

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Urban Planner	Level	5/6
Business Unit	Planning Services	Position Number	00116, 00118, 00124, 00126, 00494, 01784
Directorate	Planning and Community Development	Date Established	January 2011
Reporting to	Coordinator Planning Approvals	Date Updated	October 2025

2. KEY OBJECTIVES

- Undertake the performance of Council's statutory planning function by assessing, processing, and reporting on development, subdivision, structure plan and local planning scheme amendment applications.
- Participate in project initiatives and policy development.
- Provide a high level of customer service to both internal and external customers and stakeholders.

3. KEY ACCOUNTABILITIES

- Planning advice and information is provided in accordance with the City's protocols, procedures, and relevant legislation.
- Assessment and provision of recommendations on development applications, general statutory planning matters, scheme amendments and subdivisions to a high standard and within agreed timeframes.
- Reports to Council or for determination of applications under Delegated Authority are accurate and meet all statutory requirements.
- Produce written material to a high standard, consistent with the City's writing guidelines.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES:**

ACTIVITIES

Outcome: Statutory Processing

- Assess and process moderately complex and complex development applications, subdivision applications and clearances, Local Planning Scheme amendments, structure plan proposals in accordance with statutory requirements, Council policies and sound planning principles.
- Prepare reports and recommendations on applications and land related matters, including Crown land, ensuring relevant statutory requirements and policies are met.
- Process other planning related applications.
- Undertake processes associated with easement, restrictive covenant, and similar documents.
- Contribute towards the identification, development, implementation, and maintenance of operational procedures.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

Outcome: Projects

- Participate in the key urban planning functions of the City of Joondalup including the preparation and implementation of strategies, structure plans and local planning scheme amendments.
- Undertake and/or assist in project management tasks including identifying priorities, establishing objectives and milestones, estimate times and scheduling activities.
- Prepare briefs for consultant involvement in undertaking planning related tasks.
- Undertake and/or assist in the preparation and implementation of local planning policies.

Outcome: Customer Service

- Provide high quality customer service and ensure applicants are kept informed on the progress and status of their application.
- Liaise with and provide professional advice to the public, City employees, State Government departments, developers, consultants, and special interest groups regarding Urban Planning matters.
- Respond to written correspondence and enquiries made by the public, developers and consultants.
- Provide professional planning advice to the general community, other Government agencies, developers, consultants, and other City employees.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Experience and ability to interpret planning legislation and documents, Local Laws, information sheets, policies, and procedures.
- Verbal and written communication skills
- Interpersonal skills, including the ability to liaise effectively and courteously with internal and external customers.
- Negotiation, decision making, analytical and research skills.
- Time management and organisational skills.
- Use of Microsoft Office programs.
- Customer relations skills including telephone skills.
- Ability to work as part of a team.

Knowledge:

- Of the structure and function of Local, State and Commonwealth governments in relation to statutory Town Planning, land use and development issues.
- Processes and legislation relevant to subdivisions, structure plans, planning applications and local planning scheme amendments.
- Planning and Development Act and related legislation and state government policies.
- Working knowledge of community participation processes and methodologies.
- Working knowledge of physical, natural, human and environmental factors and processes relevant to strategic planning.
- Working knowledge of land related matters, including Crown land matters, and associated legal documents.

Experience:

- The preparation, assessment and processing of subdivision applications and clearances, development applications, local planning scheme amendments, structure plans, policy preparation and/or project work.
- Statutory land use planning.

Qualifications / Clearances:

- Tertiary qualification appropriate to Urban and Regional Planning or closely related discipline.
- Current WA 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy.
- Required to set outcomes within defined constraints.
- Required to exercise judgment and initiative where procedures / practices / direction are not clearly defined.
- Contributes to interpretation and administration of matters for which there are no clearly established procedures.

7. WORKING RELATIONSHIPS**Level of Supervision:**

- Works under general direction but expected to exercise initiative and judgement where practices are not clearly defined.

Internal:

- All other business units.

External:

- Local community, ratepayers and general public.
- Property developers.
- Contractors and consultants.
- Government authorities/agencies (Federal, State and Local). State Administrative Tribunal.
- City's solicitors.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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