



# RECRUITMENT INFORMATION PACKAGE

## SENIOR PLANNER

FULL TIME

Applications will be accepted until a suitable candidate is identified.



## SENIOR 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, Manager Development Services on (08) 9761 0800 or via email to [LGuthridge@bridgetown.wa.gov.au](mailto:LGuthridge@bridgetown.wa.gov.au).

TIM CLYNCH  
**CHIEF EXECUTIVE OFFICER**



## VACANCY SENIOR PLANNER

The Shire of Bridgetown-Greenbushes is seeking a suitably qualified and experienced individual to fill the role of Senior Planner.

Under the direction of the Manager Development Services, the position is responsible for the Shire's Town Planning Services.

Remuneration is offered at Level 7 of the Local Government Officers (Western Australia) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Employee Enterprise Agreement, with an annual salary of up to \$82,131 dependant on skills and experience.

### HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au). Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**NOTE:** Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate or pool is identified. You are therefore encouraged to submit an early application.

## POSITION DESCRIPTION

1. **POSITION TITLE:** Senior Planner
2. **RESPONSIBLE TO:** Manager Development Services
3. **DEPARTMENT:** Community, Infrastructure and Development
4. **AWARD COVERAGE:** Level 7.4 Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes Enterprise Agreement 2019
5. **POSITION OBJECTIVES**
  - Take a leading role in statutory planning responsibilities for the Shire in a customer focused and timely manner.
  - Provide the General Public and developers 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.
6. **KEY DUTIES/RESPONSIBILITIES**
  - Evaluate and process applications for development, subdivision and scheme amendments and make appropriate recommendations to the Manager Development Services in accordance with statutory and strategic planning frameworks inclusive of the Shires Local Planning Strategy, Town Planning Schemes and Council policies.
  - Assist the Manager Development Services to undertake strategic planning initiatives.
  - Assist the Manager Development Services in the development of planning strategies that logically integrate with the broader framework of Council's initiatives and actions, such as the Local Planning Strategy, Bushfire Management Plan, Environmental Strategy and Local Planning Scheme.
  - Assist the Manager Development Services in the planning for the physical, economic, social and environmental growth and wellbeing of the Shire.
  - Liaise with developers, applicants, residents and officers of the Shire and Government Departments to ensure adequate consultation on and co-ordination of applications.
  - Take telephone, public counter and general inquiries and provide advice to the public and developers on a wide range of aspects of planning services.
  - Where necessary inspect and evaluate properties to assist with determining planning applications, land use complaints and other day to day management of planning services.

- Levy, negotiate if relevant, and administer development contributions related to planning applications.
- Where required assess building applications to ensure compliance with planning legislation.
- Ensure all plans and maps relevant to planning control are maintained and updated.
- Assist the Manager Development Services to plan for and develop the sectional budget and annual fees and charges for planning services.
- Promote the Shire of Bridgetown-Greenbushes within the Community.
- Ensure prompt response to enquiries from the Manager Development Services.
- Undertake other planning related duties as directed by the Manager Development Services.

## 7. OCCUPATIONAL SAFETY & HEALTH

- Follow all Occupational Safety and Health guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.

## 8. REQUIREMENTS OF THE JOB

### 8.1 Qualifications and/or training

- Tertiary qualification in Town Planning or a related field.
- Sound knowledge of relevant legislation and statutory requirements.
- Knowledge of administrative and legislative procedures

### 8.2 Knowledge and Experience

- Previous experience as a Planning Officer or related position.
- Working knowledge of town planning legislation and practice.
- Working knowledge of Local Government operational procedures (*desirable*).

### 8.3 Skills

- Excellent written and verbal communication skills, computer literacy and proficient in the use of the Microsoft Office suite of packages.
- Developed self-organisation and time management skills.
- Developed interpersonal and public relations skills.
- Customer service focus and commitment to quality.

## 9. SELECTION CRITERIA

### 9.1 Essential

- Tertiary qualification in Town Planning or related field, with practical experience in a similar role.
- Demonstrated understanding and practical application of planning legislation, frameworks, codes of practice and processes relevant to Western Australian development legislation.
- Excellent verbal communication and interpersonal skills to effectively manage communication with stakeholders including providing advice, influencing, negotiation and conflict resolution.
- Excellent written communication skills including the production of high level and complex reports;

- Advanced public relations and customer service skills, with the ability to liaise at all levels and work in a team environment
- Effective time management skills, with the ability to work under pressure to achieve tight deadlines and legislative timeframes.
- Ability to use initiative and judgement in applying policies and strategies in the delivery of excellent customer service to stakeholders, including highly developed liaison and facilitation skills.
- Current “C” class driver’s licence.

**9.2 Desirable**

- Demonstrated ability to effectively contribute to a multi-disciplinary team
- Experience and skills in the assessment of complex development proposals to achieve quality outcomes.
- Autocad or GIS skills.
- Local Government experience.

**10. ORGANISATIONAL RELATIONSHIP**

**Responsible to:** Manager Development Services.

**Internal Liaison:** Development Services Administrative Officer.

**External Liaison:**

- Residents and ratepayers.
- Consultants.
- Contractors.
- Government Departments
- Statutory Authorities.

**Supervision of:** None

**11. EXTENT OF AUTHORITY**

- Free to act within established guidelines and may exercise judgment in some circumstances.
- Contributes to the team decision making process.
- Authority of position is limited within statutory requirements and Council policies.
- Authority to answer queries in relation to Acts, Regulations, Local Laws and general building and planning matters.



## 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 and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. 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.
4. 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.**
5. **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

1. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or
2. Mailed or 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

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

## Acknowledgment of Applications

All applicants will be notified (after the closing period) that their applications have been received within the required time-frame.

## 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 (3) 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 Confidential Agreement
- Acceptance of the Letter of Appointment
- 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 Natalie Kais, Human Resources Officer on (08) 9761 0807 or [NKais@bridgetown.wa.gov.au](mailto:NKais@bridgetown.wa.gov.au).

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)