

POSITION SUMMARY

DEVELOPMENT CONTROL PLANNER (EP128)

Directorate	Environmental, Planning & Building Services
Section	Development Assessment
Classification	Band 3, Level 2, Grade 7
Position Status	Parental leave contract full time
Commencing Salary Range	\$1,306.80 - \$1,372.96
Reports to	Manager Development Assessment
Direct Reports	Nil
Work Location	Ground Floor, Civic Centre, 158 Russell Street, Bathurst

Position Purpose

The position is primarily responsible for assessing Development Applications and other planning applications, in accordance with Council's obligations under the Environmental Planning and Assessment Act. The position involves a high level of customer interaction in providing advice on planning related matters.

Key Responsibilities

- Process development applications in accordance with relevant legislation and Council's codes and policies
- Provide technical advice to the public, developers and other officers within the department
- Carry out inspections and follow up complaints in respect to unauthorised activities or non-compliance with conditions of development consent.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Near completion or attainment of a University Degree in Urban and Regional Planning or equivalent
- A current Class C motor vehicle licence
- A sound knowledge of the Environmental Planning and Assessment Act 1979 and related legislation
- Excellent oral and written communication skills.

Desirable

- A minimum 12 months experience in NSW town planning duties and specifically of development applications.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 8.30am to 4.45pm Monday to Friday
- Parental leave contract
- Probationary period of 4 months
- Four weeks annual leave
- Superannuation of 9.5% paid by Council
- Medical (including drug & alcohol testing) and audio required as part of selection process.

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