

# PLANNING OFFICER

## Position Description

Created August 2024



**Shire of Dandaragan  
Position Description- Planning Officer**

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**JOB SPECIFICATIONS / DUTY STATEMENT**

<b>Position Title</b>	Planning Officer
<b>Tenure</b>	Full Time (12 Months Fixed Term)
<b>Primary Place of Employment</b>	Jurien Bay Administration Centre, 69 Bashford Street, Jurien Bay
<b>Award</b>	Level 7 of the Shire Of Dandaragan Industrial Agreement (formerly the <i>Local Government Industry Award 2020</i> as at 1 January 2023)
<b>Department</b>	Development Services
<b>Accountable to</b>	Principal Planning and Building Officer
<b>Accountable for</b>	Nil
<b>Internal Liaison</b>	Executive Manager Development Services Executive Management Team Principal Environmental Health Officer Development Services Administration Officer Individual staff members
<b>External Liaison</b>	Federal, State and Local Government Agencies Developers and consultants Residents, businesses and general public

**POSITION OBJECTIVES:**

To assist in administering the Shire of Dandaragan Local Planning Scheme and oversee planning responsibilities.

To provide Council, ratepayers, general public, government agencies and developers with advice and assistance on matters relating to Town Planning.

To liaise with Infrastructure, Health, Building, Corporate and Community Departments on related matters.

To undertake project research and support.

To assess and report on applications for development, subdivision, re-zoning and other planning matters.

**Shire of Dandaragan  
Conditions of Employment – Planning Officer**

**REQUIREMENTS OF THE POSITION:**

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Comprehensive computer literacy skills	✓	
Well-developed written, verbal communication and report writing skills.	✓	
Well-developed time management skills.	✓	
Comprehensive interpersonal, negotiation, public relations and customer service 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	✓	
Comprehensive analytical, investigation and problem-solving skills.	✓	
Comprehensive ability to develop, maintain and contribute towards a cohesive team environment.	✓	
General knowledge of local government responsibilities and operations.		✓
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
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)	✓	
Detailed understanding of planning processes including development approval, subdivision and reviews / appeals.	✓	
An understanding of the issues related to town planning and development in regional Western Australia (especially the Wheatbelt)		✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience and competence in town planning, environmental and local government.		✓
Previous experience in processing town planning applications, specifically development and subdivision applications in local or state government.		✓
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>

**Shire of Dandaragan  
Conditions of Employment – Planning Officer**

Bachelor of Urban and Regional Planning degree or equivalent or substantial progress towards completion of qualification	✓	
Current Federal Police Clearance (no older than 3 months)	✓	
A current “C” class driver’s licence.	✓	

**KEY DUTIES / RESPONSIBILITIES:**

**General**

- Undertake investigations into planning matters relating to the local government district.
- Undertake project research.
- Evaluate and make recommendations on Local Planning Scheme amendments, subdivisions and development applications in accordance with Council’s Local Planning Scheme and relevant policies.
- Undertake site inspections to assess subdivisions and development proposals and to determine compliance with development conditions.
- Provide professional advice on planning matters affecting the local government.
- Evaluate and review Councils policies relating to planning.
- Maintain records, files and information systems pertinent to the Planning Department.
- Liaison with other Shire officers and Councillors.
- Any other duties as required.

**OCCUPATIONAL SAFETY & HEALTH**

- Comply with Occupational Safety and Health legislation and the Shire’s Occupational Safety and Health policies and procedures.
  - Report all accidents, incidents and hazardous situations arising in the course of work.
  - Use personal protective clothing and equipment as and when required.
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Conditions of Employment – Planning Officer**

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**EXTENT OF AUTHORITY:**

Works within the confines of set standards and procedures, under the regular supervision of the Executive Manager Corporate and Community Services and Accountant.

**TRAINING, CONFERENCES, SEMINARS:**

The Shire actively promotes self-improvements within its workforce and membership of appropriate professional organisations.

Attendance at conferences, seminars and workshops is encouraged.

**AWARD:**

General conditions of employment are offered on the basis of Shire of Dandaragan Industrial Agreement (formerly the *Local Government Industry Award 2020* as at 1 January 2023).

**CERTIFICATION**

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time, and it is envisaged that the position description may be reviewed in the next 12 months.

**Revised by:**

\_\_\_\_\_ **Signature of Supervisor**

\_\_\_\_\_ **Signature of Employee**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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