

# Applicant Information Pack

Position: Planning & Development Administration  
Officer / Permit Authority

Date: June 2025

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## Application Form – Planning & Development Administration Officer / Permit Authority

<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

Planning & Development Administration Officer / Permit Authority

June 2025

## 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 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

<b>Print Name</b>	
<b>Date Completed</b>	

Item	Date	Details (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

## Planning & Development Administration Officer/ Permit Authority

Band 2

Enterprise Bargaining Agreement

Planning and Development

Triabunna

June 2025

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### PRIMARY OBJECTIVE

Provide administrative support functions for the following areas:

- Planning
- Building and Plumbing
- Compliance (environment, animal, fire).

### ORGANISATIONAL RELATIONSHIPS

Reports to the Compliance Coordinator.

The position has nil direct reports.

### KEY ACCOUNTABILITIES/CHALLENGES

- Communicate effectively with all customers aiming to provide an excellent customer experience and where necessary work towards resolving matters of conflict.
- Explaining legislative frameworks and requirements to people in a practical and understood manner.
- Remaining abreast of the various legislative requirements as they change by law and evolve in practice.

### PRIMARY RESPONSIBILITIES

The primary responsibility of this role is to provide administrative support to the planning and development directorate. This includes the following key areas:

#### Planning

- Process rural and urban street addressing.
- Receive and register development applications, process relevant advertising as required.
- Record objections to applications for Officer review in completing assessments.
- Update Council templates for reporting purposes with development specific data and general application information as required.
- Issue approved development applications with any conditions to customers, as directed, and ensure recorded in Council electronic files.
- Collate data and gather research as requested by Officers that pertains to

- provision of advice, complex assessments or tribunal matters.
- Receive customer enquiries and provide advice to members of the public to ensure they receive the correct information in relation to planning processes and submissions made.
- Prepare and issue general correspondence (letters, emails and other documentation as required).

#### Building and Plumbing (Permit Authority)

- Liaise directly with CBOS (Consumer Building Occupational Services) and external building surveyors and plumbers as required.
- Process and register building and plumbing applications, prepare building and plumbing approvals and completion certificates and register start work notices.
- Undertake further information requests on behalf of Council's Plumbing Surveyor.
- Receive customer enquiries and provide advice to members of the public to ensure they receive the correct information for building and plumbing work in accordance with the Director's Determinations under the *Building Act 2016*.
- Organise inspections and review of files as required for relevant Officers.
- Attend permit authority meetings and participate in ongoing professional development to meet the required licence renewals (Licenced Permit Authority only).
- Provide monthly reports for building work approvals to the relevant Federal and State government departments i.e. BPL (Building Permit Levy), BAF Levy (Building & Administration Fee), ABS (Australian Bureau of Statistics) Statistics, Council reports, Supplementary Valuation List.
- Prepare and issue general correspondence (letters, emails and other documentation as required).
- Undertake building, plumbing, and planning, file requests submitted by property owners.

#### General Compliance (Environmental Health, Fire Abatement, Animal Control)

- Co-ordinate and book inspections and attend to general enquires on behalf of Council's Compliance Officers.
- Assist Compliance Officers in researching information, customer correspondence, investigative files and similar administrative support.
- Complete 337 certificates
- Provide administrative support in the preparation, and delivery, of school based immunisation sessions.

#### Other

- 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's skills, competence and training.

### **ALL STAFF RESPONSIBILITIES**

- Ensure that safety 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 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)**

### **Essential**

1. A Certificate III in Business Administration or an equivalent combination of training and experience (or a willingness to work towards.)
2. Strong customer service focus
3. Excellent interpersonal and communication skills, both written and verbal.
4. A high level of attention to detail, while ensuring the timely and accurate delivery of tasks.
5. Sound knowledge and understand of Microsoft Office products, including Word and Outlook.
6. A current 'C' class drivers licence.

### **Desirable**

1. Certificate IV in Government (Statutory Compliance\*)
2. Experience in working in a reception and/or general administrative role.

\*Please note that the Permit Authority is required to hold the Certificate IV in Government (Statutory Compliance) and also be registered as a Building Services Provider with the Department of Justice under the *Occupational Licencing Act 2005*.

# Recruitment and Selection Information

June 2025

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The role is offered on an ongoing, full-time, basis.

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.

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 [people@freycinet.tas.gov.au](mailto:people@freycinet.tas.gov.au) with the subject header of Application: Planning & Development Administration Officer / Permit Authority

Applications will be reviewed on a weekly basis in support of an appointment commencing as soon as possible. The advertisement will remain live until such time an appointment has been made.