Information Pack

Coordinator Statutory Planning

Full Time, Permanent

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

Applications must be received online by **4pm on 4 December 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	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.
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: Coordinator Statutory Planning

Tenure: Permanent

Division: Planning and Development Services

Level: 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

- Supervise the day-to-day activities and operations of the Statutory Planning Team
- Coordinate the assessment and processing of Statutory Planning applications and reports
- Assist with the implementation of the strategic land use planning framework
- Regularly monitor the services delivered by the Statutory Planning Team and recommend improvements and enhancements

Organisational Relationships

Reporting to: Manager Statutory Planning

Responsible for: Statutory Planning Team

Membership of: Statutory Planning Team

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

Organisational Chart

Director Planning and Development Services		
	Manager Statutory Planning	
	Coordinator Statutory Planning	Principal Planner (DAP and Planning Reform)
		Planning Officers
		Spatial Information Officer
		Administration Officers

Key Responsibilities

Supervision and Staff Management

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

Professional Responsibilities

- Oversee the assessment and determination of statutory planning applications
- Provide specialist advice and professional support to resolve complex planning issues
- Assist with the review of Local Planning Policies, Planning Procedures or other documents that comprise the local planning framework
- Collaborate with the Principal Planner (DAP and Planning Reform) on team capacity, and team alignment
- Foster and encourage a culture of strategic thinking and innovation within the Statutory Planning Team
- Develop and improve data management to effectively monitor performance and implement continuous improvement
- Provide ongoing support to the Manager Statutory Planning and Director Planning and Development Services on a variety of statutory planning matters
- Attend State Administrative Tribunal proceedings on development applications, as required
- Perform the role of Acting Manager Statutory Planning as required

Customer Liaison

- Liaise and negotiate with individual landowners and/or developers to ensure that Development Application proposals comply with Council's requirements and 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, including internal customers
- Coordinate and attend pre-lodgement meetings with applicants on development 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, 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
- Identify and report on operational risk in accordance with the Risk Management 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

- Ability to manage statutory planning applications
- Ability to contribute to the management of the Statutory Planning Team and provide specialist advice to planning staff
- Comprehensive knowledge of urban planning administrative and statutory procedures and policies
- Comprehensive knowledge of planning legislation, acts and statutes
- Comprehensive knowledge of related local government legislation
- Highly developed written and verbal communication, interpersonal, negotiation and conflict resolution skills.
- Highly developed analytical, decision-making, organisational and time management skills.

Qualifications, Certifications and Licences

Essential

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

Scope of Position

- Works under the limited direction from the Manager Statutory Planning
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and sound judgement

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.

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.

Financial Authority

This position has delegation to authorise the purchase of goods and services on behalf of the City.

Certification

Approved by	Director Planning and Development Services	Date reviewed	November 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 (Required)	Please include a covering letter, summarising your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Please provide names, work addresses and contact telephone numbers of two referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included. 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.
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.