

POSITION DESCRIPTION

POSITION TITLE:	Environmental Planning Officer
DIVISION:	City Planning & Places
DEPARTMENT:	Planning & Development
SECTION:	Environmental Planning
CLASSIFICATION:	Band 5

POSITION OBJECTIVES:

The key objectives of the position are:

- To protect environmental values and promote the image and appearance, of the built and natural environment of the Hume municipality.
- To assess and provide 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, agreements under section 173 of the *Planning and Environment Act 1987*, 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*.
- Liaising with applicants, owners and the community for the purpose of achieving compliance on a range of environmental elements.

KEY RESPONSIBILITIES AND DUTIES:

1. Environmental Planning Referrals:

- Provide specialist advice to the Statutory Planning, Strategic Planning, and other Council departments as required regarding environmental planning issues.
- Provide specialist advice to internal and external stakeholders on Victoria's planning framework, environmental management, vegetation and biodiversity matters, environmentally sustainable design and development, and industrial stormwater management practices.
- Liaise and negotiate with landowners, developers, consultants and government agencies to achieve improved environmental planning outcomes where planning controls are absent or limited.
- Facilitate integrated environmental outcomes through collaboration with Council departments and external stakeholders.
- Ensure advice and correspondence are completed accurately and within statutory timeframes.
- Undertake site inspections as required to respond to environmental planning applications and issues.

2. Environmental Planning Compliance and Enforcement:

- Assist with implementing environmental planning behaviour change and community education programs, in relation to pollution mitigation from industrial and development sites.
- Monitor new and existing developments to ensure compliance with the Hume Planning Scheme. Planning Permits and agreements under section 173 of the *Planning and Environment Act 1987*, related to environmental planning and environmentally sustainable design and development.
- Exercise professional judgement in assessing compliance matters and recommending appropriate enforcement actions.
- Communicate investigation outcomes and compliance requirements to Council, community members, developers, government agencies and other stakeholders.
- Represent Council at Enforcement or Planning Appeal Hearings.
- Perform duties of an Authorised Officer under the *Planning and Environment Act 1987*.

3. Native Vegetation Offsets and Conservation Reserve Handovers:

- Provide specialist 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 and conservation reserve handovers. Contribute to the development and improvement of Council processes, procedures and guidance material relating to native vegetation management and conservation reserves.

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Environmental Planning
Supervises:	N/A
Internal Contacts:	All levels of staff and management at Council, in all service areas
External Contacts:	Property Developers, Private Landholders, Contractors, Government Agencies, Councils, Community Groups

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 VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

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.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

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.

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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.

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 Waste & Sustainable team and Climate Action Integration team lead 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.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
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 (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☒ YES ☐ NO ☒ YES ☐ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Providing specialist advice on planning and related environmental matters within clear objectives, established legislation, policies, procedures and agreed priorities, with guidance and review available from the Team Leader Environmental Planning.
- Providing specialist advice on pest plant and animal management, native vegetation protection and enhancement, biodiversity conservation and environmentally sustainable development outcomes.
- Being accountable for the quality, effectiveness and timeliness of assigned environmental planning advice, investigations and compliance activities.
- Undertaking compliance activities in accordance with relevant legislation, Council policies, procedures and environmental planning requirements.
- Ensuring high quality customer service and professional environmental planning support to all stakeholders.
- In consultation with the Team Leader Environmental Planning:
 - Preparing Planning Infringement Notices in preparation for issue.
 - Preparing applications for Enforcement Orders / Interim Enforcement Orders.
 - Preparing correspondence with landowners about environmental planning issues.
- Acting as a witness for Council in relevant prosecution proceedings.
- Contributing information, operational feedback and technical advice to the review of procedures, guidance material and service improvement initiatives, as directed by the Team Leader Environmental Planning.

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- The effect of decisions and actions taken on individuals may be significant, but decisions and actions are subject to appeal or review by Team Leader Environmental Planning.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Providing specialist advice, information and assistance to customers, Council officers and the general public.
- Applying professional judgement when assessing environmental planning issues, compliance matters, environmental risks and stakeholder concerns
- Prioritising workloads and activities to ensure statutory obligations, service standards and program objectives are met within required timeframes.
- Performing inspections and investigations, gathering and documenting evidence and providing advice and direction in accordance with department procedures.
- Identifying and resolving occasionally complex or technical environmental planning matters through the application of professional or technical knowledge, established procedures, guidelines and relevant legislation, with high-risk, highly specialised or sensitive matters referred to senior officers.
- Working within clearly defined legislative frameworks, procedures and guidelines, applying some initiative and creativity to resolve new or unfamiliar matters within the position's area of responsibility.
- Gathering, analysing and documenting evidence for compliance, enforcement and prosecution purposes.
- Guidance and advice are usually available within the time required to make decisions; however, the incumbent is expected to exercise professional judgement on routine and occasionally complex or technical matters within established guidelines.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Well-developed knowledge of the statutory procedures and underlying principles of environmental planning compliance and enforcement.
- An understanding of the position's function within its organisational context, including relevant legislation, policies, regulations, precedents and the objectives of the Environmental Planning Section.
- Demonstrated Knowledge and experience in land management, ecological restoration and Construction Site Environmental Management Plans.
- Knowledge and experience in environmentally sustainable design and development.
- Sound Victorian native plant and vegetation identification skills.
- Ability to provide specialist advice and recommendations to internal and external stakeholders regarding environmental planning, biodiversity management, environmentally sustainable development and compliance matters within established legislation, policies and guidelines.

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- Knowledge of the role and function of related government agencies and other Council departments.
- Proficiency in the use of Microsoft Office applications, GIS software and environmental data management systems, including the ability to prepare technical correspondence, reports, recommendations and briefing material.
- A familiarity with relevant budgeting techniques and statutory timeframes

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to manage time, set priorities, and plan and organise one's own work to achieve specific objectives within available resources and statutory or agreed timeframes.
- Ability to work within clear objectives, established guidelines and legislative frameworks, exercising professional judgement and seeking guidance on significant, sensitive or highly complex matters.
- Basic knowledge and understanding of relevant WHS and EEO policies and procedures.
- Ability to maintain professionalism, integrity and confidentiality.
- Ability to coordinate and monitor the work of consultants and contractors within defined scopes, standards and timeframes.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to maintain the cooperation and assistance of a diverse range of internal and external stakeholders, including property owners, ratepayers, Council officers, developers, builders, consultants, community groups and government agencies to achieve defined environmental planning and compliance outcomes.
- Well-developed verbal and written communication skills, including the ability to prepare reports within the position's field of expertise and external correspondence.
- Commitment to inclusive, equitable and responsive customer service.
- Well-developed communication and negotiation skills to gain cooperation and assistance from applicants, landowners, developers, community members, Council employees and government agencies in the administration of defined environmental planning and compliance activities.
- Ability to work effectively and productively as part of a team.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- A relevant degree or diploma in Environmental Science, Environmental Planning, Sustainable Development, Strategic or Statutory Planning, or a related discipline, with little or no relevant experience; or lesser formal qualifications with relevant experience and work skills commensurate with the requirements of the position.

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- Understanding of environmental planning, environmental management plans and Integrated Water Management.
- Understanding of Environmentally Sustainable Design and Development.
- Understanding of current local, regional, and national environmental issues.
- Understanding of enforcement and compliance techniques for environmental legislation
- Current driver's licence.

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	☐	☐	☒	☐
– below 10kgs	☐	☐	☐	☒
Manual handling frequency	☐	☒	☐	☐
Repetitive manual work	☐	☐	☒	☐
Repetitive bending/twisting	☐	☐	☒	☐
Repetitive kneeling/squatting	☐	☐	☒	☐
Working with arms above head	☐	☐	☒	☐
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☒	☐
Wearing eye protection	☐	☐	☒	☐
Wearing safety shoes/boots (steel cap) / gum boots	☒	☐	☐	☐
Wearing other relevant PPE	☒	☐	☐	☐
Working in dusty conditions	☒	☐	☐	☐
Working in wet/slippy conditions	☒	☐	☐	☐
Working with chemicals/solvents/detergents	☐	☒	☐	☐
Washing hands with soap (hygiene)	☐	☒	☐	☐
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☒	☐	☐
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc):				
• Working outdoors and in natural environments • Driving off sealed roads				

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.

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

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. A degree or diploma in Environmental Science, Environmental Planning, Sustainable Development, Town Planning or a related discipline with little or no relevant experience; or lesser formal qualifications with relevant experience and work skills commensurate with the requirements of the position.
2. Understanding of Victoria's planning framework, environmental planning principles and water sensitive urban design as they relate to environmental planning and environmental management.
3. Demonstrated understanding of the statutory procedures and underlying principles associated with environmental planning compliance and enforcement within Local Government.
4. Understanding of the natural and heritage values within Hume City Council, including the ability to identify indigenous vegetation communities, flora species and fauna habitat and apply this knowledge when assessing environmental planning matters.
5. Understanding of the natural and heritage values within Hume City Council, including the ability to identify indigenous vegetation communities, flora species and fauna habitat and apply this knowledge when assessing environmental planning matters.
6. Demonstrated ability to manage time, set priorities and organise one's own work to achieve objectives within available resources, statutory requirements and agreed timeframes.
7. Current driver's licence. Experience operating four-wheel drive vehicles in field-based environments is desirable.

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