

<b>Position Title:</b>	<b>Senior Planner</b>
<b>Directorate:</b>	<b>Planning and Development</b>
<b>Award/Agreement:</b>	<b>TOC Enterprise Agreement 2021 (and any subsequent agreement)</b>
<b>Classification level:</b>	<b>9</b>
<b>Directly reports to:</b>	<b>Manager Planning Services</b>
<b>Positions under Direct Supervision:</b>	<b>Nil</b>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

To provide advice on all matters related to planning and to assist the Manager Planning Services in the planning and development of the Town of Claremont.

### Objective 1: Technical

- Assess and report on complex applications for compliance with Council's Town Planning Scheme, Policies, Local Laws, the Residential Design Codes and any other relevant legislation in a timely manner.
- Exercise a high degree of judgement, initiative and confidentiality when assessing applications and investigating planning matters within clearly established procedures and guidelines.
- Process and report on applications for development and subdivision.
- Resolve disputes on planning matters within specified Guidelines and Policies.
- Assist with the preparation and investigation of review responses to the State Administrative Tribunal.
- In conjunction with the Manager Planning Services, undertake Planning Policy and Local Law formulation and review.
- Assist in maintaining and preparing work procedures.
- Prepare high quality and accurate advice in relation to planning matters through all forms of communication including email, memo, letters, reports, policies, procedures and visual presentations.
- Assist the Director Planning and Development and the Manager Planning Services in developing Strategic Plans for the Town as required.
- Carry out other duties as requested that may be reasonably expected within the scope of the classification level and skill base of the employee.

### Objective 2: Customer Service

- Provide a high level of customer service with the aim of achieving customer satisfaction with planning processes and responsiveness.
- Attend telephone and counter enquiries pertaining to planning issues where appropriate.
- Provide technical advice and information on planning issues to members of the organisation, the community, and government departments.

### Objective 3: Compliance

- Prepare, investigate, attend, and report on compliance matters.
- Advise ratepayers of Town Planning Scheme and statutory controls to ensure the orderly planning of the municipality.
- Manage and report on planning related compliance requirements and activities associated with Development Approvals and other planning matters.

### Objective 4: Work Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### **Objective 5: Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### **Objective 6: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

## **SELECTION CRITERIA**

### **Essential**

- A bachelor's degree in urban and regional Planning or equivalent experience in a Town Planning position.
- Significant knowledge of the land use planning framework including legislative, regulatory and policy requirements.
- Demonstrated ability to examine and assess complex planning applications and prepare reports including an understanding of the planning appeal process, Residential Design Codes, subdivision and development approval process.
- Demonstrated conflict resolution and negotiation skills.
- Highly developed and demonstrated written communication, time management and organisational skills.
- Demonstrated ability to work in a team environment.

### **Desirable**

- Experience in Local Government, and associated legislation and policy relating to planning and heritage.

## **REQUIREMENTS**

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.
- Provide a COVID certificate evidencing proof of vaccination (where required for your position by State

Government Directions or Town Policy or Procedure).

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

**Signatures**

**Chief Executive Officer Approval**

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Signature

Date

**Employee**

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Signature

Date

Review date:

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