Information Pack

Planning Assistant

Applications must be received by **4pm, Friday 20 November 2026**

Your application must be lodged online – City of Rockingham Jobs List

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Requirements of the Position

The essential skills, knowledge, experience and qualifications required for this role are listed in the "Requirements of the Job" section of the position description, which is contained within this pack.

As part of your application please tell us how your skills, experience and qualifications match the essential requirements of the position. You are welcome to provide any other information you feel is relevant to your application.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333.

We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Building, Rockingham
Agreement	City of Rockingham Enterprise Agreement 2024, or its successor
Gross Salary	$86,797 per annum
Tenure	Temporary Full-time (2 year fixed term)
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 9-day fortnight (ie 76 hours worked over 9 days, with the 10th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% plus the opportunity to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months, may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a Nationally Coordinated Criminal History Check (NCCHC) – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team will assess each case on merit. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title: Planning Assistant

Tenure: Temporary, Full-time (2 year contract)

Division: Planning and Development Services

Level: 4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- This role exists to enable the job holder to apply their technical knowledge (gained through formal study) in a practical environment, gaining hands-on skills in local government urban planning
- The job holder is required to participate and contribute in on-the-job training to demonstrate that they can independently research, assess and recommend planning approvals across a range of applications of varying complexity within the employment period

Organisational Relationships

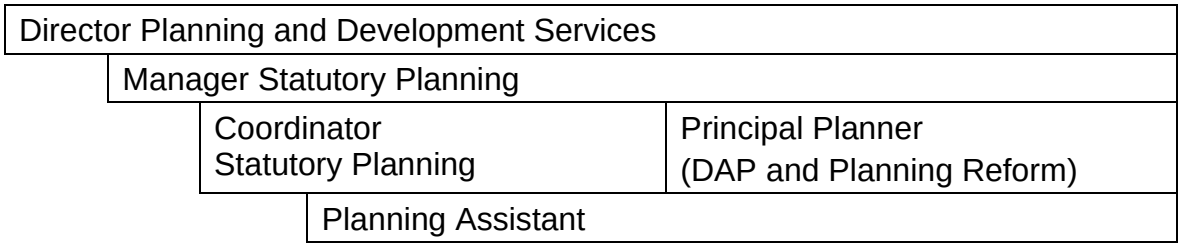
Reporting to: Coordinator Statutory Planning and Principal Planner (DAP Planning Reform)

Responsible for: Nil

Membership of: Statutory Planning Team

Liaison with: Coordinators, City of Rockingham teams, stakeholders and clients

Organisational Chart



Key Responsibilities

Professional Responsibilities – the first 12 months

- Assist with the administration of Planning applications
- Assist with the assessment of minor development applications and subdivision applications
- Assist with the preparation of application correspondence
- Assist with the research of planning files
- Assist with responding to queries from the public via the telephone, email and face-to-face at the public counter, and escalate where appropriate

Professional Responsibilities – after one year

- As above, with demonstrated independence
- Take the lead in application assessments and research to formulate an appropriate recommendation
- Represent the City at meetings – these may be held on construction sites, with internal and external stakeholders

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, executive standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills, Knowledge and Experience

Essential

- Sound communication skills
- Sound interpersonal skills
- Competent map interpretation and graphical representation skills
- Developing knowledge of Urban Planning principles and other environmental and land-use practices and their application
- Developing knowledge of Urban Planning legislation

Desirable

- Developing negotiation, decision making and analytical skills
- Developing time management and organisational skills
- Developing knowledge of the Planning Appeals process; Residential Planning Codes; and subdivision and development approval process
- Developing knowledge of the operation of a local government authority
- Previous experience in a planning office

Qualifications, Certifications and Licences

Essential

- Recent completion (or nearing completion of) a tertiary qualification in urban planning, or a relevant field

Desirable

- Current 'C' class driver's licence

Scope of Position

- Initially works under direct supervision, progressing to general supervision
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe.
- Freedom to act is defined by established practices and procedures

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Certification

Approved by	Director Planning and Development Services	Date reviewed	October 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the essential requirements of the position. The selection panel will base its decision on the relevant information you provide in your application.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Covering Letter **(Required)**	Tell us how your experience, skills, knowledge and qualifications align with the essential Requirements of the Job, as specified in the position description and advertisement. You may wish to emphasise other strengths and achievements that are relevant to this role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.
If you have any queries	Please contact a member of the Human Resource Development Team jobs@rockingham.wa.gov.au or by calling 08 9528 0333