



Position Vacant – Planning and Development Support Officer

For full details and requirements of the role – Please refer to the [Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 2 - \$65,217 per annum
- Locality Allowance \$1,945 per annum.
- 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 24-25-036

For further enquiries regarding this vacancy and associated selection process, please contact Olivia Hoolihan on 07 4620 8887

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Sunday 23 February 2025

Michelle Clarke
CHIEF EXECUTIVE OFFICER

Position Description – Planning & Development Support Officer



POSITION DETAILS			
DEPARTMENT:	Office of the CEO		
POSITION:	Planning & Development Support Officer		
REPORTS TO:	Planning & Development Manager		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	112-118 Victoria Street, St George		
POSITION PURPOSE:	The Planning & Development Support Officer is responsible for: providing administrative support to the Planning and Development team and high-level customer support services to assist in all aspects of Planning & Development in the Balonne Shire.		
POSITION REQUIREMENTS			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	1. Current C Class open driver's licence		
SKILLS	2. Demonstrable problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 3. Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes 4. Demonstrable sound level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 5. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Synergy, Resolve and Magiq would be advantageous		1. Demonstrable knowledge of, or the ability to acquire, the duties associated with processing statutory development applications
EXPERIENCE	6. Demonstrable knowledge of and demonstrated experience in an administrative officer role.		2. Experience in a local authority 3. Demonstrable knowledge of and demonstrated experience with contemporary land use planning and assessment practices with the ability to interpret and apply policies, procedures and legislative requirements
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies

Position Description – Planning & Development Support Officer



<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:
Position KPI's	
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.	
AUTHORITY/DELEGATION	
Works independently, as well as in a team, under general guidance, guidelines and objectives provided by the Planning & Development Manager. This position has nil delegated purchasing authority in accordance with <i>Council's Delegation Register</i> .	
RESPONSIBILITIES	
INHERENT RESPONSIBILITIES	
<ul style="list-style-type: none"> To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. Work in a safe manner at all times and report any workplace risks To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. Communicate all health and safety matters to supervisors where applicable Abide by and assist in maintenance of the Council's Safety Management System To be punctual and reliable To report problems or difficulties encountered Contribute to the Council with suggestions for improvement Monitor personal qualifications and licences to ensure currency All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable Communicate reliably and regularly, especially when working alone. Be environmentally responsible by minimising wastage without compromising safety or effectiveness 	
KEY RESPONSIBILITIES	
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> Provide a high level of customer service to all parties involved in the building and development approvals process with a focus on achieving positive outcomes for Council and the community Process planning, building and plumbing applications in liaison with technical consultants and in accordance with relevant legislation and the planning scheme (including documenting, issuing fees, coordinating approval) Assist in the preparation of reports and recommendations to Council on development applications, planning scheme amendments, land matters including the sale and acquisition of land Council property and other planning issues Monitor the progress on planning, building and plumbing applications, update excel spreadsheets as applications are approved, completed, withdrawn, etc., assist in compiling this information for weekly, monthly, quarterly and annual reports. Monitor service requests for the Planning and Development team, seek advice as necessary from technical staff and respond to customers in a timely manner Assist in the coordination of specific planning or special projects when required Provide sound advice and information to customers related to land use planning, building, plumbing and development services functions of Council Assist in the development of factsheets, processes, procedures and policies to improve internal processes as well as customer experience Prepare information and make updates to the website when required (eg. Upload new applications, updating existing application statuses, etc) Assist with weekly, monthly, quarterly and annual reporting for the Planning and Development team and maintain database to inform the report 	

Position Description – Planning & Development Support Officer



- Liaise and transfer required information to other areas of Council relating to development, building and plumbing approvals including rates and water & sewerage teams.
- Perform other duties within your capabilities as directed

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

Work Health & Safety (WHS) and Risk Management

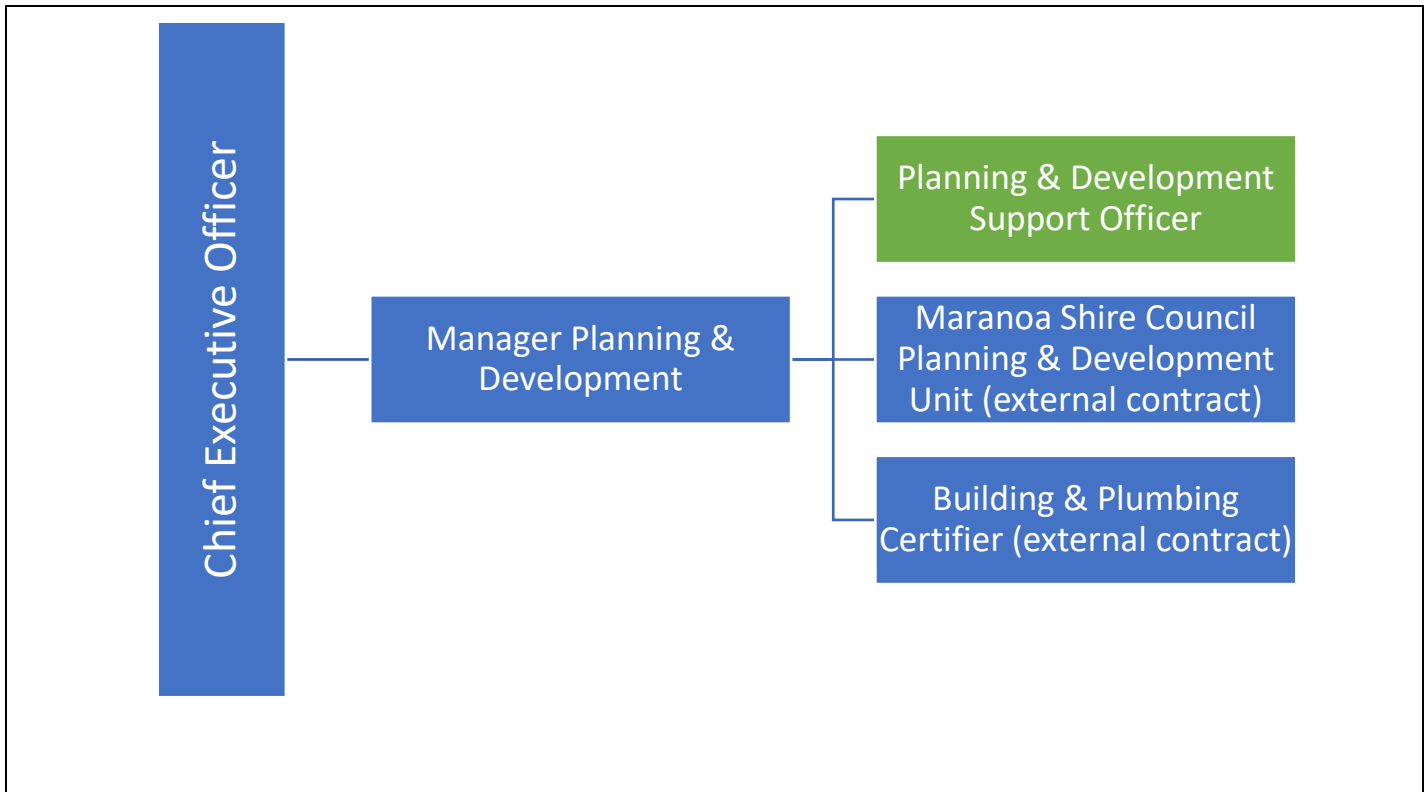
- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Planning & Development Manager circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Planning & Development Manager appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

ORGANISATIONAL CHART

Position Description – Planning & Development Support Officer





Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Planning & Development Support Officer	Reference Number:24-25-036
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.