Deputy Principal - Student Engagement and Wellbeing

Farewell Year 12s

We said goodbye to our Year 12s last Friday. I taught this cohort in 2017 for Year 8 Mathematics, in 2018 for Year 9 Science and for Year 11 General Mathematics in 2020. I feel blessed to have been part of their Murgon State High School experience and to watch them develop into the confident and talented young people that graduated. I wish all of our graduates all the best in their new adventures. I would like to add, that I was taller than all of them when our journey began...



Pharrell, Jaqwon and Jareece



Lachlan and Josh



Bridie, Maddison, Melena and Romana



Jareece and Jimmy

Galang Day

Today we have celebrated Galang Day with 70 students. Students purchased their attendance at Galang Day using their Vivo points. Some lucky students won a Golden Ticket to the event. They simply had to find a member of the Positive Behaviour for Learning (PBL) team, tell them the focus of the fortnight and explain three ways that they can achieve that. We also farewelled our Year 10 and 11 students today as they have finished their 2021 schooling.



Mervyn and William being presented with their Golden Tickets after Mrs Sippel gave them a VIP tour of our new Administration building.

School TV

I received an email this week from SchoolTV to congratulate us and commend our students, families and staff for accessing the wellbeing information available on SchoolTV.

Murgon State High School is **ranked #6 in QLD and # 39 across AUS/NZ** based on your SchoolTV 2021 usage score, giving you the status of **SCHOOLTV Super User School!**

I have spoken to their Manager this week about how they can support us even further in 2022. If you have some suggestions about topics or issues that you would like to find out more about, or to get an experts' opinion, I will pass these onto the SchoolTV staff.

(Continued over)

Deputy Principal - Student Engagement and Wellbeing (continued)

SPECIAL REPORT: Having the Alcohol Discussion

With the impending festive season and end of school celebrations, some teenagers may be feeling ready to party, wanting to put the disruptions, frustrations and disappointments of this past year, behind them.

To ensure our young people stay safe during this time, parents and carers are encouraged to have the alcohol discussion - no matter how difficult or overwhelming it may be. It is important to outline the rules and boundaries around age-appropriate alcohol consumption and what the legal implications may be.

Young people are at greater risk of alcohol-related harm than adults because their brains continue to develop until their mid-twenties. The safest level of alcohol consumption for teenagers, is no alcohol at all, but this may be difficult to enforce and may not prevent them from experimenting. However, parents and carers can influence sensible drinking habits and help minimise the risks.

In this Special Report, a series of discussion points are offered to help make the conversation about alcohol consumption a little easier. We hope you take time to reflect on the information offered in this Special Report, and as always, we welcome your feedback.

If you do have any concerns about the wellbeing of your child, please contact the school for further information or seek medical or professional help.

Here is the link to your special report: https://murgonshs.eq.schooltv.me/wellbeing_news/special-report-having-alcohol-discussion-au



Kind regards

Barbara Etherington

AI/Deputy Principal Student Engagement and Wellbeing



TERM 4 WEEK 10

Wednesday December 8, 2021

AT 2ND BREAK

ANNUAL CHRISTMAS CELEBRATION

FOR ALL STUDENTS & STAFF

The Wave

PRIZES

FREE SCHOOL EVENT

FREE DRESS CHRISTMAS COLOURS

CUPCAKES

CHRISTMAS SELFIE

BIG GAMES

CHRISTMAS TRIVIA

ZOOPEER DOOPERS

SANTA'S WORKSHOP

BBQ

CROWD DANCE

COMPETITIONS

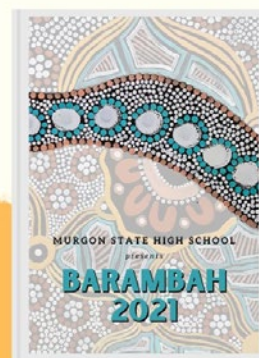
LIVE ENTERTAINMENT

Text books and Library books due back

All text books and Library books need to be returned to the Library ASAP for end of year cleaning.



BARAMBAH 2021



\$10

Murgon State High School Yearbook
Available to purchase through the Qkr! app

To the Class of 2021...

The last day finally arrived for the Year 12s! We know the majority of you won't remember the feeling you had on your first day of Prep however we know that you will remember the feelings you had on your final day. To the class of 2021, you are and have always been such a close group of students. You are larrikins and have always been up for a laugh and often the odd practical joke. We have watched you grow and change. From the original class we have seen some leave to pursue work pathways. We have watched you support, encourage and be inclusive of all in your cohort. You are all kind hearted young adults. We are privileged as a school to have taught you and wish you all the very best for your future endeavours.

Murgon State High School

CLASS OF 2021 *Graduates*



Look back with a smile, go forward with courage

Absent Students:



New Multi Purpose Hall

Senior Formal 2021 was our first official function in our new Multi Purpose Hall. The centre curtain was lowered and the hall transformed!



Graduation Day

Graduation Day is the best day of our school year. We farewelled the class of 2021 with a graduation ceremony and our traditional walk out.





2021 Formal





2021 Formal



Education Perfect Science Championships

On Wednesday 10th November at parade, we acknowledged 3 students for their efforts during the Education Perfect Science Championships. La-Cruz and Michael received a Credit Award whilst Crissy received an Emerald Award after her amazing efforts. Well done to all 3 students, congratulations!



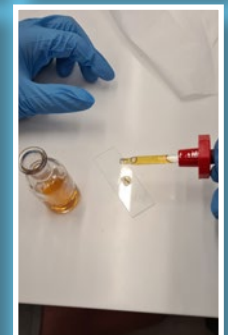
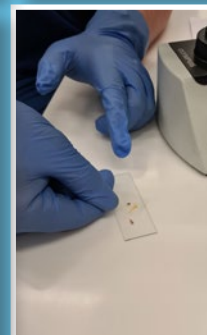
Senior Drama in Practice

Our Senior Drama in Practice Students have had an amazing year of live drama and performances. This term, they finished their unit on 'Careers in the Performing Arts' with a Special Effects Makeup Workshop facilitated by their Drama teachers; Miss Hawkins and Mr Barham. Using liquid latex, prosthetics and lots of fake blood, the students were able to work in small groups to recreate special effects makeup, blood and gore. It sure was a fun way to end their assessments – and very appropriate for Halloween!



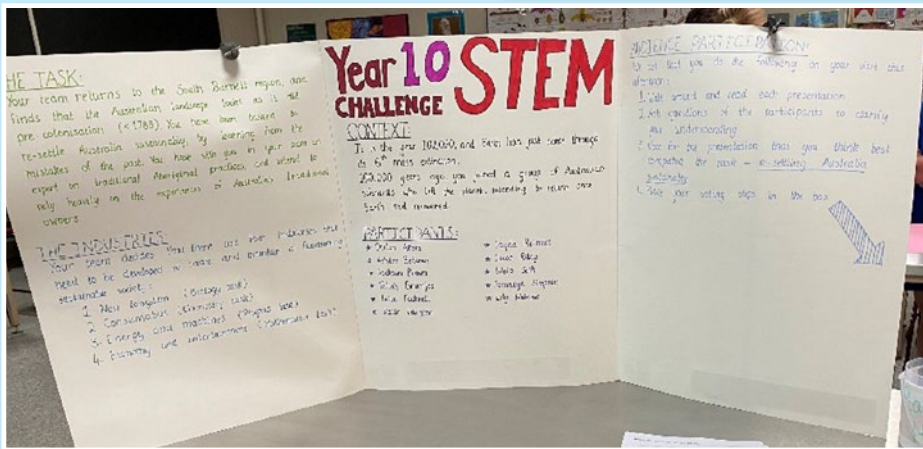
Gatton STEM Excursion

A number of students travelled to Gatton to participate in a variety of science activities. The students completed data and research analysis to develop their skills ready for senior science. They also dissected a maggot to see how they predict decay at crime scenes.



Year 10 STEM Presentations

For the last few weeks, a select number of Year 10 students have been participating in an extended STEM task, to finish off their year. Students were given the job of re-settling Australia 100,000 years in the future, after they were sent to space to escape Earth's 6th mass extinction event. After hours of research, planning, playing with robots and creating posters, the students presented their solutions in a Science Fair for visiting classes. All audience members voted on who they thought were the best, and congratulations go to Katie Langton, Waip Seth, and Jennakye Simpson who took out the vote!

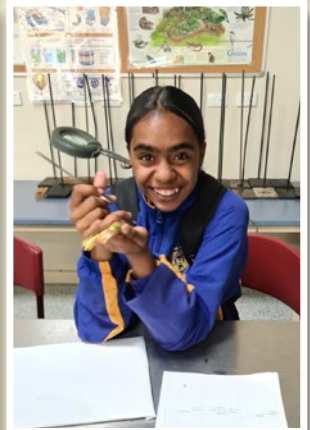
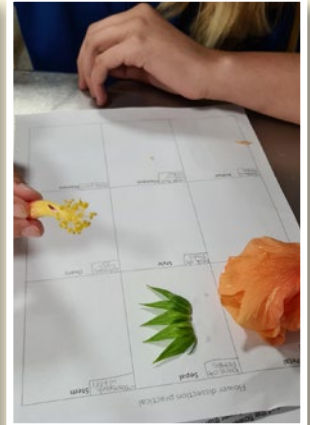


Senior Dance



Year 8 Science

Year 8 Science students completed a number of dissection experiments including the dissecting of flowers kindly provided by staff from their gardens.



Did you know?

Did you know.... Ms Caesar's Year 11 Hospitality Practices class made and decorated cup cakes this week. They looked and tasted wonderful!

Did you know.... After completing their plasticine diorama assessment, Mr Kimmerly's Year 9 Art class are making bowls from modelling clay. The students are thoroughly enjoying the hands-on experience of working with soft clay.



Did you know?



Well done Draysharn!

In a long awaited rematch vs Mia Keely from Rockhampton, Weighing in 4 kilograms lighter than her opponent, Draysharn was tagged the underdog. With unwavering focus and determination Draysharn Arnold won her fight by unanimous decision after scoring her first ever "knock down" right before the bell in the final round! Her opponent, Mia, was literally "saved by the bell"! What a fight it was too - arguably the best fight of the night.



PBL Update

PBL Update – Week 8 Term 4 2021

Participation, Respect & Responsible, Safe

What's Happening in PBL!

Universal Expectations

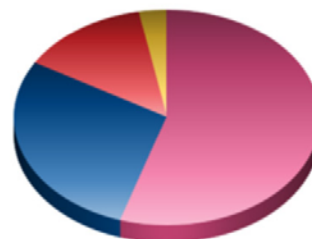
Murgon State High School is a positive behaviour for learning (PBL) school. This means behaviour expectations are clear, explicitly taught, and routines are established. A reinforcement system is used to encourage expected behaviours, and reinforcers are awarded when students meet expectations. Our teachers aim for a ratio of four positive acknowledgements to one correction in the classroom. Logical consequences are implemented for inappropriate behaviours.

All classrooms display the PBL Universal Expectations Matrix for all staff and students to refer to. Analysis of behaviour data informs the expectation to be promoted in the Fortnightly Focus. The next Fortnightly Focus is "Treat others how you want to be treated", as illustrated below.

Week 6 & 7 Data (8th – 21st November 2021)

Top Students:

- Year 7 – Henry Makie
- Year 8 – Rhys Sherrington
- Year 9 – Joshua Williams
- Year 10 – Crissy Beecham
- Year 11 – Hayley Rattey



Participation	(54.89%)
In Class On Time	(28.53%)
Respect & Responsible	(13.59%)
Safe	(3.00%)

The most popular buys using Vivos this fortnight were: Galang Day, Icy Cups, Milkshakes.

The Fortnightly Focus for Weeks 9 & 10 (29 November – 10 December 2021) is the universal expectation "Treat others how you want to be treated".

PBL Fortnightly Focus

Treat others how you want to be treated

- Be polite
- Be kind
- Use respectful language
- Don't take things personally
- Look out for one another
- Perform one random act of kindness



Community Advert

Queensland Police Service

Position Description With Honour
We Serve

Vacancy Reference	QLD/396262/21	Closing Date	Thursday, 02 December 2021
Position Title	Police Liaison Officer/Senior Police Liaison Officer (Identified position)	Classification	OO4
Division	Cherbourg Division	Salary	\$63,809 - \$70,037 per annum
District	Darling Downs District	Contact Officer:	A/Sergeant Robin Firman 07 4179 5555
Region	Southern Region	Date of Review:	October 2021
Location	Cherbourg		

Our Workplace

Our values are at the core of who we are and what we do each day

The Queensland Police Service employs staff members in a wide range of roles across the state. These roles offer a rewarding career that provides vital assistance to front line officers and policing services across the state and to the Queensland community. We are committed to delivering a healthy, safe, positive and inclusive workplace with a diverse workforce that reflects the community we serve.

Why Join Us?

The Queensland Police Service provides a supportive, people-focussed work environment that supports work life balance and flexible work options. We also offer:

- Opportunities for career mobility
- Salary packaging arrangements
- Comprehensive health, welfare and support services
- Leave assistance for study

Role Scope

As a First Nations Police Liaison Officer, you will assist in developing trust and understanding, between members of the Queensland Police Service and wider community, with particular focus to local First Nations (Aboriginal and/or Torres Strait Islander) communities.

Special Conditions

This is an identified position. It is a genuine occupational requirement that an Identified position be filled by an Aboriginal or Torres Strait Islander person as permitted by and arguable under Section 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991)

One of the referees should be an Aboriginal and/or Torres Strait Islander person who can attest to the applicant's background, knowledge, skills and experience as they relate to the cultural capabilities.

This position involves driving of QPS vehicles. The occupant of this position is required to hold a Queensland 'C' class driver's licence, or have the ability to acquire a driver's licence.

This position requires wearing a Police Liaison Officer uniform and adherence to the QPS Code of Dress and Appearance.



This position requires working to a set roster and may also involve weekend work and shift work to attend local festivals, and forums and to meet the policing needs of the local area. Shift penalties and overtime may apply.

Successful applicants will be required to successfully complete the first available Police Liaison Officer Initial Employment Training program. This training program is run at the Queensland Police Service Academy, Oxley. Meals, accommodation and travel will be paid for by the Service, but participants must be available to leave their local area for 2 weeks to complete the training.

Applications will remain current for 12 months.

Mandatory Requirements Nil

Key Accountabilities

Your Key Accountabilities will include:

- Contribute to organisational understanding of First Nations (Aboriginal and/or Torres Strait Islander) cultures.
- Assist police officers to communicate effectively with cultural appropriateness to members of the local community by providing advice on First Nations customs and protocols.
- Work with QPS members to identify opportunities to strengthen community engagement and the development of QPS crime prevention and early intervention strategies, that are culturally appropriate.
- Assist First Nations community members to access policing services and provide advice to QPS members on referral to other community services where necessary.
- Positively and proactively engage with First Nations community groups to identify and build community based and/ community led programs and initiatives.
- Identify and link key stakeholders across police, community and government agencies in support of community based/ community led programs and/ or initiatives to improve community safety.

Organisation Environment/ Structure

The occupant of this position will report to the Officer in Charge of the relevant Division, or other officer delegated to the task of supervisor.

Are You the Right Person for the Job?

Your application will be assessed on the basis of relevant capacity and capability for the following criteria, which directly relate to your 'Key Accountabilities':

Role Profile Criteria

These criteria outline *how* you are expected to do your job and reflect the Leadership Competencies for Queensland (LC4Q). The leadership stream for this role is **Individual Contributor**.

To find out more about this stream, and the behavioural indicators associated with these criteria, please refer to the [Leadership Competencies for Queensland](#).

Your application needs to include examples that show you have:

- Demonstrated knowledge and understanding of local First Nations (Aboriginal and/or Torres Strait Islander) cultures, customs and community organisations.
- Demonstrated ability to be accepted by the local First Nations (Aboriginal and/or Torres Strait Islander) community.

And that you can:

- Learn and apply relevant laws, Queensland Police Service and other government policies. (Leads strategically; Builds enduring relationships)



- Problem solve and organise (Leads strategically; Makes insightful decisions)
- Work effectively as a member of a team (Drive accountability and outcomes)
- Effectively communicate with the wider community, particularly with First Nations people, community organisations and individuals from diverse backgrounds (Builds enduring relationships)
- Display an ability to communicate in writing and use computers (Demonstrates sound governance)

Note: progression to Senior PLO is based on 4yrs continuous service as a PLO, completion of 100 CAP points, satisfactory performance assessment and integrity checks.

How to Apply

Refer to the *Applicant Guide* that accompanies this Position Description for details on how to apply.

Failure to refer to the instructions and information in the Guide may result in your application not being considered.

Additional Information

- Appointment to this position will be made pursuant to the provisions of the *Public Service Act 2008*. Terms and conditions of employment will be in accordance with the *Queensland Police Service Employees Award - State* and the current *Queensland Police Service Certified Agreement*.
- Refer to the *Applicant Guide* for further essential information relating to this role including Police Security Checking Guidelines, eligibility for appointment and other important conditions that apply to this employment.
- The Queensland Police Service (QPS) is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the *Police Service Administration Act 1990*.



QUEENSLAND POLICE SERVICE



Applicant Guide

The aim of this Applicant Guide is to assist you in understanding the requirements of the position within the Queensland Police Service (QPS) and provide you with essential organisational and instructional information.

About the QPS

The vision of the QPS is to help make Queensland a safe and secure place to live, visit and do business with a mission to deliver high quality, innovative, progressive and responsive policing services.

To find out more visit <https://www.police.qld.gov.au/> where you can also view our [Organisational structure](#) and our [Strategic Plan](#).

Diversity, inclusion and human rights

The Queensland Police Service has made a commitment to respect, protect and promote human rights in our decision-making and actions.

The QPS will build its workforce to represent the diverse community we serve.

We will do this by embracing inclusion and diversity within all of our workplaces to build cultures and values that reflect the way we do business.

Inclusion refers to the way our culture and behaviours make a person feel valued, included and welcome; where they are treated fairly, respectfully and with equal access to opportunities.

Diversity includes age, ethnicity, gender, disability, cultural background, sexual orientation, education, socioeconomic, faith, marital status, family responsibilities, thinking and work styles.

Inclusive and diverse workplaces benefit from:

- Increased productivity and performance
- better decision making through balance of thinking
- better client service
- an engaged and resilient workforce.

By creating fully inclusive and diverse workplaces we will become an agile and innovative organisation that is an employer of choice.

Code of Conduct

This [Code](#) applies to employees of Queensland public service agencies.

The Code applies at all times when we are performing official duties including when we are representing the Queensland Government at conferences, training events, on business trips and attending work related social events.

Additional Information

- All applicants must be in compliance with any Commissioner's Direction on vaccination for COVID-19 upon commencement with the QPS.
- A **non-smoking policy** is effective in Queensland Government buildings, offices and motor vehicles.
- The Queensland Police Service Study and Research Assistance Scheme offers some financial assistance (excluding HECS-HELP) and leave assistance to employees undertaking approved courses of tertiary study or research projects.



Position Description

The selection and appointment procedures of the Queensland Police Service (QPS) are guided by legislation and standards common to all government departments. Recruitment and selection decisions are merit based. See the [merit principle](#) for more information on how we apply merit in our processes.

The position description has three (3) key components:

1. **Key Accountabilities** – outline *what* you are expected to do.
2. **Are You the Right Person for the Job?** – outlines *how* you are expected to do your job. These are drawn from the [Leadership competencies for Queensland](#) framework and provides examples of behaviours expected at each level of leadership across the Queensland Public Service.

In addition, for IT related positions the QPS has adopted the [Skills For the Information Age \(SFIA\)](#) framework.
3. **Special Conditions and Mandatory Requirements** – describes the particular conditions, the experience and qualifications sought.

The position description should be read carefully as it describes the nature of the position and the qualifications, skills and knowledge required to do the job.

How to apply

Applicants are required to:

1. Submit a written statement (**maximum of 2 A4 pages**) outlining your suitability for the position by addressing the criteria listed under the **“Are you the right person for the job?”** in the context of the “Key Accountabilities”. Your statement should include examples of previous performance and the outcomes achieved to support your claims.
2. Provide a comprehensive current resume outlining your educational qualifications, work history and experiences relevant to this role.

3. CV / Resume should include details of at least **two referees**, further information as per the [PSC Recruitment and Selection Directive](#)

Permission will be sought from shortlisted applicants to contact referees so that current employment is not jeopardised.

Our selection panel may decide to contact your nominated referees at any time during the selection process.

If adverse information is received about you from a referee, the selection panel will give you the opportunity to respond to that information.

4. Any other documentation as specified.

Shortlisting for interview will be determined on how well you address the criteria and requirements outlined in both your written statement and your resume/CV.

You should be contactable and where shortlisted, reasonably available for an interview.

Submission

Online through the [Smart Jobs and Careers](#) website is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart jobs and careers website.

- You need to create a ‘[My SmartJob](#)’ account before submitting your online application.
- You can ‘save and submit later’, allowing you to organise your attachments for submission at a later time, prior to the closing date; track your application and maintain your personal details including contact details.
- Hand delivered applications will not be accepted.
- Complete applications must be received no later than midnight on the specified vacancy closing date.

If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact **13 74 68**.

If you do not have internet access and are unable to submit your application online please contact the QSS Applications Processing Team on **1300 146 370**,



(between 9am and 5pm Monday to Friday) to enquire about alternative arrangements that may be available to you.

All calls relating to the status of your application once the job has closed should be directed to the contact officer on the position description.

Submission Checklist

The following checklist can be used before submitting your application:

- ☐ Have you observed any specified page limit?
- ☐ Does your application include your name and page numbering on the header/footer of each page?
- ☐ Have you attached your CV/ Resume?
- ☐ Have you attached your two page written statement?
- ☐ Have you attached any other requested or relevant documentation?

Should you require any further information please refer to the Contact Officer whose name appears on the Position Description.

Late applications

Late applications cannot be submitted via the Smart Jobs and Careers web site. If it is necessary to submit a late application please contact the Applications Processing Team on **1300 146 370**, (between 9am and 5pm Monday to Friday).

Selection panel chairs can determine whether late applications should be considered as part of the selection process (where the applicant provides details of exceptional circumstances).

Withdrawing an Application

Applicants have the option to withdraw their online application from the '[My Applications](#)' page of '[My SmartJob](#)' at any time. Applicants wishing to resubmit an application will need to withdraw and delete their application in their Smart Jobs account *prior* to the closing date.

It is not possible to submit a new application if the Job Ad has closed. Refer to the Late Applications section if submitting an application after the closing date.

Queensland Shared Services will advise the selection panel of any applications withdrawn after the vacancy has closed.

Feedback

If you are an unsuccessful applicant, you may request formal feedback from the Panel Chair once the selection process has been completed.

Citizenship

Section 127 of the *Public Service Act 2008* provides: a person is eligible to be a *permanent* public service officer only if the person is

- an Australian citizen; or
- resides in Australia and has permission, under a Commonwealth law, to work in Australia.

If you are not an Australian citizen, you will need to provide proof that you can legally work in Australia.

Probation

If you are not already a public service officer and you are appointed as a public service officer on tenure, you will be subject to a probationary period of not less than three months, unless otherwise determined.

If any concerns about your suitability arise during your probationary period, your probation may be extended, or in serious cases, your employment ceased.

Disclosure

During the selection process you will need to make disclosures about the following matters where they are applicable to you:

Disciplinary action

Before accepting an offer of employment, you must disclose to the panel chair any serious disciplinary action taken against you during your public sector employment. If you fail to do so, or if you give false or misleading information, we are under no obligation to consider you further. After giving you an opportunity to respond to any adverse issues identified, we may withdraw an offer of employment



already made to you.

Re-employment following early retirement, redundancy, retrenchment and voluntary medical retirement

If you have previously accepted an early retirement package, been made redundant, have received a retrenchment benefit or received a voluntary medical retirement from the Queensland Public Service there are circumstances where you may be required to [repay](#) part or all of the benefit that you received. You should disclose this information in your application and again with the panel chair prior to accepting any offer of employment with us.

Previous employment as a Lobbyist

A successful applicant who has been employed as a lobbyist in the previous two years is to provide a statement outlining lobbying activities within one month of taking up duty.

QPS Security Checking Guidelines

Applicants are advised that the QPS will initiate a **criminal history and/or integrity check** on the preferred applicant, if not already a member of the Service. This will also require the disclosure of serious disciplinary action taken.

The QPS is committed to being an employer of choice through the selection of people who display the attributes of integrity, fairness, equity, professionalism and accountability.

The QPS will undertake integrity checking of all applicants. The QPS requires that persons applying to be appointed as a non-police member meet very high standards with regard to their past behaviour and conduct.

Non-police members may have access to information of a sensitive nature. The QPS must have the confidence of the wider community to properly pursue its statutory functions, and systematic integrity screening of non-police member applicants, is an important mechanism for the maintenance and

advancement of the organisational integrity of the QPS.

The *Police Service Administration Act 1990* (the Act) provides that ".....the Commissioner –

- (a) *may gather all the relevant information the Commissioner needs about a person engaged or seeking to be engaged by the service;*
- and*
- (b) *may use the information to assess the person's suitability to be, or continue to be, engaged by the service."*

The information obtained through the checking process will only be used for assessing the suitability of applicants for employment within the Queensland Police Service in accordance with section 5AA.2 (1) of the *Police Service Administration Act 1990*.

However, in accordance with section 5AA.2 (2) of the *Police Service Administration Act 1990*, it is not Parliament's intention to prevent the Commissioner using information obtained under this part that discloses the commission of an offence, or is, or leads to, the discovery of evidence of the commission of an offence, for an investigation into the offence or any proceeding started or facilitated because of the investigation.

These processes are in place to ensure the maintenance of the highest possible levels of integrity within the Queensland Police Service.

Duty to Disclose

If you wish to be engaged or are seeking to be engaged by the QPS you must disclose relevant information in the approved form to the Commissioner of the Queensland Police Service when requested. This requirement is outlined in sections 5AA.5 and 5AA.8 of the *Police Service Administration Act 1990*.

Natural Justice

In the interests of natural justice, should information become available through security checks that may preclude an application from progressing further, the person will be provided with written advice detailing



the substance of the concerns and be afforded the opportunity to respond to the information within 14 days of receipt of the initial written advice from the QPS.

However, there are circumstances where an opportunity to respond will not be afforded and these circumstances are detailed in section 5AA.12 (2) of the *Police Service Administration Act 1990*.

Where a written submission for review is received, consideration is given to the applicant's submissions and the applicant is provided with written advice of the outcome.

Apprehension of Bias

Where an applicant holds a genuine and reasonable apprehension that a member of the panel will be unfairly biased or prejudiced against them, they should immediately raise the concern with the relevant Delegated Officer through the Contact Officer or Panel Chair.

Access to your personal information

Submitted information is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. More information about how the QPS handles and manages personal information can be accessed on the QPS [website](#).