



Development Assessment Officer – Planner

POSITION PROFILE

Division	Shire Planning	Status	Full time, permanent
Unit	Assessment Teams	Salary Grade	
Reports to	Manager, Development Assessment Major Projects/Development Assessment and Certificate	Reviewed	November 2019

STRATEGIC INTENT

Facilitating land use and development to deliver balanced community, environmental and economic outcomes.

POSITION PURPOSE

- primary focus is the assessment of development proposals with regard to their potential impact on the natural, built and social environment with specific consideration to planning matters;
- assistance in the preparation and review of plans which will provide controls in respect to developments and land use matters;
- involvement in project teams dealing with issues associated with the functions and responsibilities of Shire Planning.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Assess development applications in accordance with legislation and policy	Timely determination of Development Applications in accordance with DA process (meeting target dates is a major responsibility of the position). The quality and quantity of application assessments determined within and outside prescribed times To ensure assessment of all Development Applications is commenced within five (5) days of receipt.

	<p>To ensure that, where possible, all Development Applications are determined within the time frames set out in the appropriate manuals practice notes and policies.</p> <p>No reasonable complaints from Council's assessment stakeholders (keeping people informed is a major responsibility of the position).</p> <p>No reasonable cause for any Councillors or senior management to be dissatisfied with performance.</p>
<p>Arrange and conduct, in consultation with the Assessment Team Leaders or Manager mediation/facilitation/information sessions between neighbours in an attempt to negotiate a compromise on contentious development applications.</p>	<p>Attend and present to such sessions as arranged (typically these are arranged for and occur after business hours)</p>
<p>Report to the Assessment Team Leaders any significant planning issues and concerns at the earliest possible occasion</p>	<p>Timely sign off with Team Leader at each check point in the process of assessment</p>
<p>Assist the Manager Assessment Team in the implementation of new procedures.</p> <p>Participate in joint working parties and divisional Project Groups.</p>	<p>Input into plans/policies which enable them to satisfy Council's strategic direction, environmental objectives and corporate standards.</p> <p>Effectiveness of new procedures to be determined by set performance indicators.</p>
<p>Refer all applications outside the scope of your delegated authority to the Team Leader for final decision.</p>	<p>All statutory obligations are met</p> <p>All decisions are made with reference to delegations issued by the General Manager and any instructions that refine those delegations</p>
<p>In accordance with the team procedures, answer telephone calls, or attend to customers at the Customer Service Counter, relating to Council's policies/requirements, planning queries and complaints.</p> <p>Assist customers with information related to the redesign of submissions, if required, so as to comply with Policies, Codes, etc. and discuss alternatives relating to planning matters</p>	<p>There is to be no example of inaccurate or unsound professional advice to Council's customers</p> <p>Success rate in resolution of issues with stakeholders (applicants, objectors and the broader community)</p> <p>Correspondence/reports are clear, concise and comprehensive and properly reflect Council's policies and codes.</p>
<p>Take appropriate action when advice is received or when unauthorised work is observed during the course of normal duties</p>	<p>Timely reporting / follow up of non compliances and unauthorised work.</p>
<p>Provide planning input into the preparation of Local Environmental Plans, Development Control Plans and</p>	<p>Assist with the development of plans and policies as requested</p>

Codes & policies, which is both sound and responsible in relation to planning matters.	
Represent the Council in appropriate forums and courts	Professional representation of Council as required or requested

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Tertiary qualifications or nearing completion in an area related to environmental planning and assessment such as a Degree or post graduate qualifications in Town Planning/Urban & Regional Planning; Building; ▪ Drivers Licence
Experience or skills	Essential	<ul style="list-style-type: none"> ▪ Experience in assessment and determination Development Applications within the local government assessment process; ▪ Working knowledge of the Environmental Planning & Assessment Act 1979; ▪ Experience in project management and working with other disciplines and co-ordinating input from various professionals; ▪ Experience setting short and long term work objectives with follow up performance monitoring.
Experience or skills	Desirable	<ul style="list-style-type: none"> ▪ Experience in the preparation/presentation of reports to Council and external panels such as IHAPs, JRPPs and the Land and Environment Court.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

19 day month flexitime arrangements

Attendance at occasional evening meetings with due notification from Managers

Overtime or time in lieu is available for work outside normal spread of hours with the agreement of the Managers.