



POSITION DESCRIPTION

STATUTORY PLANNER

POSITION DETAILS

Position No.	000622	Department	Development Services
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Planning	Classification	Professional Officer, Level 2

POSITION OBJECTIVE

Undertake all components of the statutory development assessment process, including initial advice to applicants, detailed assessment of proposals, preparation and presentation of reports and attending to any subsequent appeals or compliance activity.

KEY FUNCTIONS AND RESPONSIBILITIES

- Assess all types of development applications and ensure compliance with Council's planning scheme. Undertake site inspections and other investigations as necessary. Prepare statutory planning reports and recommendations for consideration by the Coordinator Statutory Planning and Council.
- Provide advice and assistance to developers, designers, and members of the public regarding planning requirements and the process for submitting applications to Council.
- Provide assistance to members of the public making inquiries about advertised development applications or about potentially unauthorised development activities.
- Attend meetings of the Council's Planning Authority as required.
- Assist in the preparation of evidence to the Resource Management and Planning Appeals Tribunal as required.
- Respond to requests for information from State government agencies and prepare correspondence and other reports in relation to other planning issues.
- Undertake any necessary follow-up action in relation to the implementation or enforcement of planning permits.

- Assess final plans of subdivisions and stratum titles for compliance with the conditions of approval.
- Undertake site inspections and subsequent reporting to Council on breaches of, or non-compliance with, statutory planning controls as required.
- Work closely and cooperatively with other staff members within the Development Services Department, seeking assistance and offering advice as appropriate.
- Assist the Customer Service Unit and other Council staff with advice on statutory planning matters. Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff.
- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to senior members of the Planning Unit may be necessary. They may also provide guidance to other less experienced Planners.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from Senior Planning staff as required.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position works mostly with colleagues from the Development Services Department.
2. **External** - Business and community, government agencies, members of the public, consultants, developers, builders, clients/applicants.
3. **Direct Reports** - This role reports to the Coordinator Statutory Planning and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- A tertiary qualification in planning or a related/relevant discipline and previous experience as a town planner in the public or private sector.
- High level knowledge of planning principles, practice and relevant planning legislation.
- Well-developed analytical, interpretative and problem solving skills and demonstrated ability to analyse complex planning issues.
- Competent negotiation and interpersonal skills and the ability to liaise and negotiate with business and community members and Council clients/applicants.
- Competent computer skills using MS Office software including Geographic Information Systems.
- Demonstrated ability to prepare clear and concise reports and correspondence on complex planning matters.
- Ability to effectively plan, organise and manage own time to achieve targets within set timeframes.

Licences

- Current motor vehicle driver's licence.
- White Card - Working Safely in the Construction Industry.

Desirable

- Eligibility for corporate membership of the Planning Institute of Australia.