

POSITION DESCRIPTION

Development Assessment Planner
(POS1127, POS1662, POS1664, POS1901,
POS1902, POS1133, POS1900, POS1903,
POS1904)

Directorate:	City Economy and Growth	Department:	Development Assessment
Position Grade:	12 Planner	Reports to:	Team Leader Development Assessment
Last review:	February 2021	Next review:	February 2023
		Version No.:	5

Position purpose:

To assess and report on development applications and liaise with the public and developers. Reply to both written and verbal enquiries on planning matters.

Key accountabilities/responsibilities:

Responsible for:

- 1) The assessment, appraisal, and processing of a variety of development applications
- 2) Written and verbal advice regarding land use, zoning, planning legislation, Council policy and procedures
- 3) Critically analysing development proposals, pre-development application meetings with development industry and the community.
- 4) Reporting to the Councils delegated officer (Senior Planner and Team Leader, Coordinator and Manager Development Assessment), Local Planning Panel and Sydney Western City Planning Panel in response to submitted development applications and other relevant planning issues
- 5) Communication of allowable development opportunities of land and applicable Council/State requirements regulating such development
- 6) Providing accurate information to the public regarding planning controls and land use permissibility
- 7) Assisting in updating policies and procedures and creating new policies and procedures where required
- 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) Processing of applications in conjunction with the Team Leader Development Assessment, Coordinator and/or Manager

Decisions referred:

- 1) Determination of applications

Key issues/challenges:

- 1) Timely and accurate assessment of development applications
- 2) Awareness and understanding of changes to legislation and policy
- 3) Providing a high level of customer service
- 4) Achievement of daily duties and responsibilities
- 5) Prioritising work/competing priorities

POSITION DESCRIPTION

Development Assessment Planner
(POS1127, POS1662, POS1664, POS1901,
POS1902, POS1133, POS1900, POS1903,
POS1904)

Key working relationships:

- Staff within team and staff in other departments
- Director Planning and Growth
- Coordinator Development Assessment
- Manager Development Assessment

POSITION DESCRIPTION

Development Assessment Planner
(POS1127, POS1662, POS1664, POS1901,
POS1902, POS1133, POS1900, POS1903,
POS1904)

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Diploma or Degree in Town Planning
- Current Class C Drivers Licence

Experience

- Experience in development assessment is considered necessary to ensure the desired level of expertise/knowledge to adequately carry out the functions of the position.
- Experience in handling a wide range of applications relating to development on industrial, commercial or residential zoned land is considered essential to the responsible execution of duties.
- Experience in processing planning related enquiries.
- Experience and ability to work in a team environment.
- Experience communicating with various internal and external stakeholders including the community, professional industry and Council employees in relation to development assessment inquiries

Knowledge and Skills

- Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- General computer skills with the ability to use Microsoft applications
- Excellent written and verbal communication skills including the ability to write reports and resolve planning issues through effective mediation, negotiation and conflict resolution.
- Ability to critically analyse and assess Statement of Environmental Effects and Environmental Impact Statements
- Ability to interpret Acts and policies
- Knowledge of Land and Environment Court Regulations and application of legal advice and court judgements

DESIRABLE CRITERIA

- **Qualifications/Licences/Experience/Knowledge and Skills**
- Ability to interpret Acts and Policies and to make the appropriate decision bearing in mind the circumstances and the legislative requirements
- Ability to have a creative approach to the processes and any reviews that may be undertaken
- Experience using the pathways and TRIM computer applications
- Ability to work flexible hours to achieve and complete required tasks

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous