

POSITION DESCRIPTION

Position Title:	Development Planner
Position Number:	2803
Group:	Infrastructure And Planning Services
Business Unit:	Development and Regulatory
Service Unit:	Planning and Development Services
Reports To:	Senior Development Planner
Grade:	11
Hours Of Work:	35 hours per week
Last Date Of Review:	August 2026
Last Date Of Evaluation:	February 2026

Role Function Summary

This position is responsible for the assessment of development applications and provision of written & verbal advice in relation to land use, zoning, permissibility and compliance with relevant legislation & Council policies.

The position sits within Council's Development and Regulatory Services group, responsible for providing a progressive, relevant system that enhances social, economic and environmental land use development in timely transparent way.

The challenges of the position include undertaking assessment of development applications in accordance with statutory timeframes, keeping up-to-date with changes within the industry, providing quality & timely customer service and managing competing priorities and demands.

Key Responsibilities (Major and Essential Job Functions)

- Assessment of development applications and s68 applications within statutory timeframes
- Provision of timely and accurate advice in relation to planning matters
- Preparation of professional reports and correspondence
- Issue of s10.7 Planning Certificates
- Prepare for and chair pre-lodgement meetings
- Issue of tree permits
- Preparation of reports for heritage grants to Council Heritage Committee and to Singleton Council meetings
- Undertake compliance functions, as required
- Participate in process improvement initiatives

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Our Purpose	To “create community”.
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable: We know what we do, and do what we say Connected: We work together to create community Integrity: We do the right thing Care: We are people who care Adaptable: We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Other team members, Coordinator Development Assessment, Manager Development and Regulatory Services, other staff, Managers, Directors, General Manager, Elected Councillors
External Relationships:	Community, Developers and applicants
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- A degree or diploma in Town Planning or other related field.
- Relevant experience in development assessment.
- Sound knowledge of the *Environmental Planning & Assessment Act 1979*, *Local Government Act 1993* and associated legislation.
- Sound written and verbal communication skills including ability to prepare reports.
- Well-developed time management and organisational skills.
- Demonstrated skills in negotiation, problem solving and conflict resolution.
- Demonstrated commitment to delivery of quality service within a professional service environment.
- Experience in the use of Microsoft Office and other software programs as Data Management systems and computer based Geographical Information Systems.

Licences and Tickets:

- Current drivers licence.
- OH&S General Induction White Card (Desirable)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓					✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title:

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Demonstrate ability to utilise Microsoft Office programs (Word, Outlook, Excel)	1					
Sound awareness of Local Government in particular development assessment	1					
Proven interpersonal, communication and stakeholder management skills	1					
Demonstrated genuine client focus	1					
A degree or diploma in Town Planning or related discipline	1					
Proven ability to work unsupervised and take initiative in decision making process.	2					
Demonstrated analytical and problem solving skills.	2					
Demonstrated ability to prepare correspondence and planning related reports	2					
Demonstrated basic knowledge and understanding of Council Protocols, Policies and procedures.	2					
Demonstrated ability to research and analyse information and make recommendation based on findings	2					
Demonstrated ability to effectively deal with difficult customers	3					
Demonstrate high level of initiative	3					
Demonstrated ability to keep abreast of changes within the planning industry	3					
Demonstrated ability to positively adapt to change	3					
Recommendation and implementation of a continuous improvement activity	3					
Ability to manage a major development application	4					
Demonstrated ability to resolve complex planning matters.	4					
Completion of a special project allocated by the Coordinator Development Assessment	4					
Demonstrated technical skills and ability to represent Council in Land and Environment Court proceedings	4					
Advancement of professional knowledge via completion of further studies in a relevant field	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2023): _____ Position: _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on Employee's skill step assessment:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				