

Candidate Information **Cook Shire Council** Planning Officer

October 2020

Cook Shire



Cook Shire Overview



Cook Shire enjoys a mild tropical climate with the wet season typically running from January to March, which is also the hottest part of the year. April to December brings a drier period and cooler weather, with temperatures averaging 27 degrees.

The number of people visiting Cook Shire and moving to this beautiful region is growing steadily, as access and facilities improve across the communities. There are airports and airstrips in most areas of the Shire, with the largest in Cooktown and Coen, and scheduled or charter flights available to those destinations and there is a regular bus service between Cairns and Cooktown.

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000km² and occupies 80 per cent of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts. About half of the Shire's 4400-strong population live in Cooktown, on the banks of the Endeavour River, with the remainder spread between the smaller population centres of Marton, Laura, Lakeland, Coen, Ayton, Rossville, Portland Roads and offshore islands including Lizard Island.

Cook Shire is enriched by the unique contributions of its smaller communities, with Lakeland a national leader in agriculture and Laura world famous for its rock art.

Cook Shire Council

Council has developed an organisational structure that maximises the effectiveness of service delivery to the community. The Council comprises the Chief Executive Officer and Executive Leadership Team along with three departments:

- Organisational Business Services.
- Community, Economy and Innovation.
- Infrastructure Services.

The Mayor, Chief Executive Officer and Directors form the Executive Leadership Team. The role of this team is to provide consultation on issues regarding the Council's strategic direction and long-term planning.

As one of the largest employers in Cape York, Cook Shire Council supports this growing region and a diverse community of over 4,400 people. It was recently ranked in the top 10 per cent of local governments across Australia so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.

Construction has begun on the Gateway to Cape York project. Once complete, the \$1.2 million project at Lakeland on Mulligan Highway will feature an iconic "gateway" which will include a purpose-built traveler information centre, a rest stop area and an interactive sculpture park that will showcase communities from Cape York. It is anticipated that phase one of the project will be complete in time to welcome visitors attending the Cooktown and Cape York Expo 2021 being held between 11-20 June next year.

For further information please visit the [Cook Shire Council website](https://www.cookshire.qld.gov.au/).



Council Information

[Cook Shire Corporate Plan 2017 - 2022](#)

[Cook Shire Operational Plan 2020 - 2021](#)

For further information please visit www.cook.qld.gov.au



Planning Officer

Division:	Organisational Business Services
Location:	Council Administration Office, 10 Furneaux Street, Cooktown
Reports to:	Manager Planning and Environment
Employment Status:	Permanent full time



POSITION OBJECTIVES

- Co-ordinate and enable sustainable development by the assessment of Town Planning development applications within Cook Shire.
- Provide specialist town planning advice to all stakeholders involved in matters of development assessment.
- Coordinate the application of integrated land use planning policy and strategy consistent with Council's Policy Framework.
- To be a point of contact for developers, State agencies and other stakeholders involved in planning and development applications, provide advice on statutory pre-lodgment enquiries, and on development compliance matters. Communicate with relevant parties regarding the status of planning applications and queries.
- Ensure statutory compliance is achieved as required by legislation in the town planning, development assessment process.

Position Requirements

Qualifications, Experience and Skills

- Tertiary qualifications in urban and/or regional planning, or equivalent with post graduate experience in development application assessment (preferably in a local government setting).
- Capability to assess, evaluate, analyse and provide recommendations for a variety of development applications ranging in complexity; with the ability to work independently and collaboratively within the Planning and Environment team and Council to deliver development assessment objectives within designated Corporate or legislative timeframes.
- Excellent communication skills, both written and verbal, with a high standard of report writing and confidence to speak with senior leaders, architects, external town planners and State agencies.
- Work collaboratively with internal departmental officers, State Government bodies, industry, stakeholders and community on facilitating timely and high-quality development assessment outcomes.
- Demonstrated ability to provide timely advice to both internal and external customers of Cook Shire Council, in a professional, pleasant and helpful manner.
- Demonstrated experience in the understanding and interpretation of Qld planning legislation, Planning Schemes, Local Laws and Policies.
- Ability to be well organised and to prioritise work requirements.
- Ability to use databases and software relevant to the requirements of the job (e.g. Qld Globe, CM9, Authority, Word Processing and Database Packages).
- Ability to interpret and understand mapping documentation, building design and working drawings, along with planning and technical reports.
- Queensland Drivers Licence or ability to obtain one.

Interpersonal Skills

- Effective conflict resolution and mediation skills to be able to effectively resolve disputes and conflicts.
- The ability to work in a team environment and engage with Council Staff, contractors, development professionals, legal representatives, and State Agency stakeholders involved in the provision of development services to Council's customers.
- Demonstrated ability in using interpersonal and social skills including efficiency and a professional attitude in communicating with all levels of staff, members of the public, community groups and government departments.

Why this role?

- Reporting to the Planning and Environment Manager, you will be able to make the role your own. Aspirations to leverage yourself further and (understandably this will be based on performance) the chance to act as 2IC to the Manager of Planning and Environment from time to time is something you can genuinely strive towards.
- If you feel you can be passionate about the role you can play in coordinating and enabling sustainable development and in providing specialist town planning advice to all stakeholders involved in matters of development assessment then this is a great position and opportunity to join a progressive Council where you can truly make your mark.
- Cook Shire Council was recently ranked in the top 10 per cent of local governments across Australia, so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.



Other Information

- Cook Shire Council is an equal opportunity employer and operates under a Certified Agreement.
- The tasks for the role will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.



Recruitment Process

Application Period:	Wednesday 14 th October – Monday 2 nd November 2020
Closing date for Applications:	10pm, Monday 2 nd November 2020
Initial Assessment:	3 rd November to 6 th November, 2020
Council Interviews:	Week commencing 9 th November, 2020

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

With the recommendation of Peak Services, Council will determine a shortlist of suitable candidates, and will arrange interviews with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide references and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- The annual salary level is between Level 5 and Level 6 ranging from \$74,456 (Level 5) and \$82,858 (Level 6) subject to qualifications, experience and knowledge.
- SPA Salary Packaging – [see attached information](#)
- Annual locality allowance single \$2367, with dependents \$4734.
- Council's Indoor Certified Agreement allows for:
 - * 5 weeks annual leave
 - * 5 days bereavement leave
 - * 15 days sick leave
 - * Sick leave incentive
 - * Overtime and/or TOIL
 - * 1 RDO per month/19 Days over 4 weeks
- Council has just completed their staff survey, and benchmarked against 90-plus other councils, Cook Shire Council is in the top quartile in terms of overall staff happiness, engagement and performance, making it a great place to work!



Principal Consultant Recruitment – Rona Horsfall

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