

CROWN EMPLOYEES (DEPARTMENT OF INDUSTRY, SKILLS AND REGIONAL DEVELOPMENT) LAND INFORMATION OFFICERS AWARD

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

Review of Award pursuant to Section 19 of the *Industrial Relations Act 1996*.

(No. IRC 735 of 2015)

Before Commissioner Stanton

28 October 2015

REVIEWED AWARD

Arrangement

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PART A

1. Title

This award shall be known as the Crown Employees (Department of Industry, Skills and Regional Development) Land Information Officers Award.

2. Definitions

- (i) "Act" means the *Government Sector Employment Act 2013*.
- (ii) "Appropriate University or TAFE Qualifications" are those qualifications relevant to Land Information Officer classifications that are from time to time identified, and agreed as appropriate by the parties to the award. The qualifications deemed appropriate under the award are set out in Schedule 1 - Appropriate Qualifications.

- (iii) "Association" means the Public Service Association and the Professional Officers' Association Amalgamated Union of New South Wales.
- (iv) "Department" means the Department of Industry, Skills and Regional Development, as specified in Schedule 1 of the *Government Sector Employment Act 2013*.
- (v) "GSE Rule" means the *Government Sector Rules 2014*.
- (vi) "Industrial Relations Secretary" means the Secretary of the Treasury, as established under the *Government Sector Employment Act 2013*.
- (vii) "Job Evaluation" means the accredited system agreed to between the parties to this award, used to grade all roles within the Department.
- (viii) "Land Information Officer" means and includes all employees assigned to roles in the capacity of ongoing full time, ongoing part time or temporary basis under the provisions of the *Government Sector Employment Act 2013* who, at the date of the first Crown Employees (Land Information Officers - Department of Mineral Resources) Award published 29 March 1996 (291 IG 813), were occupying a role of, and classified as, Cartographer, Survey Drafting Officer or Tracer with the then Department of Mineral Resources, or after that date were assigned to a Land Information Officer role and were employed in the former NSW Department of Primary Industries.
- (ix) "Normal Work" , means the responsibilities and capabilities relevant to the Role Description, of a staff member or staff members at the time of the grievance, dispute or difficulty.
- (x) "Public Service" means the Public Service of New South Wales as defined in the *Government Sector Employment Act 2013*.
- (xi) "Regulation" means the *Government Sector Employment Regulation 2014*.
- (xii) "Role" means an assigned role as defined under *Government Sector Employment Act 2013*, *Government Sector Employment Regulation 2014* and *Government Sector Employment Rules 2014*.
- (xiii) "Salary Rates" means the ordinary-time rate of pay for a staff member's grading excluding shift allowances, weekend penalties and all other allowances not regarded as salary.
- (xiv) "Secretary" means the Secretary of the Department of Industry, Skills and Regional Development.
- (xv) "Service" means continuous service for salary purposes
- (xvi) "Staff member" means a Land Information Officer.
- (xvii) "Training Modules" are internal training programs developed by the Department for the development of specific skills and knowledge relevant to the role and responsibilities of a Land Information Officer, on behalf of those staff members who do not possess formal qualifications, and for the purpose of cross-training.

3. Parties to the Award

The Parties to this Award are the Industrial Relations Secretary and the Association.

4. Salaries

The rates of salary shall be paid to staff members assigned to roles specified as set out in Table 1 - Salaries, of Part B, Monetary Rates.

5. Scope of Employment

- (i) Employment will be either on an ongoing full-time or ongoing part-time basis. Applications for working ongoing part-time or job-sharing will be considered based on the employees' requests and Departmental needs. Temporary employees may be employed as Land Information Officers should the need arise.
- (ii) Staff members may be required to participate in the full range of related work activities within the classification, grading and capabilities of their assigned roles.

6. Assignment, Progression and Training

- (1) Subject to the provisions of Part 3 of the GSE Rules, there are seven progressive levels relating to the Land Information Officer classifications. Criteria outlining the nature of work expected at the different levels will be in accordance with Schedule 3 - Job Criteria.

In addition to meeting the requirements of the Capability Framework, Land Information Officer Levels 1 to 3 will be broad banded, and details are as follows:

- (i) An employee must be undertaking, or successfully completed an appropriate university or TAFE qualification, including those listed in Schedule 1 - Appropriate Qualifications, to be eligible for assignment to role as a Land Information Officer Level 1.
- (ii) An employee who has successfully completed an appropriate qualification shall be eligible for assignment to a role as a Land Information Officer Level 1 Year 3.
- (iii) An employee who has successfully completed an appropriate university or TAFE qualification, and has completed four years satisfactory service as a Land Information Officer shall be assigned to a role as Level 2 Year 3 on the Land Information Officers' salary scale.
- (iv) An employee who has completed a two year full time course of approved study, and a period of two years satisfactory service as a Land Information Officer shall be deemed to have completed the equivalent of four years satisfactory service as a Land Information Officer.

Land Information Officer Levels 4, 5, 6 and 7 are discrete levels and assignment to a role will be based upon merit selection.

- (2) Following initial assignment to a role, the progression of all staff will be determined by meeting the requirement of the Capability Framework and according to the agreed arrangements outlined in Schedule 2 - Progression Requirements.
- (3) The Department will assume overall training responsibility for all staff members employed under this award and shall be responsible for all staff members having equal access to training in accordance with established Departmental Equal Employment Opportunity (EEO) Guidelines.
- (4) Appeals mechanism:
 - (i) Subject to the provisions of Part 4 of the GSE Rules a staff member shall have the right to appeal any decision made by the Department not to progress the staff member from salary point to salary point.
 - (ii) A staff member shall submit a written submission outlining their case to the Director Industrial Relations, within 28 days of the decision being appealed.
 - (iii) The Director Industrial Relations, shall constitute an appeals committee made up of one Management representative, one relevant Association representative and one peer who is acceptable to both Management and the Association.

- (iv) The appeal shall be heard within 28 days of it being lodged and the recommendation of the committee shall be forwarded to the Secretary or nominee for decision.
- (v) The decision of the Secretary or nominee shall be forwarded to the staff member concerned within 7 working days of the appeal being heard.
- (vi) This appeals mechanism shall not cover matters that are referred to in the *Government Sector Employment Rules 2014*.

7. Grading and Evaluation of Roles

- (i) Roles classified as Land Information Officers under this award will be graded in accordance with the accredited Job Evaluation system agreed to by the Department, the Industrial Relations Secretary and the Association, or other methodology which may be agreed between the parties to grade Land Information Officer roles during the operation of this award.
- (ii) The grading of Land Information Officer roles will be carried out in consultation with the Department's Job Evaluation Classification and Review Committee, which is a forum for consultation and negotiation between the Department and the Association on the operation of the Department's accredited Job Evaluation system.
- (iii) Roles will otherwise be evaluated and graded from time to time in the following circumstances:
 - (a) where the nature of a role is significantly changed or where a new role is created;
 - (b) where a role falls vacant, the Department can determine whether it is necessary to evaluate the role prior to advertising the vacancy;
 - (c) at the request of any party to this award, or an staff member classified as a Land Information Officer under this award, provided that the role(s) have not been reviewed for grading for at least 12 months prior to the request.
- (iv) Where the Land Information Officer role is evaluated as falling within a lower or higher grading than that to which the staff member is presently assigned, then the Department shall act in accordance with the Department's Job Evaluation Policy, as agreed by the parties to this award.

8. Anti-Discrimination

- (i) It is the intention of the parties bound by this award to seek to achieve the object in section 3(f) of the *Industrial Relations Act 1996* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity and age and responsibilities as a carer.
- (ii) It follows that in fulfilling their obligations under the dispute resolution procedure prescribed by this award the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this award are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of the award which, by its terms or operation, has a direct or indirect discriminatory effect.
- (iii) Under the *Anti-Discrimination Act 1977*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- (iv) Nothing in this clause is to be taken to affect:
 - (a) any conduct or act which is specifically exempted from anti-discrimination legislation;
 - (b) offering or providing junior rates of pay to persons under 21 years of age;

- (c) any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977*;
 - (d) a party to this award from pursuing matters of unlawful discrimination in any State or federal jurisdiction.
- (v) This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.
- (a) Employers and employees may also be subject to Commonwealth anti-discrimination legislation.
 - (b) Section 56(d) of the *Anti-Discrimination Act 1977* provides:

"Nothing in the Act affects ... any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion."

9. Area, Incidence and Duration

- (i) This award shall apply to all the classifications as defined herein.
- (ii) The staff members regulated by this award shall be entitled to the conditions of employment as set out in this award and, except where specifically varied by this award, existing conditions are provided for under the *Government Sector Employment Act 2013*, Government Sector Employment Regulation 2014, Government Sector Employment Rules 2014, the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and the Crown Employees (Public Sector - Salaries 2015) Award or any awards replacing these awards.
- (iii) The changes made to the award pursuant to the Award Review pursuant to section 19(6) of the *Industrial Relations Act 1996* and Principle 26 of the Principles for Review of Awards made by the Industrial Relations Commission of New South Wales on 28 April 1999 (310 I.G. 359) take effect on 28 October 2015.
- (iv) This award remains in force until varied or rescinded, the period for which it was made having already expired.

PART B

MONETARY RATES

Table 1 - Salaries

The salaries set out below shall apply on the first full pay period on or after 1 July 2015.

Classification	Annual Salary 1 July 2015 2.5% \$	Common Salary Point
Land Information Officer Level 1		
Year 1	45,901	20
Year 2	49,501	27
Year 3	53,642	36
Year 4	58,687	46
Land Information Officer Level 2		
Year 1	62,097	52
Year 2	64,967	57
Year 3	68,223	62

Land Information Officer Level 3		
Year 1	71,839	67
Year 2	74,656	71
Year 3	77,448	75
Year 4	79,891	78
Land Information Officer Level 4		
Year 1	83,022	82
Year 2	85,455	85
Year 3	88,015	88
Land Information Officer Level 5		
Year 1	90,646	91
Year 2	93,440	94
Year 3	97,426	98
Land Information Officer Level 6		
Year 1	100,330	101
Year 2	104,200	105
Year 3	107,362	108
Year 4	110,560	111
Land Information Officer Level 7		
Year 1	116,042	116
Year 2	120,961	120
Year 3	128,538	126
Year 4	134,202	130

SCHEDULE 1

Appropriate Qualifications

The following qualifications are currently deemed appropriate in terms of this award:

- Degree in Information Technology (Spatial Information)
- Graduate Diploma in Geographic Information Systems (GIS) and Remote Sensing (or equivalent)
- Degree in Geography (majoring in GIS)
- Associate Diploma in Land Information Systems
- Associate Diploma in Cartography
- Associate Diploma in Surveying
- Cartography Certificate
- Land and Engineering Survey Drafting Diploma
- Surveying Certificate IV
- Administrative Survey Drafting Certificate
- Associate Diploma in Survey Drafting
- Spatial Information Services (Surveying) Diploma
- Other relevant or equivalent tertiary qualifications as deemed appropriate to the classification

SCHEDULE 2

Progression Requirements

Land Information Officer Level 1 – Staff members will progress through the incremental steps within the salary range for Level 1, subject to the capacity to perform the capabilities of the role and satisfactory service.

Land Information Officer Level 2 - In order to progress to a Land Information Officer Level 2, a staff member must possess an appropriate university or TAFE qualification, and demonstrate a capacity to undertake the duties, responsibilities and capabilities of the role to that level as determined by the agreed criteria in Schedule 3.

A staff member is free to raise objection to a decision through the appropriate appeals mechanism, outlined in Clause 6, Assignment, Progression and Training.

A staff member need not be at the maximum salary of the Land Information Officer Level 2 range in order to apply for assessment.

Staff members who are within the Land Information Officer Level 2 salary scale will progress through the incremental range, subject to demonstrating the capacity to perform the capabilities of the role and continuing satisfactory service.

Land Information Officer Level 3 - In order to progress to Land Information Officer Level 3, a staff member must possess an appropriate university or TAFE qualification and demonstrate a capacity to undertake the duties, responsibilities and capabilities of the role to the level as determined by the agreed criteria in Schedule 3.

A staff member is free to raise objection to a decision through the appropriate appeals mechanism, outlined in the said clause 6.

Staff members who are within the Land Information Officer Level 3 salary scale will commence the cross-training modules designed to facilitate the multi-skilling process. Staff members will progress through the incremental range, subject to demonstrating the capacity to perform the capabilities of the role and continuing satisfactory performance and service.

Land Information Officer Levels 4, 5, 6 and 7 – Staff members who are assigned to Land Information Officer Levels 4, 5, 6 and 7 will possess an appropriate university or TAFE qualification. Staff member who are assigned to any of these roles shall demonstrate the capacity to perform the capabilities of the role and must be committed to the completion of the cross-training modules designed to facilitate the multi-skilling process.

Staff members who are assigned to roles of Land Information Officer Levels 4, 5, 6 and 7 will progress through the incremental range which is appropriate to their assigned level, subject to demonstrating the capacity to perform the capabilities of the role and continuing satisfactory performance and service.

SCHEDULE 3

Job Criteria

Land Information Officer Level 1 -

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| 1. Qualifications: | HSC or equivalent |
| 2. Complexity of Work: | competent to undertake work/projects of limited complexity, i.e., routine work activities commensurate with person's experience and training, e.g., map/database/ stations/entries, preparation of plans and diagrams for unpublished reports. |
| 3. Capabilities: | Demonstrate the capacity to perform the capabilities outlined the role description for the role. |
| 4. Freedom to Act: | very limited degree of freedom to perform tasks, i.e., act with an extensive degree of guidance |

5. Human Resource Management:	not required to carry out such duties
6. Computing:	undertake data capture/retrieval of limited complexity relating to MRLIS (incl. geological, mining title data) proficiency in functions of CAD system relating to generation of maps, plans of limited complexity proficiency in functions of limited complexity relating to the Office Automation Network, e.g., word processing
7. Map Design and Compilation:	understanding and exercising of limited levels of design/compilation aspects of maps/plans/diagrams in manual, digital form in relation to unpublished reports; to titles/administrative cadastral series maps/plans/diagrams (incl. survey investigation/calculation) understanding and exercising of limited levels of reprographic techniques for both monochrome and colour reproduction (incl. use of darkroom facilities)
8. Map Interpretation:	competent to interpret to a limited degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to: mining and land use proposals, conveyance matters, coal mine workings; map and plan production; providing information/advice to industry, public, other Govt. agencies.
9. Work Organisation:	ability to plan, organise own work in line with Departmental priorities and deadlines
10. Decision Making:	ability to display independent technical judgement and initiative on matters of very limited complexity
11. Provision of Advice:	competent in providing independent and timely advice/information of a very limited degree of complexity
12. Training:	not required to provide on-the-job or formal training
13. Interpersonal:	ability to gain co-operation and acceptance of co-workers and, as required, clients
43. Communication:	ability to display at least a limited degree of oral/written liaison skills, e.g., form replies, liaison with authors
15. Financial Management:	not required to exercise any control over finances
16. Legislative	competent to interpret, under guidance, limited aspects of Interpretation: Mining Acts/Regs. and other related and relevant legislation; of legal documents relating to land/mining title deeds
17. Occupational	knowledge of accountability/responsibility for aspects of Health and Safety: staff/client health, safety and welfare

18. EEO: understanding of EEO principles
19. Corporate Plan: ability to comply with Corporate Plan objectives
20. Policy: ability to understand and implement, under guidance, Dept./Govt. policies, procedures, legal advisings relative to section functions

Land Information Officer Level 2 -

1. Qualifications: appropriate university or TAFE course
2. Complexity of Work: competent to undertake work/projects of moderate complexity, e.g., identification of moderately complex mining title information from manual and digital databases, assist in the cartographic compilation of geological/metallogenic maps and plans for publication
3. Capabilities: Demonstrate the capacity to perform the capabilities outlined the role description for the role.
ability to exam work of limited complexity for accuracy and completeness, as required
4. Freedom to Act: limited degree of freedom to perform tasks, i.e., act with a substantial degree of guidance
5. Human Resource Management: ability to assist in very limited aspects of supervision, e.g., guide junior staff, co-workers undertake data
6. Computing: capture/retrieval of moderate complexity relating to MRLIS (incl. geological, mining title data)

proficiency in function of CAD system relating to generation of maps, plans of moderate complexity proficiency in functions of limited complexity relating to the Office Automation Network, e.g. word processing
7. Map Design and Compilation: understanding and exercising of general levels of design/compilation/ fair drawing aspects of maps/plans/diagrams in manual and digital form in relation to geological/metallogenic series mapping and publications, e.g., Minfo (incl. CAD); to titles/administrative cadastral series maps/plans/diagrams(incl. survey investigation/calculation)

understanding and exercising of general levels of reprographic techniques for both monochrome and colour reproduction (incl. use of darkroom facilities)
8. Map Interpretation: competent to interpret to a moderate degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to:

mining and land use proposals, conveyance matters, coal mine workings

map and plan production

providing information/advice to industry, public, other Govt. agencies
9. Work Organisation: ability to plan, organise own work in line with Departmental

- priorities and deadlines
10. Decision Making: ability to display independent technical judgement and initiative on matters of limited complexity
11. Provision of Advice: competent in providing independent and timely advice/information of a limited degree of complexity
12. Training: ability to provide a very limited degree of on-the-job training of junior technical staff and co-workers
13. Interpersonal: ability to gain co-operation and acceptance of co-workers and, as required, clients
14. Communication: ability to display at least a limited level of oral/written liaison skills, e.g., form replies, liaison with authors
15. Financial Management: not required to exercise any control over finances
16. Legislative Interpretation: competent to interpret, under guidance limited aspects of Mining Acts/Regs. and other related and relevant legislation; of legal documents relating to land/mining title deeds
17. Occupational Health and Safety: knowledge of accountability/responsibility for aspects of staff/client health, safety and welfare
18. EEO: understanding of EEO principles
19. Corporate Plan: ability to comply with Corporate Plan objectives
20. Policy: ability to understand, implement, under guidance, Dept./Govt. policies, procedures, legal advisings relative to section functions

Land Information Officer Level 3 -

1. Qualifications: appropriate university or TAFE course
2. Complexity of Work: competent to undertake work/projects of substantial complexity, e.g., cartographic production of geological, metallogenic and cadastral maps/plans
3. Capabilities: Demonstrate the capacity to perform the capabilities outlined the role description for the role.
ability to examine work of moderate complexity for accuracy and completeness, as required
4. Freedom to Act: moderate degree of freedom to perform tasks, i.e., act with a moderate degree of guidance
5. Human Resource Management: ability to assist in limited aspects of supervision, e.g., guide, motivate staff
6. Computing: undertake data capture/editing/retrieval of substantial complexity relating to MRLIS, incl. geological, mining title data

proficiency in functions of CAD system relating to generation of maps, plans of substantial complexity

ability to undertake limited research and development of graphic

	applications
	proficiency in functions of moderate complexity relating to the Office Automation Network, e.g., spreadsheets
7. Map Design and Compilation	<p>understanding, exercising of superior levels of design/compilation/fair</p> <p>drawing aspects of maps/plans/diagrams in manual and digital form in relation to geological/metallogenic series mapping and publications, e.g., Minfo (incl. CAD); to titles/administrative cadastral series maps/ plans/diagrams (incl. survey investigation/calculation)</p> <p>understanding, exercising of superior levels of reprographic techniques for both monochrome and colour reproduction (incl. use of darkroom facilities)</p>
8. Map Interpretation:	<p>competent to interpret to a substantial degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to:</p> <p>mining and land use proposals, conveyance matters, coal mine workings map and plan production</p> <p>providing information/advice to industry, public, other agencies</p>
9. Work Organisation:	ability to plan, organise own work and assist in limited aspects of planning, organising work of junior staff in line with Departmental priorities, deadlines
10. Decision Making:	ability to display independent technical judgement and initiative on matters of general complexity
11. Provision of Advice	competent in providing independent and timely advice/information of a moderate degree of complexity
12. Training:	ability to provide a limited degree of on-the-job training of junior technical staff, co-workers
13. Interpersonal	ability to gain co-operation of co-workers and clients; assist development of skills of junior staff, co-workers
14. Communication:	ability to display a moderate degree of oral/written liaison skills, e.g., submissions/correspondence/reports
15. Financial Management:	ability to exercise a limited degree of control over finances, e.g., stores
16. Legislative:	competent to interpret, under guidance, general aspects of Interpretation: Mining Acts/Regs. and other related and relevant legislation; of legal documents relating to land/mining title deeds
17. Occupational Health and Safety	knowledge of accountability/responsibility for aspects of: staff/client health, safety and welfare
18. EEO:	understanding of EEO principles
19. Corporate Plan:	ability to comply with Corporate Plan objectives and contribute generally to the formulation of budget estimates

20. Policy: ability to understand and implement, under guidance,

Land Information Officer Level 4 -

1. Qualifications: Appropriate university or TAFE course
2. Complexity of Work: competent to undertake work/projects of high complexity, e.g., complex Ministerial submissions/correspondence, specific computer research and development of graphic applications for MRLIS
ability to examine work of substantial complexity for accuracy, Completeness
3. Capabilities: Demonstrate the capacity to perform the capabilities outlined the role description for the role.
4. Freedom to Act: substantial degree of freedom to perform tasks, i.e., act with a limited degree of guidance
5. Human Resource Management: ability to supervise and allocate staff resources, provide sound leadership, motivate staff (as first level of direct, sustained supervision)
6. Computing: undertake data capture/editing/retrieval of high complexity relating to MRLIS (incl. geological, mining title data)
ability to undertake substantial research and development of graphic applications
proficiency in functions of CAD system relating to generation of maps, plans of high complexity
proficiency in functions of substantial complexity relating to the Office Automation Network, e.g., data basing
7. Map Design and Compilation: understanding and exercising of high levels of design/compilation/fair drawing aspects of maps/plans/diagrams in manual and digital form in relation to geological/metallogenic series mapping and publications, e.g., Minfo (incl. CAD); to titles/administrative cadastral series maps/plans/diagrams (incl. survey investigation/calculation)
understanding and exercising of high levels of reprographic techniques for both monochrome and colour reproduction (incl. use of darkroom facilities)
8. Map Interpretation: competent to interpret to a high degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to:
mining and land use proposals, conveyance matters, coal mine workings map and plan production
providing information/advice to industry, public, other Govt. agencies
9. Work Organisation: ability to plan, organise work of section staff in line with Departmental priorities, deadlines; to monitor and evaluate performance

- 10. Decision Making: ability to display independent technical judgement and initiative on matters of substantial complexity
- 11. Provision of Advice: competent in providing independent and timely advice/information of a substantial degree of complexity
- 12. Training: ability to provide a substantial degree of on-the-job training of section staff and co-workers
- 13. Interpersonal: ability to develop staff and make accurate assessment of abilities and performance
- 14. Communication: ability to display a superior level of oral/written liaison skills, e.g., provide staff with clear and constructive direction and advice
- 15. Financial Management: ability to exercise a limited degree of control over finances, e.g., provide advice on equipment purchases
- 16. Legislative Interpretation: Regs. and other related and relevant legislation; of legal documents relating to land/mining title deeds
- 17. Occupational Health and Safety: accountable/responsible for aspects of staff/client health, safety and welfare
- 18. EEO: understanding of and capacity to implement EEO principles
- 19. Corporate Plan: ability to comply with Corporate Plan objectives and contribute generally to the formulation of objectives, estimates
- 20. Policy: ability to understand, implement Dept./Govt. policies, procedures, legal advisings relative to section function; to provide moderate degree of input into development/review of policies/procedures

Land Information Officer Level 5 -

- 1. Qualifications: appropriate university or TAFE course
- 2. Complexity of Work: competent to undertake work/projects of high complexity, e.g., special projects, formal training, computer graphics research and development
ability to exam work of high complexity for accuracy, completeness as required
- 3. Capabilities: Demonstrate the capacity to perform the capabilities outlined the role description for the role.
- 4. Freedom to Act: substantial degree of freedom to perform tasks, i.e., act with a limited degree of guidance
- 5. Human Resource Management: ability to supervise training of technical staff
- 6. Computing: undertake data capture/editing/retrieval of high complexity relating to MRLIS (incl. geological, mining title data)
ability to undertake extensive research and development of graphic applications
understanding of general aspects of computer technology

	applications in relation to Departmental objectives
	proficiency in functions of CAD system relating to generation of maps, plans of high complexity
	proficiency in functions of substantial complexity in relation to the Office Automation Network
7. Map Design and Compilation:	<p>understanding and exercising of high levels of design/compilation/fair drawing aspects of maps/plans/diagrams in manual and digital form in relation to geological/metallogenic series mapping and publications, e.g., Minfo (incl. CAD); to titles/administrative cadastral series maps/plans/diagrams (incl. survey investigation/calculation)</p> <p>understanding and exercising of high levels of reprographic techniques for both monochrome and colour reproduction (incl. use of darkroom facilities)</p>
8. Map Interpretation:	<p>competent to interpret to a high degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to:</p> <p>mining and land use proposals, conveyance matters, coal mine workings</p> <p>map and plan production</p> <p>providing information/advice to industry, public, other Govt. agencies</p>
9. Work Organisation:	ability to plan, organise work (incl. training programmes) in line with Departmental priorities, deadlines; to monitor and evaluate performance
10. Decision Making:	ability to display independent technical judgement on matters of high complexity; to display pro activity
11. Provision of Advice:	competent in providing independent and timely advice/information of a high degree of complexity, e.g., training in technical and administrative functions
12. Training:	ability to plan, develop and implement formal training programs of high degree and to provide on-the-job training of Branch staff, as required
13. Interpersonal:	ability to develop staff and make accurate assessment of abilities and performance
14. Communication:	ability to display a high level of oral/written liaison skills, e.g., present information and ideas to groups
15. Financial Management:	ability to exercise a moderate degree of control over finances
16. Legislative Interpretation	competent to interpret extensive aspects of Mining: Acts/Regs. and other related and relevant legislation; of legal documents relating to land/mining title deeds
17. Occupational:	substantial degree of accountability/responsibility for aspects of

Health and Safety	staff/client health, safety and welfare
18. EEO:	understanding of and capacity to implement EEO principles
19. Corporate Plan:	ability to implement Corporate Plan objectives, contribute generally to the formulation of objectives, estimates
20. Policy:	ability to understand, implement Dept./Govt. policies, procedures, legal advisings relative to Branch/Dept. functions; to provide a moderate degree of input into review/development of policies/procedures

Land Information Officer Level 6 -

1. Qualifications:	appropriate university or TAFE course
2. Complexity of Work:	competent to undertake work/projects of high complexity, e.g., management/supervision of unit and its functions
3. Capabilities:	ability to critically analyse work Demonstrate the capacity to perform the capabilities outlined the role description for the role.
4. Freedom to Act:	extensive degree of freedom to perform tasks, i.e., act with a very limited degree of guidance
5. Human Resource Management:	ability to supervise/manage group(s) of technical staff, co- ordinate resources; to lead, motivate staff; to demonstrate management skills
6. Computing:	ability to provide a high degree of input into review/development of policy and procedures relating to research and development of graphics applications understanding of extensive aspects of computer technology applications in relation to Departmental objectives ability to undertake a superior degree of research and development of graphic applications, as required
7. Map Design and Compilation:	ability to provide a high degree of input into review/development of policy and procedures relating to design/compilation/fair drawing aspects of maps/plans/diagrams in manual and digital form understanding of high levels of such design/compilation aspects
8. Map Interpretation:	competent to interpret to a high degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to: mining, land use proposals, conveyance matters, coal mine workings map and plan production
9. Work Organisation:	providing information/advice to industry, public, other Govt. agencies ability to co-ordinate unit activities in line with Departmental priorities, deadlines; to review performance

109. Decision Making: ability to display independent technical and administrative judgement and initiative on matters of high complexity; to display pro activity
11. Provision of Advice: competent in providing independent and timely advice/information of a high degree of complexity
12. Training: ability to oversee the implementation of formal and on-the-job training in the unit
13. Interpersonal: ability to represent and negotiate with clients and others on behalf of the Branch or Department
14. Communication: ability to display a high level of oral/written liaison skills, e.g., present ideas, information, proposals clearly and effectively
15. Financial Management: ability to exercise a superior degree of control over finances, i.e., of the unit's budget
16. Legislative Interpretation: competent to interpret extensive aspects of Mining Acts/Regulations and other related and relevant legislation; of legal documents relating to land/mining title deeds
17. Occupational: Health and Safety: high degree of accountability/responsibility for aspects of staff/client health, safety and welfare
18. EEO: understanding of and capacity to implement/oversight implementation of EEO principles
19. Corporate Plan: ability to implement Corporate Plan objectives, contribute substantially to the formulation of objectives, estimates, performance indicators
20. Policy: ability to understand, implement Dept./Govt. policies, procedures, legal advisings relative to Branch/Dept. functions; to provide substantial degree of input into review/development of relevant policies/procedures

Land Information Officer Level 7 -

1. Qualifications: appropriate university or TAFE course
2. Complexity of Work: competent to undertake work/projects of high complexity, e.g., management of Branch and its functions
3. Capabilities: ability to ensure work meets quality control standards
Demonstrate the capacity to perform the capabilities outlined the role description for the role.

ability to exercise delegated authority duties, functions
4. Freedom to Act: extensive degree of freedom to manage Branch
5. Human Resource Management: ability to manage/supervise Branch technical staff, allocate/co-ordinate Branch staff resources, provide dynamic leadership; to demonstrate management skills

6. Computing: ability to provide a high degree of input into review/development of policy and procedures relating to research and development of graphics applications
- understanding of extensive aspects of computer technology applications in relation to Departmental objectives
7. Map Design and Compilation: ability to provide a high degree of input into review/development of policy and procedures relating to design/compilation/fair drawing aspects of maps/plans/diagrams in manual and digital form
- understanding of moderate levels of such design/compilation aspects
8. Map Interpretation: competent to interpret to a high degree attributes of cadastral, top cadastral, geological and metallogenic maps/plans/diagrams in relation to:
- mining, land use proposals, conveyance matters, coal mine workings
- map and plan production
- providing information/advice to industry, public, other Govt. agencies
9. Work Organisation: ability to coordinate Branch activities in line with Departmental priorities, deadlines; to delegate work, review/measure performance, adjust to change
10. Decision Making: ability to display independent technical and administrative judgement and initiative on matters of high complexity; to display pro activity
11. Provision of Advice: competent in providing independent and timely advice/information of a high degree of complexity
12. Training: ability to ensure a high degree of formal and on-the-job training is implemented for all Branch staff
13. Interpersonal: ability to represent and negotiate with clients and others on behalf of the Branch or Department; to encourage development of staff skills
14. Communication: ability to display a high level of oral/written liaison skills, e.g., present ideas, information, proposals clearly and effectively
15. Financial Management: ability to exercise a high degree of control and accountability over finances, i.e., of Branch's budget
16. Legislative Interpretation: competent to interpret extensive aspects of Mining Acts/Regulations and other related and relevant legislation; of legal documents relating to land/mining title deeds
17. Occupational Health and Safety: high degree of accountability/responsibility for aspects of staff/client

health, safety and welfare

18. EEO: understanding of and a high degree of accountability and responsibility for the implementation of EEO principles
19. Corporate Plan: understanding of and a high degree of accountability/responsibility for the implementation of the Corporate Plan
- ability to contribute extensively to the formulation of objectives, estimates and performance indicators
20. Policy: ability to understand, implement Dept/Govt. policies, procedures, legal advisings relative to Branch/Dept. functions; to provide a high degree of input into development/review of relevant policies/procedures.

J. D. STANTON, Commissioner

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