



POSITION DESCRIPTION

Position:	Coordinator Statutory Planning Permanent Full-Time (Authority Position Number 050D8D1.1)
Enterprise Agreement Classification:	Band 8 (Colac Otway Shire Council Enterprise Agreement No. 10, 2025)
Division:	Community and Economy
Department:	Planning and Building
Reports to:	Manager Planning and Building
Approved By:	General Manager Community and Economy
Date Approved:	October 2026

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- We are *supportive, inclusive and respectful*
- We take a *positive* approach to our work
- We commit to *safe work* practices
- We are *accountable and proactive*
- We act with *integrity*
- We *communicate* effectively
- We are *flexible and progressive*

Position Objectives

The Coordinator Statutory Planning leads Council's statutory planning function and is responsible for the effective delivery of statutory planning services across the municipality. The position provides leadership and direction to the Statutory Planning team and ensures that statutory planning services are delivered in accordance with legislative requirements, planning policy, Council delegations and organisational objectives.

The position is responsible for:

- leading the effective administration of Council's statutory planning responsibilities under the Planning and Environment Act 1987, Subdivision Act 1988, the Colac Otway Planning Scheme and other applicable legislation;
- providing authoritative planning advice and supporting transparent, consistent and well-reasoned statutory planning decisions;
- leading and developing a capable, collaborative and accountable Statutory Planning team; and
- overseeing the performance, continuous improvement and effective delivery of Council's statutory planning services.



PART A	
Key Responsibilities	Expected Outcomes
Statutory Planning • Lead the delivery of Council's statutory planning service in accordance with the Planning and Environment Act 1987, Subdivision Act 1988, Colac Otway Planning Scheme, other applicable legislation and Council delegations. • Assess and determine complex or significant planning applications and other statutory planning matters within delegated authority. • Review delegated decisions and reports prepared by appropriately authorised officers, and prepare or review reports for Councillor briefings, the Planning Committee and Council. • Provide expert and timely planning advice to the Manager Planning and Building, General Manager, Councillors and internal stakeholders. • Attend and actively participate in Councillor briefings, Planning Committee meetings and Council meetings as required, present reports and respond to questions within the authority and expertise of the position. • Guide officers in the assessment of complex matters, interpretation of planning requirements and exercise of professional judgement. • Represent Council at VCAT, Planning Panels Victoria hearings, advisory committees and other statutory forums as required, including preparing or coordinating professional submissions and evidence. • Lead appropriate consultation, negotiation and mediation with applicants, objectors, referral authorities and internal stakeholders to identify and, where possible, resolve planning issues within the statutory framework. • Facilitate consultation meetings relating to planning applications and other statutory planning matters as required. • Identify and implement improvements to statutory planning processes, systems and service delivery. • Ensure statutory planning decisions and recommendations are consistent with legislative requirements, Council delegations, adopted policies and procedural fairness principles.	• Statutory planning services comply with legislative requirements, planning policy and Council delegations. • Decisions and recommendations are timely, consistent, well-reasoned and clearly documented. • Complex planning matters are effectively managed, with issues identified and addressed early. • Officers receive consistent technical guidance and support. • Council is professionally represented at VCAT, panel hearings and other forums. • Constructive working relationships support coordinated and appropriate planning outcomes.
Customer and Stakeholder Engagement • Ensure planning requirements, processes and decisions are communicated clearly, accurately and in plain English.	• Customers and stakeholders receive clear, consistent and timely planning advice.



PART A	
Key Responsibilities	Expected Outcomes
- Develop and maintain accessible public guidance materials, including information sheets, checklists, process guides and online content. - Manage complex or sensitive enquiries and complaints professionally and in accordance with Council policies and procedures. - Work collaboratively with relevant Council departments to support coordinated communication and community engagement on significant or high-profile planning matters.	- Planning requirements and processes are easy to understand and navigate. - Issues and information requirements are identified earlier where possible. - Public guidance materials remain accurate, accessible and current. - Complex enquiries are managed professionally and constructively.
Planning Policy and Strategic Integration - Identify and escalate policy, process and implementation issues arising through the administration of the Colac Otway Planning Scheme. - Provide timely statutory planning input into strategic planning projects, planning scheme reviews and planning scheme amendments. - Work collaboratively with Strategic Planning to share application trends, operational experience and statutory planning insights, and to support consistent interpretation of planning policy.	- Statutory planning experience informs strategic planning and policy development. - Policy and implementation issues are identified and escalated in a timely manner. - Statutory and strategic planning functions work collaboratively and apply policy consistently. - Planning scheme reviews and strategic projects receive practical and informed input.
Management - Lead, coach and develop the Statutory Planning team, including setting clear expectations, providing regular feedback, managing performance and supporting professional development and succession planning. - Foster a respectful, inclusive, collaborative and accountable team culture in which employees are supported to raise issues, share knowledge and exercise sound professional judgement. - Allocate and monitor workloads and manage priorities, resources, consultants and contract staff to meet statutory requirements and approved service priorities. - Manage expenditure within approved budgets and Council delegations. - Coordinate accurate and timely responses to Councillor requests, Freedom of Information matters and other corporate enquiries relevant to the statutory planning function. - Identify, manage and escalate significant statutory planning, governance, legal, reputational and operational risks.	- A capable, accountable, collaborative and high-performing Statutory Planning team. - Employees receive regular feedback, coaching and development support. - Workloads and resources are effectively managed, with statutory and service priorities achieved. - Service improvements that enhance consistency, efficiency and customer experience. - Expenditure is managed within approved budgets and delegations. - Corporate and Councillor enquiries are addressed accurately and within required timeframes.



PART A	
Key Responsibilities	Expected Outcomes
Service Coordination and Reporting - Monitor and report on statutory planning performance, including application volumes, statutory and service timeframes, workload distribution, service standards and emerging operational risks. - Ensure relevant legislative, planning schemes, policy and procedural changes are communicated to the team and reflected in statutory planning practices and procedures. - Contribute to business planning, budgeting, corporate reporting and service review processes. - Maintain accurate and complete operational records in accordance with Council requirements. - Represent the department at internal forums and act for the Manager Planning and Building when formally authorised.	- Accurate service and performance reporting supports workload management, risk oversight and informed decision-making. - Legislative and procedural changes are communicated and consistently implemented. - Accurate and timely input is provided for business planning, budgeting and corporate reporting. - Operational records are complete, accurate and compliant with Council requirements. - The department is effectively represented when required.
Professional Development - Maintain contemporary knowledge of planning legislation, policy, case law, industry practice and relevant systems. - Participate in appropriate professional development and share relevant knowledge and learnings with the Statutory Planning team and, where appropriate, the wider department.	- Advice and decisions reflect current legislation, policy and professional practice. - Relevant knowledge and industry learnings are shared across the team.

PART B	
Classification Criteria	
Accountability and Extent of Authority The position operates under the general direction of the Manager Planning and Building and exercises authority in accordance with applicable legislation, the Colac Otway Planning Scheme, Council policies, approved budgets and formally assigned delegations. The position is accountable for: - the day-to-day leadership, coordination and performance of the Statutory Planning team; - decisions and actions taken under delegated authority; - the quality, consistency and timeliness of statutory planning advice, recommendations, decisions and reports; - the effective allocation of resources within approved budgets and organisational requirements; and - identifying and escalating matters involving significant legal, financial, safety, reputational or policy risk.	



PART B

Classification Criteria

Judgement and Decision Making

- Exercise independent professional judgement in assessing and determining statutory planning matters within delegated authority.
- Recommend or initiate appropriate action, within delegated authority, in relation to appeals, permit amendments, enforcement matters, legal proceedings and other complex statutory issues.
- Develop well-reasoned recommendations where matters involve competing policy considerations, complex evidence, community interest or legal risk.
- Conduct negotiations on behalf of Council within approved parameters and delegated authority.
- Seek specialist, legal or management advice where matters fall outside delegated authority or involve significant organisational risk.

Specialist Skills and Knowledge

- Comprehensive knowledge of, and demonstrated ability to interpret and apply, the Colac Otway Planning Scheme.
- Detailed working knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and other legislation and regulations relevant to statutory planning.
- Sound understanding of Victorian planning policy, statutory decision-making, procedural fairness, VCAT processes and planning enforcement.
- Ability to provide clear, accurate and authoritative planning advice relating to land use and development.
- Strong digital capability, including experience with planning systems, geographic information systems, records management systems, reporting tools and standard business applications.

Management Skills

- Ability to set clear expectations, manage performance and support employee development.
- Ability to plan and prioritise team workloads, respond to changing demands and meet statutory timeframes.
- Ability to manage resources, budgets and contract services within established requirements.
- Ability to lead service improvement and support employees through operational and organisational change.
- Ability to monitor service performance, identify emerging risks and implement timely responses.

Interpersonal Skills

- Highly developed written and verbal communication skills, including the ability to explain complex planning matters clearly.
- Strong negotiation, facilitation and conflict-resolution skills.
- Ability to build productive relationships and gain cooperation from applicants, community members, Council officers, Councillors and external authorities.
- Ability to communicate professionally and confidently in complex, sensitive or contentious situations.

Qualifications and Experience

- A tertiary qualification in town planning or a related discipline.
- Substantial senior-level experience in statutory planning, including the assessment of complex and/or significant planning matters.
- Demonstrated experience leading, coaching and developing a professional team, or substantial experience providing technical leadership and mentoring with demonstrated readiness to undertake formal people leadership. Demonstrated experience exercising delegated authority, making sound planning decisions and preparing high-quality reports and submissions.
- Experience in service planning, workload management and continuous improvement.
- Strong digital literacy and experience using planning, records management and relevant business systems.
- A current Victorian driver's licence
- Membership of, or eligibility for membership of, the Planning Institute of Australia would be advantageous



PART B

Classification Criteria

Special Characteristics

The position may be required to attend occasional Council meetings, Planning Committee meetings, consultation meetings or other work-related activities outside ordinary working hours. Any arrangements relating to additional hours or time off in lieu will be managed in accordance with the applicable Enterprise Agreement and Council procedures.

PART C

Standard Organisational Responsibilities

Customer Service

- Model and support Council's commitment to responsive and respectful customer service.
- Provide accurate, timely and accessible information through appropriate communication channels.
- Maintain confidentiality, privacy and high ethical standards when handling information and interacting with customers and colleagues.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including e-mail.
- Ensure the quality and accuracy of data used or entered into Content Manager.
- Understand records management obligations and responsibilities.



PART C

Standard Organisational Responsibilities

- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management / Business Continuity

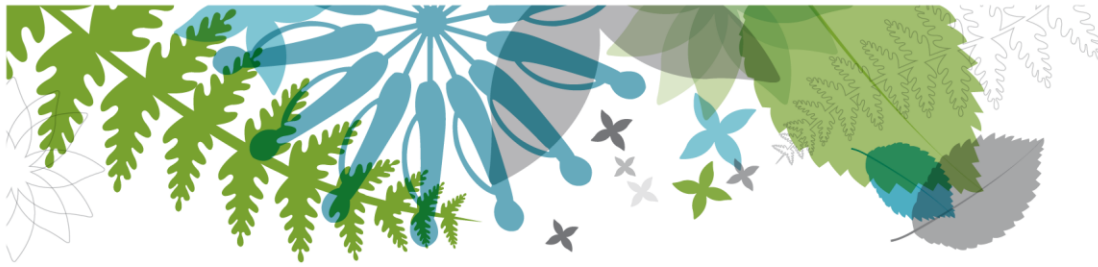
- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
- This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event and, as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.
- Staff will not be seconded into roles that are beyond their existing skill sets.

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.

Key Selection Criteria

- A tertiary qualification in town planning or a related discipline, together with substantial experience in statutory planning.
- Comprehensive knowledge of Victorian planning legislation, planning schemes and statutory processes, with demonstrated ability to assess and manage complex or significant planning matters.
- Demonstrated leadership capability, including the ability to coach and develop employees, establish clear expectations and foster a respectful, collaborative and accountable team culture.
- Demonstrated ability to exercise sound professional judgement, make or recommend decisions within delegated authority, and prepare clear, accurate and well-reasoned reports and submissions.
- Highly developed communication, consultation, negotiation and stakeholder-management skills, including the ability to manage sensitive or contentious planning matters.
- Demonstrated ability to coordinate workloads, monitor service performance and lead improvements that support timely, consistent and legally sound statutory planning outcomes.



Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

Employee Name:

Employee

Signature & Date:

Direct Supervisor Name:

Direct Supervisor

Signature & Date: