

Information Pack



Planning Officer

(Local Planning Policy and Planning Reform)

Two year contract

Full Time

Your application must be lodged online – [City of Rockingham Jobs List](#)

Applications must be received online by **4pm on 6 October 2026**, or until a suitable pool of candidates exists. This means the vacancy may close without notice, so if you are interested in the position, we highly recommend you apply as soon as possible.

In the interests of fairness and equity, late applications cannot be accepted.

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

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 Buildings, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$102,707 to \$110,461 per annum, depending on experience
Tenure	Two year contract Full Time
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 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum, accrued as you work
Sick Leave	76 hours per annum, accrued as you work
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 Police Clearance – this is an online process and you will be contacted by our provider. The cost of the clearance is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director 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 Officer (Local Planning Policy and Planning Reform)
Tenure:	Temporary (two year contract), Full time
Division:	Planning and Development Services
Level:	6 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

- Assist in preparing and reviewing Local Planning Policies and Planning Procedures
 - Assist with reviewing planning reforms and business system changes to implement reforms
 - Assist in professional urban planning functions as performed by the Planning Services Team
 - Liaise with Land Development Infrastructure, Strategic Planning and Environment, Building and Environmental Health teams on planning related matters
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Organisational Relationships

Reporting to:	Principal Planner (DAP and Planning Reform)
Responsible for:	Nil
Membership of:	Statutory Planning Team
Liaison with:	Coordinators, City of Rockingham teams, government departments, stakeholders and clients

Organisational Chart

Director Planning and Development Services
Manager Statutory Planning
Principal Planner (DAP and Planning Reform)
Planning Officer (Local Planning Policy and Planning Reform)

Key Responsibilities

Professional Responsibilities

- Assist with the preparation and review of local planning policies, and planning procedures
- Prepare draft responses on State Government planning reform proposals and align the City's planning framework with planning reform outcomes
- Prepare reports for inclusion in the monthly Planning and Asset Services Committee and assist other Planning staff in the preparation of reports, as necessary
- Prepare correspondence arising from Council meetings and general enquiries
- Assist with statutory planning projects, including the Heritage Strategy program or studies
- Assist with administering the City's Heritage Reference Advisory Group and Point Peron Rehabilitation Committee and actions arising
- Assist in preparing annual WALGA Benchmarking Statistical reports and monthly Development Application statistical reports
- Provide ongoing support to Managers, and Principal Planner (DAP and Planning Reform) on a variety of planning matters
- Ensure all staff understand the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues

Customer Liaison

- Liaise with individual landowners and/or developers on the preparation of Local Planning Policies for compliance with Council's objectives and those of the State Government
- Provide detailed information and professional advice, including that of a moderate complex nature, to the community, developers, applicants, government agencies and other customers of the Statutory Planning Team

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, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to work health and safety and the assessment/management of safety risk 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
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Requirements of the Job

Skills and Knowledge

Essential

- Well-developed written and verbal communication skills
- Negotiation, decision making and interpersonal skills
- Time management and organisational skills
- Ability to assist in, coordinating projects, including policy development
- Sound knowledge of urban planning legislation, acts and statutes
- Sound knowledge of related local government legislation

Experience

Essential

- Considerable practical experience in the profession of urban planning

Desirable

- Local Government experience in the profession of town planning

Qualifications, Certifications and Licences

Essential

- Degree in Urban Planning or equivalent in a related field
 - Eligibility for membership to the Planning Institute of Australia
 - Current 'C' class driver's licence
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Scope of Position

- Works under general/limited direction
- Prioritises own work to ensure all tasks are performed within a satisfactory time frame
- Exercises initiative and/or judgement within clearly established procedures and guidelines

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation.

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person.

Delegated Authority

This position provides Delegated Authority from the Local Government and/or the Chief Executive Officer (CEO) of the City of Rockingham. This allows the person in this role to make decisions on behalf of the Local Government or CEO according to the delegation.

As this role comes with delegated authority, the person in this role will be a designated officer under the *Local Government Act 1995* (WA). As a designated officer, a Primary Return form will be required within three months of commencing in this position. This displays transparency and integrity in the decision making process.

Certification

Approved by	Manager Statutory Planning	Date reviewed	September 2026
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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 requirements of the position. The selection panel will base its decision on the information you provide.

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.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application. If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the 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.
