



# Yorke Peninsula Council

*'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities.  
A great place to live, work and play.'*

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## Development Officer (Building) APPLICATION KIT

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### Important

Applicants must submit applications in accordance with the principles outlined within the Job Application Information Sheet.

Each application must address the selection criteria within the Application Kit.

Applications can be submitted by:

### MAIL

Bobbi Pertini  
Manager People, Culture & Safety  
Yorke Peninsula Council  
Position No. Development Officer (Building) 3105  
PO Box 57  
MAITLAND SA 5573

### IN PERSON

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road

### EMAIL

[admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

*(Council will bear no liability for email applications submitted but not received)*

### Application Closing Date Monday 4<sup>th</sup> November 2019 at 5.00pm

Council is an Equal Opportunity Employer, is smoke free and committed to a safe and healthy workplace.

Andrew Cameron

**CHIEF EXECUTIVE OFFICER**

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## **Development Officer (Building)**

<b>Section</b>	Development Officer
<b>Stream</b>	General Officer
<b>Level</b>	5
<b>The Job</b>	To carry out all building assessment, building compliance and development compliance duties and functions prescribed under the various Acts, Regulations, Codes and Council Policies in an efficient, expedient and professional manner without favour to ensure the protection of the built and natural environment and the betterment of the Yorke Peninsula Council.
<b>Position Number</b>	3105
<b>Position Hours</b>	76 hour fortnight (some out of hours work may required).
<b>Position Benefits</b>	Employees enjoy an amazing range of benefits which include: <ul style="list-style-type: none"><li>- Provision of a Council vehicle in line with Council Vehicle Usage Procedure (PR049);</li><li>- 9.5% employer contributed superannuation into a fund of your choice;</li><li>- generous salary packaging arrangements;</li><li>- Corporate Health programme with annual health checks, skin cancer assessments and flu injections;</li><li>- driver licence allowance;</li><li>- flexible employment opportunities;</li><li>- job security;</li><li>- professional development opportunities;</li><li>- emergency services leave;</li><li>- family/carers and parental leave;</li><li>- long service leave;</li><li>- portability of leave within SA local Government; and</li><li>- equal opportunity employment.</li></ul>
<b>Position Status</b>	Permanent full time
<b>The Person</b>	The successful applicant must have a high level of communication skills with proven ability to negotiate and resolve conflict. Applicants must have a tertiary qualification in Building Surveying and/or experience for appointment as an authorised offer as required by legislation.
<b>Salary</b>	Level 5 – starting at \$80,735.88 p.a. plus statutory superannuation. (In accordance with the Yorke Peninsula Council Municipal Officers Enterprise Agreement No 5, 2019).
<b>Medical</b>	A compulsory pre-employment medical examination must be undertaken.
<b>Location</b>	Maitland Office, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
<b>Probation Period</b>	13 weeks
<b>Information</b>	Further information about the position can be obtained from Dustin Guthberg, Acting Manager Development Services on 8832 0000.

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## **Guidelines for Applicants**

Thank you for your interest in working with the Yorke Peninsula Council is an equal opportunity employer and uses merit-based selection techniques. Please read these guidelines carefully as they are designed to help you understand Council's selection process and to put forward your best case for appointment.

Once you have found a vacancy that you would like to apply for, you should collect as much information about the position as you can.

Included in this information package is a copy of the position description which provides comprehensive information about the position, including duties and responsibilities. The position description also contains the essential and desirable selection criteria i.e. the knowledge, skills and experience required to do the job. It is the selection criteria that form the basis for making a merit-based selection decision.

If you require additional information about the position, you may speak to the contact person named in the advertisement.

## **Your application**

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

- A completed Application for Employment form (**essential**)
- Your statement addressing the selection criteria (**essential**)
- Your resume (**essential**)
- A brief covering letter (**optional**)

## **Statement addressing the selection criteria**

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

## **Your resume**

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details
- Education and training
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- Skills/experience gained outside of paid work
- Contact details for two referees

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## **The application form**

Complete the 'Application for Employment Form' and enclose it with your application.

### **Important notes**

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

## **Interview and Selection**

### **Reviewing Applications and Preparing a Shortlist**

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

### **The Interview and Other Work Tests**

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;
- talk with confidence and in a positive manner;
- give specific examples of your past work to support your answer
- avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the HR Officer of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

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## Reference Checks

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

## Pre-employment medical examination

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will be conducted at Council's expense.

## Notification

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

## Further Information

For assistance, guidance or feedback in the preparation of your application, feel free to contact Council's HR Officer, Carina Congdon in person at the Maitland office, 8 Elizabeth Street, Maitland or by phone (08) 8832 0000.

## Application Checklist

Your application ***must include:***

- This completed application form;
- A copy of your full resume or curriculum vitae;
- Your statement addressing the selection criteria; and
- A covering letter (optional).

## The Council

Council is very progressive, proactive, innovative and forward thinking and is proud of its achievement in becoming the first Council in the state to gain Quality Certification across its entire operation. The Yorke Peninsula Council covers an area of 5,834 square Km, is approximately 175km from north to south and an average width of 30Km, with 485Km of coastline.

The Council's population is estimated to be approximately 11,200, with in excess of 180,000 people enjoying the peninsula while en route to visit Innes National Park each year. Extensive development is currently taking place at Port Vincent, Stansbury, Point Turton and Marion Bay. This emphasizes the potential of the Yorke Peninsula.

## The Area

South Australia's Yorke Peninsula is an easy 2 hour drive from Adelaide. The Peninsula is a draw card for boating, fishing, diving and swimming in the calm waters surrounding most of the peninsula, in addition, the hollow beach breaks and powerful reef set ups in the southwest corner are ideal for surfers. The Peninsula also caters for bushwalks, cliff top and shoreline rambles or just leisurely relaxing by the sea.



# Yorke Peninsula Council

## Application for Employment

POSITION NO: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS:

Surname: \_\_\_\_\_ Ms/Mrs/Miss/Mr

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### ADDITIONAL INFORMATION

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes / No

If so, please give details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where did you see this position advertised? \_\_\_\_\_

### SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application.

In addition to completing this application form, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

### DECLARATION

I declare that all the information supplied in this application and any attached documents are true and accurate, and I understand that if I provide any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be subsequently terminated at any time.

Signature \_\_\_\_\_

**Thank you for your interest in applying for this position**  
**'Equal Opportunity in Employment and Appointment on Merit are Council Policy'**



# Yorke Peninsula Council

## Position Description

The attached position description (PD) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the PD is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by the Yorke Peninsula Council.

People and jobs develop over time, so the attached PD is a 'living document' and your active involvement in the evolution of the document is critical.

### Our Culture

In our workplace we value and support each other. To achieve this we commit to the YPC Staff Values and Behaviours:

Accountability  
Customer Commitment  
Integrity  
Innovation  
Collaboration

Incumbent Initials:



**People, Culture and Safety**

The Yorke Peninsula Council  
**POSITION DESCRIPTION**

<b>Title:</b>	<b>Development Officer</b>
<b>Stream:</b>	<b>General Officer</b>
<b>Level:</b>	<b>5</b>
<b>Section:</b>	<b>Development Services</b>

### **Position Objectives**

To carry out all building assessment, building compliance and development compliance duties and functions prescribed under the various Acts, Regulations, Codes and Council Policies in an efficient, expedient and professional manner without favour to ensure the protection of the built and natural environment and the betterment of the Yorke Peninsula Council.

### **Key Responsibilities**

- To provide administrative and technical advice to Council to enable it to fulfil its function under the Building Code, Development Act, Local Government Act, Environmental Protection Act, Housing Improvement Act, PDI Act and associated regulations and codes relevant to the position.
- To research, investigate and inspect building work and other matters of regulatory control for which the Department is responsible.
- To advise the public, industry and Council on all building, and development matters.
- To represent Council in a professional manner on committees, at seminars/workshops and in Appeals as required.
- To promote the interests and objectives of the Council in the community.
- To maintain a close and effective liaison with the Department Manager.
- To be responsible for the day to day administration of the legislation administered by the Department by acting within delegated authority from Council.
- To assess, investigate and report to Council on the legislation administered by the Department in an efficient manner.
- To liaise with the Chief Executive Officer, Director or Department Manager, other staff and Council on the legislation administered by the Department to ensure that Council's responsibilities are met.
- Process development applications received from the public as soon as practicable but within statutory time constraints and assess applications with respect to the Development Act and regulations and delegated authority from Council.
- Receive, investigate and respond expeditiously to correspondence from the public in respect to complaints and enquires all matters relative to the administrative function of the Department.
- Undertake inspections in accordance with Council Policy and investigate all matters required by legislation administered by the Department in accordance with authority delegated or with directions issued by Management.
- In conjunction with Council's Senior Systems Analyst ensure that the Development Control Module is updated and maintained in a timely manner to ensure user satisfaction and the module reflects current processing requirements.
- Liaise with officers employed by Council, relevant Government departments and agencies as necessary.
- Prepare reports to Council and the Development Assessment Panel as required in respect of those matters arising from legislation administered by the Department or any other matters deemed necessary.
- Attend Council and Committee meetings as requested by the Chief Executive Officer, Department Director or Manager and/or Council and provide advice as requested.
- Action matters following direction from the Department Manager as requested.
- Supervise and conduct special programmes undertaken by Council in a professional and safe manner.
- Responsible for the maintaining of current copies of legislation and policies administered by the Department and for ensuring that such registers and records relative thereto are also maintained current.
- Brief Council's Solicitors and prepare necessary documentation in relation to court proceedings, appear in Court and give evidence on matters involving breaches of legislation.



- Provide information and advice as necessary to assist Council, Chief Executive Officer and Department Director and/or Manager relative to the functions of Council.
- Set priorities and monitor workflows in areas of responsibilities assigned.
- Exercise judgement and initiative where procedures are not clearly defined.
- Under general direction undertake tasks of a specialised and/or detailed nature.
- Exercise a high level of interpersonal skills in dealing with the public and other organisations.

### **Specialist Knowledge and Skills**

- Support Council by transferring knowledge and mentoring others as appropriate.
- Oral and written communication and negotiation skills to deal with members of the public, government departments, professional organisations, and Council officers.
- Ability to read and analyse plans and specifications and to source and interpret relevant information.
- Time management and supervisory skills essential to ensure programme deadlines are met.
- Ability to work as part of a multidisciplinary team.
- Ability to communicate at a technical level with tradespeople, and with other professionals and authorities.
- Ability to utilise all sources of information in order to gain or update knowledge as required.
- Ability to recognise and access acceptable and unacceptable building and development practices.
- Possess a detailed knowledge of the Acts, Regulations and Codes administered by the Department and of programme activities and work practices relevant to the work area.
- Possess a working knowledge of Council By-laws and adopted policies.
- Possess a working knowledge of Departmental programmes, procedures and activities.
- Have an appreciation of the long term goals of the organisation.

### **Experience and/or Qualifications**

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.
- Eligible for appointment as a Level 2 or Level 3 Building Surveyor under the appropriate accreditation scheme.
- Hold a relevant qualification and/or experience for appointment as authorised officers under other legislation administered by the Department as required by Council.
- Hold a current driver's licence.

### **Training**

- Undertake training as appropriate, to develop and maintain competencies.
- Attendance at conferences, seminars, workshops and other training activities as appropriate, to maintain an awareness of trends and issues and keep abreast of changes in legislation which may impact on Council's administration of procedures, policies and activities relevant to your role.
- Participate in internal and external training in relevant office procedures and in use of appropriate equipment.

### **Organisational Relationships**

- Responsible to the Manager Development Services.
- Liaise with other staff in the organisation.

### **Extent of Authority**

- Exercise a degree of judgment in planning own work.
- Work within established guidelines and procedures.
- Responsible for recommendations made in respect of the legislation administered by the Department.
- Supervise specific projects and/or functions as requested.

### **Accountability**

- Required to comply with Councils Employee Code of Conduct.
- An annual review of staff performance will be carried out. Written confirmation of this review and discussion of any points raised will follow with employees.
- Accountable to Council through the Chief Executive Officer and your immediate supervisor for the performance of your duties relative to Acts, Regulations and Council's Policies and Procedures.

- Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with the Enterprise Agreement and policy requirements.

### **Performance Standards**

- Confidential and sensitive information to be handled with discretion and integrity.
- Employees are required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Initiative demonstrated in problem-solving.
- Effective communication with all levels of the organisation.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, e-mail and counter enquiries.
- Appropriate prioritisation and organisation of duties.
- Attentive to detail to reflect standards required by legislation in a manner that is thorough, accurate, unbiased and capable of being defended in a Court of Law.
- The nature of relationships with Council, other staff, and the community.
- The extent to which the officer is committed to innovation and review in the planning and delivery of services.
- The extent to which the officer is effective and efficient in the management, development and co-ordination of the resources of the Department under his control.
- Appropriate prioritisation and organisation of duties.

### **Quality and Continuous Improvement**

- Comply with all Council policies, procedures and processes.
- Contribute to the identification, development, implementation and evaluation of improvements to Council policies, procedures and workplace practices.
- Participate in quality and continuous improvement projects and initiatives to meet strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through maintaining qualifications and learning and applying new skills and competencies.

### **Records Management**

- Employees are responsible and accountable for adequately managing the corporate records they create and receive according to Council policies, procedures and relevant legislation that also includes the State Records Act
- Ensure corporate records are captured and stored on Council's Electronic Document and Records Management System (EDRMS) and not on personal storage devices/hardware.
- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

### **Health and Safety Responsibilities**

- Observe and comply with all WHS legislation, codes of practice, policies and procedures within the Yorke Peninsula Council including all safe operating procedures or instructions.
- Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above.
- Use safety devices and personal protective equipment correctly and in accordance with health and safety procedures.
- Obey all instructions from their supervisors issued to protect their own personal health and safety and that of others, and not to perform any procedure or task unless they have received appropriate training and instruction.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.
- Take such action as is within their competency and responsibility to report or make such recommendation to a higher level, as they deem necessary, to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods of work.
- Keep work areas in a safe condition.
- Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.
- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect WHS Representatives.

- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a culture where everyone places Safety First.

### **Risk Management Responsibilities**

- To actively contribute to and embrace the Yorke Peninsula Council's Risk Management Program.
- Ensure that all operational activities are conducted in an environment where risk is identified and action plans are in place to remove the risk, control the risk or minimise the risk.

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<b>Occupant:</b>		<b>Date Appointed:</b>
<b>Occupant signature:</b>	.....	<b>Date:</b> .....
<b>Approved by:</b>	<b>Manager People, Culture &amp; Safety</b>	<b>No. of Sheets: 5</b>
<b>Supervisor:</b>	<b>Manager Development Services</b>	
<b>Supervisor signature:</b>	.....	<b>Date:</b> .....

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### **SELECTION CRITERIA**

*(These criteria must be addressed when applying for this position)*

#### **ESSENTIAL CRITERIA**

1. Proven ability to negotiate, consult and resolve conflict.
2. High level of interpersonal, written and verbal communication skills.
3. A tertiary qualification in Building Surveying and/or experience for appointment as an authorised officer as required by legislation.
4. Eligible for appointment as a Level 2 or Level 3 Building Surveyor under the appropriate accreditation scheme.
5. Demonstrated ability to be self motivated, exercise initiative and judgment, and yet to contribute as an effective team member.
6. Demonstrated ability to manage time, plan and prioritise projects and tasks.
7. Ability to read and analyse plans and specifications and to source and interpret relevant information.
8. Demonstrated personal computer literacy, including a knowledge of Microsoft Word and Excel.
9. Current Class C Drivers Licence.
10. A working knowledge of the Local Government Act, Development Act and PDI Act.

#### **DESIRABLE CRITERIA**

1. Membership, or ability to obtain membership, of an industry association providing continuing development programs.
2. At least 2 years of experience working within Local Government.
3. Experience in the town planning field, particularly as it relates to development control.