

CLASSIFICATION: Band 5

OCCUPANT: Vacant

DATE: July 2026

POSITION CONTEXT & OBJECTIVE(S):

- To provide sound technical subdivision support to the City Growth department by completing the statutory requirements and administrative processes of the Subdivision Act 1988 and the Planning & Environment Act 1987.
- To be a respectful, engaged, accountable and creative member of the City Growth department, providing superior customer service in response to the customer requests related to the subdivision of land and other land dealings as directed by the Manager and/or Coordinator City Growth
- To encourage measured investment into the City of Warrnambool by developers, landowners, investors, State and Federal Government bodies through timely and well-considered statutory advice and decisions.

KEY RESPONSIBILITIES AND DUTIES:

Main areas of responsibilities will include, but are not limited to:

Subdivision Technical Matters

- Operate the full functionality of SPEAR to support online lodgement, referral, approval and tracking of subdivision applications.
- Provide sound technical Subdivision and related Statutory advice that meets the needs of the community, developers, landowners and the City at all times, administering and applying the relevant provisions of the Planning & Environment Act 1987, Subdivision Act 1988, Warrnambool City Council Planning Scheme and other relevant legislation.
- Ensure all statutory time frames under the Subdivision Act 1988 are met.
- Under delegated authority approve plans of subdivision for certification and Statement of Compliance. Ensuring compliance with the conditions of approval for subdivision developments, including all financial costs associated with the development.
- Recommending new road names for approval in compliance with the Geographical Place Name Act.

Liaison and Advocacy

- Coordination and administration of the subdivision of land process, including liaising with land surveyors, developers, solicitors and other Council departments and the following through of this process from the initial lodgment of the plan of subdivision, through to the final completion of the development.
- Successfully gain cooperation and manage clients outside of the organisation with a solid understanding and being able to apply the requirements of the Subdivision Act 1988 and planning permit conditions.
- Successfully discuss and problem solve specialist matters with clients outside of the organisation to support them through the subdivision of land process.

Information Technology

- Lead and support the maintenance of the Tech1 Subdivisions module, SPEAR and other relevant Planning/Subdivisions information systems and databases, to ensure up to date statutory compliance, and provide reports as requested to internal and external stakeholders.

Contributions and Agreements

- Organise the review, signing and maintenance of Section 173 Agreements with all parties.
- Liaise with internal and external stakeholders to ensure updated and accurate Development and Open Space contribution calculations are provided.
- Participate in and contribute to the Development Control Group meetings, and other specialist meetings related to property development at Council.
- Performance of other duties within the skills, training and competencies of the employee.

Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

SUBDIVISION OFFICER

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

- Ability to provide specialist advice; knowledge and experience in administrative procedures and practices including knowledge of the Subdivision Act 1988 and Planning & Environment Act 1987.
- Well-developed computer skills including experience with word processing, spreadsheets, internet applications and data input. Experience with Surveying and Planning through Electronic Applications and Referrals (SPEAR) and associated planning software such as GIS.
- Demonstrated interpersonal, verbal reasoning and problem-solving skills, particularly in relation to active listening, presentation, advocacy and conflict resolution, effectively dealing with and resolving customer issues and complaints.
- Demonstrated writing and written comprehension skills to independently produce relevant and professional written communication including the preparation of reports, letters, emails, and other media to a consistently excellent standard.
- Experience in identifying, reviewing, and improving processes to meet business and service objectives.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

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

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator City Growth Support
Supervises:	Nil
Internal Contacts:	All Council Officers
External Contacts:	General public, Developers, Referral Authorities, Government Departments and Other Professionals.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To be accountable for the advice provided to Land Surveyors, Developers, Solicitors and Council departments in relation to particular subdivision developments, including liaison with servicing authorities.
- To be accountable for ensuring compliance with conditions of approval for subdivision developments, including invoices for payments required for subdivision developments.
- To be accountable for the quality, quantity and timeliness of work performed with the freedom to work set by clear objectives and/or budgets, frequent consultation and regular reporting to Coordinator Building and Planning Support. To be accountable for advice given to the public as accuracy and consistency is essential, particularly as such advice may have significant impact on individuals external to the organisation.
- Understand and observe the Risk Management Policy and related procedures.
- Delegation under the Section 7 Instrument of Sub-Delegation by CEO – in reference to the Subdivision Act 1988.

JUDGEMENT AND DECISION MAKING:

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

SUBDIVISION OFFICER

- The ability to use one's judgement in order to prioritise projects and the ability to work under pressure and meet defined time frames under the Subdivision Act 1988
- To be able to make decisions in relation to the requirements and procedures under the Subdivision Act 1988.
- Problem solving may be complex or technical, with new situations requiring some creativity and originality however such solutions will be within Council policies and procedures.
- Guidance and advice is usually available within the time available to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS:

- Understanding, knowledge and the ability to apply the requirements and procedures used in the Subdivision Act 1988.
- Proficiency in the application of procedures, practices, Acts/Regulations and the understanding of precedents.
- To exercise confidentiality as required across all tasks and interactions associated with this position.
- Good working knowledge of Council's planning and administration software packages and experience with the use of technology.
- To be able to use initiative to ensure the efficient administration of all subdivision developments with the municipality.
- Assist the Coordinator City Growth Support in educating other team members in understating long term unit goals and appreciation of wider organisational goals.

MANAGEMENT SKILLS:

- The ability to manage time including setting priorities, planning and organising one's own work.
- The ability to work under pressure and meet defined time frames for priorities so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

INTERPERSONAL SKILLS:

- Sound oral and written communication skills with an ability to provide good public relations as a Council representative
- Ability to discuss and assist in mediation.
- Ability to gain co-operation and assistance from clients, other employees and members of the public in the performance of tasks.
- Able to liaise with counterparts in the organisation to discuss specialist matters and within the organisation to resolve internal matters.
- Ability to discuss and impart accurate information to all internal and external clients.
- Ability to show initiative and enthusiasm.

QUALIFICATIONS AND EXPERIENCE:

- Experience in Local Government, particularly working in Town Planning or Subdivisions, is desirable. However, other relevant experiences will also be considered.
- Full secondary education or equivalent qualification.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

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:

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

SUBDIVISION OFFICER

Signature:	
Date:	

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING