

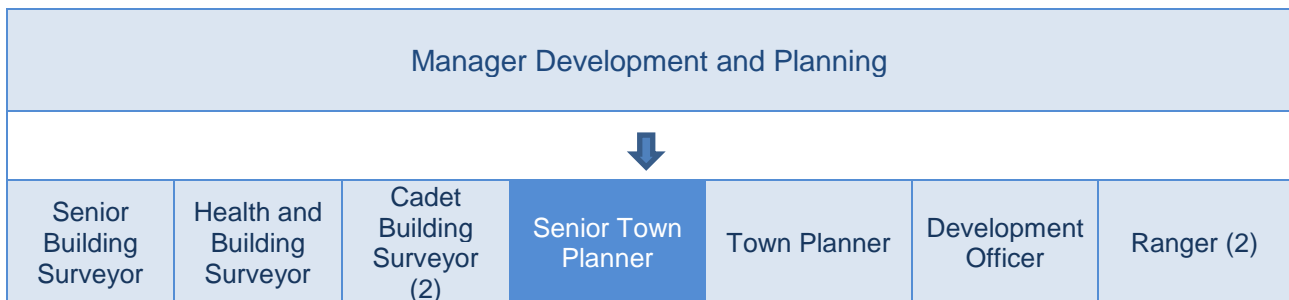
Position Description

| | |
|-------------------------|---|
| Position Title | Senior Town Planner |
| Position Code | ENV028 |
| Department | Planning and Growth |
| Division | Development and Planning |
| Reports To | Manager Development and Planning |
| Direct Reports: | Nil |
| Position Classification | Professional Specialist Band 3, Level 2-3 |
| Position Status | Full time |
| Allowances | Nil |

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide planning expertise as well as lead the strategic and statutory planning functions on behalf of Forbes Shire Council and the community.

Working both independently and as part of the team, you will work as a senior professional to achieve timely and appropriate outcomes on a range of complex planning projects. These will include but will not be limited to the development/implementation of urban policy and strategy and planning scheme amendments and the management of planning related projects.

This position will also be responsible for the development and review of policies relating to strategic planning including review of Council's DCP and LEP as required as well.

| <i>Areas of Delivery</i> | <i>Est. % of time spent</i> |
|---|-----------------------------|
| <i>Assessment of Development Applications / subdivision certificates</i> | 30% |
| <i>Policy Development</i> | 25% |
| <i>Provide planning advice to residents and Council</i> | 20% |
| <i>Manage planning related projects</i> | 15% |
| <i>Provide Supervision, leadership and mentoring to Council's Planning Team</i> | 10% |

POSITION RESPONSIBILITIES

- Manage the development of land use and development strategies, policies and guidelines; including Structure Plans and urban design frameworks for key activity / renewal precincts as well as strategies for managing planning issues;
- Undertake the coordination and 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;
- Prepare planning policy, planning scheme provisions and supporting amendment documentation; and undertake planning scheme amendment processes in line with legislative requirements;
- Identify, analyse and report on planning issues and trends relevant to the Local Government Area (LGA);
- Coordinate contractors and/or undertake community consultation sessions related to a range of planning strategies, projects and proposed planning amendments;
- Work as a Project Manager or project team member in multi-disciplinary teams that are established to undertake specific projects, ensuring agreed scope, timelines and budget constraints are met;
- Provide professional and timely advice to Council and the community on issues, projects and processes relating to strategic urban and rural planning matters and planning scheme amendments including their environmental, economic and social implications;
- Liaise with government agencies, Centroc Councils and other stakeholders with respect to land use planning and development issues, and to progress specific projects;
- Review and preparation of Council's Local Strategic Planning Statement (LSP's), Local Environmental Plan (LEP's) and Development Control Plans (DCP's);

- 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.
- Liaise with Council's Heritage Advisor and owners of items of heritage significance;
- Manage Council's Local Heritage Fund;
- Provide planning advice to customers both internal and external by:
 - Attendance at pre-lodgement meetings and provide professional, timely advice where required;
 - Timely response to written enquiries;
 - Provide planning and construction advice when required;
- Maintain Council's planning certificate system and updating where required;
- Assess applications for subdivision and preparation of subdivision certificates;
- Review and management of Council's clause 7.12 Fixed Developer contribution plan;
- Prepare briefs, recommending appointment of and supervising consultants;
- Where required, attend and participate in management meetings and other internal committees and working co-operatively with other Council Officers;
- Prepare advice to other Council departments on planning related matters;
- Develop and maintain contacts with industry, professional and government bodies;
- Maintain current and expert knowledge of the various policies and legislation relating to planning issues;
- Manage multiple projects and deadlines in response to Council's priorities;
- Research, prepare, review/analyse strategic planning documents, policies and studies;
- Consult, negotiate and liaise with stakeholders in a range of strategic planning matters;
- Manage project planning budgets and scheduling;

- Prepare reports to Council;
- Advocate in court and other tribunals and manage appeals to the Land and Environment Court;
- Maintain technical and legal competence by attending training, conferences and seminars and by networking with colleagues and obtaining required CPD;
- Responsible for the preparation of any environmental reports required by statutory requirements;
- Conduct and/or participate in public meetings relating to strategic and environmental planning matters affecting Council and representing Council at external forums;
- Present educational and promotional campaigns relating to strategic and environmental planning matters affecting the Council area;
- Report to State and Federal Government on Local Development Performance





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.

KEY RELATIONSHIPS

| Who | Why |
|---|---|
| Internal | |
| General Manager | Guidance and assistance with special projects |
| Director Planning and Growth | Guidance and assistance with special projects |
| Manager Development and Planning | Direct Report |
| Planning & Growth Department | Planning advice and input to development applications being assessed by Building Certifiers and Development & Planning Engineer |
| Town Planner | Colleague – Guidance and Assistance as required |
| 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 |
| 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 |

POSITION CAPABILITIES

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

PERSON SPECIFICATION

Essential

- Tertiary Qualifications in Town Planning with the eligibility for acceptance to the Planning Institute of Australia;
- Demonstrated 5 years professional experience as a qualified Town Planner
- Demonstrated knowledge and application of the *Environmental Planning and Assessment Act 1979* and other planning legislation;
- Demonstrated high level written and verbal communication skills with the ability to effectively communicate with a diverse audience;
- Demonstrated high level conflict resolution and negotiation skills;
- General Construction Induction Card (White Card) or the ability to obtain;
- Class C (Standard) Drivers Licence

Experience

- Demonstrated high level experience in both urban and rural planning issues;
- Demonstrated high level experience in the preparation of high-quality strategic planning documents including: LSP's, LEP's and DCP's;
- Demonstrated Project Management skills with the ability to prepare briefs and supervise external consultants;

Desirable

- Masters Regional and Urban Planning

Authority and Accountability

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

EQUIPMENT REQUIRED FOR THE POSITION

- Mobile Phone

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:

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 |