

Information Pack

Environmental Planning Officer

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

Applications are open until 4pm on Friday 21 August 2026; or until a suitable pool of applicants has been received.

The City reserves the right to close applications early, should it consider a suitable pool of candidates have been received. This means the position may close without notice. If you are interested in the position, we highly recommend that you apply as soon as possible.

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

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, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$99,138 to \$106,623 per annum (Depending on experience)
Tenure	Permanent, 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 20th day rostered off). Other options may be discussed and agreed with the work area Manager. This arrangement only applies when working full-time hours.
Superannuation	12% with the option 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 National Police Check – 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 and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Environmental Planning Officer
Tenure:	Permanent, Full-time/Part-time
Division:	Planning and Development
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

- Provide specialised environmental advice on the protection, rehabilitation, enhancement and management of the City's natural and built environment particularly as part of the strategic and statutory planning process
 - Manage specific environmental projects, including the preparation of environmental management plans, strategies and policies
 - Provide input into selected strategic planning projects and assist with environment based statutory functions
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Organisational Relationships

Reporting to:	Coordinator, Sustainability and Environment
Responsible for:	Nil
Membership of:	Strategic Planning and Environment Team
Liaison with:	Chief Executive Officer, Directors, Managers, Coordinators, City of Rockingham teams including: Land and Development Infrastructure, Statutory Planning and Parks Services, stakeholders, customers and clients

Organisational Chart

Manager Strategic Planning and Environment
Coordinator Sustainability and Environment
Environmental Planning Officers
Sustainability Officer
Environmental Education Officer

Key Responsibilities

Professional Responsibilities

- Prepare, complete and implement environmental projects, including environmental management plans, strategies and policies
- Ensure an integrated approach to the application of specific environmental projects and ensure appropriate linkages to other local, state and federal policies/procedures/guidelines are incorporated
- Provide detailed environmental advice for the consideration of planning applications, such as Scheme Amendments, Structure Plans and Development Applications
- Provide relevant and timely advice to the Coordinator Sustainability and Environment on the development of environmental projects and advice as required or upon request
- Prepare and/or coordinate correspondence arising from Council meetings and general enquiries
- Prepare reports and make recommendations to the Planning Services Committee and the Development Assessment Unit

Liaison and Communication

- Liaise with internal and external agencies to investigate, assess, negotiate and respond to enquiries relating to current and future works

Customer Service

- Foster, advocate and implement the City's Customer Service Charter
- Aim to exceed customer expectations
- Strive for an element of consistency from one service transaction to the next
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider

Corporate Compliance

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS 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

Requirements of the Job

Skills and Knowledge

- Comprehensive understanding of planning legislation and its relationship to the environmental legislation and/or environmental legislation and its applications through the planning system
- Comprehensive knowledge of the preparation and review of environmental management plans, reports, strategies and policies
- Sound interpersonal, verbal and written communication skills
- Sound decision making, time management and project management skills
- Sound knowledge of environmental impact assessment in accordance with Part IV of the Environmental Protection Act 1986
- Working knowledge of sustainability principles, bushland and wetland conservation principles and environmental best practice and management
- Sound attention to detail and the ability to research and problem solve

Experience

- Considerable experience in land use planning, environmental management, strategic planning and/or environmental planning at local, state or federal level
- Experience in working in the planning system, including liaison with those in the development industry (preferable)
- Experience in the preparation and implementation of environmental management plans and projects

Qualifications, Certifications and Licences

Essential

- Degree in Environmental Science or equivalent
- Current 'C' Class Driver's Licence

Scope of Position

- Work under the general direction of the Coordinator Sustainability and Environment
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgement within clearly established procedures and guidelines

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 Strategic Planning and Environment	Date reviewed	August 2025
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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.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

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.
