



## Job Description Form – Planning Manager

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Position Number: 00026846  
Classification: SCL4  
Leadership Context: Leading Others  
ANZSCO: 232611

Division: Office of the Director General  
Reports to: Planning Director, State Referral  
Coordination Unit, SCL6  
Direct Reports: 0

### Description

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The Planning Manager is responsible for coordinating State Agency referrals for development applications received through the 11B Significant Development Pathway. This includes receiving and providing advice within strict timeframes and reporting to Executive on how the Unit is meeting its key performance indicators.

The Planning Manager will work collaboratively with key stakeholders to resolve conflicting advice received by service authorities, and other government agencies to provide whole of Government advice to proponents. As a senior member of the team, the Planning Manager will guide and support other members of the State Referral Coordination Unit (SRCU) to build strong relationships, coordinate the delivery of consistent, efficient, and robust whole-of-government advice and provides an opportunity for industry, business, and community to work with government and collaborate on planning applications.

### Responsibilities

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- Leads and manages the State referral process for all significant proposals that require the input of State Government agencies and service providers, ensuring efficient and effective communication and collaboration. This includes tracking referrals and outcomes, providing support and guidance to referring agencies, and evaluating the effectiveness of referral processes.
- Chairs meetings with Government Agencies and Government Trading Enterprises to negotiate solutions when a conflict arises on planning applications.
- Leads recommendations for reform of the planning system, process improvements and frameworks, actively contributing to the delivery of reform initiatives from the State Governments planning reform agenda.
- Coordinates the statutory referral process for significant development proposals that are lodged for determination by the Western Australian Planning Commission (WAPC).
- Maintain strong, collaborative working relationships with colleagues from a range of industry disciplines across the Government sector.
- Demonstrates an understanding of parallel approval processes, priority projects and key issues to effectively coordinate one single provision of advice to support the development assessment process.



- Retains a working knowledge of the planning reform agenda and priority reform projects to ensure accurate advice and recommendations to the Department and WAPC.
- Researches, formulates, monitors and reviews planning-related policies, strategies, guidelines and innovative practices and assesses their relevance to the Department and the state.
- Identifies and tracks the referral process and statutory timeframes, working with key stakeholders to ensure risks, issues and interdependencies are flagged, managed, and escalated.
- Prepares and reviews technical reports and advice to inform planning reports for consideration by the WAPC, to a standard that can be scrutinised by the State Administrative Tribunal (SAT).
- Engages with key stakeholders and ensures interdependencies are clearly and widely understood.
- Provides specialist technical advice and represents the Department on technical committees, project groups and other joint working arrangements on planning matters.
- Ensures all relevant legislative and corporate governance requirements are applied to projects.
- Prepares reports, and inputs to reports, for the Western Australian Planning Commission.
- Supports the preparation of Ministerial briefings, correspondences, reports and other written materials for the Department.
- Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles/practices in all aspects of this role.
- Encourages and supports a safe workplace environment.
- Applies curiosity and performs other duties as required.
- Demonstrates the expected behaviours of the leadership context for this role.

### Special Requirements

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- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

### Requirements

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- An accredited tertiary degree qualification, in Urban and Regional Planning, and/or Development, or approved equivalent.
- Demonstrated experience working in the WA planning system including experience in both preparing and implementing the planning framework.
- Demonstrated experience in managing complex projects.
- Knowledge and understanding of contemporary project management principles and practices.
- Demonstrate the behaviours within the leadership context of Leading Others as outlined below.



### Behaviour Expectations

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of [Leading Others](#) for this position.

<b>Lead collectively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.
<b>Think through complexity</b>	You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
<b>Dynamically sense the environment</b>	You approach crucial conversations with consideration and confidence, and discuss issues and problems thoughtfully.
<b>Deliver on high leverage areas</b>	You drive high quality performance in your team or work area by setting clear and shared objectives.
<b>Build capability</b>	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
<b>Embody the spirit of public service</b>	You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
<b>Lead adaptively</b>	You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

<b>Registration Date</b>	17 June 2024	<b>Registering Officer</b>	Tamara Mowday <i>Tamara Mowday</i>
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