



POSITION DESCRIPTION

Position Title	Assistant Planner
Position Code	7147
Directorate	Sustainability & Culture
Work Group	Statutory Services
Position Classification	Band 5
Effective Date	March 2023

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Coordinate and carry out statutory processes and procedures focussed on:

- subdivision applications for certification of plans and Statement of Compliance,
- place-naming including preparation of reports to council and required consultation processes,
- providing high quality and timely customer advice,
- preparing reports on planning activity and related statistics.

2. Working Relationships

Reports to	Planning Coordinator
Supervises	N/A

3. Key Responsibilities

3.1 Assisting with delivering the planning functions of the Council with a focus on delivering subdivision processes, place naming processes, customer advice and reporting in a timely manner.

3.2 Responsible for subdivision applications including lodging for Certification of plans of subdivision and Statement of Compliance and referring applications to referral authorities in accordance with relevant legislation.

3.3 Organise land valuations for public open space contributions as per permit conditions where required and responsible for the collection and the accurate record keeping of those payments.

3.4 Liaise with applicants about outstanding requirements for Certification of plan of subdivision and Statement of Compliance.

3.5 Prepare subdivision applications for Certification and Statement of Compliance by making sure that all authorities have consented, permit conditions have been satisfied, works have been completed and all fees/payments have been collected.

3.6 Assist in the collection of developer contributions and securities and ensure that they are recorded and allocated to the correct accounts.

3.7 Liaise with and provide advice/information to senior officers, internal units, external authorities, professionals (such as surveyors, engineers and planners) and landowners on subdivisional matters.

3.8 Carry out all tasks relating to the place naming process, including reports to Council and public consultation.

3.9 Responsible for all planning related reporting such as monthly status reports, Planning Permit Activity Reporting (PPARS), planning statistics.

3.10 Handling town planning enquiries and provide relevant, accurate, complete and up-to-date information in a timely and courteous manner.

3.11 Contributing to the improvement of processes for the better delivery of planning service.

3.12 Role model and actively promote Council's Corporate values in letter and spirit.

3.13 Implement relevant Council policy and delegations including processing of Plans of Subdivision/Consolidation/Statements of Compliance, Street names and numbering, other place names, fees, levies, bonds and Section 173 Agreements.

3.14 Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.3 Capacity to undertake site inspections, involving walking on uneven surfaces.

4.4 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for the provision of timely, high quality and effective planning advice and supporting the Planning Coordinator and the Manager Statutory Services.

5.2 Authority to interpret and advise other Council staff, all stakeholders and customers on the Wangaratta Planning Scheme provisions, relevant legislation and the Council's goals, values and aspirations.

5.3 Decision making and reporting in accordance with all relevant legislative requirements and Council's policies and procedures, as they relate to Statutory planning and the Planning unit.

5.4 Assist the Manager Statutory Services, Planning Coordinator and the Planning team with service delivery improvements to enhance the successful ongoing operation of Council's Planning Unit.

5.5 Accountable to the Planning Coordinator for the efficient and effective performance of this position.

5.6 Responsible for safety and security of equipment and documentation used as part of the role.

6. Judgement and Decision Making

6.1 Assess and deal with all matters subject to the position, under delegated authority, governed by the goals and policies of the Council.

6.2 The nature of the work is specialised, with methods, processes and procedures developed in accordance with legislative requirements, experience, theory and precedent.

6.3 Guidance and advice is mostly available within the organisation. External advice may be required from time to time for matters of an unusual complex or technical nature.

6.4 Ability to deal with issues which can be complex or technical in nature and may not have been previously encountered. These issues may require some creativity to resolve.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 An understanding of Subdivision, Town Planning and Place-naming legislation, the planning and subdivision processes, procedures and principles as they operate in Victoria.

7.1.2 Knowledge of SPEAR (Surveying and Planning through Electronic Applications and Referrals System).

7.1.3 Report writing, communication and problem-solving skills.

7.1.4 Understanding of the functions of Council's Planning unit.

7.2 Management Skills

7.2.1 Demonstrated skills in managing time, setting priorities and organising work to achieve objectives and meet work targets within identified timeframes.

7.2.2 An understanding of and ability to implement Council's policies and practices.

7.3 Interpersonal Skills

7.3.1 Ability to communicate effectively and work with all customers, the community,

consultants, colleagues and other Council staff.

7.3.2 Ability to write reports and prepare external correspondence.

8. Qualifications and Experience

8.1 A recognised tertiary qualification in Town Planning, land surveying or similar field or significant relevant experience would be highly regarded but are not mandatory.

8.2 Current Drivers Licence.

9. Key Selection Criteria

9.1 A recognised tertiary qualification in Town Planning, land surveying or similar field or significant relevant experience would be highly regarded but are not mandatory.

9.2 A good understanding of the statutory planning and subdivision process.

9.3 Motivation, enthusiasm and experience to work as a member of a team.

9.4 Developed interpersonal skills, including sound customer service skills and communication skills.

9.5 Ability to effectively plan, organise and manage own time to achieve targets within a set timetable.

9.6 Well-developed analytical, investigative, and problem-solving skills.

9.7 Current Driver's Licence.

Authorised by: Director – Sustainability & Culture

Date:

Employee's Signature:

Date: