



# Applicant Information Pack

Position: Planner

Date: February 2024

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## Application Form – Planner

<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident    Y or N	VISA Expiry Date:  VISA Number:
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed    Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
Signature	Print Name
Date	

# Pre-Employment Health Disclosure Form Planner

February 2024



## Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

## Position Risks

The below risks have been identified for the above mentioned role.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard          |
| <input checked="" type="checkbox"/> Working under pressure                       | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours)              | <input checked="" type="checkbox"/> Driving                                   |
| <input checked="" type="checkbox"/> Lifting less than 20kg                       | <input type="checkbox"/> Lifting 20-35kg                                      |
| <input type="checkbox"/> Lifting more than 35kg                                  | <input type="checkbox"/> Climbing ladders                                     |
| <input type="checkbox"/> Working at heights (greater than 2 metres)              | <input checked="" type="checkbox"/> Sun exposure                              |
| <input type="checkbox"/> Dust exposure   | <input type="checkbox"/> Noise exposure                                       |
| <input checked="" type="checkbox"/> Walking uneven surfaces                      |   |

## Disclosure

<b>Print Name</b>		
<b>Date Completed</b>		
<b>Item</b>	<b>Date</b>	<b>Details</b> (Name injury/illness/medication, impact, treatment)
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<b>Injuries</b> <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i>		
<b>Current Medications</b> <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i>		
<b>Past Workers Compensation</b> <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i>		

Note: add additional pages to this if required.

### Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<b>Print Name</b>	
<b>Signature</b>	

# Position Description

## Planner

Band 3

Enterprise Bargaining Agreement

Planning & Development

Triabunna

February 2024



### PRIMARY OBJECTIVE

To provide a high standard of professional land use planning advice as required and to correctly and efficiently process planning and related applications submitted to Council in accordance with Council policy and procedures.

### ORGANISATIONAL RELATIONSHIPS

Reports to the Director Planning & Development

The position has nil direct reports.

### KEY ACCOUNTABILITIES/CHALLENGES

- > Deliver proactive, customer oriented outcomes consistent with legislative processes and outcomes.
- > Deliver quality customer service whilst working within legislative parameters and constraints.
- > Meet deadlines and statutory timeframes.

### PRIMARY RESPONSIBILITIES

- Process, assess and report on planning applications and related applications.
- Support the team in ensuring compliance activities are carried out on time, minimising scope for legislative breach.
- Support with research and preparing correspondence for use in the tribunal and commission.
- Respond to verbal and written enquiries for advice concerning development application matters and planning generally, including enquiries from both internal and external stakeholders and the community.
- Draft correspondence as it relates to planning matters for senior officer review prior to issue.
- Participation in process improvement initiatives as it relates to the Department.
- Ensure legislative processes are implemented in full for all applications.
- Assists Development & Compliance Officers with administrative and customer service needs.

- Assists other Council staff understand and comply with land use and other regulatory approvals related to planning and development.
- Maintain a high standard of knowledge of land use planning and related matters.
- Preparation of evidence and presentation to the Resource Management & Planning Appeal Tribunal and Tasmanian Planning Commission as required.
- Authorise and sign correspondence in accordance with delegation of authority as it relates to planning matters.

## **ALL STAFF RESPONSIBILITIES**

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

## **QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)**

1. Tertiary qualification in planning and at least three years planning experience or an equivalent combination of skills, experience and training.
2. Demonstrated ability to interpret and apply planning legislation, planning approval processes and an understanding of the principles and practice of local planning and development.
3. Developed time management skills, including the ability to effectively manage workload and manage projects to meet deadlines.
4. Proven ability in providing high quality customer service, including the ability to negotiate and manage conflict.
5. Well-developed verbal and written communication skills with a high level of attention to detail and accuracy.
6. Demonstrated ability to work as part of a team and autonomously on planning related matters.
7. A current C class driver's licence and a commitment to maintain this.

# Recruitment and Selection Information



February 2024

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Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

In some instances relocation assistance may be offered to a successful applicant.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to [pam.sinclair@freycinet.tas.gov.au](mailto:pam.sinclair@freycinet.tas.gov.au) with the subject header of Application: Planner.

Applications will remain open until such time an appointment has been made.