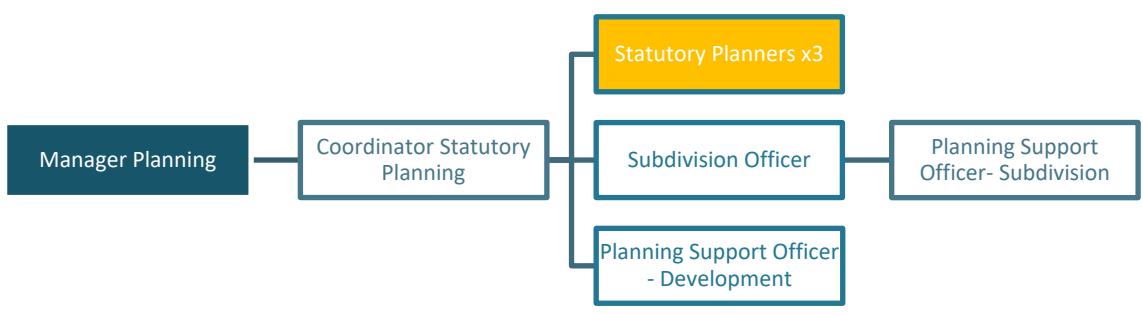


STATUTORY PLANNER

Position No.	
Classification	Band 5, fixed-term
Directorate	Community, Planning & Growth
Department	Planning
Division	Statutory Planning
Team	As above
Department Context	<p>The Planning department is responsible for the management and administration of a number of key planning services within Council including Strategic Planning and Statutory Planning.</p>  <pre> graph LR MP[Manager Planning] --- CSP[Coordinator Statutory Planning] CSP --- SP3[Statutory Planners x3] CSP --- SO[Subdivision Officer] CSP --- PSO[Planning Support Officer - Development] SO --- PSO_S[Planning Support Officer- Subdivision] </pre>
Position Purpose	The Statutory Planner performs a lead role in administering Council’s planning responsibilities under the Planning and Environment Act 1987 and the Golden Plains Planning Scheme in an effective and efficient manner, while providing a customer orientated and timely service to invested stakeholders.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

- Pride** We know that our work is important, and we take pride in doing the best job we can
- Respect** We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
- Integrity** We are committed to being authentic, honest and ethical in our work
- Collaboration** We partner together to achieve shared goals and deliver community focused outcomes
- Excellence** We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Planning Functions

- Examine and assess planning applications for the use, development and subdivision of land and report to Council with recommendations.
- Administer the Planning and Environment Act, the Subdivision Act, Golden Plains Planning Scheme and other relevant Statutes and Regulations in a positive manner.
- Undertake the activities of the statutory planning role in a professional, time efficient and customer focussed manner.
- Contribute positively to a team approach to the Planning activities.
- Represent Council in public planning forums and planning mediation meetings.
- Provide advice to the public, developers and clients of Council in relation to the provisions for the Golden Plains Planning Scheme, Council planning policies, strategies and planning procedures.
- Prepare reports on planning issues including complex planning issues that arise for Council.
- Prepare planning scheme amendments, pursuant to the requirements of the Planning and Environment Act 1987.
- Involvement in the review of the Golden Plains Planning Scheme including the Municipal Strategic Statement and Town Structure Plans.
- Prepare and implement strategic plans, studies, guidelines and policies.
- Prepare and present submissions to planning Panels and the Victorian Civil and Administrative Tribunal on behalf of Council.
- Contribute to the development and improvement of internal processes and procedures.
- Assist the Coordinator Statutory Planning in the development and mentoring of new and less experienced team members.
- Other duties within the scope of the employee's skills, competence and training as directed.
- Enforcement - take a proactive approach to assist Council's Investigations Officer with investigations and where necessary enforcement action relating to breaches of the Golden Plains planning scheme and relevant planning & subdivision legislations.

Consultation, Customer Service & Administration

- Consult with relevant parties with respect to planning issues and proposed policy or development projects.
- Ensure the community benefits from an integrated approach to land use planning in terms of economic, social advantage as well as preservation and protection of the environment.
- Provide information on planning to the public, government authorities, the business sector and community groups upon request.
- Establish positive communication and rapport with clients and the public and educate and promote the need for compliance with the various statutes, legislation, local laws and policies.
- Maintain confidentiality as appropriate in respect to all dealings of a sensitive or confidential nature.
- Participate in project teams and project management of consultants.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.

- Embrace Council’s commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee’s skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council’s policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005 and the Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Intermediate

Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Intermediate
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Adept

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<ul style="list-style-type: none"> The position provides specialist advice to clients, freedom to act is subject to regulations, policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but is usually subject to review by the Coordinator Statutory Planning and Manager Planning. The officer is authorised to make delegated decisions, make recommendations and give advice to Council, Council officers, public authorities and the community on planning matters, and has formal input into policy development.
Judgement and Decision Making	<ul style="list-style-type: none"> The work specialises in land use planning with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice is usually available within the time required to make a choice.
Specialist Skills & Knowledge	<p>The position requires:</p> <ul style="list-style-type: none"> Proficiency in the application of the theoretical discipline of land use planning, including the underlying principles as distinct from the practices.

- An understanding of the functions and goals of the Statutory Planning Unit along with an appreciation of the relevant policies of both the Unit and the Golden Plains Shire Council.
- Detailed knowledge of the Planning and Environment Act, Subdivisions Act and Planning Schemes and other associated and relevant legislation.
- Highly developed analytical, investigative and problem-solving skills.
- An ability to communicate specialist information in a clear and concise manner to the Council and its clients.

Management Skills

The officer shall have:

- The ability to manage time, set priorities and plan and organise their own time and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible with the resources available and within a set timeframe.
- The capacity to adapt to change and be innovative.
- Demonstrated capacity to effectively coordinate, monitor and report on multiple projects.
- Ability to provide advice to and mentor less experienced team members.

Interpersonal Skills

The position requires:

- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined planning activities.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters in land use planning and with other employees in other functions in other work units to resolve intra-organisational problems.
- The ability to prepare clear and concise reports for management and Council and prepare external correspondence.
- Skills in negotiation and conflict resolution.

Qualifications & Experience

The skills and knowledge required for the position are beyond those acquired through tertiary education alone. They would be gained through the completion of a degree or diploma course with some relevant experience, or through lesser formal qualifications and substantial relevant experience in the field of land use planning.

KEY SELECTION CRITERIA

1. Demonstrated experience in statutory planning, preferably in local government.
2. Demonstrated understanding of the Planning and Environment Act 1987 and other related legislation and regulations.
3. Demonstrated ability to identify and implement process and system improvements, including innovative problem solving skills.
4. Demonstrated skills in planning and managing workloads to meet statutory timeframes and achieve quality built outcomes.
5. Ability to identify and understand the current state of planning applications and assume the management of applications that are at various stages in the process.
6. High-level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including Council, consultants and tribunals on planning matters.

Other Requirements

- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Council) are required of the preferred candidate.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department): Development & Regulatory Services

Reviewed By (P&C): Coordinator People & Culture

Date: June 2024

Employee Acceptance:

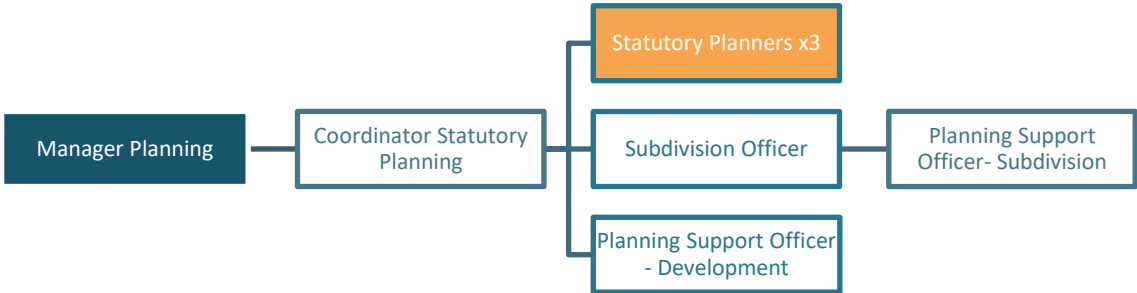
(Name and signature)

Date:

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.

STATUTORY PLANNER

Position No.	1360
Classification	Band 6, fixed-term
Directorate	Community, Planning & Growth
Department	Planning
Division	Statutory Planning
Team	As above
Department Context	<p>The Planning department is responsible for the management and administration of a number of key planning services within Council including Strategic Planning and Statutory Planning.</p>  <pre> graph LR MP[Manager Planning] --- CSP[Coordinator Statutory Planning] CSP --- SP3[Statutory Planners x3] CSP --- SO[Subdivision Officer] CSP --- PSO[Planning Support Officer - Development] SO --- PSO_S[Planning Support Officer- Subdivision] </pre>
Position Purpose	The Town Planner administers Council’s planning responsibilities under the Planning and Environment Act 1987 and the Golden Plains Planning Scheme, contributes to planning projects and policy issues, and provides timely, customer orientated service to invested stakeholders.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Planning Functions

- Examine and assess planning applications for the use, development and subdivision of land and report to Council with recommendations.
- Administer the Planning and Environment Act, the Subdivision Act, Golden Plains Planning Scheme and other relevant Statutes and Regulations in a positive manner.
- Undertake the activities of the town planner role in a professional, time efficient and customer focussed manner.
- Contribute positively to a team approach to the Planning activities.
- Represent Council in public planning forums and planning mediation meetings.
- Provide advice to the public, developers and clients of Council in relation to the provisions for the Golden Plains Planning Scheme, Council planning policies, strategies and planning procedures.
- Prepare reports on planning issues including complex planning issues that arise for Council.
- Prepare planning scheme amendments, pursuant to the requirements of the Planning and Environment Act 1987.
- Involvement in the review of the Golden Plains Planning Scheme including the Municipal Strategic Statement and Town Structure Plans.
- Prepare and implement strategic plans, studies, guidelines and policies.
- Prepare and present submissions to planning Panels and the Victorian Civil and Administrative Tribunal on behalf of Council.
- Contribute to the development and improvement of internal processes and procedures.
- Assist the Coordinator Statutory Planning in the development and mentoring of new and less experienced team members.
- Other duties within the scope of the employee's skills, competence and training as directed.
- Enforcement - take a proactive approach to assist Council's Investigations Officer with investigations and where necessary enforcement action relating to breaches of the Golden Plains planning scheme and relevant planning & subdivision legislations.

Consultation, Customer Service & Administration

- Consult with relevant parties with respect to planning issues and proposed policy or development projects.
- Ensure the community benefits from an integrated approach to land use planning in terms of economic, social advantage as well as preservation and protection of the environment.
- Provide information on planning to the general public, government authorities, the business sector and community groups upon request.
- Establish positive communication and rapport with clients and the public and educate and promote the need for compliance with the various statutes, legislation, local laws and policies.
- Maintain confidentiality as appropriate in respect to all dealings of a sensitive or confidential nature.
- Participate in internal workshops, project teams and project management of consultants.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.

- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee’s skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council’s policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005 and the Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Intermediate
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate

Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Intermediate
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Intermediate

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<ul style="list-style-type: none"> The position provides specialist advice to clients, freedom to act is subject to regulations, policies and regular supervision. There is frequent consultation with more senior staff and a regular reporting mechanism ensures adherence to plans. The effect of decisions and actions taken on individual clients may be significant but is usually subject to review by the Coordinator Statutory Planning and Manager Development & Regulatory Services. The officer is authorised to make delegated decisions, make recommendations and give advice to Council, Council officers, public authorities and the community on planning matters and has formal input into policy development.
Judgement and Decision Making	<ul style="list-style-type: none"> The work specialises in land use planning with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice is usually available within the time required to make a choice.
Specialist Skills & Knowledge	<p>The position requires:</p> <ul style="list-style-type: none"> Proficiency in the application of the theoretical discipline of land use planning, including the underlying principles as distinct from the practices.

	<ul style="list-style-type: none"> • An understanding of the functions and goals of the Statutory Planning Unit along with an appreciation of the relevant policies of both the Unit and the Golden Plains Shire Council. • Detailed knowledge of the Planning and Environment Act, Subdivisions Act and Planning Schemes and other associated and relevant legislation. • Highly developed analytical, investigative and problem-solving skills. • An ability to communicate specialist information in a clear and concise manner to the Council and its clients.
Management Skills	<p>The officer shall have:</p> <ul style="list-style-type: none"> • The ability to manage time, set priorities and plan and organise their own time and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible with the resources available and within a set timeframe. • The capacity to adapt to change and be innovative. • Demonstrated capacity to effectively coordinate, monitor and report on multiple projects. • Ability to provide advice to and mentor less experienced team members.
Interpersonal Skills	<p>The position requires:</p> <ul style="list-style-type: none"> • The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined planning activities. • Ability to liaise with their counterparts in other organisations to discuss specialist matters in land use planning and with other employees in other functions in other work units to resolve intra-organisational problems. • The ability to prepare clear and concise reports for management and Council and prepare external correspondence. • Skills in negotiation and conflict resolution.
Qualifications & Experience	<p>The skills and knowledge required for the position are beyond those acquired through tertiary education alone. They would be gained through the completion of a degree or diploma course with some relevant experience, or through lesser formal qualifications and substantial relevant experience in the field of land use planning.</p>

KEY SELECTION CRITERIA

1. Demonstrated experience in statutory planning, preferably in local government.
2. Demonstrated understanding of the *Planning and Environment Act 1987* and other related legislation and regulations.
3. Ability to demonstrate a detailed understanding of town planning and development implications.
4. Demonstrated ability to identify and implement process and system improvements, including innovative problem solving skills.
5. Demonstrated skills in planning and managing workloads to meet statutory timeframes and achieve quality built outcomes.
6. Ability to identify and understand the current state of planning applications and assume the management of applications that are at various stages in the process.
7. High-level interpersonal and communication skills with the ability to liaise effectively with a broad range of people including Council, consultants and tribunals on planning matters.

8. Demonstrated ability to effectively undertake and manage multiple projects at any one time.
9. Ability to contribute positively to a busy high performing team and also undertake autonomous tasks and projects.
10. Demonstrated experience in the preparation and presentation of reports and recommendations to executive leadership groups.

Other Requirements

- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

APPROVAL

Approved By (Department): Development & Regulatory Services

Reviewed By (P&C): Business Partner Talent Management

Date: October 2023

Employee Acceptance:

(Name and signature)

Date:
