

## Position information

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<b>Position Title:</b>	Strategic Planner
<b>Classification:</b>	Band 6
<b>Reports to:</b>	Coordinator Strategic Planning
<b>Division:</b>	City Planning and Amenity
<b>Department:</b>	Urban Strategy

## Our strategic context

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### Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

## Position Purpose

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The Strategic Planner helps protect and enhance the quality and character of the natural and built environment for the benefit of current and future generations by supporting the preparation and implementation of land use policies and plans.

## Position - Responsibilities

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Responsibility	Outcomes
Ensure that Council fulfils its strategic planning obligations under various State policies and legislation that impact the use and development of land within the municipality.	Specialist advice is provided to the organisation and Council's clients regarding strategic planning matters.
Assess and prepare reports regarding changes to State and Federal Government planning policy and associated legislation and, where required, prepare	Policy is interpreted and implications of change identified.

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<p>recommended submissions regarding changes to the Planning Scheme.</p> <p>Prepare, assess and process Planning Scheme Amendments, including Council initiated or respondent requested amendments, in accordance with statutory and organisational processes and requirements.</p>	<p>Procedures and planning scheme amendments comply with legislative and Council processes.</p>
<p>Contribute to the continued improvement and ongoing effectiveness of the Bayside Planning Scheme to achieve Council's short term and long term planning objectives.</p> <p>Work with the Strategic Planning Coordinator and Manager Urban Strategy in developing programs and new systems to improve the operation of the Urban Strategy department.</p>	<p>Policy and strategy is translated into the Bayside Planning Scheme and implemented effectively.</p>
<p>Contribute to the development and implementation of strategic planning related strategies, plans, studies, guidelines and policies that achieve Council's planning objectives in accordance with Departmental commitments and priorities.</p>	<p>Strategies, plans and policy documents are based on research, identified trends and policy direction.</p>
<p>Prepare submissions on behalf of Council to present to Panel hearings or in response to State and Federal policy directives.</p> <p>Excellent verbal and written communication skills and the ability to explain concepts in simple terms.</p> <p>Prepare reports in consultation with the Strategic Planning Coordinator in response to strategic planning related issues for the consideration of the Manager Urban Strategy, Executive Team and Council.</p> <p>Ensure prompt and professional responses to enquiries and complaints.</p> <p>Ensure coordination of actions with other Council departments.</p>	<p>Council is professionally represented and the community and staff receive clear and credible communication.</p>
<p>Ensure allocated projects and tasks are managed in accordance with sound project management principles, including delivery within agreed quality standards, timelines and budgets.</p>	<p>Projects are delivered on time, on budget and to a high standard of quality.</p>

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Organise and facilitate project steering committee and consultation meetings, including minute taking as required.	
Provide guidance and advice to the Strategic Planner (Band 5) and department administrative staff and ensure that professional standards are maintained.	Junior staff members and administration staff are supported and mentored to ensure quality outcomes are achieved.

## Position - Organisational Relationships

**Key Internal Contacts:** Strategic planning team, Urban Strategy administration officers, Economic Development team, Statutory Planning team, City Planning and Amenity Division, other Council departments, Councillors and Executive team.

**Key External Contacts:** Relevant State and Federal Government Departments, State Authorities and Agencies, Panels and Tribunals, Community members and groups, Developers, applicants and consultant representatives, Business owners, Other relevant local municipalities, Consultants, contractors, advisors and legal representatives, Industry bodies and working groups.

## Position - Delegations

**Financial Delegations:** As per Financial delegations

**HR Delegations:** As per People and Position delegations

## Position – Skills and Competencies

Accountability and Extent of Authority	<ul style="list-style-type: none"> <li>• Work with the Strategic Planning Coordinator and Manager Urban Strategy in ensuring the effective and efficient day-to-day operation of the Strategic Planning team and Urban Strategy department.</li> <li>• Accountable for providing a professional level of service and specialist strategic planning advice to the organisation and Council clients, following guidelines and under supervision.</li> <li>• The freedom to act is governed by clear objectives and/or budgets and is subject to regulations, policies and regular supervision. Whilst some aspects of the work must be</li> </ul>
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	<p>undertaken within specific processes, as set down in legislation and that generally fall within specific guidelines, wide scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.</p> <ul style="list-style-type: none"> <li>• Accountable for undertaking allocated tasks in a timely and proficient manner and deliver projects and undertake tasks in accordance with agreed quality standards and budget allocations.</li> <li>• Accountable for the effective and efficient processing of planning scheme amendments and general enquires.</li> <li>• Accountable for the preparation of reports for Council and detailed submissions for presentation to independent panels.</li> <li>• In consultation with the Strategic Planning Coordinator and/or Manager Urban Strategy, may delegate work to administrative staff.</li> <li>• Participate in and prepare for consultation meetings.</li> <li>• Formulate recommendations to the Strategic Planning Coordinator and/or Manager Urban Strategy in regard to strategic planning and related matters.</li> <li>•</li> </ul>
Judgement and Decision Making	<ul style="list-style-type: none"> <li>• Issues of a non-routine or a sensitive nature will be referred to the Strategic Planning Coordinator.</li> <li>• Apply strategic planning knowledge and identify appropriate methods, processes and techniques to solve problems and satisfactorily complete tasks. This may involve improving and developing methods and techniques as required. Problem solving may involve the application of these techniques to new situations.</li> <li>• Make judgements in the formulation of recommendations to Council via the appropriate reporting mechanisms in regard to strategic planning matters.</li> <li>• Make judgements regarding the interpretation of planning and related legislation, the Planning Scheme and Council policy.</li> <li>• Use directions and skills to determine whether applications/proposals comply with relevant requirements and laws.</li> <li>• Guidance and advice is usually available from the Strategic Planning Coordinator or Manager Urban Strategy.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Well developed professional standards, oral communication and written skills.</li> <li>• Ability to gain cooperation from colleagues, Council clients, panels and tribunals in pursuit of Council's planning objectives.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of a team in the pursuit of common tasks.</li> <li>• Ability to work in a team environment with other Council Departments on Council committees and intra-organisational teams.</li> <li>• Ability to liaise with counterparts within other municipalities and similar organisations to discuss specialist strategic planning matters.</li> <li>• Ability to liaise with other employees of different functional areas within Council to resolve intra-organisational problems.</li> <li>• Well developed conflict, negotiation and problems resolution skills.</li> </ul>
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> <li>• Tertiary Qualification in Urban Planning or a related discipline.</li> <li>• Relevant experience in the Urban Planning profession, with demonstrated experience in urban planning and preferably in a strategic planning or related role.</li> <li>• Current Victorian Driver's Licence preferred.</li> </ul>
<p>Specialist Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>• Strong understanding of strategic planning principles is demonstrated.</li> <li>• Knowledge of planning and related legislation impacting on the municipality, the planning scheme, local laws, Council policy and planning theory and techniques.</li> <li>• Ability to interpret relevant legislation, policy and technical information.</li> <li>• Ability to apply appropriate theory, principles and techniques to solve problems and complete tasks.</li> <li>• Ability to communicate specialist information in a clear and concise manner to the organisation and Council's clients.</li> <li>• Ability to keep informed of changes and developments in planning knowledge and techniques.</li> <li>• Ability to contribute to and guide policy development.</li> <li>• Understanding of the long-term department goals and appreciation of wider organisation goals.</li> <li>• Demonstrated ability to organise and effectively participate in meetings.</li> <li>• A knowledge and understanding of the Occupational Health and Safety, equal opportunity, and disability legislation and guidelines.</li> <li>• Computer literacy skills including knowledge of spreadsheets, database applications, word processing and GIS.</li> <li>• An understanding of the Department's long term goals and of the relevant policies of both the Department and the wider organisation.</li> </ul>

Management Skills	<ul style="list-style-type: none"> <li>• Ability to manage personal time, to set priorities and plan and organise own work and to effectively communicate requirements to administration staff to achieve specific and set objectives in the most efficient way possible within the resources available and within Departmental workplans.</li> <li>• Meet or exceed statutory time limits, Council and client expectations.</li> <li>• Ability to set targets to prescribed deadlines and prioritise work programs.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to use initiative and be self motivated</li> <li>• Ability to implement occupational health and safety, equal opportunity and development practices.</li> <li>• This position will at times be required to work after hours to attend Council meetings, community meetings, consultation activities and functions.</li> </ul>
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## What we are all responsible for

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### Values and Behaviours

- Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways.
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



### Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.

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## Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



## Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



## Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



## Workplace Health, Safety and Wellbeing

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.

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- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



## **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



# Position Description



## Position information

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<b>Position Title:</b>	Senior Strategic Planner
<b>Classification:</b>	Band 7
<b>Reports to:</b>	Coordinator Strategic Planning
<b>Division:</b>	City Planning and Amenity
<b>Department:</b>	Urban Strategy

## Our strategic context

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### Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

## Position Purpose

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The Senior Strategic Planner helps protect and enhance the quality and character of the natural and built environment for the benefit of current and future generations by leading the preparation and implementation of land use policies and plans.

## Position - Responsibilities

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Responsibility	Outcomes
Ensure that Council fulfils its strategic planning obligations under various State policies and legislation that impact the use and development of land within the municipality.	Specialist advice is provided to the organisation and Council's clients regarding strategic planning matters.
Assess and prepare reports regarding changes to State and Federal Government planning policy and associated legislation and, where required, prepare recommended submissions regarding changes to the Planning Scheme.	Policy is interpreted and implications of change identified. Procedures and planning scheme amendments comply with legislative and Council processes.

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Prepare, assess and process Planning Scheme Amendments, including Council initiated or respondent requested amendments, in accordance with statutory and organisational processes and requirements.	
<p>Contribute to the continued improvement and ongoing effectiveness of the Bayside Planning Scheme to achieve Council's short- and long-term planning objectives.</p> <p>Work with the Strategic Planning Coordinator and Manager Urban Strategy in developing programs and new systems to continuously improve the operation and service delivery of the Urban Strategy Department.</p> <p>Contribute to the identification of strategic planning policy needs, gaps or problems and formulate options and actions to support their efficient and effective resolution.</p>	Policy and strategy is translated into the Bayside Planning Scheme and implemented effectively.
Develop and implement strategic planning related strategies, plans, studies, guidelines and policies that achieve Council's planning objectives in accordance with Departmental commitments and priorities.	Strategies, plans and policy documents are based on research, identified trends and policy direction.
<p>Manage complex projects and tasks in accordance with sound project management principles, including responsibility for delivering projects within agreed quality standards, timelines and budgets.</p> <p>Organise and facilitate project steering committee and consultation meetings, including minute taking as required.</p>	Projects are delivered on time, on budget and to a high standard of quality.

## Position - Organisational Relationships

### Key Internal Contacts:

Strategic planning team, Urban Strategy administration officer, Economic Development team, Manager Urban Strategy, Statutory Planning team, City Planning and Amenity Division, other Council departments, Councillors and Executive team.

### Key External Contacts:

Relevant State and Federal Government Departments, State Authorities and Agencies, Panels and Tribunals, Community members and groups, Developers, applicants and consultant representatives, Business owners, Other relevant local municipalities, Consultants, contractors, advisors and legal representatives, Industry bodies and working groups.

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## Position - Delegations

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<b>Financial Delegations:</b>	As per Financial delegations
<b>HR Delegations:</b>	As per People and Position delegations

## Position – Skills and Competencies

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<p>Accountability and Extent of Authority</p>	<ul style="list-style-type: none"> <li>• Work with the Strategic Planning Coordinator and Manager Urban Strategy in ensuring the effective and efficient day-to-day operation of the Strategic Planning team and Urban Strategy department.</li> <li>• Accountable for the timely provision of accurate, often complex, specialist information and advice to customers and stakeholders regarding the various facets of strategic planning.</li> <li>• The freedom to act is subject to professional and regulatory review, or is generally prescribed by a more senior position. Whilst some aspects of the work must be undertaken within specific processes, as set down in legislation and generally fall within specific guidelines, wide scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.</li> <li>• Accountable for undertaking allocated projects and tasks in a timely and proficient manner and deliver projects and undertake tasks in accordance with agreed quality standards, timelines and budget allocations.</li> <li>• Accountable for the effective and efficient processing of planning scheme amendments in accordance with relevant legislation, Ministerial Directions and established Departmental Process &amp; Procedures.</li> <li>• Accountable for compliance with all legislative and regulatory requirements and Council policies regarding strategic planning.</li> <li>• Accountable for providing mentoring support and technical guidance to less experienced colleagues within the team and Department.</li> <li>• Accountable for ensuring coordination of input and actions with other Council Departments.</li> <li>• In consultation with the Strategic Planning Coordinator and/or Manager Urban Strategy, the incumbent may delegate work to Administrative Staff.</li> <li>• Accountable for the preparation of reports, policies, strategies and similar as required and within relevant standards and requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>• This position does not have any financial authority or delegation.</li> <li>• Formulate recommendations to the Strategic Planning Coordinator and/or Manager Urban Strategy in regard to strategic planning and related matters.</li> </ul>
Judgement and Decision Making	<ul style="list-style-type: none"> <li>• The position operates with a degree of autonomy and issues of a non-routine or a sensitive nature will be referred to the Strategic Planning Coordinator and/or Manager Urban Strategy.</li> <li>• While occasional advice and guidance is available from the Strategic Planning Coordinator and Manager Urban Strategy, it is expected that the incumbent will operate with minimal direct guidance, with guidance and advice not always available within the organisation.</li> <li>• Apply strategic planning knowledge and identify appropriate methods, processes and techniques to solve problems and satisfactorily complete tasks. This may involve improving and developing methods and techniques as required. Problem solving will involve the application of these techniques to new situations and the need to recognise when these established techniques are not appropriate.</li> <li>• Make judgements in the formulation of recommendations to Council via the appropriate reporting mechanisms with regard to strategic planning matters.</li> <li>• Make judgements regarding the interpretation of planning and related legislation, the Planning Scheme and Council policy.</li> <li>• Capacity to apply judgement during discussions or negotiations about strategic planning issues to achieve the most appropriate outcome for Council.</li> <li>• Use directions and skills to determine whether applications/proposals comply with relevant requirements and laws.</li> <li>• In developing and formulating policy, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Well developed professional standards, oral communication and written skills.</li> <li>• Ability to gain cooperation from colleagues, Council clients, panels and tribunals in pursuit of Council's planning objectives.</li> <li>• Ability to work collaboratively as part of a team in the pursuit of common tasks.</li> <li>• Ability to work in a team environment with other Council Departments on Council committees and intra-organisational teams.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to liaise with counterparts within other municipalities and similar organisations to discuss specialist strategic planning matters.</li> <li>• Ability to liaise with other employees of different functional areas within Council to resolve intra-organisational problems.</li> <li>• Well developed conflict, negotiation and problem resolution skills.</li> <li>• Ability to negotiate with and persuade both internal and external stakeholders.</li> <li>• Ability to communicate complex planning information, concepts and theories to a range of audiences.</li> <li>• Ability to lead, motivate and develop less experienced team members.</li> </ul>
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> <li>• Tertiary Qualification in Urban Planning or a related discipline.</li> <li>• Relevant experience in the Urban Planning profession, with demonstrated experience at a senior level and in a strategic planning role.</li> <li>• Current Victorian Driver's Licence.</li> <li>• Experience in the use of Microsoft computer applications.</li> </ul>
<p>Specialist Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>• Strong knowledge of planning and related legislation impacting on the municipality, the Planning Scheme, local laws, Council policy and planning theory and techniques.</li> <li>• High level ability to interpret relevant legislation, policy and technical information.</li> <li>• Ability to apply appropriate theory, principles and techniques to solve problems, complete tasks and assess opportunities.</li> <li>• High level ability to communicate specialist information in a clear and concise manner to the organisation and Council's clients.</li> <li>• Ability to keep informed of changes and developments in planning knowledge and techniques.</li> <li>• Ability to apply analytical and investigative skills to enable the formulation of policy options from within a broad organisation-wide framework.</li> <li>• Understanding of the long-term Department and wider organisation goals, its values and aspirations and the legal and political context in which it operates.</li> <li>• Advocacy skills in representing Council before independent panels, advisory committees or forums.</li> <li>• High level understanding of project management principles, techniques and skills.</li> <li>• High level understanding of community and stakeholder engagement methods and techniques.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to organise, chair and effectively participate in and/or run meetings.</li> <li>• Flexibility in approach, ability to think laterally and apply innovative practises to satisfy the needs of changing circumstances.</li> <li>• A knowledge and understanding of the Occupational Health and Safety, equal opportunity, and disability legislation and guidelines.</li> <li>• Knowledge of and familiarity with the principles and practices of budgeting and managing financial resources.</li> <li>• Computer literacy skills including knowledge of spreadsheets, database applications, word processing and GIS.</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>• Ability to set, monitor and achieve goals.</li> <li>• Ability to effectively plan, organise and manage time to achieve targets within a set timetable and ability to re-organise to meet urgent priorities.</li> <li>• Ability to manage and reconcile competing priorities.</li> <li>• Ability to deliver projects within agreed quality standards, timelines and budgets.</li> <li>• Ability to contribute to the development of long-term staff strategies of the Department.</li> <li>• Ability to mentor, develop and provide leadership to less experienced team members.</li> <li>• Ability to identify and implement, in consultation with the Strategic Planning Coordinator, new systems, processes and practises aimed at continuously improving service delivery.</li> <li>• This position will at times be required to work after hours to attend Council meetings, community meetings, consultation activities and functions. Time in Lieu is available upon the approval of the staff member's manager in accordance with the Bayside Enterprise Agreement 2013, as amended.</li> </ul>

## What we are all responsible for



### Values and Behaviours

- Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways.
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.

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**Respect Each Other, Own It, Work Together and Find Better Ways**



## Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



## Customer Service

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- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



## Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



## Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.

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## **Workplace Health, Safety and Wellbeing**

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



## **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.