

# Why work for City of Wanneroo?

The City of Wanneroo is one of the fastest growing local governments in Australia. We pride ourselves on valuing the community and our people; encouraging strong commitment to customer service and team work; integrity, innovative thinking, effective communication and continuously seeking out improvement opportunities.

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## Did you know...?

- The City of Wanneroo has more than 198,000 residents
- We are expecting to grow to more than 350,000 residents by the year 2036
- We cover an area of 686 km<sup>2</sup> from Two Rocks in the northern corridor to Girrawheen and Koondoola in the southern corridor
- Approximately 40% of our residents are younger than 30 and approximately 20% speak a language other than English at home
- Almost half of our workforce are also City of Wanneroo residents, meaning that we have a strong interest in what happens within our community and our workplace

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The City offers one of the most diverse range of career opportunities of any employer and within almost any field of employment or career you can imagine. Employees are supported through personal and professional development opportunities, encouraging them to make a difference in their role and the customers we serve.

The City appoints the most suitable applicant, via a merit-based process, having consideration for relevant qualifications, experience and alignment with the City's Corporate Values and the culture within the team. Over the last 12 months we have offered exciting career opportunities in these fields:

- Waste and Environment Services
- Finance and Audit
- Health Services
- Risk Management
- Sports Science
- Legal
- Public Health and Education
- Leadership opportunities
- Maintenance Support
- Community Safety and Emergency Management
- Engineering
- Project Management
- OSH
- IT
- Administration
- Libraries and Museum
- Human Resources and Payroll
- Community Youth and Aged Services
- Marketing, Communications and Events
- Horticulture, Conversation, Parks, Reserves Maintenance and Landscaping

# City of Wanneroo benefits

<b>Superannuation</b>	Generous matching superannuation contributions up to a combined total of 15% ( <i>Statutory plus extra</i> ).
<b>Parental Leave</b>	The City provides eligible employees with paid parental leave as determined by the relevant enterprise agreement.
<b>Purchase Leave</b>	Enterprise agreement employees have the option to apply to purchase up to an additional 4 weeks of leave.*
<b>Attractive Work Location</b>	Located opposite the Wanneroo City Centre which features shopping, leisure & cultural facilities. Free on-site parking and close to public transport ( <i>Joondalup train line is a 10 minute drive</i> ).
<b>Flexible Work Arrangements</b>	To support the importance of work-life balance, flexible work arrangement options may be available*, including option to apply for a 9 day fortnight, 19 day month, or flexi time which allows employees to alter their start and finish times and have up to two days off per month.
<b>Salary Packaging</b>	Superannuation, novated leases for vehicles and laptops, airport lounge membership, professional memberships and subscriptions, laptop, computer and mobile phones for work purposes.
<b>Journey Insurance</b>	Free to all employees.
<b>Health and Wellbeing Programs</b>	<ul style="list-style-type: none"> <li>• Wellness seminars and programs for all employees</li> <li>• Annual flu vaccinations and health checks</li> <li>• Annual skin screenings (<i>outdoor workforce</i>)</li> <li>• Ergonomic work stations</li> <li>• Discounted health insurance</li> <li>• Various discounts with local businesses</li> <li>• Tailored financial solutions</li> </ul>
<b>Learning and Development</b>	<ul style="list-style-type: none"> <li>• Leadership and professional development opportunities</li> <li>• Supporting career pathways</li> <li>• Role specific and corporate programs of development</li> <li>• Educational support opportunities</li> <li>• Comprehensive induction program</li> </ul>
<b>Employee Assistance Program</b>	The City recognises the value and importance of good emotional and physical health, and fostering and maintaining the health and well-being of all team members and their families. All employees and family members have free confidential access to counselling services including financial and psychological support.
<b>Supportive Work Environment</b>	<ul style="list-style-type: none"> <li>• Code of Conduct promotes a positive work environment</li> <li>• Equal Opportunity Employer</li> <li>• Access and Inclusion supportive employer</li> <li>• Active social club</li> </ul>

# Applying for an employment opportunity

## Covering Letter

Whilst it is not always essential to provide a covering letter, it may assist your application to demonstrate how your skills and experience meet the essential requirements for the position. It is recommended that your covering letter is no longer than two pages and reflects the selection criteria.

## Resume

Ensure your resume provides an up-to-date summary of your relevant work experience (*Microsoft Word or Adobe Pdf format required*). This should include as a minimum the name of current and past employers, start and end dates, positions held and an overview of key achievements for each position.

## Qualifications and Certificates

Where qualifications, licences and/or certificates are required for the position, these may be provided as part of your application, otherwise such documents must be provided during the recruitment process.

## National Police Certificate (NPC)

Successful applicants are required to provide a NPC no older than 6 months prior to commencement. The cost of obtaining a NPC will be at the expense of the applicant. Application forms are available at most Australia Post outlets or [www.police.wa.gov.au/police-direct](http://www.police.wa.gov.au/police-direct)

## Working with Children Check (WWCC)

Where a current WWCC is required for the position, this may be provided as part of your application, otherwise it must be provided during the recruitment process. The cost of obtaining a WWCC check will be at the expense of the applicant. Application forms are available at most Australia Post outlets.

## Evidence of your right to work in Australia

Applicants are required to show evidence of their right to work in Australia, by providing the documentation detailed below:

### ***Australian Citizens:***

- Australian Passport (*copy of photograph page*) or
- Australian Citizenship Certificate or
- Full Australian Birth Certificate (*if born before 20 August 1986*) and a form of photo ID or
- Full Australian Birth Certificate (*if born on or after 20 August 1986*), a form of photo ID and evidence that at least one parent was an Australian citizen or permanent resident at the time of your birth.

### ***Permanent Residents of Australia or New Zealand citizens who have entered Australia on a valid passport:***

- New Zealand Passport (*copy of photograph page*) or
- New Zealand Birth Certificate and a form of photo ID or
- Certificate of evidence of resident status

### ***Non-Citizen with a valid Visa that provides work rights:***

- Valid visa with work rights