

The background of the cover is a scenic landscape photograph. It shows rolling green hills in the distance, with a line of trees in the middle ground. In the foreground, there is a body of water, possibly a lake or a wide river, with tall reeds and grasses growing along the banks. The sky is a pale blue. A thick purple diagonal band runs across the top of the page, and a white diagonal band runs across the middle of the page, separating the landscape from the title.

INFORMATION PACKAGE GRADUATE PLANNING OFFICER

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ADVERTISEMENT

GRADUATE PLANNING OFFICER

Permanent full-time position with a 9-day fortnight, flexible work options and study support

Salary range \$66,927.12 - \$79,030.1 plus:

- **12% Guaranteed superannuation**
- **Up to an additional 6% matching employer contribution**
- **9-day fortnight**
- **20 days annual leave (pro-rata) and 2 additional days public service leave**
- **Opportunity for 2 'work from home' days a week**
- **Study assistance available (either 5 hours a week paid leave or a financial contribution)**
- **Professional development**

About the Shire of Chittering

Join the Shire of Chittering at an exciting time of growth, with the extended Tonkin Highway, scenic rural setting and desirable lifestyle creating new opportunities for thoughtful local planning. Located in Bindoon, just 30 minutes from Ellenbrook and approximately one hour from Perth CBD, the Shire of Chittering offers a unique opportunity to build your planning career while enjoying a relaxed rural lifestyle, affordable living and easy access to metropolitan amenities. Our team of approximately 68 employees is committed to a positive and supportive workplace culture. The Shire covers approximately 1,221km, is home to more than 7,039 residents and includes the townships of Bindoon, Muchea and Wannamal, together with the localities of Mooliabeene, Chittering and Lower Chittering.

About the Position

We are seeking a Graduate Planning Officer to join our Development Services team and gain practical experience across statutory and strategic planning, development assessment, compliance, research, and local planning projects. This opportunity is suited to a recent graduate or a student currently working towards a degree in Urban and Regional Planning or a related discipline.

The Shire is committed to supporting the successful applicant through training, mentoring and professional development opportunities, helping you build the skills and confidence needed to develop your planning career. This is an excellent opportunity to gain hands-on local government planning experience while continuing your studies.

In this role, you will receive direct mentoring and support from the Principal Statutory Planning Officer and Planning Team while contributing to a broad range of statutory, strategic and community-focused planning matters. You will gain experience assessing development applications, assisting with local planning projects, supporting community consultation activities, undertaking planning research and contributing to the sustainable growth and development of the Shire.

This is an excellent opportunity to kick-start your planning career with a supportive local government committed to helping emerging planners succeed. If you are ready to gain practical experience, learn from experienced professionals and make a meaningful impact in a growing community, we encourage you to apply.

About You

We are seeking a team member who is motivated, has a positive, people-first attitude, strong attention to detail, and a genuine willingness to learn and grow. You may be a recent graduate, a final-year student, or an early-career planning professional looking to build your experience in local government planning.

The successful candidate will have, but not be limited to:

- Recent completion of, or progress towards, a degree in Urban and Regional Planning.
- Knowledge of the Western Australian planning framework and associated legislation and policies, or the ability to quickly develop this knowledge.
- Well-developed oral and written communication skills, including report writing.
- Strong customer service and interpersonal skills.
- Well-developed problem-solving and negotiation skills.
- The ability to work within a team and build positive relationships with stakeholders.
- A commitment to delivering high-quality outcomes and continuous professional development.

Applying for this Position

For position details and application information, please refer to the Information Package at [Shire of Chittering Employment](#). Applications must include a resume, a cover letter addressing the selection criteria (max. 3 pages), and an Employment Application Form. **Applications are due by 9am, Monday 24 August 2026.** We may commence interviews upon receipt and reserve the right to close the position early.

We value diversity and are committed to providing an inclusive work environment where everyone is treated fairly and with respect. As an equal opportunity employer, we encourage applications from all backgrounds. Late applications will not be accepted. For further information, contact Human Resources at chatter@chittering.wa.gov.au or call (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer

EMPLOYMENT CONDITIONS

Position	Graduate Planning Officer
Location	Shire of Chittering Administration Office, Bindoon
Industry Award	Local Government Industry Award 2020 – Industrial Agreement
Classification	Level 6
Gross Salary	\$66,927.12 - \$79,030.12 per annum, plus superannuation
Employment Type	Permanent / Full-Time
Hours of Work	76 hours per fortnight with a 9-day fortnight arrangement, including the opportunity to work from home up to two days per week.
Study Support	Study assistance is available through either paid study leave (up to 5 hours per week) or a financial contribution towards approved studies.
Superannuation	12% Superannuation Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Directive
Leave Entitlements	Four (4) weeks annual leave per year
	Two additional Public Service Holidays each year, generally taken between Christmas and New Year.
	Personal and other leave provisions in accordance with the applicable Award and Industrial Agreement.
Uniform	\$400.00 annual allowance
Professional Development	Access to mentoring, training and professional development opportunities to support your career growth.
Probationary Period	A three-month probationary period applies.
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?

The Shire of Chittering offers an attractive employment package designed to support work-life balance, professional development and career growth. With flexible working arrangements, a 9-day fortnight and work-from-home options, you'll have the opportunity to achieve a healthy balance between your professional and personal commitments.

Employees enjoy a generous superannuation package, including 12% superannuation and up to an additional 6% employer matching contribution. In addition, you will receive four weeks of annual leave (pro-rata) and two additional Public Service Holidays each year, typically taken during the Christmas and New Year period.

The Shire is committed to investing in its people through ongoing training, mentoring and professional development opportunities. Whether you are building your career, expanding your skills or pursuing further study, we provide the support and resources to help you achieve your goals. Additional benefits include a uniform allowance, study assistance, flexible working arrangements and the opportunity to work within a collaborative and supportive team environment.

POSITION DESCRIPTION

GRADUATE PLANNING OFFICER

TENURE	Full-time (1.0)	LEVEL	6
AWARD	Local Government Industry Award (2020) - Industry Agreement		
DIVISION	Development Services		

POSITION OBJECTIVES

The Graduate Planning Officer supports the delivery of the Shire's statutory and strategic planning functions while participating in a structured professional development program. The position provides exposure to a broad range of local government planning activities, including development assessment, subdivision referrals, strategic planning projects, policy development, community engagement and compliance matters, under the guidance of experienced planning professionals.

The Graduate Planning Officer will also be required to assist the Shire's Executive Manager Development Services, Principal Statutory Planning Officer and Planning Officer when necessary.

KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Planning and Regulatory Requirements	• Process and evaluate applications for development, subdivision, scheme amendments and structure plans, and make appropriate recommendations to the Principal Statutory Planning Officer and/or Council in accordance with the Local Planning Scheme and local planning framework. • Undertake Building Permit Application compliance checks. • Process property account enquiries. • Undertake site inspections of properties for applications and determine compliance. • Assist with public consultation processes. • Conduct planning research and contribute to policy development and strategic planning initiatives. • Maintain planning databases, GIS records and statutory registers. • Participate in professional development and mentoring activities. • Assist in the maintenance and updating of the Local Planning records/register and Information Systems.
Strategic Planning	• Assist in preparation and review of Local Planning Strategies. • Assist in preparation and review of Local Planning Policies. • Contribute to strategic planning projects. • Assist with place planning, growth management and rural planning initiatives.

	• Research emerging planning trends and legislative reforms.
Customer and Community Engagement	• Liaise with applicants, consultants and stakeholders. • Prepare public advertising documentation. • Assist with stakeholder engagement for planning projects.
Administration, Record Keeping & Reporting	• Respond to administration requirements and maintain a high standard of record keeping. • Provide reports as directed by Executive Manager Development Services and/or Principal Statutory Planning Officer. • Contribute to the attainment of the relevant departmental business goals, objectives and key performance indicators. • Maintaining appropriate and timely records as per the Shire records management policy and protocols. • Prepare verbal and written reports/documents to Council and Executive Staff, and attend meetings as required. • Develop and improve operations procedures and guidelines, as required. • To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety. • Respond to all telephone and counter enquiries and where necessary refer to the appropriate officer or raise a Customer Service Request.
Other Duties	• Deliver on other duties as directed by the Principal Statutory Planning Officer and/or Authorised Executive Managers.

EXTENT OF AUTHORITY

Operates under general direction of the Principal Statutory Planning 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:	Principal Statutory Planning Officer
Number of staff positions supervised directly:	Nil
Number of staff positions supervised indirectly:	Nil
INTERNAL	EXTERNAL
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 Council 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 a high standard of service delivery to the organisation, 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 responsibility 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 or progress towards completion of a degree in Urban and Regional Planning or related discipline or demonstrated equivalent level of experience.	✓	
Current 'C' Class Driver's License	✓	
National Police Clearance satisfactory to the Shire and obtained prior to commencement.	✓	
SKILLS, KNOWLEDGE & ATTRIBUTES (KPIS)	ESSENTIAL	DESIRABLE
Demonstrated understanding, or ability to acquire knowledge, of the <i>Planning and Development Act 2005</i> , Local Planning Schemes, State Planning Policies and associated legislation relevant to local government planning.	✓	
Developed oral and written communication skills, including report writing.	✓	
Ability to interpret legislation and policy.	✓	
Ability to research and analyse planning issues.	✓	
Demonstrated customer service and stakeholder engagement skills.	✓	
Ability to manage competing priorities and meet deadlines.	✓	
Well-developed problem solving and negotiation skills.	✓	
Proficiency in computer software, particularly Microsoft Office Suite.	✓	
High level organisational and time management skills.	✓	
Developed public relation skills.	✓	
Developed decision making skills	✓	
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 structure, function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
Working knowledge of Bluebeam, Synergysoft systems or similar.		✓

IMPORTANT: APPLICATION GUIDELINES

1. CLOSING DATE

The Closing date and time for applications is **9am, Monday 24 August 2026**.

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. The Cover letter including Selection Criteria is to be a maximum of three pages.

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. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly with the exception of 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 – Graduate Planning Officer
Ms 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, Referees will not be contacted without notifying shortlisted applicants.

5. WORKPLACE ACCESSIBILITY AND ADJUSTMENTS

The Shire of Chittering is committed to creating a workplace that is accessible and inclusive. We recognise that employees and applicants may require workplace adjustments to perform at their best.

Adjustments may include, but are not limited to:

- Modifications to equipment or tools
- Adjustments to work practices or duties
- Flexible work arrangements where operationally feasible
- Support during the recruitment process

Applicants are encouraged to identify any adjustments they may require during the recruitment or employment process. All requests will be treated confidentially.

6. SUBMITTING APPLICATIONS

Applications should be submitted electronically wherever possible and include all relevant supporting documentation. Applications submitted by email should be provided in PDF, Microsoft Word, or a similar accessible format.

To assist with the assessment process, please include copies of any qualifications, licences, certifications, or other documentation relevant to your skills, experience and suitability for the position.

All application materials submitted to the Shire of Chittering will be retained for recruitment and record-keeping purposes and will not be returned.

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

Online:

Applications can be submitted online via the Shire's Website

<https://www.chittering.wa.gov.au/forms/employment-application-form/52>

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.

7. 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

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.

8. 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.

9. 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
- ☐ Retained a copy of the application for personal references.