

Position Description – Strategic Planner

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| Position Number: | 3030 |
| Division: | Environmental Services |
| Hours Per Week: | 35 |
| Award: | Local Government (State) Award |
| Grade (SAS): | 22 |
| Location: | Civic Centre |
| Position Reports to: | Coordinator – Strategic Planning |
| Positions Reporting Direct to this One | Nil |

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents needs and situations



Equity

We deal equally and honestly with customers and each other



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships

Position Description Coverage

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

Accountability Objective

This position is responsible for progressing, to a satisfactory level, strategic land use planning across Council, and implementing the requirements within the locality of state and federal government, private enterprise, planning organisations, environmental and other groups and the general community.

Principal Accountabilities

- Carry out research and other planning projects relating to sustainable strategic planning for the Lane Cove Local Government Area.

- Produce, in accordance with the Environmental Planning and Assessment Act, and other legislation, planning instruments and other strategic planning documents (including local environmental plans/ development control plans/ policies/ guidelines etc) that are legal and reflect the views of Council and the community.
- Monitor relevant government websites routinely to update staff on legislative and other changes.
- Liaise with internal and external bodies and authorities, including NSW Department of Planning, Housing & Infrastructure.
- Contribute to the maintenance, review and amendment of the Lane Cove and State Heritage Register and related controls.
- Contribute to the maintenance, review and amendment of Council's Section 7.11 Plan.
- Contribute to the maintenance, review and amendment of Council's Land Register and Community Land Management Plan.
- Verify Section 10.7 Certificates for issue; this may involve their initial processing and creation of attributes.
- Administer the release of liens for subdivision processing.
- Assess and administer planning proposals.
- Assist in the administration of street renumbering and renaming of streets and suburbs.
- Undertake community consultation, including public notices, community surveys, web and email information services and text and graphic displays for public exhibitions, and facilitating public meetings.
- Prepare reports to Council, to a satisfactory standard of presentation.
- Assist in the preparation of funding applications, and in preparing briefs for, engaging and supervising consultants.
- Undertake other urban planning and administrative tasks as required, including responding to any daily inquiries.
- In liaison with the Coordinator, supervise temporary staff.
- Attend Council meetings and public meetings outside normal business hours as required.
- Any other accountabilities or duties as directed by the supervisor which are within the employee's skills, competence and training, to assist to deliver high quality Strategic Planning services across Council.

Key Organisational Accountabilities

- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Ensure that the following principles from Council's Code of Conduct are taken into consideration in the

carrying out of all Council duties - integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.

- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment; and
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Key Result Areas

- Legislation relating to strategic planning is complied with, including the requirements of Part 3 of the *Environmental Planning and Assessment Act 1979* and related parts of the *Environmental Planning and Assessment Regulation 2021*, in preparing and amending local environmental plans, development control plans and section 7.11 contribution plans, state environmental planning policies and section 9.1 directions, the Local Government Act 1993 sections relating to LEP-making and public land management and others.
- Minimum statutory consultation requirements are satisfied, public submissions are summarized thoroughly and concisely addressed in Council reports, and community consultation is undertaken in a thorough and courteous manner through a range of text, graphic, visual, hard copy and electronic means.
- All statutory and policy requirements in relation to the maintenance of records are satisfied.
- Documents are prepared and recorded in accordance with Council's adopted procedures and format.
- Policies reflect the values and objectives of Council and demonstrate best practice strategic planning.
- Reports, responses to requests from Councillors, staff and the public and other tasks are undertaken within timeframes agreed upon with the Coordinator.
- Reports are prepared in plain English, free of grammatical and typing errors and show a thorough approach to both research and the development of recommendations.
- Objective and well-balanced reports with carefully considered specialist evidence and advice are drafted for Council on relevant strategic planning and urban development issues, on strategies and on responses to Councillor's requests.

Selection Criteria

All **bold** essential criteria **must** be addressed when applying for the role.

Essential

- **Bachelor Degree in Urban Planning or related field OR equivalent qualifications combined with experience.**
- Demonstrated experience in the preparation of strategic planning documents (i.e. Local Environmental Plans, Development Control Plans, Master Plans etc.).
- **Proven strong knowledge of the Environmental Planning and Assessment Act, Local**

Government Act, Heritage Act and NSW planning policies.

- Demonstrated strong and effective written and verbal communication including excellent report writing skills, word processing packages, database, spreadsheet and e-mail applications.
- Demonstrated effective time management and organisational skills with the ability to multi-task and balance competing priorities.
- **Demonstrated ability to work autonomously in addition to effectively contributing to a team on a regular basis.**
- **Current Class C Drivers License.**

Desirable

- Demonstrated effective Project Management skills.
- Experience in Geographic Information Systems (GIS) software.
- Previous local government experience.
- Knowledge of property systems.
- Knowledge of Land subdivision processing.
- Experience in Heritage review.
- Experience in Section 7.11 Plan review.
- Experience in consultation practices including presentation skills.
- Knowledge of Urban Design principles.
- Development applications assessment.
- Strong negotiation skills.

Signatures

Position Holder: _____ Date: _____

Manager: _____ Date: _____

Director: _____ Date: _____

Reviewed and Finalised

Date: February 2025