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### **Inherent Requirements – Office Based Roles**

The inherent requirements of therole are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

All requirements are subject to Council's obligations under applicable legislation (including anti-discrimination, occupational health and safety and accident compensation legislation) and the provision of all reasonable adjustments to those requirements (e.g. aids and appliances) as required from time to time.

|  |  |
| --- | --- |
| **Requirements** | **Frequency** |

|  | Unlikely | Possible | Occasionally | Regularly |
| --- | --- | --- | --- | --- |
| **Passive** |
| Sitting - counter / desk |  |  |  | X |
| Sitting – vehicle  |  | X |  |  |
| Operating telephone / computer |  |  |  | X |
| Writing / reading |  |  | X |  |
| **Manual Handling** |
| Bending / twisting Spine |  | X |  |  |
| Working with one or both hands above shoulder height |  | X |  |  |
| Lifting (5kg or under p/item) |  | X |  |  |
| Lifting (5kg or over p/item) |  | X |  |  |
| Requiring low/light application of force |  | X |  |  |
| Requiring medium to high application of force |  | X |  |  |
| Lifting/holding/restraining children | X |  |  |  |
| Exerting force in an awkward posture | X |  |  |  |
| Holding & supporting equipment | X |  |  |  |
| **Agility** |
| Squatting / kneeling |  | X |  |  |
| Looking up / looking down |  |  | X |  |
| Reaching forwards or sideways  |  | X |  |  |
| Gripping or grabbing equipment  |  |  | X |  |
| **Mobility** |
| Walking / standing- briefly |  |  | X |  |
| Walking / standing- extended |  | X |  |  |
| Walking on uneven ground | X |  |  |  |
| Climb steps/stairs |  | X |  |  |
| Climb ladder | X |  |  |  |
| Driving – passenger vehicle |  | X |  |  |
| Driving – light commercial (regular drivers licence) | X |  |  |  |
| Driving – bus (endorsed licence) | X |  |  |  |
| Driving – machinery/heavy commercial | X |  |  |  |
| **Sensory** |
| Hearing – face to face / telephone conversations |  |  | X |  |
| Hearing – working with loud machinery | X |  |  |  |
| Visual – read printed material, signage |  |  |  | X |
| Visual – computer screen, electronic signs |  |  |  | X |
| Visual – driving |  | X |  |  |
| Visual – watching with vigilance (e.g. school crossing) | X |  |  |  |
| **Emotional** |
| Dealing with complex customers / residents |  | X |  |  |
| Supporting dependent persons | X |  |  |  |
| Dealing with conflict |  | X |  |  |
| Managing complex personal situations |  | X |  |  |
| Providing empathy |  | X |  |  |
| **Work Environment** |
| Outdoor – exposed to elements, plant & equipment | X |  |  |  |
| Confined spaces | X |  |  |  |
| Working alone |  | X |  |  |
| Working at heights (greater than 2m) | X |  |  |  |
| Exposure to extensive dust | X |  |  |  |
| Pollen (or other allergens) |  | X |  |  |
| Exposure to polluted odours and/or chemicals  | X |  |  |  |
| Personal waste | X |  |  |  |
| **Office Use – Pre employment Medical Checks** | **Office Use – Other Checks** |
|  | If selected - Musculoskeletal assessment recommended |  | If selected – Lone Worker risk assessment recommended |
|  | If selected - Audiology (hearing) assessment recommended |  | If selected – Vision assessment recommended |