

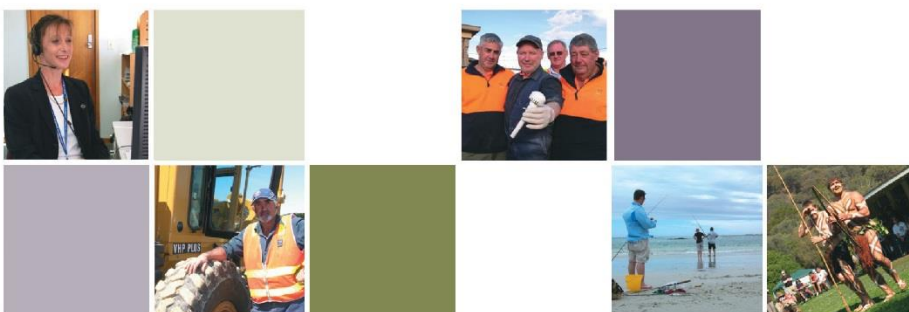


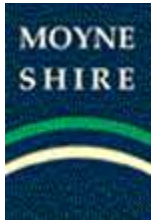
Information Package

Graduate Statutory Planning Officer

December 2015

Moyne Shire - a safe, vibrant, liveable, and prosperous community





4 December 2015

Re: Graduate Statutory Planning Officer

Thank you for your interest in applying for the permanent full-time position of Graduate Statutory Planning Officer with the Moyne Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Position Description
- Key Selection Criteria
- "Preparation of Application" Notes
- Pre-existing Injuries or Diseases Declaration
- Privacy Act Information & Declaration

For general details of the Council, please refer to the following web site:

www.moyne.vic.gov.au

Please be advised all successful applicants will be required to undergo a pre-employment medical and police check. All associated costs will be covered by Council.

For further information about the position or duties involved, please contact Michelle Grainger, Manager Planning on (03) 5568 0583 or via email on mgrainger@moyne.vic.gov.au

I look forward to receiving your application.

Yours sincerely

Claire Sorlie
Human Resources Officer

**EMPLOYMENT DETAILS FOR POSITION OF
GRADUATE STATUTORY PLANNING OFFICER**

STATUS:	Permanent Full-Time
AWARD:	Victoria Local Government Award 2015 and the Moyne Shire Enterprise Agreement
CLASSIFICATION:	Band 5A
SALARY:	\$1156.14 per week + 9.5% superannuation
PAYMENT DETAILS:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
SUPERANNUATION:	Council contributes 9.5% of salary and employees can choose to contribute a percentage or set amount of their salary into the Fund. Employees may elect to be a member of either VISION, Australian Super or HESTA.
PROFESSIONAL DEVELOPMENT:	The Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities.
HOURS:	Normal hours are 8:00am to 4.30 pm or 8:30am to 5.00 pm each day.
ANNUAL LEAVE:	4 weeks annual leave per annum
SICK LEAVE:	12 days sick leave per annum
RDO:	The Graduate Statutory Planning Officer will be entitled to one rostered day off per month.
RELOCATION ASSISTANCE:	Council will offer relocation assistance to those relocating to the Moyne Shire within 3 months of commencing a permanent position. Relocation expenses will be reimbursed up to a set limit with the option of salary sacrificing remaining eligible relocation costs.
PROBATIONARY PERIOD:	This position is subject to an initial 6-month probationary period.
PRE-EMPLOYMENT MEDICAL:	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
PRE-EMPLOYMENT POLICE CHECK:	Appointees will be required to undertake a pre-employment Police Check at the Council's cost.



MOYNE SHIRE

POSITION DESCRIPTION

POSITION:	Graduate Statutory Planning Officer
NAME:	Vacant
UNIT:	Sustainable Development
AWARD:	Victorian Local Government Award 2015 and Moyne Shire Enterprise Agreement
CLASSIFICATION:	Band 5
DATE:	November 2015
APPROVED BY:	Chief Executive Officer

1. POSITION OBJECTIVE

- To assist the Statutory Planning Coordinator with administering the *Planning and Environment Act 1987*, the *Subdivision Act 1988* and the Moyne Shire Planning Scheme.
- To contribute to strategic planning projects

2. KEY POSITION RESPONSIBILITIES AND DUTIES

- To assess planning applications, including the registration, notification and referral of applications, in compliance with delegated authority, statutory requirements and the Council's policies and procedures
- To assess subdivision applications and other relevant matters in compliance with delegated authority and compliance with statutory requirements and the Council's policies and procedures
- To provide customer service via the counter and telephone and handle other enquiries, in a prompt courteous and efficient manner
- To assist in the research, preparation and writing of Council policy relevant to planning
- To assist in special projects and heritage matters
- To assist in the co-ordination and administration of the subdivision of land process including liaising with land surveyors, developers, solicitors and other Council units from the initial lodgement of the plan of subdivision to the final completion of the development
- To ensure all statutory time frames under the *Planning and Environment Act 1987* and *Subdivision Act 1988* are met

3. ORGANISATIONAL RELATIONSHIPS

Reports to: Statutory Planning Coordinator

Supervises: Nil

Key Liaisons: Internal: All planning unit members and other department managers and staff as required

External: All customers/clients of the Council, the general public and Government agencies as required

4. ORGANISATIONAL RESPONSIBILITIES

Responsibility	Demonstrated by
a) Customer Service	<ul style="list-style-type: none">• Informed professional guidance and advice• Listening to and understanding our customer needs• Developing skilled and motivated staff• Strengthening relationships between staff and the customer• Ongoing evaluation, reporting and continuous improvement• Accurate and complete provision of information• A “can do” attitude.
b) Work Environment	<ul style="list-style-type: none">• Adherence to Council policies and procedures• Personal responsibility for sound risk management practices.• Contribute to the identification and implementation of actions to improve community satisfaction with Council’s performance.• Develop, improve and maintain office systems and processes within the position.• Records Management<ul style="list-style-type: none">- Ensure all incoming emails and outgoing correspondence, including emails, which are business related, are registered electronically into EDRMS.- Ensure all incoming hard copy business related mail is forwarded to the Records Unit for scanning and registration.• Asset Management<ul style="list-style-type: none">- Be aware of the principles of Asset Management- Have an understanding of how the tasks within my PD can improve the Council’s long term management of its assets- Be proactive in reporting Asset Management issues or circumstances that will assist the organisation• Occupational Health and Safety (OHS)<ul style="list-style-type: none">- Ensure adherence to OHS policy, procedures and OHS Act.- Visibly show commitment to OHS through participation in discussions, workplace inspections and hazard inspections.- Review investigation of incidents and respond where required.- Consult with employee OHS representatives.- Initiate actions to improve OHS through supervision of employees and contractors.- Facilitate an early return to work for an injured employee
c) Diversity	<ul style="list-style-type: none">• Actions and behaviours, which align with the Equal Employment Opportunities Act requirements.• Actions and behaviours, which align with the Disability Discrimination Act requirements.

d) Multi-skilling	<ul style="list-style-type: none"> Adherence to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill.
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5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Graduate Statutory Planning Officer is responsible to the Statutory Planning Coordinator for:

- Providing specialist advice and the application of relevant standards and requirements for permit applications, pursuant to the *Planning and Environment Act 1987* and the *Subdivision Act 1988*
- Efficient and effective operation within a team environment, and for the provision of professional advice, conveying accurate information, analysis and advice with respect to development approvals
- Operating in accordance with the Council's policies and procedures, within budget allocations and relevant legislation
- Assist as required during absences of other staff.

6. JUDGEMENT & DECISION MAKING

- Make decisions on all matters regarding day-to-day responsibilities of the position
- Decisions of a non-routine nature must be referred to the Statutory Planning Coordinator
- Guidance and advice on these matters is available
- As a member of a small, professional team, the judgements and decisions made have the potential to influence the overall performance of the Unit and to impact on the broader community

7. SPECIALIST SKILLS & KNOWLEDGE

- Knowledge of procedures in relation to planning matters
- Sound knowledge of planning approval processes
- Computer skills and familiarity with relevant software packages
- Understanding of the long-term Unit goals and policies, and impact on the organisation

8. MANAGEMENT SKILLS

- The ability to organise priorities and plan work to meet departmental and organisational requirements
- Ability to work independently and as a member of a small team
- Ability to ensure planning administrative needs are attended to without direct supervision

9. INTERPERSONAL SKILLS

- Excellent skills in verbal and written communication
- Ability to negotiate with clients
- Able to gain cooperation and assistance from clients, other employees and members of the public
- Ability to discuss and resolve problems
- Lateral and forward thinking
- Constant observance and awareness
- Ability to liaise with counterparts in other organisations to discuss specialist matters

10. QUALIFICATIONS & EXPERIENCE

- Tertiary qualification in Town Planning or equivalent, and eligibility for membership of Planning Institute of Australia (PIA) is essential.
- Excellent customer service skills
- Advanced word processing skills
- Current Drivers Licence

<p style="text-align: center;">KEY SELECTION CRITERIA Graduate Statutory Planning Officer</p>
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The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant. The criteria are not listed in any order of importance and the list is not exhaustive.

- Tertiary qualification in Town Planning or equivalent, and eligibility for membership of Planning Institute of Australia (PIA) is essential.
- Excellent customer service skills.
- Advanced word processing skills, with the ability to use the Microsoft Office suite of programs.
- Excellent communication skills, both written and verbal.
- Highly developed organisational skills, with the ability to track and prioritise work.
- Current Drivers Licence.

PREPARATION OF APPLICATION

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

ADDRESSING KEY SELECTION CRITERIA

Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

PRE-EXISTING INJURIES OR DISEASES

The Sections 41 (1) and (2) of the Workplace Injury and Compensation Rehabilitation Act 2013 enables the Council to request potential applicants to complete the attached Pre-Existing Injuries and Diseases Declaration. This is to be forwarded with your personal application and resume.

OTHER DOCUMENTS

Only copies of supporting documents should be enclosed with your application, so as to avoid loss or damage to originals.

CONTACT NUMBER

Please provide a convenient telephone number, so we can contact those to be invited for an interview, or if there are any queries regarding your application.

APPLICATIONS

The Council is pleased to accept all applications for positions and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading. *Please staple together all information; do not enclose your application in a folder.*

All applications will be treated with the strictest confidentiality and are to be addressed as follows:

Confidential – Graduate Statutory Planning Officer
Claire Sorlie
Human Resources Officer
Moyne Shire Council
PO Box 51
PORT FAIRY VIC 3284

Alternatively, applications may be submitted by e-mail to: jobs@moyne.vic.gov.au

Applications close **10am Monday 4 January 2015**

PRE-EXISTING INJURIES OR DISEASES DECLARATION

The following information forms part of the Shire of Moyne's selection process and assists in providing a safe and healthy work environment. It also helps determine if a pre-placement health assessment is required. Prior to completing this form you should have been provided with a position description and checklist of physical requirements and occupational hazards relevant to the position.

Important to Note: Sections 41 (1) and (2) of the *Workplace Injury and Compensation Rehabilitation Act 2013*, requires you to disclosure to your employer any pre-existing injuries or diseases that you have suffered, or existing injuries or diseases that you continue to suffer of which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment. Any information disclosed remains valid for three years, however, should your health circumstances change within this period that may affect your capacity to perform your job, you are obliged to inform your supervisor/manager.

1. **Are there any adjustments to the work or workplace that would be necessary to meet the requirements of the position?**

2. **Do you suffer any existing or pre-existing injuries or diseases that could be affected by the nature of the proposed employment?**

3. **Are there any other comments you wish to make regarding your health, and any effect it may have on the performance of your duties in this position?**

DECLARATION:

*I understand the health requirements and occupational hazards specified for this job and am not aware of any health condition which might interfere with my ability to perform duties of this position, or which might lead to foreseeable injury to myself or others in the normal course of work. I am aware that any false or misleading statements may threaten my appointment or make me liable to dismissal, if employed, or disentitle me to compensation pursuant to the **Workplace Injury and Compensation Rehabilitation Act 2013**.*

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

This application/declaration must be completed and returned together with your personal application/resume for this position.

PRIVACY ACT INFORMATION & DECLARATION

Council is collecting the personal information requested on this form for recruitment purposes only. If this information is not collected your application may not be processed. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. The information will be stored securely at our Port Fairy/Mortlake office in accordance with legislative requirements. You may apply to the Council for access and/or amendment to this information via the Information Privacy Officer.

PROFESSIONAL REFEREES

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee	Company & Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as a referee on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in Moyne Shire not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Moyne Shire Council's Privacy Act Policy, including the provision of access to that information.

Name of Applicant

Signature

Date



Website ➤ www.moyne.vic.gov.au

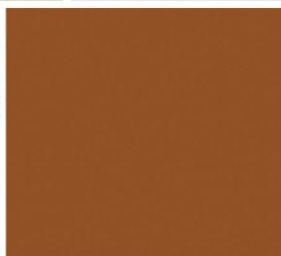
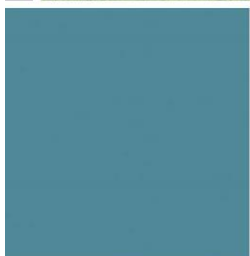
Email ➤ moyne@moyne.vic.gov.au

Local call number ➤ 1300 656 564

SMS text number ➤ 0429 166 506

Postal address

PO Box 51
PORT FAIRY VIC 3284



Port Fairy office

Corner Princes and Cox Streets
PORT FAIRY VIC 3284
Phone (03) 5568 0555
Fax (03) 5568 2515

Mortlake office

Jamieson Street
MORTLAKE VIC 3272
Phone (03) 5558 7888
Fax (03) 5599 2304

Macarthur office

High Street
MACARTHUR VIC 3286
Phone (03) 5552 2222
Fax (03) 5576 1082