

|                              |   |
|------------------------------|---|
| <b>Position:</b>             | <b>Senior Statutory Planner</b>                           |
| <b>Agreement:</b>            | Surf Coast Shire Council Enterprise Agreement 2022 – 2025 |
| <b>Award Classification:</b> | Band 6  |
| <b>Division:</b>             | <b>Placemaking and Environment</b>                        |
| <b>Department:</b>           | Planning and Compliance                                   |
| <b>Team:</b>                 | Statutory Planning  |
| <b>Date Reviewed:</b>        | February 2025   |
| <b>Approved By:</b>          | General Manager/Manager                                   |
| <b>Current Incumbent:</b>    | <b>VACANT</b>   |

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### ***We Do What We Say***

We set clear expectations  
We are accountable for our actions  
We get things done

#### ***We See Opportunity***

We look for better ways  
We are open minded  
We learn from our experiences

#### ***We Work Together***

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### ***We Make a Difference***

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

---

#### **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

[surfcoast.vic.gov.au](https://surfcoast.vic.gov.au)

### **Introduction of the work of the team**

The Statutory Planning Team assesses planning and subdivision applications and provides professional planning advice to applicants, the community and Council. The team also has a role in ensuring compliance with the Surf Coast Planning Scheme and the Planning and Environment Act 1987.

### **POSITION OBJECTIVES**

- To provide a customer focused approach to the delivery of planning services to the community.
- To provide professional advice under regular supervision to developers, the community and Council as to the requirements of the Planning Scheme, related legislation and strategic policy.
- To provide Statutory Planning Services to the Planning and Compliance Department in accordance with the Planning and Environment Act and Surf Coast Planning Scheme.
- To undertake assessment and processing of planning applications, development plans and assist in the administration of the Surf Coast Planning Scheme.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Coordinator Statutory Planning

Supervises: N/A

Internal Relationships: All employees and Councillors

External Relationships: General public, government departments and agencies, referral authorities, consultants, industry representatives, other professionals and local authorities.

### **KEY RESPONSIBILITIES**

- Processing and reporting on applications for routine and complex planning permits and development plans.
- Research and prepare assessments, comments, reports and correspondence on other routine and complex town planning related matters.
- Represent Council in public forums and appeal hearings.
- Engender a team approach within the Planning and Compliance Department through the interaction with other members as required.
- Perform other duties and responsibilities reasonably within the capabilities of the position.
- Conduct site inspections and represent Council at various forums as required.
- Observe safe work processes in accordance with training and instruction given and report any hazards to your immediate supervisor.
- Consider risks when undertaking any activity carried out as part of this position or on behalf of council.
- Understanding records management obligations and responsibilities.
- Making and keeping accurate and complete records of business activities and decision making.
- Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.
- This role may require occasional work outside regular office hours (weekday evenings) to engage with the community on applications through a consultation process.

---

### **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

## **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Accountable for administration of the requirements of the Planning and Environment Act and Surf Coast Planning Scheme within designated timelines.
- Accountable for making decisions with the limits of authority delegated from time to time by the Council.
- Accountable for the confidentiality of all documents within the control of the position.
- Accountable for providing specialist planning advice and accurate information to customers, senior management and other staff, under regular supervision.
- Represent the Statutory Planning Unit at meetings and statutory hearings.

## **JUDGEMENT AND DECISION MAKING**

- The nature of the work is specialised with methods, procedures and processes guided by a combination of legislative rules, precedents and established practices and guidelines. The incumbent is also encouraged to assist to develop and improve new methods and techniques.
- The position involves making decisions based on the results of research into individual planning proposals, consideration of the Planning and Environment Act, planning scheme and other relevant policies.
- To make decisions with the limits of delegated authority from the Surf Coast Shire.
- As a member of a professional specialist team, the incumbent uses discretion in the provision of information to applicants, authorities and members of the public, which may have legal ramifications and the potential to impact on the wider community.
- Assistance and guidance are usually available.
- The position requires problem solving skills and analysis of data for issues related to land use planning.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Appreciation and knowledge of the Planning and Environment Act, Subdivision Act, planning schemes, and associated statutory processes and procedures.
- Ability to interpret and use relevant statutory provisions and policies to achieve innovative and equitable outcomes.
- Good analytical, investigative and problem solving skills, and a demonstrated ability to produce well-researched reports.
- Good writing skills with a demonstrated ability to write concise reports in plain English.
- Good communication skills, including a pro-active approach toward problem solving.
- Adequate computer skills and a familiarity with word processing and spreadsheet packages.
- A sound knowledge of local government policies and practices and an awareness of current trends and issues.
- Good understanding of the principles underpinning the Victorian Planning Provisions and other planning initiatives of the State Government and land use planning in regional areas.
- Application of theoretical and scientific approaches in the search for solutions to new problems and opportunities.
- Understanding of Rural, Coastal, Urban, Conservation, Landscape Analysis, Tourism and Economic Development related issues.

## **MANAGEMENT SKILLS**

- Ability to work under pressure and meet strict deadlines.
- Ability to adapt to changing priorities.
- An ability to make sound judgements and assist in prioritising tasks.
- Established organisation skills and a thorough and systematic approach to keeping records.
- Determine priorities for the day to day function of the position and adapt to changing priorities.

## **INTERPERSONAL SKILLS**

- A demonstrated commitment to customer service, with the aim to provide a positive customer experience for all stakeholders within the statutory planning process.
- Ability to take a solution-based approach to issues and facilitate resolution between parties.
- Ability to liaise with counterparts within the organisation to resolve intra organisational problems.
- Ability to work as part of a team environment, and to support and assist other team members.
- A demonstrated ability to communicate information in a friendly and articulate way to members of the public who may at times display challenging or aggressive behaviour.
- An attitude of corporate commitment and good appreciation of the importance of optimising customer service.
- Demonstrated listening and communication skills, including an ability to speak in a clear and articulate way in communicating with people and making verbal presentations.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Tertiary qualification in Town Planning or equivalent experience.
- Experience in Town Planning.
- A good understanding of town planning, environmental issues and associated statutes.
- Well-developed communication skills.
- A customer focused approach.

### **Other requirements**

- Current Victorian driver's licence
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

**ORGANISATIONAL RESPONSIBILITIES**

|  |  |
|--|--|
| <b>Child Safe Standards</b>                              | Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.  |
| <b>Equal Opportunity</b>                                 | Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.                       |
| <b>Fraud and Corruption</b>                              | To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards. |
| <b>Record Keeping</b>                                    | Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.   |
| <b>Right to disconnect</b>                               | In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.  |
| <b>Risk Management and Workplace Health &amp; Safety</b> | Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.   |

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.