**POSITION TITLE:** Town Planner

**LOCATION:** Technical Services

**OCCUPANT:** vacant

**THIS POSITION REPORTS TO:** Development Manager

**POSITIONS REPORTING TO THIS POSITION:** Nil

**MAIN PURPOSE OF THE ROLE:** Assist the Development Manager in achieving the implementation of environmental planning and related legislation.

**KEY RESPONSIBILITIES:**

* Abide by the Council’s Code of Conduct and uphold the Council’s values.
* Assessment and determination of development applications.
* Provide written and verbal advice to applicants and the public on planning matters
* Co-ordination and issue of planning certificates.
* Liaison with members of the community, public authorities and within Council as appropriate
* Assist in the preparation of Local Environmental Plans, Development Control Plans and policy formulation
* Provide input into the strategic land use planning of the Shire.

**WHS RESPONSIBILITIES**

* Take reasonable care for your own health and safety, and ensure that you or your actions do not adversely affect the health and safety of others;
* Have a thorough knowledge of Council’s WHS Policy and ensure all work is performed in accordance with Council procedures, and Work Health and Safety legislation;
* Report all hazards and incidents, and assist in the identification of control measures to eliminate or minimise the risk of injury;
* Correctly use tools and equipment, ensure guards and safety controls are operating, and report any defects;
* Wear and maintain personal protective equipment as required and report any defects;
* Participate in WHS activities such as inspections, investigations, evacuation drills, WHS meetings and risk assessments as required from time to time;
* Participate in training as required;
* Assist in the return to work process for you or any fellow workers following injury.

**QUALITY RESPONSIBILITIES**

* Support the Council in its commitment to providing a quality service by ensuring all work is performed to a high standard.
* Identify areas within the scope of duties that can be improved in order to promote Council’s quality objectives.
* Ensure all work and required documentation is completed in accordance with Council requirements.

**ENVIRONMENTAL RESPONSIBILITIES**

* Ensure work is carried out with respect for the environment through work practices that minimise environmental impact.
* Identify areas within the scope of duties that can be improved in order to promote Council’s environmental management objectives.

**LEVELS OF AUTHORITY:**

**Purchasing**

**Capital Expenditure:** Nil

**Overhead Expenditure:** Nil

**Project Expenditure:** Nil

**Correspondence** Planning related and general correspondence other than to Members of Parliament, heads of government departments or the like or matters which are of such significance as to require the signature of higher authority.

**REQUIRED BACKGROUND FOR THE POSITION:**

**Essential:** Degree in Urban and Regional Planning or equivalent

Experience in urban and regional planning

Knowledge of relevant legislation

Dispute resolution and communication skills

Current Drivers Licence

**Desirable:** Demonstrated computer skills

Previous Local Government experience

**POSITION IMPACT:**

A safe and healthy environment for the community.

Timely processing of customer applications.

Compliance with relevant legislation.

**NAME OF THE PERSON WHO COMPLETED THIS FORM:**

**SIGNATURE:**

**NAME OF THIS PERSON’S MANAGER:** Laurence Stevens

Development Manager

**SIGNATURE:**

**DATE:**