



## POSITION DESCRIPTION

POSITION TITLE	Strategic Planner
DIRECTORATE/SECTION	Development Services – Strategic Planning and Property
LEVEL	6
RESPONSIBLE TO	Coordinator Strategic Planning

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

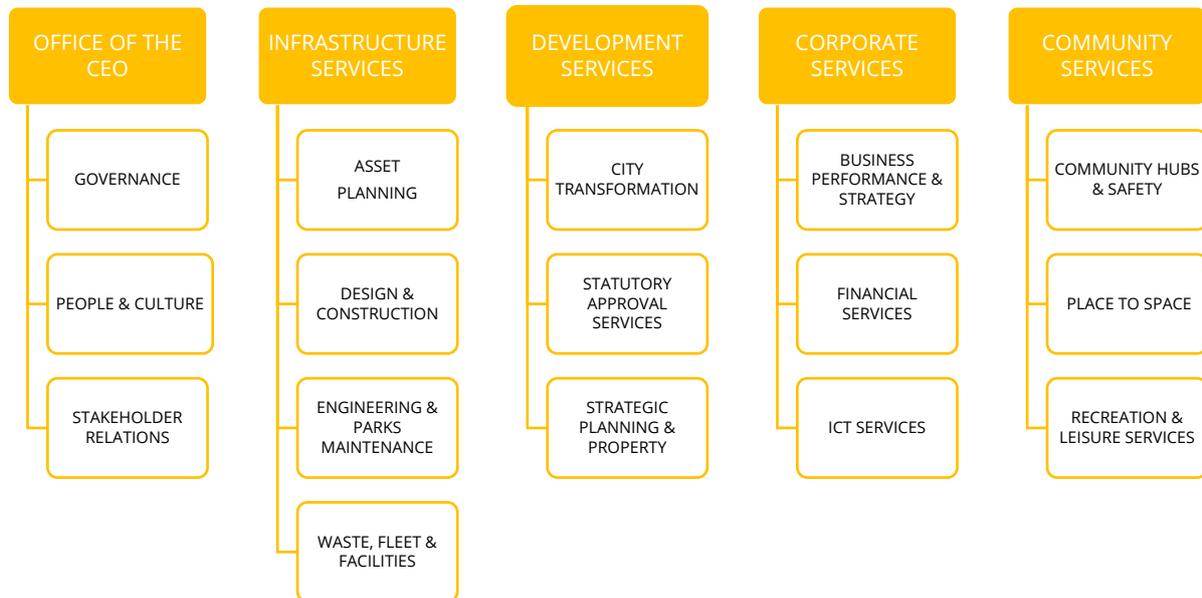
### OUR SIMPLE GUIDING PRINCIPLES

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 OBJECTIVES OF THIS POSITION

- To provide professional and administrative support in respect to the planning and delivery of a diverse range of strategic land use planning projects including scheme amendments, structure plans, policies and development projects in line with City's Strategic Community Plan and Local Planning Strategy.
- Ensuring that the strategic land use planning function is consistent with the City's planning philosophy and statutory obligations.
- To provide professional advice to the organisation and the community on strategic land use planning matters.
- To assist with the development and implementation of the Local Planning Strategy, and the administration of the Local Planning Scheme and associated Policies.

## KEY RESULT AREAS

### CUSTOMER SERVICE

- Ability to demonstrate, maintain and foster professional communication processes throughout the organisation and with external customers.
- Support the Strategic Planning Team in responding to service enquiries in a positive and timely manner.
- Provide customer service for all planning related enquires including by telephone, front counter and in writing.
- Foster relationships and communication with other Business Units regarding strategic land use planning matters.
- Assist with the preparation of expert advice on a range of strategic and statutory land use planning matters.
- Contribute to the effective strategic and operational planning by offering innovative suggestions to the Strategic Planning team.
- Consultation with affected landowners, developers and government agencies.

### STRATEGIC PLANNING SERVICES

- Undertake a variety of activities to facilitate the development, implementation, monitoring and reporting of the City's strategic land use planning framework.
- Perform research and investigations into local and regional factors to support strategic planning direction and decisions in line with the City's vision and strategic priorities.
- Assist with the provision of strategic land use planning advice and information for internal and external stakeholders, with reference to planning instruments and supporting documents used in the State and Local Planning Frameworks.
- Under general direction, assist with the preparation of written advice and reports supporting planning policy and strategic documents, including briefing notes, technical studies, strategic plans, scheme amendments, structure plans and policies.
- Support the preparation of submissions to government and Industry bodies on matters related to the City's strategic land use planning framework.
- Contribute to implementing opportunities for improvements to enhance process and outcomes and lead innovative approaches in strategic land use planning and project delivery.

## **STRATEGIC PROJECT EXPERIENCE**

- Prepare project plans and briefs on a range of matters and manage consultants and internal stakeholders to meet the requirements of the City.
- Provide input into studies, projects and planning proposals undertaken by external consultants in consultation with other business areas of the City.
- Under general direction, coordinate and manage strategic projects and initiatives on behalf of the City.
- Preparation of reports for the Council Development Services agenda and attendance to Council and Committee meetings as appropriate.

## **ADMINISTRATION**

- Proactively carry out administrative tasks, including but not limited to updating information on corporate information systems and maintaining strategic planning files and information records.
- 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 and procedures.

## **TEAM MEMBERSHIP**

- Foster a culture of innovation and excellence through continual team improvement.
- Contribute towards a positive team environment, identifying opportunities to collaborate, problem solve and improve service delivery.
- Support the team to create a safe working environment and proactively identifies and reports safety hazards and improvements.
- Prioritise 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.

## **TRAINING / QUALIFICATION(S)**

- A tertiary qualification in Urban and Regional Planning or related field and relevant experience in the planning profession.
- Fulfil requirements to hold a full membership of Planning Institute of Australia (PIA).

## SELECTION CRITERIA

1. Tertiary qualifications in Urban Planning, Project Management, Property, Urban Design, Architecture, or equivalent.
2. Developed knowledge of strategic urban planning and project management with the ability to interpret Local and State Government Planning Legislation and Planning Policy.
3. Demonstrated ability to interpret and practically apply relevant land use planning and development legislation, regulations, policy and guiding documents to progress strategic projects and interests, including in the assessment of development, subdivision, strategic planning proposals, and policy formulation.
4. Ability to work positively within a team, be proactive, think creatively and work collaboratively to achieve a common goal.
5. Demonstrated skills in project planning and management, including the ability to manage time and function effectively to meet deadlines.
6. Demonstrated ability to present advice, recommendations, instruction, and research findings across all standard forms of business communication. .
7. Competent in the production of documents through Office 365 (Word, Excel, PowerPoint, Project, Publisher)

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C-B' (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.

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REVIEWED BY: Manager Strategic Planning  
DATE PD REVIEWED/APPROVED: 6 January 2026

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