

Directorate:	Planning and Compliance	Department:	Development Assessment
Position Grade:	15 Planner	Reports to:	Coordinator Land Development
Last review:	December 2021	Next review:	December 2023
		Version No.:	3.0

Position purpose:

To provide engineering input and advice for development application assessments. To oversee design and constructions of developments to ensure compliance with DA approvals.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assessing general engineering aspects of Development Applications with focus on complex or major developments
- 2) Assessing developments for the issue of Construction Certificates, Section 138 Roads Act and Section 68 Local Government Act approvals.
- 3) Overseeing credits for Section 7.11 Works in Kind in accordance with Section 7.11 Contribution Plans
- 4) Assessing engineering plans for compliance with Council design and construction specifications
- 5) Carrying out compliance inspections and oversee civil construction works for developments
- 6) Providing engineering advice to internal departments within Council, developers and the general public
- 7) Providing clearance of engineering and administration matters for Subdivision Certificates/Plans prior to their release from Council.
- 8) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.
- 9) Other duties as directed by the manager, that is within the scope of your skills, competence and training.

Decisions made in the position:

- 1) Approval of expenditure within the financial delegation limit
- 2) Engineering matters relating to Development Applications and Engineering Construction Certificates including Section 138 Road Act and S68 Local Government Act Approvals
- 3) Certification of works for settlement as per Works-in Kind Agreements
- 4) Allocation of tasks to team members of the Land Development team

Decisions referred:

- 1) Expenditure over the financial delegation limit
- 2) Issues requiring legal advice
- 3) Policy and procedure changes
- 4) Section 7.11 Works-in-Kind agreement proposals and Section 7.11 credit payments

Key issues/challenges:

- 1) To operate effectively and efficiently within a limited and demanding timeframe
- 2) Conflict resolution with the developers over development issues
- 3) Meeting the requirements of both external and internal customers
- 4) Keeping abreast of changes to relevant act and policies and changing practices to accommodate these changes as directed by the Coordinator Land Development
- 5) Provide guidance and advice to Land Development team members

Key working relationships:

- Executive Directors, Managers, Coordinators
- Land Development Team members
- Supervisors and Coordinators in other departments within Council
- External stakeholders, customers

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree in Civil Engineering from an Australian University or approved equivalent
- Current Class C Drivers Licence

Experience

- Experience in development assessment, construction supervision and the subdivision process
- Experience in handling a wide range of complex applications relating to development on industrial, commercial or residential zoned land Experience with dealing with other government bodies including Transport for NSW (TfNSW), Department of Planning, Industry and Environment (DPIE), NSW Office of Water, National Parks & Wildlife Service (NPWS) and Urban Growth.
- Relevant IT and computer skills

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrate an in depth knowledge of the engineering aspects of subdivision design including geometric road design, stormwater design (including On-Site Stormwater Detention), pavement design and earthworks
- Sound knowledge of civil construction methods, materials and products
- Demonstrate oral communication and personal skills in explaining engineering and planning issues to the general public, management and developers
- Written communication skills including report writing skills
- Ability to negotiate and resolve engineering problems

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Postgraduate degree in a related field would be desirable
- Understanding of development issues relating to greenfield development for residential and industrial uses
- Ability to understand Council's DCP's, LEP's and Specifications and their application to development assessment and construction
- Understanding of the EP&A Act part 4A Certification, Roads Act 1993 and the Local Government Act 1993 and their role in the land development process

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous