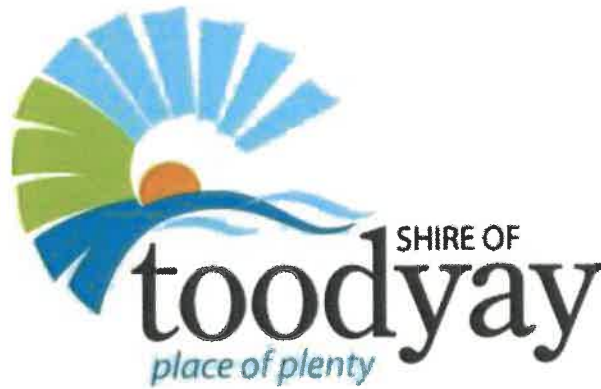




# **PLANNING & COMPLIANCE OFFICER**

## **APPLICATION PACKAGE**





Dear Applicant

Thank you for your interest regarding the position of Planning and Compliance Officer with the Shire of Toodyay.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Shire Profile;
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Checklist for you to use prior to submitting your application; and
- Applicant Declaration.

This information is provided to you so that you understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application.

Please read these guidelines carefully and follow all instructions.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Tabitha Bateman', is written over a white background.

Tabitha Bateman  
**Acting Chief Executive Officer**  
**Shire of Toodyay**

6 May 2024





## PLANNING & COMPLIANCE OFFICER

Are you passionate about shaping the future of your community through strategic planning and compliance initiatives? The Shire of Toodyay is seeking a dedicated individual to join our team as a full time Planning and Compliance Officer.

At the Shire of Toodyay, we are committed to fostering sustainable development and ensuring the orderly growth of our district. As a Planning and Compliance Officer, you'll play a pivotal role in providing expert advice and guidance to Council, Staff, Developers, and the community on all matters relating to Town Planning and development.

You will be responsible for a wide range of duties aimed at facilitating the smooth operation of planning processes and ensuring compliance with relevant regulations. From processing statutory planning matters to preparing reports for Council meetings, you'll be at the forefront of our efforts to promote responsible development.

The Shire is offering a competitive base salary ranging from \$69,160 to \$80,852 per annum (dependent on qualifications and experience). Additionally, you will enjoy benefits such as professional development opportunities, flexible working arrangements, additional superannuation contributions, a uniform allowance, and income protection.

To be considered for this role, you'll need proven knowledge and experience in a similar role; a commitment to working collaboratively within a team environment; and a dedication to continuous improvement and excellence.

If that is you, the application package containing the position description for this role is available on our website at <https://www.toodyay.wa.gov.au/employment/> or by contacting the Records Management Officer on 9574 9300 or via email [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

Applications should be marked "CONFIDENTIAL – Planning and Compliance Officer" and forwarded to the Chief Executive Officer at the Shire of Toodyay by mail, in person, via email or through the Seek platform [here](#).

Applications close at **4.00pm on Friday 31 May 2024**.

### **Please Note:**

- The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace.
- Applicants must have the right to live and work in Australia.
- Canvassing of Councillors will disqualify applicants.
- The successful candidate will need to obtain a current Federal Police clearance, undergo a pre-employment medical examination, and provide evidence of all claimed qualifications before commencing employment.

Tabitha Bateman  
**Acting Chief Executive Officer**

## Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. As of 2023, Toodyay has 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of color with magnificent displays of wildflowers during the spring months. The Shire is part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning “mist”. Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, such as a bank and ATMs, post office, telecentre, library, pharmacy, day-care, hardware store, supermarket, garage, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches. Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay, Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

## Guidelines to applying for an advertised vacancy

These guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position. Not all applicants will be interviewed. Those who the panel determine best meet the criteria will be considered for interview.

### 1. Preparing your application

- (a) The Shire will accept typed applications however neat and legible handwritten applications are also acceptable.
- (b) All information should be stapled and/or secured in the top left-hand corner.
- (c) Refrain from submitting your application bound or in folders.
- (d) Provide copies of supporting documentation rather than original documents however, the original documents MUST be made available at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

### 2. Your application should include the following:

#### (a) Covering Letter (maximum 4 pages) to support your application

- (i) This letter ought to contain details that align to the selection criteria contained in the Position Description as well as your suitability for the role.
- (ii) Please indicate how you meet the criterion and provide examples of events and projects which assist in demonstrating the relevant experience, knowledge and skills.
- (iii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria.
- (iv) Your Curriculum Vitae (CV) and/or Resume will also support the information contained in your covering letter.

#### (b) CV/Resume (maximum 4 pages)

- (i) This document should contain current details about you, how we can contact you and outline relevant work history, education, professional development information, qualifications and professional memberships.
- (ii) Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.
- (iii) In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

#### (c) Referees

- (i) Please nominate at least two contactable employment referees within your application.
- (ii) Referees should be able to comment on your recent work experience, skills and knowledge in relation to the role.
- (iii) Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.
- (iv) Preferably one referee should be your current employer but if this is not possible, someone you have worked for in the past two years and who can comment on your ability for this role in a professional capacity.

**(d) Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

**(e) Evidence of your right to work and live in Australia**

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

**3. Acknowledgement of your application**

The Shire will acknowledge receipt of the application after the closing date.

**4. Interview Process**

**(f) Short Listing**

- (i) The panel will short list applicants for an interview who meet the selection criteria.
- (ii) This process may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

**(g) Interview Process**

- (i) The panel will consist of at least two Managers.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) The intent of the interview is to assess your suitability for the role.
- (iv) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.
- (v) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.
- (vi) Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and may also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

**(h) Offer and Acceptance**

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

**(i) Feedback to applicants**

If requested, feedback to unsuccessful applicants will be provided.

## 5. Forwarding applications for the position

- (a) Written applications MUST BE addressed to the CEO at the Shire of Toodyay as follows:

Chief Executive Officer  
Shire of Toodyay  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

- (b) Applications must be marked “CONFIDENTIAL – PLANNING AND COMPLIANCE OFFICER”
- (c) You may submit your application through the Seek platform [here](#) or in person or by mail/post to the above address. You may also send your application to [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

## 6. Checklist

- (a) Ensure you have the following to make your application:

- Covering Letter.
- Curriculum Vitae(CV) or Resume.
- Statement Addressing the Selection Criteria.
- Copies (**not originals**) of supporting documentation.
- Full application has been proofread prior to submitting.
- The application has been photocopied for personal reference.

- (b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.





## APPLICANT DECLARATION

I, \_\_\_\_\_  
*Full Name of the Applicant*

of, \_\_\_\_\_  
*Address of the Applicant*

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

\_\_\_\_\_  
*Signature of the Applicant*

\_\_\_\_\_  
*Date*



# Position Description

<b>Planning and Compliance Officer</b>	
<b>Portfolio:</b>	Development and Regulation Services
<b>Classification:</b>	Local Government Industry Award 2020 – Level 5
<b>Purpose of Role:</b>	<p>Provide sound planning advice and guidance to Council, staff, developers, and the community on all matters relating to Town Planning and development.</p> <p>Assist the Chief Executive Officer and Executive Manager Planning &amp; Development with strategic planning initiatives and policy making, as directed.</p> <p>To process all statutory planning matters, including development applications, subdivisions, scheme amendments, Crown land issues etc. in a timely and professional manner.</p> <p>To prepare Council reports relating to all statutory planning applications and other planning matters as directed.</p> <p>To adopt a proactive, participative customer service attitude and focus.</p>
<b>Complexity:</b>	This role will require the application of technical skills to assess development proposals.
<b>Reports to:</b>	Executive Manager Development & Regulation
<b>Delegation of Authority:</b>	<p>Authority of position is limited to statutory requirements as laid down in Council's Local Planning Schemes, State Government Legislation and the delegated powers and policies of the Council.</p> <p>Authority to make recommendations and give advice to Council, staff, developers, and the general public.</p> <p>Prepare and sign outgoing correspondence relating to planning matters.</p> <p>Work under minimal supervision.</p> <p>Provide general advice in accordance with directions from the Executive Management Group</p> <p>Authorised to work within established guidelines, budgets, procedures, and policies of the Shire of Toodyay as well as statutory provisions of the Local Government Act WA 1995 and other relevant legislation that apply to the role.</p>

## Planning and Compliance Officer

### General Requirements

- Act in a professional and ethical manner and in the best interests of the Shire at all times.
- Maintain confidentiality.
- Promote and implement the Shire focus on customer service.
- Work in accordance with Council policies and procedures, Acts, Regulations, Standards and Rulings that govern financial activities as amended from time to time.

### Work Health and Safety

- Apply understanding of WSH and take responsibility for self and others working safely.
- Ensure you are familiar with control of hazards from resources in your workplace and identify training needs to ensure optimum competency.
- Engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the current status of work health and safety.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Make use of the Work Health and Safety Committee and WHS Representatives to engage and consult regarding work health and safety matters.
- Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way.

### Responsibilities & Duties

#### 1. General

- Administer and implement the existing Local Planning Schemes, policies and other related documents operating within the district to allow for the orderly development of the Shire in accordance with Council's objectives.
- Undertake site inspections, provide advice and make recommendations on applications for subdivision, development, scheme amendments and compliance matters.
- Prepare reports and discussion papers for Committee and Council meetings as directed by the Chief Executive Officer and Executive Manager Planning & Development.
- Attend relevant Council and external meetings as requested by the Chief Executive Officer and Executive Manager Planning & Development.
- Investigate, prepare and/or assess amendments to Council's Local Planning Scheme.

## Planning and Compliance Officer

- To respond to correspondence, phone, and face to face enquiries in a professional and timely manner.
- Provide advice and assistance to Council staff, Councillors, and the community on all planning matters.
- Operate within the delegated authority designated by the Chief Executive Officer.
- Research and prepare responses on State Administrative Tribunal reviews.
- Assist with the development of forward planning strategies and policies as required.
- Provide advice and undertake road closures and Crown Land issues.
- Provide advice on heritage issues in consultation with the Shire's Cultural Heritage Advisor.
- Solve complex problems within responsibilities of the role.
- Undertake any tasks as requested by the Chief Executive Officer and Executive Manager Planning & Development.
- Administer the Extractive Industries Local Law, Fencing Local Law and Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

### Values

The Shire's values are expected to be applied by staff in all their activities associated with Shire business.

<b>Integrity</b>	We behave honestly to the highest ethical standard
<b>Accountability</b>	We are transparent in our actions and accountable to the community
<b>Inclusiveness</b>	We are responsive to the community, and we encourage involvement by all people
<b>Commitment</b>	We translate our plans into actions and demonstrate the persistence that will produce results.

### Skills, Knowledge & Experience

- Previous experience in Town Planning matters or a related field. (A minimum of five years is desirable)
- Experience in the implementation and interpretation of Local Planning Schemes and a working knowledge of the town planning process within local government.
- A broad range of experience in both the areas of Statutory and Strategic Planning is desirable.
- Understanding and competence in the use of the Residential Design Codes, subdivision and development process, Local Planning Schemes and Local Planning Strategies.

## Planning and Compliance Officer

- Knowledge of State Government planning policies, approval procedures and processes.
- Understanding of the State Administrative Tribunal's review process.
- Broad understanding of Town Planning, Environmental, Local Government, Heritage, Strata Title and Land Legislation.
- Broad understanding of Health and Building involvement related to subdivision and development proposals.
- Excellent communication skills (both written and verbal)
- Demonstrated negotiation and problem-solving skills
- Demonstrated report writing skills
- Computer keyboard skills
- Superior organisational and time management skills
- Good numeracy skills.
- Excellent customer service skills.

### Qualifications and/or Training

- Sound knowledge of the implementation and interpretation of Local Planning Schemes
- The Shire of Toodyay may consider a study leave arrangement or flexible working hours to assist the appointed employee within undertaking post graduate studies.

### Licences / Clearances

\* All are essential unless otherwise denoted

- Current WA drivers licence 'C' class
- National Police Clearance
- Pre-employment medical

### Internal Liaison

### External Liaison

- Executive Manager Development and Regulation
- All interdepartmental Shire Officers
- Chief Executive Officer (CEO)
- Executive Management Group
- Other Workers

- Elected Members
- WA Planning Commission
- Department of Environment
- Other State and Federal Agencies
- Land Developers and Consultants
- Local Interest/Community Groups
- General Public

## Planning and Compliance Officer

### PERFORMANCE CRITERIA

#### Core Competencies

\* All are essential unless otherwise denoted

1. Quality of Work

2. Values & Behaviours

3. Working Relationships

### ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities, and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

#### ACTING CHIEF EXECUTIVE OFFICER

NAME: Tabitha Bateman

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

#### PLANNING AND COMPLIANCE OFFICER

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

DATE OF REVIEW:

\_\_\_\_/\_\_\_\_/\_\_\_\_