

Melton City Council

Team Leader Subdivisions

Position Description

PD: 00275

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Team Leader Subdivisions
Directorate	City Futures
Business Unit	City Development
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Planning Support Services
Supervises	Subdivisions Officer Subdivision Support Officer
Internal liaisons	• All Council Staff
External liaisons	• Land Surveyors • Servicing Australia • Lawyers • Department of Transport and Planning

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Provide day-to-day supervision and technical oversight to the Subdivision team and Subdivision Support Officer in the assessment and administration of subdivision applications, ensuring compliance with the requirements of the Subdivision Act 1988, relevant legislation and Council policies and procedures.
- Lead and coordinate a responsive and collaborative subdivision service, working closely with Planning, Engineering, Landscape and other relevant areas of Council to facilitate the timely and effective assessment and delivery of subdivision that supports the development of attractive, functional and sustainable communities.

5. Key responsibility areas

- Lead, supervise and support the subdivision team, including coaching, development, training, performance management and day to day allocation and coordination of work.
- Assess and provide technical oversight of significant and complex subdivision applications and certification matters in accordance with the Subdivision Act 1988, relevant legislation, regulations and Council requirements.
- Identify and implement process improvements within the subdivision function, including opportunities to improve the effective use of the SPEAR online application system and other relevant systems and processes.
- Ensure the Practical Completion and Statement of Compliance process operates efficiently and effectively, including ensuring planning permit conditions and infrastructure requirements are completed to the satisfaction of Council and relevant servicing authorities.
- Providing specialist technical advice and guidance on subdivision related matters, processes and legislative requirements to stakeholders.
- Ensure the internal street naming and numbering process is coordinated effectively and in accordance with relevant requirements.
- Liaise with and provide advice to internal departments, external authorities, surveyors, developers, engineers, planners and other stakeholders on subdivisational matters.
- Coordinate and delegate administrative requirements associated with the subdivisions process to the Subdivision Officer and Subdivision Support Officer, ensuring work is appropriately allocated and completed within the required timeframes.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

6. Accountability and extent of authority

- Exercise powers, duties or functions delegated to the position by Council under relevant legislation, including the certification of plans of subdivision and issuing of Statements of Compliance.
- Exercise professional judgement and provide specialist advice to the general public, land surveyors, developers and other stakeholders regarding subdivision matters, statutory requirements and procedures associated with the subdivision process.

- Assess subdivision matters and provide advice and recommendations to the Coordinator regarding the appropriateness of issuing Statement of Compliance.
- Lead and oversee the Subdivision Officers and Subdivision Support Officer in the consistent and timely administration of statutory processes and procedures relating to subdivision applications, including Certification of plans of subdivision and Statement of Compliance, in accordance with the Planning and Environment Act 1987, Subdivision Act 1988 and other related legislation.

7. Judgement and decision making

- Exercise professional judgement to ensure subdivision matters are assessed and decisions are made fairly, consistently and within legislated and Council timeframes.
- Assess a broad range of subdivision proposals, including complex and significant applications, and determine compliance with the Planning and Environment Act 1987, Subdivision Act 1988, planning permit requirements and other relevant legislation, including identifying when further information, clarification or amendments are required.
- Identify and resolve issues that may affect the progression of subdivision applications or delay the issuing of Statement of Compliance and communicate outstanding requirements and appropriate actions to stakeholders.
- Apply legislation, established procedures, technical knowledge and precedent to determine appropriate courses of action, including making recommendations to approve or refuse certification applications and escalating matters where they fall outside established guidelines or require higher-level consideration.

8. Specialist knowledge and skills

- Comprehensive knowledge of the Subdivision Act 1988, associated Regulations and other relevant legislation, statutory requirements and procedures applicable to the assessment and certification of subdivisions.
- Specialist knowledge of the end-to-end subdivision process, including the statutory roles, requirements and timeframes of Planning, Engineering, Landscape, Finance, serving authorities and other relevant stakeholders involved in the subdivision process.
- Ability to provide timely, accurate and authoritative specialist advice to internal and external stakeholders, including surveyors, developers, planners, engineers and servicing authorities.
- Understanding of Council's long-term strategic objectives, policies, values and aspirations, and the ability to apply this understanding when providing advice and making decisions within the subdivision function.
- Specialist knowledge and understanding of major growth subdivision processes, including Precinct Structure Plans, Development Contributions Plans and related infrastructure and development requirements.
- Proficiency in specialised systems and technology relevant to subdivision assessment and administration, including SPEAR, and the ability to identify opportunities to improve the use of systems and technology to support efficient service delivery.

9. Management skills

- Plan, organise and prioritise the work of the Subdivision Team to achieve statutory, service and operational objectives within required timeframes and available resources, including managing competing priorities and conflicting demands.
- Apply effective people management practices, including providing coaching, feedback and development opportunities, supporting performance management and addressing workplace

issues in accordance with Council policies, employment conditions, equal employment opportunity and occupational health and safety requirements.

- Exercise sound judgement and make timely, concise and accurate decisions within the scope of the position's delegated authority, escalating matters where appropriate.
- Identify, lead and implement improvements to subdivision processes, systems and service delivery, including opportunities to improve digital workflows, reduce administrative requirements and support a more efficient and paperless operating environment.

10. Interpersonal skills

- Demonstrate proactive, professional and constructive interpersonal skills and contribute positively to the objectives of the City Development Directorate and Council.
- Communicate clearly and effectively, including providing specialist advice and explaining statutory requirements, decisions and processes to technical and non-technical stakeholders.
- Gain the cooperation and assistance of stakeholders to progress subdivision applications and resolve issues, including where there are competing interests, complex matters or differing views.
- Liaise with counterparts in other organisations and relevant Council functions to discuss specialist subdivision matters and resolve inter-organisational and cross functional issues.
- Analyse subdivision-related issues, identify practical solutions and communicate recommendations to relevant stakeholders to support timely and effective outcomes.

11. Qualifications and experience

- Tertiary qualification in land surveying, urban planning or related discipline and/or relevant experience in subdivision assessment, certification and statutory approvals.
- Demonstrated specialist knowledge and experience in applying the Subdivision Act 1988, associated Regulations and other relevant legislation, policies and statutory processes.
- Demonstrated experience in providing specialist advice, exercising professional judgement and resolving complex subdivision matters with internal and external stakeholders.
- Supervisory experience and/or a demonstrated ability to lead and motivate staff.
- Current and valid Victorian driver's licence.

12. Key Selection Criteria

1. A Tertiary qualification in land surveying, town planning or related discipline and/or relevant experience in the subdivision approvals field.
2. Holistic understanding and knowledge of the Victorian planning system and subdivision approvals system.
3. Demonstrated ability to identify and implement process and systems improvements.
4. Demonstrated skills in planning and managing workloads to meet statutory timeframes and achieve quality built outcomes.
5. Demonstrated interpersonal, verbal and written communication, liaison and facilitation skills, with a strong focus on delivering high-quality customer service.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Head of Development
Approved by Position Title

October 2026.
Date Approved

Incumbent's name

Signature

Date

