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## **ADVERTISEMENT**

### **BUSHFIRE MITIGATION OFFICER**

- Base Pay Rate \$32.33 \$38.57 per hour
- 12% Guaranteed superannuation plus up to an additional 6% matching employer contribution allowance
- Uniform Allowance
- Professional Development and Training
- 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 employs around 60 FTE and is located in Bindoon (30 minutes from Ellenbrook, Joondalup and Wanneroo). 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**

We are currently seeking a dedicated Bushfire Mitigation Officer to assist in the delivery of bushfire mitigation activities across the Shire of Chittering, including fuel reduction works, firebreak inspections, data collection, and support of community preparedness initiatives. The role provides operational and administrative support to ensure the Shire's bushfire mitigation obligations and programs are delivered effectively under the Bush Fires Act 1954.

#### **About You**

The successful candidate will ideally have a practical understanding of bushfire mitigation and a genuine interest in contributing to community safety and environmental resilience. You will be someone who enjoys working outdoors, is comfortable operating in varied terrain and weather conditions, and can work both independently and as part of a team. You will bring strong communication skills to engage with property owners, contractors, and stakeholders, and have the confidence to support compliance and awareness initiatives related to bushfire risk. You are organised, safety-conscious, and capable of following operational procedures, with a willingness to learn and grow in the emergency management space. Experience using mapping systems (GIS/GPS), basic hand tools or machinery, and an understanding of the Bush Fires Act 1954 will be highly regarded.

#### **Applying for this Position**

Applicants are required to refer to the Information Package for position and application information at <a href="https://www.chittering.wa.gov.au/employment">https://www.chittering.wa.gov.au/employment</a>. Applications must include a resume, a cover letter (that addresses the selection criteria) and an Employment Application Form, which can be submitted <a href="mailto:online">online</a>, via email, handed in to the Shire office or via postage.

Applications must be received by no later than 9am, Monday, 8 September 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 or phoning (08) 9576 4600.

Melinda Prinsloo Chief Executive Officer



## **EMPLOYMENT CONDITIONS**

Position	Bushfire Mitigation Officer
Location	Shire of Chittering Administration Office, Bindoon and across Shire of Chittering region.
Industry Award	Local Government Industry Award 2020 – Industry Agreement
Classification	Level 6.1 – Level 6.4
Gross Salary Range (Annually)	\$63,890.80 – 76,210.37
Tenure	2 Year Fixed term contract - Full-Time
Hours of Work	76 hours per fortnight (9 Days)
Superannuation	12% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy.
	Four (4) weeks annual leave per year (pro-rata)
Leave Entitlements	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.
Uniform	As per Shire Operational Directive – Staff Uniforms
Probationary Period	A three-month probationary period applies to this position.
Pre-Employment Medical	Candidates may need to complete a health-assessment as part of their selection process
National Police Clearance	Required (dated within 3 months of the position closing date)

### WHY WORK FOR THE SHIRE OF CHITTERING?

There are many employee benefits in working for the Shire of Chittering that may not be offered when working for a larger Local Government or organisation.

- You will be able to work on a diverse range of activities in a Local Government environment for which can develop your professional interests and growth.
- Opportunities to work with other disciplines/service teams on projects and/or activities, providing a greater understanding and view of the integration of roles.
- Less links in the chain of command (authority and hierarchy) and therefore potential to work with and/or communicate directly with senior roles.
- As a fast-growing Local Government, there comes the opportunity to be an integral part of the growth including opportunities to identify and drive initiatives including improvements.
- With a small number of employees, there is greater opportunity to build connections and relationships with others and be part of a workforce community and team.

Whether it be for personal or professional gain, employment with the Shire of Chittering is built on opportunities and to be part of something that is not just good, but great!



## **POSITION DESCRIPTION**

## **BUSHFIRE MITIGATION OFFICER**

TENURE	Fulltime, Fixed Term (24 Months Contract)	LEVEL	6
AWARD	Local Government Industry Award (2020) – Industry Agreement		
DIVISION	Development Services		

## **POSITION OBJECTIVES**

The primary objectives of the Bushfire Mitigation Officer is to assist with Bushfire Mitigation activities in accordance with the approved treatment program and Shire priorities.

### **KEY DUTIES / RESPONSIBILITIES**

KEY AREAS	OUTCOMES
Bushfire Control	<ul> <li>Assisting with bushfire mitigation activities including:</li> <li>Planned burning</li> <li>Fire Break construction</li> <li>Fire Break inspections</li> <li>Raking</li> <li>Cutting &amp; Stacking</li> <li>Mop up and Patrol</li> <li>Administrational duties, record keeping and mapping.</li> </ul> Undertaking local fire prevention activities with the community, educating in fire safety and working with residents to ensure neighbouring properties are informed safe and secure during mitigation activities.
Fire Breaks	<ul> <li>Provide mapping for private property firebreak inspections by fire control officers.</li> <li>Conduct firebreak inspections so as to identify compliance within the Shire's fire control notice relevant regulations, local laws and the Bush Fires Act 1954.</li> <li>Engage with property owners regarding Firebreak Notice inspections, compliance and enforcement.</li> <li>Assist with the development and implementation of Bushfire Risk Management Plans (BRMPs) for the Shire of Chittering, through the use of the appropriate bushfire risk management software.</li> <li>Maintain static water supply tanks utilising and logging electronic and visual data along with updating resource mapping.</li> </ul>
General	Attend bushfire incidents within the Shire as required
Administration, Record Keeping & Reporting	<ul> <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>To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety</li> </ul>
Other Duties	<ul> <li>Deliver on other duties as directed by the Bushfire Risk and Ranger Coordinator and/or Authorised Executive Managers</li> </ul>



### **EXTENT OF AUTHORITY**

Operates under general direction of the Bushfire Risk Officer and 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

Responsible to:	Bushfire Risk and Ranger Coordinator	
Number of staff positions supervised directly:	Nil	
Number of staff positions supervised indirectly:	Contractors	
INTERNAL	EXTERNAL	
Chief Executive Officer,	Ratepayers	
Executive Managers	General Public	
Other Staff	Government Departments	
Elected Members	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 utilize 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
Demonstrated experience working in bushfire mitigation, land management, fire operations, or a similar field.		✓
Experience in operating basic plant and equipment relevant to bushfire mitigation (e.g. chainsaws, slashers, 4X4s)	✓	
Previous experience in a local government or emergency services environment		✓
Current WA "C" Class Driver's Licence.	✓	
First Aid Certificate (or willingness to obtain).	✓	
Current National Police Clearance (within 3 months of application).	✓	

SKILLS, KNOWLEDGE & ATTRIBUTES (KPIS)	ESSENTIAL	DESIRABLE
Sound understanding of bushfire behaviour, fuel management techniques, and mitigation strategies.	<b>√</b>	
Experience in working collaboratively across multidisciplinary teams.	✓	
Knowledge of the <i>Bush Fires Act 1954</i> , local firebreak notice requirements, and basic emergency management principles.		✓
Ensuring consistently high standards of customer service is delivered both internally and externally.	✓	
Demonstrated experience in a public contact or service environment.	✓	
Software programs, digital tools and applications are utilised effectively and to a professional level (e.g. Microsoft office, Excel, etc.)	✓	
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, Monday, 8 September 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 Online Employment Application Form available on the Shire's Employment page. Alternatively, you can download and complete the Employment Application Form from the website.

#### 3. COVER LETTER / SELECTION CRITERIA

#### **Cover Letter**

The covering letter gives the opportunity to introduce yourself to the interview panel. For you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of three pages.

#### **Selection Criteria**

The selection criteria are 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. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly except for items in bold which require more detail. It may be helpful to refer to the STAR (Situation Task Action Result) method in preparing your responses.

Please address your letter to:

Confidential Application – Bushfire Mitigation Officer
Ms Melinda Prinsloo
Chief Executive Officer
Shire of Chittering
PO Box 70
BINDOON WA 6502

#### 4. RESUME

Your resume should include:

- Your personal details.
- Your contact details, including mobile number.
- 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 considering in selecting the best applicant.

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

#### Online:

Applications can be submitted online via the Shire's Website <a href="https://www.chittering.wa.gov.au/forms/employment-application-form/52">https://www.chittering.wa.gov.au/forms/employment-application-form/52</a>

#### **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.

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.

#### 8. APPLICATION CHECKLIST

Employment Application Form
Cover Letter Addressing Position Description (max three pages)
Resume
Copies 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.