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|------------------------------------|------------------------------------------------|------------------------------|--------------------------|
| <b>Position Title:</b>             | <b>Strategic and Heritage Planning Officer</b> |                              |                          |
| <b>Position Level:</b>             | Level 6                                        | <b>Employment Agreement:</b> | 2024 City of Bunbury EBA |
| <b>Directorate:</b>                | Sustainable Development                        | <b>Position Number:</b>      | HR4040                   |
| <b>Business Unit (Department):</b> | Planning & Building                            | <b>Primary Location:</b>     | Administration Building  |
| <b>Team:</b>                       | City Planning                                  | <b>Hours:</b>                | 45.6 / Fortnight         |

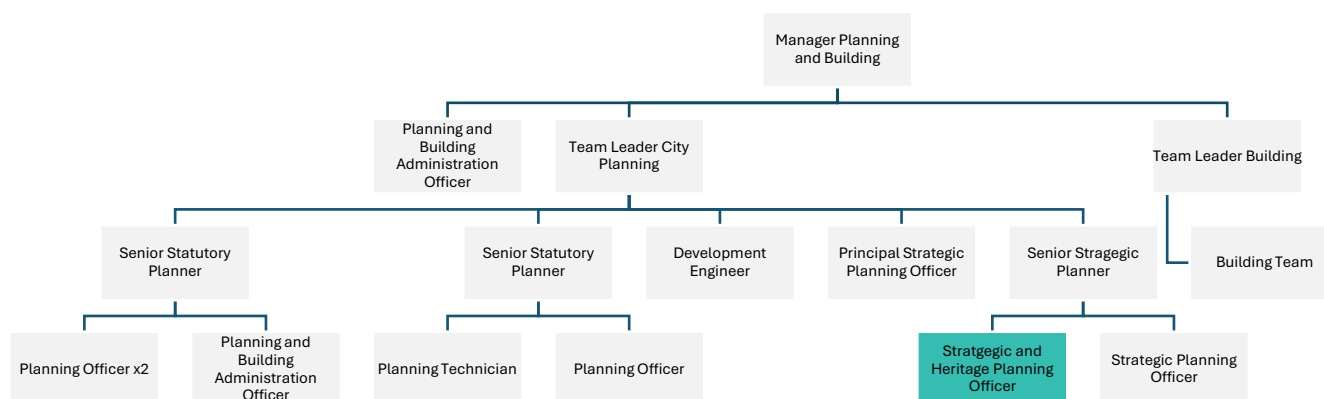
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

## Position Objectives

The Strategic and Heritage Planning Officer is responsible for providing professional urban and regional planning advice and services in relation to strategic planning, and managing heritage related projects and activities. This role also undertakes and supports the monitoring, preparation and review of strategic, corporate, organisational, technical and statutory documents relating to the Local Planning Framework.

## Planning & Building Department Structure



## Key Accountabilities

- Undertake and/or support the preparation of witness statements and the provision of evidence in the State Administrative Tribunal (SAT) as directed.
- Undertake and/or support 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, heritage or infrastructure) as directed.
- Manage heritage related projects and activities including community consultation and engagement, and preparing associated advertising, reports and briefings.
- Undertake and/or support the delivery of customer services and provision of community and stakeholder (both public and private sector) engagement activities and processes.
- Undertake and/or support the monitoring, preparation and/or review of strategic planning, corporate, organisational, technical and statutory documents of the Local Planning Framework as directed.
- Undertake and/or support research and investigations into all (environmental, urban design, social, economic, heritage, and infrastructure) matters relating to the delivery of sustainable land use planning and development at regional, local and site specific levels as directed.
- Undertake and/or support the preparation and submission of reports to Council and Heritage Advisory Committee and attend Council Briefings and Ordinary Meetings as directed.
- Coordinate the Heritage Advisory Committee including scheduling meetings, preparing agendas, taking minutes, and following up on actions.

## Authority and accountability

- Ensure reports are produced and distributed within agreed timelines and quality standards.
- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Provide advice and support, and internal or external recommendations to stakeholders on matters relating to strategic planning.
- Monitor and report on the effectiveness of strategic planning documentation.
- Ensure projects are delivered on time, within budget, and to the required quality standards.
- Ensure correspondence is responded to within agreed timelines and quality standards.

## Judgment and problem solving

- Identify and resolve discrepancies or inconsistencies in strategic planning.
- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.

## Specialist knowledge and skills

- Apply strong document management and formatting skills to produce accurate, professional reports.
- Maintain knowledge of relevant legislation, policies, and frameworks within local government.
- Apply knowledge in strategic planning to provide professional advice.
- Carry out research and investigations into planning, heritage, and related matters to inform recommendations, policy development, and decision-making.
- Participate in training programs and initiatives to enhance professional performance.
- Stay up-to-date with industry trends, best practices, and innovative approaches to strategic planning.

## Management skills

- Manage heritage related projects, activities, community consultation and engagement, schedules and deadlines.
- Provide guidance on strategic planning systems, processes, and documentation requirements.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Maintain and update operational forms, master documents, information files, processes, policy, and procedures for strategic planning.
- Undertake other duties as directed by the Senior Strategic Planner.
- Manage assigned project activities, monitoring and reporting on progress to ensure delivery in line with project scope and timeframes.

## Interpersonal skills

- Communicate effectively with staff across the organisation.
- Collaborate with leaders, teams, and staff to continuously review and enhance strategic planning processes across the City of Bunbury.
- Provide a high level of customer service to general incoming and outgoing enquiries.
- Build cooperative working relationships to facilitate timely and accurate information sharing.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.
- Represent the City in relevant industry forums and events.
- Coordinate with relevant stakeholders, such as state government agencies and industry groups.

## Key Relationships

|                            |                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports To                 | <ul style="list-style-type: none"> <li>• Senior Strategic Planner</li> </ul>                                                                                                                                                                                                                                                                  |
| Supervises                 | <ul style="list-style-type: none"> <li>• Nil</li> </ul>                                                                                                                                                                                                                                                                                       |
| Indirect Positions Managed | <ul style="list-style-type: none"> <li>• Nil</li> </ul>                                                                                                                                                                                                                                                                                       |
| Key Internal Relationships | <ul style="list-style-type: none"> <li>• All City of Bunbury Employees</li> <li>• Executive Leadership Team</li> <li>• Project Stakeholders</li> </ul>                                                                                                                                                                                        |
| Key External Relationships | <ul style="list-style-type: none"> <li>• Local, State and Commonwealth Government Agencies</li> <li>• Industry Specific Professional Groups</li> <li>• Community Groups</li> <li>• City of Bunbury Ratepayers and Residents</li> <li>• General Public</li> <li>• External Working Groups and Committees</li> <li>• Elected Members</li> </ul> |

## Financial Accountability and Delegations

|                          |                                                                                                                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Accountability | <ul style="list-style-type: none"> <li>Acts within established practices.</li> <li>Purchasing limit \$Nil.</li> </ul>                                                                                                     |
| Delegations              | <ul style="list-style-type: none"> <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> |

## Extent of Authority

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This position may exert influence in the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.</li> <li>Exercise initiative and/or judgement within clearly established Policies and Procedures.</li> <li>Is fully accountable for the content, accuracy, validity and integrity of advice provided.</li> <li>Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.</li> </ul> |

## Requirements of the Position

| Qualifications and Experience                                                                                                                                                                                                                                             | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Degree qualification in a relevant discipline which could include Urban and Regional Planning or equivalent. <i>This qualification is required to be eligible for appointment in the role under the Planning Institute of Australia registration requirements.</i>        | ✓         |           |
| Eligibility for corporate membership of the Planning Institute of Australia and the Local Government Planners Association.                                                                                                                                                | ✓         |           |
| Demonstrated experience in dealing with strategic planning matters such as local planning strategy and scheme preparation/review, planning scheme amendments, heritage, local structure plans, local development plans, and local planning policy preparation and review. | ✓         |           |
| Demonstrated experience in the operation of Geographic Information Systems (GIS).                                                                                                                                                                                         | ✓         |           |
| Experience providing information and advice to customers / senior stakeholders.                                                                                                                                                                                           | ✓         |           |
| Demonstrated 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.                                                                             |           | ✓         |
| Experience communicating with, engaging, and coordinating a variety of stakeholders.                                                                                                                                                                                      | ✓         |           |
| Experience in producing high quality documentation and reports.                                                                                                                                                                                                           | ✓         |           |
| Experience building and maintaining relationships with a range of stakeholders.                                                                                                                                                                                           | ✓         |           |
| Relevant experience in strategic thinking, analytical and conceptual skills confidently to projects, tasks and problem-solving situations.                                                                                                                                | ✓         |           |
| Current Working with Children Check (WWC).                                                                                                                                                                                                                                |           | ✓         |
| Demonstrated experience in following established safety protocols.                                                                                                                                                                                                        | ✓         |           |
| Valid WA Drivers Licence or equivalent.                                                                                                                                                                                                                                   | ✓         |           |
| Current National Police Clearance.                                                                                                                                                                                                                                        | ✓         |           |
| Skills and Knowledge                                                                                                                                                                                                                                                      | Essential | Desirable |
| Demonstrated knowledge and practical application of the planning system and procedures, principles, policies, and legislation relevant to WA.                                                                                                                             | ✓         |           |
| Knowledge and understanding of built heritage matters and legislation.                                                                                                                                                                                                    | ✓         |           |
| Demonstrated proficiency in quantitative and qualitative research methods and techniques, including statistical data analysis.                                                                                                                                            |           | ✓         |
| Demonstrated skills and knowledge in project management.                                                                                                                                                                                                                  | ✓         |           |
| High-level computer literacy, including the ability to develop reports, tables and templates for a variety of audiences.                                                                                                                                                  | ✓         |           |
| Demonstrated ability to communicate effectively through strong written, verbal, and interpersonal skills.                                                                                                                                                                 | ✓         |           |
| Demonstrated ability to prioritise and work both independently and collaboratively to achieve results.                                                                                                                                                                    | ✓         |           |
| Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.                                                                                                                                                 | ✓         |           |
| Demonstrated time management and prioritisation skills.                                                                                                                                                                                                                   | ✓         |           |

|                                                                                                                                                                                                                                                                                  |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Disciplined approach and attention to detail.                                                                                                                                                                                                                                    | ✓ |   |
| Well-developed negotiation, problem-solving and analytical skills, with the ability to use discretion at all times.                                                                                                                                                              | ✓ |   |
| General knowledge of Equal Employment Opportunity and Diversity Acts.                                                                                                                                                                                                            | ✓ |   |
| Understanding key workplace health and safety laws and regulations applicable to the role and position.                                                                                                                                                                          | ✓ |   |
| Actively participate in safety initiatives.                                                                                                                                                                                                                                      | ✓ |   |
| Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.                                                                                                                   | ✓ |   |
| Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.                                                                                                                                 |   | ✓ |
| For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations. |   |   |

## Mission Statement

Welcoming and full of opportunities

## Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



### We are Community

#### C

- 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

#### O

- 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

#### B

- 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

## #WEARECOB

### Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

### Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When 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.

## Work Health and Safety

### Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

### Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

## Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

|                                              |                                                                                     |                                                               |  |
|----------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------|--|
| <b>Position Description<br/>Prepared by:</b> | <b>Barbara Macaulay</b>                                                             | <b>Key<br/>accountabilities<br/>accepted by<br/>Employee:</b> |  |
| <b>Signed:</b>                               |  | <b>Signed:</b>                                                |  |
| <b>Date:</b>                                 | <b>17.09.2026</b>                                                                   | <b>Date:</b>                                                  |  |

The original signed position descriptions must be returned to People & Safety.

## Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.