

**INFORMATION PACKAGE
SUPPORT OFFICER
PLANNING AND EMERGENCY SERVICES**

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ADVERTISEMENT

SUPPORT OFFICER – PLANNING AND EMERGENCY SERVICES

Permanent Full-Time | 9-Day Fortnight | Flexible Work Options

Salary: \$66,927 - \$79,030 per annum plus superannuation

Benefits include:

- 12% Guaranteed superannuation
- Up to an additional 6% matching employer contribution
- 9-day fortnight
- Four weeks annual leave plus two additional Public Service Holidays
- \$400 annual uniform allowance
- Opportunity to work from home up to two days per week
- Professional development opportunities

About the Shire of Chittering

Located in Bindoon, just 30 minutes from Ellenbrook and approximately one hour from Perth, the Shire of Chittering offers the perfect balance of career opportunity and rural lifestyle. As a growing local government, the Shire is experiencing increasing development activity and is committed to delivering high-quality services to its community.

About the Position

The Shire of Chittering is seeking a proactive and organised Support Officer to join our Development Services team. This role provides administrative and operational support to ensure the effective delivery of bushfire risk management, emergency services and related planning activities. The successful applicant will have strong organisational and communication skills, excellent attention to detail, and the ability to work with internal and external stakeholders. If you are looking for an opportunity to contribute to bushfire preparedness, emergency services and assisting with the effective delivery of planning services, we encourage you to apply.

About You

To be successful in this role, you will have:

- Strong written and verbal communication skills
- Sound research and problem-solving abilities
- Good organisational and time management skills
- Strong attention to detail and accuracy in record keeping
- Proficiency in Microsoft Office applications, particularly Word, Excel and Outlook
- A current C Class Driver's Licence

How to apply

To apply, please submit a cover letter (maximum two pages) outlining your suitability for the position, together with a current resume and completed Employment Application Form. Applicants should refer to the selection criteria contained within the Position Description when preparing their application. Applications close at 9am on 21 September 2026 however, we may commence interviews upon receipt and reserve the right to close this vacancy earlier than advertised.

The Shire of Chittering is committed to creating a diverse, inclusive and accessible workplace where everyone is treated fairly, respectfully and with dignity. As an equal opportunity employer, we encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally and linguistically diverse backgrounds and people of all ages.

Late applications will not be accepted. For further information, please contact Human Resources on (08) 9576 4600 or via email at chatter@chittering.wa.gov.au.

Melinda Prinsloo
Chief Executive Officer

EMPLOYMENT CONDITIONS

Position	Support Officer – Planning and Emergency Services
Location	Shire of Chittering Administration Office, Bindoon
Industry Award	Local Government Industry Award 2020 – Industrial Agreement
Classification	Level 6
Gross Salary	\$66,927 - \$79,030 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 plus up to an additional 6% employer matching contribution in accordance with the relevant 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?

At the Shire of Chittering, we value flexibility, professional growth and employee wellbeing. Employees enjoy a supportive team environment, flexible work options, access to study assistance and professional development opportunities, and the ability to make a meaningful contribution to a growing community.

POSITION DESCRIPTION

Support Officer – Planning and Emergency Services

Department:	Development Services
Reports To:	Executive Manager Development Services
Level Classification:	Level 6
Employment Type:	Full-time
Award:	Local Government Industry Award 2020 – Industrial Agreement

Position Purpose

The primary objective of this position is to support the Planning Department, Emergency Services and Rangers to ensure the provision of quality customer service and accurate recording, receipt and input of data and adherence to statutory deadlines in relation to the Shire's administrative functions.

Key Responsibilities

Rangers and Bushfire Mitigation

Assist the Rangers with:

- Ranger related customer enquiries and triage incidents to Rangers;
- Applications for additional dogs and cats; and
- Administering the process for all Ranger related infringements, firebreak and bushfire hazard reduction inspection including the administration of issuing warning notices, work orders and infringements.

Emergency Services and Emergency Management

Provide support to the Community Emergency Services Manager (CESM) (or Shire delegate) including but not limited to:

- Assisting with the purchasing of goods and services for the Bushfire Brigades;
- Administer the online 'Permit to Burn' application process;
- Administer communications relating to Total Fire Bans and Harvest and Vehicle Movement Bans, possibly on weekends;
- Liaising with, and assisting the Shire's Bushfire Brigades with their administrative needs;
- Assisting the organisation of events, functions, and brigade exercises;
- Assisting with the administration of the Local Emergency Management Arrangements;
- Assisting with the organisation and minute taking of meetings including the Bushfire Advisory Committee and Local Emergency Management Committee meetings;

Emergency Services and Emergency Management (continued)

- Assisting with the preparation of publications; and
- Any other tasks as required by the CESM.

Planning

- Applications for development approval & subdivision referrals:
 - Process new applications/subdivision referrals into Town Planning module including liaising with front counter staff for payment where required;
 - Send emails/letters to neighbours and agencies for advertising on request;
 - Send out approvals by email to applicants.
- Compile schedule of submissions on request.
- Notify applicants and submitters when an item is being referred to Council.
- Process fees for clearance of conditions for subdivisions and create clearance checklists.
- Assist Planning staff with account enquiries.

Administration, Records Management and Governance

- Compliance with the *State Records Act 2000*.
- Maintenance of communication, engagement and media records.
- Governance responsibilities relating to communication legislation and policies.
- Provide reports as directed by Executive Manager Development Services and/or Principal Statutory Planning Officer.
- 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; and
- Respond to all telephone and counter enquiries where necessary.

Other Duties

- Deliver on other duties as directed by the Executive Manager Development Services, CEO and/or Authorised Executive Managers.
- Provide relief cover for the other Development Services Support Officer (Building & Health) during periods of leave.

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.

Key Working Relationships

Internal: Chief Executive Officer, Executive Managers, Elected Members and staff.

External: Ratepayers, General Public, Government Department and Contractors.

Corporate Accountability

- Support and contribute to achieving the Shire's Vision, Mission and Council Plan objectives.
- Uphold and demonstrate the Shire's Values of Positive Attitude, Respect, Accountability and Teamwork in all interactions and work practices.
- Comply with the Shire's Code of Conduct, operational directives, policies, procedures and relevant legislative requirements.

Work, Health and Safety

- Take reasonable care for your own health and safety and that of others by identifying, reporting and managing workplace hazards and risks.
- Use equipment, tools and resources safely and in accordance with manufacturer instructions, procedures and training.
- Protect the public, the environment, equipment and other assets from injury, loss or damage arising from work activities.
- Comply with all relevant Work Health and Safety legislation, policies, procedures and statutory requirements.
- Contribute to a safe, healthy and positive workplace culture through active participation in Work Health and Safety initiatives.

Key Selection Criteria

Essential

- Experience in a clerical or administrative role within a customer focused environment.
- National Police Clearance satisfactory to the Shire and obtained prior to commencement.
- Developed oral and written communication skills, including report writing.
- 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.
- Contribute to a collaborative and positive team culture and by demonstrating a positive attitude, respect, accountability and teamwork.

Desirable

- Certificate IV in Business Administration.
- Current C Class Driver's License.
- Ability to interpret legislation.
- Working knowledge of Synergysoft systems or similar.
- Knowledge of relevant Local Government structure, function, legislative and statutory requirements and/or contemporary governance principles and standards.

Personal Attributes

- Strong work ethic
- High attention to detail and sound judgement.
- Discretion in handling sensitive or confidential information.
- Adaptability and resilience under pressure.

APPLICATION GUIDELINES

1. HOW TO APPLY

To apply for this position, please submit:

- A cover letter (maximum three pages) outlining your suitability for the role and addressing the selection criteria contained within the Position Description.
- A current resume.
- A completed Employment Application Form.

Applications close at 9am, Monday, 21 September 2026.

The Shire may commence interviews upon receipt of applications and reserves the right to close the recruitment process prior to the advertised closing date. Late applications will not be accepted unless prior arrangements have been approved by the Shire.

2. APPLICATION REQUIREMENTS

Cover Letter

Your cover letter provides an opportunity to demonstrate your suitability for the position and should address the selection criteria outlined in the Position Description. Applicants are encouraged to provide examples of their skills, knowledge and experience relevant to the role.

Resume

Your resume should include:

- Personal and contact details
- Employment history (current position listed first)
- Key duties and responsibilities for each role
- Relevant qualifications, licences and certifications
- Details of at least two work-related referees, including their position, organisation and contact details (Referees will not be contacted without notifying shortlisted applicants.)

Employment Application Form

A completed Employment Application Form must accompany your application. The form is available on the Shire's Employment webpage.

3. WORKPLACE ACCESSIBILITY AND ADJUSTMENTS

The Shire of Chittering is committed to creating an accessible, inclusive and supportive workplace.

Applicants who require adjustments during the recruitment process, interview stage or throughout employment are encouraged to discuss their requirements with the Shire. Reasonable adjustments will be considered in accordance with operational requirements and all requests will be treated confidentially.

Examples of adjustments may include:

- Modifications to equipment or workspaces
- Flexible work arrangements
- Adjustments to work practices or duties
- Additional support during the recruitment process

4. SUBMITTING YOUR APPLICATION

Applications should be submitted electronically wherever possible and include all relevant supporting documentation.

Applications may be submitted via:

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

Shire of Chittering
PO Box 70
BINDOON WA 6502

In-Person

Shire of Chittering
6177 Great Northern Highway
BINDOON WA 6502

Opening hours 8.30am to 4.30pm Monday to Friday.

Please provide copies of any licences, qualifications, certifications or other documentation relevant to the position. Application documents submitted to the Shire will be retained for recruitment and record-keeping purposes and will not be returned.

5. EMPLOYMENT INFORMATION

Employment with the Shire of Chittering is subject to the successful applicant satisfying all position-specific pre-employment requirements, which may include:

- Evidence of the right to live and work in Australia
- National Police Clearance
- Pre-employment medical assessment
- Verification of qualifications, licences or certifications

Applicants should refer to the position advertisement and Position Description for specific requirements applicable to the role.

6. INCLUSION AND DIVERSITY

The Shire of Chittering is committed to creating a diverse, inclusive and accessible workplace where everyone is treated fairly, respectfully and with dignity. We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally and linguistically diverse backgrounds and people of all ages. We are committed to providing a workplace where all employees feel valued, supported and able to contribute their best.

7. CONTACT INFORMATION

For further information regarding the position or recruitment process, please contact the Human Resources team during office hours:

Phone: (08) 9576 4600

Email: chatter@chittering.wa.gov.au

8. APPLICATION CHECKLIST

Before submitting your application, please ensure you have included:

- ☐ Cover letter addressing the selection criteria
- ☐ Current resume
- ☐ Completed Employment Application Form
- ☐ Copies of relevant qualifications, licences and certifications
- ☐ Contact details for two work-related referees
- ☐ Submitted application prior to the closing date and time