



RECRUITMENT INFORMATION PACKAGE

Development Services Administration Officer

**PERMANENT PART TIME (MIN 30 HOURS PW)
OR FULL TIME**

Applications will be accepted until Close of Business on **Friday 6th February 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
(Note this document contains the selection criteria for the position)
- 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

Development Services Administration Officer

TEMPORARY FULL TIME OR PART TIME

An opportunity to join the Shire of Bridgetown-Greenbushes on a temporary basis as arisen within our Development and Regulatory Services team. Play a key role in supporting our building and planning teams to ensure queries are dealt with in a timely manner.

Why Join Us?

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

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 6th February 2026.

POSITION DESCRIPTION

POSITION TITLE Development Services Administration Officer

DEPARTMENT Development & Regulatory Services

AWARD COVERAGE AND CONDITIONS

- Level 3/4 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.
- Temporary full time or part time role available

POSITION OBJECTIVES

- Provide temporary administrative and clerical support to the Director Development & Regulatory Services
- Provide information and advice to customers and stakeholders relating to health and planning matters
- Provide efficient, courteous and professional customer service to the public and stakeholders

REQUIREMENTS OF THE POSITION

Skills

- Highly Developed self-organization and time management skills
- Customer service focus and commitment to quality assurance

Knowledge

- Experience with relevant software packages including Microsoft Office Suite, and Geographical Information Systems (GIS). Microsoft intermediate skill level required
- Desirable background preparing meeting agendas and taking minutes
- Knowledge of purchasing and associated financial functions (Altus goods receipting etc)

Experience

- Experience working as part of a multi-disciplinary team with a desirable background in the local government or development services industry
- At least three (3) years of experience in an office administration role or related position

Qualifications

- Experience in business services or office administration
- Knowledge of administrative procedures and excellent computer skills
- Any relevant qualifications and/or professional development certificate

KEY DUTIES/RESPONSIBILITIES

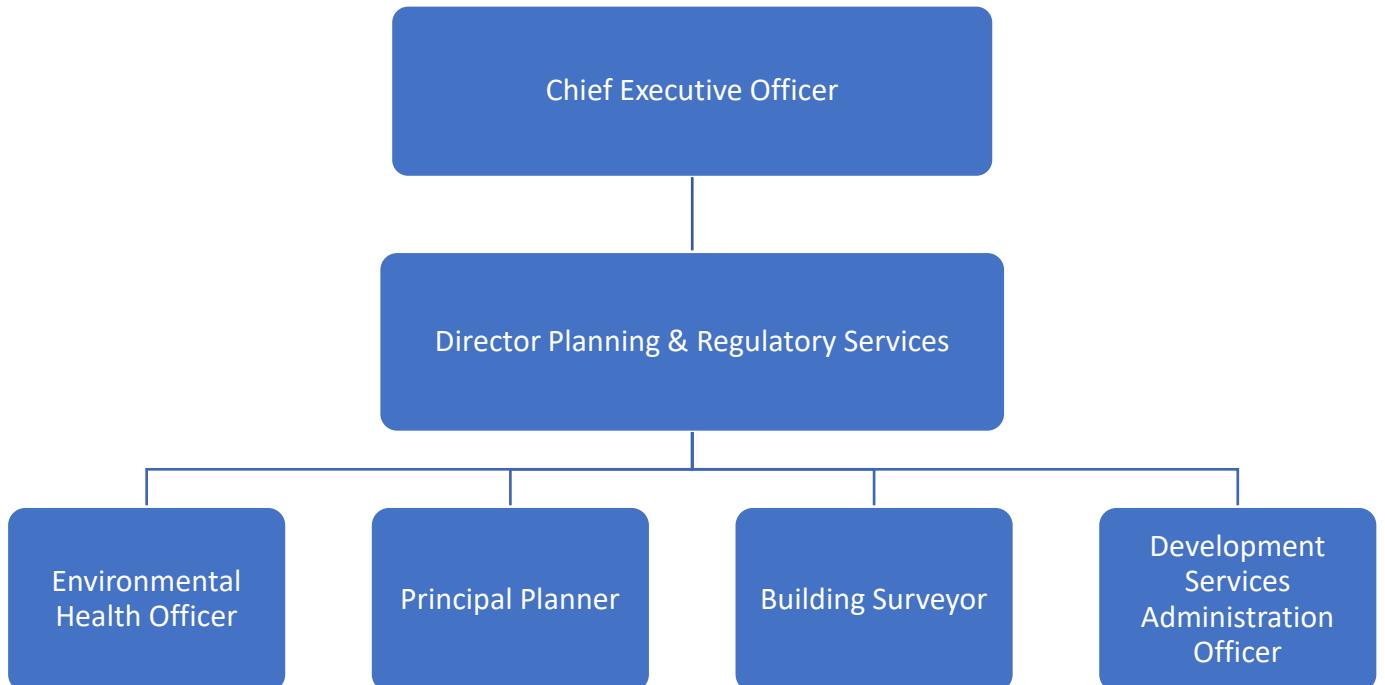
- Undertaking routine administrative tasks for the Development & Regulatory Services delivery area
- Strict adherence to existing administrative processes (already established) to manage the volume of information for technical staff
- Data input and maintenance of registers and programs
- Typing and proof checking of relevant correspondence
- Assist with telephone and front counter general enquiries on planning and environmental health related matters
- Direct technical queries to technical staff (Health and Planning)
- Assist in document control for the Development Services delivery area
- Registering, tracking, and preparing the relevant applications, approvals and documents related to environmental health and planning.
- Liaise with residents, landowners and officers of the Shire and State Government departments
- Assists in urban and rural street numbering
- Assist in maintenance and updating of the health, town planning records and information systems
- Ensure the raising of health and planning related licence fees, approval fees and administration charges from applicants
- Prepare meeting agendas and take minutes as directed
- Preparing draft notice/letters for review by relevant officers of the section
- Assist in the preparation of information sheets for customers and Shire website
- Maintain current registers and databases to facilitate the effective and timely management of responsibilities, the effective storage and easy retrieval of information and the tracking of results
- Any other appropriate duties as directed by the EMPD
- Provide assistance with Department of Mining database (Tengraph)
- Participate in Development Services Meetings as required
- Assist in improving business systems – where and as required
- Raising of purchase orders and completing goods receipting process
- Familiarisation with budget control and fee structures

Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public

ORGANISATIONAL RELATIONSHIPS

<u>Reporting to</u>	Director Planning & Regulatory Services
<u>Supervision of</u>	None
<u>Internal Liaison</u>	<ul style="list-style-type: none">▪ Principal Planner▪ Principal Environmental Health Officer▪ Building Surveyor
<u>External Liaison</u>	<ul style="list-style-type: none">▪ All staff▪ Government departments and statutory authorities▪ Planning consultants, surveyors, real estate agents, developers, small businesses▪ Landowners, ratepayers, community groups and general public



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