

Position Description

Position Title	Planning Officer
Position Number	Various
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Senior Planning Officer
Classification	Level 7 - Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative



Reporting Relationships

This position reports to the Senior Planning Officer.

Business Unit Objective

To facilitate development within the City and enhance the quality of the built form by providing an effective, prompt and efficient approvals service.

Position Overview

The Planning Officer is primarily responsible for all necessary work associated with the processing of various relevant statutory planning correspondence, enquires, proposals and decisions within the area of responsibility of the Business Unit.

Position Objectives

- Response to written and verbal customer enquiries.
- Applicant liaison and pre-lodgement advice.
- Inspections, statutory and technical assessment.
- Research and investigation.
- Maintenance of appropriate records.
- Preparation and presentation of the Council's position in public meetings, evidence, appeals or inquiries.
- Stakeholder consultation.
- Assessment and consideration of public submissions.
- Assessment and consideration of neighbour comment.
- Preparation of internal reports, recommendations, or advice to outside agencies, associated with the following core responsibilities of the Business Unit.
- Processing of various statutory planning proposals, including applications for development, subdivision, and clearances, and relevant appeals.
- Investigate and report on alleged breaches of the relevant local planning framework, including any other relevant local laws and Council policies.
- Provision of statutory planning advice to management, the general public and Council.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City’s Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City’s Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City’s Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Town Planning, or a related discipline.	Essential
Knowledge, Skills, Experience & Abilities	
High level of knowledge and understanding of the principles and practise of statutory Town Planning in a local government environment.	Essential
Ability to exercise decision-making and judgement in a logical, lawful and accountable manner.	Essential
Excellent communications skills (both written and oral) and the ability to negotiate at high levels.	Essential
Sound knowledge of the relevant legislation and statutory processes.	Essential
Demonstrated experience in a relevant area.	Essential
Relevant Local Government experience.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver’s Licence	

Office use only

Position Creation Date	Date	Officer
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Last reviewed/Modified	Date	May 2025	Officer	Manager Development Services
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