

Planning Officer

POSITION DESCRIPTION

Position Number:	3764	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA Stream A Level 5
Business Unit:	Planning and Development	Reports To:	Principal Planning Officer
Team:	Development Assessment	Revised:	February 2026

Human Resource Delegation:	Nil	Financial Delegation:	Nil
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General Position Statement:

This position undertakes development assessment, compliance and customer service functions in a multi-disciplinary team. The position supports Council's direction by providing a planning and development service to the Council, public, and external agencies in a professional, efficient and confidential manner ensuring the development of good working relationships.

Specific Responsibilities:

This position has the following responsibilities:

1. Administer and apply Council's planning schemes and legislation, including interpreting provisions, advising stakeholders, and delivering day-to-day planning assessment and compliance functions.
2. Assess, coordinate and review development applications, undertake site inspections, and prepare well-reasoned, defensible planning recommendations.
3. Provide specialist planning advice to Council, internal staff, applicants, consultants, surveyors, builders, state agencies and the community on development assessment processes and planning requirements.
4. Prepare and present clear planning reports and documentation to support informed decision-making by Council and internal stakeholders.
5. Monitor and enforce compliance with development permits, planning scheme requirements and relevant legislation, including responding to development-related complaints and issues.
6. Engage and negotiate with applicants and stakeholders to resolve development issues, support improved planning outcomes, and advocate for Council's planning intent.



7. Collaborate with internal departments to facilitate coordinated planning outcomes, support community engagement activities, and contribute to an efficient, outcome-focused development assessment service.
8. Support team capability and organisational culture by assisting senior officers and management, demonstrating professionalism, exercising sound judgement and confidentiality, and undertaking other duties consistent with skills and competencies.
9. Always act as a role model for Council's values and behaviours at all times and display an elevated level of professional and ethical conduct.
10. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
11. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
12. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
13. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

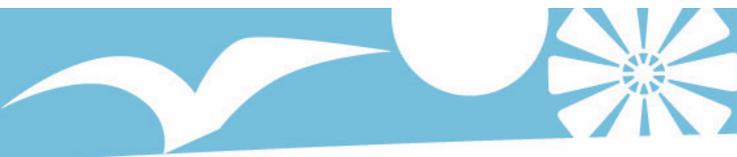
Skills/Competencies

1. Strong knowledge of Queensland planning legislation and planning scheme operation, with the ability to interpret planning instruments, technical documentation, specialist reports and Council development policies.
2. Demonstrated experience in development assessment, including independently assessing applications, preparing accurate and defensible reports, and applying relevant legislation and planning requirements.
3. High-level communication and stakeholder engagement skills, including effective written communication (reports, correspondence, presentations) and the ability to communicate clearly with a broad range of internal and external stakeholders.
4. Well-developed negotiation, mediation and conflict resolution skills, with the ability to resolve development and compliance matters and work collaboratively within a multidisciplinary team environment.
5. Strong organisational and digital capability, including managing competing priorities, meeting deadlines, and using Council systems and digital tools such as GIS, records management systems, application processing systems and Microsoft Office.

Mandatory Qualifications, Licences and Experiences

1. Tertiary qualifications (in a relevant urban and regional or town planning field) or a Diploma in Local Government (Planning) and/or substantial work experience relevant to the position
2. Possess and maintain a current motor vehicle driver licence.





Desirable Qualifications, Licences, and Experiences

1. Experience in a local government development assessment environment.
2. Eligibility for membership of the Planning Institute of Australia.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Must be available to work the on-call roster, if required
5. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.



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SELECTION CRITERIA

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Please address each of the selection criteria below in your application:

1. Tertiary qualifications (in a relevant urban and regional or town planning field) or a Diploma in Local Government (Planning) and/or substantial work experience relevant to the position.
2. Demonstrated strong working knowledge of Queensland planning legislation and planning scheme operation and experience in development assessment and the preparation of accurate, defensible planning reports.
3. High-level communication and stakeholder engagement skills with demonstrated capability to communicate effectively with both internal and external stakeholders and provide clear specialist planning advice in complex or sensitive situations.
4. Well-developed negotiation, mediation and conflict-resolution skills, with the ability to resolve development and compliance matters and work collaboratively within a multidisciplinary team environment.
5. Strong organisational and digital capability is required, including managing competing priorities and using systems such as GIS, records management tools, development assessment software and Microsoft Office.
6. Possess and maintain a current motor vehicle driver licence.



Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

