



Applicant Pack

SHAREOURVISION
A business
environment that is
productive, innovative,
fair and safe.

Thank you for your interest in working in the Department of Commerce.

This pack provides you with information about our department. I strongly encourage you to visit our website at www.commerce.wa.gov.au which provides detailed information about the core services we deliver to the community of Western Australia. This pack will also help you prepare and submit your application.

If you would like further information about the recruitment and selection process, please call the Human Resources Branch directly on (08) 6251 1583. For specific job and department related enquiries, I encourage you to speak with the contact person identified in the job advertisement.

Again, thank you for your interest in the Department of Commerce and good luck with your application.

Ken Chinnery
Director Human Resources

Firstly, let us tell you about our department.....

The Department of Commerce works with the community to ensure high standards of safety and protection for workers and consumers, and promotes and fosters innovative industries, and enterprise.

We are a high profile department for all the right reasons. Read the newspaper or watch the news and you will frequently see stories resulting from the activities of our employees.

A snapshot of Commerce reveals the professional and diverse nature of our work:

- We provide free information and advice including the 'Fair Go' Advice Service, Wageline; WA Scam Net and FuelWatch.
- We play a key role in the regulation and of licensing industries including real estate, property settlement, motor vehicles, trade measurement, travel agents and credit providers.
- We promote safe environments with the delivery of technical and safety regulations and inspections through the divisions of EnergySafety and WorkSafe.
- We promote fair and flexible employment practices which recognise the rights and obligations of employees and employers in Western Australia.

The department comprises seven divisions: Building Commission, Consumer Protection, EnergySafety, Labour Relations and Industry Development, WorkSafe, Corporate Services and the Office of the Director General.

Our people

Commerce has approximately 800 employees from diverse backgrounds who contribute to the administration of a wide range of legislation on behalf of state government and people of Western Australia.

Share our vision

A business environment that is productive, innovative, fair and safe.

Our mission

To create a contemporary, diversified economy that provides for the growth, safety and protection of the community.

Our values

- Integrity and professionalism
- Making a difference
- Value our people and their contribution
- Innovation

How to apply

1. Read all the job information

We strongly recommend that you read the job advertisement, job description form, this applicant pack and visit our website.

After you have read all the information, we encourage you to speak with the contact person to learn more about the job, the work unit and the department. This information will also help you decide whether you meet the work-related requirements and if this is the job for you.

2. Preparing your application

Now it's time to start preparing your application. Please check the job advertisement carefully to confirm what is required of you. You may be asked to submit a covering letter, answer specific questions, or provide a written application addressing work-related requirements, together with your current resume.

Our aim is to make the application process simple for you, as we appreciate your personal time is valuable. Please follow the 'How to apply' instructions as this also makes it simpler for the selection panel to read and assess your application.


If we only ask for two pages, this is all you have to give us – simple!

3. Submitting your application

Our preferred option is for applications to be lodged online via the Government jobs board jobs.wa.gov.au. You will receive electronic confirmation when your application has been lodged.

If you do not have access to the internet you may lodge your application by the following alternative methods:

 **Hand Deliver:** Level 1, Mason Bird Building, 303 Sevenoaks Street, Cannington

 **Post:** Confidential Advertised Vacancy
Human Resources, Department of Commerce
Locked Bag 14, Cloisters Square
PERTH WA, 6850

NB: Mailed and hand delivered applications must be received by the advertised time on the closing date.

If you are posting or hand delivering your application, please ensure that you complete and submit the application form available at the end of this pack.

Please make sure you have your application submitted by the closing date and time. Unfortunately, applications received after this time cannot be accepted.

REMEMBER - don't leave your application until the last minute!

What does the department do with your application now?

1. Selection panel receives applications and shortlists

After the closing date the selection panel will read your application and determine if you have met the work-related requirements and will consider if you are to be shortlisted. If you are shortlisted the selection panel will contact you to make arrangements for the next part of the selection process.

2. The selection process

Congratulations! You are through to the next stage of the selection process. You may be invited for an interview or asked to complete other assessments. If you are invited for an interview, the questions are usually given to you before the interview so you have some time to prepare your response. If you are expected to deliver a presentation or undertake an assessment, this information is usually provided well in advance.

Don't worry; we are not here to trick you! Interview questions and assessments will be based on the actual job and work-related requirements. In addition, referee checks may also be undertaken to verify your ability to do the job and can sometimes be used as part of the shortlisting process. If you have any questions about this part of the process, please speak with the selection panel or contact person.

3. Decision time

The selection panel will make their decision based on all the information received through the various assessments undertaken. The successful person will be the person who competitively meets the work-related requirements, who is considered most suitable for the job and is available to take on the role.

All applicants will be notified of the decision in writing by either letter or email. If you have changed your contact details after you have submitted your application, be sure to let the selection panel know.

4. Feedback

If you have been unsuccessful in this process, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application so you are more competitive in future job opportunities or provide you with some direction on other career development opportunities. So, we encourage you to telephone the contact person as soon as you receive your letter or email.

5. You got the job!

Congratulations! You have been selected to join the Department of Commerce. Welcome to what we hope will be a rewarding career for you.

What does the department offer?

Great benefits

- **Flexible working** arrangements including flexible start and finish times, part time work and job sharing, study leave and working from home options.
- **Salary package** up to 100% of your salary to pay for items such as car leases, superannuation contributions and self education.
- **Competitive superannuation benefits** through the Government Employees Superannuation Board (better known as GESB) or your choice of Superannuation provider.
- Join our **social club** for regular social functions, quiz nights and tickets to the football.
- A work environment that supports **equal opportunity** and **diversity**.
- An **employee assistance program** for you or your immediate family to access free counselling and support services for work and personal matters.
- Partial reimbursement of **optical expenses** once you have completed 12 months work with the department.

Generous leave options

- Four weeks annual leave per calendar year with 17.5% leave loading.
- 13 weeks long service leave every seven years of continuous service.
- Purchase up to 10 weeks additional leave per year.
- Access personal leave if you are ill, you need to care for a dependent, or have urgent unplanned matters to attend to.
- Parental leave including 14 weeks paid parental leave and options on how and when you return to work.
- Leave for cultural and ceremonial events, which are taken from your current leave entitlements.
- Two additional public service holidays per calendar year in lieu of 2nd January and Easter Tuesday.
- Ever thought of having a year off and being paid for it? Consider our deferred salary scheme options where you can reduce your pay by 20% a year for four years and have the fifth year off paid at 80% of your normal salary.

Professional development

- Various in-house and external professional training courses.
- Various study leave and fee reimbursement options.
- Opportunities to undertake projects and other jobs which allow you to broaden your work experience through on-the-job training.

Award winning Wellbeing Program

Commerce is dedicated to helping our employees increase awareness of their health and well-being. Our award winning wellbeing program has been running for a few years and offers a range of programs to suit all types of people. We recognise the importance of prevention as a strategy for maintaining good health. There are fitness classes, fortnightly massages, annual flu vaccinations, healthy heart checks, walking groups and competitions, health talks, healthy eating campaigns and lots more. Join us to find out more!

Learn more about what we offer when you start with us.

Other important information

Are you eligible for appointment to a role at Commerce?

To be eligible to take up a permanent position in our department you must be either an Australian citizen or hold Australian permanent residency status.

If you have a relevant working visa, and are offered employment with the department, you will only be offered a fixed term contract for the duration of your visa.

National Police Clearance

If you are the successful applicant for a position with the Department of Commerce, you will be requested to provide a 100 point identification check and consent to undergo a National Police Check prior to an offer of employment being made. This requirement only applies if you are suitable and recommended for a position with the department, so it is not necessary to take any action at the application stage. You will be required to meet the cost of the National Police Check.

A previous criminal conviction or pending charges will not necessarily preclude you from employment however; the relevance and seriousness of the offence will be taken into account in assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of natural justice. Any action taken will be documented in a transparent manner, which is capable of review.

All National Police Checks and information regarding previous criminal convictions will be treated in the strictest confidence.

Fair and equitable recruitment processes

Commerce is committed to being fair and equitable in all our recruitment processes and decisions. If you think you have not been treated fairly during the recruitment process, please visit www.publicsector.wa.gov.au to find out more information.

The breach claim period for all our advertised vacancies is four days.

And finally...

We wish you the best of luck in your application and thank you for choosing to work with Commerce.

Join the Commerce Team – The Application Form

(Required only if you are not applying online)

Telephone: (08) 6251 1583 | Post: Locked Bag 14, Closter's Square Perth WA 6850

Tell us which job opportunity you are applying for	
Job title:	Position Number:
Level:	Name of Division:

Tell us about you	
Your Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr	Your first name: _____ Your surname: _____
Your postal address: Post Code:	
Your email address: _____	
Contact number during business hours:	Your mobile number: Private number:
Would you like to receive notifications regarding the recruitment process via email? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Citizenship Permanent Residency is a pre-requisite for permanent appointment within the Public Sector; non-permanent residents may be eligible for fixed term appointments. Are you <input type="checkbox"/> an Australia Citizen OR <input type="checkbox"/> a Permanent Resident OR <input type="checkbox"/> on a Temporary Working Visa? If you hold a Temporary Working Visa, please provide a copy.	
Can we provide any assistance? Just let us know. Please advise us if you need additional assistance to attend interview/assessments (e.g. disability access or aid, interpreter)	
Yes	<input type="checkbox"/> If 'yes', please give details: _____ _____ _____
No	<input type="checkbox"/>

Tell us about your current employment status	
1. Are you currently employed in the WA Public Sector:	Yes <input type="checkbox"/> Go to Question 3
	No <input type="checkbox"/> Go to Question 2
2. Have you received a voluntary severance payment from the WA State Public Sector? Please state the name of the Department.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date received: _____
3. What is your current employment status:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Contract

Are there any health issues or worker's compensation claims we need to be aware of?

Have you, to the best of your knowledge had a medical condition or ever made a claim for Worker's Compensation that may preclude you from undertaking the duties of this position?

Yes No If "YES", please give details:

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If you have a health condition, you are invited to discuss its relevance to your prospects for employment, with the Chair of the Selection Panel.

Do you have any current convictions that may impact on this job opportunity?

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court?

Yes No If "YES", please give details:

You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988). A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

I understand that I may be required to furnish the Department of Commerce with 100 points of identification at some time during the selection process and duly authorise the department to complete a National Police Check in the event that I am deemed the preferred applicant for consideration of appointment. Yes No

Your declaration

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of my application or the requirements of any position for which I am applying.
2. I understand that Commerce reserves the right to verify all information and that any false or misleading statements will be considered sufficient cause for my application to be rejected, or for immediate dismissal if appointed.

Your signature:

Date:

Friendly reminder! Have you included everything the job advertisement has asked for?

- Application Form is completed and attached
- Requirements stated in job advertisement have been addressed
- Current resume is attached
- Copies of relevant qualifications are attached (if applicable)
- Details of referees provided
- Copy of current working visa is attached (if applicable)
- Additional information in support of the application is attached (if applicable)