

Position Description:

Executive Planner

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Executive Planner is responsible for supporting and undertaking people management as required by the Coordinator Major Development Assessment as well as undertaking the project management of complex development applications. The Executive Planner will also contribute to the overall effective operation of the Environment and Planning Directorate.

KEY DUTIES AND RESPONSIBILITIES

Management & Leadership

- Act as mentor and take responsibility for managing a minimum 2 x staff within the team in their professional development.
- Attend team meetings, seminars and workshops to ensure knowledge is current and continued professional development and share this with the wider team.
- Coordination of legal/court matters arising from the development assessment process and/or compliance matters and instructing/directing Council Solicitors during Section 34 matters.
- Assist with the coordination and operation of Council's Development Assessment Unit.
- Assist with development and implementation of policy and procedures relative to the Development Assessment Section.
- Monitor and recommend responses to government planning and environment policies, initiatives, laws and other external factors, as they affect Cumberland City Local Government Area and share this with the wider team.
- Provide periodic seminars to staff to discuss technical planning matters.
- Peer review of assessments undertaken by other officers and associated determinations.

Development Assessment & Determination

- Timely assessment and processing of complex development applications.

- Review and interpretation of legislations and providing update on legislative changes to the development assessment team.
- Coordination of legal/court matters arising from the development assessment process including preparing statements and giving evidence in the Land & Environment Court and instructing/directing Council Solicitors during Section 34 matters.
- Diligent exercise of statutory powers, duties, responsibilities and delegations associated with the position.
- Presenting planning reports and providing advice where required to Planning Panels and Design Excellence Panels.
- Coordinating and providing comments to the Department of Planning and other external stakeholders on State Significant Developments.
- Carry out other duties as may be assigned from time to time by the Coordinator Major Development Assessment, Executive Manager Development & Building and/or Director Environment & Planning.

Pre lodgement Advice & Preliminary Assessment

- Attend and provide written and verbal advice to public, staff, etc., regarding land-use, Council policy and procedure and planning legislation in a timely manner.
- Where required, participate in internal meetings such as preliminary assessment and review of planning applications with other assessment staff.
- Assess pre-lodgement applications and provide advice to applicants in accordance with Council's pre-lodgement services.
- Review and sign off all pre-lodgement meeting notes undertaken by other officers except for those involving significant land holding, planning agreements, applicant and or land owner being Council staff member or Councillor.

Strategic Vision

- To assist in the review of Council's Local Environmental Plan and Development Control Plan.
- Organising periodic training to staff on technical planning matters.
- To promote Cumberland City Council to the local community and the wider planning and local government environment.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
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Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud Control Plan.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Work Health & Safety

In accordance with Council's WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for:

- Working safely and displaying safe behaviours and taking all reasonable steps to ensure the safety of others
- Being present for work in a fit state (not under influence of drugs or alcohol)
- Not undertaking any task/activity for which you have not been trained, inducted or deemed competent to do
- Notify your supervisor immediately of any unsafe situations, hazards or risks
- Notify your Supervisor of an injury immediately or as soon as practical and record the injury as per the WHS Incident reporting procedure
- Commitment and participate in Council's Injury Management & Recover at Work plans/programs
- Assisting in the investigation of all injuries and incidents
- Ensure the safe and correct use/application of plant, equipment and PPE
- Maintain good site housekeeping at work location
- Contribute to continual improvement of workplace risk assessment and control processes
- Have a responsibility to co-operate with Management and staff with nominated or elected WH&S representatives and functions.
- Actively participating in consultation arrangements through toolbox meeting with immediate supervisors to resolve any WH&S issues.
- Avoid causing harm to self or others.
- Avoid taking unjustifiable risks.
- Follow the WHS management system by using Safe Work Method Statements (SWMS) and safe operating procedures (SOP's) and complying with reasonable safety directives, work instructions and guides where available.



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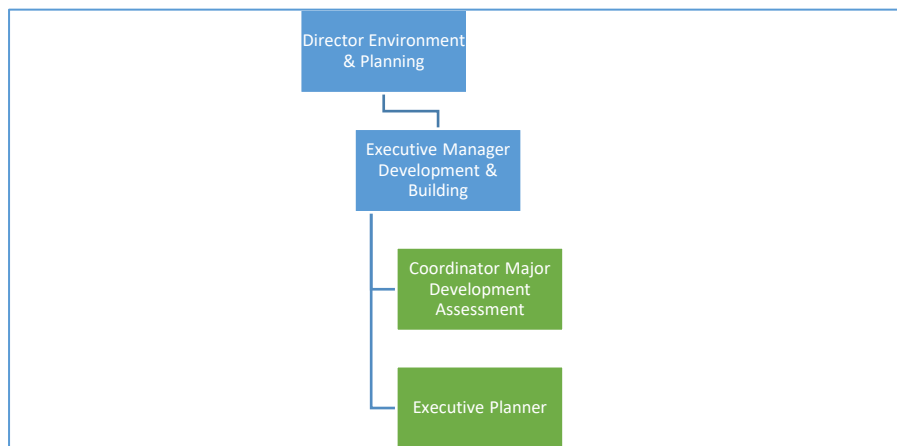


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ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Tertiary qualification in Town Planning or equivalent with eligibility for membership to the Planning Institute of Australia.
- Extensive practical experience in development assessment under the Environmental Planning and Assessment Act including assessment of highly complex development matters.
- Demonstrated ability to communicate effectively with management and staff at all levels of the organisation and with external contacts.
- Experience in mentoring team members in a fast paced environment.
- Excellent negotiation and presentation skills.
- Superior ability to resolve complex planning issues with applicants for development and excellent customer service skills.
- Excellent written and verbal communication skills
- Ability to meet deadlines on a daily basis with possession of excellent time management skills.
- Demonstrated understanding and commitments to WHS and EEO principles across all activities within the organisation.
- Class C Driver's Licence

Desirable

- Familiarity with the Building Code of Australia and the Australian Standards applicable to development and design.
- Experience in presenting to Planning Panels, Design Excellence Panels and Demonstrated knowledge of Land & Environment Court proceedings.
- Supervisory and organisational experience preferably in Local Government.



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Employment Screening Required

- ☐ Qualifications verification
- ☐ Licence Check if driving Council vehicles
- ☐ Working With Children's Check
- ☐ Police Check
- ☐ Financial Checks

Classification/Grade/Band/Level	Grade 13
Job Function Group:	Professional
Reports to:	Coordinator Major Development Assessment
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:

Employee Name

Employee signature



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