



Position Description

| | |
|-------------------------|--|
| Position Title | Sustainable Development, Infrastructure & Waste Administrator |
| Directorate | Sustainable Development & Infrastructure Services & Waste |
| Level | 4 |
| Reports to | Sustainable Development & Infrastructure Admin Team Leader and the Manager of Waste and Major Projects |
| Responsible for | Nil |
| Primary Location | Margaret River Civic Administration Centre |

Position Overview

- Provide confidential secretarial and administrative support to the Sustainable Development & Infrastructure Services team.
- Establish and maintain secretarial and administrative tasks carrying out these tasks accurately and within designated timeframes.
- Liaise with other staff on all matters relating to secretarial and administrative support to the Administration Coordinator.

Position Responsibilities

- List lodged planning and building applications onto Agenda by 4.00pm Monday of each week.
- Finalise Minutes of meeting.
- Finalise minutes for emailing to Councillors
- Upload onto Internet
- Action Items from Minutes
- Provide administration support for the Sustainable Development & Infrastructure Services Directorate
- Holiday House Renewal Applications – Assess, advertise and finalise
- Food Notification Registration, Certificates, Invoicing and Updating
- Council Reports & Action Items
- Assist in the preparation of Council reports and execution of similar tasks.
- Advertising/Invoicing
- Updating Website
- Cancelling Applications/Cheque Requests
- Carryout photocopying, collating, and filing duties on an as need basis. Shredding and binding on an as need basis
- On-the-job Computer/Software Training
- Meetings – Complete set up, Catering, prepare minutes and agendas.
- Registering and finalisation of outgoing mail
- Register incoming planning documents
- Planning search requests
- Register Local Law Licences and finalisation

- Subdivision Applications – Lodge, internal referral and finalise letter and emailing to WAPC
- Subdivision Clearances – Lodgement, Internal referrals, tracking and finalising
- Return of Revegetation Bonds
- Administration support for Scheme Amendments and Structure Plans – lodgement, referrals, advertising, monitoring, liaising and finalise for approval/gazettal.
- Provide a high level of customer service to all internal and external customers.
- Recording all customer requests and forwarding to relevant officers/departments.
- Directing customers to relevant information handouts, applications forms and referral relevant officers.
- Provide basic statutory planning information such as how to apply.
- Arrange appointments and meetings for the relevant officers within the Sustainable Development Directorate when necessary.
- Provide a high level of customer service and answer phone calls/emails for waste services
- Manage the administration tasks for residential and commercial kerbside collection services
- Communicate with internal departments regarding waste bin charges
- Assist Manager of Waste and Major Projects as required

Position Requirements

Essential

- Appropriate qualifications in administration or similar, or substantial experience in a similar role.
- Demonstrated experience in operating Microsoft Office applications.
- Developed verbal communications skills.
- Developed letter and reporting writing skills.
- Demonstrated minute taking and record keeping skills.
- Meeting deadlines - ability to work autonomously and promote organizational and time management skills.
- Ability to contribute and interrelate effectively within a team.
- Experience in providing high quality customer service and ability to resolve issues with minimal assistance.

Desirable

- Certificate III in Business or equivalent.
- Knowledge of synergy soft computer system applications.
- Knowledge of Council report and agenda.
- Detailed knowledge of Council's organizational structure and functions.
- Demonstrated experience in processing & organizing applications for Planning, building, sign & demolition licenses.
- Knowledge of administering Bonds.
- Website administration experience.
- Working knowledge of a Waste Services delivery environment

Key Relationships

| Internal | External |
|---|---|
| <ul style="list-style-type: none"> • Executive Team • Directors / Managers • Shire of Augusta Margaret River | <ul style="list-style-type: none"> • Federal and state government agencies and politicians • Other local government authorities |

| | |
|--|---|
| employees as required • Elected Council Members | • Community groups and organisations • Ratepayers and the general public |
|--|---|

Our Values - The Way We Do Things

- Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.
- Integrity** We have the courage to do the right thing and be transparent in our decision making.
- Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.
- Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

Acknowledgement

| | | |
|---|-----------|-----------|
| Sustainable Development, Infrastructure & Waste Administrator | Signature | June 2024 |
| Name | Signature | Date |