



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Statutory Planner</b>
<b>Position Number:</b>	<b>10123</b>
<b>Directorate:</b>	<b>Development Services</b>
<b>Reports to:</b>	<b>Statutory Planning Coordinator</b>
<b>Department:</b>	<b>Planning Services</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5/6</b>

## 1. POSITION OVERVIEW

The Statutory Planner works as part of the Planning Services team and is responsible for delivering high quality and timely statutory planning and customer services for the City of Karratha and helping to maintain and improve an effective statutory planning framework, systems and processes.

### 1.1 Position Objectives

- Develop and maintain effective working relationships with the Planning Services team and other City stakeholders, clients and customers.
- Develop a good understanding of and contribute to 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 and Issuance of Approvals

- Implement the City's planning strategies, plans and policies via statutory planning processes.
- Assess applications received for development approval, refer to internal and external stakeholders, advertise/notify, review and resolve issues and prepare assessment reports and draft decisions and conditions on applications for planning approval.
- Provide guidance to Building Services on residential design matters, particularly with regard to interpretation of the R-Codes and relevant local planning policies.
- Assess subdivision applications referred to the City by the WAPC, refer to internal stakeholders and provide recommendations and recommended conditions to the WAPC in a timely manner.
- Clarify and coordinate clearance of conditions of subdivision, strata and development approval on behalf of the City.
- Undertake compliance action as required.
- Assess the impact of proposals referred to the City by other agencies

### 2.2 Research, Reports, Submissions and Presentations

- Undertake research, review and prepare reports and recommendations, as requested, across a wide range of planning related topics but focussed on:
  - Reports requiring approval under delegation
  - Formal correspondence conveying the City's position

- Reports to Council and the Joint Development Assessment Panel (as required) on applications for planning approval.
- Respond to matters referred to the City under other legislation such as Crown land proposals, mining tenements and land clearing proposals.
- Work with others within the City to prepare submissions on plans publicly advertised by other organisations that relate to the City.

### **2.3 Customer Service and Compliance**

- Attend to public enquires and prospective applicants on planning related matters and give advice accordingly.
- Oversee public advertising and consultation on applications, policies and plans as required.
- Undertake compliance reviews and enforcement actions in response to complaints and as directed.

### **2.4 Health & Safety**

Employees are responsible for ensuring that:

- 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 and Accountability**

- Works under general supervision of the Statutory Planning Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2 Judgement and Problem Solving**

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

### **3.3 Specialist Knowledge and Skills**

- Understanding and knowledge of statutory planning legislation and planning approval processes and an understanding of the principles and practice of local planning and development.
- Understanding of the responsibilities and operations of a local government planning department
- Ability to efficiently and effectively apply systems and processes and to identify and assist in the implementation of improvements.
- Working knowledge of important considerations that influence statutory planning decisions, particularly considerations that apply to the City of Karratha.

### **3.4 Interpersonal Skills**

- Well-developed verbal and written communication skills.
- Ability to develop successful relationships with stakeholders.
- Ability to work autonomously, as well as within a team environment.
- Ability in providing high quality customer service.

### **3.5 Qualifications and Experience**

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