



POSITION DESCRIPTION

POSITION TITLE	Statutory Planner
DIRECTORATE – BUSINESS UNIT	Development Services – Approval Services
LEVEL - IA	5/6 – Salaried
RESPONSIBLE TO	Manager Approval Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

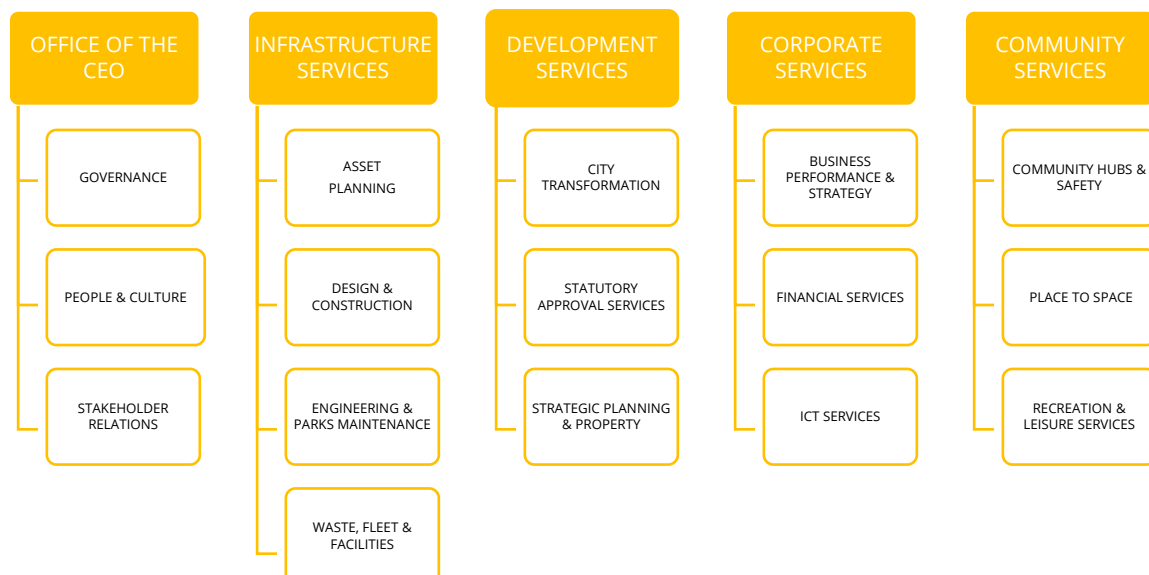
OUR SIMPLE GUIDING PRINCIPLES

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

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Provide support that is aligned to Council's strategic planning outcomes and strategies. To support and provide high quality customer service; provide full spectrum of planning advice and information including but not limited to the Local Planning Scheme and associated Policy.

KEY RESULT AREAS

CUSTOMER SERVICE

- Ability to demonstrate, maintain and foster positive communication processes throughout the organisation, and with external customers.
- Supports the Approvals Team in responding to service enquiries in a positive and timely manner.
- Provide customer service for all planning related enquires including by telephone and front counter.
- Liaise with other Business Units regarding planning related matters.

PLANNING AND DEVELOPMENT SERVICES

- Provide full spectrum of planning and development services and information including but not limited to the Local Planning Scheme and associated Policy.
- Provide advice to the Principal Statutory Planner on the preparation of Planning Policy.
- Knowledge of Local Planning Schemes and planning legislation.
- Contribute to the effective strategic and operational planning by offering innovative suggestions to the Manager Approval Services and Principal Statutory Planner as may be appropriate.

DEVELOPMENT CONTROL

- Assess and prepare determinations of development applications
- Liaise and negotiate with applicants for development approval
- Under guidance, research and prepare scheme amendments, structure plans and planning policies for consideration
- Assess applications and prepare recommendations to the Western Australian Planning Commission on subdivision applications.
- Prepare written advice on all planning matters as required by the Manager Approval Services
- Prepare reports for the Council Development Services agenda.
- Administration of Building Licences requiring planning consent.

TEAM MEMBERSHIP

- Ability to foster a culture of innovation and excellence through continual team improvement.
- Creates a positive team environment, identifying opportunities to collaborate, problem solve and improve service delivery.
- Supports the team to create a safe working environment and proactively identifies and reports safety hazards and improvements.
- Prioritising team goals; including contributing to performance measures to monitor the achievement of section objectives.

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 Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Degree in Urban and Regional Planning or an equivalent or demonstrated evidence of working towards obtaining the degree (final year).

SELECTION CRITERIA

1. Experience in providing full spectrum of planning and development services and information including but not limited to the Local Planning Scheme and associated Policy.
2. Knowledge of statutory requirements and laws relevant to Local Government and corporate administration, particularly in the areas of Statutory Planning.
3. Excellent time management skills, with the ability to function effectively to meet short deadlines in a pressured environment.
4. Accurate presentation of advice, instruction/guidance and research findings, both verbally and written, via all standard forms of business communication (including email, memo, letters, reports; draft policies & procedures; and on occasion the development and delivery of visual presentations).
5. Competent in the production of documents through Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
6. Excellent oral and written communication skills.
7. Degree in Urban and Regional Planning or an equivalent or demonstrated evidence of working towards obtaining the degree (final year).

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 achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence 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 remains within a reasonable range of the original position.

REVIEWED BY: Manager Approval Services

DATE PD REVIEWED/APPROVED: 16 June 2023
