

CITY OF WANNEROO POSITION DESCRIPTION

POSITION TITLE: Planner	DIRECTORATE: Planning & Sustainability	DATE: June 2024
REPORTS TO: Coordinator	SERVICE UNIT: Approval Services	LEVEL: 7
POSITION NUMBER: 3176, 3633, 3679, 3681, 3682, 3683, 3684, 4311, 4312, 3680, 3685	SUB UNIT: Planning Services	ROLE FOCUS: Service
ROLE BALANCE: (People/Scheduling/Technical) 20/10/70	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Planning & Sustainability Directorate** is responsible for managing all of the land use planning, development and integrated compliance functions of the City; supporting projects from inception, assessment, approval, and delivery of new developments and communities. The directorate provides effective and proactive planning and compliance services to ensure great places and quality lifestyles.

POSITION CONTEXT

Under broad supervision of a Coordinator, this position is accountable for applying professional skills, knowledge and experience to develop and improve the City's local land use planning framework and to exercise personal judgement to form town planning recommendations, informed by legislation and organisational and policies, procedures, methods and guidelines.

The role communicates with a range of customers and stakeholders such as specialist consultants, government departments and agencies, other local governments, the business community, members of the public and City Leaders and employees. This includes undertaking engagement on policies, plans and strategic planning documents prepared by the City and providing professional planning advice to internal and external stakeholders and negotiating outcomes through various means including written advice, internal and external meetings, site visits and hosting workshops.

A challenging aspect of the role is maintaining up-to-date knowledge and consistent interpretation of relevant and evolving legislation and standards, managing competing priorities within mandated time limits while also critically thinking and exercising their professional judgement based on urban planning principles and theory. Post-holders must be able to communicate with a wide variety of people in a professional manner, displaying patience, tact and diplomacy when needed.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this

position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Provide a planning service that meets both customer needs and corporate standards within mandated time limits, ensuring that applications comply with relevant legislation and standards.

The position is required to undertake a diverse range of specialist town planning tasks including; preparing, reviewing, communicating and implementing land use planning documents that guide planning and development in the City, assessing development applications, complex land subdivision, local development plans, structure plans, Precinct Planning, town planning scheme amendments, reviewing and advising on legal agreements, local planning policies and providing professional planning advice, and appearing at the State Administrative Tribunal for mediations and hearings.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS OUTCOMES

Collaboration & Teamwork

- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and Leaders.
- Contributes to the development of business improvement initiatives.
- Proactively engages with and seeks feedback from multiple disciplines within the organisation to influence and negotiate planning outcomes.
- The position may be required to assign work to other service units and review the work undertaken by the Planning Administration staff including consultation documents, legal agreements and correspondence to customers.

Customers & Stakeholders

- Acts as a point of contact for customers and stakeholders and responds to enquiries by providing professional planning advice, ensuring that the enquiries are addressed, resolved and/or re-directed for resolution.
- Liaises with internal and external customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.
- Analyses and problem solve complex land development and planning issues and enquiries involving multiple parties and negotiates high quality outcomes.

Efficient & Effective Delivery

- Applies project management techniques to provide a planning service within mandated time limits, including assessment and determination of applications and amendments, appropriate public consultation, ensuring compliance with relevant legislation, standards, codes, schemes, local laws and the City's policies and procedures.
- Applies professional judgement in interpreting regulations, codes, policies, legislation, and case law precedent in undertaking assessments and forming recommendations to inform Council or a delegated decision maker.
- Implements strategic land use planning projects, including the preparation and review of land use planning instruments, local planning policies, and appropriate public consultation, in accordance with relevant policies, procedures and legislation.
- Prepares reports and recommendations that are clear and concise, and accurately conveys complex planning matters tailored to the needs of the audience.

- Processes and practices are continually reviewed and updated, ensuring delivery of quality and efficient outcomes for customers.
- Proposes innovation and business improvement initiatives within area of accountability activity.
- Systems & Processes
- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
 - Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
 - Contributes to the development of processes and procedures that support the work of the Service Unit.
- Resources, Governance, Compliance & Risk
- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
 - Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
 - Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Tertiary qualification in Urban and Regional Planning or with eligibility for full membership with the Planning Institute of Australia (or significant progression towards completion of Urban and Regional Planning Tertiary Qualification).
- Relevant experience in a similar role is desirable.
- Experience with managing and supporting consultants undertaking project-based work is desirable.
- Intermediate experience in the efficient utilisation of information systems and technology.
- C Class Driver's License.

Skills and Knowledge:

- Knowledge and detailed understanding of Urban Planning theory and its application in legislation and planning practice in the Western Australian context.
- Intermediate computing, numeracy and literacy skills.
- Advanced organisational skills with emphasis on time management, ability to prioritise competing tasks.
- Advanced customer service skills focusing on problem solving and achieving negotiated outcomes.
- Advanced verbal and written communication skills.
- Advanced problem solving and negotiation skills to engage proactively with internal and external stakeholders to reach agreed outcomes by applying professional judgement.
- Intermediate research and analysis skills with the ability to read and interpret legislation, and government policy.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

Key Stakeholder Relationships:

- Support the Managers of Approval Services, Coordinators of Planning Services and Senior Planner positions to assist them to carry out their roles.
- Engage internally with the City's other service units to develop / assess planning proposals and strategic documents.
- Communicate, engage and provide professional town planning advice to customers and stakeholders..

- Interact and work with State Government Agencies in delivery of infrastructure and State development within the City.

Role Authorities:

- Planning and Development Act 2005 and Local Government Act and enact delegations that are specific to the role.
- Required to exercise expert judgment and apply initiative in problem solving and by providing support to decision making as a professional town planner.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name: Mel Sun

Signature



Date 21/06/2024

Next Up Leader Name

Signature



Date: 21 June 2024

Josh Coppola – Acting Manager Approval Services