Position Description

Position title	Development Officer - Planning	Reports to	Planning Co Ordinator and Manager Development Services
Department	Strategy and Development	Status	Permanent Full Time
Position classification	Level 3 to 5 (Graduate Scheme)	Roles reporting to this position	N/A
Key stakeholders	o Council o Community o Planning Coordinator and Manager Development Services o Planning Team o General Management group and Management group		
Special conditions	o Drivers licence o Flexible hours, may include after hours o General employment probity and/or Working with children check		

Position Purpose

The Development Officer – Planning, works under the general direction of the Planning Coordinator and will actively contribute to the Development Services team, particularly the planning assessment and compliance functions by:

- Ensuring that Council's statutory obligations under the Planning, Development and Infrastructure Act 2016 are met regarding town planning and development matters.
- Providing technical expertise, reports and advice to Council, the Council Assessment Panel, internal staff, external organisations and the community on planning and development issues.
- Contributing to the formulation and review of plans, programs and policies relevant to the function.
- Performing the role in accordance with Legislative Requirements and Council's Policies and Procedures
- Actively participating to achieve departmental strategic and business objectives.
- Demonstrating commitment to continuous improvement as an on-going process, which strives to ensure that all parts of the organisation operate at a high level of efficiency.
- Taking part in review processes and embrace amended practices to improve the effectiveness of service delivery linked to community outcomes.

Our Vision, Mission and Values

Vision

“Respecting the past, partnering with our community, and sustainably creating our future”

Mission

To be regarded as an exemplary Council that puts the people of Light first, while creating a place that is also welcoming to visitors. Through the services we deliver, we will provide the basis for a community that can grow sustainably, but always within our environmental and financial means.

Our Values

As a Council we will be guided at all times by:

- Foundation values of respect, honesty, integrity and transparency;
- Showing high performance leadership;
- Having a constant awareness of the community we serve;
- Our need to be viable in financial, environmental and human resources through core principles;
- Striving for quality outcomes;
- A focus on achieving positive environmental, social and governance outcomes from Council’s activities.

Light Regional Council is guided by a focus on ‘Core Principles’ of Growth, Reform, Innovation and Discipline.

These values express how the Council operates, lives, breathes and expresses itself through its daily duties.

Position Link to the Strategic Plan

Pillar	Descriptor
Community	A vibrant country community, growing sustainably, with housing, services and places that support a healthy and happy life for all.
Sustainability	A thriving, healthy and resilient community working together to protect and restore our environment now and for the future.

Required behaviours

Core behaviours	Descriptor
Self-awareness	o Shows strong emotional intelligence in effectively managing a range of situations. o Has insight into own strengths and development areas and uses this to learn and grow. o Is open to feedback, including constructive feedback & takes action to address development areas. o Proactively seeks opportunities to broaden skills, leadership and personal impact.
Drives performance	o Achieves results through being focused and working with the intention of creating results that benefit the stakeholders in any given situation, creating value through accomplishments. o Motivates others to achieve positive outcomes.
Collaborates to achieve value-add outcomes	o Fosters an environment that emphasizes knowledge sharing and group participation. o Values, seeks and draws upon a broad range of views before drawing conclusions.
Inspires, connects and motivates	o Able to be their authentic self. o Connects with and advocates the team's vision, mission, values and behaviours. o Understands how their individual role serves the functional (department), business and corporate strategy and inspires their peers through the results they deliver.
Champions change and innovation	o Models and maintains a positive constructive approach to change for the team. o Actively encourages and supports creative thinking in self and team and has courage to think outside the box. o Is prepared to fail but determined to make a positive difference. o Encourages team to identify and report issues, and promptly addresses them.
Lives the values	o Actively lives and demonstrates the team's values as well as Council values i.e. Leadership; Environmental and Financial Sustainability; and Respect/Honesty/Integrity in all work activities. o Understands how the values relate to their work role. o Recognises and celebrates collaborative teamwork. o Pro-actively addresses situations where the values are not being displayed i.e. not afraid to catch and call.

Required skills

People & leadership competencies	Descriptor
Effective verbal communication	o Ability to speak confidently, clearly, and with humility (E). o Takes an inclusive approach to communication, recognising the diverse needs of internal and external customers (E). o Understanding of audience, tone, language, the active listening (E). o Excellent literacy skills (E).
Ability to build and maintain relationships	o High emotional intelligence with an ability to build trust, mutual respect. o Mindful, welcomes diversity, open communication, respecting individual contributions and styles.
Effective time management and ability to prioritise tasks	o Plan, prioritise and allocate tasks to meet individual, team and corporate objectives within the required timeframe.
Understand and navigate the organisation	o Strategic focus and alignment. o Seek business opportunities. o Political acumen. o Actively participates in organisational initiatives and improvements.
Technical and administrative competencies	Descriptor
Qualifications. Experience and Knowledge	o Degree in (or currently studying) Urban and Regional Planning or equivalent qualification. o Eligibility for membership of Planning Institute of Australia. o Experience in the assessment and approval of development applications. o Experience with computer based planning systems, Planning and Design Code, SA e Portal, Bluebeam, database management, and word processing for the drafting of correspondence and reporting formats. o Experience in negotiation and consultation with the public, state and federal governments and public utilities. o Knowledge of Council policies related to the planning function. o Sound discipline knowledge of, and ability to interpret and apply, all relevant legislation, regulations, design standards, codes of practice etc relevant to the functions. o Developing knowledge of Building codes and practices. o Working Knowledge of other legislation affecting development control at the local level.

	o Working knowledge of development assessment techniques and general planning principles and methodologies. o Knowledge of Council plans, programs, policies and procedures. o Communication skills, particularly in providing information, liaising and negotiating with other Council; staff, external bodies and the general public. o Written communication skills, particularly in the preparation of reports and correspondence. o Organisational skills, ability to prioritise tasks and effectively time manage. o The ability to work within a legislative framework whilst also being prepared to pursue and promote Council's services beyond that framework. o Demonstrate interpersonal skills and work ethics, including the ability to work as an effective team member in providing high quality responsive customer service (as required under the Customer First program). o Ability to problem solve and exercise judgment related to planning and development issues. o Attainment of the applicable Accredited Professionals Accreditation
Planning Assessment and Compliance	o Receive, evaluate and exercise delegated authority in the processing of Development Applications, ensuring the integration with the Planning and Design Code and compliance with all legislative requirements under the Planning, Development and Infrastructure Act, Regulations, Planning instruments, Practice Directions and associated legislation. o Provide technical expertise and advice to Council, the Council Assessment Panel and the community on various aspects of the legislation. o Undertake inspections of land where development is proposed, works in progress and completed works to monitor compliance with approved plans and conditions. o Investigate complaints of alleged breaches of legislation administered by the position, liaise with relevant parties to negotiate resolution or prepare documentation and evidence for prosecutions as may be necessary. o Liaise and report to the Management on matters including the assessment processes, the issuing of notices, potential prosecutions, changes to policy and procedures or delegations. o Prepare documentation related to court proceedings and represent Council in matters which proceed to Environment, Resources and Court. o Prepare planning statements of professional opinion in matters of Appeal before the Environment, Resources and Development Court and represent Council before the Court to give evidence where necessary.

Policy Development and Administration	o Administer relevant legislation under Council's control, particularly: Planning, Development and Infrastructure Act, 1993; Environment Protection Act; Local Government Act, 1999; and Local Nuisance and Litter Control Act, 2016. o Participate in the development, monitoring, review and updating of policies, practices and procedures to facilitate improved services. o Prepare reports, as required, on various activities undertaken or achieved as required under the Development Legislation. o Receive and respond to correspondence relating to planning and associated matters. o Provide policy advice, interpret legislation and recommend appropriate strategies and actions in compliance with all relevant Acts and Regulations. o Provide regular reports to Council on the progress and/or items of significance of all activities related to the development function. o Effectively managing and maintaining records and files in a clear and succinct manner. o Contribute to reviews associated with draft changes to state legislation.
Policies and compliance	o Maintain awareness and compliance with all Council and Administrative Policies, Procedures and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.
Records Management	o Ensure Records Management activities are in accordance with Council policies and procedures and in accordance with the State Records Act 1997, Freedom of Information Act 1991, and Local Government Act 1999.
Work, Health and Safety	o Read and comply with all Council policies, procedures and instructions in relation to work, health and safety (WHS) and injury management/return to work. o Ensure a full understanding of legislative Work Health Safety and Injury Management/Return to Work responsibilities and accountabilities. o Report and respond to hazards, incidents or near misses, action safety reports and actively participate in investigations. o Participate in safety inspections in accordance with legislative and internal Council requirements.

	o Actively contribute to WHS training needs analysis and attend all relevant WHS induction and training. o Actively support WHS consultation and communication processes. o Take reasonable care of your own safety and ensure your actions do not adversely affect others in the workplace including being under the effects of alcohol or drugs. o Actively maintain a safe working environment.

Confidentiality

Security and confidentiality are matters of concern for all persons who have access to information systems. Each person accessing the Light Regional Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information.

Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Light Regional Council Employee Code of Conduct.
- Do not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Understand that all access to systems will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the Light Regional Council, may be subject to penalties, including disciplinary action and dismissal.

Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Job description authorised by		Signature	
Job description agreed by		Signature	
Date job description commenced		Date job description last reviewed	03/2025