



City of  
**Greater Geraldton**  
a vibrant future



# Candidate **Information Pack**



# About the City of Greater Geraldton

## Geraldton

Overlooking the Indian Ocean, Geraldton is a thriving regional city at the heart of Australia's Coral Coast.

With a growing population of over 41,000 people it offers a wide range of services and activities. Geraldton is recognised as one of WA's key growth areas and the opportunities in this regional city are plentiful.

## Mullewa

In the heart of wildflower country, Mullewa is a quiet, tidy, rural township with a population of 700 people just 99km from Geraldton.

Mullewa offers a small range of services and activities with a focus on community.

Recognised as one of WA's key wildflower centres to visit, Mullewa's natural beauty is plentiful.

## City of Greater Geraldton Structure

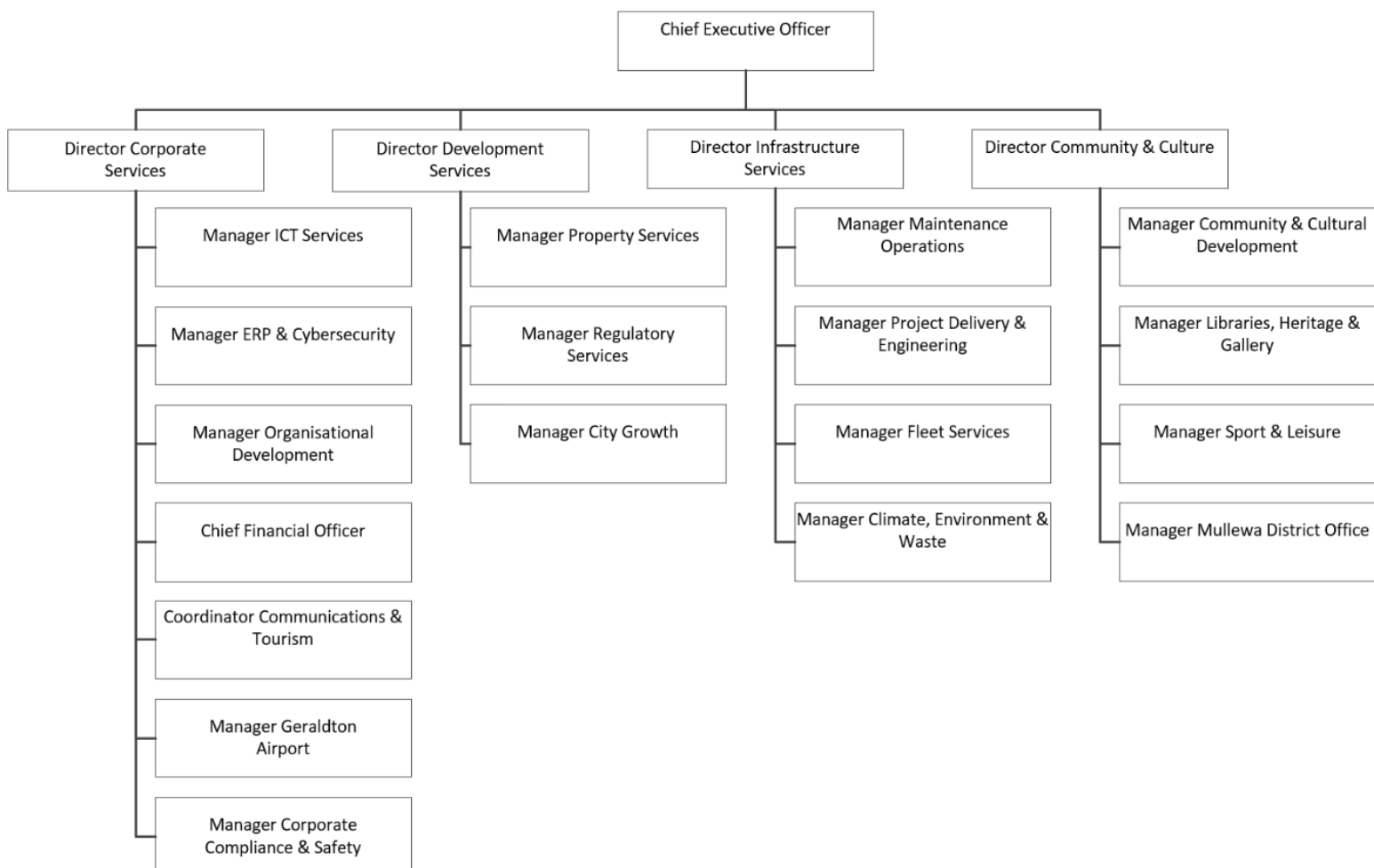
The City of Greater Geraldton's administrative function consists of three Departments which report to the Chief Executive Officer. The three Departments are, Corporate & Commercial Services, Development & Community Services and Infrastructure Services.

You can be part of working with us to deliver the best for our community in this region.

The City actively welcomes, includes and values the unique contributions of all people in its workplace.

The City welcomes applications from all age groups, people with a disability, and those from diverse ethnic and cultural backgrounds.

We are proud to be an equal opportunity employer with strong commitment to fitness for work and safety in the workplace.



# Why make the City of Greater Geraldton your employer of choice?

## Benefits

The City offers a wide range of benefits to its employees:

- Generous superannuation (Up to 20%, conditions apply)
- 22 annual leave days (17.5% loading)
- Flexible working arrangements
- Career opportunities
- Study assistance
- Promotion of Health & Wellbeing Program including:
  - Annual flu vaccinations
  - Annual skin screening
- Centrally located
- Free parking
- Active social club

## Human Resources VISION

“ The City of Greater Geraldton is dedicated to supporting and improving its longevity and growth by serving today while building tomorrow. The Human Resources Team are committed to maximising the potential of City employees, our greatest assets, through hiring, developing and retaining a talented and engaged workforce. ”

## Organisational Values

At the City of Greater Geraldton we believe in providing our employees with a rewarding and happy work environment, highlighted by our values.



### Service

- We will make customers the focus of everything we do.
- Our service will be fair, flexible, innovative and reliable.
- We will show genuine concern for customers.

### Trust

- We will trust the foundation of all relationships.
- We will rely and depend on each other.
- Our communications will be open and genuine.

### Accountability

- We will honour our commitments.
- We will take responsibility for our own actions.
- We won't blame others.
- We will hold each other accountable for our actions and behaviours.

### Respect

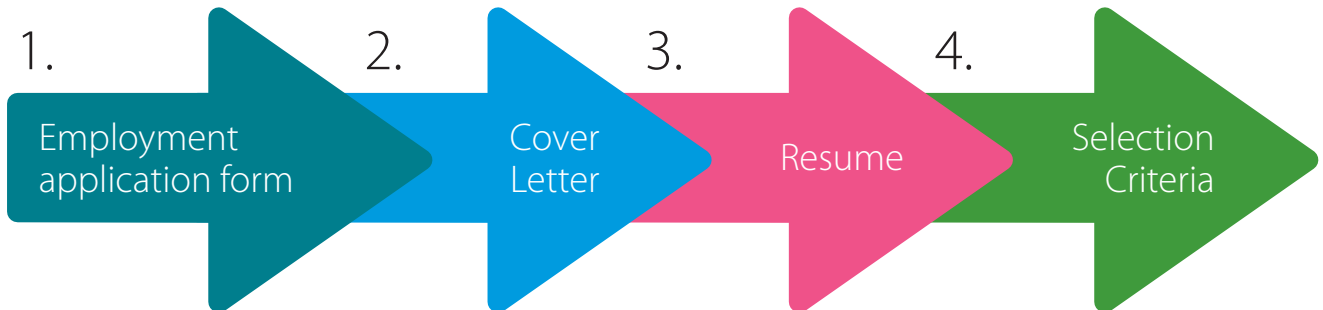
- We will treat others like we would like to be treated.
- We will listen before we talk.
- We will seek and value contributions of others.

### Solidarity

- We will be united in our decisions.
- We will be united in our actions.
- Our strengths will come from interdependence.



# How to apply for an advertised position



## What information do I need to submit?

Thank you for your interest regarding an advertised position with the City of Greater Geraldton. This document serves to assist you in preparing and submitting an application for an advertised vacancy with the City.

To apply for employment with the City you are required to submit the following information:

1. Employment Application Form – this document is available to download via the City's Recruitment Page.
2. Covering letter – This gives you the opportunity to introduce yourself and should outline a brief summary of your application.
3. Resume – Detailing your employment history, educational qualifications, contact details and details of two referees.
4. Selection Criteria – Contained in the position description document should be addressed providing evidence of past examples that support your statement.

## Selection Criteria

The following is a guide on how to address the Selection Criteria:

- Use each criterion in the Selection Criteria section as a separate heading.
- Write a paragraph under each heading stating your ability to meet this criteria, providing evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- As a guide, your submission for each section criteria is the "STAR" method. Using this method you break your paragraph into four sections:
  - o 1. S = Situation – describe situation around the event.
  - o 2. T = Task – describe the task you were required to perform.
  - o 3. A = Action – describe the action you implemented to complete the task.
  - o 4. R = Result – describe the result or outcome of the action you implemented to completed the task.

Using the STAR format assists the selection panel to assess your application.

## Referees

As part of your application you are required to provide the names and contact details of two referees, who may be contacted by the Selection Panel.

The referees you nominate should be able to comment on your recent work history and it is recommended you advise your referees they have been nominated.

## Other documents

It is recommended that only copies of supporting documents be enclosed with your application. The City may ask to sight the originals at a later time.

## Interviews

If selected for an interview you will be contacted in advance to arrange a suitable time to attend.

Applications can be submitted by:

### Email:

council@cgg.wa.gov.au

### Post:

Chief Executive Officer  
City of Greater Geraldton  
PO Box 101  
GERALDTON WA 6531

### Personal Delivery:

Chief Executive Officer  
City of Greater Geraldton  
Administration and Civic Centre  
63 Cathedral Ave  
GERALDTON WA 6531

## Application Format

The City of Greater Geraldton is pleased to accept all applications for positions (hand written or typed) however our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

## Late Applications

Vacancies with the City of Greater Geraldton are advertised for a specific period and close at 4.00pm on the closing date listed in the advertisement.

In fairness to all applicants, late applications cannot be received without the Human Resources Team consent to such a request. Permission must be sought before the closing date of applications by calling (08) 9956 6600.



**For further details contact:**

**Human Resources Team**

City of Greater Geraldton  
63 Cathedral Ave,  
GERALDTON WA 6531

**P:** 9956 6600

**E:** [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au)

**[www.cgg.wa.gov.au](http://www.cgg.wa.gov.au)**

