



Shire of
Plantagenet
Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

APPLICATION PACKAGE

Position: Senior Planner

Closing Date: 4:15pm, Monday 28 April 2025



Shire of Plantagenet
22-24 Lowood Road, Mount Barker WA 6324
PO Box 48, Mount Barker WA 6324
Telephone: (08) 9892 1111
Email: info@sop.wa.gov.au
Website: www.plantagenet.wa.gov.au

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WELCOME FROM THE CEO

Thank you for your interest in working at the Shire of Plantagenet.

This application package provides details about the Shire and the employment opportunity you may be interested in.

Over the next few years, the Shire has a number of exciting projects which will significantly enhance our community, making Plantagenet an even more attractive place to live, work and visit.

We are seeking committed, passionate individuals who can bring experience and enthusiasm to the organisation. Being able to deliver excellent customer service is critical to any role. We are a values driven organisation who believe in our people to work in the best interest of the community.

We believe our staff are our most important asset and seek to provide a contemporary workplace focused on professional development and business improvement.

If you would like to be part of an organisation which values community engagement, thrives on continuous improvement and is committed to saying yes as often as possible, we would welcome your application.



Julian Murphy
CHIEF EXECUTIVE OFFICER

ABOUT OUR SHIRE

The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully and Porongurup.

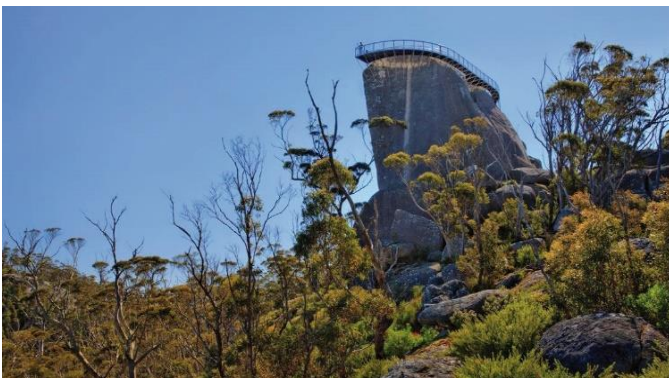
The main economic activities of the region revolve around agriculture, processing and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.



Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, silviculture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.



Serving a population of approximately 5,500 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.

Our Vision

Plantagenet, building a sustainable and respectful community, where the environment is preserved, and natural beauty and diversity provide opportunities for all.

Our Mission

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

Our Values

- Integrity through honesty, ethical behaviour and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.

SENIOR PLANNER

Our Shire is growing, and we need strategic thinkers to help us plan for the future. Bring your experience to our team and be rewarded with opportunity.

Our Planning & Development Services team has been renewed and expanded, and we are looking for a capable planner to join us.

The role of Senior Planner includes the opportunity to drive the preparation of a new Local Planning Strategy, the ongoing review of our planning framework, and the assessment of major development proposals.

Join our team in modern offices, work flexibly, and enjoy the unparalleled lifestyle that Western Australia's Great Southern Region has to offer.

The Senior Planner position reports to our Manager Planning & Development Services, supports and mentors our Planning Officer, and contributes to our supportive Planning & Development team.

The Shire of Plantagenet includes the principal centre of Mount Barker and surrounding communities of Kendenup, Narrikup, Rocky Gully and Porongurup. Our Shire is known for its stunning landscapes and national parks, food and wine producers, and laid-back country lifestyle – all within 40 minutes of Albany, Denmark and the picturesque coastlines of the region.

Competitive conditions of employment are offered including a cash salary of up to \$103,894 per hour and 11.5% superannuation, with a matching superannuation co-contribution of up to 5%.

For a copy of the Information Package, please visit the Shire's website, www.plantagenet.wa.gov.au or phone (08) 9892 1111.

Applications addressed to the undersigned, including a cover letter and resume, should be sent to info@sop.wa.gov.au or mailed to PO Box 48, Mount Barker WA 6324 by 4.15pm, Monday 28 April 2025

The Shire of Plantagenet is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Julian Murphy
CHIEF EXECUTIVE OFFICER

Employment Conditions

Location	Shire of Plantagenet Administration Office
Industrial agreement	Shire of Plantagenet Inside Workforce Enterprise Agreement 2022
Salary	\$51.88 per hour
Employment basis	Permanent full-time
Hours of work	76 hours per fortnight
Superannuation	Superannuation of up to 16.5% based on 11.5% superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary sacrifice is available on the employee's contributions.
Annual leave	4 weeks' leave paid annually
Personal/carer's leave (recognised as sick leave)	Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care.
Clothing allowance	\$550 per financial year
Probationary Period	A six (6) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
Pre-Employment Medical	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the medical practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.

Position Description

POSITION TITLE	Senior Planner
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DEPARTMENT	Development and Regulatory Services
LOCATION	Administration Office
CLASSIFICATION	Level 9 – Shire of Plantagenet Inside Workforce Enterprise Agreement 2022
DATE	17 October 2024

POSITION OBJECTIVE

To provide specialized technical planning advice and input on complex matters, ensuring professional and efficient execution of the Shire's planning obligations through independent and collaborative work on various statutory and strategic tasks.

POSITION RELATIONSHIPS

Executive Manager	Executive Manager Development & Regulatory Services
Manager / Supervisor	Manager Planning and Development Services
Position(s) Under Supervision Direct	Planning Officer
Position(s) Under Supervision Indirect	N/A

KEY RESPONSIBILITIES

1.	Undertake research including scenario modelling, analysis and research as directed by the Manager Planning & Development Services.
2.	Contribute as a key member of the strategic planning projects team and take the lead on key projects and working groups such as the streetscaping and various master planning project teams.
3.	Provide technical support to the Development Services team and to Council on town planning and related planning policy matters.
4.	Provide coaching and mentoring to the Planning Officer and other staff within the business unit to increase their capability and technical knowledge, and ability to

	deliver a customer focused quality planning assessment and advice service to all customers.
5.	Proactively build positive and collaborative working relationships (internal and external) to assist with resolution of complex planning matters.
6.	Development, subdivision and scheme amendment proposals and breaches of the Local Planning Scheme are evaluated, and outcomes/decisions drafted.
7.	Provide written/verbal advice to stakeholders on land use planning related items within operating guidelines and procedures with a strong emphasis on customer service and education.
8.	Contribute to the formulation and review of planning policies, strategies and procedures as directed by Manager Planning and Development Services.
9.	Prepare reports and undertake research as directed by the Manager Planning and Development Services.
10.	Development applications are presented to the Development Control Unit (DCU) for multidisciplinary comment.
11.	Liaison with external Government agencies on planning issues is undertaken as required under relevant legislation.
12.	Draft reports on items for Council agenda.
13.	Assessment of development applications, strategic applications, scheme amendments, structure plans, local development plans, and other strategic planning documents as required.
14.	Assist in identifying and preparing local planning policies, procedures, and guidelines on relevant planning issues.
15.	Assistance is provided to support Shire of Plantagenet planning appeals.
16.	Site inspections are conducted to evaluate applications for planning and subdivision approval.
17.	Review internal processes, identify inefficiency and provide solutions.
18.	Public information sheets / brochures are drafted as directed by Manager Planning and Development Services.
19.	Liaise with the Development Services Information Officer to complete administrative tasks.
20.	Perform such other duties within the officer's skills group, qualifications, Council Policy or as directed by the Executive Manager Development and Regulatory Services and/or Chief Executive Officer.
21.	Engage in emergency service activities as required when directed by the Executive Manager Development and Regulatory Services.
22.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.

23.

Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- Holds a Bachelor of Arts (Urban & Regional Planning) or equivalent relevant qualification, or considerable experience in urban and regional planning.
- Sound knowledge of relevant town planning legislation, strategies, schemes and planning principles.
- Experience with geographical information systems (GIS) and the use of mapping.
- Highly developed verbal and written communication skills including the ability to write reports, business letters, and related correspondence.
- Demonstrated ability to work independently and as part of a team.
- Well-developed public relations and interpersonal skills, self-motivation and reliability in completing assigned tasks.
- Previous experience in a role with similar scope and responsibilities.
- Experience with relevant software packages, including Microsoft Office Suite.
- Eligibility for membership of the Planning Institute of Australia (PIA) and/or Local Government Planners Association (LGPA).
- Current WA "C" Class Driver's Licence or equivalent.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under the General Direction of the Chief Executive Officer in accordance with Council policies and procedures and statutory provisions of the Local Government Act and other legislation.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Work Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established policies, procedures and guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour and trustworthiness

- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence
- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer focus by understanding needs, being proactive and responsive

POSITION DESCRIPTION APPROVED

CHIEF EXECUTIVE OFFICER

Julian Murphy

Signature	Name	Date
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EMPLOYEE ACKNOWLEDGEMENT

Signature	Name	Date
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Organisational Structure 2025

Shire of Plantagenet

Corporate & Community Services

- Finance
- Administration & Customer Service
- Records Management
- Information & Communication Technology
- Community Development
- Recreation Services
- Library

Infrastructure & Assets

- Road Construction and Maintenance
- Parks & Gardens
- Waste Management
- Asset Management
- Building Maintenance

Development & Regulatory Services

- Planning & Development
- Environmental Health
- Building Control
- Emergency Services
- Ranger Services
- Saleyards

Office of CEO

- Governance
- Community Relations
- Elected Member Relations
- Economic Development
- Human Resources
- Work Health & Safety

WORK / LIFE BALANCE

- Permanent full-time
- 76-hour, 9-day fortnight
- 4 weeks' annual leave plus 17.5% leave loading
- 10 days personal leave/12 days after completion of 3 years

HEALTHY LIFESTYLE

- Flu vaccinations
- Health assessments
- Skin cancer screenings
- 50% reimbursement on an annual recreation centre or pool membership
- Albany beaches only 30 minutes away
- Close to Stirling and Porongurup Ranges

ATTRACTIVE SUPERANNUATION

- An extra 5% on top of statutory 11.5% contribution for contributing members

EMPLOYEE ASSISTANCE PROGRAM

- All employees have access to free, confidential professional counselling via the Shire's Employee Assistance Program (EAP)

STUDY LEAVE

- Study leave and financial assistance is available to employees undertaking work related study

OTHER BENEFITS INCLUDE

- Training opportunities
- Uniform allowance
- 13 weeks long service leave after 10 years' service in Local Government. Pro-rata long service leave is available after 7 years' service on termination of employment (long service entitlements are transferable within Local Government).

INFORMATION FOR APPLICANTS

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter addressing the selection criteria for this position. This letter should be no longer than two pages.

Resume (Curriculum Vitae) which includes:

- Personal details – name, address, and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance, and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your application:

Closing Date: 4.15pm, Monday 28 April 2025

Email: info@sop.wa.gov.au

By Hand: Shire of Plantagenet – 22-24 Lowood Road, Mount Barker WA 6324

Attention: Julian Murphy, CEO

Post: PO Box 48, Mount Barker WA 6324

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.

All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.

The successful applicant will be required to provide a National Police Clearance.

CANVASSING OF ELECTED MEMBERS WILL DISQUALIFY APPLICANTS