

### Position Description

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| <b>Title:</b> Town Planner (Position 2006)    | <b>Award Classification:</b> Band 3, Level 2 |
| <b>Department:</b> Development and Compliance | <b>Salary Classification:</b> Grade 5        |
| <b>Tenure:</b> Permanent Full Time            | <b>FTE:</b> 1                                |

#### **Context:**

The Development & Compliance section operates in a dynamic context, subject to constant regulatory, environmental and economic change. In particular, managing competing environment uses and needs, political and regulatory change, responding to community development concerns, as well as the ongoing pace of technological change, are key contributing trends to be addressed over time through the work of Council and this role.

#### **Role Purpose:**

Provide support to the Team Leader Development Assessment in providing a complete service in relation to development assessment and other planning functions.

#### **Key Accountabilities:**

- Assessment of development applications and compliance with conditions of consent.
- The review and preparation of LEPs, DCPs, contribution plans, strategies, codes, studies, plans and policies
- The implementation and facilitation of a coordinated approach to development and growth in the Shire involving all stakeholders
- The provision of assistance relating to planning/development, particularly in relation to legislative and statutory issues
- Investigating planning related complaints
- Researching property dwelling entitlements
- Responding to enquiries relating to development and planning issues
- Performing administrative, reporting and allied tasks associated with strategic planning/development
- Actively participating in a regular performance review consistent with Council's Performance Development System and relevant staff policies

- Ensuring compliance to and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the NSW WHS Act and Regulations and related Council policies
- Ensuring compliance with and the promotion and fostering of Equal Employment Opportunities consistent with Council’s policies and procedures as well as legislative requirements
- Assist in achieving outputs, performance measures and objectives of the Section, Unit, Department and Council
- Ensuring all correspondence and work orders allocated to the team member are processed in accordance with Council performance targets
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager Development Assessment or their delegate
- Promoting high levels of customer service

**Core Competencies:**

- Tertiary qualifications in Town Planning (or related disciplines).
- A minimum of two (2) years professional experience in a related field of work.
- Experience with assessment of Development Applications and preparation of LEPs.
- Demonstrated knowledge of relevant legislation and statutory requirements.
- Proven ability to perform administrative, reporting and allied tasks associated with strategic planning/development.
- Proven ability to understand and assess complex technical issues, and write clear, concise reports that provide recommendations based on this assessment.
- Hold a NSW WorkCover Construction Induction Certificate
- Current Driver’s licence.

**Supervision Received:**

This role reports to the Team Leader Development Assessment.

**Supervision Exercised:**

None.



**“Lead and work with  
our community to build an  
*inspired, connected*  
Macleay Valley”**

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date