



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

RECRUITMENT INFORMATION PACKAGE

PLANNING OFFICER

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

PLANNING OFFICER

FULL TIME

Join our small, capable Planning team and help guide the responsible growth and development of Bridgetown-Greenbushes. As a Planning Officer you will support the Manager Planning Services across the Shire's statutory planning function – assessing development proposals, advising the public, developers and Council, and contributing to the review of Local Planning Scheme No. 6 and the development of the Local Planning Strategy.

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
- Level 7/8 salary in the range of \$89,471 to \$95,977 plus super
- 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:** Planning Officer
2. **DEPARTMENT:** Projects and Environment

3. **AWARD COVERAGE**

Level 7/8 of the Local Government Officers' (Western Australia) Award 2021 and applicable Shire of Bridgetown-Greenbushes Enterprise Agreement.

4. **POSITION OBJECTIVE**

- Support Manager Planning Services in all planning responsibilities for the Shire (Statutory Planning) in a customer focused and timely manner.
- Provide stakeholders with specific advice on matters relating to planning applications.
- Ensure that all development complies with relevant Acts, Codes, Local Laws, Regulations and other statutory documents.
- Initiate and implement strategies to improve the development assessment processes within the Shire of Bridgetown-Greenbushes.
- Liaise with all departments/sections on planning related matters affecting the Shire of Bridgetown-Greenbushes.
- Investigates planning compliance matters where necessary.

5. **KEY DUTIES AND RESPONSIBILITIES**

- 5.1 **Skills**

- Excellent written and verbal communication skills
- Ability to analyse data, interpret policy and make sound recommendations
- Well-developed interpersonal skills, enabling the ability to facilitate and negotiate win-win outcomes in environments that can be emotionally charged.
- Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders
- High level of computer literacy and proficiency.

- 5.2 **Knowledge**

- Thorough working knowledge of the *Local Government Act 1995* and *Planning and Development Act 2005* and associated regulations, policies and guidelines related to Planning control in a local government context.
- Demonstrable experience in resolving complex development scenarios.
- Demonstrated commitment, through applying best practice principles and undertaking personal professional development, to achieve continuous improvement outcomes in an organisation.
- At least two (2) years' experience in a similar position within local government.

5.3 General

- Investigate, attend to and report on sensitive, difficult and complex issues and manage customer requests and complaints to resolutions that meet customer/community needs
- Establish and maintain mechanisms for community engagement
- Prepare agenda reports for and attend where necessary, council meetings, committee meetings, working groups, forums and Executive Leadership Team meetings, and follow up and close-out of outstanding issues.
- Attend to customer planning enquiries (telephone, front counter etc) and provide advice to the public and developers on development matters

5.4 Policy

- Support development of long-term plans, policies and strategies that are legislatively compliant, meet community needs, reflect best practice industry standards and improve efficiency and effectiveness of service delivery.
- Assist in the development of the Local Planning Scheme No 6 (currently under review)
- Assist in the development of the Local Planning Strategy
- Assist in review of the local heritage survey in accordance with the relevant legislation
- Assist in review of Local Planning Policies and local laws pertaining to planning control

5.5 Operations

- Ensure quality and timely planning advice is provided to the public, projecting a positive attitude that facilitates the responsible growth and development of the Shire
- Engage with and educate the public and stakeholders on regulatory policy, guidelines and Shire policy and process
- Monitor and respond to planning compliance matters
- Undertake other planning related duties as directed
- Monitor and enforce compliance against relevant regulation relating to planning services
- Seek legal advice and represent the Shire in court if required
- Any other activities as instructed by the Manager Planning Services

5.6 Work Health and Safety

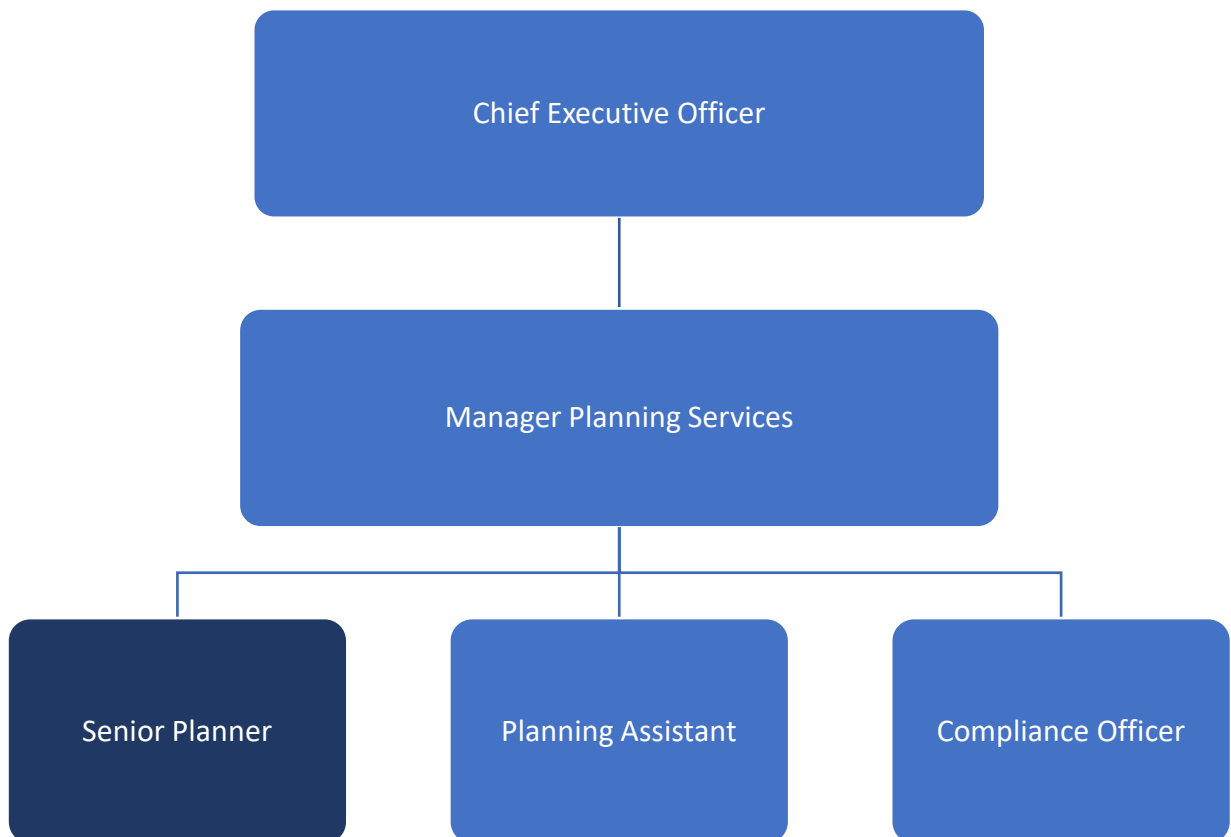
- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the 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

6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager Planning Services

Internal liaison: Works closely with the CEO, Executive Leadership Team, Council and all Shire business units.

External liaison: Engages with the Department of Local Government, auditors, legal advisors, WALGA, and other external stakeholders as required.



7. SELECTION CRITERIA

Criterion	Essential	Desirable
Relevant Degree in Planning or related discipline with a minimum of three (3) years in a similar role.	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 leadership, management and business planning skills aligned to Development and Regulatory Services.	X	
Demonstrated ability to exercise sound judgement and decision making in complex circumstances.	X	
Demonstrated ability to build a culture of exceptional customer services through procedures and processes that ensure timely outcomes.	X	
Demonstrated evidence of written and verbal excellence including analytical and investigative ability to formulate understandable reports for decision makers.	X	
Current unrestricted C class driver's licence.		X
Post-graduate qualifications in building or environmental sciences		X
Project Management qualifications and skills		X
Previous experience in a similar position within local government.		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