



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	CADET DEVELOPMENT OFFICER - PLANNING
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 12, 2017.
CLASSIFICATION:	MOU Level 2
DEPARTMENT / DIVISION:	CITY DEVELOPMENT DEVELOPMENT SERVICES DIVISION
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER PLANNING
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	<p>To participate in the legislative, administrative and functional processes necessary to achieve the following objectives:</p> <ul style="list-style-type: none"> • Ensure compliance with the City of Salisbury Development Plan and Planning, Development and Infrastructure Act 2016, Development Act 1993 and Regulations and other legislation as relevant, in assessing development applications and monitor implementation of development. • Promote a high quality of development which is appropriate in the urban context and responsive to the interests and needs of the community. • Promote and project the Council's image as an effective and efficient organisation, with a strong emphasis on customer service. • Provide advice and input into planning policy decisions as required.
VALUES AND BEHAVIOURS:	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> • By being empathetic; listening to, and understanding their customers and employees. • By empowering their staff and the community to be involved, to speak up, make decisions and deliver key

	<p>outcomes.</p> <ul style="list-style-type: none"> • Through innovation; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes. • Through achievement; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes. • By recognising diversity, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Exercise the powers, duties and functions of Council as delegated to the position. • Assess development applications to ensure compliance with all administrative requirements of the City of Salisbury Development Plan and relevant Acts and Regulations and other legislation as relevant. • Act as a reference point for employees of other Departments on planning matters and policy review. • Support the Manager Development Services in achieving the goals of the Development Services Division. • Liaise with customers and external organisations in relation to development assessment matters and policy review. • Prepare reports, including recommendations, on development applications made to Council under the Development Act. • Carry out inspections, as necessary, in accordance with Council's Policy where development is proposed, development is in progress or has been completed, to ensure compliance with approved plans and conditions of approval. • Liaise with and report to other members of the Development Services Team on matter such as the issuing of notices, suggested prosecutions, change in policy, procedures or delegated authority, interpretation of legislation and assessment of applications. • Provide and promote customer service both within the organisation and externally, including telephone and counter enquiries with information relating to development matters. • Follow defined WHS legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace. • Carry out other duties, as required, in the Development Services Division. • Follow defined record management practices, policies and procedures for all records created and received.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using

	<p>the systems and/or documentation available for such reporting.</p> <ul style="list-style-type: none"> • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Knowledge and ability to interpret the administrative and technical provisions of the City of Salisbury Development Plan and relevant Acts and Regulations, Occupational Health & Safety Act and other and other legislation and related codes and standards as relevant. • Completion of, or currently undertaking, degree in Urban/Regional planning or equivalent. • Current Class 1 drivers licence. <p>Knowledge of:</p> <ul style="list-style-type: none"> • Development assessment techniques, procedures and processes. • Local Government structure and processes.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Demonstrated understanding and enthusiasm for the direction of the City and the Organisation. • Demonstrated leadership skills and behaviour consistent with corporate values.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> - Local Government Act 1999 - Development Act 1993 and Development Regulations 2008
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBANT NAME:	SIGNATURE:	DATE: