



Date: 8 May 2026

**1. Position Identification**

<b>Title:</b>	Town Planner				
<b>Position Number</b>	PE.RE.72	<b>Level:</b>	8-10	<b>Agreement:</b>	Shire of Exmouth Industrial Agreement 2025
<b>Department:</b>	Development Services				
<b>Section:</b>	Building and Planning				
<b>Location:</b>	Exmouth, Western Australia Possible remote position where suitable and experienced applicant. Regular travel will be required.				

**2. Reporting Relationships**

<b>Reports to:</b>	Manager Development Services
<b>No of Direct Reports:</b>	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 Manager Development services the Town Planner is responsible for supporting and delivering the Shire's statutory planning functions in accordance with the relevant legislation, Council policies and Shire's planning framework. The role contributes to appropriate land use and development outcomes through the provision of professional planning advice, assessment of development applications, compliance support and stakeholder engagement.

## 5. Classification Framework

This position is structured as a banded professional role across levels 8-10 to enable appointment and progression based on capability, experience, professional contribution and organisational requirements. This means that the role may range from an emerging professional position working under guidance and supervision, through to a senior specialist role providing advanced technical expertise, and leadership across the statutory planning portfolio.

### Level 8 – Graduate/Early Career Planner

- Developing professional Planning knowledge and skills under direction.
- Contributes to planning assessments, customer enquiries and statutory planning processes while building capability and experience within the local government environment.

### Level 9 – Planner

- Applies sound professional judgement and works with increasing autonomy across statutory planning matters.
- Manages a range of planning applications and provides professional advice to stakeholders.

### Level 10 – Senior/Specialist Planner

- Provides advanced high-level professional and specialist planning expertise and leadership managing complex statutory planning matters, land use and development applications, compliance matters and stakeholder relationships.
- Contributes to mentoring, operational improvement initiatives and service delivery outcomes.

## 6. Key Objectives

To support and deliver the Shire's statutory planning functions in accordance with relevant legislation, Council policies and the local planning framework.

To contribute to appropriate land use and development outcomes through provision of professional planning advice and assessment services.

To provide high quality customer service, technical advice and professional support to Council, stakeholder, the development industry and the community.

To support lawful, transparent and customer-focused decision making in relation to planning land use and development matters

To contribute to the effective delivery and continuous improvement of the Shire's planning processes and development assessment outcomes.

To develop and apply professional planning and capability appropriate to the level of appointment, ranging from developing professional practice to advanced statutory planning expertise.

## 7. Key Responsibilities

### Statutory Planning

- Contribute to the preparation, review and implementation of local planning schemes, local planning policies, strategies, structure plans and related planning instruments.
- Administer and support the Shire's statutory planning functions in accordance with relevant legislation, Council policies and delegated authority.
- Assess and process development application, subdivision referrals, planning approvals and related matters within required timeframes and legislative requirements.
- Prepare planning report and recommendations for Council, Committees and internal decision-making.
- Undertake planning research, analysis and project work to support sustainable growth and land use outcomes.
- Provide professional planning advice to internal and external stakeholders regarding land use and development matters.
- Undertake planning research and analysis to support development assessment and statutory planning functions.
- Represent the Shire in meetings, consultation processes, working groups, mediation or tribunal matters as required.
- Support compliance and enforcement activities relating to planning and development matters where required.
- Assist in monitoring and reporting on planning and development outcomes and service delivery.

### Stakeholder and Community engagement

- Develop and maintain positive working relationships with community members, developers, consultants, government agencies and internal stakeholders.
- Participate in community consultation and stakeholder engagement activities relating to statutory planning matters.
- Provide professional, timely and customer-focused responses to enquiries and requests for information.

### Organisational Contribution

- Contribute to continuous improvement initiatives and service delivery enhancements within the Development Services team.
- Support collaboration across departments to achieve integrated planning and development outcomes.
- Attend Council, Committee and internal meetings as required.
- Undertake other duties reasonably aligned to the role, skills and classification level as requested.

## 8. Risk Management and Workplace Health and Safety

Employees must carry out their duties in accordance with the requirements of the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Complying with safe work procedures, policies and reasonable instructions provided by the Shire.
- Identifying and reporting hazards, incidents, injuries and near misses as soon as practicable.
- Using equipment, tools and Personal Protective Equipment (PPE) in a safe and appropriate manner.

- Participating in safety training, inductions and safety initiatives as required.
- Cooperating with the Shire on matters relating to work health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided for health and safety purposes.

Employees are also expected to support the Shire's **risk management practices** by:

- Identifying and reporting risks that may impact safety, service delivery, compliance or organisational objectives.
- Complying with the Shire's risk management framework, policies and procedures.
- Taking reasonable steps to minimise risks within their work activities and reporting any issues that may affect the safe and effective delivery of services.

## 9. Qualifications and Work Experience

### Mandatory Requirements

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

### Essential

- Demonstrated experience, knowledge and capability relevant to the level and scope of the position being appointed.
- Sound knowledge of, or ability to interpret and apply, relevant planning legislation, local laws, regulations, policies and statutory processes.
- Well-developed interpersonal, consultation and stakeholder engagement skills, with the ability to build effective working relationships.
- Demonstrated analytical, problem-solving and conflict resolution skills, including the ability to manage competing priorities and achieve practical outcomes.
- Well-developed written and verbal communication skills, including the ability to communicate technical information to a range of stakeholders.
- Proficiency in Microsoft Office applications and ability to use corporate systems and planning software.

### Desirable

- Membership, or eligibility for membership, with Planning Institute of Australia (PIA).
- Experience working within local government or a similar public sector environment.

*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.*