

# Position Description – Planning Officer

Shire of Donnybrook Balingup 112 (February 2025)



## GENERAL OVERVIEW:

<b>Position Title/Number:</b>	Planning Officer
<b>Directorate/Division:</b>	Development Services
<b>Industrial Instrument:</b>	Local Government Industry Award 2020(IA)
<b>Reports to:</b>	Principal Planner
<b>Primary Location:</b>	Administration Office Building – 1 Bentley Street, Donnybrook, WA 6239

## OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

## POSITION OVERVIEW:

Fulfill duties for a range of Planning related matters and provide advice to Council and the public for the orderly compliance and development of the Shire in accordance with Council’s strategic objectives.

Ensure that the relevant statutory requirements of all applicable Acts and Regulations are complied with by the department and promote good governance to maintain the integrity of the organisation.

Provide excellent customer service to the community.

## POSITION OBJECTIVES:

### Operational

- > Promote and display a high standard of customer service, taking into account the regulatory nature of Planning functions.
- > Administer development proposals in accordance with the provisions of the Shire of Donnybrook Balingup Local Planning Scheme, planning policies, and/or State Government requirements.
- > Liaise with stakeholders and undertake community consultation (where appropriate) on development applications, subdivisions, structure plans and other planning proposals or documents.
- > Provide accurate advice to the Principal Planner, Executive Staff and Council for matters pertaining to the Planning department as required.
- > Provide timely and advance notice to the Principal Planner of any contentious Planning issues that are likely to cause concern from a community or Council perspective.
- > Provide Planning advice to the Shire’s other internal departments (Works and Services, community Development, Projects etc) with regard to infrastructure requirements and approvals required.



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## POSITION OBJECTIVES (cont.):

### Operational

- > Manage and mitigate risks associated with compliance with various Acts, Local Laws and Council policies and support any enforcement measures.
- > Prepare high quality and accurate Council reports for Planning related matters as required.
- > Expedite correspondence relevant to the Planning department resulting from Council meetings.
- > Verify accuracy and maintain high standards with regard to external correspondence.
- > Provide support to other Development Services staff (Building Services and Environmental Health) as instructed.

### Strategic

- > Support review of strategic and statutory planning instruments including the local planning strategy, local planning scheme and municipal heritage inventory as required under legislation.
- > Support the preparation of strategic town planning studies and implementation of projects as required.
- > Participate in strategic organizational planning as required.
- > Implement organizational goals as defined in strategic management / corporate plans adopted by Council.

### Leadership

- > Provide advice to the organization on appropriate response, precedent and protocol when dealing with issues and legislation, anticipating solutions to protect the future interest of the Shire.
- > Promote and implement best practice and continuous improvement strategies to increase efficiency in business systems, compliance systems and service delivery across the organization.

### Governance and Finance

- > Demonstrate compliance with the Shire's Procurement Policy and procedures.
- > Demonstrate compliance with the Shire's Record-keeping procedures.

### Other

- > Undertake training and professional development as required to develop the necessary knowledge for the position.
- > Any other duties as directed by the Principal Planner and/or Manager or Director of Operations.



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## ORGANISATIONAL RELATIONSHIPS:

<b>Responsible for:</b>	Nil
<b>Internal Relationships:</b>	All Shire of Donnybrook Balingup employees
<b>External Relationships:</b>	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

## EXTENT OF AUTHORITY:

Delegated authority in accordance with the Delegations Register.

## POSITION BENEFITS:

<b>Rostered Day Off (RDO):</b>	No	<b>Vehicle:</b>	No
<b>Mobile Telephone:</b>	No	<b>Laptop/computer:</b>	Yes
<b>Gym Membership:</b>	Yes – Donnybrook Recreation Centre	<b>Wellbeing Program:</b>	Yes

## CORPORATE RESPONSIBILITIES:

<b>Budget:</b>	Council adopted
<b>Code of Conduct:</b>	All employees are responsible for adhering to the Shire’s Code of Conduct and the policies and procedures that support it.
<b>Workplace Health and Safety (OH&amp;S):</b>	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
<b>Equal Opportunity:</b>	Comply with the Shire’s EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

## TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

<b>Shire of Donnybrook Balingup Induction:</b>	To be completed within one (1) week of commencement of employment as per contract.
<b>Workplace Health and Safety (OH&amp;S) Induction:</b>	To be completed within two (2) weeks of commencement of employment as per contract.
<b>Records System Training:</b>	To be completed within the first month of commencement of employment as per contract.



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**Corporate Software (Synergy) Training:** To be completed within the first month of commencement of employment as per contract.

**Local Government Induction Training:** To be completed within the first month of commencement of employment as per contract. *(Not required for all positions)*

## ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.

## SELECTION CRITERIA:

### Essential Requirements

- > Tertiary qualification/s in (or substantial progress towards achieving) a discipline relevant to the position.
- > Sound knowledge of Town Planning legislation relevant to local government including the application of Local Planning Schemes and Policies.
- > Sound knowledge of the statutory requirements, procedures and practical application of Western Australian development legislation.
- > Demonstrated capacity to make timely and sound decisions, problem solve and think strategically in a context involving complexity and multiple stakeholders.
- > Demonstrated ability to effectively contribute to a multi-disciplinary team to achieve agreed strategic outcomes.
- > Well-developed interpersonal skills including communication, influencing, negotiation and conflict resolution.
- > Effective time management skills with the ability to work under pressure to achieve tight deadlines.
- > Excellent written communication skills including the production of high level and complex reports.
- > Sound public relations and customer service skills, with the ability to liaise at all levels and work in a team environment.
- > Current "C" class drivers licence.

### Desirable Experience and Qualifications

- > Previous experience in a similar role is desirable but not essential.

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## ACKNOWLEDGEMENTS:

*The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.*

**Manager Name:**

**Signature:**

**Date:**

*I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.*

**Position Holder  
Name:**

**Signature:**

**Date:**

