

POSITION DESCRIPTION

Student Development Assessment Planner

POSITION NUMBER	TBC
DIRECTORATE	Environment and Planning
SECTION	Development and Building
REPORTS TO	Coordinator Development Assessment
DIRECT REPORTS	Nil
GRADE	5
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	September 2020
DATE LAST UPDATED	November 2020

1. PURPOSE OF THE POSITION

- 1.1 To assist the Development & Building section staff in their roles towards appropriate development outcomes in terms of the natural, built, social and economic environment in terms of the overarching public interest in the Georges River Council area.
- 1.2 To assist the Development and Building section in ensuring development applications are processed in accordance with statutory requirements and Council Policy.
- 1.3 To assist with project work related to Development Assessment as required.

2. KEY ACCOUNTABILITIES

- 2.1 Assist the Development & Building section staff in their roles towards appropriate development outcomes in terms of the natural, built, social and economic environment in terms of the overarching public interest in the Georges River Council area.
- 2.2 Assist in the assessment of a range of development applications for compliance with relevant standards and all legislative, statutory and control code requirements.
- 2.3 Carry out research on assigned topics to assist the Development and Building Business Unit with the provision of reports as required.
- 2.4 Assist with general administration functions associated with the registration, processing and record keeping for development applications.
- 2.5 Any other duties that may be required from the Coordinator Development Assessment or Manager Development and Building.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of

the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Essential

- 9.1 Enrolled in relevant tertiary study, working towards qualification (Town Planning or similar).
- 9.2 A demonstrated understanding of the legislation, codes and standards relating to Development Assessment.
- 9.3 Excellent verbal and written communication skills.
- 9.4 Demonstrated ability to work independently as well as positively contributing to a team.
- 9.5 Sound expertise in Microsoft Office applications.
- 9.6 Current NSW Class C Drivers Licence.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.



Employee Name: _____

Signature: _____

Date: _____

