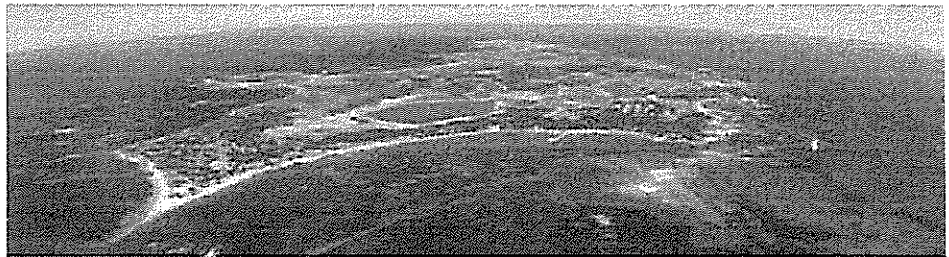
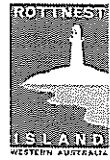


# Applicant Information Package





Dear Applicant,

Thank you for your interest in the position advertised by the Rottnest Island Authority.

Enclosed you will find information on:

- **About us** – what we do
- **What the Rottnest Island Authority can offer you** – the benefits
- **Guidelines for preparing your application**
- **How you will be assessed** – the assessment types and a summary of the recruitment process.

As the Rottnest Island Authority is a public sector organisation, our recruitment processes are subject to Public Sector Human Resource Standards. This Job Application Package has been developed to provide you with information about the Public Sector Employment Standard and Guidelines for Making an Application so that you can prepare your application to meet the requirements of our recruitment processes.

I encourage you to read this application kit carefully and follow the guidelines for making an application.

Unfortunately, proforma and late applications cannot be accepted, so we would encourage you to give yourself sufficient time to complete your application.

For further information about the Rottnest Island Authority please see our web page at [www.rottnestisland.com](http://www.rottnestisland.com)

Yours sincerely

*Paolo Amaranti*  
Chief Executive Officer

**Administration**

Rottnest Island Authority  
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Fremantle WA 6160, Australia  
Telephone: (08) 9432 9300  
Facsimile: (08) 9432 9301

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**Accommodation**

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Facsimile: (08) 9432 9315

**Information**

Website: [www.rottnestisland.com](http://www.rottnestisland.com)  
Email: [enquiries@rottnestisland.com](mailto:enquiries@rottnestisland.com)  
ABN: 38 836 160 172



## About us – what we do

### **Rottnest Island**

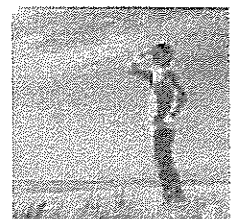
Rottnest Island is an A-Class Reserve which lies in the Indian Ocean, 18 kilometres west of Fremantle in south-west Western Australia. The Mediterranean-style climate, scenic natural environment, biodiversity and the turquoise waters in 63 sheltered beaches and 20 bays make Rottnest Island a favourite holiday place for Western Australians and an attractive destination for tourists. The Island has cultural and spiritual significance for many Western Australians including Aboriginal communities across the state.

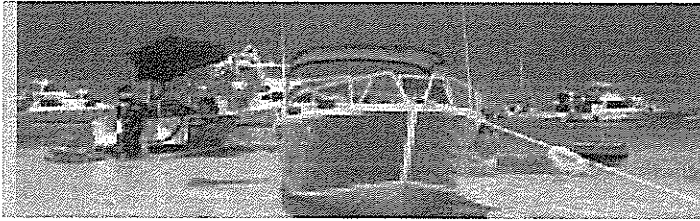
Consequently, every year Rottnest Island welcomes an estimated half a million accommodated guests and day-trippers, attracted by its informal atmosphere, beautiful scenery and the emphasis on ecologically responsible tourism. Additionally, the special attributes of a holiday settlement with no private land ownership or private vehicles, based around heritage buildings in a significant conservation reserve, make Rottnest Island unique in the region.

### **Rottnest Island Authority**

The Island is managed by the Rottnest Island Authority (RIA) in accordance with the Rottnest Island Authority Act 1987 and Rottnest Island Regulations 1988. The RIA is largely self-funded and runs the Island as a business, while being keenly aware of the need to protect the Island's intrinsic values and built assets in its role of custodian.

The RIA employs 120 people throughout the year, with employee numbers rising to 145 during the summer season to include seasonal workers. Work opportunities are diverse; jobs in the organisation cover a wide range of functions, including conservation/environment, park services, community engagement, accommodation and visitor centre services, bike hire, tours and transport, cultural heritage, contract management, building development, moorings management, human resources, IT, finance, planning, events, marketing, OSH, risk management and corporate affairs.





### **Rottnest Island Authority's Mission**

Rottnest Island Authority's vision is to become a model of ethical tourism based on financial, environmental and social sustainability. Our mission is to ensure that Island visitors enjoy recreational and holiday experiences in a healthy natural and cultural environment now and into the future.

### **Rottnest Island Authority's Goals**

- Rottnest Island provides a wide range of recreational and holiday services to Island visitors that create a high degree of satisfaction.
- The Authority generates revenue from commercial activities to financially sustain the Authority's operating and asset replacement costs.
- The Rottnest Island's natural environment and cultural heritage are conserved and enhanced as models of sustainability within Australia.
- The Authority acquires and manages its financial and other resources to become financially self-sustainable.
- The Authority becomes an employer of choice within its relevant industries.

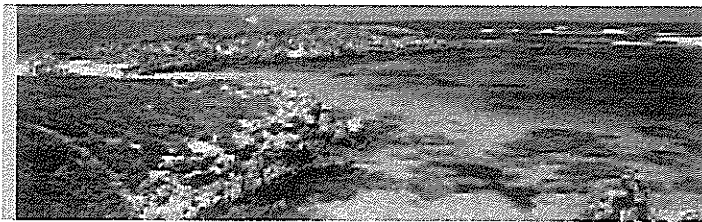
### **Rottnest Island Authority; Equal Employment Opportunity (EEO) and Diversity Objectives:**

In accordance with our corporate objectives of maintaining community involvement and support, and improving the way we do business, the Rottnest Island Authority has developed an Equal Employment Opportunity and Diversity Management plan.

The plan aims to provide for effective management of our diverse workforce, to assist us in meeting diversity objectives and to enable us to meet our statutory obligations under the WA Equal Opportunity Act, 1984.

The Plan identifies Indigenous Australians, women, people with disabilities, people from culturally diverse backgrounds, and youth as key groups who are under-represented and/or unevenly distributed in the Authority. These areas require particular focus in terms of recruitment and retention.





## What the Rottnest Island Authority can offer you – the benefits\*

### Generous Leave Options to Support a Work Life Balance

<b>Annual Leave</b>	You are entitled to 4 weeks (pro-rata if you work part time) annual leave per calendar year with 17.5% leave loading payable.
<b>Personal Leave</b>	You are entitled to 15 days Personal Leave (previously known as 'sick leave') if you are ill, need to care for dependents who are ill or have urgent unplanned matters to attend to.
<b>Long Service Leave</b>	After 7 years continuous service in the public sector, you will be entitled to 13 weeks long service leave (pro rata if you work part-time). You may even have the option to take long service leave at half pay, which means you could have 26 weeks leave to do whatever you've always dreamed of, but never had the opportunity!
<b>Public Service Holidays</b>	As a public service employee you are entitled to an additional 2 days leave on 2 January and Easter Tuesday. Alternatively, the leave days could be deferred to another date within the calendar year.
<b>Purchased Leave</b>	You may be allowed to purchase up to 10 weeks additional annual leave per year.
<b>Study Leave</b>	You may be allowed up to 5 hours per week for study or 2 days study leave per subject, per semester if you are studying in a course related to your work. Exam time? You can have 1 day of exam leave per subject to help you do the best you can!
<b>Paid Parental Leave</b>	You are entitled to 14 weeks paid parental leave for each birth or adoption of a child after you have worked in the public sector for 12 months and are the primary care giver. Following the birth or adoption of a child you can take up to 12 months leave without pay and you can request to return to work in a part time capacity if this better suits your new circumstances and can be accommodated by the work environment.
<b>Grandparental Leave</b>	You are entitled up to a period of 52 weeks continuous unpaid grandparental leave for the care of grandchild.

\* Conditions apply to employees under PSGOGA 2011. Does not apply to Coach Captains or Bike Hire mechanics. For more information please contact RIA's Human Resources department.

## Great Pay Options

<b>Deferred Salary Scheme</b>	<p>You can choose to reduce your pay for 4 years and receive 80% of your normal salary to fund 12 months leave in the 5th year. In the 5th year you will be paid at 80% of your normal salary.</p> <p>In short, work 4 years and then take a whole year off to do what you've always dreamed of!</p>
<b>Salary Packaging</b>	<p>You can salary package up to 100% of your salary to pay for items such as car lease, superannuation contribution, office equipment and self education. The benefit of salary packaging is a reduction in tax payments.</p>
<b>Competitive Superannuation Benefits</b>	<p>All new employees automatically become members of the default fund GESB Super (taxed scheme) administered through the Government Employees Superannuation Board unless they choose another fund. The RIA will contribute 9% of your salary as compulsory superannuation.</p> <p>You also have the option of making personal top up contributions to the fund through a salary packaging arrangement of your choice.</p>
<b>Annual Leave Loading</b>	<p>As a public service employee you are entitled to 17.5% of your normal salary when proceeding on accrued annual leave entitlements.</p>

## Wellness & Social Initiatives

<b>Reimbursement of Optical Expenses</b>	<p>You are eligible for partial reimbursement of spectacles and/or optometrist consultations if you are a permanent employee (or have worked in our Authority for 12 months or more) and use computers as part of your regular work.</p>
<b>Employee Assistance Program</b>	<p>You and your immediate family will have access to a confidential counselling and support services on any work or personal issues.</p>

## Employee Benefits Package

<b>Rottneest Island Accommodation</b>	<p>The RIA offers employees discounted accommodation during shoulder and/or low peak periods by providing accommodation in units at cost price. Bookings can be upgraded to villa and cottages with premium view stays at no extra cost, subject to availability. (Conditions apply)</p>
<b>Free Bayseeker Travel</b>	<p>The RIA provides (1) one free Bayseeker pass to all employees plus free Bayseeker passes for up to three accompanying passengers each time the employee books and utilises RIA accommodation on the Island. (Conditions apply)</p>
<b>Ferry Vouchers</b>	<p>The RIA allocates employees 8 return ferry tickets per calendar year for personal use. (Conditions apply)</p>
<b>Bike Hire</b>	<p>The RIA offers employees a discount at Bike Hire.</p>



## Guidelines for preparing your application

Please read the following information carefully to ensure that you provide enough detail in your application to demonstrate your suitability for the role you wish to apply for. It should be noted that all applicants are required to demonstrate their suitability for the role in their written application (against the required criteria) and if applicable at interview.

### Am I eligible to apply?

There are some minimum eligibility criteria you must meet to work in the Western Australian Public Sector. These criteria will be stated in the job advertisement when relevant. Below is a list of some eligibility criteria you **may** see:

#### **Permanent Position:**

Only Australian citizens or permanent residents may apply

#### **Fixed-Term/Contract/Temporary Position:**

Australian citizens, permanent residents and people with a valid working visa may apply

#### **Secondment/Acting Opportunity:**

Only existing Public Sector employees may apply

#### **Section 50(d): Equal Opportunity Act 1984**

Only persons of a specified race may apply as this is deemed a genuine occupational qualification

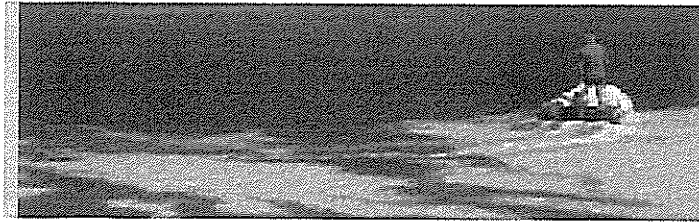
#### **Section 66(ZQ) Equal Opportunity Act 1984:**

Only persons of a specified age may apply as this is deemed a genuine occupational qualification.

### Check the Closing Date

Please give yourself enough time to complete your application – **we can't accept applications past the date and time stated in the advertisement.** It is the responsibility of the applicant to ensure sufficient time is allowed for postage and/or electronic submission of applications to arrive prior to the advertised closing date and time.





### Enquiries about the Position

To identify if the advertised vacancy is suitable for you, first read the attached Job Description Form (JDF) that details the responsibilities, duties and requirements of the role. For further information or clarification about the advertised vacancy, **please contact the person named in the advertisement.**

### Federal Police clearance

The successful applicant will be required to provide a Police Clearance from the Australian Federal Police. Please note, a criminal conviction does not necessarily preclude you from employment; however, a national police clearance is required as a condition of employment.

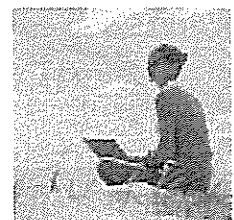
### Preparing your application

The following points may assist you with your application:

- Read the JDF carefully, taking particular note of any specific qualifications, skills and knowledge required for the advertised vacancy.
- The selection criteria identify the essential skills and experience required to undertake the work, whilst desirable skills are those skills and experience which would assist in the work related tasks.

**In your application, your task is to demonstrate to the selection panel that you meet each of the criteria.** Your application needs to demonstrate your experience, skills, knowledge and abilities relevant to the job-related requirements of the position (selection criteria). This is what the panel looks at when considering you for an interview. The selection criteria can be found on the advert, as well as, in the Job Description which is an attachment to the online advert.

It is important to understand that only information provided during the selection process, e.g. in your written application, at interview etc. can be considered by the selection panel in making the selection decision. Although panel members may have prior knowledge of your skills and abilities due to a current or previous working relationship, this cannot be taken into consideration as it is knowledge that has been obtained outside of the selection process.





Your written application should include the following documentation:

### **1. Application Form**

An application form must be completed; this provides us with important information about you. Please ensure that all of the requested information is included.

### **2. Curriculum Vitae (CV)**

A good CV should at least contain:

- Your personal details, e.g. name, address and telephone number.
- A summary of your work history, starting with your most recent position. Also, put in approximate dates and details of the tasks and responsibilities, of your past positions.
- Your education and training achievements
- Any other relevant activities that you have undertaken.
- At some stage during the selection process, you may be asked to supply contact details of referees so please seek their prior approval before nominating them as referees!

### **3. Covering Letter**

- Consideration for an interview will be based on whether you demonstrate that you meet all the essential criteria for the position.
- Whilst you do not need to address each criterion or section on the JDF, the information provided should be sufficient to allow the panel to easily assess your suitability for the position.
- **Simply stating that you have the skills required is not enough to demonstrate you meet the criteria; you will need to describe how your experiences, knowledge and/or skills relates to each criterion to effectively undertake the tasks of the position.**





## How you will be assessed – the assessment types and a summary of the recruitment process.

### **1. Shortlisting**

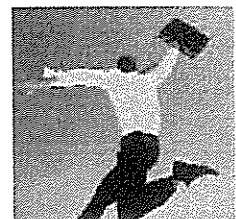
After the closing date for applications, the shortlisting and selection process begins. Although many applications may be received, we make every effort to ensure that the following process happens as quickly as possible.

A panel will convene to assess each application against the selection criteria and agree on a “shortlist” of the most competitive applicants. Your consideration for interview is determined by whether you have met the selection criteria described in the Job Description Form (JDF) or as stated in the position advertisement.

### **2. Assessment**

The Selection Panel carries out further assessments to determine applicants' suitability for the job. This may include a formal structured interview, a more informal meeting with the Panel, situational prompts, presentations, practical tests, case studies, role plays, and other forms of testing related to the job. Referees are also contacted during this stage to verify experience and determine suitability.

Therefore, your application form must identify the requested number of referees who can provide information on your work performance. If possible, one of the referees should be your current supervisor. You should contact all referees as a courtesy and ask if they are willing to provide a referee report prior to nominating them on your application form.





### 3. Selection Report

The Selection Panel will consider all the elements and information gathered through the recruitment process to determine the most suitable candidate who will be able to undertake the role and responsibilities of the advertised job. A selection report will then be written to summarise each interviewed candidates suitability to the role and forwarded to the Selection Panel to be endorsed and then approved by the CEO.

### 4. Feedback

The Rottneest Island Authority will advise all applicants in writing of the outcome of the selection process once the recommendation has been endorsed.

When you have been advised of the result of your application, we encourage you to seek feedback from the chairperson. This information may be valuable to you when you are looking for future job opportunities.

### 5. Review of Selection Process

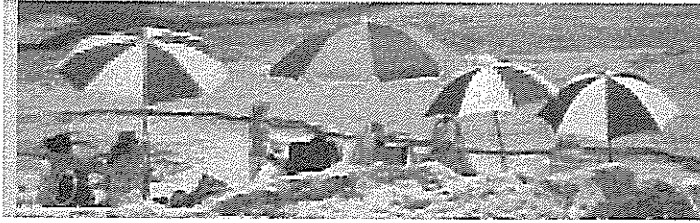
At the end of the selection process you will be advised that you have the right to lodge a Breach of Standard claim within 4 working days of receiving advice of the decision.

Please note that a Breach of Standard claim cannot be lodged on the grounds that you consider yourself more competitive than the successful candidate, but rather it addresses your concerns if you feel that the **process** has been breached in some way.

Breach claims allow a person to seek redress if they believe a decision by a public sector agency has breached a Human Resource Management Standard and they have been adversely affected by this breach.

This process helps us to be fair and equitable in our recruitment decisions and helps you to know if we are meeting the Public Sector Standards in Human Resource Management. Further information is available at <http://www.publicsector.wa.gov.au>





The employment standard covers every type of recruitment, whether fixed term, casual or permanent. However, if the position advertised was for less than six months a person cannot claim a breach of standards unless the position was advertised with a possibility of extension beyond six months.

### **Interview preparation**

If you have any concerns, questions or special needs prior to the interview, we encourage you to liaise with the contact person listed in the advertisement for the vacant position.

When preparing for your interview, please consider the following:

- Please ensure referee information is current, at least one referee is a current manager / supervisor and they have been notified.
- The panel will consist of 2 - 3 members and is ideally made up of both males and females. The panel will not only be considering your relevant skills and experience but also looking for qualities you can bring to the Rottneest Island Authority.
- It is recommended you re-read your application and the job description before the interview.
- The questions asked in the interview will always relate to the selection criteria for the position, and each applicant will be asked the same questions. Your response to interview questions should demonstrate any previous/relevant experience and your ability to effectively undertake and complete activities identified in the Job Description.
- Think about your answers – even if it takes some moments to prepare your response and always ask questions of the panel if you are unsure of anything.



## **During the Interview**

This is an opportunity to demonstrate your suitability for the position, by explaining how your previous experience and knowledge relate to the position.

It is ok, to take a few moments to put your thoughts together before you answer each question. A well thought-out answer presented clearly and concisely will be appreciated by the panel.

Feel free to ask the panel any questions if you do not understand the question or if you need clarification before providing your reply.

The panel members may make notes as you are talking to help recall information when it comes to assessing candidates and making a decision. Don't be put off by this or feel you need to keep talking. The panel will ask you for more information if they need to.

Don't assume that the panel knows about your suitability for the job, even if you have worked with them, or have previous experience in the position you have applied for.

Please note that if you are not short listed for the interview, you will not be notified until the process is complete. All applicants will be informed in writing of the outcome of the selection process.

## **After the Interview**

All applicants will be advised in writing regarding the outcome of their application.

The correspondence will contain the contact details of the Chair of the Panel, if you wish to obtain feedback on your application. You are encouraged to seek this feedback as it can be of assistance with future applications and interviews.

*Thank you for your interest in this job opportunity within the Rottneast Island Authority.*