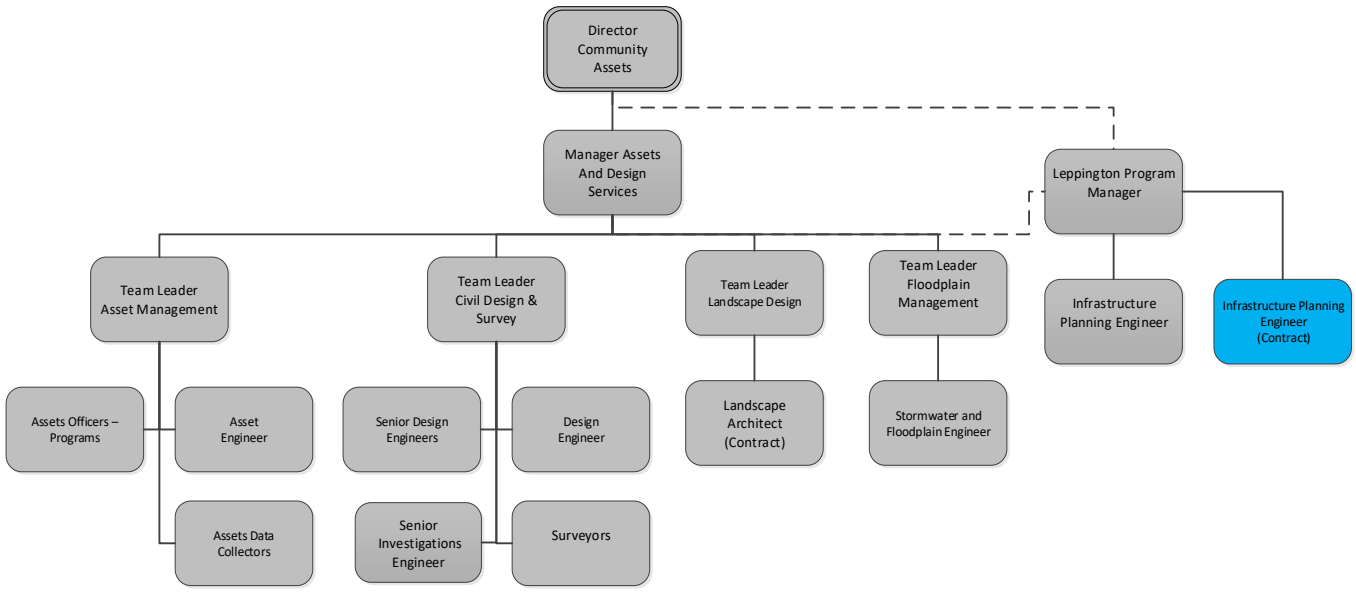
growth
opportunity
excellence

POSITION DESCRIPTION

Position Title	Infrastructure Planning Engineer – Growth Areas
Position Number	34179.1
Division	Community Assets
Branch	Assets and Design Services
Grade	17
Special Requirements	Drivers licence Ability to work flexible hours, including attending meetings outside normal working hours WHS Construction and Induction Certificate
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Actively Managing Camden LGA's Growth Strong Local Leadership
Local Service/s	Protection of the natural environment Appearance of public areas

Reporting Structure



Position Purpose

To assist in the planning and coordination of infrastructure, so that Leppington and the future growth areas are well structured, connected, cohesive and liveable, with high quality infrastructure and facilities.

Key Result Areas

- **Infrastructure Planning**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

Key Duties & Responsibilities

Broad LGA Wide and Precinct Planning

- Assist in coordinating the mapping of future and existing open space, drainage, streets, roads, services and active transport networks to understand linkages between infrastructure at an LGA and precinct wide scale.
- Identify projects that have been, are required to be, or would provide benefit if considered in a coordinated way if, undertaken at a precinct or larger scale.
- Provide an action plan and time frame for the completion of LGA/Precinct wide projects.

Preliminary Design and Master planning

- Assist in determining projects that need to be completed to provide information for future projects or Development Applications, such as Water Cycle Management Plans, Traffic Studies, Environmental Studies, Geotechnical/Contamination, Recreation, etc
- Determine which projects should be programmed together in a tranche
- Manage the preliminary designs
- Ensure projects integrate with other projects, both the different categories of infrastructure such as open space, drainage, roads etc and different stages of delivery, such as planning, design and delivery.
- Ensure projects integrate with Development Applications

Concept Design – Assist in:

- Identifying the projects/tranches that are required and when
- Ensuring tranches and projects are appropriately managed
- Ensuring projects integrate with other projects
- Ensuring projects integrate with Development Applications

Detailed Design – Assist in:

- Identifying and document the projects that are required and when
- Ensuring projects are appropriately managed
- Ensuring projects integrate with other projects
- Ensuring projects integrate with Development Applications

Leppington and Growth Area coordination and liaison:

- Liaise with the various stakeholders including public authorities
- Assist in ensuring coordination is occurring between projects and the various stakeholders
- Assist in ensuring information is passed amongst the various stakeholders, so everyone is informed

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area
- Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix (attached)

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Tertiary qualifications in Civil Engineering,
- Experience in infrastructure planning,
- Demonstrated experience in the investigation, survey, design and estimation of engineering projects. In particular; road, drainage, traffic, stormwater and environmental works,
- Proven ability to manage multiple projects and achieve outcomes within budget and to defined timelines,
- Proficiency in Microsoft Office computer applications.
- Excellent written and oral communication skills including the ability to relate well to internal and external clients and the ability to write analytical and logical reports drawing justified conclusions.
- Ability to deliver a strong customer/community service focus utilising strong negotiation skills,

Desirable

- Understanding of Local Government operations, processes and administrative procedures.
- Experience in Development Assessment

Prepared By	Leppington Program Manager
Date Prepared	October 2018

	Reviewed April 2021
I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.	
Employee Name:	
Employee Signature:	
Date:	

WHS Roles and Responsibilities

Authority Level								WHS Responsibilities		Accountability Check		
General Manager	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		As far as reasonably practicable ensure:	Yes	No	N/A
✓								1.	The health and safety of workers engaged or caused to be engaged by Council.			
✓								2.	The health and safety of workers whose activities in carrying out work are influenced or directed by Council.			
✓								3.	The health and safety of other persons is not put at risk from work carried out as part of the conduct of Council.			
✓	✓	✓	✓	✓	✓	✓		4.	The provision and maintenance of a work environment without risks to health and safety.			
✓	✓	✓	✓	✓	✓	✓		5.	The provision and maintenance of a safe place and structures.			
✓	✓	✓	✓	✓	✓	✓		6.	The provision and maintenance of safe systems of work.			
✓	✓	✓	✓	✓	✓	✓	✓	7.	The safe use, handling and storage of plant, structures and substances.			
✓	✓	✓	✓	✓	✓			8.	The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities.			
✓	✓	✓	✓	✓	✓	✓		9.	The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of Council.			
✓	✓	✓	✓	✓	✓	✓		10.	The health of workers and the conditions at the workplace are monitored for preventing illness or injury of workers arising from the conduct of Council.			
✓	✓	✓	✓	✓	✓	✓	✓	11.	Process for complying with any duty or obligation under the *Work Health and Safety Act 2011* and *Regulations 2017.*			
✓	✓	✓	✓	✓	✓			12.	That any SafeWork notifiable incidents are reported to the regulator in accordance with the *Work Health and Safety Act 2011* and *Regulations 2017.*			

Authority Level								WHS Responsibilities		Accountability Check		
General Manager	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		As far as reasonably practicable ensure:	Yes	No	N/A
✓	✓	✓	✓	✓	✓			13.	Council upholds its commitment to all workers who have sustained a work-related injury in accordance with Legislative requirements.			
✓	✓	✓	✓	✓	✓	✓		14.	Acquire and keep up-to-date knowledge of work health and safety matters			
✓	✓	✓						15.	Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised.			
✓	✓							16.	Accident/incident statistics for the Directorates are reviewed monthly.			
✓	✓	✓						17.	The health and safety of workers engaged, or caused to be engaged, by Council is managed.			
✓	✓	✓	✓	✓				18.	Safe plant and structures are provided and maintained.			
✓	✓	✓						19.	Budgets include funds for WHS requirements, including (but not limited to) specialised safety training, safety equipment and health monitoring.			
		✓						20.	Ensure risk management activities are fully implemented across their branch.			
		✓						22.	Ensure all hazards and incidents are reported for their branch.			
		✓	✓	✓	✓	✓		23.	Take remedial action for workers who are non-compliant with Council's WHS Management System.			
✓	✓	✓	✓	✓	✓	✓		24.	Make recommendation for improvement of the WHS Management System and implement approved processes and procedures.			
		✓	✓	✓	✓			25.	Provide transitional duties for injured workers as an integral part of the return to work process.			
✓	✓	✓	✓	✓	✓	✓		26.	All proposed purchases comply with Council's Procurement Policy.			
		✓						27.	Ensure all accidents and incidents are investigated and remedial actions are initiated in their branch.			
✓	✓	✓	✓	✓	✓	✓		28.	The use of appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of Council.			

Authority Level								WHS Responsibilities		Accountability Check		
General Manager	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		As far as reasonably practicable ensure:	Yes	No	N/A
		✓	✓	✓	✓	✓		29.	Ensure consultation and the dissemination of WHS information in their branch.			
✓	✓	✓	✓	✓	✓	✓	✓	30.	Lead and be a role model in demonstrating positive safety behaviours in the workplace.			
		✓	✓	✓	✓	✓	✓	31.	Monitor workers including contractors' work practices to ensure they comply with Council's Policies Procedures and legislative requirements.			
		✓	✓	✓	✓	✓	✓	32.	Take reasonable care for health and safety of self and others including the implementation of risk control measures within their control to prevent injuries/illnesses.			
			✓	✓	✓	✓	✓	33.	Advise managers of workers/contractors who are not engaging in safe work practices.			
		✓	✓	✓	✓	✓		34.	Ensure team meetings include safety issues as a standard agenda item.			
		✓	✓	✓	✓	✓		35.	Support workers on transitional duties whilst on return to work plans.			
			✓	✓	✓	✓	✓	36.	Ensure WHS documentation is completed meeting document control requirements.			
✓	✓	✓	✓	✓	✓	✓	✓	37.	Be fully aware of legislation which regulates their duties.			
		✓	✓	✓	✓	✓		38.	Ensure, so far as is reasonably practicable, the provision of any information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety arising from work carried out by or on behalf of Council.			
			✓	✓	✓	✓	✓	39.	Ensure equipment purchased is maintained and inspected.			
✓	✓	✓	✓	✓	✓			40.	Gain an understanding of the nature of the operations of Council and generally of the hazards and risk associated with those operations.			
	✓	✓	✓	✓	✓	✓		41.	Ensure, so far as is reasonably practicable, the provision of information, training, instruction and supervision that is necessary to protect all person.			
		✓	✓	✓	✓	✓		42.	Ensure incidents/accidents are investigated, control measures are implemented, and corrective actions are closed out.			
			✓	✓	✓	✓	✓	43.	Participate in workplace inspections when required.			

Authority Level								WHS Responsibilities		Accountability Check		
General Manager	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		As far as reasonably practicable ensure:	Yes	No	N/A
		✓	✓	✓	✓	✓	✓	44.	Communicate and undertake consultation on WHS and Injury Management related matters with work area.			
			✓	✓	✓	✓		45.	Allocate work tasks in accordance with employee skills.			
			✓	✓	✓	✓	✓	46.	Assist in the development of return to work plans.			
			✓	✓	✓	✓		47.	Monitor workers on return to work plans.			
			✓	✓	✓	✓	✓	48.	Develop, review and complete WHS procedures and processes at the operational level.			
✓	✓	✓	✓	✓	✓	✓	✓	49.	Communicate and undertake consultation on WHS related matters to work team.			
			✓	✓	✓	✓	✓	50.	Monitor and review WHS in work team activities.			
			✓	✓	✓	✓	✓	51.	Inspect and/or wear /use PPE in accordance with instruction/training. (if required)			
✓	✓	✓	✓	✓	✓	✓	✓	52.	Ensure WHS procedures and processes are applied to self and team activities.			
			✓	✓	✓	✓	✓	53.	Review WHS procedures and processes at the operational level.			
	✓	✓	✓	✓	✓	✓	✓	54.	Comply with reasonable instruction issued by Council.			
✓	✓	✓	✓	✓	✓	✓	✓	55.	Cooperate with policies and procedures, including reporting of hazards/incidents via Council's reporting process.			
✓	✓	✓	✓	✓	✓	✓	✓	56.	Undertake risk assessment as required prior to commencing a task.			
			✓	✓	✓	✓	✓	57.	Inform supervisor of any damage to or defect of plant and equipment.			
✓	✓	✓	✓	✓	✓	✓	✓	58.	Demonstrate positive safety behaviours in the workplace.			

WHS Roles and Responsibilities

I accept and agree to use my best endeavours to fulfil my WHS responsibilities

Name of Employee	Signed	Date
Supervisors Name	Signed	Date

Action Plan:

Comments: