

<b>Directorate:</b>	Planning & Compliance	<b>Department:</b>	Development Assessment
<b>Position Grade:</b>	15 (Planner)	<b>Reports to:</b>	Team Leader Development Assessment
<b>Last review:</b>	May 2022	<b>Next review:</b>	May 2024
		<b>Version No.:</b>	5.0

**Position purpose:**

To assess and report on all forms of Development Applications and Modification Applications and liaise with the public and developers. Reply to both written and verbal enquiries on planning matters and act as expert witness in the Land and Environment Court as required.

**Key accountabilities/responsibilities:**

Responsible for:

- 1) The assessment, appraisal, processing, reporting and determination of various minor and major/ complex Development Applications and Modification Applications.
- 2) Act as an expert witness in the Land and Environment Court.
- 3) Providing accurate written and verbal advice regarding land use, zoning, planning legislation, Council policies and procedures.
- 4) Critical analysis of development proposals, and ability to review, analyse Pre-DAs and chair Pre-DA meetings and provide accurate and timely advice following the meeting.
- 5) Reporting to the Council's Delegated Officer, Sydney Western City Planning Panel (SWCPP), Local Planning Panel (LPP) and Design Excellence Panel (DEP) in response to submitted Development Applications, Modification Applications and other related planning issues.
- 6) Assisting and mentoring Development Planners and staff in the processing, manner, and method of assessing Development Applications and Modification Applications, and interpreting planning issues and legislation.
- 7) Providing planning comment on Development Applications and applications for Building Information Certificates.
- 8) Sound time management and organisational skills, with demonstrated experience in managing competing priorities, levels, and volumes of work.
- 9) Meeting the needs of customers (internal and external), to project and promote the image of Council as an efficient, competent, and courteous organisation.
- 10) Ensuring internal and external stakeholders' expectations are met through prompt, courteous and accurate handling of enquiries.
- 11) Facilitating the resolution of customer enquiries/complaints in a tactful, courteous, and effective manner.
- 12) Ensuring that all enquiries are answered in a timely manner, as per Council's policies.
- 13) Reviewing procedures to ensure a high level of development outcomes are maintained.
- 14) Ensuring Council's policies are observed and implemented and ensure policies are reviewed as needed and are in accordance with relevant legislation.
- 15) Providing efficient pro-active informative and responsive service to other departments, other organisations, and the community, consistent with legislation, regulations, Council's policies, objectives, vision, and core values.
- 16) Providing timely appropriate and accurate advice to the Manager Development Assessment, Coordinator Development Assessment, Team Leaders Development Assessment, and staff.
- 17) Recognising the importance of, and contribute to teamwork through cooperation, communication, sharing of relevant information, and provision of responsive accurate advice across the Development Assessment department and Council.
- 18) Being a point of contact and provide issue resolution.
- 19) Receiving customer feedback on the Development Assessment process and the delivery of Council's development services.
- 20) Participating in and advise in relation to decision making regarding applications where objections are received.
- 21) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks, and issues to Coordinator Development Assessment in a timely manner.
- 22) Ability to work flexible hours to achieve and complete required tasks.
- 23) Acting in the capacity of Team Leader Development Assessment / Principal Planner as required.

24) Other duties as directed by the Manager Development Assessment, Coordinator Development Assessment, and Team Leaders Development Assessment, that are within the scope of your skills, competence, and training.

**Decisions made in the position:**

1) Determine various applications in accordance with Delegation issued by the Chief Executive Officer.

**Decisions referred:**

1) Various applications in accordance with Delegation issued by the Chief Executive Officer.

**Key issues/challenges:**

- 1) Timely and accurate assessment of Development Applications and Modification Applications.
- 2) Awareness and understanding of changes to legislation and policy.
- 3) Providing high level of customer service and presenting a positive image of Council.
- 4) Achievement of daily duties and responsibilities.
- 5) Prioritising work/competing priorities.

**Key working relationships:**

**Internal**

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| <ul style="list-style-type: none"> <li>• Manager Development Assessment.</li> <li>• Coordinator Development Assessment.</li> <li>• Team Leaders Development Assessment.</li> <li>• Business Support Officer and Senior Administration Officer.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff within Team.</li> <li>• Administration Officers.</li> <li>• Customer Liaison Officers.</li> <li>• Other Council Staff.</li> </ul> |
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**External**

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| <ul style="list-style-type: none"> <li>• Government Agencies.</li> <li>• Development Industry.</li> <li>• Business and Community Groups.</li> </ul> | <ul style="list-style-type: none"> <li>• Residents.</li> <li>• Individual Applicants.</li> <li>• Various Professional Consultants.</li> </ul> |
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**POSITION SPECIFICATION**

<b>ESSENTIAL CRITERIA</b>
<p><b>Qualifications/Licences</b></p> <ul style="list-style-type: none"> <li>• Diploma or Degree qualifications in town planning, regional or urban planning.</li> <li>• Current Class C Drivers Licence.</li> <li>• SafeWork NSW WHS White Card.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in Development Assessment is considered necessary to ensure the desired level of expertise/knowledge to adequately carry out the functions of the position.</li> <li>• Experience in handling a wide range of complex applications relating to all possible development on industrial, commercial, or residential zoned land is considered essential to the responsible execution of duties that comprise this position.</li> <li>• Experience in provided expert planning advice to Planning Panels including Regional Planning Panels (RPPs), Local Planning Panels (LPPs) and Design Excellence Panels (DEPs).</li> <li>• Proven experience in assessment and application of alternative solutions as provided for under the relevant legislation.</li> <li>• Experience communicating with various internal and external stakeholders including the ability to deal with the community and professional industry to achieve the best possible outcome.</li> <li>• Demonstrated ability to interpret Acts and policies and to make appropriate decisions bearing in mind the circumstances and the legislative requirements.</li> <li>• Experience processing planning related enquiries.</li> <li>• Experience and ability to work in a team environment.</li> </ul>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity.</li> <li>• Excellent written and verbal communication skills including the ability to write detailed reports and resolve planning issues through effective mediation, negotiation, and conflict resolution.</li> <li>• Excellent interpersonal and public speaking and presentation skills.</li> <li>• High level customer service and case management skills.</li> <li>• Comprehensive knowledge of the Environmental Planning &amp; Assessment Act, Environmental Planning and Assessment Regulations and Local Government Act.</li> <li>• Knowledge of the Land and Environment Court Regulations and skilled in legal matters.</li> <li>• Analysis and application of legal advice and court judgements.</li> <li>• Ability to critically analyse and assess Statements of Environmental Effects, Environmental Impact Statements, and reports, with a high attention to detail.</li> <li>• Demonstrated general computer skills and ability to use Microsoft applications including Word, Excel and Powerpoint.</li> <li>• Effective time management skills.</li> </ul>
<b>DESIRABLE CRITERIA</b>
<p><b>Qualifications/Licences/Experience/Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to have a creative approach to the processes and any reviews that may be undertaken.</li> <li>• Communication skills in explaining circumstances and legislative requirements.</li> <li>• Multi skilled in understanding planning and building related matters.</li> <li>• Experience using the Pathways and TRIM computer applications.</li> <li>• Experience as an expert planning witness in the Land and Environment Court.</li> </ul>

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**