



FORBES SHIRE COUNCIL POSITION DESCRIPTION TOWN PLANNER

DEPARTMENT: ENVIRONMENTAL SERVICES AND PLANNING

GRADE: 20

HOURS: FULL-TIME

STRUCTURE OF DIVISION

Director Environmental Services & Planning
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Town Planner

KEY ACCOUNTABILITIES

This position is accountable for:

1. Advising Council on strategic urban and rural planning matters including their environmental, economic and social implications.
2. Preparing and processing LES's, LEP's and DCP's.
3. Preparing master plans for urban release areas.
4. Liaising with Councils Heritage Advisor and owners of items of heritage significance.
5. Managing Council's Local Heritage Fund.
6. Attendance at pre-lodgement meetings.
7. Maintaining Council's planning certificate register.
8. Assessing Development Applications.
9. Assessment of applications for subdivision and preparation of subdivision certificates.
10. Development and management of Council's Section 94 contribution plan.
11. Preparing briefs, recommending appointment of and supervising consultants.
12. Attending and participating in management meetings and other internal committees and working co-operatively with other Council Officers.
13. Preparing advice to other Council departments on planning related matters.
14. Developing and maintaining contacts with industry, professional and government bodies.
15. Maintain current and expert knowledge of the various policies and legislation relating to planning issues.
16. Managing multiple projects and deadlines in response to Council's priorities.
17. Researching, preparing, reviewing/analysing strategic planning documents, policies and studies.
18. Consulting, negotiating and liaising with stakeholders in a range of strategic planning matters.
19. Manage project planning budgets and scheduling.
20. Preparing reports to Council.
21. Advocating in Court and other tribunals.
22. Maintaining technical and legal competence by attending training, conferences and seminars and by networking with colleagues.
23. Responsible for the preparation of Council's Annual State of Environment Reports in accordance with all relevant statutory requirements.
24. Conducting and/or participating in public meetings relating to strategic and environmental planning matters affecting Council.



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25. Presenting educational and promotional campaigns relating to strategic and environmental planning matters affecting the Council area.
26. Providing customer service to the community including answering enquiries from the public and reporting issues for further action.
27. Identifying and reporting problems in and around the workplace to ensure they are promptly addressed.
28. Ensuring compliance with the WHS Act 2011 and its regulations, including:
 - Reporting any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
 - Wearing protective clothing or equipment in the manner intended (if required)
 - Taking reasonable care for the health and safety of all persons who are at their place of work.
 - Cooperating with the supervisor in the measures taken to ensure work health and safety.
29. Undertaking other relevant duties as directed which are consistent with the employee's skill, competence and training.

SELECTION CRITERIA

Essential

1. Appropriate Tertiary Qualifications in Town Planning, with the eligibility for acceptance to the Planning Institute of Australia.
2. Demonstrated knowledge and application of the Environmental Planning and Assessment Act 1979 and other related planning legislation.
3. Proven ability to participate effectively as a team member
4. Highly developed organisation skills with the ability to prioritise multiple work tasks
5. Demonstrated ability to provide customer service to internal and external stakeholders
6. Demonstrated conflict resolution skills with the ability to show empathy and maintain confidentiality
7. Effective written and oral communication skills with experience relating to people at all levels.
8. Demonstrated computer skills in a variety of Microsoft Office applications, Microsoft Outlook, Internet Explorer and database management.
9. Able to work with minimum supervision using judgement and initiative.
10. Current Class C Driver's Licence.

Desirable Criteria

1. Minimum of 12 months experience in a planning role
2. Local Government experience
3. Experience in preparing high quality strategic planning documents including LEP's and DCP's.
4. Demonstrated project management skills with the ability to prepare briefs and supervise external consultants.
5. Experience in both urban and rural planning issues.
6. Knowledge of local government structure and operations.
7. Knowledge of Section 94 application.



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CODE OF CONDUCT

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. You are required to comply with Council's Code of Conduct at all times. A copy of the Code of Conduct is available from Human Resources.

RISK MANAGEMENT

Forbes Shire Council takes a proactive approach to Risk Management to ensure continuous improvement in reducing accidents and injuries in the workplace.

Forbes Shire Council has a responsibility to provide a safe and healthy workplace and employees have a responsibility to co-operate with Council's policies and procedures to ensure that the workplace is safe and healthy.

Employees are to report to their supervisor all acts or conditions that they consider to be unsafe, keep the workplace safe as far as their responsibility permits and follow safe work method statements.

EQUAL EMPLOYMENT OPPORTUNITY

Forbes Shire Council is committed to the development and implementation of its EEO Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Forbes Shire Council's employment and selection decisions are based on merit in accordance with EEO guidelines and legislation.

Council is committed to eliminating and ensuring the absence of discrimination and harassment in the workplace. Employees must not harass, discriminate or support others who harass or discriminate against colleagues or members of the public.

For further information contact Human Resources.

CONTINUOUS LEARNING

Forbes Shire Council is committed to the continuous development of its staff. All Council employees are expected to accept continuous learning that is considered necessary to assist with effectively carrying out the duties of their position.

For further information refer to Council's Training & Development Policy or contact Human Resources.

EMPLOYEE'S ACKNOWLEDGEMENT

I have read, understood and accept the requirements of this position. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature

Date

Supervisor's Signature

Date