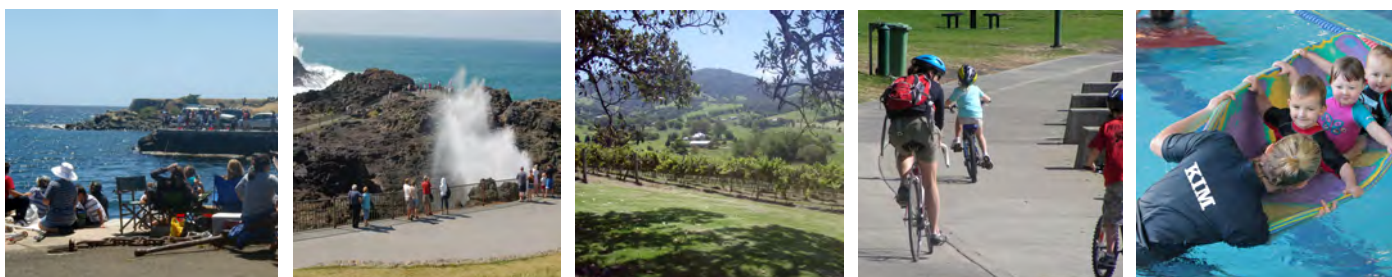


JOB APPLICATION GUIDE





MISSION

“To protect and enhance the quality of life of our residents and the unique environment of our area through leadership and consultation.”

VISION

Council’s vision for the Kiama area 10 years from now is for a place of outstanding natural resources and beauty, with a distinctive and valued heritage.

It will be a place which retains the integrity of its coastal and rural charm, whilst being close to major urban centres.

It will have distinct towns and villages, each with its own local identity and history.

It will be a place with a healthy and cohesive community and a diversity of opportunities, lifestyles and cultures.

Dear applicant,

Thank you for your interest in the advertised position with Kiama Municipal Council.

Council receives numerous inquiries when a vacant position is advertised, so the following Job Application Guide is designed to provide you with more information about Kiama and our organisation.

Our Job Application Guide is also designed to help you to fill out your Employment Application Form. When completing your application, please answer each question clearly.

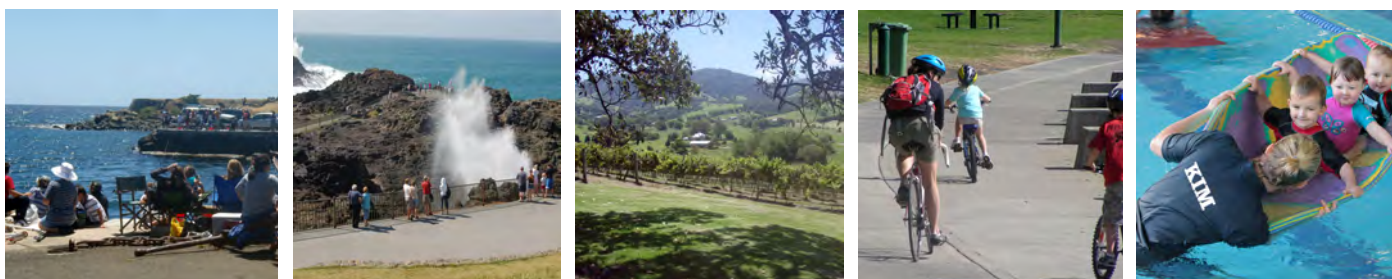
All appointments to positions within Kiama Council are made on the basis of merit. We use the information you provide in your application to assess how you meet each of the Selection Criteria. This method of assessment forms part of our Fairness and Equity Policy.

If you have any specific inquiries about the position vacant, you are welcome to contact the person listed in the advertisement.

Council’s website www.kiama.nsw.gov.au may assist you with further research for your application.

We wish you all the best with your application.

Human Resources Team
Kiama Municipal Council



Located approximately 90 minutes' drive south of Sydney, the Kiama Municipality is famous for its spectacular coastline and rural scenery.

The Local Government Area covers 259 square kilometres. Kiama, Gerringong, Jamberoo, Gerroa and Kiama Downs are the main urban centres.

Kiama has a rich heritage based on dairy farming and quarrying. Today's economy remains strongly supported by rural activities as well as a thriving tourism industry.

The area has a vibrant arts sector and a strong sense of community. Council's aim is to build on the local economy with an emphasis on creativity, technology and agricultural diversity.

Kiama facts

- Just over 20,000 people live in the Kiama Municipality.
- The average temperature is a mild 17 degrees in Winter and 27 degrees in Summer.
- The landscape is unique with beaches, rainforests and open rural areas.
- The Municipality has lower than average crime rates compared with other regions in NSW.
- Kiama is accessible by train, car, or bus.



*"I work within
Council's Community
Services Department at the
Kiama Library. I enjoy
working at Kiama Library.
The Library is not
only supported by
Council, but by the local
community which values our
high level of services and the
programs we
offer - its great"*

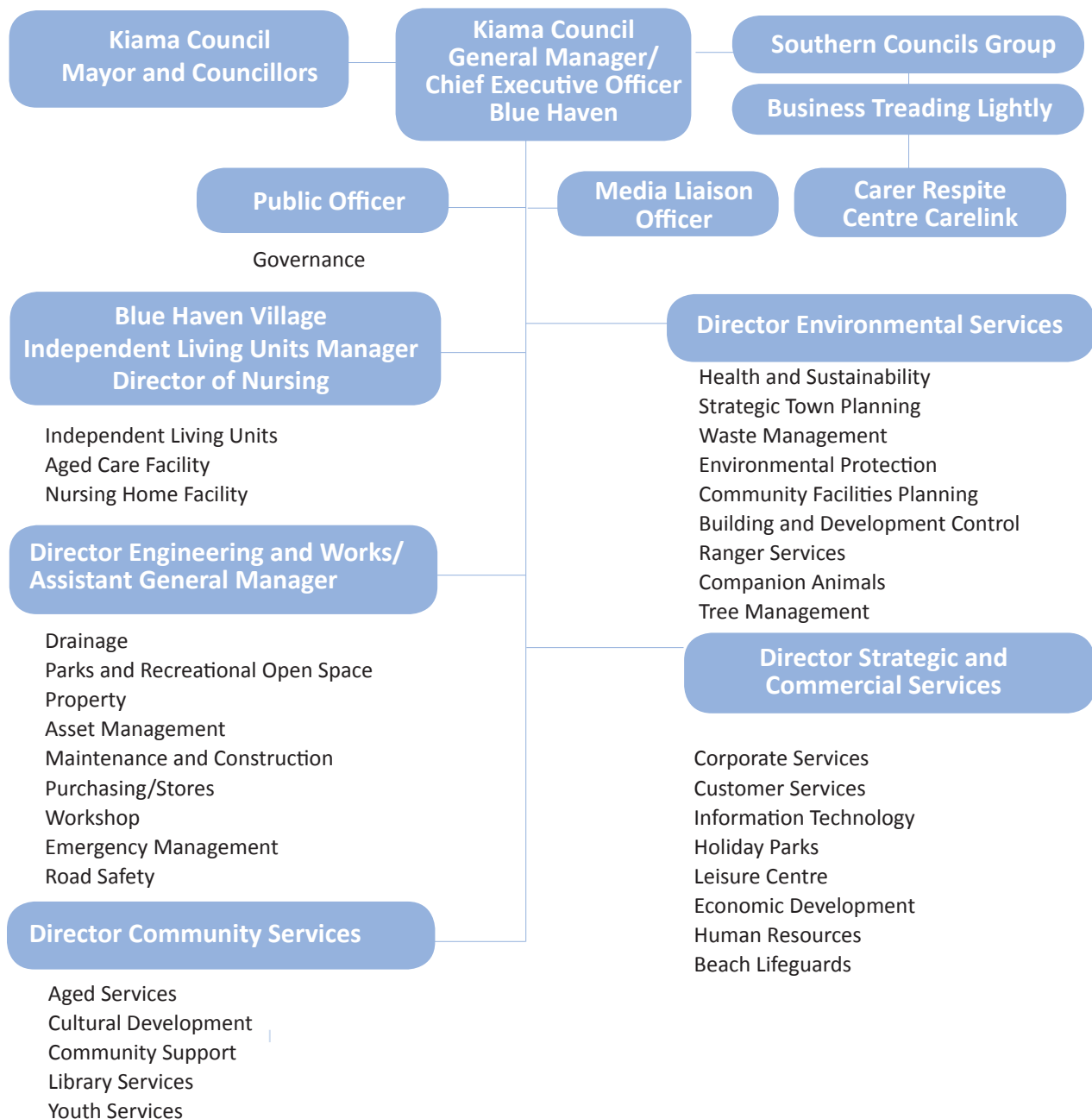
**Michelle,
Manager Library Services**

OUR ORGANISATION



Kiama Municipal Council is a medium-sized regional Council. Nine Councillors are elected every four years by ratepayers and residents within the Kiama Municipality.

Council employs approximately 200 full-time staff and 250 part-time and casual staff to offer a range of services and activities.



WHY WORK FOR KIAMA COUNCIL?



Join an organisation that values work and family life, where you have opportunities for professional development.

Achievable work/life balance

- Flexible work arrangements.
- Outdoor employees work a 38 hour week/nine day fortnight.
- Indoor staff work an average 35 hour week and have the opportunity to accrue two 'Flexi' days per month.
- Flexible starting and finishing times for indoor employees.

Great leave entitlements

- Four weeks Annual Leave for full time employees.
- Long Service Leave.
- 15 days Sick Leave per year for full-time employees.
- Parental Leave.
- Carer's Leave.
- Paid Maternity Leave of up to nine weeks full-time or 18 weeks part-time for female employees.
- Bereavement Leave.

Additional benefits

- Study Assistance and Study Leave provisions.
- Free parking.
- Active Social Club.
- Pre-tax membership payments for membership at Kiama Leisure Centre.
- Smoke-free working environment.

*"I love the variety
in my job. I do
something different
every day."*

**Gary,
Parks & Gardens
Coordinator**



To apply for a position with Kiama Council, you must complete our Employment Application Form.

Remember, this is one of the first opportunities you have to make an impact and tell us about your skills, experience and qualifications.

An Employment Application Form, Job Specification and Job Description can be downloaded from www.kiama.nsw.gov.au or obtained by contacting our Human Resources Team on (02) 4232 0414.

Please complete all sections of the form. Your application can be typed or handwritten provided it is easy to read and understand.

Part A: Personal Detail

Complete all details and ensure you provide a phone number so that we can contact you during business hours.

Part B & C: Meeting the 'Essential' and 'Desirable' Selection Criteria

Make sure you have a copy of the Job Specification for the particular position. This section is the most important part of your application.

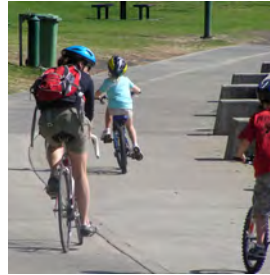
The Job Specification lists the essential and desirable qualifications, experience, knowledge and skills required for the position – these are the Selection Criteria.

In this section, you are required to demonstrate how you meet each of the criteria outlined. Many people choose to write their application using headings for the criteria, which makes the application easy for our selection panel to read.

You may provide us with details on how your qualifications, knowledge, skills and experience meet the criteria. Don't assume our selection panel will know! The more specific you are, the better - make it easy for us to see why you suit the position.

"Kiama Council offers a family friendly environment, which is great for me as I have two young kids. The beauty of Kiama's natural environment makes the working day easier as it's a real joy to come to work."

**Andrew,
Senior Youth Worker**



Read each of the criteria carefully. It may be useful for you to provide an overview of your experience then provide an example. Don't limit your answers to paid employment. Work experience, voluntary work and participation in other activities may also be relevant.

Tip - Don't just write "refer to resume" on your application. This relies on our selection panel understanding the intricacies of your experiences. You need to explain how you meet each of the Selection Criteria and not leave it to us to assume.

Part D: Employment History

Please list information about your current and past employment, including temporary, part-time and voluntary work, beginning with the most recent.

Part E: Education

Please provide details of your Secondary and Tertiary education. Including details of any studies you are currently undertaking.

You might be asked to provide original qualifications or course transcripts at a later stage. If you have recently completed the qualification, we suggest you provide a transcript to show what subjects you have completed.

Include details of any other training or professional development you have completed that you believe is relevant to the position.

Part F & G: Licences/ Professional Membership/ References and Referees

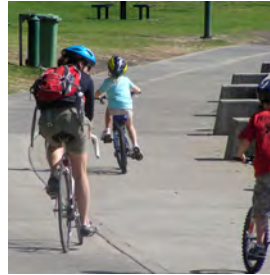
This section requires you to provide details of any licences or professional memberships you currently hold.

You should also include current details of at least two referees who can verify your work history. Referees should be people with whom you have worked, and ideally your supervisor/s.

Don't forget to tell your referees you have included them in your application, as we may need to contact them.

"I love my job. The Finance Department is a great team to work with. A good team and good friendships make coming to work pleasant and enjoyable. So does having the office so close to home, and being located in a beautiful environment."

Rena, Creditors Officer



Part H: Applicant Declaration

Please read the Applicant Declaration carefully, then sign and date it. If you lodge your application by email, you may be asked to sign the Applicant Declaration at interview.

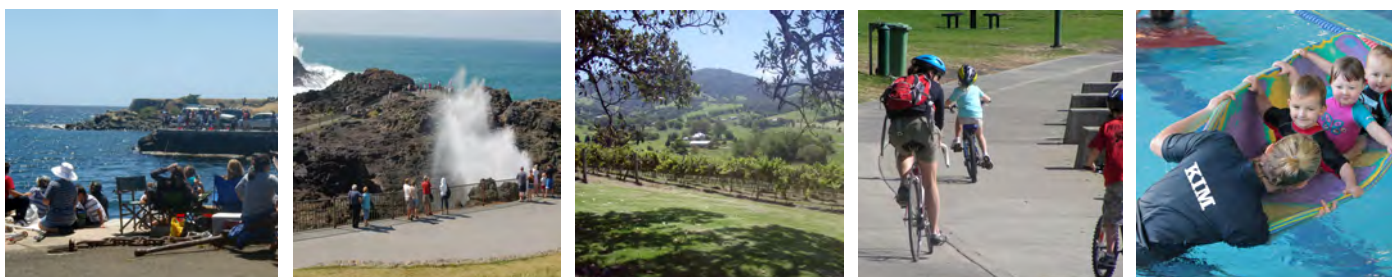
You may attach a copy of your resume and supporting documents, but please do not attach originals.

Sending your application:

Post: Job Application - Private & Confidential
General Manager
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Email: council@kiama.nsw.gov.au

Fax: (02) 4232 0555



Council receives your application

Shortly after the closing date you will receive a letter acknowledging we have received your application.

Applications are shortlisted

A selection panel will shortlist applicants for interview. We aim to do this as soon as possible, however this is dependent on the number of applications we receive.

Interviewing applicants

We will phone you with all the details you need if you are selected for interview. We try to give you at least five days notice.

Clearances

Clearances include reference checks, pre-employment medicals, Criminal History and Working with Children Checks.

The clearances we need vary for each position. As Council is required to perform its own checks, those done for previous employers may not be able to be used.

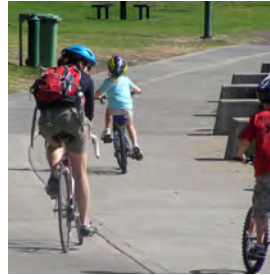
Offer of employment

We will determine the preferred applicant using all of the information we have obtained (as above) and make a formal offer of employment.

Notifying unsuccessful applicants

When the successful applicant has accepted the position, all unsuccessful applicants will be notified by mail.

FREQUENTLY ASKED QUESTIONS



Where should I park for my interview?

The best parking location will vary depending on where your interview is conducted. Please ask the staff member who contacts you to arrange your interview for the best parking location.

What do I need to take to the interview?

You will need to bring proof that you are legally entitled to work in Australia, such as your birth certificate, citizenship certificate or visa.

Please bring a copy of your resume and the originals of any relevant qualifications, certificates and licences.

If you were asked to complete a Criminal History or Working with Children Check form, please ensure you bring it with you if it is not already attached to your application form.

Who do I contact if I am unable to attend my interview or am running late?

Contact our Human Resources Team as soon as possible on (02) 4232 0414. We will notify the interview panel for you.

For various reasons, people sometimes need to withdraw their applications. We appreciate you calling to advise us if this occurs.

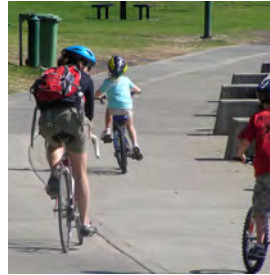
How many people will there be on the interview panel?

There will normally be three people on your interview panel. Two will be specialists from the department in which the position you are applying for is in, one will be an independent interviewer from another department.

Will I have to complete a Medical, Criminal History or Working with Children Check?

The checks we require to conduct vary for each job. We will let you know what checks are needed.

FREQUENTLY ASKED QUESTIONS



What does it mean if I am asked to go for a pre-employment medical?

We often ask our preferred applicants to attend a pre-employment medical while we conduct reference checks and make our recommendations. This assists to in speed up the process.

Please do not assume you have the job because we have asked you to go for a pre-employment medical.

CHECKLIST

- Do you have a copy of the advertisement, job specification and job description?
- Have you clearly addressed each of the selection criteria?
- Have you attached copies of your resume and other relevant documents?
- Have you signed and dated your application form?
- Have you listed contact details for two referees?
- Have you contacted them to explain the job?
- Have you kept a copy of your application for your own reference?
- Have you included the job reference number and sent your application to us before the closing date advertised?

Please contact our Human Resources Team on (02) 4232 0414 if you have any questions about applying for the position.

Thank you for your interest in the position. Good luck!