

POSITION DESCRIPTION

Position title:	Senior Planner
Directorate:	Planning and Environment
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	9
Directly reports to:	Manager Planning and Development Services
Positions under direct supervision:	Nil

Organisational Context

The Town of Claremont is located in the picturesque western suburbs of Perth. It employs over 100 staff and is responsible for an area of approximately five square kilometres and a population of approximately 11,000 people. 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

Provide high-level technical planning advice within the Planning business units, assess and manage a diverse range of complex development applications and to provide accurate, consistent and timely statutory planning advice within, and on behalf of, the Town of Claremont.

Objective 1: Planning Assessment and Customer Service

- Evaluate, process, and report on complex development applications, including Council-determined matters, Development Assessment Panel referrals, subdivision referrals, and related statutory processes and appeals.
- Provide authoritative pre-lodgement and statutory planning advice on scheme provisions, R-Codes compliance, approval pathways and documentation requirements.
- Deliver a professional, customer-focused and legislatively compliant statutory planning service (reports, recommendations, or advice) to internal and external stakeholders.
- Supervise, mentor and provide quality assurance for planning officers to ensure consistent, effective and defensible planning outcomes.
- Represent the Town at the State Administrative Tribunal, including preparation and presentation of expert evidence, advocacy at hearings and participation in mediations, as required.
- Contribute to strategic planning projects and special initiatives, including scheme amendments, local planning policies, structure plans and major planning studies, and provide planning input to internal service units.
- Provide high-level technical support to the Manager Planning & Development on complex, sensitive or high-risk planning matters.
- Ensure compliance with planning legislation, statutory frameworks and record-keeping requirements, including undertaking site inspections and technical assessments.
- Review and provide advice on State planning policies and reforms, and promote understanding of planning controls and decisions to stakeholders.
- Mentoring and supporting planning officers and colleagues, 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: Work Health & Safety (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 requirements and observe Town corporate standards to promote a positive, inclusive work environment that is free from discrimination, bullying and harassment.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Avoid adverse effect on the safety of any other person and to take reasonable care to report risks and to ensure his/her own safety and health at work.
- Adopt safety procedures prior to site inspection and to ensure the correct personal protective equipment is used for the task or activity.

Objective 3: 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 4: 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

- Tertiary qualification in Town Planning, or related discipline
- Demonstrated high level of knowledge and understanding of the principles and practice of statutory and strategic Town Planning in a Western Australian Local Government environment.
- Excellent communication skills (both written and oral) and the ability to negotiate at high levels.
- Ability to manage competing priorities and meet deadlines.
- Collaborative approach and ability to work effectively in a team environment.

Desirable

- Knowledge, understanding and experience with planning law and the SAT process.
- Experience using planning assessment software (e.g., Authority, Technology One).
- Membership or recognised eligibility for membership with the Planning Institute of Australia.

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).
- Provide and maintain a Police Clearance (at employee's cost).
- Provide and maintain evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Sign a change of circumstances employee declaration.

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.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Interim Chief Executive Officer Approval	
Signature	Date
Employee	
Signature	Date