

	Role Title: <b>Development Assessment Planner</b>	<b>#100252</b>
	Accountable to: Manager Development & Environment	
Primary purpose	The primary purpose of the role is to process, assess and determine Development Applications in accordance with statutory provisions, Council planning documents, policy and guidelines.	
Key responsibilities	<ul style="list-style-type: none"> <li>• Apply professional knowledge to assessment of development applications, subdivisions, certificates, and investigation of complaints.</li> <li>• Carry out inspections of approved applications to ensure compliance.</li> <li>• Liaise with representatives of the development industry and government agencies in maintaining an awareness of requirements.</li> <li>• Investigate complaints/action requests and issue notices in accordance with appropriate Acts and Regulations administered by Council.</li> <li>• Represent Council as its expert witness on development and land use planning matters in relation to litigation and appeals.</li> <li>• Participate as a member of Council's Development Assessment Panel in the assessment of development related applications.</li> <li>• Effectively implement the statutes and Council policies with regard to the matter of development assessment.</li> <li>• Initiate and recommend any legal action necessitated through the development assessment section, including preparing briefs.</li> <li>• Complete written reports to Council on any matters involving development assessment and land use planning matters.</li> <li>• Prepare public advertising associated with planning documents within the terms of the Environmental Planning and Assessment Act.</li> <li>• Apply of analytical assessments utilising geographical or other environmental data.</li> <li>• Assist in the preparation of various certificates, when required, such as 149 and 735A Certificates and dwelling entitlement searches.</li> <li>• Provide input into strategic land use planning process by making recommendations for alterations of plans and policies.</li> <li>• Provide customer service advice and a professional advisory role to stakeholders, internal / external, in a courteous and helpful manner.</li> <li>• Prepare draft planning instruments, policies, guidelines, strategic reports, strategies and plans of management, and correspondence.</li> <li>• Assist in the formation of Town Planning, Environmental and Land Management projects.</li> <li>• Investigate illegal land use activities in contravention of the Environmental Planning and Assessment Act 1979 or Regulations or Local Environmental Plan provisions and other statutory environmental legislation.</li> <li>• Participate in a multi-functional team to improve service provision, especially in relation to strategic, environmental and heritage planning.</li> <li>• Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training.</li> <li>• Proactively participate as a team player to contribute towards the achievement of team goals and work objectives in relation to Council's strategic, environmental and heritage planning function, and other projects.</li> <li>• Work in a safe manner with regard for self/others and contribute to the implementation of Council's WHS policies/procedures/practices.</li> <li>• Ensure works comply with quality systems including standard of works and environmental protection issues.</li> <li>• Actively multi-skill across other areas of Council's works as required and apply a flexible and adaptable approach to deliver on Council's commitments outlined in our delivery and operational plans.</li> </ul>	

Key accountabilities	<ul style="list-style-type: none"><li>Provides a specialist advisory role and service involving elements of complexity requiring problem solving, analysis and sound judgement. Services often require engagement with the public.</li><li>Supervises delivery of projects/services requiring project control and monitoring based on experience and professional qualifications.</li><li>Liaises effectively with all stakeholders demonstrating exceptional interpersonal skills.</li></ul>						
Skills, knowledge & experience	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>Tertiary qualifications in land use or environmental planning, membership of the Planning Institute of Australia, and relevant experience</li><li>Up to date understanding of the NSW Environmental Planning and Assessment Act and Regulation, and other relevant legislation</li><li>SafeWork Construction Induction Certificate (WHS White Card)</li><li>Current Class C Driver Licence</li><li>Demonstrated conduct aligned with Council’s corporate behaviours supporting our values</li></ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"><li>Demonstrated knowledge of development assessment functions within the Local Government framework</li><li>Demonstrated ability of superior communication and interpersonal skills</li><li>Demonstrated ability to make sound judgements and recommendations based on a range of views and policy/legal requirements</li><li>Sound knowledge of Microsoft Office Applications such as MS Word, Excel and/or Access</li></ul> <p><b>NOTE:</b> It is a requirement that the incumbent of this role completes a Disclosure of Interest Return as this role has been determined to be a designated person role.</p>						
Values & behaviours	<p><b>VALUES:</b></p> <p><b>Integrity and passion</b></p> <p><b>BEHAVIOURS:</b></p> <p><b>We lead by example - We take responsibility - We do what we say - We embrace change - We are community focused - We are in this together</b></p>						
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <table><tr><td>Employee Name:</td><td>Signature:</td><td>Date:</td></tr><tr><td>Manager Name: Andy Edwards</td><td>Signature:</td><td>Date:</td></tr></table>	Employee Name:	Signature:	Date:	Manager Name: Andy Edwards	Signature:	Date:
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