



## Position Description

### A. POSITION PROFILE

**Position:**

*Town Planner (Permanent Part Time)  
21 Hours per Week*

**Position Evaluation:**

*Award: Band 3 Level 3*

*Salary System Grade: 16*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award  
Permanent Part-time*

**Additional Benefits:**

*Nil*

**Position Occupant:**

*Vacant*

**Department:**

*GM*

**Section:**

*Development, Building and Compliance*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Manager Development, Building and Compliance*

**Number of Staff Supervised by this position:**

*Nil*

### B. STATEMENT OF FUNCTION

This position provides professional services and advice to a wide range of customers in relation to development control, land use and compliance matters in accordance with environmental and land use planning legislation.

### C. KEY RESPONSIBILITIES

1. Ensure efficient and timely determination of development application
2. Prepare assessment reports for presentation to management, Council and Joint Regional Planning Panel as necessary
3. Make recommendations for system improvements in order to achieve key position objectives
4. Provide responses to planning, development and land use enquiries in a professional, timely manner

## D. DUTIES

1. Assess development applications in accordance with legislation, Council plans and policies
2. Provide advice to developments, members of the public, councillors and staff in relation to land use planning and development control matters to ensure that development complements the natural and built environment of the Cootamundra-Gundagai Regional Council area
3. Organise, attend and record pre lodgement meetings and advice
4. Negotiate amendments to applications where deemed necessary to achieve legislative compliance and minimise adverse environmental impacts
5. Consult with team members, staff in other departments of Council, consultants as necessary, and the public in accordance with Council's policy on development and land use planning matters to protect the natural and built environment
6. Respond to enquiries, complaints and reports regarding land use, permissibility, compliance and development related matters
7. Undertake compliance action in consultation with Manager
8. Remain up to date with legislation and policy changes as relevant to the departmental functions
9. Represent Council as an expert witness in Court as required
10. Liaise with agencies, staff and the community
11. Provide professional input into the development of plans, policies and procedures for the Development, Building and Compliance team
12. Provide professional input into the Economic Development Strategies, Plans and Policies as they relate to development and land use matters
13. Work collaboratively with other Council departments to assist with the implementation and review of Council strategies and policies
14. Provide guidance and mentoring to other staff in development and land use matters
15. Represent Council at external stakeholder meetings
16. Participate in community consultation and education sessions
17. Collect data, maintain registers and records
18. Carry out any other duties that are within the limits of the employees' skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Bachelor Degree in Town Planning or related discipline
2. Minimum four (4) years' experience in Local Government
3. Demonstrated knowledge of Local Government development assessment and regulatory functions
4. Proven ability to apply the legislation applicable to this position including, but not limited to, Environmental Planning and Assessment Act, 1979; Local Government Act, 1993; Heritage Act, 1977; Biodiversity Conservation Act, 2016; Protection of the Environment Operations Act, 1997 and relevant subordinate legislation
5. Highly developed research and analytical skills together with the ability to present the findings in a clear and concise manner
6. Demonstrated excellent report writing and presentation skills
7. Proven ability to work in a multidisciplinary team environment and mentor other staff
8. High level verbal communication skills with the ability to provide professional customer service
9. Well-developed computer skills and experience in the use of Microsoft Office suite of programs
10. Current Australian Car Driver's Licence
11. Working knowledge of roles and responsibilities under the WHS Act 2011.

## **F. DESIRABLE CRITERIA**

1. Demonstrated experience in stakeholder engagement and community consultation
2. Experience in the use of Intramaps and Civica Authority in a Local Government Environment
3. Previous experience in progressing planning proposals from inception to gazettal