



Support Services Officer (Planning, Development and Environmental Health) Position Description

Incumbent:	VACANT
Position Number:	6002
Directorate:	Community Services
Team:	Planning & Development
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 3 to Level 4
Current Level:	
Reports to:	Director of Community Services
Accountable for:	n/a
Revised:	June 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The Business Support Officer for Planning, Development and Environmental Health will be responsible for providing general administrative and business support in regards to town planning and development of land and environmental health services. The incumbent will be required to work with both Council employees and contractors to ensure that the functions of Town Planning, Development and Environmental Health are supported adequately.

Position Responsibilities:

- Provide administrative support to the Director of Community Services including diary management, meeting preparation, record keeping and a wide range of general business and operational tasks in accordance with Council processes.
- Coordinating the administration of development applications through the IDAS process, including preliminary professional planning interpretation and assessment of applications as “properly made” (including assessment of application fees), preparation of DA files, and referral of applications to Council’s Planning Consultants, preparation of reports to Council, and preparation of correspondence to applicants / developers.
- Schedule and coordinate appointments and inspections for Council’s Building Certifier and Environmental Health Consultant, including providing where required general business and administration support (including preparation of reports and correspondence)
- Process requests for building record searches, including the retrieval of information from archived building and/or development files.
- Ensure ongoing accurate information is maintained within Council’s Development and Environment Health systems and action any information updates as required.
- Where appropriate in consultation with relevant consultant and the Director respond to enquiries relating to planning, development and environmental health enquiries or applications.
- Support the Director and consultants with the implementation of the Longreach Regional Council Planning Scheme, Planning Scheme Policies, Relevant Local Laws and any additional or replacement planning instruments.
- Coordinate and assess swimming pool compliance applications and undertake inspections of pools within the region.
- Coordinate the bookings and applications for itinerant roadside vendors, events (held on Council land), and prescribed activities, food licences including temporary licences and outdoor dining permits.
- Module manager for the town planning, building and health Synergy Soft modules.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer.

Position Requirements

Skills

- Strong written and verbal numeracy and literacy skills.
- Demonstrable ability to apply sound problem solving and analytical skills in the interpretation of moderately complex planning issues and the delivery of results to a wide audience.
- Passion to be involved in important planning issues and to shape outcomes.
- Demonstrated ability to work independently and in multidisciplinary teams.
- Exceptional attention to detail.
- Effective time management skills and the ability to prioritise tasks accordingly.

Knowledge

- Sound knowledge of relevant legislation and standards as they relate to Town Planning/Development of Land, Building/Plumbing and Environmental Health.
- A thorough understanding of how to maintain a safe working environment.
- Knowledge of Council’s policies and procedures and relevant Local Government legislation.

Essential Qualifications/Experience

- Current Class “C” driver’s licence.
- Construction White Card.
- Swimming Pool Safety Inspection Licence, or ability to obtain.
- Experience using Microsoft Office Suite, records management system and integrated financial and management systems.

Desirable Qualifications/Experience

- Tertiary Qualifications in Business Administration, or ability to obtain.
- Previous knowledge of and experience with the Sustainable Planning Act and Integrated Development Assessment System relating to the administration of development applications.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | | | |
|---|---|--|
| Standing/Walking | Sitting | Driving |
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours |
| <input type="checkbox"/> 4-6 Hours | <input checked="" type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Lisa Young, Director of Community & Cultural Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	