

Melton City Council

Major Developments Planner

Position Description

PD: 00201

A thriving community
where everyone belongs



1. Position details

Position Title	Major Developments Planner
Directorate	Planning and Development
Service Unit/ Department	Planning Services
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Major Developments
Supervises	N/A
Internal liaisons	<ul style="list-style-type: none">• Infrastructure Planning• Landscape• City Design• City Strategy• Environment Team
External liaisons	<ul style="list-style-type: none">• Servicing Authorities• Applicants/Developers/Consultants• Victorian Civil and Administrative Tribunal• Lawyers

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.



4. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

5. Child Safe Environment

Melton City Council is committed to ensuring a Child Safe environment.

4. Position objectives

- Delivery of statutory and non-statutory town planning and subdivision services to meet Council's legislative obligations and strategic planning objectives for the overall benefit of the Melton Community.
- Provide management and coordination of major developments in a facilitative manner to achieve Council objectives. The role is responsible to manage the delivery of a range of activities in relation to planning legislation and instruments, proposals and statutory planning.

5. Key responsibility areas

- Assess major planning applications particularly in the growth areas, using a facilitative project management approach.
- Build strong and co-operative relationships to enable facilitation of appropriate major developments.
- Provide input into the development of strategic planning projects, in particular Precinct Structure Plans and Development Contributions Plans to assist in facilitating transition to the implementation stage of development.
- Prepare reports and documentation in relation to planning permit applications.
- Provide advice to the public, developers and the clients of Council in relation to the provisions of the Melton Planning Scheme, Council's policies and strategies (including Precinct Structure Plans and Development Contributions Plans) and planning processes.
- Consult and liaise with developers and others to satisfactorily resolve development issues.
- Act as a representative on nominated Project Control Groups and Project Working Groups within Council or at the Victorian Civil and Administrative Tribunal (VCAT) and Panel Hearings as required.
- Assist in the ongoing administration of Council's developer contributions to ensure that nominated infrastructure is provided in a timely manner in accordance with approved Development Contributions Plans.
- Project manage subdivisions during the Certification and Statement of Compliance stages of the Plan of Subdivision.

6. Accountability and extent of authority

- Undertake any powers, duties or functions delegated under Planning and Subdivision legislation by Council including determining major development planning applications.
- Work within a team environment and independently to deliver day to day planning duties.
- Represent Council at meetings, Tribunal hearings and Amendment panels.

- Provide specialist advice to the general public and land developers on planning matters and statutory procedures relating to planning, particularly where they relate to Council's more significant planning proposals, Precinct Structure Plans and Development Contribution Plans.
- Input into the development of strategic planning projects, in particular Precinct Structure Plans and Development Contributions Plans, and Council policies.

7. Judgement and decision making

- Ensure all work is carried out and decisions issued in a fair and timely fashion in accordance with statutory timeframes.
- Assess complex planning proposals and determine whether the proposal is in compliance with State and Local Planning Policies, zoning/overlay controls and incorporated documents including Precinct Structure Plans and Development Contributions Plans.
- Liaise with developers on major planning proposals in order to achieve the best possible outcome for Council and the community.
- Interpret relevant legislation and policies in order to make appropriate decisions concerning planning and development.
- Make balanced and considered recommendations on planning matters having regard to the sensitive nature of information.
- Determine significant planning decisions by identifying issues early in the application process and working through them collaboratively with developers.

8. Specialist skills and knowledge

- Understanding of land use and development planning principles.
- Understanding of the Victorian planning system, including the Victorian Planning Provisions, Precinct Structure Plans and Development Contributions Plans.
- Understanding of planning and subdivision legislation and regulations including the certification and statement of compliance process.
- Proven record in managing major planning applications.
- Work collaboratively and manage large project teams and competing interests. Project Management.
- Understanding of how decisions made fit within the wider context of Council's longer term objectives and of its values and aspirations.

9. Management skills

- Set and achieve goals and objectives with available resources and in agreed timeframes.
- Manage time and set priorities to achieve a broad range of outcomes despite conflicting pressures and deadlines.
- Efficiently manage a varying caseload utilising effective time and project management techniques.
- Coordinate project teams and work collaboratively within a team environment.

10. Interpersonal skills

- High level of motivation and pro-activeness to make a positive contribution to the Planning Services Department.
- Well-developed organisational, creative problem solving, liaison and communication skills.

- Effective in writing concise clear reports for a range of audiences.
- Think at a strategic level in relation to land use planning issues and other related matters.
- Ability to gain cooperation and assistance from all stakeholders in the development process.
- Ability to liaise with counterparts in other organisations to discuss and resolve planning issues and with other officers within the organisation to resolve inter-organisational issues.

11. Qualifications and experience

- A tertiary qualification in town planning or related discipline with relevant planning experience.
- Substantial experience and skills in the assessment of large and complex development proposals to achieve quality outcomes.
- Experience in growth area planning.
- Current valid Victorian driver's licence.

12. Key Selection Criteria

1. A tertiary qualification in town planning or related discipline with relevant planning experience.
2. Substantial experience and skills in the assessment of large and complex development proposals to achieve quality outcomes.
3. Proven project management skills, including highly developed skills in planning and managing workloads to meet statutory timeframes and achieve quality planning outcomes.
4. Highly developed interpersonal skills including verbal and written communications, liaison and facilitation.
5. An understanding of the Victorian planning system, including the Victorian Planning Provisions, Precinct Structure Plans and Development Contributions Plans.
6. An understanding and proven experience dealing with growth area planning issues.
7. Current valid Victorian driver's licence.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date