



POSITION DESCRIPTION

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| Position Title: | Senior Statutory Planner |
| Position Number: | 10123 |
| Directorate: | Development Services |
| Reports to: | Statutory Planning Coordinator |
| Department: | Approvals & Compliance |
| Agreement: | City of Karratha Industrial Agreement 2023 |
| Classification: | Level 7 |

1. POSITION OVERVIEW

The Senior Statutory Planner works as part of the Planning Services team and is responsible for delivering high quality and timely statutory planning services on a range of duties, including those of a complex nature.

1.1. Position Objectives

- Develop and maintain effective working relationships within the Planning Services team and with other City stakeholders, clients and customers.
- Develop and maintain a good understanding of and make recommendations for changes and amendments to the local planning scheme, local planning policies, local laws and the operational procedures of Planning Services.
- Consistently contribute to the development and maintenance of policies and procedures to enable Planning Services to operate effectively in delivering a flexible and responsive service to external and internal customers.
- Maintain a sound knowledge of the legislative, policy and procedural framework within which Planning Services operates.
- Contribute to the performance of Planning Services in providing a consistently professional and reliable level of service to both external and internal customers.

2. DUTIES & RESPONSIBILITIES

2.1. Statutory Planning

- Prepare and implement planning strategies, plans and policies via statutory planning processes.
- Assess applications received for development approval (including applications of a complex nature), refer to internal and external stakeholders, advertise/notify, review and resolve issues and prepare assessment reports and draft recommendations and conditions on applications for development approval.
- Where delegations permit, review and sign off on Development Applications.
- Assess and respond to proposals referred to the City by other agencies.
- Attend to enquires on planning related matters and give advice accordingly.
- Provide guidance to and assist other members of the statutory planning team and other City officers.
- Undertake compliance action as required.
- Other duties as required.

2.2. Reporting and Administration

- Prepare reports to Council and the Joint Development Assessment Panel.
- Assist in implementing relevant aspects of the City of Karratha Strategic Community Plan.
- Ensure all relevant information is appropriately collated and stored for future reference for the organisation.
- Uphold the City's corporate values.

2.3. Health & Safety

Employees are responsible for ensuring that they:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under limited supervision of the Statutory Planning Coordinator
- Works in accordance with approved Council policies, procedures and guidelines.
- Ability to work within any delegations assigned to the role.

3.2. Judgement & Problem Solving

- Proven decision-making and problem-solving skills, including an ability to evaluate planning issues in a timely manner, justify recommendations and develop, refine and implement policies.
- Developed time management skills, including the ability to effectively manage workload and manage projects to meet deadlines.

3.3. Specialist Knowledge & Skills

- Working knowledge of the 'planning framework' that influences planning decisions, particularly those that apply to the City of Karratha.
- Demonstrated ability to interpret and apply planning legislation, development approval processes and an understanding of the principles and practice of local planning and development.
- Understand the responsibilities and operations of a local government.

- Ability to negotiate planning matters with a range of stakeholders.
- Ability to apply work systems and processes efficiently and effectively and to identify and assist in the implementation of improvements.

3.4. Interpersonal Skills

- Well-developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Proven ability to develop successful relationships with stakeholders.
- Proven ability to work autonomously, as well as within a team environment.
- Proven ability in providing high quality customer service, including the ability to manage conflict.

3.5. Qualifications & Experience

- Tertiary qualification in land use planning, or an acceptable related course of study
- Minimum 3 years planning experience desirable
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)