



Application Guide

Thank you for considering Renmark Paringa Council for your next career choice, and applying for one of the many rewarding opportunities that makes our council such a great place to work.

This guide has been created to provide you with basic information on how to best lodge your application in our merit-based recruitment process so you can maximise your chance of being our next new employee.

We look forward to receiving your application.

Before you start your application

You are encouraged to find out as much as you can about [Renmark Paringa Council](#) and the position to best prepare for the selection process. The job advertisement includes contact details for the officer(s) responsible for the recruitment; they will be able to answer questions you have about the position.

All applicants must submit the following:

- **Cover Letter** (1-2 pages) addressing the Key Result Areas and the Selection Criteria of the position with details of your relevant experience, knowledge and skills that apply to the position. A copy of the Position Description can be obtained from the advertisement.
- A **Resume** containing a summary of your education, qualifications, work experience.
- At least two (2) work-related **Referees** and their contact details.

All applications to positions advertised are to be submitted using the application process outlined in the advertisement, and within the specified timeframe.

Applications for unsolicited positions will not be kept on record.

The Position Description

The Position Description describes the position in detail, and provides the following information to help you prepare your application:

- **Part A – Role Specification:**
 - About the position and What the position does
 - Key Result Areas (performance indicators)
 - Key relationships/interactions and responsibilities
- **Part B – Person Specification:**
 - The behaviours expected of the position
 - Selection criteria (Knowledge, Skills, Experience and Qualifications)
 - Special requirements



The wording in the Position Description describes the degree of knowledge, skills or ability a person doing the job will need:

- '*Knowledge of*' means that you understand the requirement
- '*Demonstrated*' means that you have actually performed the activity or used the skill in the past
- '*Proven*', '*sound*' or '*high level*' indicates that you have an advanced level of knowledge or skill.

Preparing your application

Relate your application to the Position Description:

- Address the themes within the **Key Result Areas** (with details of your relevant knowledge, skills and experience).
- Demonstrate that you are capable of carrying out the duties of the position.
- Provide examples of the essential and any desirable **selection criteria** that you meet.

Provide a resume that outlines your:

- Name, address, email address and telephone contact numbers (work and home).
- Current position title.
- Education details.
- Employment history (most recent first, and from at least the past 10 years) and other relevant experience/history.
- At least two current referees' details (including their names, position titles, email addresses and telephone numbers). If possible, include your current supervisor.

When preparing your application:

- Be clear, concise and factual.
- Include relevant skills, knowledge and experience you have gained through community experience (e.g. fundraising might have helped you develop your negotiation skills).
- Include any pertinent supporting documentation (e.g. proof of qualifications).
- Proof-read your application and check your spelling.

Submitting your application

Submit your application and resume using the application process outlined in the advertisement, and within the specified timeframe.

If special circumstances prevent you from submitting your application within the specified timeframes, please request consideration of an extension from the contact officer before the application close date.

Late applications may not be considered by the shortlist panel.

Your application is often your first point of contact with Council therefore remember to provide clear and relevant information in your application as this is the first opportunity to convince the shortlist panel that you warrant further consideration.



Selection and interview

Selection:

All applications received within the timeframe specified in the advertisement, will be assessed by a selection panel, which usually consists of the Manager People, Safety and Culture and two (2) or three (3) people (with a gender balance), who collaborate with or work within the same environment as the advertised position.

Applicants that address the Key Result Areas and Selection criteria outlined in the Position Description will likely be shortlisted for an interview.

Applicants that do not address the Key Result Areas and Selection criteria are unlikely to be considered further and will be contacted by email if their application is unsuccessful.

Interview:

Shortlisted applicants will be contacted and offered an interview.

Interviews will be arranged as soon as possible after the selections have been made, and will usually be in person at the Renmark Paringa Council Civic Centre.

The interview will consist of a series of questions based on the position requirements. You will have the opportunity to explain and expand on the information provided in your application.

Our recruitment approach focuses on finding the right fit for both the role and our values. The selection panel is interested in how your skills, experience and attitudes align with the position's requirements, as well as the behaviours you bring to your work. We also recognise that people grow and develop, and value a willingness to learn and adapt as part of that journey.

Preparing for your interview:

- Carefully read the Position Description, in particular the Key Result Areas (Performance Indicators) and Person Specification.
- Think of likely questions, which would directly apply to the Position Description.

The interview provides you the opportunity to explain or clarify information provided in your application and demonstrate to the selection panel how well you meet the position requirements.

You will be asked a series of questions to help the selection panel assess your knowledge, skills and experience against the Position Description.

The interview is a two way process. Therefore, as well as the interviewer asking questions, you may ask questions as well. This will be your opportunity to determine whether the position is suitable for you.

It would be preferable if you could provide the selection panel with a possible start date, should you be successful.

We understand that applicants may choose not to provide referee details at the time of applying. Referees will, however, be required if you are invited to progress to interview stage, and we will discuss this with you at that time. Referees will only be contacted after your permission has been granted.



After the Selection Process

The selection panel will consider all the information gathered and prepare a selection report with a recommendation of the most suitable applicant, for delegate approval.

If no applicant is considered suitable, the position may be withdrawn or re-advertised.

Upon approval of the selection panel report, all applicants will be contacted and advised in writing of the outcome.

Screening Checks

Employment with Council is subject to a satisfactory criminal history check. An unsatisfactory criminal history check will result in any offer of employment being withdrawn or the employment contract being deemed null and void.

Depending on the requirements of the role, some positions may also require:

- Pre-Employment Medical Assessment and audiometric testing
- Working With Children Check

These requirements are identified in the Position Description, and will be advised through the offer and onboarding process, should you be successful and offered a position.

Feedback

Following advice of the outcome, you have the opportunity to request feedback from the nominated contact person. Feedback will be based on the selection panel's assessment of your suitability against the position description.

Submitting your application

Applications must be submitted using the application process outlined in the advertisement and received by the closing date.

Remember to include all required documents (cover letter, resume including references, and any required supporting information) when submitting your application.

Incomplete or late applications may not be considered.

Equal Employment Opportunity (EEO)

EEO is to ensure that workplaces are free from all forms of unlawful discrimination and harassment, this means having policies, procedures, values and behaviours that are fair and do not disadvantage people that may belong to particular groups.

All selection decisions and appointments are free from discrimination or favouritism. They are based on



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an assessment of the merit of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities.

Renmark Paringa Council does not discriminate against or disadvantage anyone because of the following:

- Age
- Disability (includes past, present or possible future disability)
- Race, colour, ethnic or ethno-religious background, descent or nationality
- Marital status
- Sexual preference
- Gender identification
- Pregnancy
- Carers responsibilities

Discrimination both direct and indirect are against the law. Direct discrimination means treatment that is obviously unfair or unequal. Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups. It is the responsibility of every employee to help prevent unlawful discrimination in their workplace.

For any queries in relation to this guide please email Renmark Paringa Council People, Safety and Culture: peopleandculture@rpc.sa.gov.au or phone (08) 8580 3000.

Privacy and Confidentiality

- All applications and supporting documents are treated as confidential.
- Access is restricted to authorised employees and service providers directly involved in recruitment.
- Renmark Paringa Council requires all staff to comply with our Privacy Policy and confidentiality obligations.
- Unauthorised access, disclosure, copying, or use of applicant information is prohibited and may result in disciplinary action.

Procedure Review

Responsible Officer	Chief Executive Officer
Local Government Act 1999 Reference	Part 3 Human Resources Management
Reviewed	March 2026
Next Review	March 2029

This document shall be reviewed by the Manager People, Safety and Culture at minimum within three (3) years of issued date.