



# POSITION DESCRIPTION

**REGULATORY & DEVELOPMENT SERVICES**  
**Planning Officer**

**August 2024**

<b>POSITION</b>	Planning Officer	<b>DIVISION</b>	Regulatory & Development Services
<b>AWARD</b>	Local Government Industry Award (IA) 2020	<b>BAND</b>	Band 7

## POSITION SUMMARY

As part of the Shire of Gingin's Regulatory & Development Services team, this role is responsible for ensuring the Shire's planning obligations are carried out in a professional and efficient manner. This will include working both independently and collaboratively on a variety of statutory and strategic tasks, underpinned with a strong customer-focused approach.

## VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

## CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives, and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Service Charter and in an efficient manner.

### REQUIREMENTS OF THE POSITION

**\*Key Selection Criteria** – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Tertiary qualification in Urban & Regional Planning (or demonstrated equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current "C" Class Driver's Licence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current National Police Clearance (under 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
Previous experience in the planning industry, preferably within a local government context.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience with interpreting planning related principles, legislation and industry practices, including local government procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in developing and preparing planning reports and documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with computer systems and software operations, particularly Microsoft Office Suite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with SynergySoft and Altus computer systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SKILLS & ATTRIBUTES
Well-developed sense of initiative with the ability to work autonomously or in a team environment across all facets of the organisation.
High level conflict resolution, negotiation, communication, interpersonal and decision-making skills.
High level research, analytical, evaluation and problem-solving skills.
Well-developed organisational and administrative skills, with a proven ability to effectively prioritise tasks to meet deadlines.
Ability to effectively convey information and express thoughts and facts simply, concisely and accurately, both orally and in all written communication. With regard to report writing, able to understand complex information and communicate it succinctly.

### KEY DUTIES

In conjunction with Executive Manager Regulatory & Development Services and Manager Planning & Building Services this position will be responsible for the following key duties:

#### Statutory

- Determine a range of development applications in accordance with the Shire's Local Planning Scheme, Local Planning Polices and other planning controls in accordance with Council delegations.
- Provide technical advice and expertise to internal and external stakeholders in relation to statutory planning issues, including subdivisions.
- Prepare reports in an accurate, clear, and concise manner for Council and the Development Assessment Panel on a range of statutory planning matters, including complex and technical matters.
- Assist and liaise with internal and external stakeholders with information on planning issues.

#### Strategic

- Ensure projects and associated activities are consistent within budgets, timeframes, and allocated resources, including coordination and management of project consultants when required.
- Assessment of strategic applications, scheme amendments, structure plans, local development plans, and other strategic planning documents as required.
- Provide specialist and technical advice and expertise in relation to strategic planning matters when required.
- Assist in identifying and preparing local planning policies, procedures, and guidelines on relevant planning issues.

#### Compliance

- Undertake compliance monitoring and participate in compliance actions in accordance with adopted Shire procedures.
- Provide accurate and detailed written and verbal technical advice to management and external customers on compliance matters.
- Show political astuteness in line with corporate culture in dealing with matters relating to compliance.
- Provide support for the planning appeals process when required.

#### General

- Ensure all work is carried out in accordance with the *Local Government Act 1995*, the Shire's procurement policies and procedures, all other statutory requirements.
- Liaise with the Shire's Planning, Health and Building staff as necessary for the implementation of policies and general compliance matters.
- Maintain strong departmental peer relationships to ensure effective delivery of outcomes.
- Promote a corporate culture of achieving positive outcomes in a timely manner.
- Ensure customer service requests are responded to in a timely and efficient manner within agreed timelines.
- Other duties relevant to the Planning Officer, but not limited to, assisting the Regulatory & Development Services Department to meet their objectives on an "as needed" basis, and any other tasks as directed by the Executive Manager Regulatory & Development Services and Manager Planning & Building Services within scope of the Regulatory & Development Services business unit.

### WORK HEALTH AND SAFETY

- Ensure employees, volunteers and contractors have a safe place of work in which to work.
- Actively promote safety and lead by example.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed, and eliminated or controlled.
- Ensure employees are provided Personal Protective Equipment (PPE) and use it.
- Ensure employees have safe methods of performing the required tasks and those methods are documented.
- Ensure employees are trained and assessed as competent.
- Investigate incidents and ensure action is taken to control the cause(s).
- Carry out all duties in accordance with the Shire’s Occupational Health & Safety Policy and health instructions.
- Actively promote and participate in the Work Injury Management Program and ensure self and others’ work in accordance with the Shire’s Occupational Health & Safety Policy.

### EXTENT OF AUTHORITY

Operates under general direction of the Executive Manager Regulatory & Development Services and Manager Planning & Building Services within established guidelines, procedures, and policies of the Shire, as well as statutory provisions of the various Acts and other legislation.

### ORGANISATIONAL RELATIONSHIPS

**Responsible to:**

- Chief Executive Officer
- Executive Manager Regulatory & Development Services
- Manager Planning & Building Services

**Number of Staff Positions Supervised Directly:** 0

**Number of Staff Positions Supervised Indirectly:** 0

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Executive Manager Regulatory &amp; Development Services</li> <li>• Manager Planning &amp; Building Services</li> <li>• EA to Executive Manager Regulatory &amp; Development Services</li> <li>• Other Shire staff</li> </ul>	<ul style="list-style-type: none"> <li>• Other government agencies</li> <li>• Contractors</li> <li>• Ratepayers and residents</li> <li>• Members of the public</li> </ul>

### POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee's Name: \_\_\_\_\_  
(BLOCK LETTERS)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Aaron Cook**  
**CHIEF EXECUTIVE OFFICER**





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