

## POSITION DESCRIPTION

### COMMUNITY RECOVERY PLANNING OFFICER AGRN1242

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 6
<b>Directorate</b>	Community & Planning
<b>Reports to</b>	Manager Planning & Investment
<b>Supervises</b>	Nil
<b>Approved By</b>	Director Community & Planning, April 2026

### OUR 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.

### POSITION OBJECTIVES

- Provide a dedicated courteous and positive planning experience to communities impacted in the Longwood Berry Lane fire event.
- To provide relevant and timely information to applicants and the impacted community regarding statutory planning matters and exemptions for impacted communities from the Longwood Berry Lane fire event.
- To provide technical assistance on planning applications for residents impacted by Longwood Berry Lane fire event.

### KEY RESPONSIBILITIES AND DUTIES

- Preparation of planning reports and subdivision applications for residents looking to rebuild after the Longwood Berry Lane fire event.
- Process planning applications for residents impacted by the Longwood Berry Lane fire event.
- Assist external customers with accessing advertised planning permit applications, the planning register and other statutory planning documents specific to Longwood Berry Lane fire event.
- Assist in the receipt and registration of planning permit applications for impacted residents of Longwood Berry Lane fire event.
- Undertake the assessment of planning permit applications and amendments to existing planning permits as delegated for Longwood Berry Lane fire event applications.
- Work with Council’s Fire Recovery Team, Customer Service and other internal customers to enhance their understanding and interaction with statutory planning issues specific to Longwood Berry Lane fire event residents.
- Process property information referrals.
- Support community information sessions for Longwood Berry Lane fire event impacted residents where necessary.
- Other duties within the skills, knowledge and competence of a position at this level and as directed by Manager Planning and Investment or Manager Fire Recovery.

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### 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 their duties to prevent injury to themselves 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's functions and duties in accordance with risk management provisions of their position description or contract.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Manager Planning and Investment for the quality, effectiveness, cost and the timelines of work plans and programs and for the care of the assets being used.
- Report on planning and subdivision applications, within the established approval procedures.
- The freedom to act within Council policies and procedures.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise some discretion in the application of established standards and procedures.

### JUDGEMENT AND DECISION MAKING

- Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, Council policy, Strathbogie Planning Scheme, *Planning and Environment Act 1987*, *Subdivision Act 1987* and established procedures.
- Exercise judgement when dealing with complex or technical issues and seek guidance and advice.
- Apply understanding of relevant planning and development principles, policy and legislation, to provide information and service to internal and external customers and regulators.
- The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice are always available within time to make a choice.

### SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and, where appropriate, an appreciation of the goals of the wider organisation.
- Understanding of Workplace Health and Safety and other legislation relating to the workplace.
- Knowledge of Local Government functions, legislation and regulations relevant to the position.
- Understanding of the Victorian planning system, including the *Planning and Environment Act 1987* and the format of operation of planning schemes under the Victorian Planning Provisions.
- Knowledge of face to face counter interactions including sound listening skills which will assist in the resolution of customer enquiries.

## POSITION DESCRIPTION

- Ability to operate various software packages and database including Microsoft Access, Power Point, Outlook, Word and Excel and other relevant software applications.

## MANAGEMENT SKILLS

- Ability to manage time and to plan and organise own work load.
- Basic knowledge of personnel practices and an ability to assist employees with on-the- job training and guidance if required.

## INTERPERSONAL SKILLS

- Excellent communication, interpersonal and customer relations skills with consideration of communicating with people with trauma from the Longwood Berry Lane fire event.
- Provision of quality customer service and information with the aim of all customer contacts requests to be handled in a courteous, efficient and professional manner.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Skills in written communication to enable the preparation of routine correspondence and reports.

## QUALIFICATIONS AND EXPERIENCE

- Knowledge and experience in customer service.
- Experience in the operation of various software packages and database including Microsoft Access, Power Point, Outlook, Word and Excel.
- Familiarity with relevant planning and subdivision legislation and procedures.

## KEY SELECTION CRITERIA

### **Essential**

- Excellent communication, interpersonal and customer relations skills.
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both externally and internally and people with trauma
- Use initiative and act professionally, with discretion, integrity and confidentiality.
- Experience in the use of software packages and databases including Microsoft Word, Excel, Outlook and other relevant software applications.
- Understanding of the Victorian planning system, including the *Planning and Environment Act 1987* and the format of operation of planning schemes under the Victorian Planning Provisions.
- Current Victorian Driver's Licence.

### **Desirable**

- Relevant tertiary qualifications, completed or in progress, in a planning or related discipline.
- Experience in a Local Government industry.

## TERMS AND CONDITIONS OF EMPLOYMENT

The Community Recovery Planning Officer (AGRN 1242) position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. This is a fixed-term part-time position funded under AGRN1242, subject to continued external funding and government approvals. 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 2023.

**POSITION DESCRIPTION**

**SIGNATURES**

**EMPLOYEE**

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**Name:**

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**Signed:**

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**Date:**

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