

Position Description

Position Title	PSHB Tree Inspector
Position Number	XXXX
Directorate	Infrastructure
Business Unit/s	Parks & Environment
Reports to	Supervisor Tree Services
Classification	Level 7 – Outside 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 220,000 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 1200 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 Supervisor Tree Services.

Business Unit Objective

To provide attractive, safe and well-maintained parks, public places and environment for passive and active recreation that enables quality urban life while protecting and conserving the natural environment.

Position Overview

This role is responsible for conducting tree inspections relating to Polyphagous Shot-hole Borer (PSHB), proactive schedules and reactively from customer enquiries. Accurately assessing, monitoring and documenting concerns associated with the tree assets, with the information gathered being essential for maintaining the integrity of the City's asset data and tree management processes. The role prioritises tree pest, health and risk requests while balancing public concerns regarding tree removal and pruning.

This role is also responsible for supervising, monitoring, and reporting on staff and contractor compliance relating to the City's management of PSHB. This position will provide arboricultural advice in writing and on site to other internal business units as well as to external service providers.

Position Objectives

- Conduct inspections of City Tree assets in response to internal and external customer enquires pertaining to PSHB or pest infestations, pruning, removal, health, structure, etc.
- Providing tree management advice in the form of written correspondence, phone conversations and face to face meetings.
- Provide training and guidance to staff in regard to PSHB monitoring and management.
- Maintain accurate tree information utilising the City's spatial tree asset database for ongoing tree management and pest control.
- Create and manage PSHB susceptibility map utilising the City's existing asset information to guide inspection processes and workflows.
- Keep up-to-date records of PSHB related matters to guide future management and Policy decisions
- Accurately document findings of tree inspections, with text and photos, into corporate record systems.
- Assist in the management and implementation of tree management programmes
- Liaise with external service providers (i.e. Western Power, Water Corp., etc.) to provide guidance and to supervise works on site to limit damages to City tree assets.
- Organise independent Arboricultural Reports to guide PSHB management aligned with best industry practices.
- Supervise and allocate work to staff and contractors and ensure work practices are being conducted in line with required standards.
- Undertake Workplace Health and Safety audits of contractors and staff.

- Conduct field inspections and document findings in response to insurance claims relating to City trees .
- Allocate works orders/scheduled works and process invoicing for contractors as required, including invoice auditing on site to ensure works have been completed as requested.
- Coordinate restoration works (including the installation of tree recovery zones) and monitor outcomes for street trees.
- Provide assistance to other City Trees staff as required and undertake other duties as and when requested.

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	
Minimum Certificate 3 in Arboriculture or agreed equivalent or demonstrated progress towards.	Essential
Basic Traffic Management Accreditation	Essential
Basic First Aid Certificate	Essential
Chainsaw Ticket	Desirable
Tree Risk Certification (QTRA / TRAC)	Desirable
PSHB Awareness and Surveillance (Online Certificate)	Desirable
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Knowledge, Skills, Experience & Abilities	

Demonstrated high-level interpersonal and customer service skills, both written and verbal, including the ability to liaise effectively and courteously with internal and external customers.	Essential
Effective conflict management and negotiation skills including the ability to deal with challenging customer situations whilst promoting the requirements of the City.	Essential
Ability to deal with matters of a confidential, sensitive nature and/or urgent matters with tact, discretion and integrity.	Essential
Use sound judgement and organisational conventions to solve problems in a proactive manner.	Essential
Experience in tree management within an urban setting and dealing with the challenges that presents	Essential
Demonstrated knowledge of tree biology and ability to correctly identify trees	Essential
Understanding of occupational health and safety principles and practices and an ability to promote and maintain a safe work environment.	Essential
Understanding of AS4373 Pruning of Amenity trees and AS4970 Protection of Trees on Development Sites.	Desirable
Experience in tree management within a Local/State Government environment	Desirable
Experience in tree management including the control of tree pest such as PSHB	Desirable
Experience in staff and contract supervision and management.	Desirable
Skills using Local Government programs e.g. Technology 1, SAFER, ROAM, SALES FORCE (RMS), and Microsoft applications including Word and Excel.	Desirable
Understanding of Local Government policies and local laws specific to vegetation management within reserves and thoroughfares.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	7 July 2026	Officer	Connor MacPhail-Lucas
Last reviewed/Modified	Date	7 July 2026	Officer	Monique Emery