

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Urban Planner	<b>Level</b>	5/6
<b>Business Unit</b>	Planning Services	<b>Position Number</b>	00116,00118, 00123, 00124,00126, 00494, 00511,01583
<b>Directorate</b>	Planning and Community Development	<b>Date Established</b>	January 2011
<b>Reporting to</b>	Coordinator Planning Approvals Coordinator Urban Design and Policy	<b>Date Updated</b>	December 2023

### 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.
- The assessment and provision of recommendations on development applications, general statutory planning matters, scheme amendments and subdivisions is undertaken 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.
- Correspondence and other written material is of a high standard and content is accurate and error free, and in accordance 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 high level reports and recommendations on applications and land related matters, including Crown land, ensuring relevant statutory requirements and policies are met.
- Process applications for liquor licenses.
- 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**

- 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:**

###### **High Level of:**

- 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.

**Sound 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.

**Demonstrated Experience in:**

- 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

**Internal:**

- Planning Services employees
- Customer Care Officers
- Regulatory Services
- Infrastructure Management Services
- Employees in other business units

**External:**

- General public / residents
- Property developers
- Planning related applicants/consultants
- State Government departments and agencies
- State Administrative Tribunal
- City's solicitors
- Other Local Governments

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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