

Applicant Information Pack

Planning & Development Administration Officer/
Permit Authority

September 2026

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Application Form – Planning & Development Administration Officer/ Permit Authority

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

Planning & Development Administration Officer/ Permit Authority

September 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 (minimal exposure) |
| ☐ 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

Planning & Development Administration Officer/ Permit Authority

Band 2
GSBC Enterprise Agreement Planning
and Development
Triabunna
September 2026

OUR VISION

We want Glamorgan Spring Bay to be:

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

PRIMARY OBJECTIVE

The Planning and Development Administration Officer provides effective administrative support to Council's Planning, Building and Plumbing, and Compliance functions, including environmental health, animal management and fire abatement.

ORGANISATIONAL RELATIONSHIPS

Reports to: Compliance Coordinator.

Direct Reports: Nil.

KEY ACCOUNTABILITIES / CHALLENGES

- Managing competing administrative priorities across Planning, Building and Plumbing, and Compliance functions while ensuring work is completed accurately and within required timeframes.
- Providing clear, helpful and professional customer service, including assisting customers to understand and navigate Council processes and requirements.
- Maintaining accurate records and administrative processes while working within relevant legislation, Council policies and procedures.

PRIMARY RESPONSIBILITIES

The primary responsibility of this role is to provide administrative support across Council's Planning, Building and Plumbing, and Compliance functions.

Planning

- Receive, register and process development applications and associated documentation.
- Undertake administrative tasks associated with development applications, including advertising, correspondence and preparation of documentation.

- Prepare and issue planning approvals and other documentation as directed by relevant officers.
- Maintain accurate application records, templates, registers and reporting information.
- Assist with research and collation of information to support planning officers and planning processes.
- Respond to general customer enquiries and provide information about Council's planning processes, application requirements and submissions.

Building and Plumbing (Permit Authority)

- Provide administrative support to Council's Plumbing Surveyor, Compliance Coordinator and relevant officers.
- Receive, register and process building and plumbing applications and associated statutory documentation.
- Prepare and issue approvals, completion certificates, requests for further information and other documentation as directed by relevant officers.
- Liaise with Consumer, Building and Occupational Services (CBOS), external building and plumbing surveyors and other relevant stakeholders.
- Coordinate inspections and maintain accurate application, property and regulatory records.
- Respond to general customer enquiries and provide information about building and plumbing processes and requirements.
- Prepare and submit required monthly reports, statutory returns and levy information to relevant government agencies.
- Process building, plumbing and planning file requests from property owners.
- Attend Permit Authority meetings and undertake professional development required to maintain Permit Authority registration, where applicable.

Compliance - Environmental Health, Animal Control, Fire Abatement

- Provide administrative support to Council's Compliance Coordinator, Environmental Health Officer and Compliance Officers.
- Coordinate and schedule inspections and assist with general enquiries relating to Council's compliance functions.
- Prepare correspondence, maintain records and assist with research and administrative tasks associated with compliance matters and investigations.
- Prepare Section 337 Certificates and associated documentation in accordance with Council processes and legislative requirements.
- Provide administrative support for the planning, coordination and delivery of school-based immunisation programs.

- Maintain accurate records and documentation relating to environmental health, animal management, fire abatement and other compliance activities.

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 employees' skills, competencies and training.

ALL STAFF RESPONSIBILITIES

- Ensure 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

Essential

- Certificate III in Business Administration, or an equivalent combination of relevant training and experience.
- Experience in an administrative, customer service or similar support role.
- Experience using Microsoft Office and other computer-based administrative systems.
- Current 'C' Class Driver Licence.

Desirable

- Certificate IV in Government (Statutory Compliance), or willingness to obtain within 12 months.
- Previous experience working in local government or a regulatory environment.
- Experience providing administrative support within planning, building, plumbing, environmental health or compliance functions.

**Where the position is required to undertake the Permit Authority function, the incumbent must hold the Certificate IV in Government (Statutory Compliance) required for registration as a Building Services Provider with the Department of Justice under the Occupational Licensing Act 2005.*

SELECTION CRITERIA

1. Please outline your experience working in an administrative or customer service role and the types of duties you have undertaken.
2. Please provide an example of how you have delivered good customer service, particularly when assisting someone who was unsure of a process or requirement.
3. This role involves managing a range of administrative tasks across different areas. How do you organise your work, manage competing priorities and ensure tasks are completed accurately and on time?
4. Please describe your written and verbal communication skills, including your experience preparing correspondence and communicating with customers, colleagues and other stakeholders.
5. Please outline your experience using Microsoft Office and other computer-based systems to maintain records, process information and complete administrative tasks.



Recruitment and Selection Information

September 2026

The position is offered as a permanent full-time role. The position is classified under Band 2 of the Glamorgan Spring Bay Council Enterprise Agreement 2025-2028, with a salary range of \$70,055 to \$77,204 per annum, dependent on skills, experience and qualifications, plus 18.5% employer superannuation.

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 addressing the selection criteria listed on the Position Description
2. A current resume
3. 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: Planning & Development Admin Officer

Applications will be reviewed as they are received and will close at Midnight, Sunday 4 October 2026.

If you have any questions or would like to have confidential conversation about this role, please call:

Dick Shaw, Director Planning and Development on 0497 930 317, or
Jill Dabrowski, Compliance Coordinator on 0429 949 218.

Recruitment Process

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.