



Southern Grampians
SHIRE COUNCIL

Private and Confidential

Candidate Briefing Notes for the Position of
Senior Statutory Planner

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

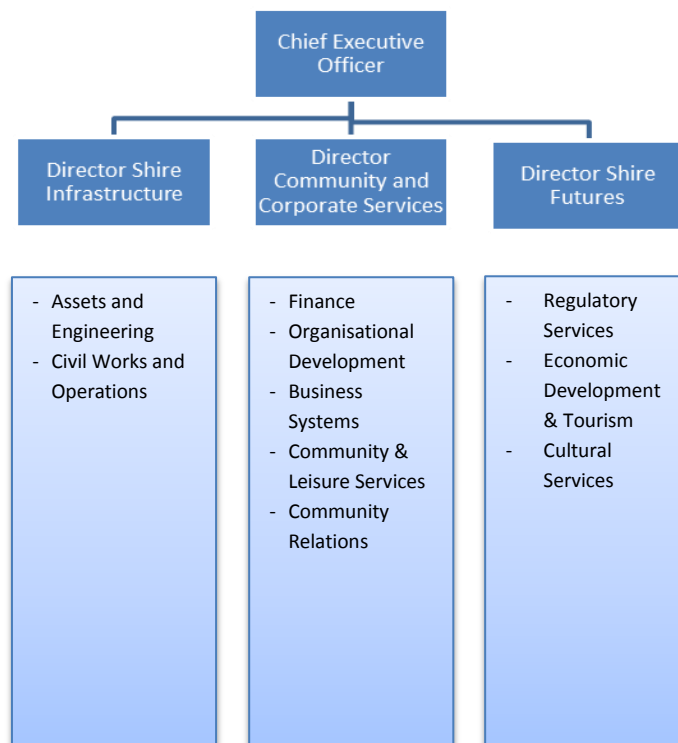
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

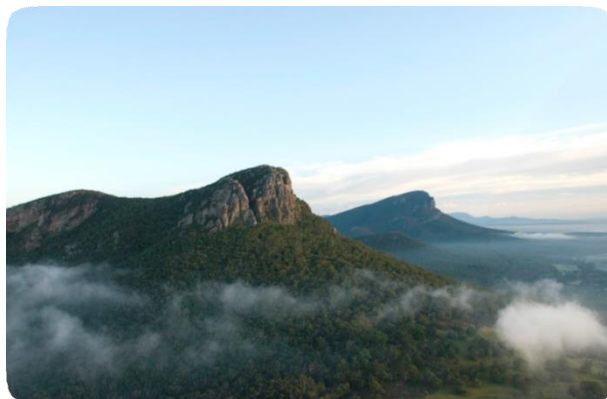
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

Position Details

Title:	Senior Statutory Planner
Classification:	Band 6
Position Number:	027
Business Unit:	Shire Futures
Reports to:	Coordinator Planning

Key Responsibilities

- Assess and make recommendation on planning applications and other relevant matters to ensure compliance with relevant legislation and Southern Grampians Planning Scheme and obtain sound based planning outcomes.
- Prepare reports and recommendations on development applications
- Assist Planning Coordinator in the development and implementation of streamline development processes
- Perform all acts and duties relating to the assessment of applications as directed, ensuring compliance with relevant legislation.
- Contribute to ensuring that the planning unit meets the expectations of Council's Corporate Plan and Budget provide advice and information on development and planning issues to developers, Council, other authorities and the general public.
- Undertake pre-application meetings and mediation between various parties.
- Make recommendations to Manager Planning and Regulatory Services & Council by written report through the Planning Coordinator.
- Represent Council at Victorian Civil and Administrative Tribunal proceedings and hearings
- Assist in the training and mentoring of junior staff in VCAT procedure and the development of VCAT submissions
- Coordinate Council representation at VCAT hearings and mediation.
- Provide and maintain statistical data in conjunction with the Planning Coordinator.
- Implement all statutory requirements and responsibilities of Council, including approvals and enforcement, under the Southern Grampians Planning Scheme, Planning and Environment Act 1987, Subdivision Act 1988 and other planning legislation and guidelines. .
- Comment as required on zoning and other amendments for consideration for addition to the Southern Grampians Planning Scheme.

- Prepare and or input to policy and procedure manuals as may be requested to assist the administration of the Statutory Planning Unit and the Planning Scheme.
- Develop and maintain effective relationships with the general public, the development industry and relevant agencies.
- Attend public meetings and forums conducted by development groups and government agencies as required.
- Attend to counter inquiries and provide written and verbal information to the public, development community and other agencies in the areas of zoning, procedures for applications and the provisions of the Southern Grampians Planning Scheme.
- Produce sound and confident decisions and solutions within critical timeline

Corporate Responsibilities

- Promote a culture of *Excellence in Customer Service*, identifying, implementing and reviewing strategies to improve service quality;
- Establish and maintain a high level of co-operation between residents, Council officers, applicants and the Planning Unit;
- Reinforce existing, and establish new networks, both within and outside of the industry, to identify Best Practice techniques and technologies;
- Cultivate and maintain strong relationships among colleagues on both a formal and informal basis across all Council functions.

Policy Development and Implementation

- Assist in the development and review of relevant policies and procedures where appropriate;
- Assist with identifying and prioritising objectives and policies for the Unit, and prepare implementation plans in consultation with other members of the Planning Unit as appropriate;
- Liaise with Council's Manager Planning and Regulatory Services, strategic planning, economic development and other key Units on specified projects or issues.

Extent of Authority

- Responsible for efficient and effective operation within a team environment;
- Accountable for the conveying of accurate specialist information with respect to subdivision and planning permit applications;
- Operates according to Council policies, procedures and specific guidelines, and relevant legislation.
- Commit to and adhere with Councils Child Safety Requirements.

Judgement and Decision Making

- Required to provide information to other staff members and the public in relation to planning matters;
- Operates under the guidance of the Manager Planning Systems, and in accordance with Council policies and corporate objectives with methods and procedures developed from theory, precedent and previous experience;
- Required to resolve issues however guidance and advice is usually available within the necessary timeframe to make a decision;
- As a member of a small, professional team, the judgements and decisions made have potential to influence performance of the Unit, and to impact on the broader community and have legal ramifications.

Specialist Skills and Knowledge

- A proficient, theoretical and practical knowledge of planning;
- An ability to interpret Planning legislation/regulations, precedents and practices and implement appropriately to Planning decisions;
- An understanding of the operation of the Local Government and legal process within Victoria;
- Knowledge of Government policies and practices, and an awareness of current trends and issues;
- Well-developed analytical, investigative, interpretive and problem-solving skills;
- Ability to assist in the preparation of a Business Plan for the Unit as required;
- An understanding and appreciation of the long-term goals of the Southern Grampians Shire Council.

Management Skills

- Ability to effectively plan, organise and manage own time, to achieve targets within available resources and a set timetable.
- Ability to adapt positively to change, and demonstrate innovation;
- Ability to guide and work closely with Planning and Administration;
- Understanding of, and compliance with Council's Human Resource Policies, Council Policies and relevant legislation including Occupational Health and Safety and Equal Opportunity.

Interpersonal Skills

- Well-developed verbal communication skills to effectively:
 - ✓ mediate and resolve conflict;
 - ✓ liaise with business and community representatives;
- Liaise with counterparts within the industry, and all levels of Council staff, to discuss and exchange views;
- Develop formal and informal public presentations;
- Represent the Unit and/or Council on committees as required.
- Written communication skills to effectively:
 - Prepare clear and concise reports to management, Council, VCAT and Planning Panels Victoria as required;
- Prepare correspondence on all matters relevant to the position.
- Able to gain cooperation and assistance from clients, other employees and members of the public in well-defined activities related to the position

Management Skills

- Ability to effectively plan, organise and manage own time, to achieve targets within available resources and a set timetable.
- Ability to adapt positively to change, and demonstrate innovation;
- Ability to guide and work closely with Planning and Administration;
- Understanding of, and compliance with Council's Human Resource Policies, Council policies and relevant legislation including Occupational Health and Safety and Equal Opportunity.
- Responsible for ensuring the health, safety and wellbeing of self, employees and volunteers by:

- ✓ Implement and Monitor compliance with workplace policies and procedures
- ✓ Engage with and support HSRs, OHS committees, supervisors and managers.
- ✓ Conducting safety inductions and local topic specific training.
- ✓ Support/mentor HSRs and supervisors
- ✓ Support staff awareness of OHS responsibilities and accountabilities.
- ✓ Assist with implementing OHS plans and strategies.
- ✓ Supporting managers in activities that foster a positive OHS culture.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- ✓ Southern Grampians Shire Council Policies and Procedures;
 - ✓ Southern Grampians Shire Council Staff Code of Conduct;
 - ✓ Privacy and Data Protection Act 2014 (Vic);
 - ✓ Equal Opportunity Act 2010 (Vic);
 - ✓ Occupational Health and Safety Act 2004 (Vic);
 - ✓ Government/Industry Codes of Conduct;
 - ✓ The Southern Grampians Shire Council Enterprise Agreement; and
 - ✓ The Municipal Emergency Management Plan.
-
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- Relevant tertiary qualifications (A degree in Town and Regional Planning or equivalent recognised qualification;
- Experience in Local Government;
- Knowledge of urban and rural planning, Planning legislation, and Local Government planning processes
- Understanding of current trends and issues as they relate to planning
- Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- Ability to demonstrate exceptional customer service skills and the ability to build positive relationships
- Ability to gain cooperation and assistance from other employees and external stakeholders.
- Ability to remain pleasant and courteous at all times even when dealing with difficult people.
- Ability to deal discreetly and tactfully with confidential and sensitive matters
- A current Victorian Drivers Licence
- A current employment Working With Children's Check (WWCC)

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____