

<p style="text-align: center;">WALGETT SHIRE COUNCIL Position Description of: TOWN PLANNER</p>
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Position Title: Town Planner

Department: Environmental Services.

Reports Directly To: Director Environmental Services.

Grade: Grade 6 - 35hr

Present Incumbent:

Commencement Date:

Hours of Work: Monday to Friday – 35 hour week

Location of Work Place: Walgett Council Chambers and Lightning Ridge Office
(when required/directed)

Objectives:

1. To provide efficient and dependable planning and assessment services to all applicants.
2. To provide prompt, consistent, reliable and accurate professional guidance to applicants, Council, the community and government agencies on development and town planning related matters.
3. To provide land use planning related services that maintain or improve outcomes for the community, such as heritage conservation, Bio-Diversity Act, bushfire prone lands and development control related programs and projects.
4. To work effectively as part of a diverse and active team in a continually evolving environment.

Responsibilities:

On any given day, the successful candidates can expect to:

1. To provide advice to potential applicants and assessing planning, building and related applications at lodgement to ensure they meet Council's lodgement requirements.
2. Provide written and verbal advice to public, staff, etc. on land-use, Council policies and procedures and planning and building legislation.
3. To liaise with staff within and outside of the immediate Department as the need arises in relation to planning and building matters.
4. Assessment and processing of routine Development Applications, as required, including the provision of technical comments and conditions.
5. Processing and management of Operative Consent requests.
6. Assist with development and implementation of policy and procedures relative to the Development and Building Team.

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7. To ensure that there is reasonable provision and contribution to Department/Section work plans as required. To ensure that work is undertaken within/according to established work plans.
8. Develop, implement, update and monitor Local Environmental Plans, Development Control Plans, Section 94 Plans and Council policies in accordance with the Environmental Planning and Assessment Act 1979 and Regulation 2000, Local Government Act/Regulations and other relevant legislation.
9. Maintain a detailed current knowledge of legislation, policies and standards relevant to the position.
10. Report on a weekly basis to the Director Planning and Regulatory Services on development assessment and related activities, and keep the Environmental Services team ~~then~~ informed of any matters that are likely to reflect on Council as an organisation.
11. Liaise with other Government authorities as necessary.
12. Develop, implement and monitor programs relating to strategic land use planning, heritage conservation and environmental planning.
13. Prepare/issue relevant planning certificates including outstanding notices.
14. Update and monitor database systems that are relevant to the position.
15. Prepare written reports for Council on matters related to the Environmental Services Division.
16. Prepare statutory reports that are relevant to the position, such as local development performance monitoring, and state of the environment reports, as required.
17. To follow up formal complaints related to development control, as well as address significant issues arising from non-compliance with conditions of development consent and other matters related to the Environmental Services Division.
18. To gather and secure evidence, as well as represent Council in authorised legal proceedings relevant to the position.
19. Manage and participate in projects and grant funding projects, including writing and managing applications and projects relevant to the Environmental Services Division and assist other teams prepare grant funding applications.
20. Undertake other duties within employee's skills, competency and training as required.

General Accountabilities:

1. Develop and promote a positive image of the Shire, the Council and the community
2. Minimise Council's exposure to risk
3. Ensure consistent delivery of the highest level of customer service

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4. Deliver agreed outcomes, on time and in accordance with best practice principles
5. Develop an organisation environment that values and rewards integrity, trust and innovation
6. Ensure effective communication of corporate decisions, policies and directions to staff
7. Adherence to Council's documented EEO and WOHHS Policies and Procedures and applicable legislative requirements and observe Strong ethics, integrity and support for EEO and principles of fairness.
8. Maintain confidentiality of all Council operations
9. Ensure documented policies, codes of practice and processes are in place to provide governance activities of Council
10. Perform other duties as directed (within the skill range of the employee)
11. Demonstrated ability to work autonomously as well as part of a team.

Essential Criteria:

1. Tertiary qualifications in urban and regional planning or a closely related discipline.
2. Demonstrated advanced knowledge of land use planning related legislation.
3. Demonstrated advanced oral and written communication skills.
4. Demonstrated ability to make ongoing positive contributions to the continuous improvement of business processes.
5. Demonstrated advanced organisational skills and the ability to produce high quality work to pre-determined deadlines.
6. Demonstrated advanced skills in conflict resolution.
7. Demonstrated proficiency with software relevant to the position, including MS Word, Authority, Mapinfo, Trim or equivalent.
8. Commitment to a high level of customer service.
9. A current class "C" driver's licence.

Desirable Criteria:

1. Demonstrated advanced knowledge of Mapinfo GIS software.
2. Demonstrated advanced knowledge of merit assessment of development applications and Section 68 applications.
3. Demonstrate advanced knowledge of the Conveyancing Act, Heritage Act, Biodiverse Act, Roads Act
4. Eligible for full membership of the Planning Institute of Australia.

Other items to consider with position

1. Housing