

Position Description

Development Engineer

Last updated: April 2026

Position Details

Position No:	500 175
Department	Planning and Community Services
Employment Status:	Permanent Full Time
Reporting to:	Executive Manager Planning and Certification
Direct Reports:	1-3
Indirect Reports:	0
Financial Delegation:	Up to \$5,000
Band/Level	Professional/Specialist Band 3, Level 2
Grade:	Grade 15
Allowances	Civil Liability Allowance

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

To provide specialist engineering assessment, advice and compliance oversight for development proposals within Parkes Shire, ensuring that all development outcomes align with Council's Subdivision Engineering Guidelines, statutory requirements and relevant engineering standards.

The role is responsible for the preparation and enforcement of engineering conditions of consent, review of detailed design submissions, and certification of subdivision and civil works, with a strong focus on protecting Council from the acceptance of non-compliant or unsustainable infrastructure assets. The position plays a critical role in ensuring that development does not create long-term financial, operational or safety risks for Council.

The position also supports development within the Parkes Special Activation Precinct (SAP), ensuring that engineering outcomes associated with Activation Precinct Certificate (APC) pathways and other streamlined approval processes meet Council's infrastructure standards and do not create unacceptable asset or operational risks.



Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. Development Assessment and Conditions of Consent
 - (a) Prepare clear, consistent and enforceable engineering conditions of consent for Development Applications, Section 68 and Section 138 approvals.
 - (b) Ensure conditions align with Council's Subdivision Engineering Guidelines, adopted standards and relevant legislation.
 - (c) Assess development within the Parkes Special Activation Precinct (SAP), including APC and Section 68 pathways, ensuring engineering outcomes meet Council standards and do not create unacceptable asset risks.
2. Planning Portal and Application Management
 - (a) Assess and manage engineering referrals through the NSW Planning Portal, including Development Applications, Section 68 and Section 138 Roads Act approvals.
 - (b) Ensure applications are complete and supported by appropriate engineering documentation prior to assessment.
 - (c) Maintain accurate and timely records within Council systems.
3. Engineering Design Review and Compliance
 - (a) Review civil engineering designs submitted by developers and consultants, including roads, drainage, stormwater, earthworks and associated infrastructure.
 - (b) Ensure designs comply with Council standards, approved Development Applications and relevant guidelines.
 - (c) Require amendment or redesign where proposals do not meet required standards.
4. Subdivision Works and Certification
 - (a) Assess and determine Subdivision Works Certificate (SWC) applications.
 - (b) Undertake or coordinate inspections of subdivision and civil works during construction.
 - (c) Certify works for Practical Completion and Final Completion, ensuring compliance with approved designs and conditions of consent.
5. Asset Protection and Risk Management
 - (a) Act as a key gatekeeper to ensure Council only accepts infrastructure that is compliant, maintainable and fit for purpose.
 - (b) Identify and escalate risks associated with poor design, construction or non-compliance.
 - (c) Support the reduction of long-term maintenance and lifecycle costs through appropriate engineering standards.



6. Cross Functional Collaboration and Advice
 - (a) Provide specialist engineering advice to Planning staff, developers, consultants and other stakeholders.
 - (b) Collaborate with Operations and Asset teams to ensure standards reflect long-term maintenance and operational requirements.
 - (c) Support continuous improvement in development engineering processes and standards.
7. Continuous Improvement and Standards Implementation
 - (a) Support the implementation and ongoing application of Council's Subdivision Engineering Guidelines.
 - (b) Contribute to the review and refinement of engineering standards, policies and procedures.
 - (c) Promote consistent, transparent and efficient development assessment processes without compromising engineering integrity.
8. To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act*.
- Identify, assess and treat risk relevant to the position.
- Monitor the implementation of the Work Health Safety Management System (WHSMS) in the work area.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Supervisory Accountabilities

- Build, promote and sustain a culture within the team that enables effective teamwork, collaboration and continuous improvement.
- Regularly appraise staff performance and provide constructive feedback and ensure ongoing development in accordance with Council's performance review system.
- Ensure staff are suitably trained and establish a training and development plan for staff with an emphasis on succession planning.



Position Requirements

Essential

- Tertiary qualifications in Civil Engineering or equivalent.
- Demonstrated experience in development engineering, subdivision assessment or civil design review within local government or a related environment.
- Strong knowledge of relevant legislation, including the Environmental Planning and Assessment Act, Local Government Act and Roads Act.
- Experience in preparing engineering conditions of consent for Development Applications and assessing Section 138 applications.
- Demonstrated ability to interpret engineering drawings, specifications and technical reports.
- Well-developed communication and negotiation skills, with the ability to work effectively with internal and external stakeholders.
- Strong written communication skills, including the preparation of reports and technical correspondence.
- High level of computer literacy, including experience with relevant engineering and office software systems.
- Current and maintained NSW Driver's Licence.
- SafeWork NSW Construction Induction (White Card)

Desirable

- Minimum of five (5) years' experience in engineering.
- Experience using the NSW Planning Portal.
- Knowledge of Austroads, TfNSW and local government engineering standards.
- Experience in subdivision construction and certification processes.
- Experience in local government operations and asset management principles.
- Hold a current Prepare a work zone traffic management plan (PWZ) qualification or the ability to obtain it.



Key Relationships

Who	Why
Internal	
Executive Manager Planning and Certification	• Provide technical advice and report on development assessment matters. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Direct Reports	• Develop work plans and review progress, provide direction and manage staff performance. • Identify training and development needs. • Resolve and provide solutions to issues.
Planning Staff	• Collaborate on Development Application assessments and conditions of consent.
Operations and Asset Teams	• Ensure development outcomes align with maintenance and asset management requirements.
External	
Government Departments and Agencies	• Develop, maintain and leverage professional relationships. • Optimise engagement to achieve defined outcomes.
Community, business and industry stakeholders	• Develop, maintain and leverage professional relationships. • Provide expert advice on a range of Operations-related strategies, projects and programs. • Manage expectations and resolve issues.
Developers and Consultants	• Provide clear engineering requirements and assess submitted designs and works.
Contractors, consultants and suppliers	• Engage, manage and monitor progress as required.



Capability Framework

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 elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

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



Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. 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 acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name:

Signature:

Date://



ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Supervisors (with delegation)	
Are responsible for implementing, monitoring and reporting on WHS policies and procedures within their area of responsibility.	
Responsibility	Performance Measure
1. To support the implementation of all WHS policies and procedures.	– Lead staff meetings/site start-up meetings that focus on or include a mandatory WHS component. – Ensure all workers (contractors and volunteers) affected by the work are included in WASP completion. – Contribute to the development SWMSs for high risk activities as required. – Provide on-the-job training as required. – Ensure all workers are inducted effectively for the type of work they are doing, particularly for high risk activities e.g. use of plant. – Carry out WHS improvement actions from WHS risk registers as delegated by relevant managers. – Lead by example and promote sound WHS practices at every opportunity. – Support workers in the notification of all incidents. – Investigate incident reports when required, ensuring corrective actions are undertaken and reported to the Manager.
2. Provide supervision for workers to ensure work activities are carried out in a safe manner.	– Ensure <i>constant</i> supervision of volunteers and young people in the workplace is provided. – Monitor contractor activities daily. – Monitor remote worker activities (fatigue, vehicle, duress) daily.
3. Monitor the implementation of the WHSMS in your area.	– Conduct a weekly review of the implementation of WASPs, SWMSs and high risk work permits e.g. confined space entry permit, and report. – Complete five work site inspections each week and report (Go See). – Conduct weekly project site inspections on construction projects and report - if applicable – Ensure all plant and equipment are regularly inspected, kept clean and in good working order. – Review SWMSs with all staff as per the documented review date or after an incident or significant change in the workplace. – Participate in the annual WHS risk register review for your work area.



ANNEXURE B - Organisational Chart

Note: As part of an organisational restructure, this position has been transitioned to the Planning and Community Services Directorate on a trial basis. This arrangement will be in place for a period of twelve (12) months.

Prior to the conclusion of the trial period, a review will be undertaken to determine the most appropriate ongoing alignment of the Development Engineering function and associated roles. This review will assess whether the function will remain within the Planning and Community Services Directorate or return to the Operations Directorate.

