

POSITION DESCRIPTION

POSITION: Development Assessment Officer	
DIRECTORATE: City Planning and Communities	GROUP: Planning and Environmental
SECTION: Development Assessment	REPORTS TO: Team Leader Development Assessment
GRADE: I	EMPLOYMENT TYPE: Full Time
HOURS/WEEK: 35	POSITION No: Various
DATE: July 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

The City Planning & Communities Directorate is focused on planning and providing for a thriving and vibrant regional city with active, connected and engaged communities. The Directorate is responsible for delivering our sporting and cultural facilities, along with providing strong land use planning frameworks to support appropriate development and building activity across the City.

THE GROUP/SECTION

Our Planning and Environmental Group is responsible for overseeing the growth and conservation of our City, planning for our coastal areas and enhancing the long term viability of our natural resources. The Group also provides development assessment, building certification as well as regulatory and compliance services for a range of City functions.

POSITION OBJECTIVES

- Assess and determine Development Applications in accordance with the Environmental Planning and Assessment Act and Regulations in a fair and equitable manner.
- Promote and develop a Development Assessment Service that is prompt, reliable, professional and customer driven.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe workplace practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Provide expert planning advice to consultants, developers, other directorates, and state government agencies as required in accordance with statutory provisions and to ensure quality decisions are made.
- Manage and coordinate post consent requirements in accordance with relevant statute to ensure compliance with conditions of development.
- Maintain the positive image of the City with its customers by providing an efficient, flexible and innovative customer service to produce high quality determinations and development in the City.
- Assess and determine a range of Development Applications, including complex development proposals often of a high risk and political nature in accordance with the provisions of the EP&A Act and the delegations of the City of Coffs Harbour.
- Preparation of detailed comprehensive reports to senior management, Councillors and other stakeholders as required.
- Provide technical input at development pre-lodgement meetings when required.
- Assist in formulating policy and procedures relating to the development assessment functions.
- Represent the City in legal actions when required and act as the City of Coffs Harbour's advocate before the Land and Environment Court and in other court matters as directed.
- Assist with the provisions of services within your area of key competencies as directed
- Assist with the development and implementation of customer connected and customer driven services, processes and systems.
- Assist with the development and implementation of outcome driven services, processes and systems.

KEY RELATIONSHIPS

- Executive Leadership Team
- Group Leader Planning and Environmental Group
- Section Leaders Development Assessment, Compliance and Regulatory Enforcement, and Local Planning
- Team Leaders - Development Assessment
- Professional Officers in Planning and Environmental Group
- Other City Staff

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
 - Weekdays outside of 06:00 to 19:00 – 20%
 - Saturdays – 25%
 - Sundays – 50%.
- Flex time may be available in accordance with City procedures.
- While in this position, you will be required to operate in accordance with any advised delegations, powers and authorities in accordance with the Local Government Act 1993 and the City's Delegations of Authority.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- In your employment, you will perform those duties set out in the Position Description and any other duties that the City may reasonably require from you.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Relevant tertiary qualification and / or demonstrated relevant experience at an appropriate level (ie. Town planning or related discipline)
- National Construction Induction Certification (Whitecard)
- Current Class C driver's licence.

Desirable

- Demonstrated experience and knowledge in undertaking Development Assessments applying current NSW Planning and Local Government Legislation.
- Knowledge of relevant legislation in the New South Wales Planning system

CAPABILITIES

- Demonstrated ability to interpret and apply the relevant legislation and statutory instruments.
- Demonstrated ability to research, analyse and assess complex development applications and provide sound, evidence-based recommendations.
- Demonstrated ability to exercise professional judgement in managing competing priorities, risks and stakeholder expectations.
- Demonstrated ability to build and maintain productive stakeholder relationships
- Demonstrated high level of interpersonal, oral and written communication skills, with an ability to prepare clear, concise and comprehensive reports for management, Councillors and other stakeholders.
- Demonstrated ability and commitment to working in a team environment.
- Demonstrated keyboard skills and well developed computer literacy.
- High level time management skills

Position Demands Analysis

Development Assessment Officer

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5 - 9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	2	Balancing	0
Repetitive Lifting	1	Walking for extended periods	2	Hearing above background noise	1
Pulling Loads > 5kg	1	Walking on uneven ground	1	Depth perception	1
Pushing loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Lifting with trunk twisting	1	Shovelling / digging	0	Fine manipulation	2
		Throwing			
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	1
Liquids	1			Possible exposure to sharps	1
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	0	Shift work	0
Working alone	3	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	2	Violence / aggression from animals / wildlife	0