

POSITION DESCRIPTION



Position Title: Town Planner – Statutory
Department: Statutory Planning
Division: Planning & Environment
Grade: 9
Approved Status: Permanent Full Time
Last Reviewed: July 2015
Reviewed By: Manager, Statutory Planning

1. Objectives of Position

- 1.1. To contribute to quality development, economic sustainability and the liveability of the City of Canada Bay Community through best practice assessment of development and other related applications in the City of Canada Bay
- 1.2. To provide technical and merit based assessment and planning advice on development, to both staff and the community of the City of Canada Bay
- 1.3. To ensure compliance with Council's policies and any other appropriate regulations and standards
- 1.4. To provide technical and merit based advice to other staff and customers on development applications
- 1.5. To maintain industry knowledge in assessing and reporting on development proposals in accordance with current and changing legislative frameworks and processes and relevant metropolitan, regional and local planning strategies

2. Key Accountabilities

2.1. Technical/Operational

- 2.1.1. Assess and make recommendations on a range of development and other planning relation applications in accordance with delegations, relevant legislative requirements, adopted plans and policies of Council in an accurate and timely manner.
- 2.1.2. Provide assistance to the Coordinator and Manager in monitoring operational procedures, practices and outcomes that apply to building, construction and environmental health matters.
- 2.1.3. Prepare planning reports to Council's Local Planning Panel and Design Review Panel, and attend meetings as necessary.
- 2.1.4. Use of Computer applications in accordance with Council's adopted policies.
- 2.1.5. Assist senior planners with preparation for, and representation of, Council in Land and Environment Court proceedings including assisting in preparation of facts and contentions and expert planning evidence statements, with a view to developing sufficient experience to also undertake this task.

2.2. Financial

- 2.2.1. Ensure correct development contributions levies are calculated and applied as a condition of relevant development consents in accordance with City of Canada Bay Development Contribution Plans.
- 2.2.2. Ensure construction cost estimates are accurately stated in development applications and adjust as required to ensure that proper revenue will be delivered to the City of Canada Bay.

2.3. Management & Leadership

- 2.3.1. Provide advice and assistance to the Coordinator and Manager, Statutory Planning Services and the Director in monitoring operational procedures, practices and outcomes that apply to development

matters, and draft responses for the Manager or Coordinator to Mayoral and other enquiries as required in an efficient and timely manner.

2.3.2. Achieve agreed outcomes by determining the priority of tasks with respect to allocated resources.

2.4. Communication, Consultation & Engagement

2.4.1. Liaise with Council staff, other Councils and statutory bodies as necessary.

2.4.2. Undertakes various day to day operational activities including providing timely response to telephone counter and written enquiries.

2.4.3. To mediate as required between developers and objectors to development proposals towards achieving best possible planning outcomes.

2.4.4. Maximize the use of technology in the immediate workplace to improve work efficiency.

2.5. General

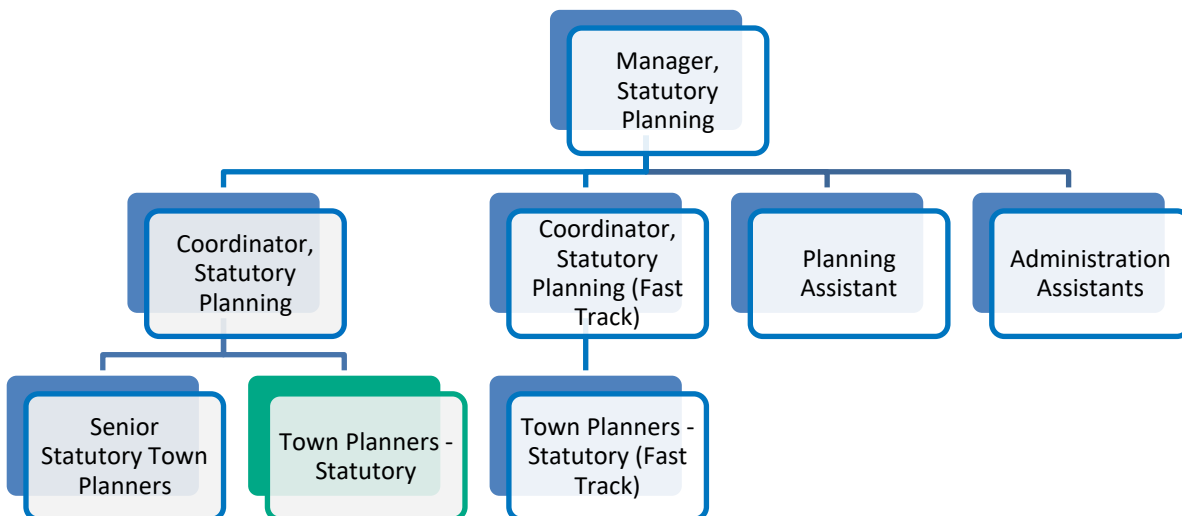
2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.

2.5.2. Collaborate and communicate with Statutory Planning team members to create an enthusiastic and motivated atmosphere where staff work with a sense of commitment, professionalism and urgency.

2.5.3. Support management in the process of workplace reform and the achievement of objectives by proactively working to improve operational efficiency.

2.5.4. Carry out additional tasks within your skill set as assigned by Manager, Statutory Planning.

3. Position/Department Structure



4. Essential Knowledge, Skills and Experience (Essential Criteria)

4.1. Degree in Town Planning or equivalent experience and/or eligibility for PIA membership

4.2. Minimum of 12 months experience in the assessment of development applications or in related strategic planning fields

4.3. Working knowledge of relevant legislation including the EP&A Act and the Local Government Act and State Government Planning Reform

4.4. Excellent written and verbal (English) communication skills

4.5. Demonstrated problem solving, negotiation and conflict resolution skills and judgement

4.6. Commitment to ethics, probity and transparency in decision making

4.7. Strong computer literacy, preferably in Microsoft Office

4.8. Current Class “C” drivers licence

5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1.** Experience with TechnologyOne and associated Local Government computer applications
- 5.2.** Previous Local Government experience.
- 5.3.** Previous experience with Land and Environment Court appeals

6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: _____ Date: _____
Appointed employee

Signed: _____ Date: _____
Supervisor / Manager

Signed: _____ Date: _____
Director / General Manager

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

2. Equal Employment Opportunity Responsibilities

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations for Planning & Environment – Statutory Planning and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

8.2. Fun

We choose to create a great place to work.

8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

8.4. Teamwork

We work together collaboratively, and in support of each other.

8.5. Respect

We treat each other the way we would like to be treated.

9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____
Appointed employee

Date: _____

Initialled: _____
Supervisor / Manager

Date: _____

SKILLS PROGRESSION & ASSESSMENT RECORD

TOWN PLANNER - STATUTORY



Generic skills – Apply to all salary steps

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Accept responsibility for and manage own work	Work area is well organised and safe in accordance with relevant standards/policies						
	Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken						
	Workload is reviewed and prioritised within allocated timeframes						
	Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct						
	Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes						
Communication	Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times						
Code of Conduct, organisational policies, operating management standards and procedures	Comply with the requirements of Council's Code of Conduct						
	Comply with all organisational policies, operating management standards and procedures						
Customer Service	Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy						
	A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines						

Generic skills – Apply to all salary steps							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s)						
EEO	The principles of equal employment opportunity are observed and implemented						
Maintain Records	Confidentiality of information and records is maintained						
	Records are secured, accessible, accurate and up to date						
	Complies with Council’s Records Management Policy and the State Records Act 1998						
Organisational Values	<i>Creativity</i> – Explore, and encourage others to explore, opportunities and new ideas						
	<i>Fun</i> – Maintain a positive attitude and get to know others in the workplace						
	<i>Leadership</i> – Inspire and enable themselves and others to reach their full potential						
	<i>Respect</i> – Treat others the way you would like to be treated						
	<i>Teamwork</i> – Work together collaboratively and in support of each other						
Sustainability	Contribute to Council’s environmental sustainability objectives and targets through active participation and compliance with Council’s policies and procedures						
WH&S and Risk Management	Take reasonable care for the health and safety of themselves and others						
	Cooperate with any reasonable policy or procedure of Council in relation to WH&S						
	Reports all incidents, hazards and near misses to their direct supervisor						
	Use Personal Protective Equipment (PPE) where appropriate						
	Maintain all tickets, licences, operative training etc., required for the job.						

Generic skills – Apply to all salary steps							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	Attend all specified training and induction courses						
	Participate in workplace inspections						

Step 1							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Meet Essential Qualifications and Experience							
Identify and resolve any enquiries arising from the assessment of development and other application & other Statutory Planning activities and provide relevant advice to customers.	Communicates effectively, both orally and in writing, at all levels.						
	Handles enquiries and requests for information in a courteous and helpful manner.						
	Provide general assistance, education and information to the community.						
	Advice given is recorded according to Council procedures						
Participate in the Duty Planner Roster	Provide accurate planning advice to customers utilising the duty planner service in a courteous and helpful manner, in accordance with Council's adopted procedures and policies. Demonstrated willingness to assist fellow planners within the roster as required.						
Knowledge of current planning system and relevant legislation	Demonstrated basic understanding of NSW Planning Reform agenda and relevant planning legislation and ability to impart this knowledge to others, particularly applicants, objectors, and other members of the public as required.						
Undertake basic administrative functions	Telephone messages are taken accurately.						
	Issues/enquiries are responded to in a timely fashion or referred to appropriate person where necessary.						
	Scanning, emailing, copying and other admin activities are undertaken competently.						

Understanding of Departmental activities	Ability to find information on particular issues eg, DA conditions, traffic matters, environmental and community issues etc.						
Professional aptitude	Good written and oral communication skills						
	Good problem solving and negotiation skills and judgement						
	Commitment to ethics, probity and transparency in decision making.						
	Ability to assess Development Applications, Section 96 Modifications, Section 82A Reviews, Subdivision Certificates and other planning related applications.						

Step 2							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Effective Assessment of Development Applications, Section 96 Modifications, Section 82A Reviews, Subdivision Certificates and other planning related applications	Ability to accurately assess local and integrated Development Applications against all relevant provisions of the Environmental Planning and Assessment Act 1979 and any other relevant legislation, and in accordance with Council’s adopted development control plans and other relevant planning policies.						
	Assessments are accurately undertaken and correctly documented, in accordance with Council and legislative requirements and agreed time frames.						
	All written submissions are considered to ensure all issues have been taken into account						
	All applications, matters and issues are dealt with impartially and consistently with demonstrated commitment to ethics, probity and transparency in decisions making.						
	All paper work and filing are up-to-date and reflect accurately current status of any application/file or matter						
Ability to work independently and as part of a team.	Able to respond to issues as required.						
	Assist in activities requiring participation by more than one team member.						
	Activities within team are monitored and reviewed with other members and the Co-ordinator and the Manager.						
	Daily work tasks are carried out without supervision.						
Understanding of and confidence in using Council's computer systems.	Accurate and timely advice is provided where requested.						
	Appropriate records are maintained in ECM and all development assessment events are updated to correctly reflect the current status of all applications in the Techone System						

Step 2							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	All tasks referred through ECM are acted upon within agreed time frames						
	Demonstrated ability to use/navigate around Council’s web page and find and provide relevant planning advice using the web page.						
Basic knowledge of functions of all council departments.	Able to obtain, interpret and explain correct information as required.						
	Ability to coordinate development and other application referrals with engineering, environmental health, waste management, building surveying, and other professional staff within Council						
	Enquiries are referred to correct person as required.						
Draft correspondence and reports	Correspondence is concise, accurate and in the required format.						
	Reports contain all the relevant information, are produced accurately in the required format, and within agreed time frames						
Good negotiation, problem solving and mediation skills	Negotiation/mediation is conducted in consultation and supervision of the Co-ordinator so that the views of all parties are considered.						
	All solutions identified have the concurrence of the Coordinator or Manager prior to undertakings/advice being given.						
Excellent ability to process task in an effective and efficient manner	Knowledge of current workload and progress with respect to outstanding applications, and ability to provide timely advice to Co-ordinator, Manager, or Director on progress of applications as requested.						
	Ability to prioritise work on a daily and weekly basis that facilitates processing within agreed and legislated time frames.						

Step 3							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Review procedures and practices	Provide feedback to, and consult with the Coordinator and Manager on any identified improvements to the development assessment procedures to achieve best practice.						
	Continued development of high service standards to applicants, members of the public who make submissions on applications, the general community and the Director, Manager and Coordinator as required .						
Demonstrate advanced computing skills	Able to fully utilise word processing software and Council's applications system to produce correspondence, delegated authority reports and Council reports to achieve best practice. Demonstrated ability to generate standard conditions from Council's applications system.						
	Accurate and timely advice is provided where requested by utilisation Council's web page to obtain information and Council's records system (ECM).						
	Assist in the development of new forms, DA Checklists, Fact Sheets for Council's web page and general information on Council's web page etc as required.						
Ability to assess, communicate and report on relatively complex matters	Clear and concise explanations are provided to applications, members of the public who make submissions on applications, and customers making general planning enquiries customers in a timely manner.						
	Technical expertise in a range of more complex developments and building matters and application over a wide variety of applications, including applications made under part 5 of the Act.						
	Complex reports are prepared which are clear,						

Step 3

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	concise and accurate and contain technical information that is conveyed in a style appropriate to the target audience.						
	Ensure that all development and other application notification procedures are completed in accordance with Council’s Notification and Advertising Development Control Plan and that all received submissions are fully addressed with development assessment reports.						
	Site inspections of development sites and adjoining properties potentially affected by development proposals are undertaken prior to completion of assessment reports.						

Step 4							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Advanced skills in the assessment of complex Development Applications	Ability to manage a number of complex matters and applications concurrently with minimal supervision.						
	Exercising good judgement in relation to negotiating positive environmental outcomes in complex technical and legislative situations						
	Facilitating the timely resolution of a diverse and complex workload, meeting predetermined expectations of the organisation and the reasonable expectation of the customer.						
	Ability to efficiently co-ordinate referrals from other departments of Council on applications and to provide timely and accurate feedback to applicants in response to referral information.						
	Demonstrated ability to provide accurate, timely and professional feedback to applicants, members of the public who make submissions on applications, the general community and the Director, Manager and Co-ordinator as required.						
Advanced knowledge of Council	Advanced understanding of the activities of all departments within Council.						
	Sound knowledge of the political environment of Council and relevant protocols .						
	Advanced understanding of meeting practices and the role of Councillors.						
	Able to provide detailed, accurate, timely and appropriate responses on behalf of the Director, where required.						
Assist in the management of the Team	To assist the Coordinator in providing leadership and a mentoring role to less experienced staff.						
	Demonstrated ability to suggest and facilitate the implementation of innovative procedures which advance the goals of the team and Council.						
	Ability to understand Court processes and						

Step 4

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	procedures and to work with Council’s solicitors to co-ordinate Class 1 and Class 4 Land and Environment court matters in an accurate, timely and efficient manner to achieve compliance with Court timetables.						
Competent to represent Council in the Land and Environment Court	Prepare Statements of Facts and Contentions and Statements of Evidence an accurate, timely and efficient manner to achieve compliance with Court timetables.						
	Assist Council’s solicitors in co-ordinating advice, correspondence and discussions with members of the public who are involved in Court proceedings to ensure that Court timetables are adhered to.						
	Act as an expert witness for Council in the Land and Environment Court in relation to Class 1 and Class 4 matters.						

Step 5 – Work plan**Part 1 – To be derived from Operating Plan**

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position									
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	Responsible for community engagement program which includes: <ul style="list-style-type: none">Citizen's Panel review of Council servicesCustomer Satisfaction SurveysCommunity workshops on FP20 & Resourcing Strategies							

Step 5 – Work plan

Part 2 – General, Planned and Ongoing Activities (including Professional Development opportunities)

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
Example	<ul style="list-style-type: none">Taking on higher level responsibilitiesExposure to other work activitiesImprovements in current work practices								

Step 6 – Work plan

Part 1 – To be derived from Operating Plan

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position									
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	Responsible for community engagement program which includes: <ul style="list-style-type: none">Citizen’s Panel review of Council servicesCustomer Satisfaction SurveysCommunity workshops on FP20 & Resourcing Strategies							

Step 6 – Work plan

Part 1 – General, Planned and Ongoing Activities (including Professional Development opportunities)

Part 1: General, Planned and Ongoing Activities including Professional Development Opportunities									
Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
Example	<ul style="list-style-type: none">Taking on higher level responsibilitiesExposure to other work activitiesImprovements in current work practices								

Agreement

The skills descriptors are current and accurately reflect the requirements of the position.

Manager name: _____ Signature: _____ Date: _____

Employee name: _____ Signature: _____ Date: _____