



## 2025 009 Administration Officer Planning and Environment

Thank you for your interest in applying for the position of Administration Officer Planning and Environment, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria; and
- Online application form (via the website)

For general details of the Council, please refer to the following website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)

For further information about the position or duties involved, please contact Cherylee Shandley, Manager Planning and Environment, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).

### Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



## **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



## **POSITION DESCRIPTION**

### **1. POSITION IDENTIFICATION:**

<b>Position:</b>	Administration Officer Planning and Environment
<b>Department:</b>	Infrastructure Services
<b>Starting Point/Location:</b>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<b>Classification:</b>	Band 4 per the Hindmarsh Shire Council Enterprise Agreement
<b>Employment Type:</b>	Part Time

### **2. CURRENCY:**

<b>Current Version</b>	1.0	<b>Approved:</b>	
<b>Name of Occupant:</b>	Vacant		
<b>Signature:</b>	_____	<b>Date</b>	_____
<b>Prepared By:</b>	Cherylee Shandley	<b>Date</b>	9 April 2025
<b>Director Approved:</b>	Ram Upadhyaya	<b>Date</b>	9 April 2025
<b>H.R. Approved:</b>	Shelley Gersch	<b>Date</b>	9 April 2025
<b>CEO Approved:</b>	Monica Revell	<b>Date</b>	10 April 2025
<b>Current Version Number:</b>	1.0		
<b>Version History:</b>	1.0		



**Employment Details for the Position of:  
Administration Officer – Planning and Environment**

<u>Status:</u>	Permanent Part Time
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Classification:</u>	Band 4 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$34.61 per hour, plus Superannuation
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Tuesday, Wednesday and Thursday or as negotiated. The position will be required to work 48 hours per fortnight.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading.
<u>Sick Leave:</u>	Twelve (12) days sick leave (pro rata) per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.





### **3. POSITION OBJECTIVES:**

The Administration Officer Planning and Environment is responsible for providing a high level of administrative support to Council's Planning, Building, Local Laws and Environmental Health Team, including but not limited to the drafting of letters, notices and advertisements, monitor development and local laws inbox, create tasks, update of electronic and hardcopy files, preparation and submission of Planning Permit Activity Reporting System (PPARS) data and intake of customer enquiries.

### **4. KEY RESPONSIBILITY AREAS:**

The Administration Officer Planning and Environment will be responsible for:

- Monitoring inbox(s) and creating tasks for actions arising from emails
- Administering Planning applications through Greenlight & SPEAR
- Administering Local Laws permit application(s)
- Developing Templates through Greenlight
- Developing Data Bases for data recording purposes
- Maintaining the keeping of records through MagiQ
- Invoice administration associated with Local Laws, EHO and Planning functions
- Preparation of letters and notices as instructed
- Raising purchase orders as instructed
- Monthly data calculation and input of PPARS.
- Providing first contact for customer enquiries, record relevant information and task as appropriate
- Undertaking such other duties and functions consistent with the area of work and responsibility as directed by the Manager Planning and Environment
- Providing support to the Customer Service team where required
- Contributing to the continuous improvement and productivity of the organisation's operations.

### **5. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Manager Planning and Environment

Supervises: Nil

Internal Contacts: Planning Officer, Local Laws Officer(s), Environmental Health Officer(s)

External Contacts: Contracted Town Planners, Contracted Building Surveyors, Residents, Builders, Other Government Departments and Authorities



## **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

## **7. RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## **8. RECORDS MANAGEMENT**

Responsible for following Council records management processes and principles as contained within Council policies and procedures;

- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.



**9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- The Administration Officer Planning and Environment is accountable for prioritising their workload to ensure demands of the service are met within specified timeframes.
- Provide a wide range of information to members of the public and other departments of Council. The information provided will be in accordance with Council's operating procedures, policies and guidelines.
- Freedom to act with this position is limited by the standards and procedures within the department. The work will generally fall within specific guidelines with some scope to exercise discretion.

**10. JUDGEMENT AND DECISION MAKING:**

- The objectives of work are well defined but the particular method or process to be used must be selected from a range of alternatives. Duties are undertaken without direct supervision, guidance and advice will be provided to make considered decisions.
- Advice of a technical nature is not required of this position and instead is to be referred to the appropriate staff member for resolution.

**11. SPECIALIST KNOWLEDGE AND SKILLS:**

- The employee will be required to have an understanding of the relevant technology, procedures and processes for administration purposes.
- Excellent computer skills are required for this position particularly in Microsoft Word, Excel, internet, email and the ability to be trained in Council's in-house systems and software including the record management system used for the electronic filing of data and Planning Permit Register.
- Well-developed customer service skills and the ability to assist with internal and external queries.
- A basic understanding of planning, development processes, contract administration, local laws and legislative requirements, including general knowledge of the administrative procedures required particularly in the processing of all types of permit(s) and applications.

**12. MANAGEMENT SKILLS:**

- This position will require skills in managing time and planning and organising one's own work.

**13. INTER-PERSONAL SKILLS:**

- In performing the duties the employee will be required to cooperate with and assist members of the public and other employees in the performance of well-defined activities.





- Skills in written communication are needed in the preparation of routine correspondence and reports.
- Good communication skills are integral to the role.

#### **14. QUALIFICATIONS AND EXPERIENCE:**

- Word processing skills with demonstrated accuracy and efficiency.
- Demonstrated knowledge of Microsoft Office products – in particular Word and Excel.
- Minimum 2 years working experience in an office environment.
- Experience in planning, building or local laws administration desired
- Experience working unsupervised.

#### **15. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

#### **16. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Council for any purpose other than the discharge of official duties.

#### **17. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- Excellent word processing skills
- Demonstrated experience working unsupervised
- Sound knowledge of Microsoft Word and Excel and the ability to adapt to in-house systems
- Excellent customer service skills and the ability to deal with enquiries in a professional and discreet manner





- Ability to plan and organise one's own work.
- Willingness to undertake a pre-employment medical, police check and Working with Children Check.

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