

Position Title:	Planning Officer		
Position Level:	Level 6	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Sustainable Development	Position Number:	HR4038
Business Unit (Department):	Planning & Building	Primary Location:	Administration Building
Team:	Statutory Planning	Hours:	30.4 / Fortnight

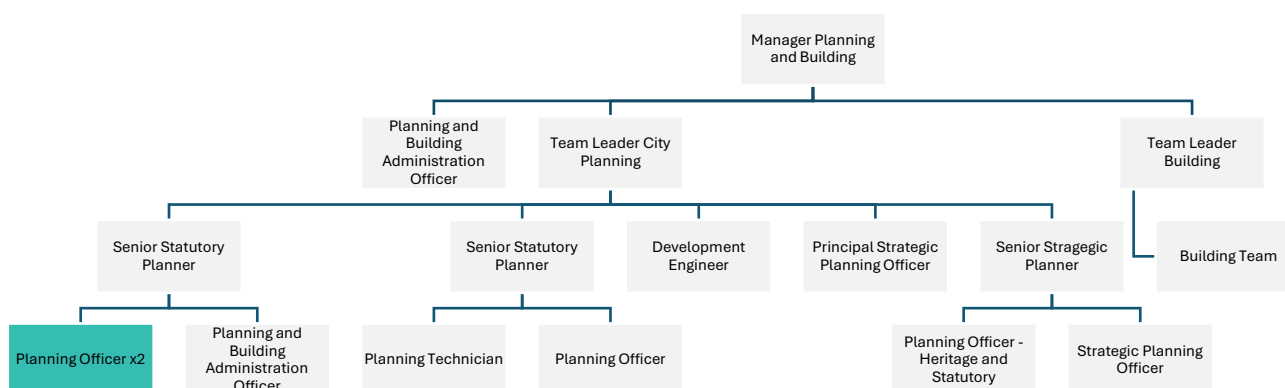
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

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

Position Objectives

The Planning Officer is responsible for undertaking statutory planning processes in accordance with legislative requirements and best practice to promote and control orderly and proper development and use of land. This role also provides advice, undertakes community consultation and prepares associated reports and briefings.

Planning & Building Department Structure



Key Accountabilities

- Undertake the provision of professional planning advice (including issuing of pre-lodgement or preliminary advice) and assessment of scheme amendment submissions, structure plan and local development plan proposals, subdivision referrals, development applications and liquor licensing certificates.
- Manage community consultation and engagement activities and processes, including statutory public advertising, reports and briefings.
- Undertake and/or support the preparation of witness statements and the provision of evidence in the State Administrative Tribunal (SAT), as directed by the Senior Planning Officer.
- Undertake site inspections and consult with applicants, community members, and stakeholders, as directed.
- Undertake and/or support the enforcement of development compliance matters.
- Undertake the preparation and submission of reports to Council and/or Regional Development Assessment Panel (RDAP).

Authority and accountability

- Ensure reports are accurately 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 statutory planning.
- Monitor and report on the effectiveness of statutory planning processes and procedures.
- 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 statutory planning applications.
- 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 statutory planning to create processes and procedures.
- Carry out research activities to inform recommendations, policy development, project opportunities, and decision-making, as directed by the Senior Planning Officer.
- Participate in training programs and initiatives to enhance professional performance.
- Stay up-to-date with industry trends, best practices, and innovative approaches to Statutory Planning.

Management skills

- Manage statutory planning schedules and deadlines.
- Provide guidance on statutory 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.
- Undertake other duties as directed by the Senior Planning Officer.
- 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.
- Attend Council Briefings and Ordinary Meetings and/or Regional Development Assessment Panel meetings as directed.
- Collaborate with leaders, teams, and staff to continuously review and enhance statutory 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 at community consultations, planning hearings, State Administrative tribunals, relevant industry forums and events, as directed.
- Coordinate with relevant stakeholders, such as state government agencies and industry groups, in the delivery of statutory planning services.

Key Relationships

Reports To	• Senior Statutory Planner
Supervises	• Nil
Indirect Positions Managed	• Nil
Key Internal Relationships	• All City of Bunbury Employees • Planning & Building Teams • Community Wellbeing Department
Key External Relationships	• Local, State and Commonwealth Government Agencies • Industry Specific Professional Groups • General Public • Local Business • Community Groups • Elected Members • City of Bunbury Ratepayers and Residents • External Working Groups and Committees

Financial Accountability and Delegations

Financial Accountability	• Acts within established practices. • Purchasing limit Nil
Delegations	• Designated employee, with delegated powers and duties in accordance with Local Government Act 1995 and others. • Authorised Officer as appointed by Council/CEO.

Extent of Authority

This position may exert influence in the following:

- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.
- Exercise initiative and/or judgement within clearly established Policies and Procedures.
- Is fully accountable for the content, accuracy, validity and integrity of advice provided.
- 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.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Diploma or Advanced Diploma in Urban and Regional Planning; or appropriate extensive in-house training or equivalent.	✓	
Post graduate qualifications and/or extensive experience in urban and regional planning, urban design, architecture, landscape architecture or equivalent.		✓
Competency standards of a Certified Practicing Project Practitioner (CPPP) level according to the Australian Institute of Project Management.		✓
Demonstrated experience in working as part of a multi-disciplinary team of planning professionals.		✓
Eligibility for corporate membership of the Planning Institute of Australia and the Local Government Planners Association.		✓
Demonstrated proficiency in quantitative and qualitative research methods and techniques, including statistical data analysis.		✓
Demonstrated experience in preparing community consultation programs and conducting engagement exercises.		✓
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 providing information and advice to customers / senior stakeholders.	✓	
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 statutory planning processes and problem solving for planning assessments.	✓	
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 statutory planning principles, practices, procedures, presentations and reporting.	✓	
Specialised skills and knowledge in one or more disciplines of environmental, social, economic or infrastructure planning (including statistics, demographics, GIS, CAD, etc).	✓	
Demonstrated knowledge and practical application of relevant local, state and federal legislation and policy.	✓	
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:

Position Description Prepared by:	Barbara Macaulay	Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:	17.09.2026	Date:	

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.