



Applicant Information Pack

Welcome

Thank you for your interest in joining the Department of Water and Environmental Regulation (the department).

The department, we work to protect and manage Western Australia's environment and water resources. Our people play an important role in helping us deliver services and outcomes that benefit the community.

We are committed to creating an inclusive workplace where everyone feels respected, valued and supported. We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally diverse backgrounds and women. A diverse workforce helps us better understand and serve the community.

Whether you are starting your career or bringing years of experience, we aim to provide a workplace where you can develop your skills, contribute meaningful work and build a rewarding career.

Why work with us?

The department offers competitive pay, flexible working arrangements and a range of benefits that support employee wellbeing and career development.

Your employment package includes:

- ✓ Competitive salary
- ✓ 12% employer superannuation contribution
- ✓ Annual leave loading
- ✓ Salary packaging options

You will also have access to a range of leave entitlements, including annual leave, personal leave, long service leave, parental leave and cultural leave. Additional leave options may also be available, depending on your circumstances.

Employee wellbeing is important to us. We offer wellbeing initiatives, access to the Employee Assistance Program, corporate health memberships, social club activities and an optical subsidy program.

Employees in some regional locations may also be eligible for additional benefits such as district allowances, extra annual leave, Recreational leave travel concessions and government housing assistance.

Learning and Development

We are committed to helping our people grow and succeed.

We support learning and development through formal training, leadership programs, on-the-job learning, study support and opportunities to broaden your experience through temporary placements or acting arrangements. Employees work with their managers to identify development goals and create plans that support both individual career aspirations and organisational needs.



Before You Apply

Before applying, make sure you understand the role and the requirements of the position.

Read the job advertisement and any Position Description Form attached to it. These documents explain the purpose of the role, key responsibilities and the skills, experience, qualifications and licences required to perform the position successfully.

If you would like more information about the role, contact the person listed in the advertisement. They can answer questions about the position and help you decide whether it is the right opportunity for you. You may also find it helpful to learn more about the department by visiting our website.

Eligibility Requirements

To be considered for a permanent position, you must be an Australian citizen, an Australian permanent resident, or a New Zealand citizen holding a Special Category Visa with unrestricted work rights.

If you do not meet these requirements, you may still be eligible to apply for fixed-term opportunities if you can provide evidence that you are entitled to live and work in Australia for the duration of the contract.

Before an appointment can be confirmed, you may be required to complete a 100-point identity check and undergo a criminal record screening.

If the role requires specific qualifications, licences or registrations, you must provide evidence of these requirements as part of your application. Any offer of employment may be subject to these requirements being satisfied.

Preparing Your Application

Recruitment processes vary depending on the role, so it is important to carefully read the "How to Apply" section of the job advertisement before preparing your application.

You may be asked to submit a resume, cover letter, responses to specific questions or a statement explaining how your experience and skills meet the requirements of the role.

When describing your experience, use practical examples that show what you did, how you approached a task and the outcome you achieved. Focus on your own contribution and explain how your skills are relevant to the position you are applying for. Clear, concise examples are usually more effective than lengthy descriptions.

Your Resume

Your resume should provide a clear summary of your employment history, qualifications, training and relevant achievements. Include a brief description of your responsibilities in each role and highlight accomplishments that demonstrate your skills and experience. You may also include volunteer work, community involvement or other relevant activities.



Referees

You will be asked to provide the contact details of two referees. Wherever possible, one of these should be your current or most recent manager. We recommend letting your referees know that you have applied and discussing the role with them before submitting your application. Referees may be contacted at any stage of the recruitment process.

Submitting Your Application

Before submitting your application, make sure you have followed the instructions in the advertisement and included all required documents. Ensure your application clearly demonstrates how your experience, skills and qualifications meet the requirements of the position.

Applications must be submitted before the advertised closing date and time. Late applications cannot be accepted, so we encourage you to apply as early as possible.

If you require adjustments to participate in the recruitment process or need an alternative method of communication, please contact the Recruitment Team at recruitment@dwer.wa.gov.au.

What Happens Next?

Assessment Process

All applications are assessed against the requirements of the role. The department uses a merit-based selection process to ensure recruitment decisions are fair, transparent and consistent.

A selection panel reviews each application and determines which applicants will progress to the next stage. Depending on the role, this may include an interview, work sample, presentation, assessment activity or another selection method. Applicants are assessed using the same process and criteria.

Interviews

If you are invited to an interview, we will generally provide between two and five days' notice where possible. Questions will focus on the requirements of the role and your skills, knowledge and experience. All applicants will be asked a consistent set of questions to support a fair assessment process.

To prepare, review the position description and your application, and think about examples that demonstrate your experience and achievements. You are welcome to ask questions during the interview and clarify any information about the role or recruitment process.

Please bring identification with you to the interview. If you need adjustments such as mobility assistance, an interpreter or other support, let us know before your interview so appropriate arrangements can be made.

Interview Recordings

As part of the department's commitment to continuous improvement and the responsible use of technology, interviews may be audio recorded to support accurate note-taking and a consistent assessment process. Recordings may be processed using AI tools to generate a transcript for the selection panel.



Access to recordings and transcripts is restricted to authorised panel members and HR personnel involved in the recruitment process. All recordings and transcripts will be handled in accordance with relevant privacy, information management and recordkeeping requirements and retained only for as long as required under those obligations.

Recruitment Outcomes

Once the recruitment process has concluded, we will notify all applicants of the outcome by email.

You may request feedback through the contact person listed in your outcome notification. Feedback can help you understand the strengths of your application and identify areas for future development.

In some cases, suitability from a recruitment process may be used to fill similar vacancies. With your consent, your suitability may also be shared with other government agencies to assist with their recruitment needs.

Feedback and Concerns About the Recruitment Process

If you have concerns about the recruitment process, we encourage you to discuss them with the contact person named in your outcome notification before lodging a formal claim.

If you believe the Public Sector Employment Standard has not been followed and you have been adversely affected, you may lodge a breach claim in writing with Human Resources before the date specified in your outcome letter. Your claim should explain which part of the standard you believe was not met and how you were affected.

A breach claim cannot be made simply because you believe another applicant should not have been selected.

More information is available from the Public Sector Commission.

Need Help?

For information about a specific role, contact the person named in the job advertisement.

For assistance with submitting your application, contact the Recruitment Team at:

recruitment@dwer.wa.gov.au

Good Luck and thank you for considering a career with Department of Water and Environmental Regulation. We appreciate your interest and look forward to receiving your application.