

Nillumbik Shire Council Position Description

Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik’s vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation’s values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

Nillumbik’s values

- Respect 

- Integrity 

- Collaboration 

- Adaptability 

- Community 

Our Customer First Commitments

1. Empathetic

2. Consistent

3. Effective

4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

Nillumbik Shire Council Position Description

Position Title:	Statutory Planner
Position Number:	0903
Classification:	Band 5
Tenure:	Permanent Full Time
Directorate:	Planning, Environment and Strategy
Department / Unit:	Planning and Environmental Health
Reports To (Title):	Statutory Planning Coordinator
PD approved by (Manager or Director Title):	Manager Planning and Environmental Health
Date approved by Manager or Director:	February 2023
Date approved by HR:	January 2023

1. Position Purpose

This position sits within the Planning and Environmental Health Department, which plays an integral role in coordinating development within the Shire which accords with Council's planning and environmental policies.

This position provides technical planning expertise in order for Council to carry out its statutory obligations in administering and enforcing the Nillumbik Planning Scheme and Planning and Environment Act.

This position also provides effective, accurate and timely advice to all participants in the planning application process as part of the delivery of a successful planning approvals system.

2. Position Objectives

The objectives of this position include:

- To contribute to the ongoing operation of a successful, coordinated planning approvals service for Nillumbik
- To facilitate appropriate development and land use outcomes for the Shire by administering the Nillumbik Planning Scheme and all relevant Acts
- To provide sound professional town planning advice to customers of the unit.

3. Key Result Areas

3.1 Teamwork

- Work as an effective team member and assist other staff with matters to ensure a high level of customer service and service delivery output is maintained
- Effectively, efficiently and respectfully liaise with other departments/units in relation to permit processes and Council services.

3.2 Advice

- Provide consistent and timely technical advice to customers, staff and Councillors on matters relating to the interpretation of the planning scheme and relevant legislation
- Provide the public with quality service and information, and to conduct pre-application meetings and give advice as appropriate.

Nillumbik Shire Council Position Description

3.3 Legislation / Policy Matters

- Keep up to date on relevant policy and legislative matters.

3.4 Planning Applications

- Effectively and efficiently manage a caseload of less complex to medium complexity planning applications and assessments in a timely and effective manner. A target range of approximately 40-50 planning applications (pro-rata for part time staff) at any one time has been set for this position.
- For own caseload of planning applications, chair Planning Application Conferences (PACs) when such a meeting is required, attend Planning Committee Meetings as required, including briefing the Committee members of managed applications reported to Planning Committee.

3.5 Appeals

- Prepare and present on behalf of Council, evidence and submissions to the Victorian Civil and Administrative Tribunal, Panels and other forums in support of Council's decision or position on planning proposals or issues.

3.6 Enforcement

- Contribute to the enforcement of the provisions and requirements of the Nillumbik Planning Scheme.

3.7 Customer service and relationships

- Ensure that Council's objective of customer service excellence is reflected in day to day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers
- Establish working relationships that support a collaborative working environment
- Fosters and builds relationships at all levels throughout the organisation

3.8 People, culture, safety, health and wellbeing

- Demonstrate organisational values and actions that align with the organisation's expectations and vision
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments
- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan

3.9 Legal Compliance

- Maintains an awareness of and adheres to relevant Acts, Regulations, Council policies and procedures relevant to the duties undertaken, including:
 - Equal Employment Opportunity, supporting equity and fairness

Nillumbik Shire Council Position Description

- Occupational Health and Safety, supporting a safe workplace
- Risk Management, reducing the opportunity for fraud
- Emergency Management and Business Continuity, to support ongoing service delivery
- Privacy, Confidentiality and Conflict of Interest, maintaining the integrity of Council

4 Job Characteristics

4.1 Accountability and extent of authority

- Accountable for facilitating effective and appropriate planning outcomes which accord with the Planning and Environment Act, Nillumbik Planning Scheme and other related legislation or Council policy, and within agreed timeframes or in accordance with statutory limitations

4.2 Judgement and decision making

- Accountable for facilitating effective and appropriate planning outcomes which accord with the Planning and Environment Act, Nillumbik Planning Scheme and other related legislation or Council policy, and within agreed timeframes or in accordance with statutory limitations
- Officers will be expected to use their professional judgement in the preparation of reports for senior officer sign off with the guidance or approval of supervisors. Liaison of planning matters with other officers is encouraged
- Freedom to act within policy and legislative constraints
- All actions, recommendations and decisions are in accordance with the Council's and the position's delegated authority.
- Ability to interpret the planning scheme and relevant legislation accurately, and provide information and advice to customers accordingly
- Ability to identify potentially complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on a clear and logical analysis. Guidance and advice is usually available within the time to make a decision
- Ability to negotiate innovative and practical solutions to issues arising from development applications and related processes
- Sound judgement and decision-making skills to achieve appropriate planning outcomes in accordance with relevant Council policy and planning scheme provisions.

4.3 Qualifications

- A tertiary qualification in town planning or equivalent related discipline, and/or relevant experience in local government planning

4.4 Experience

- Demonstrated experience interpreting and applying planning schemes, policies, legislation and regulations
- A good knowledge of the Planning and Environment Act and planning processes.

4.5 Specialist Skills and Knowledge

- Ability to interpret and apply planning schemes, policies, legislation and regulations

Nillumbik Shire Council Position Description

- Ability to assess proposals and then prepare concise and accurate reports and correspondence on planning issues, including less complex to medium complexity planning applications, in accordance with instruments of delegation as approved by Council
- Ability to prepare and present on behalf of Council, evidence and submissions to the Victorian Civil and Administrative Tribunal, Panels and other forums
- Ability to assist in the enforcement of planning legislation, Council policies and other requirements
- Ability to assist in the preparation of draft legal agreements and other documentation
- Understanding of the function of the role and functions of the unit
- Well-developed computer literacy and keyboard skills and ability to utilise application management and tracking computer software.

4.6 Management Skills

- Ability to work collaboratively and assist in the analysis of processes and to contribute to the identification of improvements
- The ability to manage time and set priorities of own work to achieve objectives in the most efficient way possible within the resources available and set timetable.

4.7 Interpersonal Skills

- Ability to work as an effective member of a team to ensure that the objectives of Council are achieved
- Ability to provide effective professional customer service to a diverse range of clients
- Ability to communicate effectively on a range of matters, including explanation of planning controls and processes to customers, including members of the community, Council officers, Government Departments and Councillors.
- Ability to chair mediation/consultation meetings between applicants and objectors
- Ability to present effectively in public forums.

5. Physical Requirements

Posture	<ul style="list-style-type: none"> • Sitting at desk, work station or in meeting rooms • Driving up to 45 minutes at a time between workplaces, i.e. Greensborough, Plenty, Eltham, Diamond Creek, Panton Hill and Hurstbridge (where applicable) • Driving to different parts of the shire up to 45 minutes away for the purposes of site visits driving on both made and unmade roads. • Some standing • Some walking
Upper Limb / Body	<ul style="list-style-type: none"> • Some handwriting • Some reaching above shoulder and bending below the knee to access files and books • Some sustained neck flexion may be required when reading documents.
Trunk	<ul style="list-style-type: none"> • Some twisting in a seated position to access drawers at the desk • Bending below the knee
Other	<ul style="list-style-type: none"> • Simultaneous talking on the telephone and writing down of notes

Nillumbik Shire Council Position Description

	<ul style="list-style-type: none"> • Climbing of stairs between levels (shire office also has a lift available) or to get in/ out of some workplaces.
Work Environment	<ul style="list-style-type: none"> • Indoor air conditioned offices with carpeted floors
Work Station	<ul style="list-style-type: none"> • Adjustable Work station • Adjustable chair provided
Weights	<ul style="list-style-type: none"> • Lifting weights up to approximately two reams of A4 paper

6. Key Selection Criteria

- A tertiary qualification in town planning or equivalent related discipline and/or relevant experience in a planning office.
- Knowledge of the Victorian Planning and Environment Act 1987 and planning processes.
- Experience interpreting and applying planning schemes, policies, legislation and regulations.
- Proven ability to identify potentially complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on a clear and logical analysis.
- Ability to effectively communicate, both verbally and in writing, the provisions of planning legislation to all customers, including members of the community, Council officers, Government departments/agencies, and Councillors.

7. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- The incumbent maybe required to work on weekends and evenings dependant on the requirements of programs, projects and community consultations.

8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. . Nillumbik Shire Council prides itself on being a child safe organisation and has zero tolerance for child abuse.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

9. Application information

To obtain any additional information regarding this position, please contact **Kamal Hasanoff**, Coordinator Statutory Planning on 0428 563 533. Applications can be submitted online at [Nillumbik Website](#) until **10pm (AEDT) Friday, 14 February 2025**.

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This

Nillumbik Shire Council Position Description

position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process. If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at hrmail@nillumbik.vic.gov.au