

Senior Statutory Planner

Business Unit	Statutory Planning
Division / Department	Community & Environmental Planning / Statutory Planning
Location	Drummoyne Civic Centre
Classification/Grade/Band	Grade 11
Position Code	Various
Date position description approved	June 2022

Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

Primary purpose of the position

Provide best practice assessment of development and other related applications in the City of Canada Bay.

Key accountabilities

Within the area of responsibility, this role:

- Provides a high level of technical and merit based assessment and planning advice on development, to both staff and the community of the City of Canada Bay
- Assesses development applications on merit and against the statutory considerations contained in Section 4.15 of the Environmental Planning and Assessment Act 1979
- Prepares reports for the Design Review Panel and Local Planning Panel and attends meetings, as necessary.
- Assists the Manager Statutory Planning Services and Coordinator Statutory Planning Services in monitoring development and implementing best practices to ensure all necessary building, construction and environmental health functions are undertaken
- Maintains industry knowledge in assessing and reporting on development proposals in accordance with current and changing legislative frameworks and processes and relevant metropolitan, regional and local planning strategies
- Assesses a range of complex development applications in accordance with delegations and provide recommendations to management and provide guidance and mentoring of statutory planners in the team.
- Where appropriate undertake post-approval monitoring to ensure compliance with relevant regulations, codes and legislative requirements.

- Reviews work undertaken by other staff as requested by the Coordinator to ensure compliance with relevant standards and increase competency levels of other staff.
- Assessment of applications made under the Environmental Planning and Assessment Act, 1979, and Local Government Act, 1993 in accordance with delegations.
- Prepare for and represent Council in Land and Environment Court proceedings including preparation of facts and contentions and expert planning evidence statements and act as an expert witness in the Land and Environment Court.
- Monitors and advises on the accuracy and relevance of information on the City of Canada Bay website in relation to development applications and planning assessment and relevant legislative requirements.
- Presents peak advice in relation to planning legislation and regulations to the Manager and the Coordinator, to other Council groups, relevant customers and provide specialist guidance and/or training.
- Monitors programs, identify, analyse and resolve problems by considering a range of options within the relevant area of technical/professional/specialist expertise.
- Assists the Manager and the Coordinator with improving the performance of statutory planners in assessing development applications in accordance with delegations and provide guidance and mentoring to the statutory planners.
- Acts in the Coordinator Fast Track and Coordinator Statutory Planning positions as required.
- Manages Land and Environment Court proceedings to ensure that the coordination of expert witnesses is effectively undertaken, that required Court deadlines are met and that costs associated with the proceedings are communicated to management and approved by management.

Key challenges

- The City of Canada Bay is a complex organisation undergoing structural and service delivery reform, where innovative local strategies are needed to deliver successful sustainable services.
- Deal with sensitive, complex matters appropriately and confidentially.
- The projected significant growth in service demands will challenge and guide future organisational and service delivery strategies, practices and capability and capacity requirements.

Key relationships

Who	Why
The Senior Statutory Planner is a key point of communication within the Business unit in relation to the Department's area of responsibilities.	Identify and pursue opportunities for joint approaches and innovative efficient services and practices.
Ensure strong collaborative links.	Foster and strengthen effective linkages with internal and external stakeholders to enhance cooperation, especially in areas where there is significant community impact.

Key dimensions

Decision making	The Senior Planner prepares briefs, submissions, project plans and expenditure within their delegated authority. All work and expenditure which is outside the role's delegations must be approved formally by the Coordinator.
Reports to	Coordinator
Direct reports	nil
Financial Delegation	\$tbc

Essential requirements





Qualifications & Experience	<p>Degree in Planning or equivalent experience, qualifications must be suitable for full membership of the Planning Institute of Australia</p> <p>Superior technical knowledge in a relevant professional discipline and the ability to mentor/train others in the area of expertise</p> <p>Comprehensive knowledge of all relevant legislation including the EP&A Act, and the Local Government Act and State Government Planning Reform</p> <p>Demonstrated skills in project management and ability to meet performance targets and ability and experience to coordinate a number of complex development assessments and to co-ordinate with consultants and other professionals to achieve best planning outcomes.</p> <p>Minimum 5 years post graduate experience</p>

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self Shows drive and motivation, an awareness of strengths and weaknesses, and is commitment to learning	Adept
	Display Resilience and Adaptability Expresses own views, perseveres through challenges, and is flexible and willing to change	Advanced
	Act with Integrity Is honest, ethical and professional, and prepared to speak up for what is right	Highly Advanced
	Demonstrate Accountability Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Advanced
	Communicate and Engage Communicates clearly and respectfully, listens, and encourages input from others	Advanced
 Relationships	Community and Customer Focus Commits to delivering customer and community focused services in line with strategic objectives	Advanced
	Work Collaboratively Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Advanced
	Influence and Negotiate Persuades and gains commitment from others, and resolves issues and conflicts	Adept
 Results	Plan and Prioritise Plans and organises work in line with organisational goals, and adjusts to changing priorities	Adept
	Think and Solve Problems Thinks, analyses and considers the broader context to develop practical solutions	Advanced
	Create and Innovate Encourages and suggests new ideas and shows commitment to improving services and ways of working	Adept
	Deliver Results Achieves results through efficient use of resources and a commitment to quality outcomes	Adept
 Resources	Finance Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Adept
	Assets and Tools Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Adept
	Technology and Information Uses technology and information to maximise efficiency and effectiveness	Adept
	Procurement and Contracts Understands and applies procurement processes to ensure effective purchasing and contract performance	Adept

Focus capabilities: The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience & Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Personal Attributes Acts with Integrity	Highly Advanced	<ul style="list-style-type: none"> • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues
Relationships Community & Customer Focus	Advanced	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/ region
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none">• Is able to draw on wide-ranging interests and experiences when facing new challenges• Thinks broadly about the root of problems before focusing in on the problem definition and solutions• Is able to discuss issues from different angles and project impacts into the future• Considers the broader context when critically analysing information and weighing recommendations• Involves diverse perspectives in testing thinking and solutions

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

Council's values: We act with integrity / We empower our people / We are respectful / We work together / We innovate

- Providing advice to the Manager on WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- Including safety training and equipment in budgets.
- Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- Ensuring all workers have attended relevant induction and essential safety courses.
- Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- Maintaining awareness of legislation which regulates activities you are responsible for.
- Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- Ensuring workers are supervised by a competent person.
- Ensuring amenities are maintained in a safe and healthy condition at all times.

1.3. Manager

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- Advising the Executive of WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.

- Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- The inclusion of health and safety requirements, including safety training and equipment in budgets.
- Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- Performing on the job inspections to ensure compliance with working procedures for safe working practices.
- Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- Effective procedures are in place, and are implemented, to identify hazards.
- All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- That documents used in relation to the WHS Risk Management System are retained in a secure environment.

2. Workplace Behaviour Standards and Expectations

2.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

2.2. Managers' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- Not diminishing or seeking to excuse reported instances of harassment or bullying
- Providing constructive, regular, reasonable performance guidance
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and perspectives
- Allocating duties fairly, setting clear expectations and realistic deadlines

- Monitoring potential for and acting promptly on, bullying or harassing behaviour

2.3. Child Safe Organisation

- The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

Value	Value Statements
We act with integrity	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
We empower our people	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
We are respectful	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
We work together	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.

We innovate

We encourage and value ideas that will improve services for our community.
We are creative problem solvers and are committed to creative thinking.
We will be better tomorrow than we are today, building on past success.
We continuously improve and challenge ourselves to deliver better outcomes.