



POSITION DESCRIPTION FORM

File No: PDF-F0037351

POSITION IDENTIFICATION

Title:	Planning Officer – Graduate	Level:	Level 4/5
Service Unit:	Development Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Development Services	Date Effective:	22 December 2025
Reporting to:	Principal Planning Officer	Date Last Reviewed:	22 December 2025

PURPOSE OF POSITION

- Contribute to the provision of high level of planning services to meet the objectives of the Council, community expectations and statutory requirements, including processing of subdivisions, applications for development approvals and administrative functions.
- Under the direction of the Principal Planning Officer gain exposure to a range of Town Planning environments.
- Develop knowledge of Western Australian Planning, Environmental and Heritage legislation, as well as State Government planning policies, approval procedures and processes.
- Obtain experience working with relevant Local Government Legislation and Regulations.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist the Planning section in administering the Local Planning Scheme and other planning controls.
- Assist with the facilitation and processing of applications for development approvals and subdivisions within the Shire in accordance with the provisions of the Shire of Dardanup Local Planning Scheme, Local Planning Policies, and State Government directives.
- Provide professional planning advice to the Council, the wider community and within the organisation.
- Assess development applications and ensure compliance with planning policies and Council's strategic framework.
- Liaise effectively with stakeholders including the public, developers and government agencies.
- Deliver high quality -professional customer service in line with the Shire's Customer Services Charters to the wider community.
- Prepare and refer correspondence for signing on issues related to Planning and associated matters.
- Provide administration assistance in the day-to-day activities of the Planning section.
- Provide customer service to the public including face to face meetings, phone calls and emails.
- Liaise with Environmental Health, Building and Engineering staff as necessary for the implementation of Council's policies.
- Participate in Development Assessment Unit (DAU); contribute and discuss on relevant development/proposals and

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

respond to internal organisation enquires.

- Research and provide planning information to the Planning section and other officers to assist with the preparation of Council reports for strategic and statutory planning.
- Under direction, prepare agenda reports and attachments for publication to Council and Committee meetings on planning matters.
- Liaise with officers of the Department for Planning, Lands & Heritage and other government agencies on applications and other statutory Town Planning matters.
- Assist with the inspection and evaluation (Site Visits) of properties as required in response to complaints, development applications, subdivision proposals and scheme amendments.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers and general public.

POSITION DIMENSIONS

Work Location: Eaton Administration.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under direction of the Manager Planning, Building & Health within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.

CORPORATE ACCOUNTABILITIES

- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety Act legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Trust, Respect, Accountability, Customer/Community, Excellence, Support" within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA

Essential:

1. Tertiary qualification in Town Planning (or related degree).
2. Well-developed verbal and written communication skills.
3. Developed public relations, negotiation, conflict resolution and interpersonal skills.
4. Demonstrated ability to provide high quality customer service.
5. Well-developed organisation and time management skills.
6. Ability to work in a multi-disciplinary team.

Desirable:

1. Previous Town Planning experience in a supervised environment.
2. Knowledge of environmental and heritage matters and legislation.
3. Understanding of building, environmental health and engineering issues.
4. Knowledge of State Government planning policies, approval procedures and processes.
5. Knowledge of the operation of Local Planning Schemes and related legislation.
6. Knowledge of State Government environmental policies, procedures and processes.