

Position Title	Trainee Town Planner
Department	Planning
Unit	Development
Team	Development Systems
Supervises	Nil
Reports To	Team Leader Development Systems
Grade	T4
Date Prepared	29/07/2025
Date Last Updated	29/07/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

The primary purpose of the Trainee Town Planner is to provide planning and development information to the community, other Council staff, developers and public bodies via the Duty Planner service and to be a key part of our pre- lodgement service.




Accountabilities

- Prepare assessment reports and determinations on development proposals
- Assist our community with planning information at our Customer Service Centre, email and on the telephone.
- Assess the suitability of planning and building related applications received through the NSW Planning Portal and ensure they contain the relevant information required by NSW legislation.
- Prepare correspondence, reports and memorandums in relation to development matters.
- Coordinate comments from other areas, both inside and outside Council, relating to development matters.
- Undertake site inspections.
- Meet relevant timeframes nominated by Council.
- Undertake general duties as directed by Manager/Team Leader.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Foundational	<ul style="list-style-type: none"> • Understands own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and • Is willing to learn and apply new skills
Personal Character		
Act with Integrity	Foundational	<ul style="list-style-type: none"> • Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Customer and Community Focus	Foundational	<ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the • Listens and asks questions to understand customer/ community needs • Informs customers of progress and checks their needs are being met

Relationships

Communicate and Engage

Foundational

- Speaks at an appropriate pace and volume
- Uses appropriate body language and facial expressions
- Explains things clearly Allows others time to speak
- Shows sensitivity to cultural, religious and other individual differences when interacting with

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Enrolled in a tertiary course offering qualifications in town planning or a related field.
- Class C driver's licence.

Essential Experience

Desirable Qualifications and or Experience

- Previous demonstrated experience as a Town Planner with knowledge of relevant Acts and other statutory controls.
- Current knowledge and understanding of trade related issues, current trends and industry best-practice and development.
- Knowledge of BCA.
- Previous experience working in Local Government.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>