

POSITION DESCRIPTION

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| POSITION TITLE | Environmental Planner |
| DIRECTORATE - SECTION | Infrastructure – Asset Planning |
| LEVEL - EBA | 7 - Salaried |
| RESPONSIBLE TO | Coordinator Asset Development |

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally, and economically sustainable.

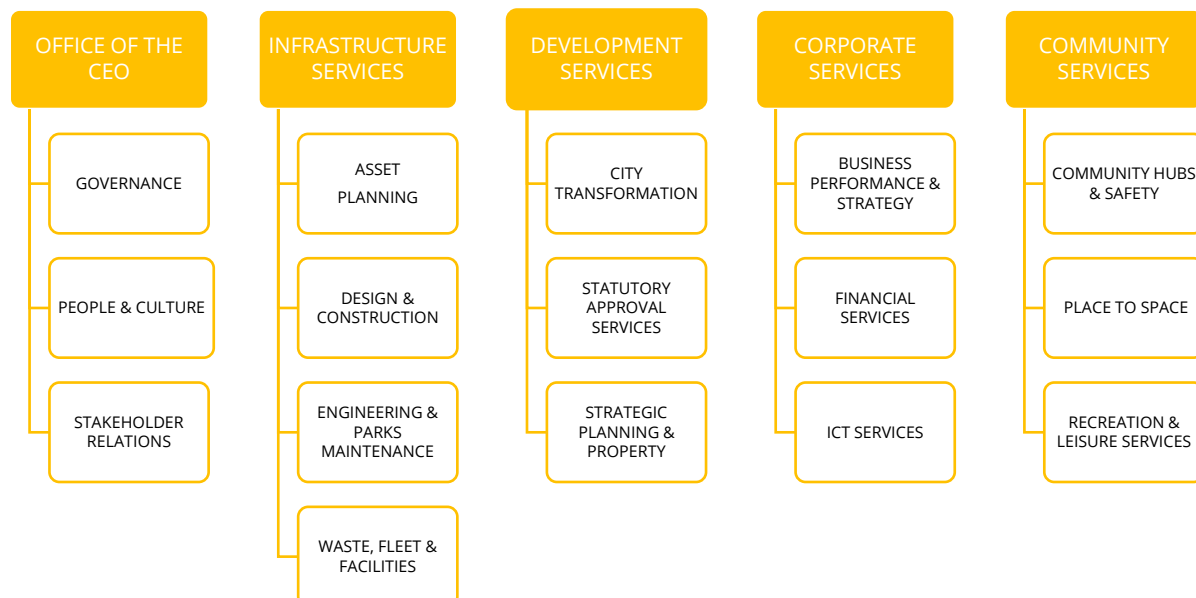
OUR VALUES

SERVICE Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.

PROFESSIONALISM Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.

QUALITY Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

This position is responsible for establishing the City's direction in relation to environment and strategy through the commission and updating of corporate strategies and policies, in collaboration with relevant stakeholders across the organisation. The Environmental Planner will undertake both strategic and statutory planning functions relating to environmental assets, developing a realistic and practical approach in the Kalamunda context, contributing to improved planning outcomes through the review of Structure Plans, Subdivisions and Development Approvals as required. The Environmental Planner will be responsible for embedding strategies into the operations of the organisation to ensure that strategy becomes reality, tracking/ measuring the success of the City's approach, whilst promoting biodiversity, conservation and water sensitive urban design.

KEY RESULT AREAS

STRATEGIC AND STATUTORY PLANNING

- Responsible for establishment the City's direction in relation to environment and sustainability, through the commission and update of corporate strategies which are appropriate for the context of the organisation, cross-functional, practical and affordable
- Ensure that the City's environmental strategies are embedded into the organisation, providing leadership and education to operational staff
- Monitor the implementation of the City's approach over the strategy lifecycle, through establishing and leading cross-functional teams, to ensure the cost and success of the approach is measured and continuous improvement is prioritised
- Remain up-to-date with industry practices, emerging trends and funding opportunities to ensure the City's approach is contemporary
- Undertake strategy actions or projects as appropriate, in consideration of priorities and workload
- Support with the development of policies and guidelines to embed environmental principles in urban development, ensuring asset management principles and industry standards are considered
- Support the delivery of programs and projects influencing land use planning and development and City property, with a focus on conservation of the natural environment and protection and enhancement of environmental values.
- Review Structure Plans, Subdivisions and Development Applications and associated documents from an environmental perspective and provide recommendations; ensuring to identify and assess environmental values (e.g., wetlands, bushland, acid sulfate soils, fauna corridors), and incorporation of conservation areas, open space linkages, and water-sensitive urban design principles.
- Interpret and apply State Planning Policies (e.g., SPP 2.0 Environment and Natural Resources Policy, SPP 2.9 Water Resources)
- Map and document constraints such as foreshore buffers, flood-prone areas, and biodiversity hotspots
- Provide strategic input to Local Planning Strategies and Local Planning Schemes.
- Exercise discretion and judgement based on environmental principles to make best value decisions.

- Provide subject matter expertise into cross functional decision making relating to environment and sustainability.

CUSTOMER SERVICE (INDIVIDUAL AND TEAM)

- Provide support to the Infrastructure Services directorate and wider organisation to devise solutions to strategic or complex issues.
- Assist staff across the organisation implementing strategy objectives and actions to educate and improve organisational knowledge.
- Act as the technical representative on the City's advisory group
- Undertake community consultation and engagement relating to strategies and policies, as required and in collaboration with the Community Engagement team.
- Provide high quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to internal enquiries and requests in accordance with KPI targets.
- Research and identify improvements in industry and develop and prepare proposals that enhance and improve service delivery.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

SELF MANAGEMENT

- Participate positively in mentoring and coaching activities.
- Ensure compliance with all legislative requirements including employment agreements, Occupational Health and Safety, and Equal Employment Opportunity.
- Ensure documentation required for role responsibilities and deliverables are completed accurately and on time. This includes time sheets, leave forms, incident reports, the
- Performance Evaluation System, position descriptions, staff performance processes, career development, and performance reporting.
- Demonstrate that assigned tasks are properly prioritised.

FINANCIAL MANAGEMENT

- Understand the budget and financial constraints of the organisation, particularly in relation to the practicality and affordability of the City's strategic approach to environment.
- Manage assigned budgets to ensure appropriate expenditure and variation management.
- Raise purchase orders within the limit of position authority.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)/EXPERIENCE

- A degree (or equivalent experience) in Environmental Planning, Environmental Engineering or other relevant field.
- Demonstrated ongoing professional development in strategic and/or statutory planning.
- Demonstrated understanding of environment and sustainability in a local government context.

SELECTION CRITERIA

1. Relevant tertiary qualification such as Environmental Science, Town Planning with supplementary Environmental qualifications, Environmental Engineering (or equivalent experience).
2. Strong ability to interpret and practically apply State and Federal Government environmental legislation, regulations, policy and guiding documents in the delivery of the City's strategic projects and assessment of development, subdivision and strategic planning proposals.
3. Working knowledge of sustainability principles, bushland, wetland conservation principles and environmental best practice and management.
4. Proven ability to liaise with a variety of stakeholders (eg.g State agencies (e.g., developers, internal teams, community) to provide advice and resolve complex environmental issues.
5. A high level of attention to detail, accuracy, and confidentiality.
6. Highly effective skills in managing time, setting priorities, and planning and organising work.
7. Strongly developed interpersonal skills to work in a multidisciplinary business.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achieving our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's license allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remain within a reasonable range of the original position.

REVIEWED BY: Asset Advisor – Liah Ale
DATE PD REVIEWED/APPROVED: 9 July 2025