

<b>POSITION TITLE</b>	<b>Planning Officer</b>	
<b>GROUP / DEPARTMENT</b>	<b>Infrastructure/ Development Services</b>	
<b>REPORTING TO</b>	<b>Manager Development Services</b>	
<b>DIRECT REPORTS</b>	<b>Nil</b>	
<b>EMPLOYMENT BASIS</b>	<b>Permanent Full time (70 hour fortnight) Local Government State Award</b>	
<b>BAND/LEVEL</b>	<b>Band 3 Level 3</b>	
<b>GRADE</b>	<b>Grade 13</b>	
<b>APPROVED BY</b>	<b>CEO</b>	<b>Date:</b>
<b>EMPLOYEE</b>	<b>Name:</b>	<b>Date:</b>
	<b>Signature:</b>	<b>Date:</b>
<b>POSITION PURPOSE</b>		
The Planning Officer delivers Edward River Council's Town Planning functions in accordance with statutory controls and Council's policies.		
<b>ACCOUNTABILITIES</b>		
This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:		
<p><b><u>Operational Accountability</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning &amp; Development Services Delivery Service</li> <li><input type="checkbox"/> Planning &amp; Development Services Investigation Delivery Service</li> <li><input type="checkbox"/> Statutory Planning Delivery Service</li> <li><input type="checkbox"/> Statutory Planning Certificate Services</li> <li><input type="checkbox"/> Planning Proposals</li> <li><input type="checkbox"/> Subdivision Certificates</li> <li><input type="checkbox"/> Subdivision Works Certificates</li> <li><input type="checkbox"/> Developer Contributions</li> <li><input type="checkbox"/> Heritage Stakeholder Engagement</li> </ul>		
<b>LINKS (INTERNAL)</b>	<b>LINKS (EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>• Development Services Team</li> <li>• Council staff</li> </ul>	<ul style="list-style-type: none"> <li>• Government Departments</li> <li>• Other Councils</li> <li>• Council consultants and contractors</li> <li>• Committees and community groups</li> <li>• Residents, service users and other stakeholders</li> </ul>	

### KEY DUTIES AND RESPONSIBILITIES

- Contribute to the initiation and facilitation of new projects and provide professional advice on planning matters affecting the Edward River community.
- Manage the preparation of planning policies, planning proposals and strategic planning projects.
- Liaise with individual landowners and/or developers to ensure that developments and subdivision proposals comply with Council's objectives.
- Assess and determine Development applications and Complying Development applications.
- Carry out site inspections in respect of Planning breaches and administration to prosecution stage, including attendance at court.
- Prepare and issue section 10.7 certificates.
- Liaise with other Councils, Government bodies and other authorities on town planning matters, consulting with Council's legal advisors as necessary.
- Contribute to the initiation and facilitation of new projects and provide professional advice on planning matters affecting the Deniliquin community.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

### SELECTION CRITERIA

#### Essential

- Tertiary Qualification in Town Planning or Urban & Regional Planning, or equivalent experience in a comparable role combined with ongoing professional development.
- Contemporary knowledge of Planning and Environment legislation and other relevant acts, regulations and statutes applicable in NSW.
- Contemporary experience in applying land use concepts and in dealing with statutory processes and planning principles including social, economic and environmental matters.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- Advanced computer skills, including Microsoft Office, and a willingness to learn new systems.
- Demonstrated ability to undertake duties in a manner consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Current Drivers Licence.

#### Desirable

- Experience in Local Government.
- Experience in Geographical Information Systems (GIS).
- Knowledge of Technology One software.

### COUNCIL RESPONSIBILITIES

#### Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.

- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

### **Work Health & Safety**

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

### **EEO & Diversity**

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.