

POSITION DESCRIPTION

Development Assessment Planner

POSITION TITLE	Development Assessment Planner	POSITION CODE	Various
DIRECTORATE	Shire Futures	SECTION	Development Services
REPORTS TO	Team Leader Development Assessment	GRADE	H
DATE PD APPROVED	September 2020	LOCATION	Picton
DATE PD REVIEWED	June 2025	DIRECT REPORTS	Nil.

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together*. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to assess Development Applications in accordance with the requirements of the Environmental Planning and Assessment Act 1979, and other relevant Acts and legislation, while communicating and promoting Council's policies.

KEY ACCOUNTABILITIES

- Comply with the Local Government Act 1993 (NSW), Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act 1997 and other relevant Acts and legislations.
- Undertake and arrange Pre-DA requests, assessment and determination of Development Applications, Section 10.7 Certificates, and other related applications and certificates in accordance with Acts, legislation and requirements, which may include undertaking inspections as required.
- Provide professional advice to Builders, Developers and the general public in relation to matters relevant to the Directorate.
- Prepare and give expert evidence in relation to matters before the Land & Environment Court of NSW.
- Prepare correspondence and reports to effectively resolve matters and ensure written notations are placed on file of all actions taken and discussions held.
- To prepare and present on topics of relevance to the position at Council workshops, training seminars or other meetings as required.
- To assist in the implementation of the Strategies and Actions contained in Council's Community Strategic Plan, Delivery Program and Operational Plan relevant to this position.
- Provide support to the Development Team and Urban Growth Team regarding Development Assessment and policy matters.
- Additional duties as required within the limits of the employees' skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. Communicating key Development Assessment processes and procedures to non-technical specialist.
2. Ensure services, communications and dealings with the public and external bodies are of a high standard.
3. Provision of professional advice to management and the public in relation to matters relevant to the Directorate, including producing reports to Council or the Local Planning Panel and Regional Planning Panel on matters relevant to the position.

POSITION DESCRIPTION

Development Assessment Planner

KEY RELATIONSHIPS

INTERNAL INFLUENCE?

Employees, Team Leaders, Managers, Directors

WHY?

The position is required to provide information internally. Decisions usually impact the jobholder's team and at least one other team or group.

EXTERNAL INFLUENCE?

Residents, businesses and ratepayers

WHY?

The provision of specialist professional services and advice to external parties, in line and on behalf of Council.

AUTONOMY AND DECISION MAKING

The role typically has the freedom to act as guided only by broad Council policy, legislation, senior management and the jobholder's experience and knowledge. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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.

POSITION DESCRIPTION

Development Assessment Planner

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

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 at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Relationships Communicate and Engage	Intermediate	• Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences

POSITION DESCRIPTION

Development Assessment Planner

Group and Capability	Level	Behavioural Indicators
Relationships Influence and Negotiate	Intermediate	- Builds a network of work contacts across the organisation - Approaches negotiations in the spirit of cooperation - Puts forward a valid argument using facts, knowledge and experience - Asks questions to understand others' interests, needs and concerns - Works with others to generate options that address the main needs and concerns of all parties
Results Think and Solve Problems	Intermediate	- Gathers and investigates information from a variety of sources - Questions basic inconsistencies or gaps in information and raises to appropriate level - Asks questions to get to the heart of the issue and define the problem clearly - Analyses numerical data and other information and draws conclusions based on evidence - Works with others to assess options and identify appropriate solutions

SELECTION CRITERIA INHERENT REQUIREMENTS

Essential Experience

- A minimum two (2) years' relevant work experience in the assessment of development applications.
- Working knowledge of the Environmental Planning and Assessment Act 1979, NSW Planning Legislation and other Acts and Legislation relevant to the position.
- Ability to complete ongoing planning which may involve some complexity, and actively contribute to work programs.
- Demonstrated experience in problem solving, solution focus, process improvement and time management skills.
- Demonstrated provision of timely, accurate and professional customer service to internal and external customers.
- Demonstrated ability to work autonomously and in a team environment, with experience in mentoring.
- Demonstrated ability to communicate effectively (in both written & oral forms) to stakeholders and residents on matters which may be complex.

Essential Qualifications, licences and tickets

- Degree qualifications in Town Planning or related discipline.
- Class C Drivers Licence.

DESIRABLE REQUIREMENTS

- Experience in appeal proceedings in the Land and Environment Court of NSW
- An ability to provide constructive input in Strategic Planning matters.

POSITION DESCRIPTION

Development Assessment Planner

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
 - Light 0-9kg

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.

WHS PHYSICAL TASK REQUIREMENTS

Development Assessment Planner

- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: