

Council Vision:

We put our Pyrenees communities at the centre of all decision-making. Through our focus on wellbeing, community connections, and supporting all life stages, we aim to create vibrant, resilient, inclusive communities where visitors and residents want to live, invest and thrive. Our Vision is for a vibrant shire where economic growth and innovation go hand-in-hand with supporting key industry sectors, the natural environment and small-town sustainability.

POSITION TITLE	Senior Planning Officer
AWARD CLASSIFICATION	Victorian Local Authorities Award 2001
BAND	Band 6
DEPARTMENT	Assets and Development Services
LOCATON	Beaufort
INCUMBENT	
TERM OF TENNURE	Full Time
START DATE	
APPROVED DATE	September 2026
REVIEWED DATE	September 2026
APPROVED DATE	September 2026

Council Values



Community Centred

In everything we do, we consider the benefit and impact to our community.



Accountable

We take ownership of our actions and deliver on our commitments.



Responsive

We respond promptly and respectfully to our community.

Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Planning and Development/Planning Services Lead
Supervises:	Nil
Internal Liaison:	All Council staff and Councillors.
External Liaison:	General Public, Government Departments and Agencies, Community Groups, Consultants.

Position Overview

The Senior Planning Officer is a key member of the Planning and Development Team, reporting to the Manager Planning and Development and Planning Services Lead. The position provides specialist statutory and strategic planning advice and exercises professional judgement to support Council's objectives and the Council Plan.

The role is responsible for assessing complex planning permit applications under the Planning and Environment Act 1987 and Subdivision Act 1988, providing sound planning advice, and ensuring legislative, policy and corporate requirements are met.

The Senior Planning Officer also contributes to strategic planning projects and policy development, works collaboratively across Council, and builds effective relationships with applicants, agencies, and the community to achieve positive planning outcomes for the Shire's built and natural environments.

1. POSITION KEY SELECTION CRITERIA

1.1 Essential

1. Tertiary qualification in Urban or Regional Planning, together with a minimum of three years' relevant experience, or equivalent demonstrated professional experience and expertise.
2. Sound working knowledge and demonstrated application of the Planning and Environment Act 1987, Subdivision Act 1988, and relevant planning frameworks.
3. Demonstrated ability to apply professional expertise, strategic judgement, and contemporary planning principles to complex matters; identify, assess, and manage planning issues, risks, and emerging problems; and develop practical, innovative, and strategically aligned solutions.
4. Proven capacity to exercise sound professional judgement, balance competing interests, and provide clear, high-quality, and defensible advice and recommendations that support informed decision-making and deliver positive outcomes for Council and the community.
5. Highly developed interpersonal, communication, negotiation, and relationship-management skills, with the ability to engage effectively and build constructive relationships with senior management, Councillors, colleagues, applicants, consultants, government agencies, and the community.

1.2 Desirable or highly regarded

1. Demonstrated ability to communicate complex planning and development matters clearly and confidently, lead and facilitate negotiations, mediate contentious issues, manage conflict and balance competing stakeholder interests to achieve appropriate, practical, and defensible outcomes.
2. Demonstrated experience in the preparation, coordination and delivery of planning scheme amendments, strategic planning projects, and urban design initiatives, particularly within rural and regional communities.
3. Proven ability to lead projects through complex statutory and strategic planning processes, effectively engage and collaborate with stakeholders, and deliver practical, high-quality outcomes aligned with Council's strategic objectives, policy priorities, and community needs.
4. Demonstrated experience in preparing and delivering submissions and effectively advocating on

behalf of Council at the Victorian Civil and Administrative Tribunal (VCAT).

2. KEY RESPONSIBILITIES AND DUTIES:

2.1 Position Responsibilities

2.1.1

- a) Support the delivery of Council's statutory and strategic planning services, ensuring compliance with the Planning and Environment Act, Subdivision Act, planning scheme provisions, and other relevant legislation, regulations, and policies.
- b) Assist in the preparation, implementation and review of strategic planning policies, planning scheme amendments, reports, projects, and programs that support Council's organisational and corporate objectives, including the management of external consultants where applicable.
- c) Investigate and provide advice on complex strategic and statutory planning matters, including land use planning issues, proposed developments, planning scheme matters and emerging planning issues.
- d) Prepare reports, briefings, responses, and submissions for Council in relation to land use planning matters, proposed developments, strategic planning initiatives and State and Commonwealth Government initiatives.
- e) Assist with Council's representation at Planning Panels Victoria (PPV), the Victorian Civil and Administrative Tribunal (VCAT), and other relevant hearings, forums, and committees in relation to strategic and statutory planning matters.
- f) Establish and maintain effective networks with State and local government agencies, key stakeholders, organisations, community groups, and other relevant parties to support the delivery of Council's strategic and statutory planning objectives.
- g) Assist with the development and delivery of community consultation, engagement and education programs relating to strategic and statutory planning matters.
- h) Represent Council, as required, on relevant State and local government, community and stakeholder committees and forums.
- i) Perform, as directed, other duties that are within the limits of the incumbent's skills, competence, qualifications, and training.

2.1.2 Corporate Accountability, Responsibility and Compliance

Financial

- a) Ensure sound, sustainable financial, resource and asset management which considers proper use, care, and maintenance of council's assets relevant to delivery of service.
- b) This position requires the ability to support in achieving funding bodies requirements associated with grant funded projects.
- c) Supports the management and control of budgetary constraints and external funding acquittals relevant to the service.

Compliance

- a) This position has delegations in accordance with the Local Government Act. Responsibilities must be exercised in accordance with Council's Delegations of Authority.
- b) Ensure compliance with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- c) All employees / contract staff shall create full and accurate records of work-related decisions and activities, including capture of records into corporate electronic document management system.

Accountability and Responsibility

- a) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- b) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies
- c) Oversee and ensure compliance with regulatory requirements related to corporate governance, health and safety, industrial relations, risk management, delegations, and financial reporting

2.2 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects the safety and wellbeing of children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

2.3 Risk Management and Health Safety & Wellbeing

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies

and related procedures.

- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) Provide professional planning advice and support to the Manager Planning and Development and Planning Services Lead on complex, emergent and sensitive planning matters affecting the Shire.
- b) Assess and process planning permit applications for land use, development, and subdivision in accordance with the Pyrenees Planning Scheme, relevant legislation, regulations, and Council policies.
- c) Assist with strategic planning projects, planning scheme amendments and other statutory and strategic planning initiatives under the direction and supervision of senior management.
- d) Identify and analyse complex planning issues and circumstances, assess risks and options, and develop practical and consistent solutions based on clear and logical analysis.
- e) Exercise sound professional judgement and make recommendations and decisions within delegated authority, ensuring consistency with legislative requirements, planning objectives, and Council policies.
- f) Ensure land use and development objectives are achieved within established timeframes, service standards, and budget constraints.
- g) Implement and maintain planning procedures, processes, and guidelines in accordance with relevant legislation, regulations, and Council requirements.
- h) Assist with the planning, coordination and delivery of community engagement activities associated with Council's strategic planning program.
- i) Liaise effectively with applicants, consultants, government agencies, stakeholders, community members, and internal departments to facilitate the timely and effective resolution of planning matters.

4. JUDGEMENT AND DECISION MAKING

- a) Assist in the preparation and delivery of strategic planning policies, reports, and projects, in consultation with and supported by the Lead and Manager.
- b) Provide professional, timely and specialist advice on statutory and strategic planning, future land use development, matters to applicants, Council officers, and relevant internal stakeholders.
- c) Make statutory and strategic planning decisions and prepare recommendations in accordance with relevant legislation, policies, and organisational objectives.

- d) Exercise sound judgement and decision-making skills to analyse, manage, and resolve complex statutory and strategic planning issues.
- e) Demonstrate effective communication, interpersonal and management skills, with the ability to positively influence, engage and motivate staff and stakeholders
- f) Maintain discretion, confidentiality, and professionalism in all dealings with the public, Council officers, and other stakeholders.

5. INTERPERSONAL SKILLS

- a) Well-developed written and verbal communication skills, with the ability to provide clear, concise advice and reports.
- b) Well-developed negotiation, consultation, and stakeholder engagement skills.
- c) Ability to develop and maintain effective networks and build strong, collaborative relationships with stakeholders.
- d) Ability to gain cooperation and assistance from stakeholders through effective communication, consultation, and negotiation.
- e) Solution-focused approach with demonstrated ability to identify issues, resolve problems and achieve practical outcomes.

6. MANAGEMENT SKILLS

- a) Ability to effectively manage own workload and workflow in accordance with team priorities.
- b) Ability to collaborate with and support members of the Planning and Development team as required
- c) Ability to identify, manage and report on emergent and sensitive planning issues.
- d) Ability to work effectively under pressure and meet deadlines.
- e) Ability to maintain accurate and up-to-date records.

7. SPECIALIST KNOWLEDGE AND SKILLS

- a) Advanced knowledge of the Planning and Environment and Subdivision Act, relevant planning legislation, regulations, statutory requirements, and strategic planning processes.
- b) Strong practical understanding of the Victorian Planning Provisions (VPP) and their application to complex planning issues within the Shire.
- c) Well-developed ability to interpret and apply planning legislation, policies, and strategic frameworks to achieve sound, sustainable and community-focused planning outcomes.
- d) Strong analytical, research, investigative and problem-solving skills, with the ability to assess complex planning matters and develop evidence-based solutions.
- e) Proven ability to prepare high-quality, well-researched reports, plans, and recommendations to support informed decision-making by senior management and Council.

- f) Working knowledge of emerging and contemporary urban design, and planning practices, with an ability to apply these to planning and development outcomes.
- g) Advanced communication, consultation, and community engagement skills, including the ability to facilitate forums, plan and deliver community engagement activities, build partnerships with community groups, and communicate complex issues clearly through written and verbal communication.
- h) Excellent computer literacy and digital capability, including the ability to effectively operate Council's planning software and relevant systems.

8. QUALIFICATIONS AND EXPERIENCE

- a) Tertiary qualification in Urban or Regional Planning, or equivalent relevant experience.
- b) Demonstrated knowledge and experience in local government planning processes and practices.

9. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature:

**Supervisor
signature:**

Employee name:

Supervisor name:

Date:

Date:

**Manager People &
Culture signature:**

Norman Prueter

Date: