

Position Description

Position Information			
Job Title	Planning Officer	Classification	LGO (EB) Level 6
Directorate	Statutory Services	Service	Planning Services
Status	Full-time	Contracted Hours	37 per week
Reports to	Manager Planning Services	Location	Administration Centre
Incumbent		Date Appointed	
Key Focus of the Team		Key Focus of this Position	
Provide advice and information on developmental, planning and environmental issues to owners, developers, Shire officers, ratepayers and residents.		To ensure professional standards are maintained and statutory compliance is achieved in the delivery of the relevant planning schemes, policies and legislation.	
Our Vision			
Connecting community and environment.			
Our Values			
Shire of Mundaring takes pride in providing a workplace of choice where all employees demonstrate behaviour consistent with our values.			
<p>Respect – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives.</p>		<p>Excellence in Customer Service – Total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way.</p>	
<p>Integrity – Being who you say you are, telling the truth and being consistent and reliable.</p>		<p>Innovation – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface.</p>	
Position Outcomes – Key Duties and Responsibilities			
<p>1. Service Delivery</p> <p>Outcomes: Working in accordance with legislative, WA Planning Commission and Shire-specific requirements:</p> <ul style="list-style-type: none"> • Development, subdivision and rezoning proposals and breaches of the Town Planning Scheme are evaluated and outcomes/decisions recommended • General correspondence to clients with regard to planning and development matters is prepared. • Applications are presented to the internal Development Control Unit for multidisciplinary comment. • Subdivision and development applications are processed. 			

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- Liaison with external Government agencies on planning issues is undertaken as required.
 - Reports on items for Council agenda are prepared.
 - Local Subdivision and Infrastructure Plans (LSIPs) are co-ordinated and processed.
 - Assistance is provided to support Shire of Mundaring planning appeals determinations.
 - Site inspections are conducted to evaluate applications for planning and subdivision approval.
 - Project and research work is undertaken as required.
 - Public information bulletins / brochures are prepared as required.
- Liaison with the Planning Administration Officer is undertaken to complete administrative tasks.
- Other relevant duties are undertaken as directed by the Manager Planning Service.

2. Corporate Governance

Outcome: Corporate governance requirements are met in accordance with Corporate and Services plans.

3. People and Management

Outcome: Good communication & interpersonal engagement contributes to productive and collegial relationships between employees and with customers.

Outcome: Counter, telephone and on-site enquiries pertaining to planning matters are responded to efficiently and effectively.

Outcome: Team members are supported to meet organisational and legislative requirements.

4. Statutory Responsibilities

Outcome: A safe workplace is maintained in accordance with legislative requirements and Shire policies, procedures, practices and plans.

Outcome: Risks are identified, assessed and treated to minimise any adverse effects on our business, our people and our community and to maximise risk opportunity.

Outcome: The Shire's Access and Inclusion Plan is understood, actively supported and implemented in the context of the role.

Outcome: Records are managed in accordance with the State Records Act 2000 and Shire policies, procedures and practices.

5. Strategic

Outcome: Input is provided to town planning scheme review and amendment.

Outcome: Assistance is provided to develop new Policy and Strategies for the long term development of land within the Shire of Mundaring.

Outcome: Participate in initiatives that support a values based corporate culture and encourage achievement or organisational objectives.

Position Requirements

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Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> • Developed verbal and written communication skills including the ability to write reports, business letters, and related correspondence. • Developed ability to prioritise and work in a timely manner to achieve outcomes. • Demonstrated ability to work independently and as part of a team. • Ability to liaise with people at all levels in an informative and positive manner. • Developed ability to formulate and evaluate possible solutions to planning issues. 	✓ ✓ ✓ ✓ ✓	
Knowledge		
<ul style="list-style-type: none"> • Sound knowledge of relevant town planning legislation, strategies, schemes and planning principles. • Developing knowledge of Local Government Act 1995. • Working knowledge of local government functions and structure. 	✓	✓ ✓
Experience		
<ul style="list-style-type: none"> • Previous experience in a role with similar scope and responsibilities • Experience with relevant software packages including Microsoft Office Suite. • Experience with geographical information systems (GIS) and the use of mapping. • Experience in the use of the Internet. 	✓ ✓ ✓ ✓	
Training/ Qualifications		
<ul style="list-style-type: none"> • Holds a Bachelor of Arts (Urban & Regional Planning) or equivalent relevant qualification • Eligibility for membership of the Planning Institute of Australia (PIA) and/or Local Government Planners Association (LGPA) 	✓	✓
Other		
<ul style="list-style-type: none"> • Current WA “C” Class Driver’s Licence or equivalent. 	✓	

Position Description

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

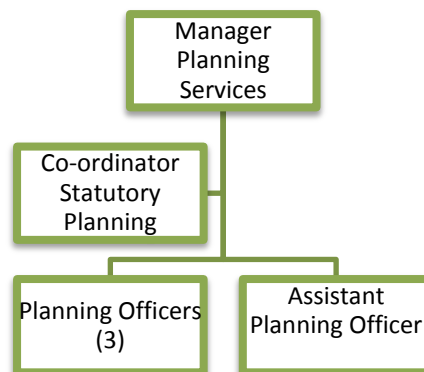
Frequency (as required)

Frequency (as required)

	Frequency (<input checked="" type="checkbox"/> as required)					Frequency (<input checked="" type="checkbox"/> as required)			
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Walk	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sit	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Reach	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate pre-cautionary measures to identify, assess and control risks in accordance with statutory requirements and the Council Risk Management Manual (as amended from time-to-time).

Organisational Relationship



Extent of Authority and Accountability

Under the general direction of the Co-ordinator Statutory Planning and as delegated from time-to-time, the incumbent has authority to act within predetermined Council guidelines, policies, procedures, pre-determined budgetary limits and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation and Council Policies, Procedures and Practices.

Position Description Certification

Prepared by Manager Planning Services

Effective Date 30 October 2013

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.
 I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.
 Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Staff Signature

Date