

POSITION DESCRIPTION

Planning & Development Officer

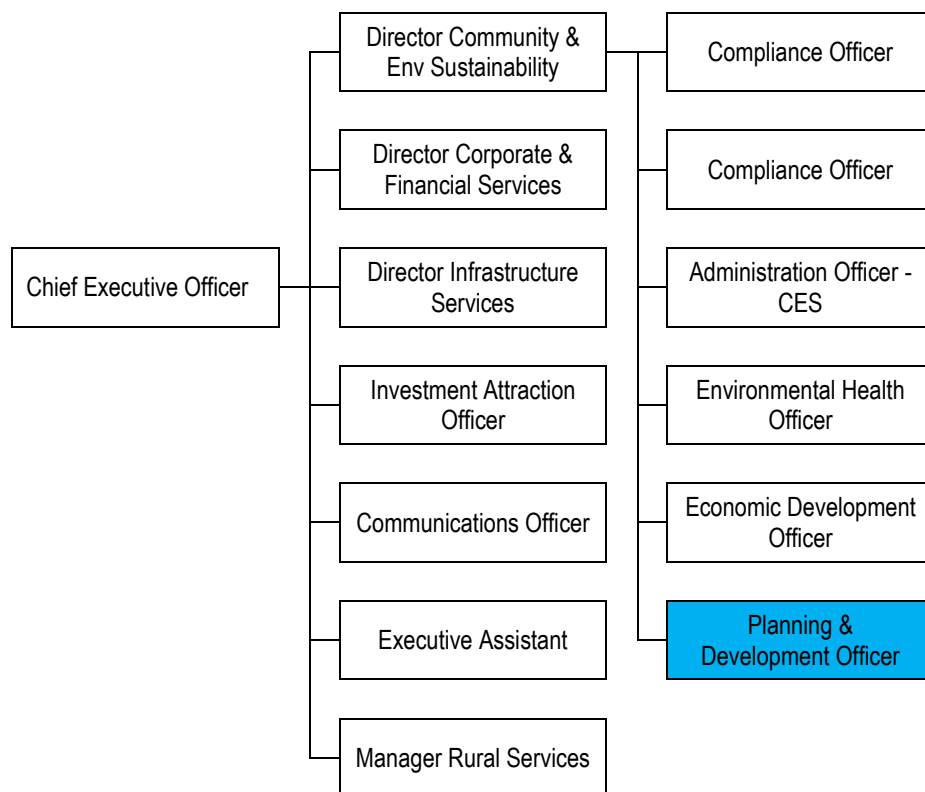
Position Title	Planning & Development Officer
Reports To	Director Community & Environmental Sustainability
Immediate Reports	Nil
Principal Location	118 Victoria Street, St George
Employment Basis	Permanent

PURPOSE OF THE POSITION

The **Planning & Development Officer** is responsible for:

- carrying out land use planning functions and providing clear, prompt advice to the general public, council staff, and councillors on matters related to planning for the use and development of land within the Balonne Shire Council
- ensuring Council's statutory obligations under *Sustainable Planning Act 2009*, *Local Government Act 2009*, *Building Act 1975*, *Plumbing and Drainage Act 2002*, and the Balonne Shire Planning Scheme are met
- processing planning, building, and plumbing applications in liaison with technical consultants and in accordance with relevant legislation and the planning scheme and
- contributing to the preparation of planning reports, policies, and amendments and preparation of submissions regarding strategic planning matters

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES

Council is committed to the following core values to achieve its vision and mission:

- ✓ **Respect** - for the system of government, laws, people and environment
- ✓ **Teamwork** - teamwork, trust and loyalty in a collaborative effort to deliver the best possible service to our customers
- ✓ **Accountability** - responsibility to our community for our decisions, our successes and our failures
- ✓ **Innovation** - embrace continuous improvement and encourage new ideas and innovation
- ✓ **Empowerment** - develop the capacity of our communities to achieve self-determination, value our staff and commit to their ongoing training and development

KEY CRITICAL PROCESS RESPONSIBILITIES

Strategic Land Use Planning

Land Use Planning, Assessment & Compliance

EXTENT OF AUTHORITY / DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Director Community & Environmental Sustainability. This position has nil delegated purchasing authority in accordance with Council's Delegation Register.

KEY RESPONSIBILITIES

Planning & Development

- Provide a high level of customer service to all parties involved in the development approvals process with a focus on achieving positive outcomes for Council and the community
- Research, analyse and prepare reports and recommendations to Council on development applications, planning scheme amendments, and other planning issues
- Administer and enforce the Balonne Shire Council Planning Scheme and associated legislation as commensurate with skills and qualifications
- Undertake, facilitate, coordinate, and monitor the assessment of development applications, inspections, and other development related activities in accordance with relevant legislation as commensurate with skills and qualifications
- Brief, liaise with, and supervise technical consultants
- Prepare correspondence for development applications, planning scheme amendments, and in reply to general enquiries
- Carry out site inspections as required to prepare informative reports on development applications and breaches of relevant legislation and to enforce the provisions of the Balonne Shire Council Planning Scheme
- Undertake or manage specific planning projects when required
- Provide sound advice and information to customers related to land use planning, building, plumbing and development services functions of Council
- Liaise directly, on an ongoing basis, with relevant planning staff at the Department of State Development, Infrastructure and Planning
- Keep informed about changes related to planning reforms in Queensland and prepare briefing materials for Council on these changes
- Perform other duties within your capabilities as directed

POSITION DESCRIPTION

Planning & Development Officer

Administration

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Community & Environmental Sustainability circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Community & Environmental Sustainability appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

POSITION DESCRIPTION

Planning & Development Officer

EVALUATED POSITION ASSESSMENT

Impact on Accountability	<i>Contributory - interpretative, advisory or facilitating services for use by others in taking actions; accountable for rendering significant advice and counsel in addition to information and analysis, when decisions are made by virtue of that counsel.</i>
Knowledge	<i>Knowledge of professional principles, concepts and methodology supplemented by skill gained through job experience to permit independent performance of recurring assignments that are difficult or complex.</i>
Complexity	<i>The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis; decisions regarding what needs to be done include major areas of uncertainty of approach, methodology or interpretation and evaluation processes that result from elements such as changes in programs, technological developments, unknown phenomena or conflicting requirements; work requires originating new techniques, establishing criteria or developing new information.</i>
Supervisory Controls	<i>The supervisor sets the overall objectives and resources available; the employee and supervisor, in consultation, develop deadlines, projects and work to be done; the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives; in some assignments, the employee also determines the approach to be taken and the methodology to be used; the employee keeps the supervisor informed of progress and potentially controversial matters; completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.</i>
Scope and Effect	<i>The work involves establishing criteria, formulating projects, assessing program effectiveness, or investigating or analysing a variety of unusual conditions, problems or questions; the work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.</i>
Guidelines	<i>Guidelines are available but are not completely applicable to the work or have gaps in specificity; the employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents and work directions for application to specific cases or problems; the employee analyses results and recommends changes.</i>
Purpose of Contacts	<i>The purpose is to influence, motivate, interrogate or control persons or groups; the persons contacted may be fearful, sceptical, uncooperative or dangerous; therefore, the employee must be skilful in approaching the individual or group in order to obtain the desired effect, such as getting compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.</i>

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Tertiary qualifications in urban planning or other related field
- Demonstrable knowledge of and demonstrated experience with contemporary land use planning and assessment practices with the ability to interpret and apply policies, procedures and legislative requirements
- Demonstrable working knowledge of *Sustainable Planning Act 2009*, *Local Government Act 2009*, *Building Act 1975*, and *Plumbing and Drainage Act 2002*, as relevant to land use planning
- Demonstrable knowledge of, or the ability to rapidly acquire, the duties associated with processing statutory development applications
- Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions
- Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes
- Demonstrable high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and TRIM would be advantageous

SELECTION CRITERIA

Essential

1. Relevant qualifications and/or experience
2. Knowledge and understanding of the Queensland planning system including the operation of *Sustainable Planning Act 2009*
3. Ability to develop and implement solutions to issues, and achieve results
4. Ability to support productive working relationships
5. Personal drive and integrity
6. Ability to communicate with influence
7. Organisational skills and attention to detail
8. Current C Class drivers licence

Desirable

1. Experience in a local authority