

POSITION DESCRIPTION

POSITION TITLE:	Environmental Planning Officer
POSITION NO:	101712
DIVISION:	Sustainable Infrastructure and Services
DEPARTMENT:	Sustainable Environment
SECTION:	Environmental Planning
STATUS:	Temporary Part Time
CLASSIFICATION:	Band 6
OCCUPANT:	Vacant
LOCATION:	Broadmeadows Office
DATE:	March 2021

POSITION OBJECTIVES:

To protect environmental values and promote the image and appearance, of the built and natural environment of the Hume municipality by:

- Assessing and providing technical advice on environmental planning regulations and local environmental policy for strategic and statutory land use planning applications.
- Ensuring adherence to the Hume Planning Scheme and Planning Permit requirements and conditions as they relate to environmental matters.
- Undertaking compliance and enforcement on environmental matters which breach the *Planning and Environment Act 1987*.
- Promoting and contributing to a high standard of environmental management across Hume City.
- Liaising with applicants, owners and the community for the purpose of achieving voluntary compliance on a range of environmental elements.

KEY RESPONSIBILITIES AND DUTIES:

1. **Environmental Planning Referrals**
 - Provide specialist advice to internal and external stakeholders in relation to Victoria's planning framework as it relates to environmental management, vegetation and biodiversity.
 - Liaise with other Council Departments in relation to achieving integrated environmental outcomes.
 - Provide advice on best practice industrial stormwater management.
 - Respond to all requests for information in a timely and concise manner, meeting all statutory time limits.
2. **Environmental Planning Compliance and Enforcement:**

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Monitor new and existing developments to ensure compliance with the Hume Planning Scheme and Planning Permits related to Environmental Planning.

- Proactively monitor sites with issued Planning Permits to ensure ongoing compliance with environment-related conditions.
- Carry out 'final inspections' upon practical completion of new developments to ensure compliance with environment-related permit conditions and endorsed plans.
- Investigate complaints of non-compliance with the Planning Scheme or environmental permit conditions.

In instances where planning controls are absent, liaise with property owners and developers to achieve an improvement to the environmental management of land for the benefit of the community

- Regularly inspect properties and provide advice on land management and pollution abatement techniques.
- Provide positive support and encouragement to those persons wishing to voluntarily upgrade a site in terms of its environmental outcomes.

Communicate the outcome of investigations with Council, the community (where appropriate), Government Departments and other Council Departments

- Prepare reports and other written advice to Council under the supervision of the Coordinator Environmental Planning.
- Draft reports and letters to other Council departments and agencies.
- Provide appropriate advice on the outcome of investigations.
- Attend to counter and telephone enquiries.

Represent Council at Enforcement or Appeal Hearings

- Contribute to the preparation of submissions to the Victorian Civil and Administrative Tribunal (VCAT) and the Magistrate's Court and attend in the capacity of a witness, if required, for environment enforcement matters.
- Draft Planning Infringement Notices for issue and follow up by initiating legal proceedings if instructed.
- Draft prosecution instructions for Council's lawyers in consultation with the Coordinator Environmental Planning and Manager Sustainable Environment.

Ensure that an efficient internal records system, relating to enforcement matters, is maintained

- Record details of enforcement proceedings or other investigations, as appropriate, within Council's hardcopy and electronic filing systems.
- Maintain electronic and hard copy documentation to a standard which can be submitted in court and tribunal proceedings.

3. Native Vegetation Offsets:

Provide support and technical advice to internal and external stakeholders, including government departments and agencies, major land developers, Council departments and the community in relation to native vegetation offset management, in particular:

- consideration and application of native vegetation retention provisions and appropriate native vegetation offset opportunities



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- managing the scope and delivery of Offset Management Plan requirements
- negotiating new Offset Management Plans, including liaison with key internal and external stakeholders.

4. Perform duties of an Authorised Officer under the *Planning and Environment Act 1987*:

- Apply the provisions of the *Planning and Environment Act 1987*.
- Exercise sound professional judgement in relation to the Act.
- Conduct compliance, investigations and enforcement activities as detailed in the Act.

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

Our Hume Values & Guiding Behaviours:

Respect

I will:

- Actively listen and communicate openly with others
- Value individual differences and the contribution of others
- Treat people fairly and ensure others do the same



Customer Focus

I will:

- Take responsibility for delivering services and solutions in a timely manner
- Respond to internal and external customers professionally and respectfully
- Engage with, listen and seek to understand the needs and expectations of the customer/resident

Collaboration

I will:

- Support and assist others by sharing information, knowledge and resources
- Cooperate with others and set and achieve common goals
- Actively participate and contribute to the team

Innovation

I will:

- Explore and act on better ways of doing things
- Be open minded and encourage new ideas from others
- Actively learn and develop to improve the work I do for the organisation



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ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Sustainable Environment Department leads Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

POLICE CHECK:

The incumbent must have and maintain a current Police Check ✓ YES NO

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check YES ✓ NO

PRE-EMPLOYMENT MEDICAL CHECK

The incumbent must undergo a Pre-Employment Medical Check



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Medical

(including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test)

YES NO

Audio Test

YES NO

AUTHORISED OFFICER:

YES NO

The incumbent must be an Authorised Officer under the *Planning and Environment Act 1987*.

OTHER DUTIES

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Environmental Planning
Supervises:	N/A
Internal Contacts:	<p>Sustainable Environment Department: Coordinator Sustainable Environment, Sustainable Environment Officer, Environment Officer (Greenhouse), Environment Education Officer, Environment Community Development Officer, Coordinator Land & Biodiversity, Urban Biodiversity Officer, Biodiversity Project Officer, Sustainable Land Management Officer, Land Management Officer and Design & Project Support Officer.</p> <p>Council Departments including: Strategic Planning, Statutory Planning, Parks & Open Space, Open Space and Recreation Planning Unit, Finance Department, Economic Development, Subdivisions, Services, Traffic and Civil Design, Infrastructure Planning, Leisure & Youth Services.</p>
External Contacts:	<p>Relevant officers in Local Government, Department of Environment and Primary Industries, Department of Sustainability Environment Water Population and Communities, Growth Area Authority, Department of Transport, and other State and Federal Government Departments. Port Phillip & Westernport Catchment Management Committee, property developers, community groups, private landowners.</p>

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining a knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- In consultation with the Coordinator Environmental Planning:
 - Preparing draft Planning Infringement Notices in preparation for issue.
 - Preparing draft applications for Enforcement Orders / Interim Enforcement Orders
 - Preparing draft correspondence with land owners about environmental planning issues
- Acting as a witness for Council in relevant prosecution proceedings.
- Application of controls, policies, procedures and legislation to achieve compliant outcomes.
- Providing specialist advice and operational information to clients on planning and related environmental matters.
- The effect of decisions and actions taken on individuals may be significant but it is usually



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- subject to appeal or review by Coordinator Environmental Planning.
- Providing formal input into policy development. The work is usually of an investigative and analytical nature, with freedom to act prescribed by Coordinator Environmental Planning.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Gathering and documenting evidence for enforcement and prosecution purposes.
- Matters of a complex or technical nature beyond the scope of the expertise of the incumbent will be referred to senior officers for advice, direction, and where appropriate, decision.
- Providing advice, information and assistance to customers, Council officers and the general public
- Performing inspections and investigations, gathering and documenting evidence and providing advice and direction without direct supervision in the field.
- The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.
- Working under clearly defined and established procedures and guidelines. Guidance and advice is usually available within a time required to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Operational knowledge of the statutory procedures and underlying principles of statutory planning enforcement.
- Operational knowledge and experience in land management, Environmental Management Plans and Environmental Management.
- Proficiency in the application of enforcement and gathering evidence for prosecutorial purposes in the achievement of compliance.
- Specialist skills in the management and implementation of existing and newly accepted Offset Management Plan requirements
- Competencies in negotiation and acceptance of Offset Management Plan requirements. This may include, but is not limited to, site management, experience in negotiation of the scope, funding and features of Offset Management Plans, liaison with key internal stakeholders and external stakeholders (such as State and/or Federal Government departments or authorities) etc.
- Knowledge of the role and function of related government agencies and other Council departments
- Proficient computer skills including PC Microsoft office software, word and data processing particularly with PC computer network and the related software packages.
- Ability to compose written correspondence and reports using own ideas.
- Ability to use GIS software to manage data and generate maps.
- A familiarity with relevant budgeting techniques.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to manage time, set priorities, planning and organising one's own work and where appropriate that of other staff so as to achieve specific and set objectives in the most efficient way possible within the resources available and within set timetables.
- Demonstrated ability to operate with minimal supervision and show high levels of initiative
- Ability to maintain professionalism, integrity and confidentiality

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INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Well-developed ability to gain co-operation and assistance from a variety of contacts internally and externally including other Property owners, Council officers, clients, ratepayers, builders, developers and the general public.
- Well-developed written, verbal communication and negotiation skills.
- Ability to work effectively and productively as part of a team
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in Environmental Science, Environmental Planning, Town Planning or Regulatory Services with relevant experience OR substantial experience in planning enforcement with lesser formal qualifications.

Experience providing advice in an environmental planning role

- Understanding of current environmental issues in Victoria, particularly in relation to native vegetation
- Experience in writing or reviewing Environmental Management Plans
- Experience and understanding of Water Sensitive Urban Design and/or industrial stormwater management.
- Experience in negotiating and delivery of Offset Management Plans
- Relevant training in negotiation and interpersonal skills is desirable.
- Current Drivers Licence



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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Using hand tools – vibration/powerful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Performing clerical duties	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				



VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.	
Name (Please print):	
Signature:	Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary qualifications in Environmental Science, Environmental Planning, Town Planning or a related discipline with relevant experience or substantial experience in environmental planning with lesser formal qualifications.
2. A well-developed understanding of the natural heritage values within Hume City Council including skills and knowledge in identifying indigenous vegetation communities, flora species and fauna habitat.
3. A well-developed understanding of Victoria’s planning framework as it relates to environmental planning / management.
4. Demonstrated experience in negotiating the delivery of natural heritage protection including the use of Offset Management Plans and Vegetation Management Plans.
5. Understanding of the statutory procedures for undertaking environmental compliance and enforcement within Local Government.
6. Understanding of Water Sensitive Urban Design and Industrial Stormwater Management as it relates to environmental planning
7. Demonstrated well-developed written and verbal communication skills. Demonstrated proficiency in the use of MS Word, Excel, GIS, photographic and database applications
8. Time management skills including the ability to manage time, plan and organise one’s own work within a set timetable..
9. Current drivers licence.



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