

Position Description

Position Title	Coordinator Planning Services
Position Number	TPSP01, TPSP02, EHSN04
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Manager Development Services
Classification	Level 9 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) 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 234,380 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 1,400 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 Service Lead Planning.

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 Coordinator Planning Services is responsible for the accurate, lawful and accountable determination of applications within the scope of delegation. To provide recommendations on all subdivision and development applications, compliance related matters, and proposals, within the scope of the Business Unit and to provide professional leadership and direction on all planning issues within the unit. The position is required to work closely with internal departments to ensure strategic objectives are being met.

Position Objectives

- To ensure that all decisions and advice to Council, the Community and to outside agencies within the designated area of responsibility is lawful, accurate and accountable.
- To coordinate the preparation of agenda items and statutory decisions within the designated area of responsibility.
- To ensure that relevant statutory obligations are met, and statutory processes and responsibilities within the unit are fulfilled.
- To maintain contemporary professional knowledge and provide professional leadership and mentoring to relevant employees within the Business Unit.
- The appropriate allocation of work to officers and maintenance of programs.
- To ensure the maintenance of appropriate records associated with research, inspections, reports, and correspondence associated with the planning functions of the Business Unit.
- Supervision and operational management of designated employees.
- To review Statutory Planning assessments and functions in a timely manner in accordance with the City's customer service charter.
- To review reports for Council and the Development Assessment Panel.

- To attend and present at the City's Design Review Panel (as required).
- To represent the City at Council, the Development Assessment Panel, the Department of Planning, Lands and Heritage, Western Australian Planning Commission, State Administrative Tribunal, the Magistrates Court and Supreme Court (if required).
- Assisting the Manager with the overall business management of the unit, recruitment of suitable employees and with identification and implementation of business process improvements.
- To carry out functions provided to this position by the Notice of Delegated Authority and Authorisations from the Chief Executive Officer.
- Maintenance, monitoring and reporting to the Manager on workflow statistics and operations matters within the relevant area of responsibility.

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 Urban and Regional Planning, or a related discipline, and significant demonstrated experience in a similar role.	Essential
Knowledge, Skills, Experience & Abilities	
Demonstrated operational management skills including: a) Human Resource management (training, recruitment, staff supervision, performance management and mentoring). b) Business Unit performance measurement and evaluation.	Essential
A demonstrably high level of knowledge and understanding of the principles and practice of statutory Town Planning in a Local Government environment.	Essential
Demonstrated ability to develop innovative ideas and strategies and maintain professional skills in accordance with contemporary best practice.	Essential
Ability to exercise decision making and judgement in a logical, lawful and accountable manner.	Essential

Excellent communications skills both written and oral. The ability to negotiate complex matters involving cross functional issues.	Essential
Excellent knowledge of the relevant Western Australian Planning system, and Local Government legislation and statutory processes.	Essential
Experience in organisational management.	Desirable
Relevant Local Government experience.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	

Office use only

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