

Position Description

CORPORATE INFORMATION

Position title	Officer – Planning (Development Assessment)		
Directorate	Planning and Development	Branch/Section/Unit	Development and Compliance
Position number	1188	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1.		
Line Manager	Manager Planning		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

Enhance the liveability and amenity enjoyed by the Gympie community by appropriately interpreting and implementing Council's Planning Scheme and ensuring the quality of the built and natural environment is protected whilst encouraging sustainable economic development.

Provide timely assessment and decision recommendations for development applications incorporating the consideration of all relevant agency responses and policy and legislation.

Key Responsibilities of the Role

- To foster positive development outcomes and implement Council's planning intentions through:
 - Assessment of development applications for material change of use, reconfiguring a lot (i.e. subdivision) and building work assessable against the planning scheme;
 - Facilitating with Design Services the processing of applications for operational work;
 - Assessment of applications for compliance assessment (i.e. landscaping, survey plans);
 - Providing timely and consistent decision recommendations for development applications.
- To provide consistent advice to all relevant internal or external stakeholders on land use planning matters and development applications submitted to Council;
- To prepare reports to Council on all aspects of the development assessment process;
- To promote and maintain a positive organisational image and good community relations;

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- To contribute to special planning projects as required.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained

Desirable Licence/Competency (Ticket) Requirements

- An understanding of the planning issues relevant to the Gympie Region;
- Qualifications in natural resources, landscape architecture, architecture or urban design.

Essential Knowledge/Skills/Qualifications Criteria

- Degree or post-graduate degree in planning recognised for corporate membership by the Planning Institute of Australia;
- Knowledge of statutory requirements relevant to development assessment within Queensland;
- Demonstrated experience of statutory planning or development assessment within the public or private sectors, with the ability to assess and resolve complex planning matters;
- Ability to interpret statutory requirements relevant to development assessment within Queensland;
- Demonstrated ability and commitment to the delivery of positive and respectful customer service;
- High level written and verbal communication skills to facilitate effective report writing and correspondence, and to effectively convey information on complex planning matters to Council's customers;
- Knowledge of the role of local government and its service functions.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- N/A

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.