

POSITION DESCRIPTION

Position Title:	Planner
Position Number/s:	COM-161
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 5
Directorate:	Community Building

POSITION OBJECTIVE

Under the general direction of the Manager Planning and Development this position will coordinate and process development applications and other planning matters in line with relevant legislative guidelines, best practices and Council's planning policies and procedures. The planner will provide accurate and efficient advice on all town planning and development related matters.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Planning and Development
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Prepare, lodge, assess and manage Development Applications and prepare advice and recommendations to Council, ensuring ongoing compliance.
2. Prepare planning correspondence, reports and provide expert planning advice to ensure compliance with Council's Local Laws, State and Local planning legislative instruments is achieved.
3. Liaise with State entities and applicants to ensure due process is followed and high customer service is achieved throughout the planning and development process.
4. Liaise with the Department of Resources with respect to lease types and the acceptable usage of land, reserve land and provide advice with respect to applications to freehold, simultaneous road openings and closings, Cultural Heritage and Native Titles.
5. Conduct and lead pre-lodgement meetings, Council notification sessions, community consultation and investigate complaints of non-legislative compliance matters and provide a proactive approach to remedy breaches.
6. In consultation with the Manager of Planning and Development participate in Council meetings for large planning and development projects.
7. Respond to customer enquiries and resolve general queries and contentious planning issues related to statutory planning.

POSITION DESCRIPTION

8. Undertake research, analysis and prepare reports in relation to complex land use, development and strategic planning issues as required.
9. In consultation with the Manager Planning and Development exercise judgement, initiative and confidentiality when assessing applications and investigating planning matters where no clear procedures exist.
10. Monitor relevant legislation to ensure regular reviews are undertaken and any changes or implications are adopted accordingly.
11. Assist with the establishment of annual programs, including budgetary considerations carried out by external consultants, as required.
12. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
13. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in interpreting, implementing and enforcing Federal and State legislative frameworks, policies and standards in relation to planning matters including but not limited to the following (as amended) being the;
 - *Planning Act 2016* and *Planning Regulation 2017*
 - State Planning Policy
 - Development Assessment Rules and the Ministers Guidelines and Rules
 - Queensland Development Code, and
 - Charters Towers Regional Council Local Laws and Policies.
- Extensive experience in liaising, consulting, negotiating and advising Councillors, Council staff, government agencies, the development industry and the general public about planning and development matters.
- Highly developed interpersonal and communication skills with demonstrated presentation, conflict resolution and negotiation skills.
- Demonstrated analytical, research and investigative skills.
- Demonstrated computer skills/literacy with a working knowledge of a wide range of applications (i.e. Word, Outlook, Excel, Project, PowerPoint and other related programs).
- Demonstrated commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.
- Ability to devise innovative solutions and make decisions based on Council policy, project objective and technical considerations.

Desirable:

- Knowledge of Local Government operations, functions and procedures in relation to development approvals.

| Education/Qualifications |

Essential:

- Tertiary qualifications in Urban and Regional Planning, Environmental Planning, or related field.

POSITION DESCRIPTION

Desirable:

- Postgraduate qualifications in a related discipline.
- Planning Institute Australia membership or eligibility to attain Registered Planner membership.

| Licences |**Essential:**

- Possession and maintenance of a Queensland 'C' Class Driver Licence

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in an office setting, which involves prolonged periods of sitting at a desk and operating a computer and telephone. May be required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____