



**PRINCIPAL PLANNING OFFICER  
INFORMATION PACKAGE**



# CONTENTS

---

<b>ADVERTISEMENT</b> .....	3
<b>EMPLOYMENT CONDITIONS</b> .....	4
<b>POSITION DESCRIPTION</b> .....	5
<b>POSITION OBJECTIVES</b> .....	5
<b>KEY DUTIES / RESPONSIBILITIES</b> .....	5
<b>EXTENT OF AUTHORITY</b> .....	7
<b>ORGANISATIONAL RELATIONSHIPS</b> .....	7
<b>SELECTION CRITERIA</b> .....	8
<b>IMPORTANT: APPLICATION GUIDELINES</b> .....	9

# ADVERTISEMENT

## PRINCIPAL PLANNING OFFICER

- Permanent Full Time Position (Flexible working from home offered)
- Pay rate \$89,493 – \$106,743 (Level 11)
- 11.5% Guaranteed superannuation plus up to an additional 6% matching employer contribution
- 20 days annual leave (pro-rata) and 2 days Public Service Leave

### About the Shire of Chittering

It is an exciting and challenging time to work for the Shire as a Local Government that is experiencing growth due to its desirable lifestyle, scenic environment, and the recently extended Tonkin Highway. The Shire of Chittering employees (around 60 FTE) comprising the Administration and Depot is located in Bindoon (30 minutes from Ellenbrook). Committed to a positive and collaborative work culture and providing employees diverse opportunities in their roles, the Shire of Chittering is a desirable place to work.

### About the Position

The Shire of Chittering is seeking a Principal Planning Officer to assist with statutory planning applications, assessment and compliance along with research and input on local government strategic planning documents and requirements. The Principal Planning Officer reports to the Executive Manager Development Services and guides and supervises the Senior Planning Officer and Planning officer. They will assist in the daily statutory and strategic planning functions.

### About You

The successful candidate will ideally have exceptional organisational skills, time management, problem solving and interpersonal skills while modelling a can-do attitude and is a collaborative team player. The successful candidate will have (although not limited to):

- Completion of a degree in Urban and Regional Planning or similar.
- Knowledge of Planning and Development Act and associated legislation and policies.
- Demonstrate quality customer service and interpersonal skills.
- Well-developed problem solving and negotiation skills.
- Advanced skills in professionally written and oral communications.
- Highly developed skills in use of relevant software programs, digital tools and social media
- Current "C" class Driver's licence.
- The right to live and work in Australia and a National Police Clearance.

### Applying for this Position

Applicants are required to refer to the position's Information Package for position and application information at <https://www.chittering.wa.gov.au/employment>. Application must include a resume, a cover letter that addresses the selection criteria and an Employment Application Form.

Applications must be received by no later than 9am, Friday, 7 February 2025. We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce. Late applications will not be accepted. For further information contact Human Resources by email [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au) or phoning (08) 9576 4600.

**Melinda Prinsloo**  
Chief Executive Officer

# EMPLOYMENT CONDITIONS

<b>Position</b>	Principal Planning Officer
<b>Location</b>	Shire of Chittering Administration Office, Bindoon
<b>Industry Award</b>	Local Government Industry Award 2020 – Industrial Agreement
<b>Classification</b>	Level 11
<b>Cash Component</b>	\$89,493 - \$106,743 \$45.29- \$54.02 - Per hour
<b>Tenue</b>	Permanent Full-Time
<b>Hours of Work</b>	76 hours per fortnight
<b>Superannuation</b>	11.5% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy Staff Superannuation.
<b>Leave Entitlements</b>	Four (4) weeks annual leave per year (pro-rata)
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Policy
	Other personal leave as set out in accordance with the Award.
<b>Uniform</b>	\$400.00 as per Shire Policy Staff Uniforms
<b>Probationary Period</b>	A six-month probationary period applies to this position (flexible working arrangement may be considered thereafter).
<b>Pre-Employment Medical</b>	Candidates may need to complete a health-assessment as part of their selection process
<b>National Police Clearance</b>	Required (dated within 3 months of the position closing date)

## WHY WORK FOR THE SHIRE OF CHITTERING?

Working for the Shire of Chittering offers a range of benefits that make it an attractive workplace. With flexible working hours, a 9-day fortnight, and working from home options, you can achieve a great work-life balance.

The Shire provides 11.5% superannuation with up to an additional 6% employer matching contribution. Enjoy four weeks of annual leave per year (pro-rata) and two additional public service holidays over the Christmas and New Year period.

A uniform allowance is provided, and there are ample training and development opportunities to support your professional growth. The Shire is committed to investing in its employees through various programs, workshops, and courses designed to enhance your skills and career prospects. Whether you're looking to advance in your current role or explore new areas, the Shire offers resources and support to help you achieve your goals.

# POSITION DESCRIPTION

## PRINCIPAL PLANNING OFFICER

<b>TENURE</b>	Full-time (1.0)	<b>LEVEL</b>	11
<b>AWARD</b>	Local Government Industry Award (2020) – Industry Agreement		
<b>DIVISION</b>	Development Services		

### POSITION OBJECTIVES

The primary objective of the position is to assist the Shire’s Executive Manager Development Services to ensure that all development complies with relevant acts, codes, local laws regulations and other statutory legislation and documents, and to assist with the implementation of Shires town planning objectives through the processing of applications and dealing with enquiries relating to zoning, subdivision, development and compliance. NB: Due to the nature of work with this position and the need for deadlines to be met, it is essential that applicants are flexible in being able to work when required, including attendance at meetings, events and functions.

### KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Planning	<ul style="list-style-type: none"> <li>Oversee the processing of all applications for development within the Shire in accordance with the provisions of Council’s Local Planning Scheme, local planning policies and state government policies, including the processing of complex applications.</li> <li>Prepare agenda items for and provide technical planning advice to Council in relation to statutory planning matters.</li> <li>Assist the general public with information on planning issues.</li> <li>Liaise with Council’s Health and Building staff as necessary for the implementation of the local planning framework.</li> <li>Prepare and coordinate amendments to Council’s Local Planning Scheme, if required.</li> <li>Undertake research and formulate policies relative to planning operations.</li> <li>Liaise with Officers of the Western Australian Planning Commission in relation to subdivisions and Local Planning Scheme amendments.</li> <li>Oversee the development of the Senior Planning Officer and Planning Officer.</li> <li>Provide professional and pro-active advice to management and staff with respect to planning and development.</li> <li>Provide effective leadership to administer the Local Planning Scheme and other planning controls in accordance with Council delegations.</li> <li>Process and evaluate applications for development, subdivision and scheme amendments and make appropriate recommendations to the Executive Manager Development Services and/or Council in accordance with the Local Planning Scheme and local planning framework.</li> <li>Coordinate applications for developments, subdivisions (including subdivision clearances) and rezoning.</li> <li>Undertake site inspections of properties for applications and determine compliance.</li> <li>Authorise applications for development approval consistent with the Shire’s delegations register.</li> </ul>

	<ul style="list-style-type: none"> <li>• Authorise recommendations to the WAPC for amalgamation and subdivision application referrals.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Respond to all telephone and counter enquiries and where necessary refer to the appropriate officer or raise a customer service request.</li> <li>• Provide reports as directed by Executive Manager Development Services.</li> </ul>
<b>Administration, Record Keeping &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Respond to administration requirements and maintain a high standard of record keeping.</li> <li>• Maintaining appropriate and timely records as per the Shire records management policy and protocols.</li> <li>• Prepare verbal and written reports/documents to Council and Executive Staff, and attend meetings as required.</li> <li>• Develop and improve operations procedures and guidelines, as required.</li> <li>• To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Deliver on other duties as directed by the CEO and Executive Managers.</li> </ul>

## EXTENT OF AUTHORITY

Operates under general direction of the Executive Manager Development Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

## ORGANISATIONAL RELATIONSHIPS

<b>Responsible to:</b>	Executive Manager – Development Services
<b>Number of staff positions supervised directly:</b>	Senior Planning Officer, Planning Officer
<b>Number of staff positions supervised indirectly:</b>	Nil
<b>INTERNAL</b>	<b>EXTERNAL</b>
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

## CORPORATE ACCOUNTABILITY

- To understand and work towards achieving the Shire’s Community Vision and the objectives of the Shire’s Strategic Community Plan.
- To behave in a professional, supportive manner and cooperate with fellow officers.
- To model behaviours which comply with the Shire’s values and achieve high standard of service delivery to the organization, customers and the community that aligns with the Shire’s Customer Service Charter.
- To commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team.
- Comply with the Shire’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of the Shire’s resources (staff, equipment, finances and other) within the levels of accountability.

## WORK HEALTH AND SAFETY

- To take responsibilities for safe working conditions including identifying and reporting hazards.
- To utilise equipment and applicable resources appropriately and as per manufacturer/supplier’s instructions.
- To protect the public, the environment, equipment and materials from injury, accidental loss or damage.
- To conform with statutory requirements as a minimum standard.

# SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Tertiary qualification in Urban and Regional Planning or demonstrated equivalent level of experience	✓	
Current 'C' Class Driver's License	✓	
Current National Police Clearance (within 3 months of application)	✓	
Demonstrated ability to assess local structure plans, scheme amendments, complex development applications and subdivision applications	✓	
Significant knowledge of Planning and Local Government legislation	✓	
Experience in reporting (written and oral) and knowledge of local government protocol and procedures	✓	
Strong ability to set priorities and produce work that is timely, accurate and of a high professional standard	✓	
Demonstrated capacity to work and communicate with other professions and the community	✓	
Sound negotiation and conflict resolution skills (with internal and external customers) and the ability to work in a team environment	✓	
At least two (2) years' experience in a senior planning position with an understanding of the workings of Local Government	✓	
Demonstrated knowledge of the Western Australian Planning Framework	✓	

SKILLS, KNOWLEDGE & ATTRIBUTES (KPIs)	ESSENTIAL	DESIRABLE
Experience in working collaboratively across multidisciplinary teams	✓	
Ability to coordinate applications for re-zoning, structure planning, subdivisions and development	✓	
Community and stakeholder relations, partnerships and networks are supported and maintained ensuring the respective stakeholders are appropriately informed and engaged	✓	
Ability to process and evaluate applications for development, subdivision and scheme amendments and make appropriate recommendations to the EMDS and/or Council in accordance with the local planning framework	✓	
Well-developed leadership skills in creating visions and support for the development of staff	✓	
Software programs, digital tools and applications are utilised effectively and to a professional level (e.g. Microsoft office)	✓	
Writing skills are of a consistently high professional standard, informative and demonstrate attention to detail	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards	✓	

# IMPORTANT: APPLICATION GUIDELINES

---

## 1. CLOSING DATE

The Closing date and time for applications is **9am, Friday, 7 February 2025.**

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon. We may commence interviews upon receipt and reserve the right to close the position early.

## 2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire's Website Employment page and the Current Vacancies Position's Information page.

## 3. COVER LETTER / SELECTION CRITERIA

### Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. In order for you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description.

### Selection Criteria

The selection criteria is the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. The 'Skills, Knowledge and Attributes (KPS's)' do not need to be addressed.

Please address your letter to:

***Confidential Application – Principal Planning Officer  
Mrs Melinda Prinsloo  
Chief Executive Officer  
Shire of Chittering  
PO Box 70  
BINDOON WA 6502***

#### 4. RESUME/CV

Your resume/CV should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Periods of employment;
- Position(s) held with details of the duties;
- Details of accredited and/or academic qualifications
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment. If you would prefer not to do so, please mention this in your application; and

#### 5. SUBMITTING APPLICATIONS

Applications need to be able to be copied for dissemination to recruitment staff. Please provide your application information on A4 single sided paper and attached by an appropriate clip (do not staple or bind) if to be posted or handed in. Email applications must be in a PDF format, Microsoft Word or Similar. All applications received will become the property of the Shire of Chittering and will not be returned to unsuccessful applicants.

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into consideration in selecting the best applicant.

Applications can be submitted by one of the three ways, as follows:

##### **Email**

chatter@chittering.wa.gov.au

##### **Post**

Applications must be posted in a securely sealed envelope and clearly addressed to:

*Shire of Chittering  
PO Box 70  
BINDOON WA 6502*

##### **In-Person**

Applications must be handed in to:

*Shire of Chittering  
6177 Great Northern Highway  
BINDOON WA 6502*

*Opening hours 8.30am to 4.30pm Monday to Friday.*

## 6. EMPLOYMENT INFORMATION & CONTACT DETAILS

### Equal Opportunity Employer

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

### Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon, unless a mutually agreeable location is confirmed.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia;
- National Police Clearance (within 3 months of position closing date); and
- A satisfactory Pre-Employment Medical Examination.

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

## 7. SHIRE CONTACT

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au).

## 8. APPLICATION CHECKLIST

- Employment Application Form
  - Cover Letter Addressing Position Description (max 3 pages)
  - Resume/CV
  - Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
  - Submitted prior to the application close date and time
  - Completed a separate application for each position (if applying for more than one)
  - Retained a copy of the application for personal references
-