

Information Pack

Asset Planning Officer

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

Applications will be accepted until **4pm on Thursday 22 October 2026**

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.

“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	City of Rockingham Operations Centre, 2 Hurrell Way, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Salary Range	\$102,707 to \$110,461 per annum depending on skills and 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 9-day fortnight (ie 76 hours worked over nine (9) days with the 10 th day rostered off).
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 WA
Probationary Period	Three months
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:	Asset Planning Officer
Tenure:	Permanent, Full time
Division:	Asset 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

- Contribute to the delivery of outcomes of the City's Strategic Asset Management Plan (SAMP) by providing coordinated, reliable, and timely asset planning support activities
 - Assist in coordinating and tracking capital and renewal programs by preparing asset data, analysis, and documentation to support implementation and reporting processes
 - Support a well-coordinated, data-informed, and effectively communicated asset planning function by maintaining and coordinating accurate information, schedules, and reporting inputs across asset planning activities
 - Provide high-quality asset data, lifecycle cost inputs, and performance information to support asset management plans, whole-of-life costing, and alignment of asset planning outcomes with the Long-Term Financial Plan
-

Organisational Relationships

Reporting to:	Coordinator Asset Planning and Performance
Responsible for:	Nil
Membership of:	Asset Services Directorate Team
Liaison with:	Managers, City of Rockingham teams, customers and clients.

Organisational Chart

Manager Strategic Asset Management
Coordinator Asset Planning and Performance
Strategic Asset Planner
Asset Planning Officer

Key Responsibilities

Asset Management

- Contribute to the achievement of outcomes of the City's Strategic Asset Management Plan by supporting agreed asset planning activities and improvement actions
- Support the review of proposed capital projects by preparing data, analysis, and documentation to inform prioritisation processes led by the Coordinator
- Support the continuous review and improvement of asset planning systems and processes to ensure alignment with asset management principles and organisational objectives
- Prepare and maintain inputs for Asset Management Plans (AMPs), including compiling service level data, maintaining asset data accuracy, and preparing lifecycle modelling inputs under the direction of the Coordinator
- Assist in the collection, validation, and preparation of asset condition and utilisation data to support asset performance monitoring, renewal gap analysis, and reporting
- Compile, update, and coordinate service level and performance indicator data with operational departments to support consistent reporting
- Support budget preparation and reporting by collating asset data, preparing cost summaries, and producing graphical outputs to support capital and renewal planning activities
- Maintain registers, schedules, and tracking tools for Strategic Asset Management Plan (SAMP) implementation actions, improvement initiatives, and Asset Management Plan updates, providing regular progress updates to support governance and maturity reporting
- Support whole-of-life costing and long-term financial planning activities by compiling, maintaining, and validating asset financial data, lifecycle cost inputs, and renewal forecasts to inform Asset Management Plans, capital works programs, and alignment with the Long-Term Financial Plan
- Analyse and prepare summaries of asset condition, utilisation, and renewal demand to support asset planning and reporting activities, under guidance
- Coordinate the maintenance and effective use of asset information systems and registers by assisting with data updates, validation, and extraction to support asset planning, reporting, and decision-making
- Provide support to the planning and preliminary design of small infrastructure projects by coordinating external contractors, preparing background asset and site information, and assisting with the review of design outputs under the direction of the Coordinator
- Provide coordination support across internal stakeholders and liaise with external consultants and service providers as required by organising workshops, meetings, and information requests related to asset planning activities, ensuring inputs are documented and communicated effectively
- Promote best practice and quality improvement programmes and activities within the team

Administration

- Assist with the review, validation, and coordination of asset management system data, technical records, and spatial information (including GIS outputs), working with internal teams and external specialists as required

- Support the development, review, and updating of asset management policies, strategies, and planning documents by preparing information, analysis, and draft materials to support continuous improvement, under the direction of senior officers
- Assist in the preparation of reports and summaries on asset condition, performance, and the physical and financial characteristics of infrastructure assets to support asset planning and decision-making
- Support the development and maintenance of reporting processes that demonstrate how infrastructure assets are planned and managed financially in relation to adopted budgets and long-term financial planning frameworks
- Assist with asset valuation processes by collating asset data, maintaining supporting documentation, and coordinating inputs required for compliance with relevant accounting regulations and guidelines
- Assist in the preparation of reports and briefing material for presentation to Management, Executive, and Council, including Council agenda items, Councillor Bulletins, internal governance reports, and documentation supporting asset management maturity assessments
- Create, update, and complete customer service requests and responses related to asset planning and asset information enquiries within required timeframes and in accordance with customer service standards

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 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 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 cultural values at all times
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills, Knowledge and Experience

Essential

- Highly developed written and verbal communication skills
- Well-developed knowledge of project management governance processes as they relate to planning, coordination, and reporting activities
- Well-developed analytical and data interpretation skills, particularly in relation to asset data and planning information
- Good time management and organisational skills, with the ability to manage competing priorities
- Experience in capital program development or asset planning activities
- Experience in data manipulation and analysis, and preparation of reports or summaries
- Sound understanding of asset management principles and lifecycle concepts

Desirable

- Experience creating database reports using query or reporting tools
- Experience in the accurate extraction, validation, and interpretation of data from organisational systems or databases
- Experience contributing to the development or review of an Asset Management Plan
- Knowledge of Local Government governance and accountability processes
- Knowledge of financial management and reporting practices, particularly as they relate to asset planning or lifecycle costing

Qualifications, Certification and Licences

Essential

- Current 'C' class driver's licence

Desirable

- Qualification or training in project management, asset management planning, or a related discipline
- Experience working with asset management information systems and/or spatial information systems (e.g. AMS, GIS outputs)

Scope of Position

- Works under limited supervision of the Coordinator Asset Planning and Performance
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises significant initiative and/or judgement within procedures and guidelines

Certification

Approved by	Manager Strategic Asset Management	Date reviewed	July 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 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