

POSITION DESCRIPTION

Position:	STATUTORY PLANNER
Employment Status:	Full time
Position number:	1105
Directorate:	Infrastructure and Development
Unit:	Development Services
Classification:	Band 5
Date adopted/reviewed:	September 2025
Document number:	DOC/26/6299

THE UNIT

The Development Services unit incorporates the Strategic and Statutory Planning, Community Safety and Amenity, Planning Compliance, Building Services and Public and Environmental Health teams. The unit is community focused, working to ensure the sustainable development of our shire through land use planning, compliance and keeping our community safe.

POSITION OBJECTIVES

- To deliver statutory planning outcomes that reflect the policies, objectives and strategies in the Mount Alexander Planning Scheme and that are in accordance with the provisions of the Planning & Environment Act 1987.
- To process planning permit applications efficiently and effectively in accordance with relevant legislation and the Planning Scheme
- To provide professional and timely responses to counter, email and telephone enquiries regarding statutory planning matters.
- To promote the image and appearance of the municipality by ensuring adherence to the Mount Alexander Planning Scheme as well as Planning permits through effective educative programs and liaison with applicants, owners and the community and where necessary through the instigation of enforcement proceedings under the Planning and Environment Act in conjunction with the Planning Compliance Officer.
- To support senior Officers in representations at VCAT and other public forums as required
- To support other members of Council's Planning Unit, other units within Council, government departments and relevant authorities to ensure that both the community and developers are provided with professional advice and services that can be considered to be both efficient and ethical at all times.

KEY RESPONSIBILITIES AND DUTIES

- Undertake the assessment and processing of planning and subdivision applications, including an analysis of the requirements of the Mount Alexander Planning Scheme, Planning and Environment Act, Subdivision Act, and other legislation affecting town planning as well as ensuring that applications are forwarded to relevant authorities for comment when required.

- Provision of advice to members of the public and Councilors regarding the interpretation of the Mount Alexander Planning Scheme, the Planning and Environment Act and other planning matters generally.
- Exercising delegated authority, and reporting to the Principal Planner, Coordinator Statutory Planning, Manager Development Services and Council (as directed), in respect of the determination of planning permit applications and administration of Council's planning control functions.
- Preparation and presentation of verbal and written reports and communications to Council, VCAT, government organisations, community groups, members of the public and business client base.
- Assist in the proper and thorough administration and use of the Planning and Environment Act, the Mount Alexander Planning Scheme, and Council policies as well as other Acts, policies and codes as may be relevant to the duties of the position.
- Liaise with building services staff on planning matters relating to building development as well as liaise with Engineering and Environmental Health staff in respect of matters likely to affect planning aspects of any development.
- Receiving, registering (where appropriate) and considering planning enquiries from the public enquiry counter or by telephone or in a written format and preparation of verbal and/or written responses as necessary.
- Providing support and assistance to the Principal Planner, Coordinator Statutory Planning and Manager Development Services and participate as an effective team member in Council's Planning Department.
- Being informed of the changing legislation and practice requirements for the assessment of applications.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Principal Planner
Supervises:	Nil
Internal liaisons:	Staff at all levels across the organisation and Councillors
External liaisons:	General public, service suppliers, other municipalities, State and Federal Government Departments/Agencies, Catchment management and Water authorities, Professional Consultants/Developers, Surveyors and Building Industry.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervise resources and other employees as required, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Regulate and provide advice to clients including specialist advice, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.
- Provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.

JUDGEMENT AND DECISION MAKING

- The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
- Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice will usually be available within the time required to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to understand and interpret the Planning Scheme.
- Ability to read and interpret architectural and engineering drawings and technical reports.
- Practical knowledge of the Planning and Environment Act, Subdivision Act and other related legislation required to administer the planning scheme
- Demonstrated ability to offer constructive advice to those who wish to undertake development within the municipality.
- Ability to prepare detailed technical written submissions and reports.
- Computer literacy skills including spreadsheets, database applications and word processing (MS Office) and GIS applications.
- Demonstrated ability to liaise and communicate effectively on complex issues so that stakeholders and clients work towards achieving quality outcomes.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

INTERPERSONAL SKILLS

- Ability to demonstrate and display the organisations staff values and behaviours.
- Ability to provide excellent customer service
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Proven skills in quality report writing and preparing external correspondence.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma qualification and/or relevant experience and work skills in Planning or similar discipline.
- Relevant experience in a planning environment.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQA+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- A degree in Planning or other related discipline, and/or relevant experience.
- Ability to investigate and prepare reports and recommendations on varied planning issues as part of development assessments.
- Well-developed analytical skills, to handle complex and sensitive issues.
- Well-developed verbal and written communication skills to support conflict resolution.
- Problem solving abilities, strategic thinking and sound judgment.
- Effective time management and prioritisation skills.

AGREEMENT AND ACCEPTANCE

Signed on behalf of Mount Alexander Shire Council:

Manager Development
Services:

Date:

I understand, agree to and accept the role as outlined in accordance with this position description:

Employee Name:

Signature:

Date:

Position descriptions are varied from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources team to ensure the version you are using is up to date.