

	Position Description
AHC Positions	Position title: Statutory Planner Position code: 82 Reports to: Team Leader Statutory Planning Department: Planning Salary level: Level 5 (South Australian Municipal Salaried Officers Award) Special conditions: A mobile phone will be allocated.
Purpose	Employees of Adelaide Hills Council (Council) are working together to build the community through leadership, community involvement and commitment to service and continuous improvement. In performing their daily tasks, Council employees will be community focused and committed to high quality customer service as defined in the Customer Service Framework.
Judgement and Decision Making	This position assists with the statutory planning role of Council and provides effective and efficient development assessment and high quality customer service in the development services area.
Number of employees supervising	Not applicable
Authority and Budget	<ul style="list-style-type: none"> Act as an Authorised Officer under the Development Act 1993 and Local Government Act 1999 in accordance with delegations provided under these Acts, subject to appointment by the Chief Executive Officer Make decisions in accordance with delegations provided to the position Act in relation to WHS/risk management matters within area of responsibility No expenditure authorisation is allocated to this position
Customers Indicate the people (internal and external) this job provides a service to	Internal <ul style="list-style-type: none"> Council employees, Council members External <ul style="list-style-type: none"> Property owners and the general public, building companies, architects and planning consultants, Government referral agencies
Suppliers Indicate the people (internal and external) that provide input to this job	Internal <ul style="list-style-type: none"> Engineering, Property, Biodiversity, Horticulturalist, Environmental Health, Community Services, Developmnt Services External <ul style="list-style-type: none"> Property owners and the general public, building companies, architects and planning consultants, Government referral agencies, arborists, professional consultants
Work Health and Safety	The Worker has a responsibility, under the Work Health and Safety Act 2012 SA, Section 28 Duties of Workers, to ensure their own health and safety, and that of their fellow workers, whilst at work.

	<p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • referring to information contained in the Council’s WH&S and Return to Work Policy. • taking reasonable care for their own health and safety and that of others whilst at work so as not to endanger the workers own safety or the safety of any other person at work, including ensuring that no alcohol or drugs are consumed. • obeying reasonable instructions of the Person Conducting a Business or Undertaking (PCBU, formally employer) in relation to health and safety at work. • actively implementing and working within Council’s WH&S & RTW Policy and WHS procedures and safe operating procedures. • actively contributing to consultative and participative arrangements for the management of WHS & RTW. • using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment. • not interfering with or misusing items or facilities provided in the interest of health and safety. • discussing and reporting hazards, injuries and incidents, in accordance with Council procedures, with their immediate People Leader/Manager.
Discussions on Professional and Personal Development; and Goal Setting and Monitoring	<p>Professional and personal development is encouraged and supported through a performance and development planning process.</p> <p>This includes participating in discussions to plan work priorities and also to monitor progress against those goals.</p>
Continuous Improvement	<p>Adelaide Hills Council has a culture of continuous improvement in service provision and business operations. All employees participate in formal and informal improvement initiatives as part of their day to day role and are encouraged to be innovative and creative.</p>
Service Values	<p>Five values underpin our customer service approach. They guide our behaviours, service standards and competencies and form the basis of our commitment to the community. They include:</p> <p>Available we make it easy for our customers and colleagues to reach us.</p> <p>Helpful we are approachable and always willing to assist our customers and each other. We share our knowledge and commit to dealing with our customer queries responsibly.</p> <p>Empathetic we listen to the needs of our customers and colleagues and appreciate each other’s point of view.</p> <p>Responsive we are responsive to the needs and requests of our colleagues and customers. We keep them informed at all times so they know what to expect from us.</p> <p>Reliable we are honest, accurate and consistent in all that we do.</p>
Records Management	<p>The incumbent is responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation.</p>
Selection Criteria	<ol style="list-style-type: none"> 1. Demonstrated understanding of, commitment to and alignment with our service values. 2. Demonstrated commitment to outstanding customer service and the improvement of the customer’s experience. 3. A tertiary qualificaton in urban and regional planning or equivalent qualifications. 4. Eligible for corporate membership of the Planning Institute of Australia and/or recognition from the Minister pursuant to Section 101 of

	<p>the Development Act 1993 (SA).</p> <ol style="list-style-type: none"> 5. Experience in the application of the Development Act 1993 (SA), Development Regulations 2008 (SA) and related legislation. 6. A thorough understanding of the development assessment process. 7. Well developed communication and interpersonal skills and the ability to resolve conflict and problem solve. 8. Strong attention to detail and demonstrated experience in report preparation. 9. Well developed organisational skills and the ability to manage time and ensure priorities and deadlines are met. 10. Ability to work both independently and as part of a team. 11. Ability to understand and interpret complex legislation and Court determinations.
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(Note: Under Education and Experience and Skills and Knowledge, a requirement will only be listed once although it may apply to more than one KRA)

Key Result Area (KRA) The most important parts of this job	Outcomes The things to be achieved in each KRA	Education and Experience Qualifications and experience required to do this job	Skills and Knowledge Skills, knowledge and abilities required to do this job
1. Effectively and efficiently assess development applications in accordance with the relevant legislation.	<ol style="list-style-type: none"> 1. Process and assess development applications within prescribed timeframes pursuant to the Development Act 1993 (SA) and Council's policies and procedures. 2. Other duties as required and directed. 	<ol style="list-style-type: none"> 1. A tertiary qualification in urban and regional planning (or an equivalent qualification). 2. Eligibility for corporate membership of the Planning Institute of Australia and/or recognition from the Minister pursuant to Section 101 of the Development Act 1993 (SA). 3. Demonstrated experience in the application of the Development Act 1993 (SA) and related legislation 4. Experience in Local Government is desirable. 5. Demonstrated experience in the use of Geographic Information Systems. 	<ol style="list-style-type: none"> 1. A working knowledge of the Development Act 1993 (SA), the Development Regulations 2008 (SA), the Local Government Act, Environmental Protection Act and their interaction with other relevant legislation, regulations and codes. 2. A good understanding of the Development Assessment process. 3. Well developed organisational skills and the ability to manage time and ensure priorities and deadlines are met. 4. Ability to understand and interpret complex legislation and Court determinations.
2. Undertake follow up onsite planning inspections.	3. Development is undertaken in accordance with approved plans and conditions of development.		5. A current C class drivers licence.

3. Prepare reports for the Development Assessment Panel and Council pursuant to the Development Act 1993 (SA) and Council's policies and procedures.	4. Reports are prepared accurately to the required Council standard and produced within relevant timeframes.	6. Demonstrated experience in preparing reports.	6. Accurate report writing skills and good attention to detail. 7. Sound computer literacy including a good working knowledge of Word and Excel.
4. Provide planning advice to the public and other employees of Council on a range of planning matters including non-complying development.	5. Accurate advice is provided in a timely manner.		8. Proven communication and interpersonal skills and the ability to consult and resolve conflict.
5. Provide planning advice in respect to the Development Act 1993 (SA) on Section 7 property statements pursuant to the Land and Business (Sale and Conveyancing) Act 1994.	6. Accurate planning advice for Section 7 searches is provided within prescribed timeframes.		
6. Brief Council's solicitors on enforcements, prosecutions, appeals and appearance as an expert witness as directed by Manager Development Services.	7. Accurate information is provided so advice can be provided covering all the issues.	7. Experience in attending the Environment Resources and Development Court (desirable).	9. Sound knowledge of Environment Resources and Development Court rules and procedures.

POSITION DESCRIPTION AGREED			
People Leader:	Sign:	Print Name:	Date:
Employee:			
Organisational Development:			

Job Requirements Guide

Frequency guide

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| 1. Constant (ongoing, occurs daily) | 2. Frequent (occurs 1-2 times daily) |
| 3. Occasional (occurs 2-4 times per week) | 4. Infrequent (occurs once per week or less) |

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	N				X	
Bending /twisting the neck	N				X	
Kneeling/squatting/ crouching	N				X	
Climbing e.g. stairs/steps/ladders	N				X	
Reaching forward /sideways >30 cm	N				X	
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	N				X	
Pushing/pulling/dragging	N				X	
Gripping/grabbing	N				X	
Fine hand coordination	Y	X				
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y	X				Must have the ability to undertake site inspections
Work at heights	N				X	
Work in confined spaces	N				X	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				Standard office equipment such as a computer, phone and photocopier. Use of a tape measure or similar on site inspections.
Exposure to noise	Y	X				Low level noise in the work environment (constant) and noise on construction sites (infrequent)
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N				X	
Exposure to fumes/dust	Y				X	Very low level. Some exposure to dust due to the nature of rural areas and on construction sites
Managing security/private information	N	X				Deal with both confidential Council and development application Information some of which may be commercial in confidence

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y				X	
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	N				X	
Working in a busy environment where time	Y	X				

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
pressures and / or fast work pace maybe required with frequent interruptions						
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				Office attire required and appropriate PPE is required to be worn on site inspections