

Position Description

Town Planner



Position Title:	Town Planner	Position Number:	0750, 2126, 2354, 2355, 2356, 2852, 3019
Division:	Planning and Regulation	Job Grade:	JG 7
Unit:	Development Assessment & Compliance	Award base:	35 hours
Unit Leader:	Manager Development Assessment & Compliance	Reports to:	Team Leader - Development Assessment
Supervises:	Nil		
Date Created /Revised:	<ul style="list-style-type: none">• December 2014 - organisational restructure• July 2014 - organisational restructure• October 2009 new format and organisational updates• 7 September 2006 / Mar 2009 APNs + organisational standard• March 2017 – updated vales and personal attributes• February 2019 – Updated as per TNA		

Primary Objective

- Process development applications and related matters in accordance with the requirements of the Environmental Planning and Assessment Act.
- Prepare LEP amendments, policies, Development Control Plans and other aspects of strategic planning.
- Provide a high level of customer service via policy advice to both internal and external clients in relation to multi-disciplinary issues and supervision of other staff.

Values Statement

What we value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go. We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

Organisational Environment

PLANNING AND REGULATION DIVISION

The Planning and Regulation Division provides services related to planning and development control, building control, regulatory control, public health and safety issues, environment and health management throughout the Tweed Shire.

Development Assessment & Compliance Unit:

The Development Assessment & Compliance Unit's main functions are:

Development Assessment Section

- receive, record, process, assess and make decisions/recommendations on development applications, amendments to development applications and strata certificate applications promptly and efficiently and in accordance with relevant legislation
- to respond to general town planning enquiries including searches relating to dwelling house entitlements and past development consents
- the processing of certificates under Section 149 of the Environmental Planning and Assessment Act, 1979 (as amended)
- monitor compliance with development consent conditions and to respond and resolve complaints relating unauthorised land uses.

Compliance Section

The Compliance section is responsible for community education associated with various Acts as well as identifying and documenting the extent of non-compliance and the implementation of certain controls associated with the Companion Animals Act, Local Government Act, Road Transport (General) Act, Australian Road Rules, Impounding Act, Environmental Planning and Assessment Act and Protection of the Environment Operations Act.

The work environment is busy, has competing demands and requires well developed time management skills.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The focus of the position ie. Development Assessment or Strategic Planning will vary from time to time depending on the priorities of the Division.



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As a member of the Planning and Regulation Division the position requires attention to detail, flexibility, contribution to the provision of client services across the Division, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

As required the position will be required to undertake work associated with development of LEP amendments, policy preparation, preparation of Development Control Plans and Development Assessment.

The position is responsible for managing the whole of the development application process, including recommending the application for approval or refusal and includes follow up inspections and reporting to ensure compliance with conditions of consent and therefore requires a thorough knowledge of planning instruments, legislation, Council policies and their application. The position is responsible for coordinating development assessment requirements from all of Council's divisions and other public authorities.

The position interacts extensively with other Divisions at management and officer level and has external communication with the general public, developers, consultants, particular interest groups, public authorities and Councillors and provides advice on environmental planning instruments as well as Council policy matters.

It is essential that the incumbent possess negotiation skills and is able to make balanced judgements regarding sensitive issues.

The position has authority to sign correspondence regarding development applications, LEPs and DCPs and involves making judgements involving impacts on third parties.

The position prepares reports to Manager/Coordinators, to Development Assessment Panel, to Council; prepares reports/briefings on legal proceedings; instructs Council's solicitor and acts as expert witness in the Land and Environment Court; and prepares correspondence to Government agencies, applicants, objectors and complainants.

The position reports to the Manager/Coordinators and represents the Unit at both Area Team Meetings and, in the absence of the Manager and Development Assessment Coordinator, attends and chairs the Development Assessment Panel.

The position is responsible for the provision of training, technical advice and supervision of Planners.

The position has input in the preparation of the Division's budget and policy development.

The position requires excellent oral and written communication skills.

The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Development Assessment	<ul style="list-style-type: none">• Coordinate the development and environmental assessment process for assigned applications



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			<ul style="list-style-type: none"> • Assess, make recommendations and determine complex applications in accordance with delegations • Negotiate appropriate outcomes for Council, applicants and the public • Interpret complex legislation • Resolve multi-party conflicts involving competing objectives • Provide support and assistance to town planners, technical officers and administrative officers
2. Strategic Planning			<p>Preparation of Local Environmental Plans as required</p> <p>Preparation and amendment of Development Control Plans</p>
3. Policy Development			<p>Develop and modify Council policies and standards relevant to the position and organisation</p> <p>Develop appropriate policy framework, by research and analysis, as well as from existing policy</p> <p>Devise mechanisms to implement and monitor policy</p>
4. Technical Knowledge			<p>Possess technical knowledge and experience in the following areas:</p> <ul style="list-style-type: none"> ▪ Coastal management, ▪ Land economics, ▪ Recreation planning, ▪ Rural planning, ▪ Data analysis, ▪ Strategic planning, ▪ Urban infrastructure planning, ▪ Social planning, ▪ Statutory Interpretation, ▪ The Development process. ▪ NSW Land and Environment Court procedures.
5. Planning Control	Authority and		<p>Lay information and make complaints in respect of any breach of the Environmental Planning and Assessment Act 1979 and institute any carry on proceedings in any Local Court or the Land and Environment Court;</p> <p>Authority under Section 118A of the Environmental Planning and Assessment Act, 1979 and authority under Section 191 of the Local Government Act to:</p> <ul style="list-style-type: none"> • carry out inspections for the purposes of the Environmental Planning and Assessment Act and the Regulations made thereunder; • enter any land or any place on any land thereon

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	<p>or therein carry out such inspections and surveys and take such measurements and such photographs as is considered necessary.</p> <p>With the approval of the General Manager or his delegate sign correspondence in the name of Council.</p>
6. Specialist Advice	<p>Provide high level advice regarding development and planning matters to Councillors, other Council divisions, public authorities, developers and the public</p> <p>Attend and address public meetings on sensitive development issues requiring the use of tact and diplomacy to present Council's position on the subject.</p> <p>Coordinate and represent Council on specialist steering committees (internal and external).</p> <p>Attend Area Team meetings and Development Assessment Panel meetings when required</p>
7. Legal Matters	<p>Represent Council as an expert witness in the Land and Environment Court</p> <p>Liaise with and instruct Council's solicitors</p> <p>Prepare affidavits and statements of evidence</p> <p>Issue penalty infringement notices</p>
8. Administration	<p>Check and sign section 149 certificates on behalf of Council</p> <p>Prepare and sign developer contributions calculations</p> <p>Provide advice to administration staff at the time of development application lodgement</p>
9. Supervision	<p>Select, assess, appraise, train and motivate professional staff under supervision</p>
10. Customer Service	<p>Provide prompt, efficient and effective customer services to all internal and external clients</p> <p>Identify the public interest</p>
11. Communication, Negotiation, Conflict Resolution, Meeting Presentations	<p>Communicate and advise the following internal and external peers and clients on planning issues related to development matters:</p> <ul style="list-style-type: none"> ▪ Engineers ▪ Environmental scientists and consultants ▪ Surveying and town planning professionals and consultants ▪ State Government Authorities ▪ Developers ▪ Councillors ▪ Community groups ▪ Other Council officers ▪ Members of the public <p>Collect, assess, exchange, explain and coordinate information</p>

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	Resolve conflicts both internal and external by exercising negotiation and conflict resolution skills
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As a member of the Development Assessment & Compliance Unit, the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

<http://tscdotnet/OMS/> .

WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position(X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X

Organisational and External Relationships:

Organisational relationships

- The position has a high level of interaction and communication with Councillors, Divisional Directors, Managers/Coordinators and other professional and administration staff throughout the organisation.

External Relationships

- The position has a high level of interaction and communication with a wide range of public authorities, the general community, developers, consultants and landowners.

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality

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- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

Required Personal Attributes, Knowledge and Competence Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Degree or Post-Graduate Town Planning qualifications.
2. Eligible for membership of Planning Institute of Australia.
3. Demonstrated high level competence in the processing of development applications within a local government framework.
4. Demonstrated experience in LEP and DCP preparation.
5. Demonstrated capacity to supervise staff.
6. Excellent written and oral communication skills.
7. Extensive knowledge of NSW planning legislation and regulation.
8. Demonstrated capacity to deal with sensitive development and planning matters.



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9. Eligible to hold a current NSW Drivers Licence.