

ROLE DESCRIPTION

Development Assessment Planner



Directorate	Communities & Place	Position Number	300697, 300511, 300698
Branch	Development Assessment and Regulation	Position Status	Full Time
Section	Development Assessment	Position Grade	I
Reports to	Coordinator Fast Track Assessment or Coordinator Planning Assessment	Band/Level	Band 3 Level 2
Direct reports	Nil	Award	Local Government (State) Award
Indirect reports	Nil		
Date Authorised	21/05/2024	Budget	\$AMT

PRIMARY PURPOSE OF THE ROLE

The position of Development Assessment Planner actively undertakes the business functions associated with the:

- Assessment and reporting of development applications relating to multi dwelling residential housing, commercial, industrial development and subdivisions.
- Provision of planning advice to both internal and external clients of the Council on planning matters to provide a high standard of customer service.

The position will assist the Coordinator and Manager by participating in a business transformation model to achieve cultural change and succeed in accomplishing agreed service delivery outcomes.

KEY ACCOUNTABILITIES

1. Undertake statutory assessment of complex development proposals in relation to residential, commercial, industrial and subdivision type applications, ensuring that Development Applications are determined in accordance with service level agreement and relevant legislation in an accurate and responsive manner.
2. Implementation of provisions of the Environmental Planning and Assessment Act 1979 and statutory instruments including State Environmental Planning Policies, Regional Environmental Planning Policies, and local environmental planning instruments and policies including Council's Local Environmental Plan, Development Control Plans and policies.
3. Contribute to the Development Assessment and Regulation team as necessary to process applications under the Environmental Planning & Assessment Act 1979 and Regulations and applications under the Local Government Act and Roads Act 1993 and Regulations.
4. Prepare planning assessment reports, business paper, compliance, regulatory enforcement and other information reports for Council in development proposals and reports to the Local Planning Panel and Regional Planning Panel for determination.
5. Contribute to the Development Assessment and Regulation team as necessary to process applications under the Environmental Planning & Assessment Act 1979 and Regulations and applications under the Local Government Act and Roads Act 1993 and Regulations.
6. Provide representation for the Development Planning division with regards to Town Planning, pre-DA meetings, Local and Regional Panel and Court proceedings, including preparation of documentation, reports and submissions.

7. Attend to customer service enquiries in relation to technical planning matters including participation in the Duty Town Planner roster to ensure that enquiries received are responded to in a responsive, accurate and professional manner.
8. Participate in the development and implementation of business plans relating to core functions of the Team.

KEY CHALLENGES

1. Managing a busy and varied workload with competing demands in an environment that can be unpredictable.
2. Delivering outcomes in an efficient manner and educating customers and community members on Council's process.

KEY RELATIONSHIPS

Internal

Who	Why
Manager Development Assessment & Regulations, Coordinator Fast Track Assessment, Development Assessment & Regulation Team	- Provide accurate and detailed technical information and maintain effective communication. - Support the business functions through high performance and achievement of KPI's
Council Internal Teams	Ensure key internal stakeholder relationships are maintained with effective communication and collaboration.

External

Who	Why
Private residents and community members	Maintain effective communication with community and business holders to facilitate relationships
Legal Practitioners	Provide clear and detailed information and instruction related to applications, legislations and outcomes.
Regulatory Bodies	Collaborate with to ensure Council maintains compliance.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1. Degree qualifications in Town Planning, Urban and Regional Planning, Science or equivalent discipline with a minimum 3 years' demonstrated experience in Town Planning / Development Assessment, within a local government context.
2. Ability to critically analyse and assess plans and technical reports against numerical standards, merit-based considerations and objectives
3. Demonstrated extensive and detailed knowledge of relevant legislation including the Environmental Planning and Assessment Act 1979 and Regulations 2000, with proven comprehensive experience in the assessment of complex development proposals in a variety of residential, commercial and industrial and rural contexts.
4. Demonstrated ability to build professional relationships within the development industry and provide a high level of customer service.
5. Demonstrated ability to be resilient to work pressures and demands

6. Proven analytical and problem-solving skills including the ability to critically analyse issues and the ability to develop and implement appropriate solutions.
 7. Well-developed written and verbal communication skills and ability to interact effectively with a range of stakeholders both internal and external to negotiate outcomes and resolve conflict.
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ESSENTIAL REQUIREMENTS

- Hold and maintain current C Class Drivers Licence
- Being able to physically meet the requirements of the role as detailed within the position description
- Participate in Wingecarribee Shire Councils random drug and alcohol testing
- Participate in All staff orientation, mandatory and compliance training relevant to role responsibilities
- Demonstrated understanding of Work Health and Safety and Equal Employment Opportunity

WHS RESPONSIBILITY

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor powered vehicle	Not applicable
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. irate customers	Occasional

Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable

CAPABILITIES FOR THE ROLE

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 all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
 Personal Attributes	☐	Manage Self	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Display Resilience and Adaptability	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Act with Integrity	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Relationships	☐	Communicate and Engage	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	✓	Community and Customer Focus	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Work Collaboratively	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Influence and Negotiate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Results	✓	Plan and Prioritise	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	✓	Create and Innovate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Deliver Results	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Resources	☐	Finance	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	☐	Technology and Information	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Workforce Leadership	☐	Manage and Develop People	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

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

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act With Integrity	Advanced	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example for others to follow - Promotes integrity, courage and professionalism inside and outside the organisation - Monitors ethical practices, standards and systems and reinforces their use - Proactively addresses ethical and people issues before they magnify
Relationships Community and Customer Focus	Advanced	- Demonstrates a thorough understanding of the interests, needs and diversity in the community - Promotes a culture of quality customer service - Initiates and develops partnerships with customers and the community to define and evaluate service outcomes - Ensures that the customer is at the heart of business process design - Makes improvements to management systems, processes and practices to improve service delivery - Works towards social, environmental and economic sustainability in the community/ region
Results Plan and Prioritise	Advanced	- Ensures business plans and priorities are in line with organisational objectives - Uses historical context to inform business plans and mitigate risks - Anticipates and assesses shifts in the environment and ensures contingency plans are in place - Ensures that program risks are managed and strategies are in place to respond to variance - Implements systems for monitoring and evaluating effective program and project management
Results Deliver results	Advanced	- Sets high standards and challenging goals for self and others - Delegates responsibility appropriately and provides support - Defines what success looks like in measurable terms - Uses own professional knowledge and the expertise of others to drive results - Implements and oversees quality assurance practices

Template created by	Name	Date

FORM SUBMISSION
People and Culture

People and Culture Office Use only

Audited, graded and approved by HRBP	Name	Date

Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee	enter a name	Signature		Date	enter a date.
	_____		_____		_____
Supervisor / Manager	enter a name	Signature		Date	enter a date.
	_____		_____		_____
Director / General Manager	enter name	Signature		Date	enter a date.
	_____		_____		_____