



PRINCIPAL STATUTORY PLANNING OFFICER INFORMATION PACKAGE



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ADVERTISEMENT

PRINCIPAL STATUTORY PLANNING OFFICER

Employment Type: Permanent full-time position (9 Day Fortnight)

Salary and Classification: \$93,000 - \$110,000 Plus \$10,000 car allowance

Superannuation: 12% Guaranteed superannuation plus up to an additional 6% matching employer contribution

Leave: 20 days annual leave (pro-rata) and 2 days Public Service Leave

About the Shire of Chittering

The Shire of Chittering is a growing local government committed to providing high-quality services to its community. We value diversity and are committed to creating a safe, respectful and inclusive workplace where our people feel supported to do their best work.

About the Position

The Shire of Chittering is seeking a Principal Statutory Planning Officer who can 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 and development.

About You

The successful candidate will be a reliable and proactive professional with a positive attitude and a strong understanding of statutory planning within local government. They will contribute effectively within a collaborative team environment while maintaining a practical, solutions-focused approach.

You will be able to demonstrate the following essential criteria:

- Right to work in Australia
- Ability to work effectively as part of a team
- Tertiary Education in Urban and Regional Planning
- Ability to obtain and provide 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 brief cover letter that addresses the selection criteria and an Employment Application Form.

Applications must be received by no later Friday, 3pm on 24 April 2026.

The Shire of Chittering is committed to diversity, inclusion and equal opportunity. We encourage applications from people of all abilities, backgrounds and experiences and are committed to providing a workplace that is inclusive, accessible and respectful. Reasonable workplace adjustments are available at all stages of the recruitment and employment process to support applicants and employees with disability. Late applications will not be accepted. We may commence interviews upon receipt and reserve the right to close the position early. For further information, contact Human Resources by email at chatter@chittering.wa.gov.au or by phone on (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer

EMPLOYMENT CONDITIONS

Position	Principal Statutory Planning Officer
Location	Shire of Chittering, 6177 Great Northern Highway, Bindoon
Industry Award	Local Government Industry Award 2020 – Industry Agreement
Classification	Level 11
Gross Salary	\$93,000 - \$110,000 plus \$10,000 car allowance
Tenue	Permanent Full-Time
Hours of Work	76 hours per fortnight (9 Day Fortnight)
Superannuation	12% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy Staff Superannuation.
Leave Entitlements	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.
Uniforms	Supplied as per Shire directive
Probationary Period	A three-month probationary period applies to this position.
Pre-Employment Medical	Candidates will have to complete a health-assessment
National Police Clearance	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 12% 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 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 are 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 STATUTORY PLANNING OFFICER

TENURE	Full-time (1.0)	LEVEL	11
AWARD	Local Government Industry Award (2020) – Industry Agreement		
DIVISION	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 and development.

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"> Oversee the processing of all applications for development and subdivision within the Shire in accordance with the provisions of the Shire’s Local Planning Framework. Manage the processing and determination of all development applications ensuring that all relevant statutory deadlines are achieved. Prepare agenda items for and provide technical planning advice to Council in relation to statutory planning matters. Assist the general public with information on planning issues. Liaise with Council’s Health and Building staff as necessary for the implementation of the local planning framework. Liaise with Officers of the Western Australian Planning Commission in relation to subdivisions and any other planning matter. Oversee the development of the Senior Planning Officer/Planning Officer/Graduate Planning Officer. Provide professional and pro-active advice to management and staff with respect to planning and development. Provide effective leadership to administer the Local Planning Scheme and other planning controls in accordance with Council delegations. Coordinate applications for developments and subdivisions (including subdivision clearances). Undertake site inspections of properties for applications and determine compliance. Authorise applications for development approval consistent with the Shire’s delegations register. Authorise recommendations to the WAPC for amalgamation and subdivision application referrals.

General	<ul style="list-style-type: none"> • Respond to all telephone and counter enquiries and where necessary refer to the appropriate officer or raise a customer service request. • Provide reports as directed by Executive Manager Development Services.
Administration, Record Keeping & Reporting	<ul style="list-style-type: none"> • Respond to administration requirements and maintain a high standard of record keeping. • 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.
Other Duties	<ul style="list-style-type: none"> • Deliver on other duties as directed by the CEO and Executive Managers.

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

Responsible to:	EXECUTIVE MANAGER DEVELOPMENT SERVICES
Number of staff positions supervised directly:	Senior Planning Officer, Planning Officer, Graduate Planning Officer
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 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 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 and subdivision 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 **3pm, Friday, 24 April 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. 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
Principal Statutory Planning Officer
Mrs Melinda Prinsloo
Chief Executive Officer
Shire of Chittering
PO Box 70
BINDOON WA 6502

4. 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.

5. 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.

6. SUBMITTING APPLICATIONS

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

<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.

Disability inclusion and workplace adjustments

The Shire of Chittering is committed to providing a workplace that is inclusive and accessible. We encourage applications from people of all abilities, backgrounds and experiences. Reasonable workplace adjustments are available at all stages of the recruitment and employment process to support applicants and employees with disability.

Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon. Alternative arrangements, including accessible interview formats, can be provided upon request.

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
- Pre-employment medical assessments are role-specific and designed to ensure employees can safely perform the inherent requirements of the position, with reasonable adjustments where appropriate.

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
- Brief Cover Letter Addressing Position Description
- Copies of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance.
- Retained a copy of the application for personal references.