



POSITION DESCRIPTION

Position Title	Student Planner	
Directorate	Planning	
Service	Development Assessment	
Responsible to	DA Team Leader / Development Assessment, Manager	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW0345 IW0357	
Status	Temporary Full time	
Hours	35 hours per week	
Salary	Award prescribed	Band/Level: Trainee Band
Allowances	N/A	
Pre-employment checks Legislative requirements	Police Check	
Date reviewed: January 2023		Reviewed by: Manager Development Assessment

POSITION PURPOSE

This position is intended for students who are currently undertaking their studies in town planning and seek work experience.

The purpose of the role is:

- To efficiently and effectively process development and associated applications submitted to Council under the Environmental Planning and Assessment Act, Local Government Act, and related legislation in accordance with Council's policies and procedures.
- To respond to verbal and written requests for advice concerning development matters, including formal Pre-DA advice.
- To participate in an efficient and effective lodgement and duty town planning service in which consistent and accurate advice is provided at a high standard.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Substantial commencement of tertiary qualifications in a town planning related field.
2. High standard of verbal communication and writing skills.
3. Skills in research and analysis of town planning related issues.
4. Ability to work effectively within a team environment.
5. Commitment to quality customer service.
6. Problem solving ability.
7. Willingness to assist professional staff as required and at short notice to ensure the timely and effective delivery of services.
8. Working knowledge of computer applications.
9. NSW Class C Driver's Licence (or intention to obtain)

Desirable Criteria:

1. Understanding of the Environmental Planning and Assessment Act 1979.
2. Work experience in local government or a town planning consultancy.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Assess and report on development applications and other applications (including S.4.55 applications, S.8.2A reviews) made to Council under the Environmental Planning and Assessment Act 1979, the Local Government Act and related legislation.
- Assist in the provision of formal Pre-Development Application advice.
- Delivery of accurate, timely and consistent advice to the public through a duty town planning service.
- Carry out the lodgment of development and related applications to ensure applications are complete and meet a high standard that satisfies Council's submission requirements.
- Respond to verbal and written requests for advice concerning development matters.
- Participate and operate efficiently and effectively as part of a cooperative Development Assessment and / or Development Advisory Services Team.

KEY RELATIONSHIPS:

Internal: All other stakeholders in the development assessment and advisory process such as customer service, records, I.T, development and traffic engineers; community and cultural services, strategic planning, building certification and legal services.

External: Applicants and customers plus their professional agents, State Government Departments and agencies, and the community of the Inner West.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Student Planner** as detailed in this document.

Signature:

Date: /