

POSITION DESCRIPTION



10 September 2025

1. Position Identification

Title:	Town Planner				
	PE.RE.37	Level:	8	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Operational and Infrastructure Services				
Section:	Building and Planning				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Chief Operations Officer Strategic Planning Officer (Peer Review)
No of Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Chief Operations Officer, the Town Planner is accountable for, and delivery of, the Planning portfolios strategic and statutory land functions, appropriate Planning legislation and reviewing the Planning scheme, structure plan, local planning strategy and scheme amendments within the Shire of Exmouth to achieve sustainable development through economic growth, environmental and social development.

5. Key Objectives

To manage and perform the delivery of the planning and development portfolio for the Shire of Exmouth.

To perform the key functions of the Shire of Exmouth planning portfolio to a high standard in accordance with the administration of the *Planning and Development Act 2005*, *Land Administration Act 1997* and *Local Government Act 1995*.

To administer the strategic and statutory planning role and functions for the Shire of Exmouth in accordance with the *Planning and Development Act 2005*, *Land Administration Act 1997* and *Local Government Act 1995*.

To facilitate service delivery by the Shire of Exmouth and Council in the Planning, Land Use, Development and Crown Land Administration programmes in endeavouring to achieve the most sustainable outcome for the community from these processes.

To provide professional and objective advice to Council and to other key stakeholders about the sustainable development of all land within the Shire of Exmouth

To ensure that Council's land use planning roles and functions are properly and lawfully carried out, particularly through the administration of the *Planning and Development Act 2005* and *Land Administration Act 1997*.

6. Key Responsibilities

Planning and Building

Administer Council's strategic planning role and functions including the oversight, review and development of new local planning schemes, planning instruments, local planning strategies and amendments to these documents as required.

Administer Council's statutory use planning role and functions including the assessment and processing of development applications relating to Council's local planning scheme in accordance with delegated authority.

Assess and process development and subdivision applications in accordance with the *Planning and Development Act 2005*, the local planning framework and relevant legislation in accordance with delegated authority.

Respond to and manage in consultation with the other senior officers the Council's planning requirements including the review of the Council's local planning scheme 4.

Assist other relevant senior officers in any land development projects, including the release and identification of land to meet future growth and development requirements.

Formulate, administer, monitor and review (as necessary) local land use and development plans, programs and planning framework.

Assist Council in representation at the State Administrative Tribunal in regard to planning matters.

Undertake actions to ensure compliance with Council's local planning framework is achieved by development within the Shire of Exmouth.

Ensure the peer review process is undertaken for with the Strategic Planning Officer.

Monitor and report the delivery of planning and development matters.

Environmental and Land Management

Assist and provide advice to the Council in any land development projects including the identification, administration and release of land to meet future growth, development requirements and local government functions.

Oversee and provide advice for the administration of Council's local laws in regard activities on local government property, public places and thoroughfares, including assisting in the review of the local laws as required.

General

Attend Council, Standing Committees and Occasional Committee meetings as required.

Advise and communicate with Council on matters related to planning and development, as appropriate.

Assist other Departments, Senior Officers and staff members within the organisation in the delivery of Council's services and functions through the provision of advice and undertaking processes within the Planning portfolio.

Maintain and build positive relationships with government authorities, private stakeholders and the community while executing the Planning portfolio.

Other duties as requested.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Australian Work Rights.

Essential

- Tertiary qualification Urban and Regional Planning or similar.
- Relevant experience in a planning role with a minimum of 2 years at a similar level.
- Good knowledge of and ability to interpret relevant legislation, local laws, regulations and Acts.
- Well developed interpersonal communications skills with good ability to engage in the consultation process.
- Effective problem solving and conflict resolutions skills and experience.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Member of Planning Institute of Australia.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.