

**Introduction:**

To provide services for the Coonamble Shire area, Council employs a wide range of staff. Visible Council employees are in occupations such as road works, ranger and librarians. But there are also less well known Council jobs, such as accountants, plumbers and youth workers, just to name a few.

Coonamble Shire Council is responsible for:

- Community development, planning and regulation including building and development control.
- Community services including library and vacation care.
- Recreational services such as public halls, parks, sports facilities and swimming pools.
- Design, maintenance and construction of local transport routes such as roads, footpaths and airport.

**Benefits of working at Council:**

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Uniform Allowance as per current policy.
- Employee Assistant Programme (EAP).
- Council-provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training programs.
- Long Service Leave after 5 years.

**Finding Vacancies:**

Council's vacancies are advertised in newspapers (local, regional or national), Council's website and other Council-related employment websites.

It is best to apply for positions when they are advertised. There are a large number of applications for any job in Council so it is not practical to examine past applications you may have submitted. If you have previously submitted an application, it is always best to prepare a new application for each position as the selection criteria change accordingly with the vacant position.

**Matching yourself with the Job:**

Preferred applicants will be those who best meet the selection criteria and technical requirements for the position. Do not be discouraged if you cannot meet all the essential or desirable requirements, as many people forget that they may have developed relevant skills or have experience through unrelated employment, voluntary or social activities (such as charity work, school and sporting committees).

## **Salary and Conditions:**

The salary and conditions will be in the advertisement and position description.

## **Who can Council employ?**

Council, like all other employers, can only employ people who can legally work in Australia:

- Australian citizens.
- Permanent residents.
- Temporary residents (with permission to work).
- Overseas students (with permission to work).

If you are offered a job with Council, you will have to show an original of one of the following documents:

- Australian citizen – birth certificate or passport.
- Australian citizenship.
- Foreign Nationals – Visa and/or entry permit in the passport or a certificate.
- Evidence of permanent resident status certified by a Justice of the Peace (JP).
- Valid visa with permission to work.
- Driver's Licence.

## **Your Application:**

If you decide that your skills and experience are suitable for the job, *address all of the selection criteria* in your application by describing how your qualifications, skills and experience meet the requirements of the position. Do not send originals of documents with your application or present your application in folders as these cannot be returned.

Applications need to reach Council by the advertised closing date and time stipulated in the advertisement. Applicants that are not selected for an interview are notified in writing shortly after the position has closed.

## **The Interview:**

The interview is a two-way communication process. The interview panel will be looking for how well you meet the position requirements, and you should be assessing how well the position meets your requirements.

Your interview will be held with a panel of about three people. If you do not understand any question, ask for an explanation. Different phrasing may help you understand the question. If you need time to gather your thoughts before answering a question, please take a few moments to think. Applicants who are not selected after the interview are notified in writing.

You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and should be considered by the panel in its assessment.

## Reference & Background Checks:

If Council is considering you, it may make contact with two recent referees. Please ensure that your referees are informed of this possibility. For positions identified as child-related, a Working with Children Check is required before commencement. The selection committee will discuss this with you at the interview.

Depending on the position, you may be required to undergo an independent, third-party verification of your educational qualifications, employment history and background check that will include a check of your criminal record, financial history (i.e. if you have been declared bankrupt) and right to work in Australia.

## Original Documents:

If you are offered the position, you may be required to show originals of the following documents before taking up your appointment:

- Identification Documents (birth certificate or passport, driver's licence and proof of any name change).
- Eligibility to work in Australia.
- Educational qualifications (including any approved overseas qualifications).
- Driver's Licence.

## Pre- Employment Health Assessment:

All employees are required to undergo a medical and hearing assessment, including urine, drug and alcohol screening. This is to make sure that doing the job you have applied for will not injure either yourself or others. The doctor will let Council know if there are any restrictions you need to work under and Council will then decide whether the job can be adapted to take into account these medical conditions or restrictions.

Use this handy checklist to ensure that your application is properly prepared:

<b>Written Application including the following:</b>	
Application Cover Form	<input type="checkbox"/>
<b>Your resume detailing:</b>	
Personal and contact information.	<input type="checkbox"/>
Educational Qualifications.	<input type="checkbox"/>
Employment History.	<input type="checkbox"/>
A brief summary of your skills and/or attributes.	<input type="checkbox"/>
Written response to selection criteria.	<input type="checkbox"/>
Photocopy of driver's licence.	<input type="checkbox"/>
Photocopies of any licenses/ tickets or educational qualifications that may be relevant.	<input type="checkbox"/>
Working with Children card (if related to position).	<input type="checkbox"/>

***Coonamble Shire Council is an equal opportunity employer who values diversity. Employment is based on qualifications, merit and operational requirements. The direct or indirect canvassing of any Coonamble Shire Councillor to support an application for a position at Council will result in that application becoming ineligible for further consideration.***