



- 1. Title: Planning Officer**
- 2. Level: LGIA L6**
- 3. Department: Development Services**

#### **4. Position Objective**

##### **4.1 The Role**

- ) To provide a range of customers (internal and external) with sound town planning information, advice and guidance.
- ) To represent the best interests of the Town of Cottesloe.

##### **4.2 Within Department**

- ) To provide quality support to the Coordinator Statutory Planning and the team in town planning matters.
- ) To undertake a range of statutory, project and administrative town planning tasks as directed.
- ) To work with self-motivation to achieve accuracy, timeliness, productivity and appropriate outcomes.
- ) To contribute to process improvements.

##### **4.3 Within Organisation**

- ) To liaise efficiently and effectively with other staff and departments.
- ) To support a friendly and satisfying work place.

#### **5. Key Responsibilities**

- ) Provide customer service for a variety of needs and levels, including preliminary liaison with proponents and with neighbours or the public viewing proposals.
- ) Liaise internally and externally with a range of persons and organisations.
- ) Assess and report on statutory planning proposals including developments, subdivisions, town planning scheme amendments and compliance.
- ) Undertake planning research, policy/local law and project tasks as directed.
- ) Reply to correspondence and perform administrative and miscellaneous tasks as required.
- ) Attend Planning team meetings and possibly other Committee/Council meetings as required.
- ) Assist in responding to appeals and participate in professional or community forums as required.
- ) Assist Planning Coordinators, other team members and colleagues on an ongoing basis.
- ) Participate in professional training and development opportunities.

## POSITION DESCRIPTION – PLANNING OFFICER

### 5.1 Other Duties

- ) Takes reasonable care to ensure own safety and health at work;
- ) Avoids adversely affecting the safety and health of any other person; and
- ) Reports any unsafe conditions or incidents that occur.
- ) Follow all OSH policies, procedures and practices.
- ) Be a team player and maintain a realistic level of industrial harmony.
- ) Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.

### 5.2 Occupational Health and Safety

- ) Take reasonable steps to ensure your personal safety and health and that of other people in the workplace to ensure compliance with Occupational Health and Safety Policy.
  - ) Report unsafe work conditions and/or incidents that occur.
  - ) With regards to safety:
    - Take reasonable care to ensure your own safety at work
    - Avoid adversely affecting the safety and health of any other person
    - Report any unsafe conditions or incidents that occur

## 6. Selection Criteria

### 6.1 Essential

- ) Relevant tertiary qualifications and statutory town planning experience, preferably including local government.
- ) Sound knowledge of WA town planning system and governance.
- ) Sound technical competencies and communication capabilities, including interpersonal.
- ) Self-motivation, integrity, professionalism, team-orientation, customer-focus and commitment.
- ) Holds an 'C' Class Motor Driver's Licence;

### 6.2 Desirable

- ) Interest in local area planning issues.
- ) Previous local government experience in a similar role

## 7. Requirements of the Position

### 7.1 Skills & Abilities

- ) High level of communication skills – written, oral and presentation.
- ) High level of problem-solving skills.
- ) Analytical ability to undertake research and technical assessment.
- ) Ability to write effective correspondence and reports.
- ) Ability to liaise with customers, residents, staff and other agencies.
- ) Exposure to strategic, policy or project planning an advantage.
- ) Computer literacy including town planning tools and applicable software.

**7.2 Knowledge**

- ) Sound knowledge of town planning principles, legislation, processes and practices at state and local government levels.
- ) Sound knowledge of local government operations, including community consultation.
- ) Appreciation of urban design and heritage.

**7.3 Qualifications and/or Training**

- ) BA (Urban & Regional Studies) or equivalent as a minimum.
- ) Relevant professional development.

**8. Organisational Relationships**

**8.1 Responsible to:**

Chief Executive Officer

**8.2 Internal and External Liaison:**

**Internal:** Chief Executive Officer  
Deputy Chief Executive Officer  
Coordinator Strategic Planning  
Coordinator Statutory Planning  
Employees of the Town Across all Departments  
Elected Members of Council

**External:** Residents and the General Public  
Local Community Groups  
Other Local Governments  
Consultants

**9. Extent of Authority**

- ) No delegated authority.
- ) Responsible as directed by the Chief Executive Officer

**10. Appointment Conditions**

- ) *Local Government Industry (WA) Award 2010; and*
- ) *Town of Cottesloe Enterprise Bargaining Agreement 2015.*

**POSITION DESCRIPTION – PLANNING OFFICER**

**Prepared by:** Coordinator Human Resources

**Supervisor:** Chief Executive Officer

**Date prepared:** 21 August 2012

**Document last reviewed:** 05 February 2019

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Chief Executive Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer