



POSITION DESCRIPTION FORM

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POSITION IDENTIFICATION

Title:	Coordinator Planning Building & Compliance	Level:	Level 8/9
Service Unit:	Development Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	16 October 2023
Reporting to:	Director Sustainable Development	Date Last Reviewed:	16 October 2023

PURPOSE OF POSITION

- Coordinate Planning, Building and Compliance Services to ensure the efficient processing and delivery of planning, building and compliance objectives and outcomes.
- Coordinate the Planning, Building and Compliance Sections to ensure the efficient processing and delivery of statutory and strategic planning, building and compliance objectives.
- Ensure service area provides a high level of service in accordance with the objectives of the Council, community expectations and statutory requirements, including providing advice to staff to develop best practice in the functions of town planning, building and compliance and administration of those processes.
- Ensure the service area meets their statutory obligations under the relevant pieces of legislation.
- Coordinate process improvements and monitor performance of the service area.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

STATUTORY PLANNING

- To ensure that all decisions and advice to Council, the Community and to outside agencies within the designated area of responsibility is lawful, accurate and accountable.
- To coordinate the preparation of agenda items and statutory decisions within the designated area of responsibility.
- To ensure that relevant statutory obligations are met, and statutory processes and responsibilities within the unit are fulfilled.
- To maintain contemporary professional knowledge and provide professional leadership and mentoring to relevant employees within the Business Unit.
- The appropriate allocation of work to officers and maintenance of programs.
- To ensure the maintenance of appropriate records associated with research, inspections, reports, and correspondence associated with the planning functions of the Business Unit.
- Supervision and operational management of designated employees.
- To review Statutory Planning assessments and functions in a timely manner in accordance with the Shire's customer service charter.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- To represent the Shire the Joint Development Assessment Panel, the State Administrative Tribunal, the Magistrates Court and Supreme Court (if required).
- Assisting the Director Sustainable Development with the overall business management of the unit, recruitment of suitable employees and with identification and implementation of business process improvements.
- Maintenance, monitoring and reporting to the Director of Sustainable Development on workflow statistics and operations matters within the relevant area of responsibility.
- Coordinate the scheme amendment applications process within the Shire in accordance with the provisions of Shire of Dardanup's Town Planning Schemes, Planning Policies, and/or State Planning Policies and Guidelines;
- Coordinate the structure plan applications process within the Shire in accordance with the provisions of the Shire of Dardanup's Town Planning Schemes, Planning Policies, and/or State Planning Policies and Guidelines;
- Any other duties consistent with the level of this position in the general field of town planning;

STRATEGIC PLANNING

- Coordinate and oversee the implementation of planning policies and special projects to ensure the success and sustainability of strategic urban development initiatives:
 - Collect and analyse comprehensive planning data.
 - Synthesise strategic objectives for effective decision-making.
 - Confirm the validity and relevance of scientific analyses for accuracy and relevance.
 - Prepare well written, detailed and insightful reports.
- Coordinate the creation of in-house strategic instruments and development plans through collaboration with external agencies, developers, and landowners to enhance stakeholder engagement, ensuring regulatory compliance, and fostering innovation and partnerships.
- Formulate statutory planning instruments and planning policies and oversee the finalisation of the new town planning scheme.
- Prepare consultancy briefs, liaise and coordinate the City's control of management of the work program, and payment schedules for consultants engaged in strategic planning, public realm and environmental studies on behalf of the City.
- Supervise and coordinate urban design initiatives in key city centres and priority development precincts, ensuring cohesive and aesthetically pleasing urban landscapes.
- Supervise staff in the preparation and administration of developer contribution schemes, ensuring fair and efficient financial practices.
- Nurture innovation and high achievement by empowering team members to do things differently, to take considered risks, and to accept and learn from failure.

BUILDING

- To coordinate the building permit authority in processing building applications and conducting mandatory inspections when necessary to ensure compliance with the Building Code of Australia and the Building Act.
- Oversee inspections on buildings and structures under construction to ensure compliance with Building Permits when possible or required.
- Ensure that the provisions of the Local Government Act relating to building matters are complied with.
- Ensure that the provisions of any of Council's Local Laws relating to building etc, are complied with.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Liaise with Architects, Engineers, Developers, Builders and Ratepayers on building matters that pertain to the municipality.
- Oversee liaison with DFES on provision of Fire Prevention and Safety features of the Building Code of Australia pertaining to relevant classes of buildings within the municipality.
- Prepare reports for and attend when directed by the Director Sustainable Development, committee and Council meetings.
- Ensure swimming pool inspections are carried out to determine compliance in line with relevant legislation, inclusive of issuing infringement notices when necessary.

COMPLIANCE

- Coordinate the reactive and proactive compliance investigations by Officers ensuring compliance with the relevant policies, local laws, regulations and schemes.
- Review reports and recommendations for development compliance action in line with legislation, policies and procedures.
- Oversee the administration of Extractive Industry annual licensing and coordinate the auditing of approval conditions.
- Oversee the mandatory private swimming pool inspections in accordance with legislative requirements.

ORGANISATIONAL RELATIONSHIPS

Responsible for:	Senior Strategic Planning Officer Senior Statutory Planning Officer Assistant Planning Officer	Principal Building Surveyor Building Surveyor Compliance Officer
Internal Relationships:	All Shire of Dardanup employees and Elected Members.	
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.	

POSITION DIMENSIONS

Work Location:	Eaton Administration Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Director Sustainable Development within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values, “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S UPPORT
 <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p>	<p>"We are committed to recognising and acknowledging each person’s unique contribution."</p> 	 <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p>	<p>"We are committed to providing a positive experience for our customers and our community."</p> 	 <p>"We are committed to being the best we can be within the organisation."</p>	<p>"We are committed to being a true team."</p> 

SELECTION CRITERIA

Essential:

1. Tertiary qualification in Town Planning (or related degree);
2. Minimum of five years previous statutory or strategic town planning experience;
1. Knowledge of contemporary planning principles;
3. Excellent written and verbal communication skills;
4. Previous experience in leading, managing, supervising and mentoring other staff;
5. High level Customer service and Community Outcomes focus; and
6. Hold a current 'C' class Motor Drivers Licence.

Desirable:

2. Understanding of Building and Development Compliance issues at it relates to Local Government;
3. Knowledge of State Government legislation, policies, approval procedures and processes associated with the position;
4. Knowledge of State Government planning policies, approval procedures and processes;
5. Knowledge of the processes involved in the preparation and adoption of a Local Planning Scheme;
6. Knowledge of the processes involved in the preparation and/or implementation of Developer Contribution Plans.