

## POSITION DESCRIPTION

<b>Position Title:</b>	Planning Officer	<b>Position Level:</b>	Level Six (6) City of Bunbury Employees 2018 Enterprise Agreement	<b>Reports to:</b>	Team Leader City Planning (works under direction of Senior Planning Officer)
<b>Role of Position:</b>	To provide professional urban and regional planning and urban design advice and services as part of the City Planning Team, in accordance with statutory planning and development compliance best practices and legislative requirements, demonstrating technical proficiency and a thorough working knowledge of the operations of the City of Bunbury.				
<b>Accountabilities:</b> <ul style="list-style-type: none"> <li>Carry out and/or provide support to the monitoring, preparation and/or review of strategic, corporate, organisational, technical and statutory documents of the Local Planning Policy Framework as directed.</li> <li>Carry out and/or provide support to the provision of professional planning advice (including issuing of pre-lodgement or preliminary advice), development assessment and delegated approval of scheme amendment submissions, structure plan and local development plan proposals, subdivision referrals, applications for planning approval and liquor licensing certificates as directed.</li> <li>Carry out and/or provide support to the enforcement of development compliance matters as directed.</li> <li>Carry out and/or provide support to the preparation and submission of reports to Council and/or Joint South West Development Assessment Panel (SWJDAP) and attend Council briefings and ordinary meetings and/or SWJDAP meetings as directed.</li> <li>Carry out and/or provide support to the preparation of witness statements and the provision of evidence in the State Administrative Tribunal (SAT) or a court of law as directed.</li> <li>Undertake site inspections to gather information in the preparation of studies/reports or for the provision of professional advice on scheme amendment submissions, structure plan proposals, Local Planning Policies, subdivision referrals and applications for planning approval of strategic planning significance / importance (land use, urban design, environmental, social, economic or infrastructure) as directed.</li> <li>Undertake the delivery of customer services and provision of community and stakeholder (both public and private sector) engagement activities and processes (including statutory public advertising procedures) as directed.</li> <li>Undertake research and investigations into all (environmental, urban design, social, economic and infrastructure) matters relating to sustainable and integrated land use planning and development at regional, local and site specific levels as directed.</li> <li>Maintain complete and accurate records of all administrative actions and business transactions, including statutory and financial documentation, in accordance with organisational records management systems and associated corporate and statutory obligations as directed.</li> <li>Implement and/or provide support to continuous improvements to systems, processes and practices and performance reporting as directed.</li> </ul>		<ul style="list-style-type: none"> <li>Specialised knowledge and skills in one or more disciplines of environmental, social, economic or infrastructure planning (including statistics, demographics, GIS, CAD, etc.).</li> </ul>			
<b>Desirable Experience:</b> <ul style="list-style-type: none"> <li>Demonstrated experience in working as part of a multi-disciplinary team of planning professionals and exposure to a local government working environment in a professional capacity.</li> <li>Post graduate qualifications and/or extensive experience in urban and regional planning, urban design, architecture, landscape architecture or equivalent.</li> <li>Eligibility for corporate membership of the Planning Institute of Australia and the Local Government Planners Association.</li> <li>Demonstrated proficiency in quantitative and qualitative research methods and techniques, including statistical data analysis.</li> <li>Demonstrated experience in preparing community consultation programmes and conducting engagement exercises.</li> <li>Demonstrated knowledge and experience in the conduct of planning appeals and compliance procedures, including the preparation of witness statements and the giving of evidence at the SAT or an equivalent.</li> <li>Demonstrated knowledge and understanding of public health and/or environmental matters and legislation.</li> </ul>		<b>Internal Relationships:</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees.</li> </ul> <b>External Relationships:</b> <ul style="list-style-type: none"> <li>Federal and State government agencies, other local government authorities, community groups and organisations, property and development industry stakeholders, ratepayers and the general public.</li> </ul> <b>Essential Criteria:</b> <ul style="list-style-type: none"> <li>Tertiary qualifications in a relevant discipline or experience that is comparable to a Bachelor of Urban and Regional Planning or equivalent (e.g. majoring in geography, ecology or natural resource management, economics, sociology, transport, architecture or landscape architecture).</li> <li>Demonstrated knowledge and experience in the technical application of both urban and regional planning and urban design principles, practices and procedures (e.g. strategic and statutory planning, structure planning, subdivision and development assessment, presenting and reporting to Council and/or Development Assessment Panel).</li> <li>Demonstrated knowledge and practical application of relevant local, state and federal legislation and policy affecting urban and regional planning (e.g. scheme amendment / review, subdivision assessment, development assessment, planning appeals and compliance, etc.).</li> <li>Demonstrated knowledge and broad experience in project management (including time management and organisational skills, and working in a multi-disciplinary team).</li> <li>Demonstrated proficiency in effective written communications across a broad range of styles, including technical papers, strategy and policy documents, scheme provision drafting, consultation and marketing publications, Council Briefing and Agenda Item reports or equivalent.</li> <li>Demonstrated proficiency in effective verbal communications through presentations, negotiations, mediation, community engagement, customer service and public relations.</li> <li>Demonstrated understanding and/or experience in the operation of Geographic Information Systems (GIS) and/or Computer Aided Drawing (CAD) or design software programmes.</li> <li>Understanding of Workplace, Health and Safety and Equal Opportunity Employment practices and standards.</li> </ul> <b>Financial Accountabilities and Delegations:</b> <ul style="list-style-type: none"> <li>Acts within the scope of authorised delegations and established practices and procedures.</li> <li>Purchasing authority limit of \$550.</li> <li>As directed by Team Leader City Planning.</li> <li>Acts within established practices.</li> <li>Designated employee, with delegated powers and duties in accordance with Local Government Act 1995 and others.</li> <li>Authorised Officer as appointed by Council/CEO.</li> </ul> <b>Driving Requirements:</b> <ul style="list-style-type: none"> <li>C (Car) or CA (Car Automatic) class motor vehicle licence.</li> </ul>			

Employees at the City of Bunbury have the below Core Values and Key Focus Areas to observe in their day to day activities:

### Core Values

#### We Are Community

We are one team  
We keep each other safe  
We display empathy and respect  
We have fun and celebrate our successes  
We work together to achieve great outcomes

#### We Are Open

We are open to opportunities  
We actively listen and think things through  
We are inclusive and treat everyone equally  
We are honest and open in our communications  
We are open to feedback to improve our performance

#### We Are Brave

We lead the change, we own it!  
We trust and empower each other  
We have the difficult conversations early  
We hold ourselves to the highest standard  
We have the courage to improve and simplify

### Key Focus Areas

#### Community Focus

Promoting a positive relationship in the way the Council and Administration conduct itself.

#### Customer Service

All of our staff strive for find solutions exploring avenues that may combat any legislative restrictions.

#### Partnerships

Foster and establish partnerships with the government, business and most importantly the community.

#### Capital Works

Adopt a whole of life costing to ensure future maintenance and replacement costs are factored in to ur decision making and long term financial planning.

#### Project Delivery

Progress projects within the approved financial year to ensure the community are able to see improvement and progress.

#### Financial Management

Ensure our projects and activities result in benefits to our community, ensuring proposals for funding are supported by robust evidence and exploring new options for increasing the rate base.

#### Administration Operations

Continually review operations to ensure an increase in productivity, including the reduction of use of external contractors.

### Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

#### Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your manager, Director or CEO.

### Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. Where required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

### Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

### Access and Inclusion

- Compliance with the Equal Opportunity Act 1984.
- Our ongoing commitment for the City of Bunbury to be an Equal Employment Opportunity employer, aiming to build organisational capacity and foster a positive work environment.
- To support the City's MARCIA' Strategy reaching our goal of becoming the Most Accessible Regional City in Australia, our aim as the Local Government Authority is to connect with this strategy to provide equality and equity in our service delivery.

### Occupational Safety and Health

#### Managers/Supervisors must:

- Ensure adherence to OSH policies and procedures.
- Consult and cooperate with workers and OSH representatives on OSH issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to OSH Officer immediately.
- Ensure that workers, volunteers and contractors are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of OSH issues.
- Act as a role model by demonstrating safe work behaviours.

#### Employees must:

- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

### Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process sand natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Name:

Signature:

Date: