



Principal Planning Officer

**Employment Information
& Application Pack**

March 2026



Principal Planning Officer

Are you ready to take on a dynamic and rewarding role in the beautiful Shire of Nannup? In this role you will play a pivotal part in keeping our community safe.

If you have experience as a Planning Officer, we'd love to hear from you - passion and the right skill set are what matter most.

Employment Conditions (up to):

- **Permanent part-time position (approximately 30-45 hours per fortnight)**
- **Hybrid role or flexible working hours to support work-life balance/school hours**
- **Gross Salary range: \$100,000 to \$110,000 per annum pro rata dependent upon skills and experience**
- **12% superannuation guarantee plus up to an additional 5% matching employer contribution**
- **17.5% Leave Loading**
- **Access to the Shire's Employee Assistance Program (EAP)**
- **Salary sacrifice options, including property rental costs, novated motor vehicle leases, etc.**

About us

The Shire of Nannup is nestled in the heart of Western Australia's South-West and offers an exceptional opportunity to blend of lifestyle and career.

About the Role

Reporting to the Chief Executive Officer, this position is responsible for taking a leading role in all planning responsibilities for the Shire (Strategic and Statutory Planning) in a customer focused and timely manner.

What we're Looking For

The ideal candidate will have at least 3 years of previous statutory town planning experience, with excellent communication skills and a proactive, business supportive, customer focused and solution driven attitude.

You will have demonstrated working knowledge of Local and State planning policies, approval procedures and processes, the ability to provide specialist advice, and apply knowledge of relevant procedures, policies and activities.

If you're looking for a role where you can make a real impact while enjoying a balance of responsibilities in a supportive and picturesque setting, this is your chance.

How to Apply:

Interested applicants can access the employment information and application package on the Shire's website, www.nannup.wa.gov.au or by contacting the Shire on (08) 9756 1018.

To apply, please submit your resume and a covering letter outlining the position you are applying for, your qualifications and relevant experience to hr@nannup.wa.gov.au, via post to PO Box 11 Nannup 6275 or in person at the Shire Administration building 15 Adam St, Nannup WA 6275. Go to our website to see our recruitment process and guidelines.

Enquiries: David Taylor on 9756 1018 or email hr@nannup.wa.gov.au.

Closing date: Applications for this position are **open until a suitable pool of candidates is received**. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

Together, we're working to build a vibrant and sustainable shire... **and we would love for you to join us.**

A handwritten signature in black ink, appearing to read 'David Taylor', written over a faint circular stamp or watermark.

David Taylor
Chief Executive Officer

2.**POSITION DESCRIPTION**

Position Title:	Principal Planning Officer	Reports to:	Chief Executive Officer
Department:	Development Services	Responsible for:	Nil
Classification:	Local Government Officers Award	Level:	7
Tenure:	Permanent Part Time (0.4 to 0.6 FTE) negotiable		

ROLE SUMMARY

Reporting to the Chief Executive Officer, this position is responsible for taking a leading role in all planning responsibilities for the Shire (Strategic and Statutory Planning) in a customer focused and timely manner.

The Principal Planning Officer is also responsible for providing professional planning advice and service to the Council, the wider community and within the organisation. They will maintain a high level of service in accordance with the objectives of the Council, community expectations and statutory requirements, including providing advice to Development Services staff to develop best practice in the functions of town planning and administration of those processes.

RESPONSIBILITIESGeneral

- Administer the Local Planning Scheme and other planning controls in accordance with Council Delegations.
- Facilitate and process development, subdivision and scheme amendment applications as well as structure plan proposals within the Shire in accordance with the provisions of Council's Local Planning Schemes, Local Planning Policies, and/or State Planning Policies and Guidelines.
- Manage the day-to-day functions of the Shire's Planning department such as processing statutory planning matters, attending counter enquiries, responding to phone calls, updating computer records and producing regular planning performance statistics.
- Prepare and process Shire initiated scheme amendments within the Shire in accordance with the provisions of the Shire of Nannup's Local Planning Scheme, Local Planning Policies, or and/or State Planning Policies and Guidelines.
- Liaise with Council's Environmental Health, Building, Rangers, Emergency Services and Infrastructure staff as necessary for the implementation of Council's planning policies.
- Liaise with officers of the Department of Planning, Lands and Heritage and other government agencies on applications and other statutory town planning matters.
- Research and provide planning advice to the Chief Executive Officer and other Shire officers for the preparation of Council policies and reports on statutory planning matters – including drafting agenda reports for presentation to Council and Committee meetings.
- Inspect and evaluate properties in response to development and subdivision proposals and undertake necessary actions in response to complaints and compliance matters.

- Assist with the review of the Shire of Nannup's Local Planning Schemes, Planning Policies and other strategic documents.
- Supervise and mentor other planning staff.
- Prepare agenda reports for proposals requiring determination by Council.
- Undertake duties associated with the management of heritage places, as identified in the Local Heritage Survey.
- Any other duties including project work as directed by the Chief Executive Officer.

Customer Service

- Provide excellent customer service and ensure that all enquiries are addressed in accordance with the Shire's Customer Service Charter.
- Provide technical planning advice to customers along the planning journey.
- Promote a public image of the Council by displaying a courteous and professional attitude during contact with residents, the development industry, state government agencies and landowners.
- Maintain a general knowledge of the functions of other areas of the Shire, and local key events.
- Undertake administrative duties as required.

Work Health and Safety

- Carry out duties in accordance with Work Health and Safety Policy, organisational directives, procedures and guidelines.
- Follow safe and appropriate operation of equipment and vehicles.
- Fulfil duty of care requirements at all times as legislated by taking reasonable care for your own health and safety and that of others who may be affected by their acts or omissions.
- Identify and report any safety and health risks, accidents, incidents, injuries or property damage at the workplace.

Other

- Act in a professional and ethical manner in the best interests of the Shire at all times.
- Embody Shire's values and abide by all applicable legislation, policies, procedures, and the Code of Conduct.
- Continually review and improve work methods associated with this role.
- Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times – creating records, which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required.
- Take responsibility for completion of work and seek guidance when required.
- Display a punctual, reliable, and positive approach to work.
- Any other reasonable duties as directed by the Chief Executive Officer and/or line management within known skills, knowledge and capabilities.

EXPERIENCE, CAPABILITIES & QUALIFICATIONS REQUIRED TO FULFILL THE ROLE

Essential Role Requirements

- Tertiary qualification in Town Planning (or a related degree).
- Minimum of 3 years previous statutory town planning experience.
- Knowledge of Local and State planning policies, approval procedures and processes.
- Ability to provide specialist advice and apply knowledge of relevant procedures, policies and activities.
- Excellent communication skills with the ability to communicate both verbally and in writing with a variety of internal and external stakeholders.
- Sound time management skills including the ability to plan and organise own work, achieve set and agreed performance and service standards and meet deadlines.
- Excellent interpersonal, public relations and customer service skills, with the ability to liaise at all levels and work in a team environment.
- Excellent computer skills, including the use of Microsoft Word and Excel, databases, and the ability to adapt to other computer applications relevant to the position.
- Demonstrated ability to investigate, research and report on planning related matters.
- Demonstrated problem solving, decision making and conflict resolution skills.

Conduct

At all times employees should act in a manner that enhances community confidence in the Shire. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of the Shire. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to always comply with the Code of Conduct.

Appointment Conditions

- Tertiary qualification in Town Planning (or a related degree).
- Current unrestricted WA 'C' class Driver's Licence.
- Current National Police Check.
- Pre Employment Medical.