



POSITION TITLE	Natural Resources Planner
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 7
DIRECTORATE	Planning and Infrastructure
BUSINESS UNIT	Strategic Planning
REPORTS TO	Team Leader Strategic Planning
SUPERVISES	Nil
EMPLOYMENT STATUS	Full-Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision for the city is to be seen as a 'progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship'. This vision will support us to realise our mission 'to strengthen the community in all that we do'.

POSITION OBJECTIVES

The Natural Resources Planner delivers positive environmental outcomes to support Wodonga's growth. The role develops and implements environmental policy and strategy, assesses planning applications for compliance with native vegetation regulations, and provides expert advice to Council and applicants. It builds strong partnerships with government, community, and industry stakeholders, while supporting effective management of Council land, natural resources, and environmental values. The position ensures alignment with state and federal legislation, secures funding for initiatives, and leads sustainable recreation, awareness, and conservation programs.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Supports Statutory and Strategic Planning Teams in assessing environmental aspects of planning applications to ensure compliance with native vegetation, biodiversity outcomes and related regulations, from preliminary planning through to construction stages.
- Works with Outdoor Operations teams to support effective management of environmental values on council land – environmental land, urban parkland, waterways and rural roadsides.
- Develops and implements policies, strategies, and procedures to strengthen environmental planning and management. This includes implementation of key Council environmental strategies including the Regional Natural Environment Strategy, the Wodonga Retained Environment Network (WREN) Strategy, and Wodonga Hills Strategy, and leading the development of an Urban Forest Strategy.
- Provides timely, high-quality environmental advice on Council projects, permit applicants, and stakeholders.
- Identifies and pursues funding opportunities to support delivery of environmental programs and projects.
- Engages with government, landholders, developers, and community groups to achieve positive natural resource outcomes.
- Monitors compliance with vegetation offsets and environmental permit conditions, including enforcing tree protection zones, illegal clearing of vegetation, sediment, soil and water management controls, and WREN reserve interfaces, as required.
- Maintains accurate environmental datasets and delivers awareness campaigns in partnership with Communications.
- Undertake site visits and direct management of WREN reserves, bushfire management planning and other biodiversity projects/matters.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say
	Create transparency – Do not withhold information unnecessarily or inappropriately
	Right wrongs
	Practice accountability – Take responsibility for results without excuses
	Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion
	Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values
	Keep confidences
	Do what you say you will do to the best of your ability
	Be open about mistakes
	Speak of those that are absent only in a positive way

Learning	Work together and learn from each other
	Continuously improve and innovate
	Be open to change
	There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Applies professional judgement to resolve complex environmental planning and compliance matters.
- Negotiates and manages conflict to achieve balanced environmental and development outcomes.
- Evaluates complex development applications and advises on best-practice solutions.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrates advanced knowledge of environmental, planning, and native vegetation legislation.
- Understands Victorian flora, fauna, and ecological systems, with ability to identify vegetation and habitat.
- Develops and implements natural resource strategies, policies, and best-practice management programs.
- Prepares and delivers grant funding applications and environmental projects.
- Analyses environmental data, policy, and planning information to inform decisions.
- Adapts to emerging trends, policy changes, and new planning practices.

MANAGEMENT SKILLS

- Manages projects, consultants, and contractors to deliver environmental assessments and strategies.
- Plans and prioritises own workload to meet objectives within available resources.
- Mentors and supports colleagues in environmental planning matters.
- Assists developers with enquiries to ensure compliance with planning schemes and policy.

INTERPERSONAL SKILLS

- Builds strong relationships with internal and external stakeholders to achieve environmental outcomes.
- Communicates complex planning and environmental advice clearly in reports, presentations, and consultations.
- Gains cooperation from diverse stakeholders to resolve sensitive issues.
- Contributes positively to team discussions, collaboration, and process improvements.

INFORMATION TECHNOLOGY SKILLS

- Information technology skills commensurate with the level of the position including being able to use a computer.
- Ability to use and manage spatial data using GIS systems advantageous.

CUSTOMER SERVICE SKILLS

- Provides professional, ethical, and respectful service to all customers.
- Listens actively to understand needs and delivers clear, helpful advice.
- Keeps customers informed of processes, outcomes, and decisions.
- Supports equitable access to Council services for all community members.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Experience in the environmental/natural resource planning sector or related fields, preferably at a local government level;
- Tertiary qualifications in environment/ conservation ecology/ natural resources management and/or town planning at degree level or equivalent;
- Extensive experience in liaison with, and providing advice to Council and external bodies including landholders, community groups and representatives of Government agencies relating to Environmental /land management and development matters;
- A thorough knowledge, understanding and experience with Victorian planning and development processes;
- Extensive experience working with the implementation of the Victorian Native Vegetation Planning Provisions (Guidelines for the removal, destruction or lopping of native vegetation); and
- Understanding of the ecology of Victorian flora and fauna, including ability to identify native vegetation and important habitat features.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualifications in environment/conservation ecology/natural resources management and/or town planning at degree level or equivalent.
2. Extensive demonstrated experience in liaison with, and providing advice to Council and external bodies including landholders, community groups and representatives of Government agencies relating to Environmental/land management and development matters.
3. Demonstrated experience of working in a multi-disciplinary team and handling diverse and complex environmental planning and/or consultancy projects.
4. Extensive experience working with the implementation of the Victorian Native Vegetation Planning Provisions (Guidelines for the removal, destruction or lopping of native vegetation).

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.	PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Administration	Desk based tasks	- Liaison with staff of all levels - Liaison with external agencies and the general public - Phone use - Computer use - Report writing - Utilisation of council software - Policy review	Sitting				X
			Standing		X		
			Walking		X		
			Lifting < 10kgs	X			
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting		X		
			Squatting	X			
			Kneeling	X			
			Reaching			X	
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions		X		
			Sustained concentration				X
			Major decision making		X		
			Complex problem solving		X		
			Supervision of others	X			
			Interaction with others				X
			Exposure to confrontation		X		
			Respond to change				X
			Prioritisation				X