

Information Pack

Land Development Inspection Officer - Subdivisions

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

Applications must be received by 4pm on Friday 2 October 2026

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

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.

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 Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Remuneration	\$102,707-\$110,461 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 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
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 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. During employment, regular assessments against the functional and PPE requirements of the role (as outlined in the position description) are mandatory for this role.

Position Description

Title:	Land Development Inspection Officer – Subdivisions
Tenure:	Permanent, Full time
Division:	Planning and Development 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

- Assess and ensure Construction, Dust, Noise and Environmental Management Plans are in accordance with the relevant state and local regulations
 - Ensure subdivision civil engineering works are constructed in accordance with the assigned drawings and consistent with relevant specifications
 - Conduct subdivision civil engineering works inspections, ensuring the interests of both Council and the community are protected
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Organisational Relationships

Reporting to:	Development Engineer
Responsible for:	Nil
Membership of:	Land and Development Infrastructure Team
Liaison with:	Developers, Consultants, Civil Contractors, City of Rockingham teams and engineering stakeholders and ratepayers

Organisational Chart

Manager Land and Development Infrastructure
Principal Land Development Officer
Development Engineer
Land Development Officer
Land Development Inspection Officer - Subdivisions

Key Responsibilities

Land Development

- Provide expert advice on the assessment and interpretation of engineering conditions related to land development and negotiate alternatives when required
- Undertake regular site inspections to ensure compliance with engineering conditions throughout the various stages of subdivision to prevent potential liabilities prior to handover to the City
- Collaborate with developers, consultants and contractors in order to achieve compliance with approved conditions
- Conduct follow-up inspections to ensure defects are satisfactorily rectified
- Provide technical and administrative advice to ensure development enquiries are dealt with in a professional and timely manner

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 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 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 skills and knowledge of the technical standards and specifications related to the design and construction of roads and drainage
- Detailed knowledge and experience in the use of word processing packages, database, spreadsheet and email applications
- Sound oral, written and numeric skills to provide information and advice to developers, consultants, contractors, higher level staff and members of the public
- Sound ability to manage multiple projects, prioritise workloads and meet deadlines
- Demonstrated knowledge of and commitment to Workplace Safety and Health legislation and Council Policies

Experience

- Strong experience in a road inspection/maintenance environment
- Able to read and interpret construction drawing, plans and specifications
- Demonstrated experience in the checking and assessment of development applications with regards to road and drainage requirements
- Demonstrated experience of contract and construction supervision of civil construction works
- Knowledge of kerbing, paving, concrete laying, reticulation and bitumen repair techniques, methods and quality control procedures
- Demonstrated experience in assessing traffic impact of development
- Demonstrated highly developed negotiation and problem solving skills in dealing with developers, consultants and contractors
- Substantial experience in civil and landscape construction

Qualifications, Certifications and Licences

Essential

- A diploma qualification in Civil Engineering or related field, or demonstrated equivalent competency
- Completion of relevant AAPA and ARRB training courses
- Current White Card
- Current “C” class driver's licence
- National Police Clearance

Scope of Position

The Land Development Inspections Officer – Subdivisions:

- Works under general direction of the Development Engineer
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Land and Development Infrastructure	Date reviewed	May 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 (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.

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 (08) 9528 0333.
