

CLASSIFICATION: 2188
OCCUPANT: Vacant
DATE: April 2025

POSITION CONTEXT & OBJECTIVE(S):

To contribute towards Council achieving and maintaining a high quality liveable environment by implementing the provisions of the Warrnambool Planning Scheme and associated planning strategies and policies to ensure sound and reasonable planning outcomes.

KEY RESPONSIBILITIES AND DUTIES:

1. To administer the Planning and Environment Act, including the Warrnambool Planning Scheme for the City of Warrnambool.
2. To provide sound professional Planning advice to customers of the City Development Unit.
3. To assist the coordinator to receive and allocate planning applications.
4. Undertake the development and assessment of Development Plans and complex planning applications to a final decision in accordance with City Development procedures, in a timely manner.
5. Assist in the processes associated with subdivision of land within the City in accordance with the Subdivision Act 1988.
6. Assist the Coordinator City Development in the implementation of Growth Areas and Development Contributions in accordance with the Warrnambool Planning Scheme and Council policies.
7. To prepare reports on planning applications to the Manager City Strategy & Development in order to allow the consideration of these matters by:
 - (i) the Council
 - (ii) the Manager City Growth and/or the Coordinator City Development if the proposal is a delegated matter .
8. To prepare and present on behalf of Council, evidence and submissions to the Victorian Civil Administrative Tribunal, Independent Panels and other forums in support of Council's decisions as required.
9. Actively contribute and participate in the continuous improvement of City Development procedures and systems.
10. To answer counter and telephone enquiries and other administrative tasks relevant to planning.
11. To assist in the enforcement of the Planning Scheme.
12. To assist in the research, preparation and writing of Council policy relevant to planning as required.
13. Participate in the refinement and improvement of the Warrnambool Planning Scheme including any Planning Scheme review as required.

SENIOR STATUTORY PLANNER

14. To assist in special projects and heritage matters as required.
15. Promote Planning principles to members of the public, relevant authorities and internal Council departments.
16. To assist in the preparation of amendments to the Planning Scheme as required.
17. To positively contribute and uphold Council's values:- Accountability; Collaboration; Respectfulness; Progressiveness; Wellbeing

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Tertiary Qualifications in Town Planning or an associated discipline.
2. Excellent skills in oral and written communication between staff and other personnel within relevant sections and organisations providing good information transfer.
3. Familiarity with the Victoria Planning Provisions and associated planning legislation (including experience with a range of different types of planning applications).
4. Familiarity with the operation of the Victorian Civil Administrative Tribunal (VCAT) and associated process and procedures.
5. Ability to interpret and apply planning schemes, policies, legislation and regulations (including enforcement procedures)
6. Experience with SPEAR.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Police Records:

☒ YES

The incumbent must have and maintain a current Working with Children Check:

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator City Development
 Supervises: N/A
 Internal Contacts: Warrnambool City Council
 External Contacts: Applicants, Residents, Servicing Authorities, Government Agencies

SENIOR STATUTORY PLANNER

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Assist the Coordinator City Development to facilitate mediation meetings between Councillors, the applicant and objectors with respect to planning applications.
- Assist the Coordinator City Development to review systems and procedures to improve the planning service.
- Correct advice to the public is essential as accountability is high.
- Ability to work with minimal supervision.
- Act for Coordinator of City Development as required.

JUDGEMENT AND DECISION MAKING:

- Recommendations on planning applications should be satisfactory to reflect the final determination of the application by the Council.
- Understand and observe the risk management policy and related procedures.
- Comply with Records Management Policies, procedures and requirements.
- Under general guidelines, determine the level of notification for each application.

SPECIALIST KNOWLEDGE AND SKILLS:

- Familiarity with the Victoria Planning Provisions and associated planning legislation.
- Sound experience in the use of SPEAR.
- Familiarity with Rescode
- Familiarity with the operation of VCAT.

MANAGEMENT SKILLS:

- The ability to manage time including setting priorities, planning and organising one's own work.
- The ability to work cohesively and effectively within a team environment.

INTERPERSONAL SKILLS:

- Excellent skills in oral and written communication.
- Ability to negotiate with people.
- Ability to discuss and resolve problems.
- Lateral and forward thinking.
- Ability and commitment to work as a member of a team

QUALIFICATIONS AND EXPERIENCE:

- A tertiary qualification in town planning.
- Ability to interpret and apply planning schemes, policies, legislation and regulations.

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WORKING TOWARDS A BETTER WARRNAMBOOL

SENIOR STATUTORY PLANNER

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein

Name:	
Signature:	
Date:	

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING