



POSITION TITLE: Principal Planner

AWARD CLASSIFICATION: Victorian Local Authorities Award 2001 – Band 6

DIRECTORATE: Innovation and Performance

APPROVED BY: Director Innovation and Performance

Date: **18 April 2019**

POSITION OBJECTIVES:

- Provide professional and efficient planning services.
- To coordinate and deliver the statutory planning services to a high standard of customer service.
- Demonstrate behaviours that are consistent with Council and the Performance and Innovation directorate values.
- To provide professional assistance to Manager Planning and Investment in the delivery of Council's planning services.
- To ensure that all development proposals are consistent with Council's corporate, strategic, and economic objectives, as expressed in the Municipal Strategic Statement and Local Planning Policies as well as relevant state legislation and policy.

KEY RESPONSIBILITIES AND DUTIES:

Advice

- Provide accurate, consistent and timely written and verbal advice to customers, developers, staff and Councilors on matters relating to the interpretation of the planning scheme and relevant legislation.
- Conduct pre-application meetings and give advice as appropriate.

Legislation/Research/Policy Matters

- Maintain current knowledge on relevant policy and legislative matters.
- Assist in review, interpretation, development and implementation of planning policy.
- Review and monitor local policy provisions of the Strathbogie Planning Scheme.
- Assist in the preparation of planning scheme amendments and development of planning policy.

Processing of planning applications

- Process planning applications including major and complex applications and undertake other planning assignments with a minimum delay within statutory time frames with full professional judgment and competence and in accordance with legislative requirements.
- Undertake relevant processes and procedures in accordance with Council's legislative requirements.

- Engage and communicate with the community and provide advice through the course of the planning process.
- Liaise with external referral authorities throughout the processing of planning applications.
- Assist in the processing of subdivision applications, certifications using SPEAR.
- Maintain the high corporate standards when dealing with the community during the assessment of planning applications.

Prepare and present assessment reports to Council

- Prepare reports on planning matters recommending appropriate action to be taken by Council/Planning Committee.
- Brief the Councilors on issues associated with planning applications, and major planning issues as required.

Appeals

- Prepare and present on behalf of Council, evidence and submissions to the Victorian Civil and Administrative Tribunal (VCAT), Panel Hearings and other forums in support of Council's decision or position on planning proposals or issues.
- Brief consultants and legal representatives on planning applications.
- Liaise with relevant parties at the VCAT to achieve appropriate planning outcomes.

Enforcement

- Contribute to the enforcement of the provisions and requirements of the Strathbogie Planning Scheme.
- Administer, implement and endorse the provisions of the *Planning and Environment Act 1987* and Regulations.
- Ensure compliance with the conditions of a permit or provisions of the Strathbogie Planning Scheme, enforcement orders, agreements and legislation.

Teamwork

- Assist in the preparation and delivery, where required, of Strategic Planning work and processing of Planning Scheme Amendments.
- Assist the Planning & Investment team in innovative service delivery improvement.
- Assist the Manager Planning & Investment and coordinate contractors to ensure compliance with relevant legislation.
- Coordinate the day to day statutory planning functions under the *Planning & Environment Act 1987*, *Subdivision Act 1988* and other relevant legislation.
- Liaise effectively, efficiently and respectfully with other departments in relation to permit applications and processes.
- Assist Senior Staff in priority projects of Council and the community. Respond positively to directions from Manager Planning & Investment.
- Participate and contribute in cross organisational working groups and Committee meetings as determined by Manager Planning & Investment.

Customer Service

- In conjunction with Manager Planning & Investment, to actively work to build relationships with internal and external customers and foster a corporate approach with staff.
- Respond to Customer Service enquiries relating to planning matters and Directorate general enquires, e.g. counter, telephone and written planning matters.

Other

- Other duties within the skills, knowledge and competence of a position at this level and as directed by Manager Performance and Innovation.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Planning & Investment.
Supervises:	Town Planner(s) as required, Customer Contact Officer(s) as required, Contract Staff as required.
Internal Relationships:	Councillors, Chief Executive Officer, Directors, Managers and Council Staff.
External Relationships:	Community, State and Federal Government Departments, professional associations, contractors and consultants.

GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

Progressive & Responsive – We are leaders in local government innovation and are responsive to the community.

Fair & Consistent – We are fair and consistent in our thinking, actions and decisions.

Open & Honest – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

Selfless & Inclusive – We take a “Shire First” approach and value the participation and opinion of all.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council’s Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.

- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Ability to work with minimal supervision. Officer will be expected to use his/her full professional judgement in the preparation of the reports for senior officers' sign off with minimal supervision. Proactive problem solving will be required with a focus identifying key issues early in the planning application process. Liaison of planning matters with other officers is encouraged.
- Where identified, assist the Planning and Investment Team in the development and/or review of planning policy.
- Freedom to act within policy and legislative constraints, with scope to exercise discretion in responding to planning enquiries. Initiative and a well-developed sense of accountability are required.
- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- May be required to provide advice to clients or members of public and to provide formal input into the policy development.

JUDGEMENT AND DECISION MAKING

- Proven ability to work independently and with minimal supervision.
- Proven ability to identify potentially complex problems and circumstances, key issues and possible solutions and make consistent decisions based on a clear and logical analysis.
- Demonstrated willingness to explore new approaches and responses to situations, including challenging thinking and decisions to test assumptions and generalisations.
- The nature of the work is usually specialised with methods, procedures and processes developed from theory to precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the applications of these techniques to new situations.
- Guidance and advice are available.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of the various policies and legislation relevant to the role along with an understanding of Council and Departmental objectives relevant to planning.
- Ability to interpret and apply planning schemes, policies, legislation and regulations.
- Understanding of the planning system in Victoria, including the Victoria Planning Provisions (VPP's).
- Knowledge of relevant electronic mapping software programs.
- Well-developed computer literacy and keyboard skills and ability to utilise application management software.
- Understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible and within a set timetable.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.
- Ability to effectively motivate and mentor staff in an enthusiastic and professional manner while providing day to day support and fostering a selfless and inclusive work environment.

INTER-PERSONAL SKILLS

- Ability to lead and work as an effective member of a team to ensure that the objectives of Council are achieved.
- Ability to provide effective professional customer service to a diverse range of clients.
- Ability to verbally communicate effectively and confidently on a range of matters, including explanation of planning controls and systems to customers, including members of the community, Council officers, Government Departments and Councillors.
- Ability to prepare concise and accurate reports and correspondence on a diverse caseload of planning issues and assessments, including applications of medium complexity in accordance with instruments of delegation as approved by Council.
- Ability to write reports and to prepare external correspondence.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

QUALIFICATIONS AND EXPERIENCE

- Hold a degree in town planning.
- A minimum of 4 years' experience in a planning related field with a sound understanding of a variety of Land Use and Development applications.

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in Town Planning or related field.
- A minimum of 4 years' experience in a statutory and/or strategic planning role as a qualified planner.
- Proven ability to effectively communicate, both verbally and in writing to all customers the provisions of planning legislation, including members of the community, Council Officers, Government Departments and Commissioners/Councillors.
- Demonstrated understanding of planning issues associated with development in regional and rural areas.
- Applied knowledge of the *Planning and Environment Act 1987* and planning processes.
- Proven ability to prepare concise, well-structured and grammatically correct reports and correspondence.
- Demonstrated ability to solve problems in a clear, logical and consistent manner.
- Proven ability and commitment to both leading and working as a member of a team to ensure that the objectives of Council are achieved.

- Current Victorian Drivers' Licence.

Desirable

- Experience working in a Local Government environment.

INHERENT PHYSICAL REQUIREMENTS

Task	Frequency
Sitting at Workstation	Constant
Moving Mouse and using keyboard at Computer	Frequent
Driving to inspections and meetings	Frequent
Walking while on inspections	Occasional
Standing while conducting investigations	Occasional
Standing associated with assessments	Occasional

TERMS AND CONDITIONS OF EMPLOYMENT

The Principal Planner position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 6 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2015.

SIGNATURES

Employee

Director

Name:

Name:

Signed:

Signed:

Date:

Date: