

Information Pack

Firebreak Inspection Officer

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

Applications will be accepted until **4pm, 30/8/2026** or until a suitable pool of applicants has been **received**. Please note: Applications will be reviewed as they are received, and interviews may commence prior to the closing date. We encourage you to 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.

"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	Compliance Building, 33 Crompton Road, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$77,854 per annum
Tenure	Fixed Term, Full Time (2 November 2026 to 5 March 2027)
Hours of Work	An average of 38 hours per week, worked Monday to Friday
Superannuation	12% with the option to co-contribute up to a maximum of 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
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:	Firebreak Inspection Officer
Tenure:	Fixed term, Full-time
Division:	Planning and Development Services
Level:	3 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 Objective

Assist in the effective implementation of the City of Rockingham's Firebreak Inspection Program

Organisational Relationships

Reporting to:	Senior Firebreak Inspection Officer
Responsible for:	Nil
Membership of:	Compliance and Emergency Liaison
Liaison with:	Compliance and Emergency Liaison

Organisational Chart

Manager Compliance and Emergency Liaison
Fire Prevention Officer
Senior Firebreak Inspection Officer
Firebreak Inspection Officer

Key Responsibilities

- Conduct firebreak inspections to identify compliance with the City's Fire Control Notice
- Accurately record results of inspections on the City's firebreak application Actus
- Engage with property owners regarding firebreak inspections being undertaken
- Inform the City's Fire Prevention Officer of any outcomes or issues arising from the inspections
- Conduct follow up inspections to identify adherence with work orders
- Monitor contractors on site as required

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
- 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 Value Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Functional Requirements of the Job

Physical Demands (N) Never: 0% (R) Rare: 1-5% (O) Occasional: 6-33% (F) Frequent: 34-66% (C) Constant: 67-100% (Rep) Repetitive							
Functional Demands	N	R	O	F	C	Rep	Comments
Sitting				X			As required whilst driving
Standing			X				Uneven grass, sand and loose gravel on roadsides and urban and rural properties. Level bitumen and concrete on roads and pathways. Required to stand during meetings at Operations Centre.

Physical Demands		<i>(N) Never: 0%</i>		<i>(R) Rare: 1-5%</i>		<i>(O) Occasional: 6-33%</i>	
		<i>(F) Frequent: 34-66%</i>		<i>(C) Constant: 67-100%</i>		<i>(Rep) Repetitive</i>	
Functional Demands	N	R	O	F	C	Rep	Comments
Walking				X			Uneven grass, sand and loose gravel on roadsides and urban and rural properties. Level bitumen and concrete on roads and pathways. Required to walk maximum of 15 minutes to access sections rural property fire breaks.
Lying	X						
Trunk Flexion		X					As required to complete vehicle prestart checks
Pushing		X	X				As required to open/close vehicle doors/farm gates
Pulling		X	X				
Crawling	X						
Kneeling/Squatting		X					As required to complete vehicle prestart checks
Forward Reaching				X			Required to operate 4x4 vehicle, perform prestart checks and use iPad
Overhead Reaching	X						
Grasp				X			As required to operate vehicle, handle UHF radio and iPad, Measuring staff
Fine Motor			X				As required to use iPad
Neck Rotation			X				As required whilst driving
Trunk Rotation			X				As required to access/egress vehicles
Climbing			X				As required to access/egress vehicles
Foot Movement			X				As required whilst driving/walking
Lifting (Floor to Waist)	X						
Lifting (Waist to Shoulder)			X				Occasional lifting of electronic tablet (<2kg), vehicle UHF radio mouthpiece (<0.25kg).
Lifting (Overhead)	X						
Carrying			X				Occasional carrying of iPad (<2kg) / measuring staff
Hand/Arm Vibration						X	Driving Firebreak
Whole Body Vibration						X	Driving Firebreak

Requirements of the Job

Skills and Knowledge

Essential

- Proven ability to utilise basic computer applications
- Sound written and verbal communication skills
- Sound time management skills

Desirable

- Sound 4WD operating skills

Experience

Desirable

- Previous experience working in a public relations/customer service role
- Previous experience working with limited supervision
- Prior experience in bushfire control procedures
- Previous experience in conducting firebreak inspections

Qualifications, Certification and Licences

Essential

- Current 'C' class driver's licence
- Police Clearance

Desirable

- 4WD driving technique certification
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Scope of Position

- Works under general direction from the Senior Firebreak Inspection Officer
 - Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
 - Exercise initiative and/or judgement within clearly established procedures and guideline
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Certification

Approved by	Manager Compliance and Emergency Liaison	Date reviewed	August 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.

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 Resources Development Team
jobs@rockingham.wa.gov.au
