

POSITION DESCRIPTION

Position Title:	Planner	Position Code:	PL
Division:	Planning and Environment	Grade:	G
Location:	Dubbo / Wellington	Hours/Week:	35
Reports to:	Statutory Planning Services Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

To provide effective and efficient liaison with developers, members of the public, Council's Development Unit and Council Officers, and to assist the Manager Building and Development Services via the Statutory Planning Services Team Leader in the overall administration of Statutory Planning matters.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer Service	<ul style="list-style-type: none"> By the maintenance of good public relations promote the image of Council as an effective and efficient organisation Assist in the interpretation of LEP's and DCP's. Participate in pre-lodgement meetings To undertake on a rostered basis the responsibilities of the allocated Duty Officer in providing planning advice.
Application Assessment	<ul style="list-style-type: none"> Development in the city is facilitated through the timely determination of Development Applications and Subdivision Certificates. Apply all relevant legislation, strategic landuse policy, LEP's and DCP's accurately in the assessment of applications or provision of advice. To accurately and efficiently maintain Council's landuse application management system in the tracking and determination of applications being processed by the incumbent. Assessing and signing off Section 10.7 certificates.
Development Control	<ul style="list-style-type: none"> To ensure, in conjunction with relevant officers the compliance by developers and builders with all conditions of consent of approved development applications. To serve notices in accordance with delegated authority for appropriate rectification pursuant to the Local Government Act and Regulations, the Environmental Planning and Assessment Act and Regulations and other related legislation where any non-compliance has been observed.

Key Accountabilities / Duties

Policy Development & Review	<ul style="list-style-type: none"> Provide input into the development and review of strategic landuse strategies and policies to guide the further sustainable growth and development of Dubbo and Wellington as requested.
Community Education	<ul style="list-style-type: none"> To ensure proactive engagement with developers, builders, consultants, the real estate industry and the wider community with the objective of facilitating the continuing sustainable development of the Local Government area.
Building & Development Services Team Support	<ul style="list-style-type: none"> Participate and contribute to an effective and productive team Assist in any other matters as requested by the Statutory Planning Services Team Leader, Manager Building & Development Services or the Director Development and Environment.

Inherent Requirements of the Position

- Class C Drivers licence.
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.

Selection Criteria

Essential

- Degree qualifications in Town Planning suitable for corporate membership of the Planning Institute of Australia
- Demonstrated industry experience
- Commitment to exceptional customer service
- Well developed computer skills
- Well developed written and oral communication skills

Desirable

- Experience in Local Government planning

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> Progressive <ul style="list-style-type: none"> Be Curious, Courageous and Committed Sustainable <ul style="list-style-type: none"> Balanced Approach To Growth and Opportunity One Team <ul style="list-style-type: none"> Working Together Integrity <ul style="list-style-type: none"> Accountable For Our Actions
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Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: