

Job Title & Position Number: Planning Officer (Ref: 804)

Level: 7/8

Line Manager: Coordinator Statutory Planning

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: December 2020

1. Job Purpose

Implementation of the City's town planning objectives through the processing of applications and dealing with enquiries relating to zoning, subdivision and development/use of land.

Provide town planning advice and expertise to the Town Planning Services Team, the Manager Urban & Regional Development and the Director Development & Community Services.

Attainment of Council's objectives relating to the planning and development of the municipality.

2. Organisational Context

The position of Planning Officer is part of the Urban & Regional Development branch within the Development & Community Services Department. In total, 4 branches report to the Development & Community Services Director. Other branches include Community & Cultural Development Libraries, Heritage & Gallery and Land & Regulatory Services.

3. Key Accountabilities

- Assist with the implementation of Council resolutions and provide regular reports to the Coordinator Statutory Planning on progress of action.
- Assist and contribute towards the identification, development, implementation and review of guidelines, policies and procedures in relation to town planning.
- Respond to general enquiries (personal, written or telephone) relating to zoning, subdivision, development/use of land, Council's Local Planning Schemes, policies, relevant Acts, Local laws or Regulations, and where appropriate the application of proper town planning principles.

- Process town planning applications in accordance with the provisions of the Local Planning Schemes and policies.
- Liaise with the other City Departments/Branches/Teams as necessary and external agencies as required for development applications.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** - create a positive working environment while upholding the City’s STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i>

<ul style="list-style-type: none"> • <i>We won't blame others.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Town Planning and relevant experience or lesser qualification with significant experience
- Diploma of Leadership & Management
- C Class Driver's Licence
- Previous experience in town planning applications

Knowledge and Skills

- An understanding of the issues related to town planning and development in regional Western Australia (especially the Mid-West region)
- Comprehensive knowledge and appreciation of relevant legislation, regulations and current town planning requirements, principles and practices within Western Australia (including interpreting and applying the Residential Design Codes of WA)
- Comprehensive ability to develop, maintain and contribute towards a cohesive team environment
- Comprehensive computer literacy and written reporting skills
- Comprehensive interpersonal, negotiation, public relations and customer service skills
- Comprehensive analytical, investigative and problem solving skills
- Comprehensive sense of initiative with the ability to work autonomously and accept accountability and responsibility for own actions
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles