



POSITION DESCRIPTION

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| Position Title | Assessment Planner | |
| Directorate | Planning | |
| Service | Development Assessment | |
| Responsible to | Team Leader Development Assessment | |
| Position Supervises | Direct: Nil Indirect: Nil | |
| Position No. | TBC | |
| Status | Full-Time | |
| Hours | 35 hours per week | |
| Salary | 46 to 59 | Band/Level: 3/2 |
| Allowances | Access to an Inner West Council car allowance scheme | |
| Motor Vehicle | N/A | |
| Pre-employment checks Legislative requirements | <input type="checkbox"/> Police Check | |
| Date reviewed: 2023 | | Reviewed by: Senior Manager Planning |

POSITION PURPOSE

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. Tertiary qualifications in Town Planning or related discipline.
2. Demonstrated experience in the application of the Environmental Planning and Assessment Act and Local Government Act in relation to regulatory processes and the assessment of development.
3. High level communication skills, both verbal and written, including report writing skills.
4. Demonstrated ability to work effectively within a team environment.
5. Commitment to quality customer service.
6. NSW Class C Driver's Licence.
7. Demonstrated ability to produce work within established timeframes and with limited supervision.
8. Working knowledge of computer applications.
9. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.

Desirable Criteria:

1. Qualifications in a relevant field such as heritage conservation, environmental studies or other relevant discipline.
2. Understanding of, or experience in Land and Environment Court procedures.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Assess and report on development applications and other applications (including 4.55 applications, 8.2 reviews) made to Council under the Environmental Planning and Assessment Act 1979, the Local Government Act and related legislation.
- Provide formal Pre-Development Application advice.
- Delivery of accurate, timely and consistent advice to the public through a duty town planning service.
- Carry out the lodgement 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 in the preparation of policies, procedures, process improvements and guidelines as required.
- Participate and operate efficiently and effectively as part of a cooperative Development Assessment Team.
- Maintain an awareness of industry trends and legislative reform and advise the Team Leaders of matters likely to impact on the section's core activities.
- Act in the position of Senior Planner as required by Team Leader or Manager.

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, including planning panels, Local Planning Panel members and the community of the Inner West.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

| Responsibilities | Performance Measures |
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| <ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. | <ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures |
| <ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. | <ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process |
| <ul style="list-style-type: none"> Commitment to WH&S | <ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc |
| <ul style="list-style-type: none"> Undertaking accident/incident investigations | <ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms |
| <ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. | <ul style="list-style-type: none"> Regular meetings with WH&S rep |
| <ul style="list-style-type: none"> Improving health and safety performance | <ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff |
| <ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards | <ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections |
| <ul style="list-style-type: none"> Attending health and safety meetings | <ul style="list-style-type: none"> Evidence of signed/ documented minutes |
| <ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required | <ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees |
| <ul style="list-style-type: none"> Facilitating rehabilitation for injured employees | <ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register |
| <ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards | <ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff |
| <ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures | <ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation |
| <ul style="list-style-type: none"> Developing health and safety procedures | <ul style="list-style-type: none"> Development of specific procedures where required |
| <ul style="list-style-type: none"> Knowledge of WHS and related legislation | <ul style="list-style-type: none"> Attendance at training sessions |

Applicant Declaration

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

Signature:

Date: / /