



## **SOUTH GIPPSLAND SHIRE COUNCIL**

### **POSITION DESCRIPTION**

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**POSITION:** Statutory Planning Officer

**DIRECTORATE:** Development Services

**DEPARTMENT:** Planning

**CLASSIFICATION:** Band 6

**EMPLOYMENT STATUS:** Ongoing Full Time

**CURRENT OCCUPANT:** Vacant

**DATE:** January 2016

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#### **ORGANISATION OVERVIEW**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

#### **DEPARTMENT/TEAM**

The Planning department is responsible for:

- Statutory Planning
- Strategic Planning
- Social Planning

The department's annual operating budget is approximately \$1.5 million.



## **ORGANISATIONAL RELATIONSHIPS:**

### **Reports to:**

- Statutory Planning Coordinator

### **Direct Reports:**

- Nil

### **Key Internal Relationships:**

- Internal relationships with all levels of the organisation including Councilors and Management Team

### **Key External Relationships:**

- State Government Authorities, the public and other service providers

## **1. POSITION PURPOSE**

- To assist the team in achieving the key result areas set out in the Council Plan.
- Assess over 80% of applications within statutory timeframe (60 days)
- Decide 90% of VicSmart applications within 10 business days.
- Send 95% of further information requests within 28 days of receipt of application.
- Decide 90% of secondary consent applications within 28 days.
- Have less than 5% of decisions subject to VCAT appeal.
- Have greater than 70% of decisions upheld by VCAT.

## **2. KEY RESPONSIBILITIES**

- Evaluate, analyse and make recommendations on statutory planning matters including planning enforcement.
- Administer Planning Scheme policies and other planning controls which encourage sustainable development.



- Communicate with all stakeholders in an effective manner to foster an understanding of planning processes.
- Ensure a high standard of service delivery in the entire range of planning services and look for ways to continuously improve service levels.
- Prepare and present reports to Council, VCAT and Panel Hearings.
- Participate in strategic town planning projects and initiatives within the unit at the direction of the Manager Planning.
- Participate in policy and procedure development/improvement at the direction of the Manager Planning.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Act in accordance with Council and Management policies, relevant legislation and Council's Code of Conduct.
- Assist in the provision of a safe working environment for all staff and employees of the Department, in accordance with the regulations of the Victorian Occupational Health and Safety Act.
- Contribute to the maintenance and auditing processes of Council's safety management system.
- Contribute to emergency management activities when required and directed by supervisor/manager.

### **3. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is authorised to/responsible for the following: -

- Responsible for the administration of Acts and Regulations for all relevant Authorities and specific delegations within the Planning process.
- Responsible for dealing with planning permits, subdivision and liquor control matters in accordance with all relevant Acts, Regulations and Council Policies.
- Responsible for issuing delegated planning permits in accordance with delegated powers.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents,



participate in training provided, improve work practices to reduce risk.

- Freedom to act is subject to supervision and clear objectives.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.

#### **4. JUDGEMENT AND DECISION MAKING SKILLS**

Judgement and decision making will be within the ambit of the following:

- This is a professional role where the officer is expected to exercise sound judgment and decision making, some problem solving and analysis of data relating to statutory planning issues.
- Required to recommend planning applications for consideration and determination by Council under the direction of the Manager Planning.
- Required to make decisions under the Planning and Environment Act 1987, the Subdivision Act 1988 and other relevant Acts in accordance with powers of delegation.
- The incumbent is expected to be able to provide sound statutory planning advice to all stakeholders.

#### **5. SPECIALIST SKILLS AND KNOWLEDGE**

The skills and knowledge required to perform the duties of the position include:

- Understanding of rural, urban, environmental, tourism and economic development issues.



- Understanding of the Local Government Act 1989, Planning and Environment Act 1987 and Subdivision Act 1988.
- Understanding of the Victoria Planning Provisions, Planning Schemes and other State Government initiatives.
- Awareness of the Victorian Civil and Administrative Tribunal Act 1998, Aboriginal Heritage Act 2006, Flora and Fauna Guarantee Act 1988, Historic Buildings Act 1981, Liquor Control Reform Act 1998 and the Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth).
- Computer skills including competency in MS Office and database/GIS systems applications.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.

## **6. MANAGEMENT SKILLS**

The required management skills include:

- Managing time, meeting deadlines and prioritising work under supervision.
- Ability to assist in improving efficiency and quality of service.

## **7. INTERPERSONAL SKILLS**

Interpersonal skills include:

- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Demonstrated ability to liaise, coordinate and communicate with a diverse range of people and organisations.
- Demonstrated strong customer service focus.
- Well developed written and verbal communication skills.

## **8. QUALIFICATIONS AND EXPERIENCE**

The qualifications and experience required for the position include:

- Completed relevant tertiary qualifications and experience in the assessment of planning applications in a similar role.



- Appreciation of the matters involved in assessing rural, urban, coastal, commercial and industrial planning permit applications.
- Experience in use of Microsoft software packages.

## 9. SELECTION CRITERIA

- Completed relevant tertiary qualifications and experience in the assessment of planning applications in a similar role.
- Understanding of matters involved in assessing rural, urban, coastal, commercial and industrial planning permit applications.
- Problem solving, decision making and analytical skills.
- Strong customer service focus.
- Computer skills including competency in MS Office and database/GIS systems applications.
- Well developed written and verbal communication skills.
- Commitment to working as part of a team.
- Current Drivers Licence.

## 10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

<b>Acceptance of the Position – Successful Candidate to Complete</b>	
<b>Agreement:</b>	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: