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|  | **Position Description** | |
| **Position Title** | **Development Planner** | |
| **Division** | Economic Development & Environment | |
| **Department** | Department | |
| **Reports to** | Team Leader Planning | |
| **Current Status** | Permanent Full-time - 35 hours per week | |
| **Band/Level** | 3/2 | |
| **Grade** | 16 |  |
| **Step** | Entry Level to Step 4 | |
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| **Last Reviewed** | October 2017 | |
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| **Conditions of Employment** | The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to:  \* Council's Salary Administration System  \* Council's Code of Conduct  \* Equal Employment Opportunity  \* Equity & Access to Training  \* Performance Appraisal | |
| **Work Health and Safety (WHS)** | The employee who occupies this position must abide by Council’s WHS policies and procedures as described in Council’s WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work. | |

**Position Summary**

To process all applications and certificates allocated to the position and complete specialist development planning tasks.

The Development Planner is one of four professional specialist positions operating within an approvals team reporting to the Team Leader Development Planning under the direction of the Development Manager.

The Development Planner is directly involved in the assessment and determination of development matters handled by the development planning team, liaising with colleagues, developers, Government Authorities and the public generally.

The Development Planner is responsible for determining priorities for development control matters assigned to and instigated by the position and makes an independent assessment of such matters, subject to direction issued by the Team Leader Development Planning and Development Manager.

**Specific Duties and Responsibilities**

* Participate in the functions of the Development Division under the supervision of the Team Leader Development Planning.
* Ensure that development applications, combined development application/ construction certificates and other applications for approval for the designated area or as allocated by the Team Leader are assessed expeditiously in accordance with the Environmental Planning and Assessment Act, Local Government Act, any other relevant Acts and Legislation, Council Codes and Policies and Development Control Plans.
* Ensure that prompt and courteous attention is given to clients with respect to Development Control issues.

Negotiate and liaise with developers and staff as required by the position.

* Ensure enforcement of conditions of development consent and compliance with statutory requirements.
* Undertake any special projects or duties as required by the Team Leader Development Planning or Development Manager.
* Provide accurate, timely and professional advice to the Team Leader Development Planning and Development Manager.

## PERFORMANCE STANDARDS

* Ensure that all applications are assessed in accordance with statutory requirements, Council’s Local Environmental Plan, any relevant Development Control Plan or Council Policy.
* Ensure that the processing and turnaround times for Development Applications and Combined Development Applications/Construction Certificates are in accordance with the targets as outlined in Council’s Management Plan.

(NB: The times associated with the expected targets shall take into consideration the ‘stop the clock’ provisions of the Environmental Planning and Assessment Act)

* The annual average processing time for Section 149 Planning Certificates shall be less than 7 days and the turnaround time for certificates referred to the position shall not exceed 2 days.
* Ensure that any development applications not approved within the statutory timeframes are reported to the Team Leader or Manager.
* Attend the Customer Service Counter as rostered by the Manager to provide professional advice in accordance with the relevant legislation, Council Policies and Codes.
* Ensure that pre-application meetings with customers are arranged as needed to provide advice to limit requests for further information on applications.
* Ensure that 95% of correspondence referred to the position is responded to within 10 days of receipt.
* Prepare Council reports in accordance with the relevant deadline for Council Business Papers.
* Prepare Notices and Orders in accordance with the requirements of the Environmental Planning and Assessment Act and/or the Local Government Act as appropriate in the circumstances.
* Undertake any duties directed to the position by the Team Leader or Manager promptly and to an agreed timeframe.
* Ensure that all potential significant criticism of Council by the community and/or by Government authorities are notified to the Development Manager and/or Group Manager Regional Services.
* Ensure a weekly work plan and an updated work plan for the preceding week in the agreed format is prepared and presented to the Team Leader Development Planning and the Development Manager on Monday morning of each work week.

**Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

* Processing Customer Enquiries
  + Receive customer enquiries is a courteous and efficient manner
  + Research, assess and respond to customer enquiry within an appropriate timeframe
* Operate Office Equipment
  + Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
  + Operate telephone equipment for incoming and outgoing calls.
* Operate Personal Computer in the completion of routine tasks;
  + Utilise personal computer to create, modify and complete documents, using various computer programs.
* Work Health and Safety Responsibilities
* Present for work in a fit state (not under the influence of drugs or alcohol)
* Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
* Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
* Not through act or omission create an unsafe workplace or environment
* Ensure adherence to developed SWMS/RA, SOP’s, Procedures
* Assist in the development of specific SWMS/RA where identified and required
* Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
* Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
* Assist in the investigation of all injuries and incidents
* Ensure the safe and correct use/application of plant, equipment and PPEC
* Commitment to Council’s Injury Management Procedure
* Maintain good site housekeeping at work location
* Contribute to continual improvement of workplace risk control processes
* Recordkeeping Responsibilities
* The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
* Prioritise and complete allocated Recordkeeping activities

**Signatures**

I agree to the requirements of this Position Description.

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Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

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Manager Date

**Selection Criteria**

**Essential**

* Tertiary qualifications in Town Planning (graduates or pending graduates will be considered)
* Experience in local government development control
* Excellent written and verbal communication skills
* Knowledge and understanding of the WHS Act and associated regulations.
* Thorough understanding of the Planning Legislation and the relevant acts and regulations applicable to the position.
* Demonstrated ability to communicate and interact at all levels on technical advice and policy issues to both internal and external customers.
* Demonstrated competency in enforcing conditions of development consent
* Class C Drivers Licence.

**Desirable Criteria**

* Competent in the use of personal computers
* Experience in preparing briefs for Solicitors, preparing affidavits and presenting evidence in the Land and Environment Court.