

Position Description

Position Title	Town Planner [Cadet/Graduate]
Position Code	ENV031
Department	Development and Growth
Division	Development and Planning
Reports To	Manager Development and Planning
Direct Reports:	Nil
Position Classification	Cadet: Trainee Band Local Government (State) Award Graduate: Professional Specialist Band 3, Level 1
Position Status	Contract
Allowances	Nil

SPECIAL CONDITIONS

If entering as a Cadet Town Planner, following the successful completion of the Tertiary studies, you may transition to the position of Graduate Town Planner. Criteria for transition to this pathway will be determined upon commencement. Successful candidates for this position will be required to complete Tertiary studies, Bachelor Urban and Regional Planning via distance education from Council's preferred University.

REPORTING STRUCTURE

Manager Development and Planning								
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Senior Building Surveyor	Building Surveyor	Building Surveyor [Graduate]	Senior Town Planner	Town Planner	Town Planner [Cadet / Graduate]	Development Support Officer	Trainee Development Support Officer	Development Engineer

PERSON SPECIFICATION

Requirement	Descriptor
Attitude to work	Demonstrates a positive work attitude and behavior as well as a commitment to good work values and ethics
Motivation to work	Demonstrates a level of motivation to complete tasks at a high level and within timeframes
Reliability punctuality	Turns up to work on time each day ready to do a good day's work
Willingness to learn	Is willing to learn new tasks every day and adapts well to change
Ability to give and receive feedback	Is confident and able to speak up as part of a team as well as be able to receive and accept feedback as part of learning
Following procedures and protocols	Can follow clear directions and instructions as well as procedures and protocols.
Completion of study	A demonstrated interest and ability to learn the specific requirements of the traineeship whilst working on the job
Licence	A provisional license is preferred. Council will consider L's in line with age

WHY IS THIS ROLE SO IMPORTANT

The aim of this position is to gain practical planning experience across the strategic and statutory planning functions of Forbes Shire Council and the community. Working both independently and as part of the team to achieve timely and appropriate outcomes based on the level of experience and learning.

This position will also assist with the development of policies relating to strategic planning including review of Council's DCP and LEP as required.

POSITION RESPONSIBILITIES

- Learn and assist in the development of strategies, policies and guidelines for land use, including Structure Plans and urban design frameworks for key activity / renewal precincts as well as strategies for managing planning issues;
- In accordance with your level of experience, assist in the processing of planning scheme amendments prepared by Forbes Shire Council including:
 - Identifying and implementing continuous improvements to internal processes associated with planning scheme amendments, including consultation and notification practices and procedures;
 - Reviewing planning scheme amendment documentation, and supporting other members of the Development and Planning Team in the preparation and processing of planning scheme amendments;
- Assist in the preparation of planning policy, planning scheme provisions and supporting amendment documentation; and undertake planning scheme amendment processes in line with legislative requirements;
- In accordance with your level of experience, identify, analyse and report on planning issues and trends relevant to the Local Government Area (LGA);
- Assist in the review and preparation of Council's Local Strategic Planning Statement (LSP's), Local Environmental Plan (LEP's) and Development Control Plans (DCP's);
- In accordance with your level of experience and learning, process development applications and Masterplans (subject to delegations) for urban release areas including:
 - Notifying development applications in accordance with Council policy and practice;
 - Negotiating development solutions with stakeholders;
 - Undertaking specialised planning assessments within a statutory framework;
 - Determining applications;
 - Preparing assessment reports for determination by Council.
- Shadow Council's Heritage Advisor and owners of items of heritage significance when provided the opportunity;
- Shadow Council's Development and Planning team when providing planning advice to customers both internal and external by attending pre-lodgement meetings as required;

- In accordance with your level of experience and learning, maintain Council's planning certificate system and updating where required;
- In accordance with your level of experience and learning, assess applications for subdivision and preparation of subdivision certificates;
- Maintain current and expert knowledge of the various policies and legislation relating to planning issues;
- Research, prepare, review/analyse strategic planning documents, policies and studies in line with your level of experience and learning;
- Shadow Council professional staff in a range of strategic planning matters;
- Assist with the presentation of educational and promotional campaigns relating to strategic and environmental planning matters affecting the Council area;

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
 - Wear protective clothing or equipment in the manner intended (if required).
 - Take reasonable care for the health and safety of all persons who are at their place of work.
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties.
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation
- Financial delegation as per Council's delegation register

EQUIPMENT REQUIRED FOR THE POSITION





- Nil

KEY RELATIONSHIPS

Who	Why
Internal	
General Manager	Guidance and assistance with special projects
Director	Guidance and assistance with special projects
Manager Development and Planning	Direct Report
Development & Growth Department	Planning advice and input to development applications being assessed by Building Certifiers and Development & Planning Engineer
Town Planner	Colleague
Heritage Advisor	Colleague – direction, advice, guidance as required
Manager Property and Investment	Projects relating to Council owned property and potential developers
Engineering Department	Project and Infrastructure Planning and advice/assistance for DA's for Strategic Projects
Senior Governance Officer	Legal Advice / GIPA
Community and Tourism Team	Advice and assistance in development applications for events and other community functions, where relevant
Council Staff	Planning advice on Council projects
External	
Public, Business Community, Community Members, Government Departments	Planning advice at pre-lodgement meetings for development applications & pre-purchase enquiries
Authorities	Advice on strategic planning and planning legislation

Councillors within the scope of Council's Code of Conduct 'Model'.	Council's point of contact for integrated development and legislation relating to planning matters as per Council policy
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POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
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HR USE ONLY	
Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No