

POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	DEVELOPMENT OFFICER PLANNING
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 5
DEPARTMENT / DIVISION:	CITY DEVELOPMENT / DEVELOPMENT SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER PLANNING
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	- Responsible for the assessment of development applications, with increasing complexity, in accordance with legislative requirements and Council policies and procedures and monitor the implementation of development in the City. - Exercise the delegated powers, duties and functions of a relevant authority, adhering to established work practices and procedures. - Promote high quality development which is appropriate in the urban context and responsive to the needs of the community. - Promote and project the Council's image as an effective and efficient organisation, placing a strong emphasis on customer service. - Provide information and advice to internal and external customers and external organisations in relation to development assessment and compliance matters and policy review.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us Empowerment - Take initiative and act with confidence - Make informed decisions and own the outcome - Share ideas, feedback and solutions

	• Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	• Under general direction of senior staff, assess development applications to ensure compliance with all policy, statutory and administrative requirements relevant to the position. • Prepare reports, including recommendations on development applications, applying high level of knowledge and exercising a degree of autonomy and professional judgement within prescribed delegated authority. • Carry out inspections, as necessary in accordance with Council policy to ensure compliance with statutory requirements in relation to unauthorised development and in relation to compliance with development approvals for authorised development. • Under general direction of senior staff, work with other members of Council as necessary, on matters such as: – the issuing of notices – suggested prosecutions – change in policy – procedures or delegated authority – interpretation of legislation – Assessment of applications. • Collaborate with relevant internal and external stakeholders, including government agencies, legal representatives, and community members, on development outcomes in the City. • Provide and promote quality customer service both within the organisation and externally, including telephone and counter enquiries, relating to development matters. • Support less experienced team members by reviewing work, providing guidance, sharing knowledge and assisting with their professional development. • Carry out other duties in the Division in particular the delivery of specific project focussed functions as required.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.

	• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Tertiary qualification in Urban and/or Regional Planning or equivalent studies. • Demonstrated high work ethic compatible with the Division's culture and values, specifically: – enthusiasm – professionalism – accuracy – timeliness – customer service and team orientation – innovation. • Exceptional communication skills characterised by patience, clarity and empathy at a personal, written and telephone level. • Advanced interpersonal skills – in dealing with customers and to work as a member of a team of development officers and customer service staff. • Highly professional report writing skills appropriate for key audiences including management, the Council Assessment Panel, Elected Members, and Courts. • Ability to manage and negotiate conflict situations to achieve positive community outcomes. • Ability to make informed and effective decisions in accordance with delegated authority • Highly technical competency in planning matters • Demonstrated time management and work prioritisation skills in a busy environment. • In depth knowledge of the administrative and technical provisions of the relevant planning and development legislation and other related codes and standards. • In depth knowledge of development assessment techniques, procedures and processes and Local Government structure and processes. • In depth knowledge of and compliance with written policy and procedures. • Adherence to professional standards and code of ethics. • Current Class C Driver's Licence • Ability to cope with work pressures, to deal with a number of matters simultaneously and meet deadlines.
DESIRABLE SELECTION CRITERIA:	• Eligibility for membership of the Planning Institute of Australia.

	• Demonstrated experience in development assessment in Local Government.
SPECIAL CONDITIONS:	• As an Authorised officer, fulfil all requirements set out in the following Legislation: – Local Government Act – Planning, Development and Infrastructure Act 2016 and associated regulations – Local Nuisance and Litter Control Act 2016
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
REQUIREMENT TO REGISTER A CONFLICT OF INTEREST	This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: