



Position Details

Position title:	Coordinator Planning Compliance
Award Classification:	Band 8
Department:	Safety & Amenity
Division:	City Growth & Development
Date Approved:	June 2024
Approved By:	Manager Safety & Amenity

Organisational Relationships:

Reports To:	Manager Safety & Amenity
Supervises:	Planning Compliance Officers (5 EFT) Business Support Officer (1 EFT)
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Members of the public including residents and business operators, trader groups, legal representatives, Police and other government compliance agencies.

Position Objectives

Provide leadership and direct delivery of a proactive and responsive Planning Compliance service to assist in the delivery of the Council's Plan and Strategic Initiatives by ensuring land use and development is lawful and in line with the Planning and Environment Act 1987, Port Phillip Planning Scheme, Planning Permits and s173 Agreements applying to land.

Key Responsibilities and Duties

- Manage the day to day operations of the Planning Compliance Unit by establishing and delivering an effective regime of proactive and reactive inspections, investigations and enforcement activities that promote compliance with relevant legislation. Ensure that Council's statutory obligations under applicable legislation are efficiently, consistently and competently administered, including through legal action at the Victorian Civil and Administrative Tribunal (VCAT) and in the Magistrates Court.



- Ensure service requests, infringement notices and legal proceedings are followed up in a timely, accurate and compliant manner for resolution, in accordance with relevant legislation and service requirements. Establish and monitor work priorities within the Planning Compliance unit to meet departmental and corporate objectives.
- Oversee the work of the Planning Compliance Officers and Business Support Officer ensuring Council's policies and procedures are understood, complied with and all required tasks are completed in a timely and appropriate manner to a high standard.
- Lead and manage the Planning Compliance team, ensuring effective management of OHS and wellbeing, development of staff capabilities, continuous improvement, excellent service to the community and encouragement of quality conversations and feedback on performance through implementation of a work planning and performance review and appraisal process.
- Develop, monitor and manage the Planning Compliance budget in consultation with the Manager Safety and Amenity and in line with corporate policies and procedures.
- Closely monitor State and Federal government priorities and keep up to date with developments, legislation, regulations, industry trends, practices and research relevant to the departmental activities and related regulatory framework. Ensure Planning Compliance Officers are knowledgeable, competent and skilled in interpretation and application of the legislation.
- Review and provide direction and input into relevant Council policies and strategic objectives in line with organisational objectives, ensuring the implementation of such policies and strategies, once adopted. Prepare Council reports, briefings or Councillor updates on topics or issues that the work unit is responsible for.

Accountability and Extent of Authority

This position has authority to exercise discretion in applying established practices and procedures in relation to a variety of situations. The incumbent also has the authority to act in accordance with documented delegations & authorities and relevant policies and laws to:

- Manage the day to day operations and overall service delivery of the Planning Compliance Unit;
- resolve non-compliances, including initiation of enforcement action under relevant legislation.
- collect and prepare evidence and attend hearings in courts and tribunals as required; and
- liaise with representatives of other government departments with responsibilities for enforcement and compliance.
- Decisions and action taken by the incumbent may have a significant effect on the public and its perception of the wider organisation.



Judgement and Decision Making

- Brief and support Council's legal representatives in relation to legal matters.
- Responsible for problem solving, policy and strategy development pertinent to the work unit for consideration by the manager.
- High level problem solving, investigative and analytical skills, with the capacity to discuss specialist and technical issues with external networks to determine solutions and/or options best suited to Council in the pursuit of resolutions.
- Provide specialist advice and options to management and Council on complex issues in field of expertise. This position requires the incumbent to operate with little direct supervision within a broad policy and legal framework.

Specialist Skills and Knowledge

- Extensive knowledge and expertise in Planning Schemes and relevant legislation including the legal, financial and social impacts.
- Sound understanding of planning issues affecting a highly developed and growing inner metropolitan municipality.
- Analytical problem solving and investigative skills that enable resolution of complex matters.
- Strong technical knowledge and application of planning legislation and law combined with law enforcement procedures in a local government context.
- Demonstrated experience in managing investigations that have proceeded to the Victorian Civil Administrative Tribunal (VCAT) and/or Magistrates' Court.

Management Skills

- Provide expert guidance and advice to other staff on technical/procedural or administrative matters (including basic training if required).
- Ability to prepare complex internal/external correspondence and reports.
- Ability to develop, implement and monitor budgets, resources and operational plans for the areas of responsibility
- Undertake effective personnel practices in day-to-day supervision of staff, recruitment, selection, resource management and provide ongoing job training and guidance to staff.
- Utilise effective time management skills to plan and organise own work and that of direct reports to achieve departmental and organisational objectives within specified timeframes despite conflicting pressures.
- Motivate and encourage others to uphold values and behaviours through leading by example.



- Knowledge of, and the ability to, implement human resource practices including Equal Employment Opportunity, Recruitment & Selection, Occupational Health & Safety, Training & Development, and Performance Management.

Occupational Health & Safety

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work
- Ensure all staff can perform work in a safe and appropriate manner at all times

Interpersonal Skills

- Excellent communication skills both verbal and written, with the capacity to represent Council, negotiate and influence positive exchanges or outcomes at professional forums, community or stakeholder engagements, or tribunals such as VCAT.
- Ability to build and maintain productive and effective relationships at all levels of the organisation, delivering a customer focused service and exchange.
- Excellent community engagement and liaison skills to represent the City of Port Phillip in a professional manner when dealing with the community.
- Excellent verbal skills with the ability to concisely articulate complex technical matters to non-expert audiences.
- Ability to liaise with counterparts in other organisations to discuss and resolve planning compliance matters.
- Motivate and encourage others to uphold values and behaviours through leading by example.
- Ability to lead, develop and motivate employees.

Qualifications and Experience

- **Academic:** A relevant degree or diploma qualification in Planning, Planning Law or equivalent (highly desirable)



- **Experience:** Demonstrated extensive and diverse experience in a leadership role within a planning, legal or regulatory environment, preferably in the Government sector.

Substantial experience in the application of planning legislation and planning law combined with law enforcement procedures in a local government context.

Experience in coordinating and managing a planning, legal or regulatory team in a relevant field.

Demonstrated considerable experience in managing investigations and enforcement, including cases that have proceeded to the Victorian Civil Administrative Tribunal (VCAT) and/or Magistrates' Court.

MANDATORY REQUIREMENTS

- Victorian Driver Licence and VicRoads Licence verification.
- Working with Children Check

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:



- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- A relevant degree or diploma qualification in Statutory Planning, Planning Law or equivalent (highly desirable) with several years relevant experience or lesser formal qualifications with extensive and diverse experience leading a planning or regulatory team, preferably in a Government environment.
- Demonstrated broad technical knowledge of planning legislation and planning law combined with strong experience in law enforcement actions and procedures in a government context.
- High level problem solving, investigative and analytical skills, and a track record in developing solutions to planning enforcement issues in a complex operating environment, utilising highly developed written and advanced verbal communication skills.
- Demonstrated experience in leading and motivating teams, fostering a positive workplace culture, developing people and encouragement of quality conversations and feedback on performance through a planned performance review and appraisal process.
- Demonstrated considerable experience in managing investigations that have proceeded to the Victorian Civil Administrative Tribunal (VCAT) and/or Magistrates' Court and ability to prepare Council reports, briefings or Councillor notes on matters the unit is responsible for.
- Demonstrated ability to deal effectively and diplomatically with conflict, complaints and enquiries from a range of stakeholders, ensuring Council is professionally represented at all times.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.