

SENIOR PLANNER

Position Description

Modified April 2026



JOB SPECIFICATIONS / DUTY STATEMENT

Position Title	Senior Planner
Tenure	Permanent Full-Time
Primary Place of Employment	Jurien Bay Administration Centre, 69 Bashford Street, Jurien Bay
Award	Level 5 of the Local Government Industry Award 2020 Industrial Agreement
Department	Development Services
Accountable to	Executive Manager Development Services
Accountable for	Planning Assistant
Internal Liaison	Executive Manager Development Services Executive Management Team Manager Environmental Health Development Services Administration Officer Individual staff members
External Liaison	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:

Skills	Essential	Desirable
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.		✓
Knowledge	Essential	Desirable
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.		✓
Experience	Essential	Desirable
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.	✓	
Qualifications and Training	Essential	Desirable

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.

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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

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: _____