

Applicant Information Pack

Position: **Plumbing Inspector / Surveyor**

Date: **May 2026**

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Application Form – Plumbing Inspector / Surveyor

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
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
Declaration by Applicant <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

Plumbing Inspector / Surveyor

May 2026

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 checked="" type="checkbox"/> Standing for extended period (1.5 + hours) | <input 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 type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

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

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

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.

<p>Print Name</p>	
<p>Signature</p>	

Position Description

Plumbing Inspector/Surveyor

Band 4

Glamorgan Spring Bay Council Enterprise

Agreement

Planning and Development

Triabunna

May 2026

PRIMARY OBJECTIVE

To contribute as part of a collaborative team delivering an effective, client-focused plumbing surveying and inspection service, ensuring the protection of Council's reticulated hydraulic infrastructure, acting as an Authorised Officer for the Permit Authority, and providing consistently high standards of customer service.

ORGANISATIONAL RELATIONSHIPS

Reporting to: Director Planning and Development

Direct Reports: Nil

Internal liaisons: All Glamorgan Spring Bay Council Staff

External liaisons: General public; government departments & agencies; statutory Authorities of other councils; professional organisations; community organisations; local business; plumbing & building contractors; designers, engineers & architects

KEY ACCOUNTABILITIES/CHALLENGES

- This position is accountable to the Director Planning and Development.
- Provide accurate advice and make informed decisions, based on up-to-date knowledge, policies and legislation on plumbing control without reference to the Director.

PRIMARY RESPONSIBILITIES

- To ensure that general provisions of the *Building Act 2016*, *AS/NZS 3500.1 -4*, *NCC* and the *Building Regulations 2016*, concerning plumbing control functions are observed.
- To survey plumbing applications received by Council for compliance with the *Building Act 2016*, the *Building Regulations 2016* and *AS3500*.
- To carry out the inspection and enforcement requirements contained within the *Building Act 2016*.
- To exercise the functions of the Permit Authority under delegation from Council pursuant to provisions contained within the *Building Act 2016*.
- Administer the performance provisions of the *Building Act 2016*.
- Monitor and maintain applicable registers in accordance with the requirements of the *Building Act 2016*.
- Administer the functions of the *Urban Drainage Act 2013* as necessary.
- Maintain a high standard of customer service.
- Maintain accurate manual and electronic records.
- When required, act as Customer Services Officer for the Regulatory Services

Department, interviewing and responding to general public enquiries, applications and complaints made in person or by written or telephone communications with regard to plumbing issues. Investigating and answering as many enquiries, applications and complaints as possible.

- Other duties as required / directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee skills, competency and training.

ALL STAFF RESPONSIBILITIES

- Ensure that safety and risk is considered and practiced 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 including accreditation requirements specific to the position which may be varied from time to time.
- Carry out all responsibilities of the role in accordance with Council's code of conduct and the Local Government Act 1993.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- A minimum of 5 (five) years trade experience
- Current registration as an Advanced Registered Sanitary Plumber
- A working understanding of the Building Act 2016, Building Regulations 2016, National Construction Code and relevant Australian Standards with an ability to read plans and documents to ensure compliance with the legislation
- Hold, or be willing to work towards, a Certificate IV in Government (Statutory Compliance) to qualify for licensing as a Building Services Provider / Permit Authority
- Computer literate
- Current driver's license and a commitment to maintaining this

DESIRABLE

- Registered backflow prevention plumber.
- Ability to act as a Permit Authority
- Basic drafting experience
- Hold a Certificate IV Government Investigations (Regulatory Compliance).

SELECTION CRITERIA

1. Demonstrated knowledge and experience in plumbing and drainage systems, including a sound working understanding of the Building Act 2016, Building Regulations 2016, National Construction Code, AS/NZS 3500 and relevant legislation, with the ability to interpret plans and specifications to ensure compliance.
2. A minimum of five years' relevant trade experience and current registration as an Advanced Registered Sanitary Plumber, with the ability to apply practical trade knowledge to plumbing inspections, compliance assessments and enforcement activities.

3. Demonstrated ability to undertake inspections, investigate complaints, assess applications, maintain accurate records and exercise regulatory and enforcement functions in accordance with relevant legislation and Council delegations.
4. Well-developed interpersonal and communication skills, with the ability to provide clear, accurate advice to the public, contractors and industry professionals, and deliver a high standard of customer service in a regulatory environment.
5. Demonstrated ability to work both independently and as part of a team, manage time and competing priorities, maintain accurate manual and electronic records, and contribute positively to a collaborative workplace in line with Council's values, policies and Code of Conduct.



Recruitment and Selection Information

May 2026

The position is part-time (3 days per week) and offered on an ongoing basis.

Glamorgan Spring Bay Council is committed to employment through merit selection. This means the best person for the job will be appointed based on skills, experience, qualifications and ability to meet the selection criteria. Discriminatory attributes such as gender, age, religion, political beliefs and other attributes protected under Tasmanian Anti-Discrimination legislation will not be considered or influence recruitment and selection decisions.

How to Apply

To apply for this position, applicants must submit the following documents:

1. A cover letter
2. A current resume
3. A separate document addressing the selection criteria listed on the Position Description

Applications that do not include all three documents may not be considered.

All applications must be emailed to people@freycinet.tas.gov.au with the subject line:

Application: Plumbing Inspector

Applications will be reviewed on a weekly basis, and the advertisement will remain open until the position is filled.

Recruitment Process

After applications are received, the following process will generally apply:

Shortlisting

Applications will be assessed against the selection criteria outlined in the Position Description. Shortlisting is based on the information provided in the application.

Interviews

Shortlisted applicants will be invited to attend an interview. Interviews are conducted by a panel and may include independent panel members from outside Council. Interviews may be conducted face-to-face, via video, or by phone and may range from approximately 20 minutes to two hours. All applicants are assessed against the same criteria and may be asked to expand on information provided in their application.

Further Assessment (if required)

Depending on the role, the recruitment process may also include:

- Second interviews
- Aptitude or skills testing
- Psychometric assessment
- Referee checks
- Pre-employment medical assessment

Offer of Employment Process

Council's offer of employment process generally occurs in three stages:

1. *Verbal Offer*

The preferred applicant will be contacted by phone and a verbal offer of employment will be made in the first instance. This allows the applicant and Council to confirm mutual interest in proceeding.

2. *Written Conditional Offer*

Following the verbal offer, a written conditional offer of employment will be issued. This letter will outline the proposed terms of employment and any pre-employment or compliance requirements that must be satisfied before an employment contract can be issued.

These may include (but are not limited to):

- Evidence of qualifications or licences
- Pre-employment medical or workplace health assessment
- Right to work in Australia documentation
- Any role-specific compliance requirements

3. *Employment Contract*

Once all compliance requirements have been satisfied and employment details have been agreed by both parties, a formal Contract of Employment will be issued. Applicants are generally provided up to 14 days to review and consider the contract before accepting the offer.

Timeframes

Recruitment processes can take between 2 to 12 weeks, depending on the number of applicants, interview availability, and any additional assessment requirements. Applicants seeking an update on progress should contact the person listed in the job advertisement.

Glamorgan Spring Bay Council does not provide an appeal process in relation to recruitment and selection decisions.