



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.

## Planning Officer - Graduate

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Sustainable Development	Level: 4 to 5
Reports to:	Manager Planning Services	
Supervision of:	Nil	
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 Directorate.

### 3. Community strategic objectives



## 4. Values

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**Excellence** - We are committed to an exceptional customer experience.

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

## 5. Key duties and responsibilities

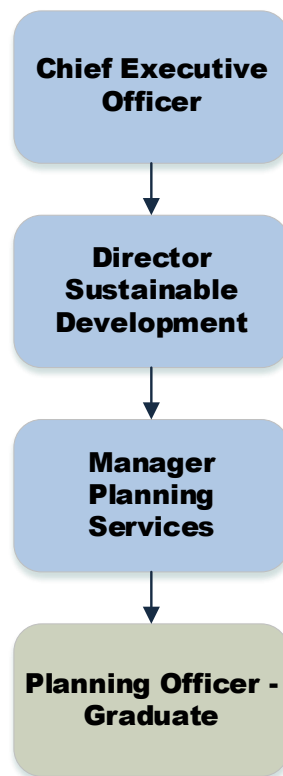
Key functions	Specific duties
Customer service	<ul style="list-style-type: none"><li>• Process and assess incoming applications for development, subdivision and scheme amendments, and make appropriate recommendations to the Directorate.</li><li>• Prepare written reports for consideration by Council and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

Other	<ul style="list-style-type: none"> <li>• Reasonable duties commensurate with classification level.</li> <li>• National Crime Check.</li> <li>• Current “C” Class Drivers Licence.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire’s Occupational Safety and risk management principles.</li> <li>• Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• 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.</li> <li>• Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> </ul>

## 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*.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Significant progress towards, or completion of a Degree in Urban and Regional Planning or related degree.
2. Demonstrated verbal and written skills and ability to follow instructions, procedures and policies as they apply to the position.
3. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
4. Ability to work as an effective team member and solve problems and conflict with others.
5. Basic knowledge of local government processes.
6. Basic knowledge of property development processes.

### Desirable

1. Knowledge of Environmental/Planning legislation.
2. Membership of the Planning Institute of Australia.
3. Understanding of local government functions.
4. Working knowledge of the *Biosecurity and Agriculture Management Act 2007*.