



Position Description and Performance Agreement

Town Planner

Position No:	CP009TP
Position Classification:	Grade 15
Status:	Full Time
Position Revised on:	May 2014
Position Written by:	Manager Development Services
Division:	City Planning
Branch:	Development Services
Reports to:	Senior Town Planner

Incumbent:

Start Date:

Special Conditions:

1 POSITION CRITERIA

1.1 Essential academic qualifications:

- Degree or in final year of part time study for Town/Urban & Regional Planning or other appropriate Town Planning qualification

1.2 Essential Licences and/or Certificates:

- Class C licence

1.3 Other Requirements/Experience:

- Relevant experience in development assessment
- Comprehensive knowledge of the Environment Planning & Assessment Act 1979 and Local Government Act 1993 and associated legislation and regulations
- Demonstrated computer skills (mainframe and PC based software programs)

1.4 Personal Attributes:

- High level of written and verbal communication and interpersonal skills
- Well developed skills in report writing
- Well developed skills in negotiation and problem solving
- Demonstrated ability to meet deadlines and processing times
- Demonstrated computer skills
- Commitment to quality customer service



2 OBJECTIVES OF POSITION

- 2.1 To provide an efficient and effective service in relation to the assessment of applications and a range of development control functions to ensure that development achieves Council's objectives.

3 KEY ACCOUNTABILITIES

- 3.1 Ensure that development and subdivision application approvals meet all statutory requirements.
- 3.2 Ensure rezoning applications are processed in accordance with the requirements of the EP&A Act and associated regulations.
- 3.3 Customer Service.
- 3.4 Preparation of evidence & presentation before the Land and Environment Court.

4 SCHEDULE OF DUTIES

- 4.1 Assess and report on Development Applications and Local Environmental Plans.
- 4.2 Demographic research.
- 4.3 Author and sign correspondence.
- 4.4 Prepare and give evidence before the Land and Environment Court for appeals/hearings. Service Council's Committees.
- 4.5 Answer enquiries relative to planning generally.
- 4.6 Educate staff and community.
- 4.7 Other duties as required.

5 OUTPUT MEASURES

- 5.1 Development and subdivision application approvals meet all statutory requirements.
- 5.2 Rezoning applications are processed in accordance with the requirements of the EP&A Act and associated regulations.
Council's requirements are clearly communicated to developers.
- 5.3 Consultation is undertaken as required.
- 5.4 Preparation of evidence & presentation before the Land and Environment Court.
- 5.5 Review and revision of codes and policies is undertaken as required.
- 5.6 Reports to Council and other committees are prepared in the appropriate format and are professionally presented and easily understood.

6 W H & S RESPONSIBILITIES

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAA's are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAA's are non-negotiable in terms of compliance.

7 ETHICAL CONDUCT

- 7.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.



8 EQUAL EMPLOYMENT OPPORTUNITY

- 8.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

9 CORPORATE AND STATUTORY OBLIGATIONS

- 9.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan - Shaping Our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

10 PERFORMANCE AGREEMENT

- 10.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Delivery Program and Operational Plan.
I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Delivery Program and Operational Plan. Key result areas and performance measures may change depending on the priorities identified in the Delivery Program and Operational Plan.

Employee

Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager

Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.