

Applicant Information Pack

Position: Principal Planner
Date: July 2026

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Application Form – Principal Planner

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

Principal Planner

July 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.

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

Disclosure

Print Name	
Date Completed	

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

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

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.

Print Name	
Signature	

Position Description

Principal Planner

Band 4

Enterprise Bargaining Agreement

Planning and Development

Triabunna

July 2026

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION 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: Director Planning & Development

Direct Reports: Planner

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.
- Preparation of evidence and presentation to the Tasmanian Civil and Administrative Tribunal as required.
- 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.

- Authorise and sign correspondence in accordance with delegation of authority as it relates to planning matters.
- Participation in process improvement initiatives as it relates to the Department.
- Ensure legislative processes are implemented in full for all applications.
- Assists Regulatory Services 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.
- Assessment of complex planning applications.
- Working with developers proposing significant land development or commercial projects to identify issues and potential resolutions.
- Provide supervision, mentorship and support to graduate and planner staff.
- Attend meetings with the Chief Executive Officer and Elected Members when requested to provide planning advice and information.
- Identify opportunities to streamline assessment processes and improve the customer experience as it relates to development 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 and Experience

Mandatory

- A tertiary qualification in town planning, urban development, or similar field.
- A current driver's licence.

Desirable

- Five, or more, years experience in a similar role.

SELECTION CRITERIA

1. Demonstrated knowledge and experience in statutory land use planning, including the assessment and reporting of planning and development applications, interpretation of planning schemes and relevant legislation, and the ability to manage complex planning matters within statutory timeframes.
2. Highly developed written and verbal communication skills, including the ability to prepare clear and concise reports, provide professional planning advice, and communicate effectively with a broad range of stakeholders including developers, community members, Councillors and staff.
3. Demonstrated ability to exercise sound judgement, problem solving and decision-making skills in a regulatory or planning environment, including the ability to balance legislative requirements with practical and customer-focused outcomes.
4. Proven ability to deliver high quality customer service in a professional environment, including responding to complex enquiries, managing challenging conversations respectfully, and building positive working relationships with internal and external stakeholders.
5. Demonstrated ability to work both independently and collaboratively within a team environment, including the capacity to supervise, mentor and support planner or graduate staff, contribute to process improvement initiatives, and maintain a positive and professional workplace culture.

Recruitment and Selection Information

July 2026

The position is full time 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
4. The completed forms on this application pack (Application form and Pre-employment health disclosure)

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

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

Application: Principal Planner

Applications will be reviewed on a weekly basis, and the advertisement will close at **Midnight on Sunday 19 July 2026**.

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
- National police clearance (generally only for office based roles)
- 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.