

## POSITION DESCRIPTION

POSITION TITLE	Principal Statutory Planner
DIRECTORATE - SECTION	Development Services – Approval Services
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Approval Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To ensure that the Statutory Planning and Planning Compliance service area develops and implements strategies and policies that facilitate the effective and efficient operation and administration of Approval Services through professional advice and best practises on technical issues pertaining to the City's Local Planning Scheme and associated Local Planning Policies, State Planning Policies and the Metropolitan Region Scheme.

## KEY RESULT AREAS

### LEADERSHIP AND TECHNICAL ADVICE

- Manager Approval Services, Director Development Services and Executive remain fully informed, ensuring best possible decisions are made
- Provides contemporary technical advice in the field of statutory planning, including complex developments, land use, structure plans, local development plans subdivisions, planning scheme amendments and planning compliance matters.
- Prepares advisory reports with recommendations on planning matters, including interpretation of Local Planning Scheme, Planning and Development Act, Planning and Development (Local Planning Schemes) Regulations, Local Planning Policies, State Planning Policies and the Metropolitan Region Scheme
- Prepares appeal responses and attends State Administrative Tribunals on behalf of the City
- Negotiates consent orders, including participating in mediation and provides recommendations to Council for decision
- Researches, develops and updates Local Planning Policies as required
- Is politically savvy and manages conflict well, approaching situations with a clear perception of political context and stakeholder expectations
- Networks to build positive and beneficial relationships within and outside the Local Government sector
- Undertake ongoing review and implementation of local planning policies.

### OPERATIONAL MANAGEMENT

- Translates the Strategic Plan and Corporate Business Plan into relevant objectives, strategies, standards and key performance indicators
- Ensures high customer service standards are maintained, including quality advice and timely responses to staff, government agencies, developers, consultants, ratepayers, resident community groups and special interest groups
- Acts decisively in a complex environment, while considering stakeholder expectations, and seeking advice from Manager and Director as required
- identifies and manages strategic and operational risks and hazards, including legislative compliance risks
- Manages efficient and timely statutory planning processes, with a focus on customer feedback and service quality

### COMMUNITY ENGAGEMENT

- Facilitates the highest possible levels of community engagement, utilising contemporary models of consultation, communication and facilitation to inform decision making
- Proactively identifies and manages community requirements, expectations and concerns

## TEAM LEADERSHIP

- Provides organisational leadership via collaboration with the Directorate management team and other Directors and Senior Managers, taking a 'whole business' perspective
- Inspires and motivates the team to build a positive, diverse and productive team culture, encouraging team members to assume ownership of the City's goals, achievement of quality results and consistently high standards of service
- Builds team competence to improve the skills and effectiveness at personal, professional and team levels
- Proactively manages team changes by initiating and coordinating effective change and communication strategies
- Empowers people to achieve or exceed organisational goals within appropriately set decision frameworks
- Creates opportunities for cross functional collaboration and innovation
- Actively manages a safe work environment and encourages employee well being

## DECISION MAKING

- Planning Legislation and other Statutory requirements
- Local Planning Scheme No. 3
- Council Local-Law and Policies
- Delegation of authority from Council to deal with planning applications

## WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

## WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- Degree in Urban and Regional Planning or an equivalent, and eligible for membership to the Planning Institute of Australia

## SELECTION CRITERIA

1. A minimum of 5 years' experience in a statutory town planning position, involving complex developments, land use, structure plans, local development plans, subdivisions and planning scheme amendments
2. Demonstrated experience in applied integration of multiple statutory sources to statutory planning advice, including Planning and Development Act, Planning Regulations, Local Planning Scheme, Local Planning Policies, State Planning Policies and the Metropolitan Region Scheme

3. Demonstrated experience in engaging communities in statutory planning consultation processes
4. Demonstrated experience in managing process improvements to deliver improved customer experiences
5. Demonstrated experience in negotiating competing interests and conflicts, across multiple stakeholder groups
6. High-energy team player, who is known for getting things done and for bringing people on the journey
7. Degree in Urban and Regional Planning or an equivalent, and eligible for membership to the Planning Institute of Australia

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Approval Services  
DATE PD REVIEWED/APPROVED: 11 July 2023

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