

# Position Description



Position Title	Duty Town Planner
Department	Built and Natural Environment
Reports to	Coordinator Development
Grade	9
Date reviewed	November 2023

## Primary Purpose

The Duty Town Planner will provide effective and quality customer service as part of a multi-disciplinary team involved in statutory planning, and be efficient and professional in the provision of development advice, assessment and determination of applications and certificates under the Act.






The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Provide responses to verbal and written requests for advice from applicants and the public as Council's first point of contact for development and planning matters,
- Provide planning and development information to customers across Council offices as part of a counter enquiry and telephone enquiry team,
- Deliver the day to day routine activities associated with Development Assessment Service and fully inform the Coordinator Development of any matter arising that needs to be reported to Council,
- Issue certificates under s10.7 of the Environmental Planning and Assessment Act 1979
- Assess and report on development and other applications (including S4.55 applications) made under the Environmental Planning and Assessment Act 1979, the Local Government Act and related legislation,
- Facilitate the processing of applications within statutory requirements and Council policies and procedures, in accordance with performance goals,
- Facilitate investigation of instances of non-compliance with development consents and initiate enforcement actions where appropriate in consultation with Coordinator Development,
- Maintain prompt and accurate registration of all planning related correspondence and documentation including emails into Council's electronic Records Management System,
- Process all information in a confidential manner,
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity

- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Development, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	N/A

### Essential Criteria

- Recognised tertiary qualifications (degree level or above) in town planning or related field or working toward a degree level qualification in town planning
- Demonstrated working knowledge of the Environmental Planning Assessment Act, the Local Government Act and other relevant legislation
- Proven high level of oral and written communication skills including community consultation, report writing and verbal presentation
- Demonstrated experience in providing effective quality customer service as part of a multi-disciplinary team
- Demonstrated ability to produce work within established time frames and with limited supervision
- Demonstrated experience and commitment to working cooperatively and productively as part of a team in accordance with Council's core values
- Sound interpersonal negotiation and conflict resolution skills
- Demonstrated working knowledge of computer applications
- Current Class C Drivers licence, ongoing employment is conditional on maintaining this licence

### Desirable Criteria

- Previous experience in the assessment and determination of development applications
- Previous experience and demonstrated ability to manage appeals and participate in Land and Environment Court proceedings
- Completed training in Section 4.14 bushfire assessments
- Working knowledge of the s7.10 planning certificates process

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date