DUBBO REGIONAL COUNCIL

StateCover Mutual Limited
Local Government's Workers Compensation Insurer

Job Demand Analysis

Placement/Job Title:	Planner
Division/Branch:	Planning and Environment / Building and Development Services
Date of Assessment:	18 January 2013
Assessment completed by:	Human Resources Advisor 4 Planning Services Supervisor
Standard Hours:	9:00am to 5:00pm, Monday to Friday
Variable Hours:	☑ Overtime ❒ On Call ❒ Call Outs
Breaks / Rest Periods:	1 hour lunch

Environmental/Psychosocial Factors

The Planner is based at the Central Administration Building and:

- Approximately 80% of work tasks are performed within an office environment. This includes reviewing and analysing development applications and associated statutory planning functions.
- Approximately 20% of tasks are performed onsite. This includes site inspections to assist with the application process before the construction begins.
- Is responsible for the timely assessment of Development Applications and associated statutory planning functions for the Dubbo community.
- Is required to make a determination as prescribed by the relevant legislation.
- Is required to work autonomously.
- In the field the Planner will be exposed to environmental conditions including: construction sites, all weather conditions, uneven/sloped terrain and slippery/muddy ground surfaces may also be traversed at times. Snakes and spiders may also be present in the vicinity of the work area.
- Is governed by Environmental Planning and Assessment Act 1979, Local Government Act 1993, Local Environment Planning Policy and Development Control Plan.
- May have to deal with complaints from members of the public and deal with these in an effective and time efficient manner.

Job Descriptions

To provide an effective and efficient liaison with developers, members of the public, Council's Development Unit and Council Officers, and to assist the Manager Building and Development Services via the Planning Services Supervisor in the overall administration of Statutory Planning matters.
Please see corresponding position description for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing		X			Standing is required onsite when

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					performing inspections.
Walking		X			Frequent walking is required onsite to inspect all aspects of the submission. Large paces are required to count out measurements.
Sitting				X	Sustained sitting is required at the workstation and when driving to/from sites.
Climbing ladders, stairs or scaffolding	X				Rarely required.
Bending / Stooping	X				Rarely required when completing inspections.
Squatting / Crouching	X				Rarely required when completing inspections.
Kneeling					NA
Reaching overhead	X				Rarely required.
Reaching at waist level or below.			X		Forward reaching is required when driving and performing onsite inspections. Also required when completing computer tasks and office duties.
Crawling					NA
Trunk Rotation		X			Cervical spinal rotation is required to refer to hard documentation at the workstation and when driving.
Repetitive Forearm, hand and finger movement			X		Gross motor movements of the upper limbs are required when operating a vehicle. Also required when completing computer tasks and office duties.
Manual dexterity and handling				X	Manual dexterity is constantly required to perform computer based tasks and also to grasp the pen and clipboard when performing field audits.

Manual Handling			
	Weight:	**Frequency:**	**Comments:**
Lifting	=/<5kg	Frequent	Lifting of items of 5kg and below occurs frequently. Lifting occurs from waist to waist level. Postures are symmetrical and neutral when lifting.
	>5kg	Rarely required	The Planner is not required to lift greater than 5kg.
Carrying	=/<5kg	Frequent	Is required to carry folders with plans of various sizes and inspection tick flick form around site.
	>5kg	Rarely required	The Planner is not required to carry greater than 5kg.
Pushing and		Rarely	Horizontal pushing and pulling is required to drive a vehicle.

pulling		required	
The role of the Planner predominantly meets the requirements of the Sedentary work physical demands category.			

Tools Used		
Tool:	**Weight:**	**Comments:**
A variety of hand tools may be used on occasion:		These are operated using the hands. They usually weigh less than 2kg and may involve repetitive upper extremity movements.
Tape Measure	Usually less than 2kg	
Level		
Camera		

Balance		
	Exposure to:	**Comments:**
Level ground	Yes	When performing office based tasks.
Uneven ground	Yes	When performing onsite inspections.
Unprotected heights or high levels	No	NA

Environmental Conditions		
	Exposure to:	**Comments:**
Inside work	Yes	When working in the office
Outside work	Yes	When working onsite.
Night Work	Yes	May be required to complete office work or attend meetings.
Extreme heat	Yes	Exposure to weather elements when performing onsite inspections.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	When working onsite and exposed to noise from machinery.
Vibration	Yes	When driving to/from site visits.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts.
Electrical hazards	No	NA
Risk of burns	No	NA
Radiant energy	Yes	Sun exposure when working onsite.
Poor ventilation	No	NA
Moving objects	Yes	May encounters moving part when working onsite
Sharp tools	No	NA
Cluttered or slippery floors	Yes	May be encountered in the office or onsite.
Elevated surfaces	No	NA
Lighting	No	Lighting is usually sufficient but is not always sufficient on a dull day.
Exposure to fumes/odours/ dusts/mists/ gases	Yes	When onsite and working around machinery.
Exposure to biological hazards	Yes	Sharps

Sensory/Communication		
	Required:	**Comments:**
Vision	Yes	Vision is required when performing computer based and administrative duties. Vision is also required when driving to/from site and when performing inspections

Hearing	Yes	General liaison with colleagues, management, tradespersons and the public applicants is required and the worker also needs to be aware of surrounding traffic, plant and equipment when on site.
Speech	Yes	General liaison with colleagues, management, tradespersons and the public applicants is required.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
Numerical ability	Yes	Used for reporting purposes.

This Job Demand Analysis has been assessed and approved by the relevant Supervisor and corresponding Manager within Dubbo Regional Council. This Job Demand Analysis will be implemented on 8 April 2013.