Information Pack

Senior Planning Officer

Applications must be received by **4pm, Tuesday 24 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 those required for the position. You are welcome to provide any other information you feel is relevant to your application, including the 'desirable' requirements specified in the position description.

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, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	Between $111,967 and 119,224; the salary offered will be based on the skills and experience you bring to the role
Tenure	Temporary (up to 12 months, covering parental leave) Full Time To enable a handover with the current job holder, we would like you to start on 1 February 2027
Hours of Work	An average of 38 hours per week, worked Monday to Friday. We offer 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.
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 Nationally Coordinated Criminal History Check (NCCHC) – this is an online process and you will be contacted by our provider. The cost of the NCCHC is paid by us. A prior conviction is not an automatic barrier to employment with us. 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 us.

Position Description

Title: Senior Planning Officer

Tenure: Temporary (up to 12 months' parental leave cover), Full time

Division: Planning and Development Services

Level: 7 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

- Assess planning applications of a more complex nature including Development Assessment Panel reports and State Development Assessment Unit recommendations
- Assist in professional town planning functions as performed by the Planning Services Team
- Manage special projects, structure planning, strategic planning matters and general and specific planning policy formulation, assessment and review
- Assess and review Local Planning Policies and Planning Procedures
- Coordinate and/or form part of a project management team, dealing with planning matters relating to special projects
- Assist with the implementation of the strategic land use planning framework

Organisational Relationships

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

Responsible for: Nil

Membership of: Planning Services Team and Land and Development Infrastructure Team

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

Organisational Chart

Manager Statutory Planning
Coordinator Statutory Planning
Principal Planner (DAP and Planning Reform)
Senior Planning Officers

Key Responsibilities

- Supervise, mentor and assist with the coordination of activities of relevant Planning staff
- Ensure all staff understand the importance of safety in the workspace, equal opportunity, behaving appropriately and respecting colleagues.

Professional Responsibilities

- Assess and preparation of Development Assessment Panel (DAP) reports and State Government Assessment Unit (SDAU) recommendations and represent the City at these forums
- Assess applications for development, subdivision, structure plans and scheme amendments to the Town Planning Scheme of a more complex nature, including those prepared/initiated by Council
- Prepare responses on the State Government planning reform proposals and align the City's planning framework with planning reform outcomes
- Prepare reports for inclusion in the monthly division report to the Planning and Asset Services Committee and assist other Planning staff in the preparation of reports, as necessary
- Liaise with other internal teams on development applications and give due consideration to feedback
- Chair meetings with internal and external stakeholders
- Prepare correspondence arising from Council meetings and general enquiries
- Provide support and direction on necessary actions to initiate and implement other statutory planning matters such as zoning breaches and other legal actions
- Prepare and/or supervise the preparation of planning policies, procedures and practice notes
- Undertake and coordinate significant statutory, strategic planning projects, program or studies
- Assist with on-going implementation of Business Improvement Initiatives
- Provide on-going support to Managers and Coordinators of Statutory and Strategic Planning on a variety of planning matters
- Act in the position of Coordinator Statutory Planning and Principal Planner (DAP and Planning reform) as required
- Attend the State Administrative Tribunal on SDAU and DAP applications and other planning applications as required

Customer Liaison

- Liaise and negotiate with individual landowners and/or developers to ensure that structure planning, development and subdivision proposals comply with Council's objectives and those of the State Government
- Provide detailed information and professional advice, including that of a complex nature, to the community, developers, applicants, government agencies and other customers of the Statutory Planning Team
- Attend pre-lodgement meetings with applicants on potential DAP and SDAU applications

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, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- 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

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Requirements of the Job

Skills, Knowledge and Experience

Essential

- Highly developed communication skills
- Highly developed negotiation, conflict resolution and interpersonal skills
- Highly developed time management and organisational skills
- Highly developed decision making and analytical skills
- Ability to manage, coordinate and control significant projects, including policy development
- Ability to contribute to the management of the Team and provide specialist advice to planning staff
- Comprehensive knowledge of urban planning administrative and statutory procedures and policies particularly the Residential Design Codes
- Comprehensive knowledge of urban planning legislation, acts and statutes
- Comprehensive knowledge of related local government legislation

Desirable

- Extensive practical experience in the profession of urban 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
- Ability to travel to various locations

Scope of Position

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

Authorised Officer

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	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 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.
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. 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 can 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.