



Cadet Planner

Section: Development & Compliance / Strategy & Environment

Salary point: Trainee Rates

Position number: Various

Last updated: September 2025

Position objectives

To support Council in providing high quality town planning services to the community by assisting with development assessment, offering accurate planning advice, and contributing to sustainable growth and development outcomes.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- **Customer Service** – Deliver responsive, professional and solutions-focused service to the community, applicants and stakeholders by providing timely and accurate advice
- **Development Assessment** – Assist with the assessment of development applications, subdivision certificates and related matters in accordance with legislation, Council policies and delegated authority
- **Planning Advice & Support** – Provide planning advice and administrative support to Council, the community and government agencies, including:
 - Responding to duty counter and customer enquiries
 - Supporting pre-lodgement meetings and services
 - Assisting with the assessment of liquor licence applications and other statutory processes

- **Collaboration** – Work cooperatively with the Strategic Planning and Development Planning Coordinator, planners and other professional staff to deliver consistent, transparent and efficient outcomes

Key accountabilities

The Cadet Planner is accountable for providing accurate and professional planning advice and technical support under the guidance of senior staff. This includes ensuring all assessments and recommendations are consistent with legislative frameworks, Council policies and community expectations. The role also contributes to project work and strategic planning initiatives as required, while maintaining high standards of professionalism, attention to detail and confidentiality.

Extent of authority

- The position operates under the general supervision of the Development Planning Coordinator and/or Strategic Planning Coordinator and/or relevant Principal Planners, who provide mentoring and guidance.
- Decisions are made within the scope of established procedures, guidelines and delegated authority appropriate to a cadet role.
- The position allows for increasing independence as knowledge and experience develop, with ongoing support provided to build professional capability and progression within the planning field.

Judgement and decision making

Decision making undertaken in consultation with the relevant Coordinators based on experience level.

Skills, knowledge and capacity

Organisational

- Commitment to a customer service culture and delivery of quality service
- A commitment to gain an understanding of the Australian Business Excellence philosophy
- Development, implementation and maintenance of up to date Council plans which integrate relevant Council policy, planning and decision making framework
- Conduct that demonstrates to others Council's commitment to Safety, Excellence, Teamwork, Respect and Integrity

Interpersonal

- Position is actively involved in and concerned with the influencing and convincing of others in the pursuit or achievement of specific and set objectives
- Demonstrated research and facilitation skills
- Sound written, oral and presentation communication skills
- Demonstrated skills in negotiation, problem solving and conflict resolution to enable effective liaison with people at all levels

Qualifications and experience

- Currently or eligible for enrolment in approved tertiary town planning studies.
- Drivers Licence Class C or access to reliable transport for attendance at both work and external training

Capability Framework level: Foundational

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"> • Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability 	<ul style="list-style-type: none"> • Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate 	<ul style="list-style-type: none"> • Plan and prioritise • Think and solve problems • Create and innovate • Deliver results 	<ul style="list-style-type: none"> • Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date