



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Senior Planning Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: 8 to 9
Reports to:	Manager Planning Services	
Supervision of:	Planning Officer - Graduate	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Provide a professional technical service to internal and external customers regarding all matters relating to Town Planning and Development to ensure effective performance of the Business Unit.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

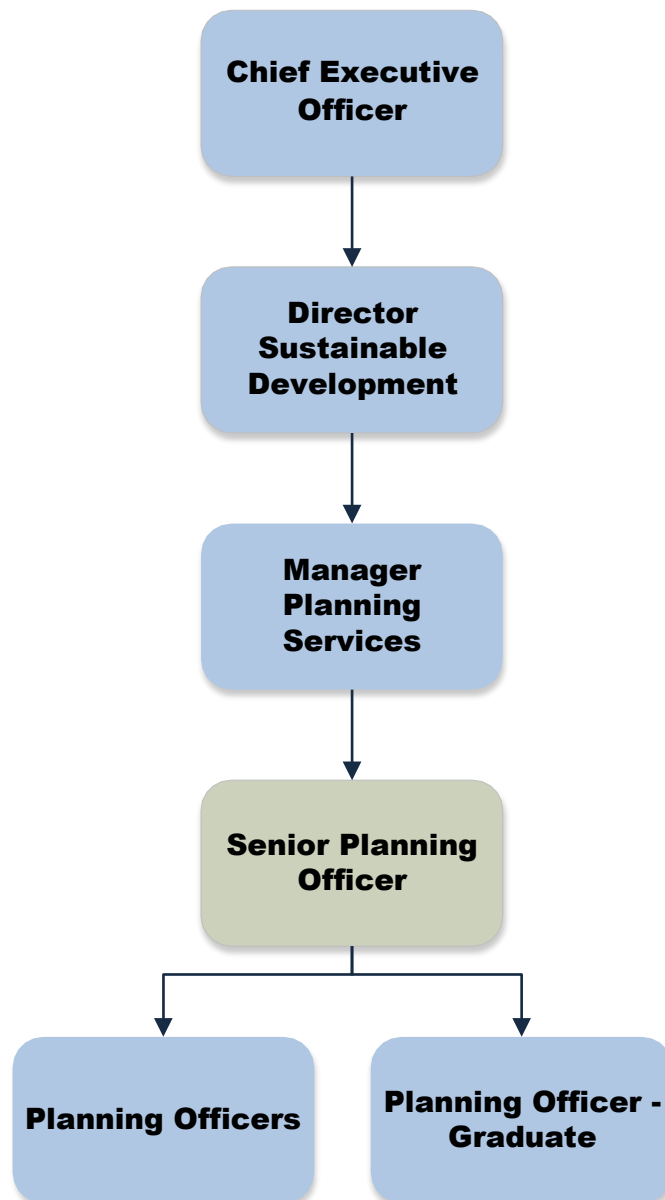
Key functions	Specific duties
Customer service	<ul style="list-style-type: none">• Process and assess incoming applications for development, subdivision and scheme amendments, and make appropriate recommendations to the Manager Planning Services.• Prepare written reports for consideration by Council and other Committee's as required.• Assist with telephone, public counter and general enquiries and advise internal and external customers on a wide range of matters relating to town planning, development and subdivision.
Development control	<ul style="list-style-type: none">• Prepare correspondence, reports and plans on Development Applications and town planning matters for the Business Unit and Council.• Refer applications as required to appropriate internal and external customers to ensure adequate consultation and co-ordination of applications.• Inspect and evaluate properties in response to Development Applications, subdivision referrals, Scheme Amendments and other town planning proposals.• Assist in the preparation of Shire policies and strategic planning framework.
Leadership/ liaison	<ul style="list-style-type: none">• Liaise with the Business Unit in the assessment of natural and human environmental and construction impacts of developments.• Undertake planning projects where required by the Manager Planning Services or Director of Sustainable Development.• Assist Manager Planning Services and/or Director Sustainable Development with general compliance/monitoring and attendance at the State Administrative Tribunal when appropriate.

	<ul style="list-style-type: none"> • Assist the Manager Planning Services and Environmental Officer in ensuring that the Shire's Environmental expectations are implemented. • Provide professional assistance and mentor to the Graduate Planning Officer. • Provide guidance and specialist advice to Planning Officers and Planning Support Officer. • Implement Council resolutions and report to Manager Planning Services and/or Director Sustainable Development on progress of action. • Act as Manager Planning Services when required. • Coordinate and conduct an efficient Development Control Unit (DCU).
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Occupational Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions

6. Extent of authority

- The position operates under the broad direction of the Manager Planning Services and Director Sustainable Development within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*, *Planning and Development Act 2005* and the *Planning and Development (Consequential and Transitional Provisions) Act 2005*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Tertiary degree qualification in Urban and Regional Planning or a related field.
2. Developed knowledge of Town Planning and environmental legislation, principles and practices in Western Australia.
3. Demonstrated verbal and written skills and experience with negotiation, problem solving and conflict resolution.
4. Understanding to promote and support a culture of quality customer service that identifies and responds quickly and provides appropriate solutions.
5. Ability to work as an effective team member and solve problems and conflict with others.
6. Minimum five years practical experience in a planning or planning related field.

Desirable

1. Membership or eligibility to the Planning Institute of Australia.
2. Experience within Local Government in a planning role.