

Position Description: Senior Development Planner

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Senior Development Planner performs assessment of a wide range of statutory planning applications, pre-lodgement applications, signing of consents under delegated authority, preparation of planning and development assessment reports, where required participate in preliminary assessment of lodged applications with other assessment staff, provide technical comments on referrals from other sections within and outside the department and other statutory authorities, mentoring junior staff, attendance to Planning Panel meetings and Land & Environment Court matters.

KEY DUTIES AND RESPONSIBILITIES

Development Assessment & Determination

- Timely assessment and processing of statutory planning applications (including complex development applications, Section 4.55 applications, 8.3 reviews), including the provision of technical comments, assessment reports and conditions.
- Timely review and determination of statutory planning applications within the limitations of the delegations of authority relevant to the position.
- Coordination of legal/court matters arising from the development assessment process including preparing statements and giving evidence in the Land & Environment Court.
- Diligent exercise of statutory powers, duties, responsibilities and delegations associated with the position.
- Presenting planning reports and providing advice where required to Planning Panels and Independent Hearing & Assessment Panels.
- Carry out other duties as may be assigned from time to time by the Coordinator Major/Fast Track Development Assessment, Executive Manager Development and Building or Director Environment & Planning.

Pre lodgement Advice & Preliminary Assessment

- Attend and provide written and verbal advice to public, staff, etc., regarding land-use, Council policy and procedure and planning legislation in a timely manner.
- Provide guidance and assistance to staff upon interpretation of planning legislation and assessment procedures.
- Provide planning comments on construction certificate, complying development certificate and building certificate applications.

- Where required, participate in internal meetings such as preliminary assessment and review of planning applications with other assessment staff.
- Assess pre-lodgement applications and provide advice to applicants in accordance with Council's pre-lodgement services

Management & Leadership

- Attend team meetings, seminars and workshops to ensure knowledge is current and continued professional development.
- Coordination of legal/court matters arising from the development assessment process and/or compliance matters.
- Assist with the coordination and the operation of Council's Development Assessment Section.
- Assist with development and implementation of policy and procedures relative to the Development Assessment Section.
- Monitor and recommend responses to government planning and environment policies, initiatives, laws and other external factors, as they affect Cumberland Local Government Area.
- Act in the capacity of Coordinator Major/Fast Track Development Assessment as and when required.
- Act as mentor for junior staff in their professional development.
- Peer review of assessments undertaken by other officers and associated determinations.

Strategic Vision

- To assist in the review of Council's Local Environmental Plan and Development Control Plan.
- To promote the Cumberland City Council to the local community and the wider planning and local government environment.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.



We are **determined**
to succeed



We are **inclusive**
in our approach



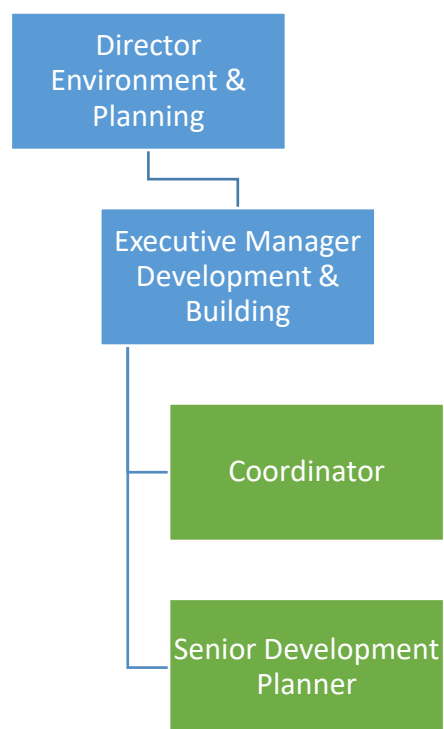
We are **progressive**
in our outlook

- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud Control Plan.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Work Health & Safety

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Tertiary qualifications in town planning or equivalent preferably with eligibility for membership to the Planning Institute of Australia.
- Minimum 3 years experience performing similar role as Senior Development Planner.
- Extensive practical experience in development assessment under the Environmental Planning and Assessment Act including assessment of highly complex development matters.



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

- Sound practical understanding of the Environmental Planning and Assessment Act, and other relevant legislation and regulations.
- Demonstrated ability to communicate effectively with management and staff at all levels of the organisation and with external contacts.
- Excellent negotiation and presentation skills.
- Superior ability to resolve complex planning issues with applicants for development and excellent customer service skills.
- Ability to meet deadlines with possession of excellent time management skills
- Demonstrated understanding and commitments to WHS and EEO principles across all activities within the organisation.
- Class C Driver's Licence

Desirable

- Demonstrated knowledge of Local Government corporate computer systems relevant to development assessment
- Familiarity with the Building Code of Australia and the Australian Standards applicable to development and design.
- Experience in presenting to Planning Panels, Design Excellence Panel and giving evidence in the Land & Environment Court.
- Supervisory and organisational experience preferably in Local Government with a proven record of achievement.

Employment Screening Required

- ☐ Qualifications verification
- ☐ Licence Check if driving Council vehicles

Classification/Grade/Band/Level	Grade 12
Job Function Group:	Professional
Reports to:	Coordinator
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:

Employee's Name

Employee signature



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook