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# Statutory Planning Officer

Position description

February 2019

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Northern Grampians Shire Council  
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## Position description

<b>Position title</b>	Statutory Planning Officer
<b>Classification</b>	Band 6
<b>Directorate</b>	Infrastructure
<b>Department</b>	Regulatory Services
<b>Establishment Number</b>	PLDV06, PLDV07

## Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we have upgraded our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively whether they are working in the office or out in the community.

## Position objectives

This position will provide an efficient and effective customer focused statutory planning service to the community that will encourage the sustainable growth and vitality of the municipality.

## Key responsibility areas

- Assist in the identification and implementation of innovative and practical planning solutions to enhance future development within the Shire.
- Assess, processes and report on planning and subdivision applications in accordance with the requirements of the Northern Grampians Planning Scheme, *Planning and Environment Act 1987*, *Subdivision Act 1988*, and other relevant legislation within statutory timeframes.
- Prepare planning reports and correspondence as required, including Council reports, and Victorian Civil and Administrative Tribunal submissions..
- Represent Council at the Victorian Civil and Administrative Tribunal hearings, as appropriate.
- Provide prompt, clear, consistent and professional technical and general advice on planning processes and Planning Scheme requirements within the areas of delegated authority to applicants and the community on planning and subdivision matters
- Arrange and attend meetings concerning planning applications and projects, provide advice and direction to facilitate the planning process in an efficient and effective manner.
- Assist applicants to resolve issues and achieve better land use and development outcomes for the community.
- Arrange and attend formal mediation meetings with applicants and objectors and facilitate where possible the resolution of land use and development issues. Conduct high quality stakeholder consultation for planning proposals when required.
- Deliver and facilitate an integrated development approvals response across the organisation.
- Investigate alleged breaches of the Northern Grampians Planning Scheme and undertake relevant enforcement action having regard to the relevant Act/s, regulation, Council policy.
- Undertake compliance inspections as required to ensure developments are undertaken in accordance with relevant approvals.
- Process applications for subdivision in accordance with relevant Acts, Regulations, Local Laws, Council Policies and Planning Controls.
- Coordinate workflows to work cooperatively with others in the department to resolve issues.
- Contribute ideas and be involved in the implementation of systems and process improvements.
- Contribute towards the formulation and implementation of strategic land-use policy.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

## Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

## Organisational relationship

Reports to	Head of Planning and Development
Direct reports	nil
External relationships	General public, Clients, Servicing Authorities, Government Departments, Other Municipalities
Internal relationships	All Northern Grampians Shire Council staff

## Accountability and extent of authority

- effective, accurate and timely professional advice, delegated decisions and reports to Council and the community.
- effective assessment and processing of planning applications and ensuring compliance with statutory and Council policy requirements
- effective response to all CRMS requests and complaints in accordance with Council's Quality Citizen Engagement Standards.
- ensuring the Head of Planning and Development fully informed of any current or emerging planning issues.
- operate within general guidelines, delegations, Council policies and planning legislative framework and within direction provided by the Head of Planning and Development.
- make decisions with direction and guidance from the Head of Planning and Development and having due regard to the effect on the operations of the planning team, Council policies, aims and objectives and public perceptions.

## Judgement and decision making

- Decisions are made within the framework of Council's Instrument of Delegation
- The position requires analysis, assessment and processing of planning applications and consideration of a range of statutory planning requirements and strategic land use planning policy issues.
- The position involves making reasoned recommendations on sometimes complex planning proposals based on thorough research, investigation and analysis of the land use and development issues against Planning Scheme, relevant Legislation and stakeholders submissions
- The incumbent will need to respond to enquiries from the public and staff, use a variety of databases and retrieve required information and be able to prioritise work and decide which is the most important task amongst several competing, and often complex tasks. Support and guidance is available from the Head of Planning and Development.

## Specialist skills and knowledge

- Well developed customer service ethic and strong commitment to improving service delivery
- Thorough knowledge and proficiency in applying planning theory, practice, principles and precedent.
- Thorough knowledge and understanding of Victoria's planning system, including the Planning and Environment Act, 1987.
- High level ability to interpret and assess the merits of land use and development proposals, including plans, against Planning Scheme policy requirements.

- High level ability to understand and interpret legislation.
- Knowledge of key strategic planning issues relevant to the Northern Grampians Shire Council and the land use and developments occurring.
- Knowledge of relevant Council strategies which have an impact on the provision of planning services.
- Understanding of the planning enforcement procedures and the VCAT and Magistrates Court requirements in relation to enforcement.
- Advanced word processing skills and experience in the use of databases including Geographic Information Systems.

### **Management skills**

- Demonstrated ability to manage time, set priorities, plan and organize own work to be undertaken to meet set objectives and timeframes.
- Ability to make decisions and problem solve in complex situations.
- Ability to resolve problems innovatively and constructively for positive outcomes.
- Ability to motivate and train less experienced staff and student placements.

### **Interpersonal skills**

- Effective communication and problem solving skills to produce cooperative outcomes in a team environment.
- Well developed verbal and written communication skills and the ability to prepare clear and concise reports.
- Well developed skills in mediation and conflict resolution.
- Ability to develop and gain cooperation and assistance from others within the team and organisation.

### **Qualifications and experience**

- Tertiary qualifications in Urban Planning, Regional Planning or related discipline
- Two or more years experience as a town planner within local government or private industry or other relevant area, with a sound understanding of the framework in which local government operates.
- Experience in dealing with sensitive and complex planning proposals.
- Experience in a Victorian local government planning team is desirable.

### **Selection criteria**

1. Tertiary qualifications in Urban Planning, Regional Planning or a related discipline with some relevant experience, preferably within local government.
2. Thorough knowledge of Victoria's planning system, including the Victorian Planning Provisions, enforcement procedures, Planning and Environment Act 1987 and Subdivision Act 1988.
3. Effective communication and problem solving skills to produce cooperative outcomes in a team environment and the ability to develop and gain cooperation and assistance from others.
4. Well developed verbal and written communication skills and the ability to prepare clear and concise reports, together with well developed skills in mediation and conflict resolution.
5. Effective time management skills and demonstrated ability to prioritise competing tasks.

### **Conditions of employment**

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

**Tenure** - Permanent Full time.

**Qualifying period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check. Position subject to a current national police check to be updated every three years and assessed as suitable to work in aged care.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

### Document review

Date reviewed	February 2019
Reviewed by	Human Resources
Approved by	Chief Executive Officer

### Employee Signature

[acceptance\_status] [acceptance\_date]

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[candidate\_name]