

# POSITION DESCRIPTION



---

**POSITION TITLE:** Planner  
**CLASSIFICATION:** Band 5  
**UNIT / DIVISION:** Planning & Building/Regulatory & Community Services

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*  
.....  
*Print Name*

---

## **POSITION OBJECTIVES**

As a member of the Planning & Building Unit, the Planner will contribute to the delivery of efficient, effective, appropriate and timely provision of statutory and strategic planning services. Adopt a proactive and solution orientated approach to planning.

## **KEY RESPONSIBILITIES**

- Ensure all planning applications are dealt with in the best interests of the community, and are processed according to the requirements of the Planning and Environment Act, Subdivision Act, Regulations, the Planning Scheme and Council's in-house processes
- Monitor, review and maintain the Campaspe Planning Scheme and identify issues and prepare reports in respect to its continued strategic relevance
- Be involved in the preparation of Planning Scheme amendments to the Campaspe Planning Scheme
- Prepare reports, inspect sites, liaise and co-ordinate as necessary with applicants, Council officers, statutory authorities and others in the investigation of applications
- Provide advice to the public as required on use and developments possible under the Campaspe Planning Scheme
- Provide input into the development of systems and procedures to enhance the processing of applications
- Prepare and represent Council at the Victorian Civil and Administrative Tribunal

## **POSITION DESCRIPTION**

---

### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Planning Team Leader
Supervises/Manages/Coordinates:	Nil
Internal Liaisons:	Planning & Building Manager General Manager Regulatory & Community Services All staff
External Liaisons:	Government Departments Consultants Regional Bodies Members of the public

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide specialist advice to internal and external stakeholders within Council guidelines and delegated authority
- Provide support within area of expertise as required
- Act within set objectives, budgets and consult with senior staff as appropriate

### **JUDGEMENT AND DECISION MAKING**

- Make decisions based on knowledge of department goals and objectives
- Use previously acquired experience and knowledge to solve problems
- Guidance and advice would usually be available within the time required to make a decision

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Good understanding of technology, procedures and processes relevant to the unit
- Ability to interpret and follow regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and appreciation of the goals of the wider organisation
- Knowledge of the Local Government Act and associated regulations
- Proficiency in the use of electronic hardware and software, and the ability to learn new software/systems

### **MANAGEMENT SKILLS**

- Manage own time, set priorities, planning and organising own work and where required that of other employees to efficiently achieve specific and set objectives
- Understanding of personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development

### **INTERPERSONAL SKILLS**

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required
- Ability to establish rapport and to contribute to a pro-active work culture
- Conduct research and write reports in field of expertise
- Preparation of external correspondence
- Strong written and oral communication skills

## **POSITION DESCRIPTION**

---

### **QUALIFICATIONS AND EXPERIENCE**

#### Mandatory

- Degree or Diploma in Planning, or lesser formal qualification with relevant experience
- Eligible for PIA Membership
- Valid driver's licence

#### Desirable

- Local Government experience and knowledge of the current issues in Local Government in Victoria

### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Eligible for PIA Membership
3. Demonstrated knowledge of the Planning and Environment Act 1987, Subdivision Act 1988 and the Planning Policy Framework
4. Valid driver's licence

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.