

|                        |                                           |
|------------------------|-------------------------------------------|
| <b>POSITION TITLE:</b> | <b>ASSESSMENT OFFICER</b>                 |
| <b>SECTION</b>         | <b>PLANNING, ENVIRONMENT &amp; HEALTH</b> |
| <b>DIRECTORATE:</b>    | <b>SUSTAINABLE DEVELOPMENT</b>            |

## 1. REMUNERATION

Grade 12 of the Griffith City Council Salary System

## 2. REPORTING STRUCTURE

- a) **Directly responsible to:**  
Development Assessment Coordinator
- b) **Positions directly reporting to this position:**  
Nil

## 3. PURPOSE

The purpose of the Assessment Officer is to assess and make recommendations and deliver general advice relating to town planning, development assessment and construction certificates in a consistent and highly accurate manner with regard to relevant environmental planning instruments and policies as stipulated by the relevant planning legislation

## 4. RELATIONSHIPS

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

### Internal

- Planning & Environment Manager
- Senior Management Team
- Development Assessment Coordinator
- Building Certification Coordinator
- Customer Service Officers
- Various other staff groups

### External

- Architects, draftspersons, surveyors and other professionals involved in the development industry
- Persons involved in the Real Estate industry
- General Public
- Other Local Governments
- State Government Agencies
- Developers / Consultants / Builders
- Committees and organisations



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## 5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policies and Procedures</b>               | <ul style="list-style-type: none"> <li>• Comply with Local Government (State) Award</li> <li>• Comply with Council's Code of Conduct, Policies and Procedures at all times</li> <li>• Comply with relevant legislation pertaining to development and building industry, including the Environmental Planning and Assessment Act, the Local Government Act and their associated regulations</li> <li>• Maintain organisational confidentiality</li> <li>• Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position</li> </ul> |
| <b>Customer and Community Relations</b>      | <ul style="list-style-type: none"> <li>• Ensure an efficient, courteous and professional service to internal and external customers at all times</li> <li>• Present a positive image of Council at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Work, Health and Safety</b>               | <ul style="list-style-type: none"> <li>• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation</li> <li>• Report all incidents, hazards and risks to the immediate supervisor</li> <li>• Maintain and use personal protective and safety equipment as applicable to the role</li> <li>• Actively participate in Work, Health and Safety activities</li> </ul>                                                                                                                                                                                                  |
| <b>Teamwork</b>                              | <ul style="list-style-type: none"> <li>• Actively participate as a member of the relevant Council section and department</li> <li>• Promote and maintain harmonious relationships in the workplace</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Yes We Can</b>                            | <ul style="list-style-type: none"> <li>• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes</li> <li>• Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes</li> </ul>                                                                                                                                                                                                                       |
| <b>Record Keeping</b>                        | <ul style="list-style-type: none"> <li>• Ensure accurate and timely record keeping in accordance with Council's requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Training and Development</b>              | <ul style="list-style-type: none"> <li>• Actively participate in Council's training and development programs as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Continuous Improvement and Innovation</b> | <ul style="list-style-type: none"> <li>• Promote the development of more efficient work practices</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Environment</b>                           | <ul style="list-style-type: none"> <li>• Consider the protection of the environment when undertaking all Council activities</li> <li>• Consider the protection of the environment in decision making and in the undertaking of all Council activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |



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|         |                                                                                                                                                                                                                                                                                                                          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General | <ul style="list-style-type: none"> <li>• Perform other duties as required consistent with the level of competencies of the position</li> <li>• Ensure efficient and appropriate use of Council resources when carrying out work</li> <li>• Accomplish tasks while working under limited / minimum supervision</li> </ul> |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 6. PRINCIPAL ACCOUNTABILITIES

- Prepare and recommend planning assessments for consideration and determination by Council under the direction of the Planning and Environment Manager.
- Provide efficient, responsive, professional and courteous customer service in relation to planning and development, ensuring a positive customer service experience is provided to a diverse range of people and ensuring council's reputation with customers is enhanced.

## 7. KEY DUTIES

- Provide accurate statutory planning advice, assessment and recommendations in regard to development proposals, assessment processes and procedures, statutory requirements, zoning, development control plans and Council's policies, planning to all stakeholders including (but not limited to) the general community and staff in a consistent, timely and professional manner.
- Responsible for administration (including the preparing and issuing of delegated approvals) of development applications, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies within delegated powers
- Responsible to exercise sound judgment and formulate recommendations based on decision making, some problem solving and analysis of data relating to statutory planning issues
- Assess and approve Section 10.7(2) and 10.7(5) certificates
- Ensure a high standard of service delivery regarding Development Assessment and look for ways to continuously improve service levels related to Development Assessment
- To work as an effective member of the team to maximize effectiveness and efficiency within the team
- Ensure strong customer service focus with the ability to assist and advise counter and telephone enquiries, including development application lodgment, and participate as a rostered Duty Planner
- Support and embrace a continuous improvement environment and culture within the Organisation
- Participate, liaise and assist in strategic town planning projects, initiatives, policy and procedure development/improvement at the direction of the Planning & Environment Manager



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- Provide consultation, inspection, recommendations, provision of technical comments and conditions, on-going monitoring and follow up as part of the analysis of the development in the development application process
- Responsible for personal development in understanding rural, urban, environmental, tourism and economic development issues
- Keep abreast of relevant planning legislation and practices and participate in professional development programs

## 8. COMPULSORY REQUIREMENTS OF THE POSITION

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

## 9. KEY SELECTION CRITERIA

### ESSENTIAL

- Hold a Diploma in Town Planning or equivalent.
- Demonstrated sound knowledge of the Environmental Planning & Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000
- Demonstrated ability to liaise, coordinate and communicate with a diverse range of people and organisations to foster an understanding of the planning process
- Demonstrated general knowledge and understanding of the Local Government Act 1993, the Building Code of Australia and associated development related legislation
- Demonstrated specialist knowledge and understanding of matters involved in assessing rural, urban, commercial and industrial development applications
- Demonstrated problem solving, decision making and analytical skills
- Hold a current Australian driver licence.
- A demonstrated ability to program and organise workloads to meet time scales.
- Demonstrated excellent written and verbal communication skills
- Demonstrated computer skills including competency in MS Office and use of database and GIS system applications
- Hold a White card / General Construction Induction training card
- Demonstrated experience in consulting, negotiating and resolving conflict.

### DESIRABLE

- Eligible for membership of the Planning Institute of Australia
- Demonstrated Local Government experience relevant to the position.

## 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.



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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

O ..... Occasional: exposure to the physical factor less than twice a week on average

F ..... Frequent: exposure to the physical factor 3 - 4 times a week on average

C ..... Constant: exposure to the physical factor more than 5 times a week on average

R ..... Repetitive: exposure to the physical factor multiple times in an hour

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  |



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| Demands                             | Description                                                                                                                                                                         | Frequency |   |   |   |    |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                                     |                                                                                                                                                                                     | O         | F | C | R | NA |
| 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  |
|                                     | 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 |    |
| <b>Sensory Demands of Job Tasks</b> |                                                                                                                                                                                     |           |   |   |   |    |
| 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  |
| <b>Exposure to Chemical Hazards</b> |                                                                                                                                                                                     |           |   |   |   |    |
| 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  |



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| Demands                    | Description                                                                                                                                 | Frequency |   |   |   |    |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                            |                                                                                                                                             | O         | F | C | R | NA |
| Liquids                    | Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis                          |           |   |   |   | X  |
| <b>Working Environment</b> |                                                                                                                                             |           |   |   |   |    |
| Temperature                | Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room | X         |   |   |   |    |
| 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 Reviewed: January 2025

Job Evaluation Assessment Date: 3/7/2018

## 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.

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Signature:</b>     |  |
| <b>Date:</b>          |  |

