

<b>Position Description</b>		
<b>Position Title:</b> Town Planner	<b>Classification:</b> Band 3 Grade 16	<b>Position Number:</b> BHCC-PA-03
<b>Group/Area:</b> Planning and Development	<b>Reports to:</b> Manager Planning Development	<b>Hours per week:</b> 35
<p><b>Our Organisation:</b></p> <p><b>Vision:</b> Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p><b>Mission:</b> Council provides responsive community leadership to enhance community living and facilitate a prosperous economy.</p> <p><b>Our Values:</b> Accountability, Pride, Perseverance, Courage &amp; Honesty, Teamwork</p>		
<p><b>Position Objective:</b></p> <p>This position is responsible for assessing development applications and provision of advice relating to heritage and other planning matters.</p> <p>The incumbent is required to participate in an efficient and responsive manner in the Development Application process, focusing on the needs of applicants, owners, the community, and reflect best practice in the provision and application of those services.</p> <p>A key component of the position will be to enhance Council's public image through responsive and effective liaison and communication with the community, businesses and other stakeholders.</p>		
<b>Special Requirements:</b>		
<p><b>Key Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director Infrastructure &amp; Environment</li> <li>• Manager Planning &amp; Development</li> <li>• Planning &amp; Development staff</li> <li>• Other council departments</li> <li>• Ratepayers and other service users</li> <li>• Community Groups and Individuals</li> <li>• Contractors</li> <li>• Local government agencies</li> <li>• Government Agencies</li> </ul>		
<p><b>Reporting Lines:</b></p> <ul style="list-style-type: none"> <li>• This position will report to the Manager Planning &amp; Development</li> <li>• This position will have no direct reports</li> </ul>		

## **Duties and Responsibilities**

### **You will use your professional skills and experience to:**

- Review development applications and provide advice to other professionals to ensure Council meets its obligations under the Environmental Planning and Assessment Act.
- Assess Development Applications, Section 4.55 and Subdivision Certificate Applications including complex applications, in accordance with legislative requirements and Council's codes policies and delegations.
- Provide specialised professional advice regarding land use, zoning, planning legislation and Council's development-related policies and procedures.
- Prepare assessment reports for Council management and Council meetings and where necessary the Joint Regional Planning Panel in response to submitted Development Applications.
- Provide assistance to Council's Strategic Land Use Planner, where required, in preparing amendments to Local Environmental Plan and Development Control Plan.
- Carry out inspections related to development applications and where required, development compliance matters.
- Conduct special assignments and assessment of complex matters requiring an advanced knowledge and considerable practical experience in approvals and policies.
- Provide specialised professional advice and assistance to team members within Council's Planning & Development team as a mentor to develop their skills in development assessment related matters.
- Administer Council's Heritage funding under Council's grants program.
- Review Section 10.7 Planning Certificates.
- Represent Council in court actions and legal proceedings as required.
- Prepare written reports to Council and Committees and other meetings/ forums as required.
- Provide written/verbal advice as per Council policy and procedures.
- Negotiate with developers, the general public, council departments and/or other statutory authorities in order to complete development assessments.
- Negotiate with internal/external customers in respect to the management of heritage matters in development proposals and promote quality and practical heritage outcomes.
- Ensure Council complies with reporting obligations in relation to heritage matters and grant acquittals.
- Participate in continuous improvement of the department including service reviews or other similar projects.
- Assist in the development and implementation of policy codes and procedures.
- Assist in evaluation of the service programs.
- Cooperating and complying with any established safe work method statements or standard operating procedures designed for your health and safety and participate in developing these.
- Coordinate and participate in projects relevant to the position area.
- Work independently with minimal supervision and contribute positively to a team environment.
- Conduct research, collate and coordinate relevant information.
- Maintain current awareness of and investigate industry developments and standards.
- Keep abreast of legislation, codes of practice and standards changes.
- Participate in ongoing professional development.
- Liaise with other members of the team and across other areas of Council to ensure that issues are identified, matters are followed up and actions taken.
- Advise and assist other staff.
- Undertake other duties within employee's skills, competency and training as required.

### **You will contribute to a customer focused approach to service delivery by:**

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

**You will contribute to an effective organisation by:**

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

**You will assist Council in achieving a financially sustainable future by:**

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

**You will assist Council to meet Records Information management:**

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

**You will adopt a teamwork approach by:**

- Performing an active role within the Planning & Development team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.
- Conduct other duties as required to support the Planning & Development team.

**You will ensure a safe and equitable workplace environment by:**

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework

- Implementing, monitoring and complying with Councils WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

#### **Other duties**

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

#### **Selection Criteria**


##### **Essential**

- Degree qualification in Town Planning, Urban Studies or Urban and Regional Planning.
- Demonstrated extensive relevant work experience in development assessment.
- Comprehensive knowledge of relevant legislation, regulations and codes applicable to the development area and local government, particularly the Environmental Planning and Assessment Act, Local Environmental Plans, Development Control Plans and The Heritage Act.
- Relevant experience in development assessment, including the assessment of all types of developments including Local, Designated and Integrated development applications, and understanding of the Joint Regional Planning Panel process including the referral of assessment reports for development applications to the JRPP for determination.
- High level skills and experience with Microsoft Office Suite, including Word, Excel, Outlook etc.
- Demonstrated high level written and verbal communication skills including report writing skills.
- Sound organisational skills with the ability to manage workloads and meet agreed deadlines.
- Well-developed public communication and presentation skills and the ability to liaise with internal and external stakeholders including community group and government authorities.
- An understanding of cost structures associated with developments, seeking to minimise applicant's costs by the efficient processing of applications.
- Demonstrated commitment to a customer service culture and delivery of quality service.
- Work independently and contribute positively to a team environment.
- Current Class "C" Drivers Licence.

##### **Desirable**

- Post graduate qualifications.
- Professional experience in Local Government.
- Extensive relevant experience in development assessment of mining related proposals and other complex development applications.

- Persuasive skills in seeking agreement and discussing issues to resolve problems with people at all levels.
- Understanding of the Continuous Improvement Frameworks (i.e. Australian Business Excellence and demonstrated commitment to continuous improvement).

Acceptance of Position Description		
<b>Approved:</b> General Manager	<b>Signature:</b> 	<b>Date:</b> 27/11/24
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
<b>Accepted:</b> Employee Name	<b>Signature:</b>	<b>Date:</b>