

Position Description

Position Title	Senior Planning Officer
Position Number	TPSD01, TPAP01, TPAP09, TPAP10, TPAP20, TPAP12, COMO04
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Coordinator Planning Approvals
Classification	Level 8 – 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 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 1,500 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
We are welcoming, respectful and work collaboratively towards our shared goals.



Responsive
We understand our Community needs and are proactive to achieve positive outcomes.



Transparent
We approach work with integrity and are open in our interactions.



Innovative
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships

This position reports to the Coordinator Planning Services.

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

This position is required to assess and report on a range of subdivision and development applications, compliance related matters, and proposals, within the scope of the Business Unit. This role will liaise closely with members of the public and developers to ensure the provision of accurate and timely advice to all stakeholders both internal and external. The position represents the City in State Administrative Tribunal (SAT) matters, at the Department of Planning, Lands and Heritage, Western Australian Planning Commission, at the Magistrates Court, and Development Assessment Panel (DAP) meetings as well as works across the organisation to ensure efficient and effective process.

This position requires a high degree of technical expertise to determine applications under delegated authority in accordance with the planning framework as well as interpreting State Planning Policy and other technical information.

This position is responsible in the day-to-day supervision and mentoring of a team of Planning Officers as well as undertaking performance reviews and workload management. The position also reports to the Coordinator Planning Services and will be required to support the Coordinator to ensure a high level of service delivery is achieved as well as perform acting duties as required.

Position Objectives

- To carry out functions provided to this position by the Notice of Delegated Authority and Authorisations from the Chief Executive Officer.
- Undertake the supervision, mentoring and performance management of reporting officers.

- Providing of professional planning advice to customers, the public, management, internal Business Units and Elected Members.
- Facilitating pre-lodgment meetings with applicants to provide professional advice relating to development proposals, including but not limited to the provision of Written Planning Advice requests.
- Assessment of Building Permits for planning compliance.
- Undertaking Site inspections relating to planning matters.
- Assessment, detailed review and determination of development applications in accordance with the City's Local Planning Framework under delegated authority.
- Assessment, detailed review and referral of subdivision applications and associated advice to the WAPC, including assessment and clearance of subdivision conditions.
- Assessment and review of Structure Plans and Local Development Plans in accordance with the City's Local Planning Framework and *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Undertaking referral responses to external government agencies and public authorities relating to Development Applications.
- Assist in the Preparation of new Polices and provide feedback to other internal Business Units on various matters.
- Undertake policy testing to ensure it polices are robust and meet City and Council requirements.
- Assessment and consideration of public submissions.
- Preparation of Agenda Reports for development applications determined by Council.
- Preparation of Responsible Authority Reports for DAP applications.
- Prepare Council reports relating to DAP applications.
- Attendance at the State Administrative Tribunal on behalf of the City and associated preparation of documentation including expert witness statements for full hearings at the State Administrative Tribunal.
- Undertaking the role of Advocate and/or Expert Witness at Full Hearings at the State Administrative Tribunal or the Magistrates Court or Supreme Court (as required).
- Engagement, supervision and liaison with consultants and legal advisors.
- Assessment of Section 40 and Section 55 Licensing Applications.
- Facilitating interdepartmental meetings and negotiations relating to complex applications and clearance of conditions of development approvals.
- Assessment, Investigation and facilitation of positive outcomes relating to compliance issues on development approvals.
- Assessment, investigation and provision of professional advice to other internal Business Units and External government agencies relating to planning matters.
- System development and testing relating to the City's IT systems.
- Provide assistance to Coordinator Planning Services with the oversight of work processes, quality control and recruitment activities.
- Investigate and report on alleged breaches of the relevant local planning framework, including any other relevant local laws and Council policies.
- Perform any other duties as directed.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- 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.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Urban and Regional Planning, or a related discipline.	Essential
Knowledge, Skills, Experience & Abilities	
High level of knowledge and understanding of Western Australian Local Government statutory processes.	Essential
Ability to exercise decision-making and judgement in a logical, lawful and accountable manner.	Essential
Excellent communication, negotiation and conflict resolution skills (both written and oral).	Essential
Demonstrated experience in delivering a high standard of customer service in a regulatory environment.	Essential
A sound understanding of Western Australian Planning related legislation.	Essential
Ability to obtain full membership of the Planning Institute of Australia.	Essential
Other	

National Police Clearance (under 3 months).	Essential
Current Driver's Licence	

Office use only

Position Creation Date	Date	Officer	Text here
Last reviewed/Modified	Date	26 February 2025	Officer Manager Development Services