

# Position description

## Town Planner

### Summary information

Section	Development Assessment	Directorate	City Planning and Development
Position grade	Grade 14	Position type	Permanent, full-time
Skill descriptor	Band 3 Level 2	Direct reports	No
Reports to	Coordinator Planning Assessment	Release limit	\$0
Approval limit	\$0	BCC numbers	BCC585, BCC588, BCC590, BCC592, BCC593, BCC1636, BCC1773, BCC1774 and BCC1775
Created/reviewed	February 2021		

### Our Values

#### TEAMWORK



#### CUSTOMER FOCUSED



#### INNOVATION



#### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

#### Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

## 1 Position purpose

- This role is primarily responsible for the implementation and activation of Council's efficient processing of development applications and other planning tasks whilst ensuring compliance with Council's statutory responsibilities, policies and procedures
- Act in accordance with the NSW *Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety (WHS) System.

## 2 Qualifications and experience

### Essential

- Relevant Degree in Town Planning
- Suitable experience, especially involving the assessment of development applications
- Experience working with other disciplines and coordinating input from various professionals
- Experience in setting short term and long-term objectives with follow-up performance monitoring
- Knowledge of applicable legislation/regulations including, working knowledge of appropriate sections of the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*
- Computer literate
- Demonstrated superior communication skills and commitment to customer service
- Ability to work within a team environment
- Availability to work flexible working hours
- Current class 'C' driver's licence.

### 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

### 4 Key accountabilities

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#### Position specific

- Assist in meeting the Development Assessment section's performance targets
- Efficient and timely processing of development applications
- Provide input into the development of Council's policies and objectives relating to improvement of the built environment
- Ensure that stakeholders are provided with the highest level of service to ensure that planning outcomes are acceptable to all involved in the assessment process
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standards
  - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

#### Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.

- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Provide town planning processing and inspection services to the development community.
- Report and be accountable to the relevant Coordinator Planning Assessment regarding operational matters and professional issues, including policy development.
- Assess applications for development (including subdivision) and prepare notices of determination.
- Check "linen plans" of subdivision to ensure that Council's requirements have been met.
- Prepare and sign correspondence in accordance with level of delegated authority.
- Undertake site inspections, as required.
- Ensure that applications, inspections, responses to correspondence and customer service matters are dealt with in accordance with agreed targets.
- Advise the relevant Coordinator Planning Assessment when target times are unlikely to be met and the actions required to rectify the situation.
- Be available for telephone contact and counter enquiries in accordance with the Development Assessment section's policy and, as directed.
- Assist the relevant Coordinator Planning Assessment in making recommendations on town planning matters and in the preparation of reports to Council.
- Represent Council on town planning matters at public meetings, seminars and appeals to the Land and Environment Court.
- Provide an advisory service to Council's clients/stakeholders regarding professional matters.
- Act in a more senior position, as required.

- Undertake any other duties as directed by the relevant Coordinator Planning Assessment and the Manager of Development Assessment.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

### Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>
<b>Supervisor</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>