

POSITION DESCRIPTION

Position Title:	Cadet Development Planner
Position Number:	TBC
Group:	Infrastructure and Planning Services
Business Unit:	Development and Environmental
Service Unit:	Development and Planning Services
Reports To:	Coordinator Development and Planning Services
Grade:	T9/T10 in accordance with Local Government (State) Award
Hours Of Work:	35 hours per week
Last Date Of Review:	January 2025
Last Date Of Evaluation:	N/A

Role Function Summary

The position is responsible for supporting the assessment of development applications in accordance with relevant legislation & Council policies.

The position sits within Council's Development and Environment Group, responsible for providing a progressive, relevant system that enhances social, economic and environmental land use development in timely transparent way.

Key Responsibilities (Major and Essential Job Functions)

- Support development planners, senior development planners and the Coordinator Planning and Development in the:
 - Assessment of development applications within statutory timeframes
 - Provision of timely and accurate advice in relation to planning matters
 - Preparation of professional reports and correspondence
 - Undertake compliance functions, as required
 - Participate in process improvement initiatives
- Attendance and taking of minutes for Pre-Development Application Meetings, as required
- Participate in the provision of Duty Planner services, under supervision from a development planner, senior development planner or the coordinator planning and development
- Undertaking administrative tasks in accordance with approved procedures to understand the process of development assessment
- Undertaking supervised site inspections
- Identifying and rectifying identified risks in the workplace

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <p>Accountable</p> <ul style="list-style-type: none">• We know what we do, and do what we say <p>Connected</p> <ul style="list-style-type: none">• We work together to create community <p>Integrity</p> <ul style="list-style-type: none">• We do the right thing <p>Care</p> <ul style="list-style-type: none">• We are people who care <p>Adaptable</p> <ul style="list-style-type: none">• We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Other team members, Coordinator Development Assessment, Manager Development and Environment, other staff, Managers, Directors, General Manager, Elected Councillors
External Relationships:	Community, Developers and applicants
Direct Reports:	Nil
Indirect Reports:	Nil

Qualifications

Essential Criteria:

- Currently enrolled in a Degree of Town Planning, or other relevant qualification

Desirable Criteria:

- Knowledge of the *Environmental Planning & Assessment Act 1979*, *Local Government Act 1993* and associated legislation
- Current C class drivers licence
- WHS Construction Induction white card

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓					✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Childcare
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes