



RECRUITMENT INFORMATION PACKAGE

Manager Planning Services

FULL TIME

Applications will be accepted until Close of Business on **Wednesday 21 October 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 Applicants - 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

Manager Planning Services

FULL TIME

Come and take a leading role in shaping the future of Bridgetown-Greenbushes. As Manager Planning Services you will lead the Shire's strategic and statutory planning, including the review of Local Planning Scheme No. 6 and the development of the Local Planning Strategy. You will lead a small Planning and Compliance team and provide trusted planning advice to Council, the CEO and our community.

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 including remote area benefits available to all employees
- Negotiated salary between \$115,000 and \$125,000 plus super and limited private use of a vehicle
- 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 Garry Adams – Chief Executive Officer on (08) 9761 0800.

Applications close on **Wednesday 21 October 2026**

POSITION DESCRIPTION

1. **POSITION TITLE:** Manager Planning Services
2. **DEPARTMENT:** Project Management and Environment
3. **AWARD COVERAGE AND CONDITIONS**

Negotiated salary in accordance with the provisions of clause 13.6 of the *Local Government Officers' (WA) Award 2021* and the applicable *Shire of Bridgetown–Greenbushes Enterprise Agreement*.

Reasonable overtime is an expectation of the role. The remuneration for this has been factored into the annual rate of pay.

4. **POSITION OBJECTIVES**

Take a leading role in all planning responsibilities for the Shire (Strategic and Statutory Planning) in a customer focused and timely manner. Provide stakeholders with specific advice on matters relating to planning applications. Ensure that planning services, statutory planning processes and planning decisions comply with relevant Acts, Regulations, Local Planning Schemes, policies and other statutory requirements. Provide leadership and oversight of the Planning and Compliance team, recognising that specialist technical responsibilities remain with appropriately qualified officers.

Initiate and implement strategies to improve the development assessment processes within the Shire of Bridgetown-Greenbushes. Liaise with internal departments and sections on planning matters and coordinate cross-functional matters involving the Planning and Compliance team, ensuring specialist regulatory matters are managed by the appropriate responsible officers.

The position is responsible for the management and leadership of the Planning and Compliance team, including work planning, resource allocation, performance management and service improvement.

The position provides oversight and coordination of planning and regulatory services; however, technical responsibility for specialist functions, including building approvals, building compliance, environmental health compliance and other regulatory functions, remains with the appropriately appointed and qualified officers responsible for those functions.

5. RESPONSIBILITIES OF THE ROLE

5.1 General

- Manage and lead the delivery of the Shire's planning services and provide leadership, direction and support to the Planning and Compliance team. Ensure appropriate systems, processes and resources are in place to support effective service delivery.
- Investigate, attend to and report on sensitive, difficult and complex planning issues and manage customer requests and complaints
- Allocate workloads and provide direction to team members consistent with their position responsibilities, qualifications and delegated authority.
- Undertake site inspections, provide advice and make recommendations on Development Applications, subdivision referrals, Scheme Amendments and other town planning proposals
- Provide managerial oversight of the Compliance Officer role while recognising that technical responsibility for building, environmental health and other regulatory compliance functions remains with the designated officer responsible for those functions.

5.2 Financial

- Lead, develop and review the annual operational budgets relating to planning control
- Conduct relevant reviews of appropriate fee structures for planning control through the annual fees and charges process

5.3 Strategy and Policy

- Develop long term plans, policies and strategies that are legislatively compliant, meet community needs to reflect best practice industry standards and improve the efficiency and effectiveness of service delivery
- Lead the development of Local Planning Scheme No 6 (currently under review)
- Lead the development of the Local Planning Strategy
- Undertake periodic reviews of the Shire's Local Planning Policies and Local Laws pertaining to planning control
- Identify and report on planning related governance and service delivery issues within the portfolio and facilitate appropriate monitoring and reporting to the CEO.
- Advise Council and the CEO on planning matters

5.4 Operations

- Facilitate the provision of timely planning advice to the public within a small planning team ensuring development applications are determined within legislative timeframes
- Coordinate the delivery of planning and regulatory services but not undertake technical assessment or certification functions outside the officer's professional expertise and delegated responsibilities.
- Engage with and educate the public and stakeholders on regulatory policies and guidelines through various media channels with respect to planning related matters
- Prepare agenda items for Council consideration and attend Council meetings when required for planning related matters
- Identify, schedule and deliver projects identified in the annual Operational Plan within the planning portfolio

5.4 People & Culture

- Provide leadership, supervision and performance management for direct reports within the Planning and Compliance team, while supporting officers to undertake their specialist functions within their areas of responsibility.
- Maintain effective team performance through regular meetings, performance reviews and management of underperformance
- Facilitate a culture of accountability and compliance through training, induction and onboarding programs
- Promote Planning Department objectives and provide guidance to all Shire staff

5.5 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

5.6 Record Keeping

- Maintain accurate financial records in line with legislative requirements
- Ensure regular checks of records in Synergy and compliance across the Planning Team

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:** Director Project Management and Environment
- **Manages:** Planner, Planning Assistant and Compliance Officer
- **Internal Relationships:** All Shire Employees
- **External Relationships:** General Public and Customers



8. EXTENT OF AUTHORITY

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

9. SELECTION CRITERIA

Criterion	Essential	Desirable
Relevant Degree in Planning or related discipline with a minimum of five (5) years in a similar role.	X	
Sound knowledge of the Local Government Act.	X	
Strong working knowledge of legislative frameworks related to planning services and how these are best applied in a local council context.	X	
Highly developed research, analytical and problem-solving skills.	X	
Well-developed computer skills, particularly in Microsoft Office programs.	X	
Strong commitment to customer service.	X	
Highly developed leadership, management and business planning skills aligned to Development and Regulatory Services.	X	
Extensive knowledge of SynergySoft.		X
Demonstrated evidence of written and verbal excellence including analytical and investigative ability to formulate understandable reports for decision makers.	X	
At least 5 years' experience in a similar role.		X
Post-graduate qualifications in planning, building or environmental sciences		X

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