

POSITION TITLE:	DEVELOPMENT ASSESSMENT COORDINATOR
SECTION	PLANNING, ENVIRONMENT AND HEALTH
DIRECTORATE:	SUSTAINABLE DEVELOPMENT

1. REMUNERATION

Grade 19 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

- a) **Directly responsible to:**
Planning & Environment Manager
- b) **Positions directly reporting to this position:**
Senior Development Assessment Planner
Development Assessment Planner
Assessment Officer

3. PURPOSE

The Development Assessment Coordinator is to provide and ensure efficient processing and decision making relating to applications for development, land use and subdivision proposals within the planning environment in the Griffith City Council LGA. This will include providing guidance and input into planning matters throughout the development assessment process, maintaining a customer focused approach, together with processing development applications.



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Director Sustainable Development
- Engineering Design & Approvals Manager
- Councillors
- Staff

External

- General Public
- Representative Committees
- Other Local Governments
- State Government Agencies
- Any Professionals in the Planning and Environmental environment eg: Developers / Consultants / Builders / Architects / Surveyors

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

	• Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner • Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements • Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

Training and Development	• Actively participate in Council's training and development programs as required • Identify and ensure the delivery of relevant training for staff in areas of responsibility
Continuous Improvement and Innovation	• Promote the development of more efficient work practices • Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate • Promote a culture of change and innovation by encouraging new ideas • Identify and propose additional business opportunities that enhance Council's existing capabilities
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council • Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Coordinate all activities of Council related to Development Assessment in accordance with policies, best practice and legislation.
- Minimise Council's exposure to litigation risk in relation to land use advice and decisions.
- Assess and determine development applications expeditiously and with proper regard to social, economic and environmental impact and other statutory considerations, and ensure that all decisions are lawful with limited opportunities for litigation.
- Ensure Council's KPI's in relation to Development Assessment are met
- Keep abreast of changing legislation and best practice on development assessment and land use planning.



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

7. KEY DUTIES

- Assist planning and development & assessment compliance staff in the interpretation and application of relevant planning policies, instruments and legislation
- Supervise and mentor the professional development of team members.
- Represent Council at meetings between applicants and objectors which aim to resolve disputes between applicants and objectors.
- Represent Council and/or assist Council's solicitors in legal proceedings concerning development applications and non-compliance to planning policies and legislation; including representing Council in proceedings in the NSW Land and Environment Court.
- Advise developers, applicants and other members of the public about the application of Council's development controls and standards. This may include the chairing of regular meetings with applicants, consultants, senior management and the like.
- Prepare high quality assessment and Council reports and ensure the same for staff under supervision.
- Track and monitor development applications of the assessment team to ensure that council's legislative obligation of is met.
- Monitor workload and allocation of new applications.
- Convene Development Assessment Panel meetings.
- Roster Duty Planners on a monthly basis.
- Monitor, supervise and advise on council's internal development assessment process to maintain an effective and efficient work flow.
- Utilise NSW Government Planning and Environment "*Development Assessment Best Practice Guide*" and future related documents as a monitoring guide.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment drug and alcohol test and achieve a satisfactory outcome.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Completed a degree in planning and be eligible for Planning Institute of Australia registration
- Demonstrated extensive experience in development assessment
- Demonstrated ability to interpret and apply legislation, policy and knowledge to fulfil the requirements of the position.
- Demonstrated ability to program and organise workloads to meet timelines.
- Demonstrated ability to work in a team environment and to lead a small professional team.
- Demonstrated high level written and verbal communication skills.
- Demonstrated ability to consult, negotiate and resolve conflict.



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

- Demonstrated ability to provide customer service skills.
- Demonstrated ability to work with minimal or no supervision to an agreed standard.
- Demonstrated understanding of how Local Government operates and how decisions are made within a political context.
- Hold a current Australian driver licence Class “C”.

DESIRABLE

- Hold a General Construction Induction Training card.
- Planning Institute Australia membership.
- Demonstrated advance knowledge of computer application software as it relates to town planning.
- Experience in NSW Land and Environment Court and planning/development related mediation and conflict resolution.
- Demonstrated knowledge of the BCA (Building Code of Australia)

DESIRABLE LICENSES AND CERTIFICATIONS

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
Post Graduate qualifications relevant to the duties of the position				
Further studies in development control or planning law				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

OOccasional: exposure to the physical factor less than twice a week on average
 FFrequent: exposure to the physical factor 3 - 4 times a week on average
 CConstant: exposure to the physical factor more than 5 times a week on average
 RRepetitive: exposure to the physical factor multiple times in an hour



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

N/A Not Applicable

≡ Winter

✱ Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X				
Standing	Tasks involve standing in an upright position without moving about	X				
Driving	Tasks involve operating any motor-powered vehicle			X		
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance				X	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
Walking/Running	Tasks involve walking or running on even surfaces	X				
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes	X				
	Tasks involve walking whilst pushing/pulling objects					X
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant		X			
	Tasks involve climbing over or under machinery					X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.					X
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					X



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

Demands	Description	Frequency				
		O	F	C	R	NA
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)	X				
	2. Moderate lifting/carrying (10-15 Kg)					X
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.					X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					X
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment					X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals					X
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust					X
Gases	Tasks involve working with gases					X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis					X
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements	X				



WE ARE
RESPECTFUL



WE ARE
PROACTIVE



WE ARE
SUSTAINABLE



WE ARE
COMMUNICATORS



WE ARE
A TEAM

Demands	Description	Frequency				
		O	F	C	R	NA
	- e.g. working in a cool room, working outdoors, boiler room					
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: Jun 2024

Job Evaluation Assessment Date: 31 Aug 2020

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	

