



POSITION DESCRIPTION

POSITION TITLE:	Statutory Planner				
POSITION NO:	103402	CLASSIFICATION:	Band 5		
DIVISION:	City Sustainability & Strategy				
BRANCH:	Statutory Planning				
REPORTS TO:	Senior Coordinator /Coordinator Statutory Planning				
POLICE CHECK REQUIRED:	No	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- The objective of the position of Statutory Planner is to assess development and land use planning applications which give effect to State and local planning policies. Decisions are made in the context of administering the Yarra Planning Scheme.
- The Statutory Planner is required to follow the statutory procedures of Victoria's planning system when administering the Scheme and exercise good judgement based on a sound knowledge of planning matters relevant to the City of Yarra.
- The Statutory Planner is to provide scope for public participation in the decision-making process and have an appreciation of the various needs of stakeholders in this process.
- As a member of Council's Statutory Planning Branch, the Statutory Planner is expected to manage a range of permit applications and other related tasks in a timely manner.

ORGANISATIONAL RELATIONSHIP

- The position of Statutory Planner falls within Council's Statutory Planning Branch, which is part of the Planning and Placemaking Division.
- The Statutory Planning Branch is divided into five teams of statutory planners, with support from an administrative team. Each team is managed by a Coordinator Statutory Planning. The Statutory Planner reports to the Senior Coordinator or Coordinator Statutory Planning, who in turn reports to the Manager Statutory Planning.
- The Statutory Planning Branch serves a diverse range of people and organisations including:
 - (a) Councillors;
 - (b) the Yarra community, including residents, ratepayers, businesses, workers, students and visitors to the municipality;
 - (c) other branches of Council;
 - (d) permit applicants, including developers, architects, home owners and businesses;
 - (e) the development industry;
 - (f) government agencies;
 - (g) utility providers, public transport operators and institutions.

KEY RESPONSIBILITY AREAS AND DUTIES

Planning Permit Applications and Related Matters

- The Statutory Planner is responsible for assessing and making recommendations on planning permit applications pursuant to the *Planning and Environment Act 1987*. This may include:
 - (a) making a request for further information about a permit application;
 - (b) giving notice of an application to the owners and occupiers of adjoining land and other persons;
 - (c) referring a permit application to a Referral Authority or to another branch within Council;
 - (d) liaising with expert advisors within Council about heritage, urban design and other matters;
 - (e) considering any objection to the grant of a permit that is received by Council;
 - (f) preparing an assessment report about a permit application for consideration by the Council or the relevant delegated officer;
 - (g) issuing a permit or notice of Council's decision about a permit application.
- The Statutory Planner is also tasked with other related matters provided for by the *Planning and Environment Act 1987*, such as applications to amend a permit, requests to extend the expiry date of a permit and applications for planning certificates.

Customer Service

- The Statutory Planner is responsible for providing advice to the public and other branches of Council about planning policies, controls and procedures. This may include:
 - (a) answering general telephone inquiries and providing written responses to property enquiries from the public;
 - (b) providing advice to the public at the Branch's 'front counter';
 - (c) conducting 'pre-application' meetings with architects, developers and the general public about preliminary development proposals;
 - (d) providing statutory planning advice to other branches about Council's capital works projects and any requirements for planning permits.

Community Consultation

- The Statutory Planner is responsible for consulting with the community about planning permit applications and other relevant statutory planning matters. This may include:
 - (a) organising a community consultation meeting at one of Council's venues (eg. the Town Hall);
 - (b) chairing a community consultation meeting or assisting with the conduct of such a meeting (eg. minute taking).

Victorian Civil and Administrative Tribunal

- The Statutory Planner is responsible for representing Council at hearings before the Planning List of the Victorian Civil and Administrative Tribunal (VCAT). This may include:
 - (a) preparing and circulating material relevant to Council's case (eg. statement of grounds);
 - (b) representing Council at a merits hearing, directions hearing or Compulsory Conference;
 - (c) assisting the Appeals Advocate (or an external advocate) conduct cases which are more complex or significant in nature.

Planning Decisions Committee

The Statutory Planner is responsible for preparing permit application assessment reports for consideration by Council's Planning Decisions Committee (PDC).

Enforcement

- The Statutory Planner is responsible for liaising with Council's Compliance and Construction Enforcement Unit to ensure compliance with the Yarra Planning Scheme, permits and agreements.

Administration

- The Statutory Planner is responsible for maintaining a high standard of record keeping. Council uses the *Property and Rating* database system for processing applications and other property-related matters and the *Content Manager* records management system for recording permit applications and other planning-related correspondence as well as using other record keeping systems.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate consideration into all of Council's activities.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Statutory Planner is accountable for making accurate, timely and informed assessments of permit applications and other statutory planning matters, having regard to the policies and provisions of the Yarra Planning Scheme. The position is also accountable for providing advice and

guidance to Council and its stakeholders about general matters covered by the Yarra Planning Scheme.

Powers and duties are delegated to the Statutory Planner by Council's *Instrument of Delegation to Council Staff* as reviewed and adopted by Council on 08 March 2022. Associated guidelines on the exercise of delegated powers and the carrying out of duties is contained in *Protocols for the Use of Delegated Authority* as adopted by Council on 08 March 2022.

All types of permit applications managed by the Statutory Planner must be checked and decided on by the relevant Coordinator Statutory Planning, senior delegate or committee of Council, as determined by the Instrument of Delegation.

The Statutory Planner has the freedom to manage the day-to-day processing of permit applications and other assigned work, including the issuing of standard correspondence. The Statutory Planner has no other positions that directly report to them.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

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JUDGEMENT AND DECISION MAKING

- The Statutory Planner is required to process permit applications and other matters within the statutory framework of State planning legislation. The processing of permit applications is aided by protocols and guidelines prepared by Council and by templates and other standards that are accessible using Council's *Property and Rating* system.
- In addition to following correct procedures, the Statutory Planner will exercise good judgement, under supervision by the relevant Coordinator Statutory Planning, when deciding on permit applications and other matters. This will involve having an understanding of Council's strategic planning and policy, being sensitive to community expectations and appreciating the wants of developers. Permit applications will be decided on their planning merits, having regard to the provisions of the Yarra Planning Scheme.

SPECIALIST KNOWLEDGE AND SKILLS

- The Statutory Planner requires the following specialist knowledge and skills:
 - (a) good knowledge and understanding of the Victorian planning system, including the operation of the *Planning and Environment Act 1987* and the Victoria Planning Provisions;
 - (b) good knowledge and understanding of State and local government policy for planning the use, development and protection of land in metropolitan Melbourne;
 - (c) an understanding of the factors affecting growth and change throughout the municipality and the wider metropolitan region.

MANAGEMENT SKILLS

The Statutory Planner requires the following management skills:

- (a) the ability to exercise a high standard of professional judgement when assessing permit applications and other matters against the provisions of the Yarra Planning Scheme;
- (b) the ability to manage multiple tasks by setting priorities and being well organised;
- (c) the ability to complete tasks in a timely manner having regard to statutory timelines and public expectations;
- (d) the ability to properly document the processing of permit applications and other matters using Council's filing and database systems.

INTERPERSONAL SKILLS

The Statutory Planner requires the following interpersonal skills:

- (a) the ability to communicate clearly and logically about statutory planning matters, particularly in a written report format;
- (b) an appreciation of the diversity of stakeholders in the planning process and an ability to work cooperatively with these stakeholders;
- (c) the ability and willingness to solve problems through discussion, negotiation and teamwork.

QUALIFICATIONS AND EXPERIENCE

- The Statutory Planner requires a tertiary qualification in town planning.
- Eligibility for Membership of the Planning Institute of Australia is desirable.

KEY SELECTION CRITERIA

Applicants for the position of Statutory Planner will be selected according to the following criteria:

- (a) a relevant tertiary qualification together with an understanding of the Victorian planning system;
- (b) excellent written and verbal communication skills;
- (c) skills in managing multiple tasks within prescribed timelines;
- (d) knowledge of government planning policy relevant to the municipality and wider metropolitan Melbourne;
- (e) willingness to work within a team environment with the ability to consult with the community as part of Council's decision-making process.