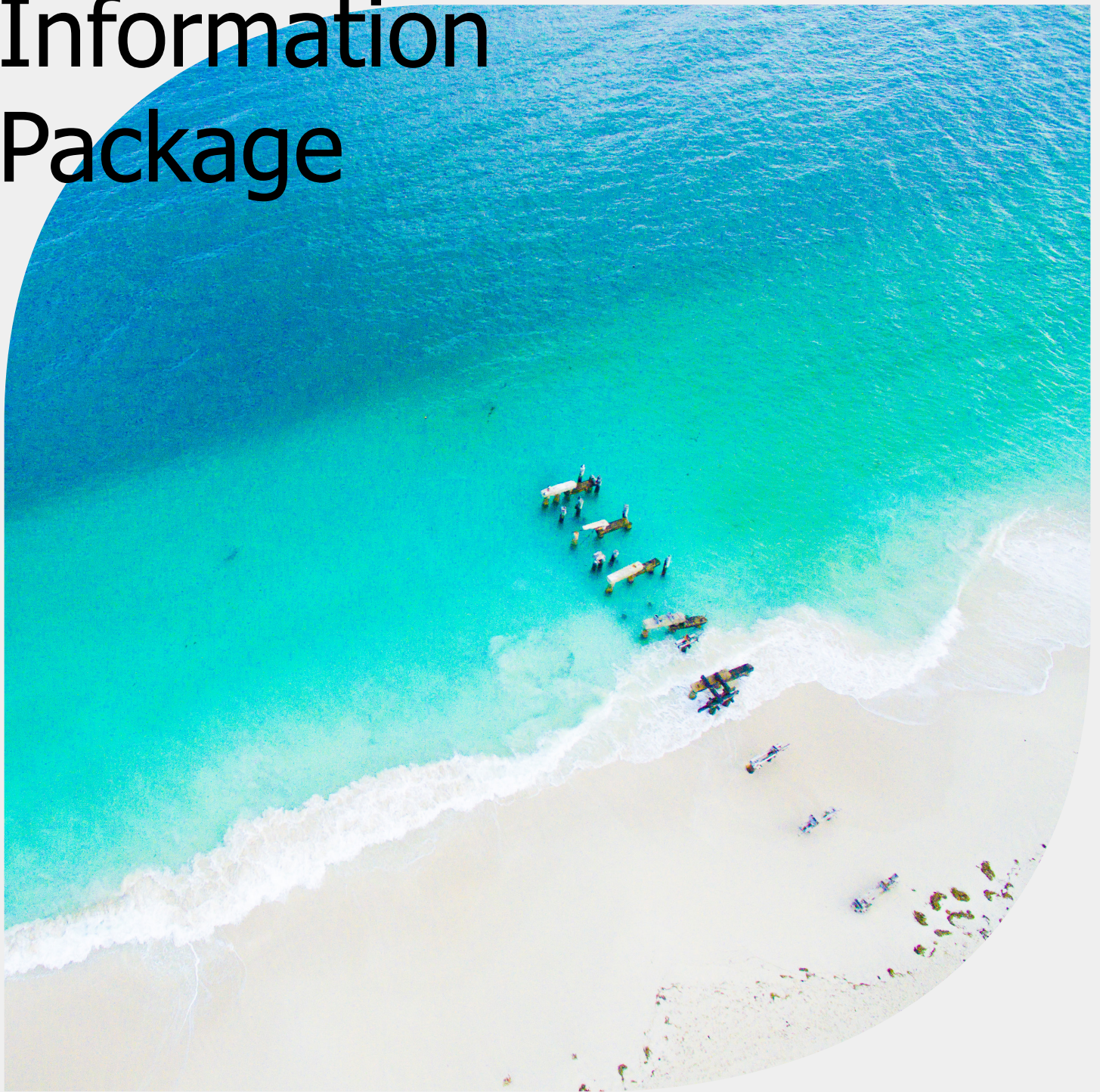


# Employment Information Package



## SENIOR PLANNER

### Enquiries:

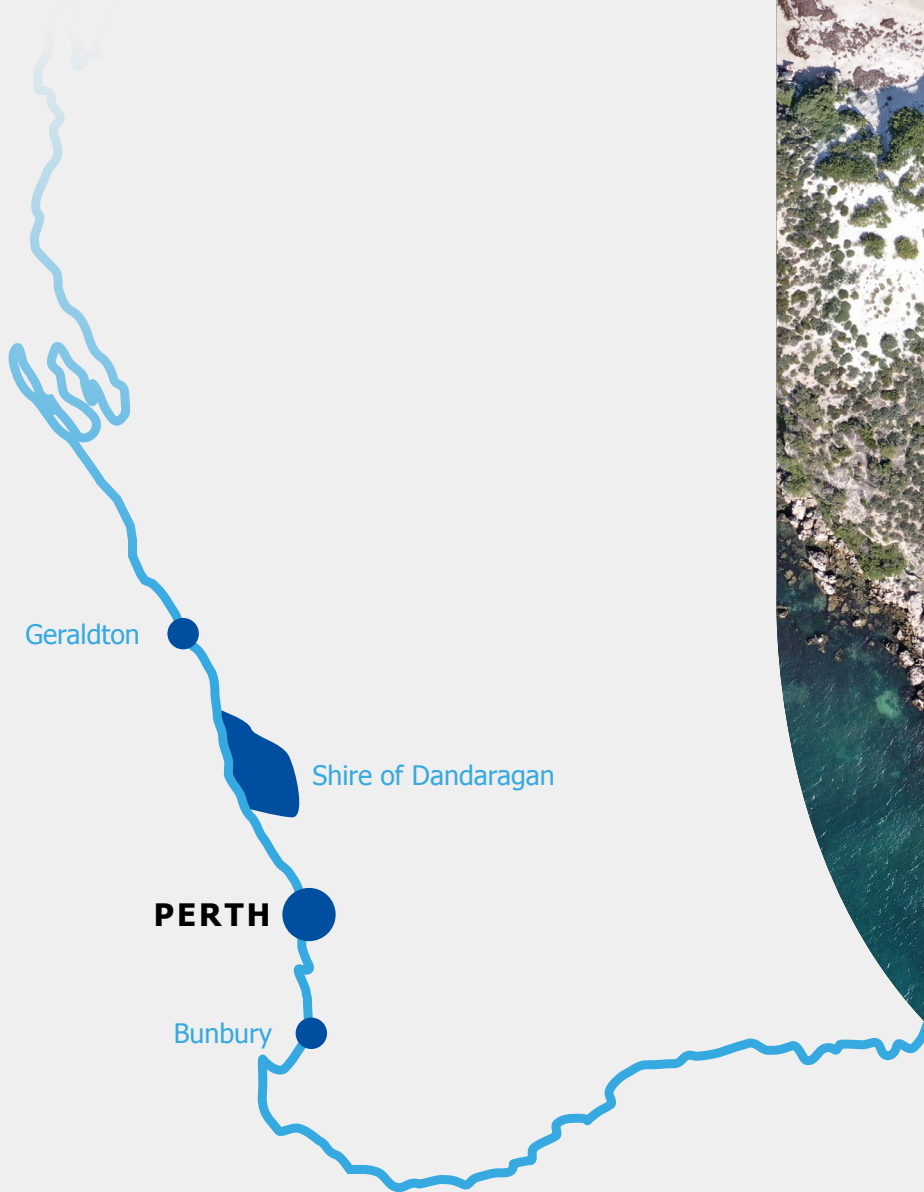
Lauren Miles  
Human Resources Coordinator  
08 9652 0800  
[hr@dandaragan.wa.gov.au](mailto:hr@dandaragan.wa.gov.au)

Applications close 8 May 2026

*The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.*



# Introduction



Just 2 hours  
from Perth

Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at [visitturquoisecoast.com.au](http://visitturquoisecoast.com.au)

# What makes Dandaragan a great place to work?



## Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



## Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.

## The Shire



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



## **SENIOR PLANNER PERMANENT FULL-TIME**

The Shire of Dandaragan is seeking an experienced and motivated Senior Planner to join its Development Services team on a permanent full-time basis. Based at the Jurien Bay Administration Centre, this role offers a unique opportunity to contribute to planning outcomes in a growing coastal and rural community while enjoying an enviable regional lifestyle..

### **About the Role**

Reporting to the Executive Manager Development Services, you will play a key role in administering the Shire's Local Planning Scheme and overseeing a wide range of statutory and strategic planning responsibilities. You will provide professional planning advice to Council, internal stakeholders, developers and members of the community, and contributes to the review and development of planning policies and scheme amendments. The Senior Planner will supervise and support the Planning Assistant and liaise closely with other departments across the organisation

### **About You**

The successful applicant will hold a degree in Urban and Regional Planning or an equivalent qualification, or have made substantial progress toward completing this qualification. You will have demonstrated experience in town planning, ideally within a local or state government environment, and a strong working knowledge of Western Australian planning legislation, processes and principles. The role requires strong analytical and problem-solving skills, well-developed written and verbal communication abilities, and the capacity to manage competing priorities while working with a high level of autonomy. Experience working in regional Western Australia, particularly with rural or Wheatbelt planning issues, will be highly regarded.

### **How to Apply**

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter** - outlining how you meet the requirements of the role
2. **A current resume**
3. **A completed application form** - found within this Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website [www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment) or contact Lauren Miles HR Coordinator [hr@dandaragan.wa.gov.au](mailto:hr@dandaragan.wa.gov.au) or on (089652 0800).

**Applications close at 4:00pm 8 May 2026**

*The Shire of Dandaragan is an equal opportunity employer.*

**Brent Bailey  
CHIEF EXECUTIVE OFFICER**

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## **JOB SPECIFICATIONS / DUTY STATEMENT**

<b>Position Title</b>	Senior Planner
<b>Tenure</b>	Permanent Full-Time
<b>Primary Place of Employment</b>	Jurien Bay Administration Centre, 69 Bashford Street, Jurien Bay
<b>Award</b>	Level 5 of the Local Government Industry Award 2020 Industrial Agreement
<b>Department</b>	Development Services
<b>Accountable to</b>	Executive Manager Development Services
<b>Accountable for</b>	Planning Assistant
<b>Internal Liaison</b>	Executive Manager Development Services Executive Management Team Manager Environmental Health 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 management and support.

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

### **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 town planning processes including development approval, land-use matters, subdivision and reviews / appeals.	✓	
An understanding of the issues related to town planning and development in regional Western Australia (especially the Wheatbelt) including land tenure.		✓
<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.	✓	
Experience undertaking and coordinating stakeholder engagement and consultation processes.	✓	
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>

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:**

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to your supervisor.

**Shire of Dandaragan  
Position Description - TITLE**

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- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

**EXTENT OF AUTHORITY:**

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

Exercises a significant degree of autonomy and responsible for prioritising own work.

**TRAINING, CONFERENCES, SEMINARS:**

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged.

**AWARD:**

General conditions of employment are offered on the basis of the Local Government Industry Award 2020 Industrial Agreement

# APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS			
Position Advertised:			
Location:			
PERSONAL DETAILS			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Daytime Contact No:		Email:	
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i>		
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class ( <i>circle</i> ): C / R / RE / LR / MR / HR / HC / MC			
EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details ( <i>please tick if attached</i> )			
Period of Employment	Name of Employer	Position Held	Reason for Leaving
EMPLOYMENT REFERENCES			
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>			
<b>(Referee 1)</b> Name:		<b>(Referee 2)</b> Name:	
Position Held:		Position Held:	
Company:		Company:	
Contact No:		Contact No:	
How soon would you be able to commence work?		If currently employed, what is the minimum period of notice required:	

EDUCATION / TRADE DETAILS		
<input type="checkbox"/> <b>Refer to attached Resume for complete details (please tick if attached)</b>		
Highest Level attained (eg. Year 10, 11, 12, TAFE, University):		
Year	Name of School / Institution	Certificate / Qualification Obtained
Current Studies being undertaken		
Year Commenced	Name of School / Institution	Details
Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):		
SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES		
Do you consider your overall health to be: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair		
Are there any reasons you may be unable to carry out the full requirements of this position? <input type="checkbox"/> No <input type="checkbox"/> Yes, please give details:		
SUPPLEMENTARY DETAILS - CONVICTIONS		
Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). <input type="checkbox"/> No <input type="checkbox"/> Yes		
Please provide details:		
<i>A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.</i>		
HOW DID YOU FIND OUT ABOUT THIS POSITION		
How did you find out about this position? (ie Facebook, newspaper, Shire website, local paper etc)		
CHECKLIST		
<input type="checkbox"/> Application Form Completed	<input type="checkbox"/> Covering Letter	
<input type="checkbox"/> Position Selection Criteria Addressed	<input type="checkbox"/> Current CV / Resume Attached	
<input type="checkbox"/> Required Documentation Attached	<input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc)	
APPLICANT DECLARATION		
1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying. 2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. 3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.		
<b>Signature of applicant:</b> .....		<b>Date:</b> .....



69 Bashford Street  
Jurien Bay, WA 6516  
08 9652 0800  
[www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment)

