



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

RECRUITMENT INFORMATION PACKAGE

Principal Planner

Full Time



Principal Planner

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 Leigh Guthridge - Director Development Regulatory Services on 0429 686 903.

Applications will be accepted until Close of Business on **Friday 24th October 2025**.



VACANCY

Principal Planner

FULL TIME

Do you want to be part of a collaborative and close-knit team? An exciting and rewarding career opportunity awaits an energetic person to fill this leading role within the Development and Regulatory Services team.

This role is offered as full time, with reasonable overtime an expectation of the role.

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
- Negotiated salary between \$110k - \$120k plus super
- Negotiated restricted private use of a vehicle

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 Leigh Guthridge - Director Development & Regulatory Services on 0429 686 903.

Applications close on Friday 24th October 2025.

POSITION DESCRIPTION

1. **POSITION TITLE** Principal Planner

2. **DEPARTMENT** Development and Regulatory Services

3. **AWARD COVERAGE AND CONDITIONS**

- A 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 which has been factored in to your 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 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.

5. **REQUIREMENTS OF THE POSITION**

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 2006* 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 five (5) years' experience in a similar position within local government.

6. KEY DUTIES/RESPONSIBILITIES

6.1 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 enquires (telephone, front counter ect) and provide advice to the public and developers on development matters
- Represent the Shire at the State Administrative Tribunal as required

6.2 Financial

- Prepare, review and monitor annual operational budgets relating to planning control
- Develop, implement and review appropriate fee structures for planning control through the annual fees and charges process

6.3 Strategy and Policy

- Develop long term plans, policies and strategies that are legislatively compliant, meet community needs, reflect best practice industry standards and improve the 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
- Review the local heritage survey in accordance with the relevant legislation
- Review Local Planning Policies and local laws pertaining to planning control
- Advise the Council, the CEO and/or Director Development and Regulatory Services on planning matters.

6.4 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 Director Development and Regulatory Services

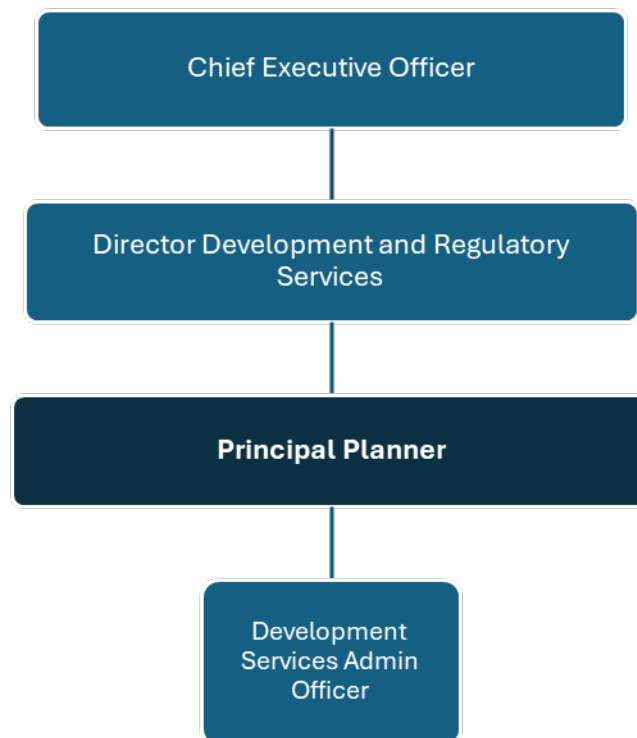
7. WORK HEALTH AND SAFETY

- 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

8. ORGANISATIONAL RELATIONSHIPS

Reporting to Director Development and Regulatory Services

Supervision of Nil



8 EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council policies and delegated authority.

9 SELECTION CRITERIA

Criterion	Essential	Desirable
Tertiary qualifications in Planning or related discipline with a minimum of five (5) years in a similar role.	✓	
Demonstrated experience in statutory and/or strategic planning in a local government context	✓	
Strong working knowledge of legislative frameworks related to planning services and how these are best applied in a local government context.	✓	
Experience and understanding of improving local government business processes relating to a development services context to deliver better efficiencies in managing development applications	✓	
Demonstrated ability to manage complex planning and development issues through to resolution.	✓	
Proven ability to contribute to a positive culture and work collaboratively within a development services team.	✓	
Proven skills in negotiation and conflict resolution with stakeholders, applicants and community members	✓	
Proven ability of excellent written and verbal communication skills incorporating analytical and investigative ability to prepare Council reports for decision makers.	✓	
Experience and competency in providing technical advice at public forums and Council meetings	✓	
Current unrestricted C class driver's licence.	✓	
Post-graduate qualifications in building or environmental sciences		✓
Project Management qualifications and skills		✓
Previous experience in a similar position within local government.		✓

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 SEEK

Or

Mailed hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidentiality Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Meg Symes Human Resources on (08) 9761 0800 or msymes@bridgetown.wa.gov.au

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