

Position Description

Position Title	Payroll Officer
Position Number	ASEW01, HRR01
Directorate	Corporate Services
Business Unit/s	People
Reports to	Senior Payroll & Improvements Officer
Classification	Level 6 IWA

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 1,400 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:

 <p>Approachable We are welcoming, respectful and work collaboratively towards our shared goals.</p>	 <p>Responsive We understand our Community needs and are proactive to achieve positive outcomes.</p>	 <p>Transparent We approach work with integrity and are open in our interactions.</p>	 <p>Innovative We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.</p>
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Reporting Relationships

This position reports to the Senior Payroll & Improvements Officer.

Business Unit Objective

Supporting a workforce of some 1600 people, the People Business Unit portfolio encompasses a spectrum of human resources services including business partnership; industrial relations; attraction and selection; learning and development; employee workplace health, safety and wellness; and payroll. The People Business Unit team consists of approximately 30 human resources professionals who support the business across the complete employee lifecycle of:

Recruitment	Onboarding	Training	Engagement	Safety	Entitlements
<i>Source the right people</i>	<i>Welcome and induct</i>	<i>Ensure equipped to perform</i>	<i>Engage, inspire, retain and reward</i>	<i>Physical, emotional, mental wellbeing</i>	<i>Pay on time and accurately</i>

Position Overview

This position is responsible for providing accurate and timely processing of all payroll related duties.

Position Objectives

Payroll Services

- Provide a customer-focused, efficient, and effective payroll service.
- Ensure salaries and wages are dispersed accurately and on time as per employment contracts and legislative requirements.
- Ensure all timesheets, payroll changes, records, and related materials are accurate, approved, and received before the payroll run closes.
- Keep payroll procedures and practices up to date and compliant with relevant Industrial Awards, Agreements, Council Policies, Australian Taxation Office and other statutory requirements.
- Conduct relevant audits and reconciliation of payroll functions as needed.

- Enter accurate and timely salaries and wages information for payment including appropriate tax records, deductions and superannuation information.
- Provide payroll and statistical information to Government Agencies as required by law.
- Provide information on payroll matters including interpretation of Awards, Agreements, Council Policy and relevant Acts and statutory requirements.
- Train People employees in payroll-related procedures and practices as appropriate.
- Assist in the development, implementation and maintenance of the Human Resource Information System (HRIS) related to Payroll and People reporting.
- Assist with maintaining payroll configuration to comply with the relevant Industrial Awards, Agreements, Australian Taxation Office Regulations, and other relevant Acts and statutory requirements.
- Help develop user and system documentation.
- Assist in processing salary increases, back pay calculations, and higher duties.
- Maintain pay records, employee records, leave records and related information (both computerised and paper-based).
- Assist our people and people leaders with payroll-related queries and processes.
- Support year-end processes such as preparing, balancing and reconciliation.
- Ensure all leave provisions and accruals are accurate.
- Administer, calculate, pay and reconcile all payments as required.
- Collaborate with people leaders on process improvements such as minimising rework, and ad hoc pay runs.
- Run data extracts for timesheet uploads into the HRIS.

Superannuation

- Manage superannuation membership administration, including documentation, updates and terminations to Aware Super and provide general advice where applicable.
- Confirm compliance details for superannuation funds chosen by our people under the Super Choice legislation, establish account setups, and administer employees' superannuation contributions.
- Manage SuperStream processes, including fortnightly contributions and maintaining and creating funds within the Payroll system.
- Coordinate employee superannuation and retirement seminars in conjunction with current default fund.
- Handle all correspondence related to superannuation and liaise with superannuation schemes through written and verbal communications.

Leave Entitlements

- Administer and explain the City's Leave Management Practice, handling enquiries accordingly.
- Process leave applications and ensure entitlements are applied.
- Prepare employee leave payout requests, record them in the (HRIS) upon approval, and send correspondence to employees.
- Issue Long Service Leave (LSL) memos to relevant employees and copy to the relevant Business Unit Manager.
- Conduct LSL reconciliations, process LSL applications, and ensure entitlements are applied.
- Liaise with other Councils regarding the transfer of LSL.
- Handle all other queries and duties related to LSL.

General

- Ensure all employee records are accurately and promptly recorded in the City’s record management system (CIAnywhere).
- Perform other duties as required within the scope of the position.

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 people leader.
- 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.
- 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 directed.

Selection Criteria

Qualifications/Education Level	
Completion of Year 12 or equivalent.	Essential
Knowledge, Skills, Experience & Abilities	
Extensive experience in payroll processing for over 300+ employees using a computerised Human Resource Information System.	Desirable
High level data entry speed and accuracy for payroll processing.	Essential
Considerable experience in interpreting industrial Awards/Agreements and relevant statutory legislation.	Desirable
Intermediate skills using MS Office Suite (Word, Excel, Outlook,).	Essential
An ability to represent the business unit in a professional manner, maintaining confidentiality as required.	Essential

Comprehensive knowledge of Australian Taxation Office regulations as they relate to the payment of salaries and wages.	Desirable
Strong problem solving and analytical skills.	Essential
Recent experience working within a human resources or payroll team to ensure payroll deadlines are met.	Desirable
Experience with dealing with clearing houses and superannuation funds in line with Superannuation Guarantee legislation.	Desirable
Knowledge/experience within local government.	Desirable
Recent experience in HRIS administration.	Desirable
Other	
National Police Clearance (under 3 months).	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	30 June 2026	Officer Service Lead People Services