

Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

<b>Position Title:</b>	Executive Planner	<b>Department:</b>	Planning and Community Development
<b>Reports to:</b>	Director, Planning and Community Development		
<b>Subordinate Positions:</b>	Nil		
<b>Classification:</b>	Salary will be in accordance with the <i>Local Government (State) Award 2017</i> with final grading dependent upon level of experience and qualifications.	<b>Additional Benefits:</b>	9.5% Superannuation, Ability to Salary Sacrifice Rostered Day Off
<b>Basis of Employment:</b>	Permanent Full time 35 Hours per week	<b>Location:</b>	Max Centre, 30 Heber St Moree
<b>Employment Condition:</b>	<i>Local Government (State) Award 2017</i>	<b>Vacancy Ref:</b>	

## POSITION OBJECTIVES

Working flexibly between Council's Regional Activation Unit and the Planning and Building Team, the objectives of the position are:

1. To provide comprehensive planning advice and support to the Intermodal/Special Activation Precinct (SAP) Unit within Council
2. To work collaboratively and actively with the state government SAP team
3. Preparation of submissions on planning documentation associated with Inland Rail
4. In collaboration with the Regional Activation Manager, provide a key link between the SAP planning team and the planning and building teams of Council
5. Provide high level support to the Planning and Building section

## ACCOUNTABILITIES

- To the Regional Activation Unit through the provision of timely and competent advice
- To the Department of Planning and Community Development through providing high level support to the planning and building team as well as the Director
- To Council, through ensuring quality review and reporting around relevant planning issues
- To State and Federal agencies through the provision of effective information flows and high-level facilitation skills
- To other stakeholders through presenting Council in a competent, positive and engaged manner

## OBLIGATIONS TO THE ORGANISATION

1. You are required to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993 insofar as these are relevant to the role. Specifically, in respect of WHS, you are to take personal responsibility for work

- health and safety, in accordance with Council's systems and procedures, including fulfilling your responsibilities under the legislation as a worker.
2. You will promote a positive image of the Council to all relevant stakeholders through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
  3. You will perform other duties as required, provided such duties are within your areas of skill, confidence and training and provided such duties do not promote a narrowing of your skill base.

#### KEY RESULT AREAS

1. Peer reviewing work in a thorough and timely manner
2. Ensuring Council's positions are reflected in the SAP process, including
  - a. Master planning
  - b. Statutory instruments
3. Supporting the integration of SAP documentation with Council's Community Strategic Plan and Land Use Planning documents
4. Making submissions on all relevant planning and planning related issues associated with Inland Rail and the SAP investigation process
5. Involving planning staff in the work undertaken by the Regional Activation Unit
6. Mentoring Council's planning staff
7. Ensuring liaison on planning matters occurs within the Council, and with other councils and state and federal agencies as required.
8. Providing effective support to the Director, Planning and Community Development.
9. Reviewing and assessing SAP-related major development applications.
10. Working with the Regional Activation Manager to support the success of the Moree SAP.

#### DUTY STATEMENT

- SAP related planning activities including but not limited to:
  - Review of briefs to consultants as developed by state agencies associated with the SAP.
  - Peer review of SAP consultant studies in particular planning, heritage and environment
  - Participation in the SAP Master-planning process including integration of the Master Plan with Council's existing land use framework
  - Input into the form of statutory instrument to be used for the proposed SAP
  - Advice to potential project proponents
  - Review and assessment of major planning applications within or near the SAP precinct
  - Preparation of written and/or verbal advice to internal and external stakeholders
- Preparation of reports and submissions on planning documentation associated with Inland Rail including but not limited to:
  - Draft SEARS
  - Environmental Impact Statements and supporting documentation
  - Submissions Preferred Infrastructure responses
  - Any amendments or modifications to statutory approvals
  - Third-party agreements with ARTC
- Provide a link between the SAP planning team and the planning and building teams of Council, so as to:
  - Facilitate information flows and ensure Council strategic and statutory planning is well-integrated with the SAP process, including Councils, LSPS, LEP and DCP,
  - Ensure that Council planning staff gain professional benefits, by way of mentoring them and also through them providing support to the Intermodal/SAP unit
- Provide high level support to the Planning and Building section, (subject to time availability and relevant skills), including, desirably:
  - Complex building certification
  - Facilitating effective linkages between planning and building
  - Relieving/supporting, where necessary, the Director, Planning and Community Development to facilitate his input into SAP/Inland Rail.
- Other duties as required, within the experience and competence of the position holder.

## SELECTION CRITERIA

### Essential Criteria

- Tertiary Qualifications in Urban and Regional Planning at a four-year undergraduate degree level or two year graduate level with qualifications including Strategic Land Use Planning in addition to extensive experience as a planner.
- Strong research and analytical skills including the demonstrated ability to accurately interpret and apply legislative instruments and local policies in and related to land use planning.
- Excellent knowledge of planning documents including The Environmental Planning and Assessment Act and related legislation that is relevant to land use planning.
- Very well-developed interpersonal skills, and the ability to maintain positive relationships with internal and external stakeholders.
- Excellent Literacy and numeracy skills along with a high level of written and verbal communication skills including:
  - Written report writing and submission writing to a high level professional standard.
  - Presentation skills and effective public speaking skills.
  - Ability to communicate effectively with people at all levels.
- The ability to readily learn new skills and confidently adapt to changing situations.
- The ability to work effectively under pressure, to manage time, plan, organise and prioritise own work to achieve defined outcomes and statutory timelines.
- Effective organisational skills, with the ability to work well to deadlines along with strong attention to detail and perform work with a high level of accuracy.
- The ability to exercise sound judgement, and a high degree of initiative, confidentiality and sensitivity.
- Current Class C Driver's Licence.
- Hold a WHS General Construction Induction Card.

### Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>)

### Desirable Criteria

- Qualifications and/or experience in one or more of: Economic Development, Environmental Planning, Major Project Management, or Building Certification.
- Experience in budget management and cost control.
- Experience in managing contractors/consultants including the preparation of briefs.
- Experience in the Local Government sector.

### PLEASE NOTE:

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *All employees of Council are required to hold a WHS General Construction Induction Card and Have a Unique Student Identifier code.*
- *A job matched pre-employment health screening will follow interviews to ensure MPSC does not place your health and safety at risk if you are offered this position.*

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**Developed by:** Angus Witherby  
**Director of Planning & Community Development**

**Date:** May 2020

**Authorised by:** Lester Rodgers  
**General Manager**

**Date:** May 2020