

Inspectorial/Regulatory			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
Check own work to ensure proper quality			Assessing and enforcing compliance of advertising structures with code
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
<p>Prepare external correspondence concerning council codes, policies, ordinances, etc.</p> <p>Investigate and rectify problems of disruption of service for water and sewerage customers</p>	<p>Inspect and certify electrical work</p> <p>Inspect and certify LPG installations</p> <p>Assess the installation of plumbing and drainage and septic tanks for compliance with policy</p>	Ensure compliance with plans and policies	

Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
<p>Assessing development applications plans and specifications against legislation, council codes, etc</p> <p>Inspect and assess buildings and food premises, swimming pools and spas for compliance with regulations</p> <p>Inspect and assess building emergency equipment and services</p> <p>Monitor, measure and sample food, water, noise and air to ensure compliance with standards</p> <p>Apply specialised working knowledge of the application of a specific area of law/regulations in council</p>	<p>Approve building works</p>	<p>Analyse existing inspectorial and regulatory procedures and evaluate their effectiveness and implement enhanced measures as necessary</p>	
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4

Managing			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
		<p>Train staff through instruction and/ or demonstration on the job</p> <p>Co-ordinate work flow of job</p>	<p>Delegate tasks according to an individuals ability</p> <p>Determine tools, materials and other resources required</p> <p>Supervise the completion of tasks, including the use of materials and equipment</p> <p>Determine appropriate methods and procedures</p> <p>Monitor works and services for both quality and quantity</p> <p>Set standards of performance-quality, quantity, time</p> <p>Monitor team performance</p> <p>Establish priorities of work group/team and plan activities</p> <p>Co-ordinate the activities of team members</p> <p>Train and coach staff through instruction and/or demonstration on-the-job</p>

			<p>Monitor job costs against allocation of funds</p> <p>Supervise individuals performing a range of work within a work group/team</p>
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
<p>Co-ordinate with other teams</p> <p>Performs work at a technical or trade level subject to regular review</p>	<p>Co-ordinate the activities of a number of teams</p> <p>Conduct staff meetings</p> <p>Assist in the development of/ develop performance indicators</p> <p>Prepare operating plans</p> <p>Place competing work tasks in order of priority</p>	<p>Recruit and select staff</p> <p>Identify, interpret and address the needs of staff</p> <p>Design and implement strategies for introduction of projects and programs</p> <p>Review staff performance and ensure that outputs in terms of quality and quantity are achieved</p>	

Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
<p>Develop risk management strategies</p> <p>Conduct and organise meetings, workshops and seminars</p>	<p>Undertake job design and job redesign</p> <p>Determine organisational training needs</p> <p>Develop policy areas for council</p> <p>Review councils operations/structure and recommend changes</p> <p>Develop renewal and replacement strategies</p>	<p>Develop <i>and recommend</i> organisational strategies</p> <p>Design and draft organisational or departmental plans policies or procedures</p> <p>Undertake forward planning, budgeting and scheduling of works programs and pre-planning of major projects</p>	<p>Implement organisational changes</p> <p>Recommend goals and objectives for future directions for the organisation</p>
	<p>Analyse council activities and work load and recommend staffing level distribution in accordance with objectives and priorities</p> <p>Develop new work organisation environments, eg. group work arrangements; work techniques; new systems of work, etc.</p> <p>Assist with detailed planning in specified areas of project or work area</p>	<p>Project trends and visualise possible and probable future and its implications</p> <p>Make recommendations concerning selection, training, rating, reward, discipline of professional/technical staff</p>	

Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4
<p>Develop and motivate staff at all levels in setting and/or achievement of either policies, programs or goals</p> <p>Generate and co-ordinate the development of major plans, programs, budgets, considering the multiple goals of the organisation</p> <p>Analyse complex and unique problems and develop solutions which will often require immediate implementation</p> <p>Review recommendations against policy and legal requirements, soundness of judgement and political acceptance</p>			

Marketing			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
Organise and promote events, exhibitions, festivals or functions	Promote sale of materials and services		
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
Design and develop a land release and marketing program Formulate and implement a marketing or advertising strategy Identify tourism and economic development opportunities	Liaise with people external to the organisation to develop and promote the council area	Direct and control marketing by planning and implementing strategies which may include advertising campaigns, direct approach and various promotional activities	
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4
Develop, promote and administer a council marketing, development, and/or industrial development policy requiring the highest level of representation to organisations and people outside of council			

Materials Management			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
<p>Identify items by interpreting number, colour, letter codes or symbols</p> <p>Collect and deliver packages, small equipment, tools, etc.</p> <p>Check quantities delivered against orders</p>	<p>Transfer LPG from bulk supplies to cylinders</p> <p>Receive and issue goods</p> <p>Identify and safely use pesticides, chemicals and other hazardous substances</p> <p>Implement procedures and methods to protect materials against deterioration</p>	<p>Monitor the availability of stocks and materials</p> <p>Apply correct procedures in safely refuelling aircraft</p>	<p>Apply materials handling and storage methods to reduce costs</p>
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
<p>Control a range of inventory control procedures</p> <p>Understand the classification systems for materials and consumables</p> <p>Establish procedures and methods to protect materials against deterioration</p>	<p>Develop and implement procedures for stock control and receipt and issue of stores and equipment</p>		
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
		<p>Co-ordinate and prepare proposals and procedures for the strategic planning of the organisations requirements for all materials to ensure economy</p>	
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4

Negotiation			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
Negotiate prices/delivery of goods and items with suppliers			
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
	Negotiate agreements with people external to council Negotiate agreements with staff	Advocate in court or other tribunals	
	Negotiate on points of dispute over council procedure and policies		
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4
Frequently undertake negotiations on behalf of council often at the highest levels to a stage of finalisation			

Numerical			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
<p>Check, correct and vary numerical information</p> <p>Measure the dimensions of an object or structure</p> <p>Measure weight, volume or other properties</p>	<p>Estimate weight, volume, dimensions or other properties</p> <p>Interpret numerical data symbols in written form</p>	<p>Estimate the quantity of items or materials required or used</p> <p>Interpret scales, dials and digital read-outs</p> <p>Prepare data in tabular, diagrammatic and graphical form</p> <p>Estimate the time needed for an activity</p>	
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
	<p>Monitor and analyse statistic information</p>		
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4

Reasoning/Decision Making			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
Solve work problems by reference to immediate supervisor, work colleagues, standard procedures, etc.	Apply regulations, rules and agreements to the workplace Diagnose the problems with equipment with the aid of manuals	Determine between alternate courses of action Provide experienced judgement in planning and performance of tasks	Apply initiative and judgement to accommodate changing work conditions
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
Compare the relative costs and benefits of buying or using alternate goods and services	Analyse and interpret economic data Analyse and interpret demographic data	Analyse and interpret geographic material Assess information for decision making/ recommendations	
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
	Assess political implications of situations		Develop formulate and present policy proposals which determine the overall direction of the council, maintaining awareness of economic, technical and other factors which affect these policies
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4
Initiate and finalise conceptually complex matters dealing with a multiplicity of disciplines or functions			

Safety			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
<p>Apply safe lifting procedures</p> <p>Apply water safety practices and procedures</p> <p>Apply first aid procedures</p> <p>Apply basic occupational health and safety procedures</p>	<p>Monitor child care facilities to ensure children's safety</p> <p>Control vehicular traffic through work site</p> <p>Identify safety hazards</p>	<p>Assess surf conditions to maintain safe beach swimming areas</p> <p>Apply surf or pool rescue techniques</p> <p>Set out work site with appropriate road safety signals and furniture</p> <p>Operate mechanical lifting equipment safely</p>	<p>Implement safety procedures</p> <p>Promote accident prevention activities</p> <p>Assess compliance of equipment with safety standards</p> <p>Eliminate unsafe work practices where identified</p> <p>Monitor work group/team performance and compliance with safety procedures and practices</p>
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
	<p>Investigate and resolve safety problems/ procedures</p>	<p>Develop safety procedures</p> <p>Assess information from accidents</p>	
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
	<p>Ensure optimum safety standards are implemented and adhered to across the organisation</p>		
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4

Technical			
Band 1, Level 1	Band 1, Level 2	Band 1, Level 3	Band 1, Level 4
<p>Mark out required dimensions and shape</p>	<p>Carry out minor mechanical repairs and adjustments</p> <p>Understand, explain and operate hand held power tools</p> <p>Prepare variety of cooked meals</p> <p>Control and handle animals</p>	<p>Identify plant species</p> <p>Diagnose and rectify problems in sewerage treatment works</p> <p>Diagnose and rectify problems in sewerage reticulation system</p> <p>Apply epoxy/fibreglass materials</p> <p>Maintain and operate sewerage treatment plant and the sewerage reticulation system</p> <p>Assess and prepare surface for painting</p> <p>Monitor and analyse the water reticulation system to ensure the system is operating properly</p> <p>Select and use the appropriate paints, putties, brushes and rollers</p> <p>Soft and silver soldering</p> <p>Interpret diagrams and manuals</p> <p>Use oxy-acetylene welding equipment</p> <p>Diagnose and rectify problems in water filtration plant</p> <p>Use arc-welding equipment</p>	<p>Determine appropriate chemical dosage for swimming pools</p> <p>Operate rescue and resuscitation equipment</p> <p>Resuscitate people physically</p> <p>Monitor the quality of water and the performance of the treatment plant</p> <p>Understand and implement quality control techniques and standards</p>

		<p>Maintain and operate the water reticulation system and water treatment plant</p> <p>Use pressure and x-ray welding equipment</p> <p>Use MIG and TIG welding equipment</p> <p>Use animal tranquilliser equipment</p> <p>Use precision measuring tools</p> <p>Operate a computerised signwriting machine</p>	
Band 2, Level 1	Band 2, Level 2	Band 2, Level 3	
<p>Operate a nuclear density gauge</p> <p>Record and update detailed mapping information</p> <p>Assessing compliance of building products with standards</p> <p>Advise on nutritional needs</p> <p>Apply posture and position techniques for medical purposes</p> <p>Assess patients medical condition (basic diagnosis)</p> <p>Conduct health education programs</p> <p>Implement procedures for sterilising medical equipment</p>	<p>Develop, construct and test prototype devices</p> <p>Test and analyse water or effluent to identify particular constituents</p> <p>Maintain and operate complex systems involving telemetry, programmable logic controllers, control circuitry, calibrating systems</p> <p>Determine faults and then repair complex systems involving hydraulics, pneumatics, electronics and programmable logic controllers</p>	<p>Analyse the operations of the sewerage system to ensure the system is operating properly</p> <p>Analyse flood characteristics and trends</p> <p>Assess hydrological data</p> <p>Monitor water supply system performance</p> <p>Monitor, analyse and manage the demand for water</p> <p>Write specification to build equipment</p>	

<p>Teach children through modelling demonstration and activities</p> <p>Assess soil composition and compatibility with plant species</p> <p>Identify plant diseases and ailments and determine appropriate treatment</p> <p>Determine soil components and soil improvement techniques in preparation of lawns, garden beds, etc</p>			
<p>Propagate and germinate plants, trees and shrubs</p> <p>Determine appropriate method of transplanting mature trees and shrubs</p> <p>Determine the types of plants necessary to rehabilitate an area</p> <p>Select plant species and orientation for site design</p> <p>Connect sewer/water services to premises</p> <p>Repair machines/ equipment using specialised tools and equipment</p> <p>Determine and apply appropriate methods in plastering and rendering</p>			

<p>Tile roofs</p> <p>Tile walls/floors</p> <p>Fix and set plasterboard</p> <p>Lay bricks to specifications</p> <p>Assess appropriate quantities and types of paints for jobs</p> <p>Design, mark out and paint signs</p> <p>Investigate electrical problems</p> <p>Mix paints to match colour</p> <p>Spray a range of paint films and finishes</p> <p>Dress shape and carve stone surface</p> <p>Read electrical circuit diagrams</p> <p>Recondition a component to perform to original specifications</p> <p>Use precision mechanical testing equipment</p> <p>Conduct diagnostic equipment to take readings for the purpose of preventative maintenance on a complex system</p> <p>Assess, repair and rebuild bodyworks</p>			
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<p>Recondition a component to perform to original specifications</p> <p>Conduct diagnostic equipment to take readings for the purpose of preventative maintenance on a complex system</p> <p>Assess, repair and rebuild bodyworks</p> <p>Use precision mechanical testing equipment</p> <p>Use complex machinery to rebuild equipment, eg. valve facing, bench lathe, miller and shaper</p> <p>Assess, repair or replace electrical components of a vehicle or item of plant</p>			
Band 3, Level 1	Band 3, Level 2	Band 3, Level 3	Band 3, Level 4
<p>Investigate traffic problems</p> <p>Medicate by injection or oral dosage</p> <p>Identify heritage value of buildings and environmental features</p> <p>Monitor medical progress of patients</p>	<p>Formulate flood mitigation strategies</p> <p>Appraise development potential of land</p>		<p>Undertake a high level of complex research work</p> <p>Undertake complex project work which may involve all operational areas of council</p> <p>Operate as a specialist consultant</p>
Band 4, Level 1	Band 4, Level 2	Band 4, Level 3	Band 4, Level 4