



**HINCHINBROOK
SHIRE COUNCIL**

Applications are hereby invited for the position of:

Planning & Development Trainee

2 Year Fixed Term Full Time Traineeship

Vacancy Reference: 102712

Applications Close: 5.00pm Friday 05 January 2018

Please read the "Application Guidelines" to assist you in the preparation of your application

Privacy Information:

Hinchinbrook Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

About the Position

Vacancy Reference Number:	102712
Position Title:	Planning and Development Trainee
Hours:	72.5 hours per fortnight
Closing Date:	5:00pm Friday 05 January 2018
Employment Status:	2 year fixed term full time traineeship
Award:	Training Wage Award – State 2012
Agreement:	The current Hinchinbrook Shire Council Certified Agreement 2012
Salary:	Wages and conditions in line with Traineeship levels as per Award
Allowances:	Locality
Leave:	Five weeks annual leave Three weeks paid sick leave
Superannuation:	Superannuation of 9.5% in the first year of service and 12% thereafter, with the employee voluntarily contributing 6% and Council contributing 12%.
Applications:	<p><u>Please note:</u> Applicants must specifically address the essential and desirable selection criteria within this package to progress to the next stage of recruitment.</p> <p><u>Apply via:</u></p> <p>Attention: Human Resource Services Hinchinbrook Shire Council PO Box 366 Ingham Qld 4850</p> <p>Marked “Confidential”</p> <p>Or by:</p> <p>Email: applications@hinchinbrook.qld.gov.au</p> <p>Online: http://www.hinchinbrook.qld.gov.au</p> <p><i>Please note: previous applicants need not apply</i></p>
Position Summary:	The successful incumbent will complete a Certificate VI in Local Government (Planning) whilst gaining hands on experience and qualification in a broad range of skilled applications with Council. Under the close direction of the Planning & Development Manager and within established procedures, this position provides efficient and effective skills in Town Planning and ancillary Development Services.
Additional Information:	<p>Applicants for this position are advised that criminal history checks and pre-employment medicals will be undertaken prior to an offer of employment being made.</p> <p><i>Please note: people with criminal records are not automatically disqualified from applying for this position. Each application will be considered on its merits.</i></p>
Enquiries:	Human Resource Services (07) 4776 4767.

Vacancy Reference No.: 102712

Position Title: Planning & Development Trainee

Key Selection Criteria

Your application for this position must specifically address each of the key selection criteria listed below. Short listing and selection will be based upon responses to the selection criteria.

Essential:

1. Clear interest in the building environment
2. Desire to undertake a Certificate IV Local Government (Planning) course and career.
3. Understanding of the building environment, with specific reference to planning and building.
4. Proficient in the use of Microsoft Office including Word, Excel, internet and email.
5. Knowledge of electronic record keeping systems.
6. Ability to quickly develop an understanding of an organisation's policies, procedures and structure for direction of calls and public enquiries.
7. Demonstrated well developed oral and written communication skills including the ability to draft professional correspondence and to communicate professionally.
8. Ability to quickly acquire management of own time, workload and priorities.
9. Demonstrated ability to maintain confidentiality of information and exercise initiative, judgement and discretion to the work carried out.

Desirable:

10. Basic use of electronic records management system software.
11. Current valid 'C' class driver's licence

Position Title	Planning and Development Trainee
Status	Fixed Term 2 Years Full Time Traineeship
Hours	72.5 hrs per fortnight
Award	Training Wage Award – State 2012
Award Stream	Administrative Services
Agreement	The current Hinchinbrook Shire Council Certified Agreement
Classification	N/A
Portfolio	Development, Planning & Environmental Services
Section (if applicable)	Planning & Development

Objective of Position

To complete a Certificate IV Local Government (Planning) gaining experience and qualification in a broad range of skilled applications, including the requirement to evaluate and analyse current practices, develop knowledge of criteria and procedures to implement current practices and provide support to others in the application of the enquired skills in Town Planning and ancillary Development Services (Land Dealings, Building, Plumbing and Compliances).

Under the supervision and direction of the Planning & Development Manager, Development, Planning and Environmental Services, this position is required to provide quality customer service and administrative support to the work area of Planning & Development Services. Supporting maintenance of electronic record keeping (ECM) as well as CRM development, maintenance and monitoring.

This position furthermore is required to provide quality customer service and administrative support as well as processing Town & Development Planning applications and projects.

This includes quickly developing knowledge to handle general public enquiries, general requests, internal administrative responsibilities and electronic record management requiring a degree of judgement, initiative, confidentiality and sensitivity in the performance of work.

Delegations

Delegations are in accordance with Hinchinbrook Shire Council's Register of Delegations.

Organisational Relationship

Reports to:	Planning and Development Manager
Directly Supervises:	Nil

Key Responsibilities	
Traineeship	<ul style="list-style-type: none"> • Ability to undertake a Certificate IV Local Government (Planning). • Commitment to complete a Certificate IV Local Government (Planning) training course. • Attend training sessions and supervised workplace training & activities. • Maintain a record of training • Complete quality assignments on time • Attend Pastoral care with Human Resources Services
Administrative Assistance	<ul style="list-style-type: none"> • Provide administrative support with meetings; reception; filing; copying; scanning and faxing; record keeping; ordering of stationery and store supplies; and including other general administrative office duties. • Provide assistance and administrative support including, developing fliers and reports, drafting of correspondence, memorandums, file notes in accordance with Council's procedures and guidelines; managing of electronic calendars for appointments and meetings. • Maintain and book various expenses to allocated budget numbers as directed by the Planning & Development Manager • Prepare Development and Planning electronic newsletters and assist Manager in the development of basic media release content. Planning & Development Trainee
Electronic Records and Website Assistance	<ul style="list-style-type: none"> • Maintenance of the Website and web information • Upload of information to the Council website and maintain the relevant information. • Maintenance of the electronic management templates and electronic information within the council's record management system (Tech-One) • Ensure application records are maintained electronically and accurate. • Development and maintenance of the CRM systems. • Revise Development and Planning electronic files, under the direction of the Planning and Development Manager.
General	<ul style="list-style-type: none"> • Respond to general correspondence within adopted timeframes as required in the Customer Services Charter. • Revise the Planning and Development Manager "To Do List" to ensure matters and responses are dealt with in a timely manner and within the appropriate timeframes. • Prepare regular and timely reports of data required to monitor performance and to highlight the status of applications and approvals to allow officers to manage workloads and meet statutory deadlines. • Provide the Planning & Development Manager with relevant and accurate information to make development & planning recommendations and decisions. • General administrative support to the Planning and Development Services.
Code of Conduct	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct & Public Interest and Disclosure Act • Any potential conflicts of interest are reported immediately to the relevant Council officer

Electronic version current. Uncontrolled Copy current only at time of printing

Date Approved: October 2016

Approved by: Development, Planning & Environmental Services

Master Document maintained by: Human Resource Services

	<ul style="list-style-type: none"> Support is given to other staff who may wish to report any potential conflicts of interest
Work Health and Safety (WHS)	<p>Responsible for working safely at all time to protect own WHS and that of any other person in the workplace. This will include:</p> <ul style="list-style-type: none"> Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements. Abiding by Council WHS Policies, procedures and training at all times. Complying with instructions given for WHS. Reporting any personal injury, third party or vehicle incidents or damage to your supervisor/manager immediately. Not wilfully or recklessly interfering with or misusing anything provided for WHS. Not wilfully or recklessly placing at risk the WHS of himself/herself or others. Reporting any WHS concerns and hazards to the Manager immediately.

Knowledge, Skills and Abilities Required	
Essential:	<ol style="list-style-type: none"> Clear interest in the building environment. Desire to undertake a Certificate IV Local Government (Planning). Course and career. Understanding of the building environment, with specific reference to planning and building. Proficient in the use of Microsoft Office including Word, Excel, internet and email. Knowledge of electronic record keeping systems. Ability to quickly develop an understanding of an organisation's policies, procedures and structure for direction of calls and public enquiries. Demonstrated well developed oral and written communication skills including the ability to draft professional correspondence and to communicate professionally. Ability to quickly acquire management of own time, workload and priorities. Demonstrated ability to maintain confidentiality of information and exercise initiative, judgement and discretion to the work carried out.
Desirable:	<ol style="list-style-type: none"> Basic use of electronic records management system software.

Education/Qualifications Required	
Essential:	11. No formal qualifications required
Desirable:	Nil

Licences Required	
Essential:	Nil
Desirable:	12. Current valid driver's licence

Physical Requirements/Environment of Position

Office Environment

This position may require attendance at training or meetings outside of core operational hours.

Organisational Commitment

Workplace Health and Safety

All employees, contractors and volunteers have a duty to comply with WHS Legislation and Council's WHS policies, procedures and lawful instructions or directions given for WHS in the workplace.

General

All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council's Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time.

Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Description Acceptance

Position descriptions cannot provide a definitive list of duties and responsibilities and as such these will vary from time to time. On an annual basis the employee and Manager should review the position description for currency.

Council expects employees to accept minor variations to the work value of their position. Managers may initiate changes through consultation and agreement with the position holder.

Town Planning Administration Position Description Approval

	Name	Signature	Date
Prepared by	Gerhard Visser		
Executive Manager	Rosemary Pennisi		

To be signed by the successful applicant upon acceptance

I hereby acknowledge that I have read, understood and agree to be bound by the duties, responsibilities and requirements of my position as outlined in this document.

Incumbents Name:		Date:	
Incumbents Signature:			



HINCHINBROOK
SHIRE COUNCIL

FORM
Employment Application

Vacant Position:		Vacancy Reference No.	
-------------------------	--	------------------------------	--

PERSONAL DETAILS:			
Prefix: (Mr, Mrs, Ms...)		First Name:	
Middle Name/s:		Last Name:	
Preferred Name:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Postal Address:			
		Postcode:	
Contact Details:	Mob:	Hm:	Email:
Have you been employed at this Council previously?		<input type="checkbox"/> No <input type="checkbox"/> Yes – dates:	
EMPLOYMENT HISTORY: Council requires at least 5 years history. Can be left blank if included in your resume.			
Most Recent Employer:		Location:	
Start Date:		End Date:	
Position Title:	Leaving Reason:		
Employer:		Location:	
Start Date:		End Date:	
Position Title:	Leaving Reason:		
Employer:		Location:	
Start Date:		End Date:	
Position Title:	Leaving Reason:		
SECONDARY & TERTIARY EDUCATION: Can be left blank if included in your resume. Copies of transcripts will be required in due course			
Name of Education Institution	Complete/Incomplete	Date Completed	Qualification Achieved
LICENCES/TICKETS: Can be left blank if included in your resume. You will be required to present originals if you are offered employment.			
Name of Issuing Authority	Complete/Incomplete	Date Completed	Qualification Achieved

Electronic version current. Uncontrolled Copy current only at time of printing

Form Number: HR_F_200 Employment Application Form

Authorised By: Strategic Management Team

Document Maintained By: Human Resources

Version No: 2.0

Initial Date of Adoption: 2009

Current Version Adopted: 3 November 2010



HINCHINBROOK
SHIRE COUNCIL

FORM
Employment Application

WORK RIGHTS: Immigration legislation requires Council to obtain and retain relevant evidentiary documents for all foreign nationals. Council must also confirm your identity. It is a condition of employment that you provide this information, which will be asked of you upon offer of employment.									
I am:	<input type="checkbox"/> An Australian or New Zealand Citizen. You will need to provide Australian Birth Certificate, Citizenship Certificate or NZ Passport <input type="checkbox"/> An Australian Permanent Resident. You will need to provide your permanent visa and passport. <input type="checkbox"/> A Foreign National With Working Rights. You will need to provide your working visa and passport.								
For those on a working visa, please complete the section below:									
Passport Number:		Country of Issue:							
Issue Date:		Expiry Date:							
Type of Visa:		Restrictions:							
HEALTH: In order to meet our duty of care toward employees in the workplace we need to minimise the risk of workplace injuries occurring. As part of our recruitment process, we must ascertain your ability to perform the inherent requirements of the job. This ensures that employees are not placed in positions which are highly likely to cause injury or aggravation of existing injuries. It also provides us with the opportunity to consider any necessary workplace adjustments which may need to be made to accommodate any special needs you may have.									
Are there any factors that will affect your ability to perform the inherent requirements of this position? We may discuss this information with you. Upon being offered employment you will be required to complete a statutory declaration concerning your health. <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a brief overview for discussion:									
Are there any adjustments that would need to be made to the position/workplace to accommodate your needs: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a brief overview below:									
EMERGENCY CONTACT DETAILS: You hereby authorise us to contact these persons in the event of an emergency or unauthorised absence affecting you if you are employed by Council. It is your responsibility to advise of us any changes to your emergency contacts.									
Contact Name 1:		Telephone:	<table border="1"><tr><td>H</td><td></td><td>W</td><td></td><td>M</td><td></td></tr></table>	H		W		M	
H		W		M					
Contact Name 2:		Telephone:	<table border="1"><tr><td>H</td><td></td><td>W</td><td></td><td>M</td><td></td></tr></table>	H		W		M	
H		W		M					
EMPLOYMENT REFEREES: We require two recent EMPLOYER references, ideally from your current or past Supervisor/Manager. We will not contact your referees without your express permission.									
Name:	1		2						
Position Title:									
Contact Number/s:									
Relationship:									
ADVERTISEMENT SURVEY DATA: How did you first become aware of this vacancy?									
<input type="checkbox"/> Herbert River Express <input type="checkbox"/> Townsville Bulletin <input type="checkbox"/> Council Website <input type="checkbox"/> SEEK <input type="checkbox"/> Referral <input type="checkbox"/> LG Website <input type="checkbox"/> Other:									
EMPLOYMENT DECLARATION:									
I hereby declare that the information contained in this document and resume (if applicable) I have provided is true and correct and is not misleading. I acknowledge that the provision of false information may be sufficient cause for instant dismissal if I am employed by Hinchinbrook Shire Council.									
SIGNATURE: _____		DATE: _____							

Electronic version current. Uncontrolled Copy current only at time of printing

Form Number: HR_F_200 Employment Application Form

Authorised By: Strategic Management Team

Document Maintained By: Human Resources

Version No: 2.0

Initial Date of Adoption: 2009

Current Version Adopted: 3 November 2010

PRIVACY AND APPLICATION FOR EMPLOYMENT

The information collected on this form will be used by Hinchinbrook Shire Council ["Council"] in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009), as required by Federal or State Government or as outlined below. This information may be stored in Council payroll and human resources databases. The information collected will be retained as required by the Public Records Act 2002.

In this statement, "Information" means all of the information about you which is provided by you pursuant to or in relation to this application and also the details of your health, and any information provided by you or by any other person about you during the course of, or in relation to, this application for employment with Council.

1. I understand and agree that:

- (a) If any information provided by me is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, Council may refuse to employ or engage me, or if I am already employed or engaged, may terminate my employment or engagement immediately and without notice or payment in lieu of notice.
- (b) Where my employment or engagement with Council is subject to passing a pre-employment health assessment or other medical or related test, I authorise the medical practitioner or other person nominated by or on behalf of Council to pass complete details of the examination to Council, who may use the information in relation to assessing my application, and if I am employed or engaged, for any purpose relating to my employment or engagement.
- (c) An offer of employment is not deemed valid unless formally made in writing by an authorised officer of Council and signed by me as an indication of my acceptance of the offer and conditions set out therein.
- (d) If I am employed in any capacity other than casual, my employment will be subject to a probationary period.

2. I agree that if my application for employment is accepted, the terms and conditions of my employment or engagement will be regulated by:

- (a) Any term of employment or engagement which I sign; and
- (b) The provisions of any certified Enterprise Agreement or industrial award applicable to employment.

3. I consent to:

- (a) the provision, collection and use of the Information by Council for the purpose of considering me for employment or engagement; and
- (b) Council retaining the Information on its files in the event that this application is unsuccessful for a period of 12 months for the purpose of considering me for future employment opportunities (during the first three months), and as required under the General Retention and Disposal Schedule for Administrative Records;
- (c) Council disclosing the Information to a third party for example a medical practitioner, referee, recruitment agency, insurer, legal representative or other person for purposes relating to assessment of my application for employment or engagement; and to that third party collecting, using and disclosing the Information for purposes relating to my assessment; and
- (d) Council obtaining information from the referees listed in this application or in my resume, but only when I agree to provide express permission to contact them, for the purposes of considering my application.
- (e) Council obtaining, for Foreign Nationals, information from the Department of Immigration & Citizenship to verify my eligibility to work in Australia.

4. I acknowledge that:

- (a) Information collected by recruitment agencies will be provided to Council for the purpose of considering me for employment opportunities with Council; and in my capacity as an applicant I may apply to access the Information, including correcting or updating the Information by contacting the Information Privacy Officer at Council.

Name: _____ Signature: _____ Date: _____

Electronic version current. Uncontrolled Copy current only at time of printing

Form Number: HR_F_200 Employment Application Form

Authorised By: Strategic Management Team

Document Maintained By: Human Resources

Version No: 2.0

Initial Date of Adoption: 2009

Current Version Adopted: 3 November 2010