



## Position Description

### A. POSITION PROFILE

**Position:**

*Town Planner*

**Position Occupant:**

*Vacant*

**Position Evaluation:**

*Award: Band 3 Level 3*

*Salary System Grade: 16*

**Department:**

*GM*

**Section:**

*Development, Building and Compliance*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Manager Development, Building and Compliance*

**Additional Benefits:**

*9 Day Fortnight*

*Leaseback Vehicle*

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

*Nil*

### B. STATEMENT OF FUNCTION

This position provides high level professional services to a wide range of customers in relation to development control and strategic land use functions of Council.

### C. KEY RESPONSIBILITIES

1. Develop, implement, review and modify Council's Local Environmental Plan in accordance with Council's identified strategic direction and legislative requirements
2. Develop, implement, review and modify Council's Development Control Plan in accordance with Council's identified strategic direction and legislative requirements
3. Develop, implement, review and modify Council's Developer Contributions Plans in accordance with Council's identified strategic direction and legislative requirements
4. Coordinate heritage matters on behalf of Council, including advice to a variety of stakeholders, identifying grant funding opportunities and overall development and management of the heritage values of the natural and built environment of the Cootamundra-Gundagai Regional Council area
5. Provide high level strategic advice to team members in relation to existing and proposed development to ensure that the objectives of land use plans and policies are achieved
6. Respond to customer written, counter and telephone enquiries
7. Assist in determining development applications

## D. DUTIES

1. Coordinate and manage the development, implementation and review of Council's Local Environmental Plan
2. Coordinate and manage the development, implementation and review of Council's Development Control Plan
3. Coordinate and manage the development, implementation and review of Council's Developer Contributions Plans
4. Prepare innovative strategies for land use to ensure Council's planning instruments and controls are proactive in delivering sustainable planning outcomes
5. Advise Council on the identification, integration, management and implementation of policies in matters relative to heritage protection
6. Advise Council on the identification, integration, management and implementation of policies in sustainable development and land use to protect and enhance that natural and built environment in accordance with the matters highlight in Council's Community Strategic Plan
7. Prepare comprehensive assessments and reports on planning proposals as they relate to statutory, strategic and sustainable land use planning
8. Analyse issues, prepare and present professional briefings, reports and recommendations to Council, management and agencies in relation to proposed legislative amendment, policy position changes and strategic matters as they relate to sustainable development and land use
9. Prepare consultant briefs, engage and manage consultants, as required, in the areas of strategic land use, sustainable development and heritage matters applications in accordance with legislation, Council plans and policies
10. Manage community consultation in relation to land use planning policy positions and strategic land use
11. Liaise with Councillors, management, staff and external agencies to ensure a coordinated and informed approach to land use and strategic planning
12. Monitor the application of development standards, including staff training and community education, to ensure the objectives of Council policies are being achieved in the development control and land use process
13. Provide guidance to other staff in relation to strategic and land use planning matters
14. Act as Council representative to external agencies on strategic and land use planning matters
15. In consultation with the Manager, prepare briefs, instruct Council's legal representatives and act as a witness in legal proceedings
16. Assist in the assessment of development applications in accordance with legislation and Council policies.
17. 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 five (5) 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. Proven experience in strategic planning and implementing outcomes of land use studies
7. Demonstrated excellent report writing and presentation skills
8. Demonstrated experience in stakeholder engagement and community consultation
9. Previous experience in progressing planning proposals from inception to gazettal
10. Proven ability to work in a multidisciplinary team environment and mentor other staff
11. High level verbal communication skills with the ability to provide professional customer service
12. Well-developed computer skills and experience in the use of Microsoft Office suite of programs
13. Current Australian Car Driver's Licence
14. Working knowledge of roles and responsibilities under the WHS Act 2011.

## **F. DESIRABLE CRITERIA**

1. Experience in the use of Intramaps and Civica Authority in a Local Government Environment
2. Experience in representing Local Government in proceedings in the Land and Environment Court