

Introduction

This position description offers a concise account of the general nature of the work that the City of West Torrens (CWT) requires to be undertaken, including the type and range of skills, qualifications and experiences that we believe you should possess in order to competently undertake the duties. It is not an exhaustive list of responsibilities, criteria or outcomes as your role within CWT is a dynamic one. We understand that people and positions change and develop over time, so this position description is considered a 'living document'; your active involvement in the evolution of this position is important.

Position environment

This position provides important and valued services that contribute towards Council's objectives and goals for its community, which are clearly defined in the Community Plan 2030.

Council's Vision: Committed to being the best place to live, work and enjoy life.

Council's Mission: To strive for excellence in servicing our diverse community.

Community Plan 2030

In addition to the Vision and Mission Statement, the Community Plan details Council's direction for our city, including our focus areas and strategic objectives which together form an integral part of Council's broad planning approach. You can view the community plan at <https://www.westtorrens.sa.gov.au/Council/The-City-of-West-Torrens/Community-Plan>

Our culture

The CWT has adopted a culture of continuous improvement and inspiring and motivating people to achieve excellence.

Through our culture we aim to:

- Care for and value our people, assets and community.
- Encourage balance between life and work.
- Treat people fairly, equitably and respectfully.
- Provide exceptional customer experiences.
- Act with integrity and hold ourselves and others accountable.
- Actively encourage learning, growth and being open to change.
- Communicate, collaborate and work as one.
- Recognise and celebrate achievements.
- Continually pursue excellence.
- Put safety first in all we do.

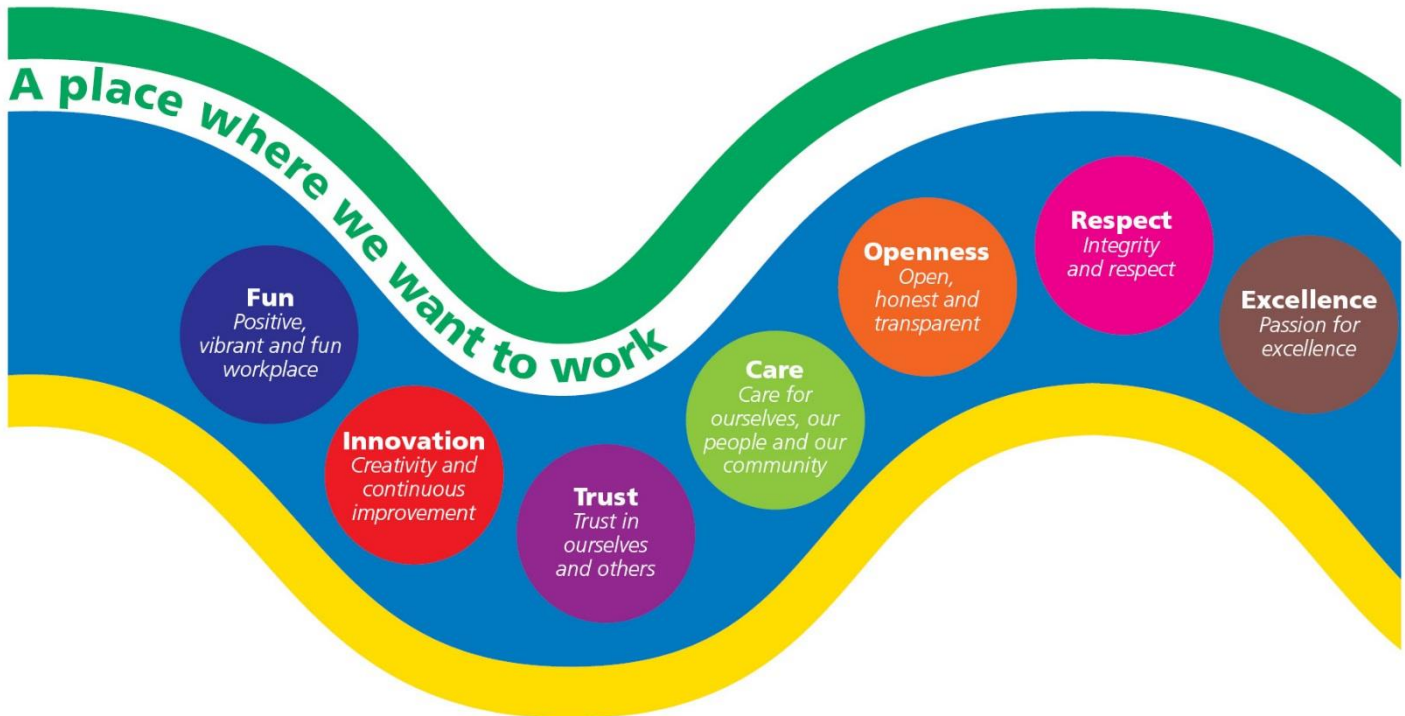
By signing this position description, you agree to be part of a team that embraces positive culture.

Make a difference in
your community.

[westtorrens.sa.gov.au](https://www.westtorrens.sa.gov.au)



Our Culture



Our culture is one where we:

- Care for and value our people, assets and community
- Encourage balance between work and life
- Treat people fairly, equitably and respectfully
- Provide exceptional customer experiences
- Act with integrity and hold ourselves and others accountable
- Actively encourage learning, growth and being open to change
- Communicate, collaborate and work as one
- Recognise and celebrate achievements
- Continually pursue excellence
- Put safety first in all we do.

Our leaders model the culture through inspiring and motivating people to achieve excellence.

Leaders at the City of West Torrens:

- Provide clarity of direction and clear expectations
- Are open minded, collaborative and receptive to new ideas
- Act with integrity and hold themselves and others accountable
- Proactively drive exceptional customer experience
- Are visible and approachable
- Value, trust and empower people
- Give and receive timely constructive feedback
- Acknowledge and recognise achievements and efforts
- Actively encourage opportunities for learning and development.

POSITION DESCRIPTION

POSITION NUMBER	1278
POSITION TITLE	Development Officer Planning
STREAM	Administrative
CLASSIFICATION	MSO Level 5
DEPARTMENT	City Development
DIVISION	Urban Services

1. PURPOSE

To contribute to the City Development department's responsibilities to ensure that development within the City is of a high quality, standard and function, and achieves a high level of consistency with statutory requirements; and to assist in the achievement of a high quality of urban design and amenity for residents, workers and visitors to the City.

As the Development Officer Planning you will provide high quality development assessment services, including the processing development applications. You will strive for excellence and deliver quality outcomes for the community whilst modelling the organisation's vision and values.

2. POSITION OBJECTIVES

- Provide high quality planning assessment services which are appropriate to the urban context, and responsive to the interests and needs of the community and applications in accordance with legislative requirements.
- Undertake the assessment of development applications in accordance with statutory requirements in an accurate and timely manner.
- Provide a high level of quality customer service to applicants, internal departments, stakeholders, other agencies, including educating and advising the public and industry on matters relating to development within the City of West Torrens.
- Constructively contribute to decision-making in the Planning team, including cultural change and continuous improvement initiatives.

3. POSITION RESPONSIBILITIES

- Effectively and efficiently process and assess development applications in accordance with statutory requirements and timeframes.
- Provide professional and technical planning and development assessment advice to Council and the community.
- Interpret and apply relevant legislation under Council's control, particularly:
 - Development Act 1993.
 - Planning, Development and Infrastructure Act 2016.

- Community Titles Act 1996.
- Environment Protection Act 1993.
- Local Government Act 1999.
- Land and Business Conveyancing Act 1994.
- Undertake assessments and prepare reports for the Council Assessment Panel.
- Liaise with internal and external professionals and agencies provide and receive specialist advice on a range of issues, and determine and report their views in relation to the development assessment process.
- Provide quality customer service about urban planning and development to all who interface with the team; ensure courteous good public relations and achieving a favourable image of Council in dealings with all customer and partners.
- Contribute to the operation of the team and put forward suggestions for change that will achieve improvements to culture, quality, process, outputs and outcomes.
- Participate in the ongoing monitoring and review of the performance of the City Development department, including collection of data and suggesting initiatives for improvement.
- Keep abreast of best practice urban planning, current development trends and legislative changes.
- Contribute as a member of a multi-disciplinary team within Council by addressing and resolving a range of urban development and planning issues.
- Investigate complaints of alleged breaches of legislation and negotiate resolution or prepare documentation and evidence for prosecutions as required.
- Undertake all work of a professional quality, and meets timelines and allocated budgets.
- Prepare accurate and quality reports, documentation and records in relation to all activities and procedures.
- Provide comprehensive and detailed development advice to Council Members, staff, developers, applicants, ratepayers, government authorities and the general public.
- Attend compulsory conferences, prepare statements and appear before the Environment Resources and Development (ERD) Court on appeal matters.
- Adequately manage any corporate records created and received according to CWT policies, procedures and legislation.
- Positively contribute to the success of the organisation's culture as outlined on the front pages.

4. REQUIREMENTS OF THE POSITION

4.1 Qualifications

Essential	<ul style="list-style-type: none"> • Tertiary qualifications in Urban and Regional Planning or equivalent tertiary qualification. • Eligibility to join the Planning Institute of Australia in the Member or Associate Class. • Accredited Professional - Planning Level 4 as defined under the Accredited Professionals Scheme under the Planning, Development and Infrastructure Act 2016.
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	<ul style="list-style-type: none"> • Current White Card. • Current National Police Clearance. • Current Class C Drivers Licence.
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Desirable	<ul style="list-style-type: none"> • Accredited Professional - Planning Level 3 as defined under the Accredited Professionals Scheme under the Planning, Development and Infrastructure Act 2016.
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4.2 Personal Skills

Essential	<ul style="list-style-type: none"> • Competence in development assessment technical skills. • Competence to set work task priorities, manage time effectively and to meet timelines. • Competence to read and interpret drawings and details relating to development applications. • Good verbal and written communication skills characterised by patience, clarity and accuracy. • Very good negotiation and conflict resolution skills. • Well-developed problem-solving skills. • An openness and capacity to embrace change. • Competence to develop and maintain sound working relationships with a diverse team and work as an effective member of a team. • Well developed and effective customer service skills. • Ability to build working relationships. • Demonstrate, lead and drive a commitment in delivering a high quality customer experience in all interactions (internally and externally). • At all times act in a manner that is non-threatening, courteous and respectful as the CWT has committed to undertake White Ribbon Accreditation. • Possess commitment to the principles and practice of: <ul style="list-style-type: none"> ○ Work Health Safety and Injury Management / Risk Management. ○ CWT Culture. ○ Equal Employment Opportunity. ○ Quality Management and Continuous Improvement.
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Desirable	<ul style="list-style-type: none"> • Urban design skills.
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4.3 Experience

Essential	<ul style="list-style-type: none">• Experience in urban planning and development assessment.• Experience in the preparation of briefing papers, reports and general correspondence.• Use of corporate technology including systems in electronic records management, land and property management, finance and customer requests.• Proven experience in the provision of excellent customer service and undertaking negotiations.• Experience in managing competing priorities and workloads.
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Desirable	<ul style="list-style-type: none">• Experience working in a local government environment.• Experience as an expert witness for the Environment, Resources and Development Court.
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4.4 Knowledge

Essential	<ul style="list-style-type: none">• Considerable knowledge of the Development Act 1993 and Development Regulations 2008, Planning, Development and Infrastructure Act 2016 and other legislation related to development assessment functions.• Considerable knowledge of the Development Plan, the Planning and Design Code and related changes occurring to the planning system in SA.• Working knowledge of the Microsoft Office suite of desktop applications, in particular Microsoft Outlook, Word, Excel and PowerPoint.
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Desirable	<ul style="list-style-type: none">• Knowledge of the Local Government Act, Environment Protection Act and Council Policies applicable to the activities of the position.• Knowledge of the Council area.
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4.5 Special Conditions

Essential	<ul style="list-style-type: none">• Some out of hours work may be required.• You may be required to carry out other duties as directed which are within the appropriate classification level and commensurate with skills and abilities.• You will be required to provide evidence of your 'up to date' Covid-19 vaccination status when requested.
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5. REPORTING RELATIONSHIPS

- Reports to Team Leader Planning.

6. AUTHORITY AND ACCOUNTABILITY

- Authority to work within the scope of this position description.
- Decisions as authorised by the instruments of sub-delegation by the CEO and Assessment Manager (subject to change).
- No decision to be made as an Accredited Professional in their own right.

7. WORK HEALTH AND SAFETY (WHS)

All Workers

You must take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.

In particular you must:

- Comply with statutory and organisational requirements, procedures and rules implemented to protect the health and safety of workers at the workplace including the public.
- Use equipment provided to protect health and safety.
- Follow reasonable instructions provided on health and safety.
- Ensure you are not affected by alcohol or drugs so as to endanger yourself or others.
- Report injuries, incidents, hazards and property damage.
- Participate in activities associated with the management of workplace health and safety.
- Attend identified WHS training for your position.

8. PERFORMANCE STANDARDS

The performance of the incumbent will be measured by:

- Achievements in accordance with the City Development Departmental Service Plan and the incumbent's Performance Partnering Development Program (PPDP).
- The extent to which position responsibilities are achieved.
- The degree of professionalism, flexibility displayed.
- Reliability, quality and courteousness of service delivered.
- Effective teamwork and contribution to the achievement of team goals.

Responsible Manager: *(Position)*

Manager City Development

Signature:

Date:

Employee Name: *(Incumbent)*

Signature:

Date: