

Candidate Information

Cook Shire Council

Co-ordinator
Planning and Environment

November 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.

More information about the region can be found [HERE](#)

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.



Council Information

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

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

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



Co-Ordinator Planning and Environment

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 the administration processes for development applications for Town Planning, Operational Works, Plumbing and Building applications within Planning and Environment Services, and across the whole of Council.
- To be a point of contact for developers, State agencies and other stakeholders involved in development applications and development compliance matters.
- Ensure statutory compliance is achieved as required by legislation regarding the development assessment process for all development applications, including plumbing and building certification.

Position Description

Duties and Responsibilities

- Assist the Planning Officer to co-ordinate pre-lodgment development meetings between applicable Council Departments and the applicants ensuring the applicant has a clear and open understanding of any requirements.
- Oversee compliance in record keeping and development timeframes to ensure all development files are kept in accordance with legislative requirements.
- Liaise with and collate required information between Council Departments and the Planning and Environment section in order to gather the necessary information required for the relevant officers to assess development applications.
- Responsible for Plumbing Inspector and Planning and Environment Administration Assistant.
- Assist Customer Service, when required, with development enquiries.
- Administration duties with regards to Cemetery records and allocation of plots as required.
- Provide administration support to the Planning Officer as required.
- Provide administration support to the Planning and Environment Manager.
- Perform ad hoc tasks as required.

Interpersonal Skills

- Effective conflict resolution and mediation skills to be able to effectively resolve disputes and conflicts.
- Demonstrated supervisory skills/experience.
- Positive team communication skills.
- 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.

Position Description

Qualifications, Experience and Knowledge

- Tertiary qualifications or equivalent work experience in a building, urban planning, property or other related industry sector.
- Demonstrated ability to provide timely advice to both internal and external customers in pleasant and helpful manner.
- Proven ability to be well organised and to prioritise work commitments.
- Ability to use databases and software relevant to the requirements of the job (e.g. MapInfo, CM9, Authority, and Database Packages).
- Ability to interpret and understand mapping documentation, building design and working drawings, along with planning and technical reports.
- Queensland Driver's Licence.

Organisational and Reporting Relationships

- Reports to the Manager Planning and Environment.
- Supervision of Plumbing Inspector and Planning and Environment Administration Assistant.
- Liaise with Council staff, community members and representatives from Government Departments.

Selection Criteria

Essential

- Tertiary qualifications or equivalent work experience in a building, urban planning, property or other related industry sector
- Demonstrated ability to research and interpret legislation.
- Excellent team and customer communication skills and interpersonal skills including negotiation, collaboration and conflict resolution skills.
- Demonstrated time management skills including the ability to set project priorities, plan and organise own work to achieve deadlines.
- High level of competency in literacy and experience in Microsoft Office programs including word, spreadsheets and databases.
- Possess a current Class C Driver's Licence.
- Experience working within the Planning and/or Building field (highly regarded).

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) is something you can genuinely strive towards.
- If you are passionate about further developing your career within the building/property and/or urban planning field this is a unique opportunity to play an important role in coordinating building/development applications and in providing a high level of customer service to all stakeholders involved. You will be joining a progressive Council where you can truly make your mark and ensure all activities in the department run smoothly and abide by legislative requirements.
- 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:	Friday 20 th November – Monday 7 th December 2020
Closing date for Applications:	10.00pm, Monday 7 th December 2020
Initial Assessment:	8 th December to 11 th December, 2020
Council Interviews:	Council will have initial discussions with suitably qualified candidates prior to Christmas with formal interviews to be conducted w/c 11 th January 2021.

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 undergo a pre-employment medical which includes D&A testing.

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 4 and Level 6 ranging from \$69,724.87 (Level 4) and \$82,858.17 (Level 6) subject to qualifications, experience and knowledge.
- SPA Salary Packaging – [see attached information](#)
- Annual locality allowance single \$2367.00 with dependents \$4734.00
- 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's 2019 staff survey was benchmarked against 90-plus other councils, Cook Shire Council was 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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