



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Compliance Officer

FULL TIME

Applications will be accepted until Close of Business on **Friday 3rd July 2026**

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Compliance Officer

FULL TIME

The Shire is looking for a proactive and resilient Compliance Officer to join our Planning Services in this brand-new role. Play an integral part in delivering an integral service to the community and liaising with internal and external stakeholders.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Careers on 9761 0807.

Applications close on Friday 3rd July 2026.

POSITION DESCRIPTION

1. POSITION TITLE: Compliance Officer

2. DEPARTMENT: Planning and Development

3. AWARD COVERAGE AND CONDITIONS

Level 4-5 of the *Local Government Officers' (WA) Award 2021* and the applicable *Shire of Bridgetown–Greenbushes Enterprise Agreement*.

4. POSITION OBJECTIVES

To provide high level administrative support that ensures compliance with the Building Act, Local Government Act, and other relevant legislation and local laws. Ensure exceptional customer service by supporting both internal teams and external stakeholders, ensuring timely, accurate, and professional responses to building-related enquiries and processes. This role involves investigating complaints, undertaking inspections, assessing compliance with approvals and legislation, issuing infringements, gathering evidence, attending court where required,

5. RESPONSIBILITIES OF THE ROLE

5.1 Building Control – Administration

- Registering, tracking and preparing the relevant applications, approvals and certificates related to building
- Data input and maintenance of registers and programs, maintaining adequate records for all building applications and approvals
- Generating statistical/data reports for Council reports, Building Commission and Finance – BSL & CTF
- Identify and advise on necessary maintenance, changes and improvements to IT systems, reporting and relevant processes
- Provide building related information for property enquiries (usually associated with property settlements) using resources available
- Work with established procedures and processes, business systems and equipment
- Ensure all administrative tasks are carried out in a timely and factual manner

5.2 Compliance

- Maintain knowledge of legislative changes
- Administer and enforce Local Government Act and local laws, the Planning and Development Act 2005, the Building Act 2011, Health (Miscellaneous Provisions) Act 1911 and relevant regulations, standards and codes where lawful and appropriate.
- Conduct site inspections and investigations relating to alleged breaches of development approvals, building standards, health regulations and relevant local laws where lawful and appropriate.
- Liaise with property owners, developers, contractors, government agencies and the community regarding compliance obligations and enforcement actions for planning, health and building.
- Contribute to the development and review of compliance procedures, policies and operational practices.
- Provide advice to internal staff and the public on regulatory compliance matters relating to planning, health and building requirements.
- Participate in legal proceedings and provide evidence where required.
- Assess and review statutory approvals, permits, development conditions and compliance requirements to determine adherence with relevant legislation and approval conditions.

5.3 Customer Service

- Provide exceptional customer service to all internal and external stakeholders
- Treat customers with professionalism and dignity
- Attend to enquiries promptly, courteously and effectively, resolving ongoing matters as required
- Manage conflict and differences and contribute to the resolution of problems to maintain an effective working environment

5.4 Record Keeping

- Maintain accurate financial records in line with legislative requirements
- Ensure regular checks of records in Synergy and compliance across Finance and Customer Service teams
- Maintain accurate records, inspection reports and case management documentation.
- Complete administration requirements including settlement enquiries for health and building

6. WORK HEALTH AND SAFETY

- Ensure compliance with WHS legislation and Council policies
- Promote a positive safety culture within the team and escalate significant issues to the Executive Leadership Team
- Report all accidents, incidents and hazards
- Conduct risk assessments and job safety analyses prior to commencing tasks
- Eliminate or control hazards using the hierarchy of controls
- Complete required training to ensure personal, team and public safety

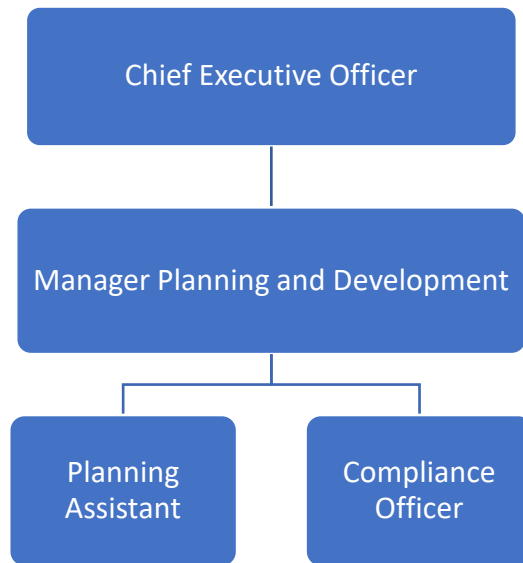
7. ORGANISATIONAL RELATIONSHIPS

Reporting to: Manager Planning and Development

Manages: N/A

Internal Relationships: All Shire Employees

External Relationships: Contract Building Surveyor, Contract Environmental Health Officer



8. EXTENT OF AUTHORITY

The position operates within statutory requirements, Council policies and delegated authority.

9. SELECTION CRITERIA

Criterion	Essential	Desirable
Sound knowledge of the Local Government Act or proven experience interpreting and applying legislation.	✓	
Highly developed interpersonal skills, including presentation, written and verbal communication skills.	✓	
Highly developed research, analytical and problem-solving skills.	✓	
Well-developed computer skills, particularly in Microsoft Office programs.	✓	
Strong commitment to customer service.	✓	
Sound knowledge of continuous improvement in service provision.	✓	
Previous experience dealing with complaints.	✓	
Well-developed knowledge of local government planning, building or health operations.	✓	
Extensive knowledge of SynergySoft.		✓
Strong organisational skills with the ability to manage competing priorities and maintain accurate records.	✓	
Experience working in local government or regulatory services		✓
Class C drivers license	✓	

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au