



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Applicant Information Package



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Don Bradman's birthplace, Cootamundra



Introduction

Thank you for your interest in seeking employment with Cootamundra-Gundagai Regional Council.

The following application information package is designed to provide you with more information about Cootamundra-Gundagai Regional Council and to assist with the submission of your application.

About Cootamundra-Gundagai Regional Council

Cootamundra-Gundagai Regional Council was established on 12 May 2016. By proclamation, the NSW Minister for Local Government merged the former Gundagai Shire and Cootamundra Shire Councils. Council's highest priority as a new council is to ensure the continuation of a high standard of delivery of the many local services valued by our communities.

Council Offices are situated at Wallendoon Street, Cootamundra and Sheridan Street, Gundagai. Works Depots are located in both towns.

The community

Cootamundra-Gundagai Regional Council services a population of approximately 11,500 residents. Cootamundra is a prosperous rural town of 6,000 residents located in the South West Slopes and regarded as one of the best agricultural areas in NSW. Gundagai is a classic Australian country town of 2,200 residents situated on the picturesque Murrumbidgee River flats adjacent to the Hume Highway. Both towns provide schooling, childcare, health and recreational facilities of an excellent standard.

The local government area is centrally located to all south eastern capital cities. Daily bus and rail services are available to Sydney and Melbourne and commercial air services depart from Wagga Wagga (100km), with a 1 hour flight time to Sydney. Canberra is a pleasant 1.5-2 hour drive away.



Canola crop

Application guide

When you apply for a position with Cootamundra-Gundagai Regional Council the key to gaining an interview is your application. As many positions will attract a number of applicants, you need to ensure you make your application clear, concise, well presented and explain how you meet the selection criteria and specific requirements.



The advertisement

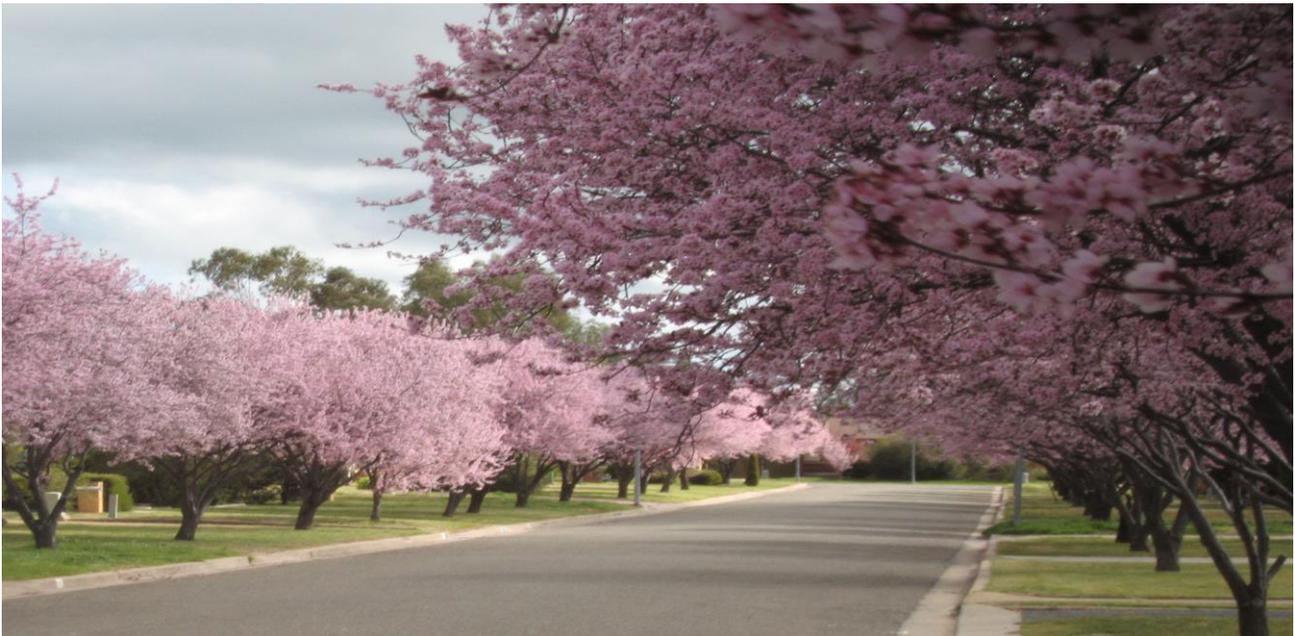
All positions with Cootamundra-Gundagai Regional Council are advertised in a manner sufficient to attract a suitable pool of applicants. Council utilises a range of media including:

- Cootamundra-Gundagai Regional Council website www.cgrc.nsw.gov.au
- Local/regional newspapers.
- www.lgassist.com.au
- www.job-directory.com.au

Researching the position

Gather all the information about the position that you can, all vacant position information can be found on Council's website at www.cgrc.nsw.gov.au and clicking on the "Positions vacant" tab. Alternatively, contact Human Resources on (02) 69402100 and obtain an information package.

It is essential that you read the position description before preparing your application to ensure you are able to satisfy each specific selection criterion. To obtain additional information about the position, you are encouraged to contact the nominated person listed in the advertisement.



Coora Avenue, Cootamundra

Your application

A brief covering letter should be included with your application. This letter should include the name of the position you are applying for and where you sourced the advertisement, e.g. www.lgassist.com.au

To be eligible for consideration you must adequately address the selection criteria listed in the position description. Failure to do so may result in your application not being considered. You should list each 'Essential' and 'Desirable' criterion separately and then describe how your skills, qualifications and experience allow you to fulfil each requirement.

As you address each selection criterion make sure you explain what you have done, how you did it, and any other relevant information that helps you adequately demonstrate the points you have made. Remember, it is not good enough to only state that you know something or have done something, the selection panel will want to see examples of your ability and knowledge. You should include details of your licences, certificates and other qualifications that are relevant to the position.



For example, if the selection criteria requires you to have a “working knowledge of the Work Health and Safety Act 2011”, your answer should include such things as:

- An outline of your understanding of the Work Health and Safety Act 2011.
- How you apply the requirements of the Act to the workplace.
- Examples of how you have applied WHS in practice.

You should never answer with a single statement saying: “I have a good working knowledge of the WHS Act”.

Where your application refers to a certificate, licence or qualification, you must include a copy with your application. You will be required to produce the original document(s) if selected for an interview.

Another suggestion is not to assume anything. The selection panel will make decisions based on the content of your application. For example, do not assume they know what a Finance Officer or Plant Operator does, all jobs are different and require different skills. Provide as much detail as possible without generalising. Above all, be honest and really sell what you have to offer.

Your resume

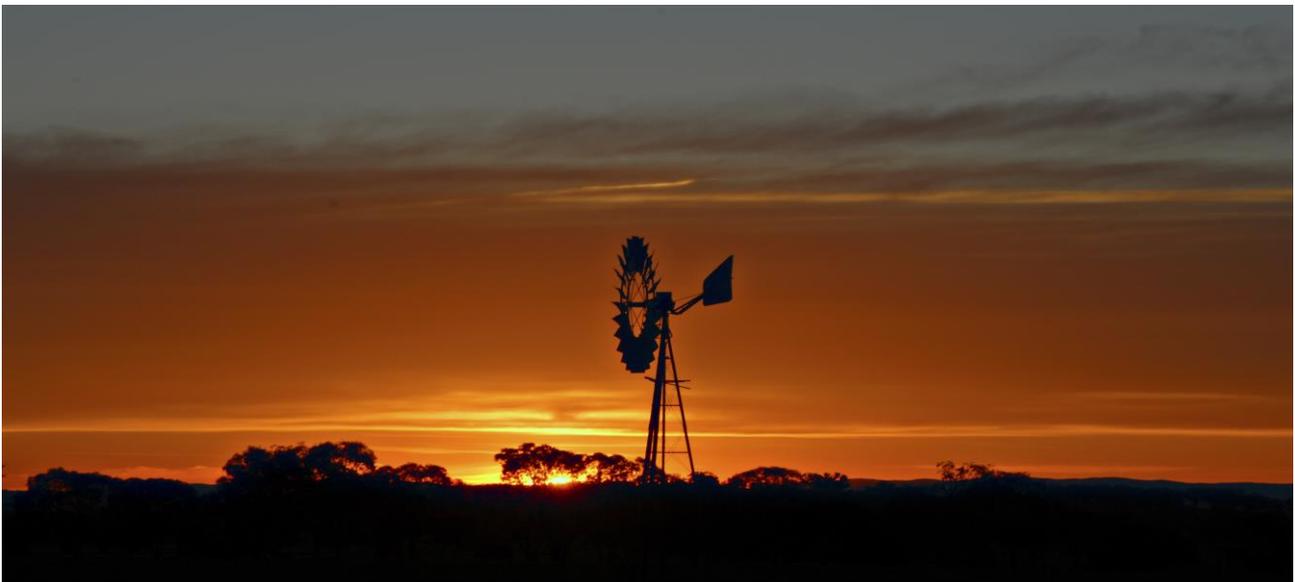
Your resume provides the selection panel with personal details and other necessary information to assist in the recruitment process.

Your resume should include:

- Your personal contact details.
- A statement outlining your career objectives (optional).
- Your education qualifications (put your most recent qualifications first and then work backwards).
- Your employment history (put your most recent position first and then work backwards). It is important to provide details of your present/previous employer’s name and address, the length of time you were employed, your position title and a brief outline of the duties performed in that position.
- You must provide at least two (2) contactable referees.

Referees should be current or previous employers/supervisors/managers who can provide information about the position you held and your work performance. Personal referees are useful if you have no previous work experience.

Remember to ask your referees for their permission to be included as a referee for you.



Employment eligibility

Only Australian citizens, or those eligible to work in Australia, will be offered positions with Council. You may be required to supply one of the following documents as proof of employment eligibility.

- Australian Birth Certificate
- Australian Citizenship Certificate
- Passport – valid Visa

Some positions may require a Working with Children check and/or a National Police check to be undertaken as part of the recruitment process.

Submission of applications

Applications may be submitted prior to, or by advertised date/closing time specified in the advertisement. Your application can be:

Emailed to: mail@cgrc.nsw.gov.au

Posted to: The General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

**Hand delivered to:
Council's offices at** 81 Wallendoon Street, Cootamundra, NSW

255 Sheridan Street, Gundagai, NSW

Receipt of your application

Your application will be acknowledged either by email or in writing, usually within seven working days of the advertised closing date.

Applicants not contacted to attend an interview within 14 days from the advertised closing date may consider their application unsuccessful.



Late applications

Late applications may be accepted but not necessarily considered unless extenuating circumstances apply.

The interview

Applicants selected for an interview will be notified by phone or email of the interview date, time, location and any other information required. At this time, please advise Human Resources of any special needs you may require for the interview, such as building access or communication assistance.

Prepare for the interview by thinking of questions that may be asked of you and develop answers to these questions.

Remember to always be early and take care with your presentation. Make a list of questions you would like to ask. Selection panels view questions from applicants in a favourable light.

You are requested to bring with you all original qualifications, certificates etc. quoted in your application for verification.

Referee checking

Once a preferred applicant has been selected, the referees will be contacted to provide an overview of the applicant's previous/current work performance and verify information provided in their application and interview. By providing the names of referees in your application, you give Council permission to contact these people at any stage of the recruitment process.



Railway bridge, Gundagai

Offer of employment

Once the referee checks are completed and the selection panel is satisfied with the information provided regarding a preferred applicant, they will be contacted by phone and advised they have progressed in the recruitment process and requested to attend a pre-employment health assessment which includes drug and alcohol screening and audiometric testing. Upon receipt of a satisfactory health assessment, a letter of offer will be issued.

An applicant who wishes to accept an offer of employment must sign the letter of offer and return it (with any attachments) to Human Resources prior to commencement. Where an offer of employment is not accepted within (14) days of issue, the offer shall be withdrawn.



Unsuccessful interviewees will be notified in writing usually within (14) days of interview.

Remuneration

Employment conditions and wage/salary is in accordance with the Local Government (State) Award and Council's Salary Policy.

Probation

All appointments are subject to a three (3) month probationary period. Reviews are conducted throughout this period to ensure you and Council are achieving the requirements of the position. Where deficiencies occur, remedial measures will be implemented to improve performance. Upon successful completion, appointment will be confirmed.

Superannuation

Council contributes 9.5% of your wage/salary at no cost to yourself to a complying fund (Local Government Super). Salary sacrifice options are also available.

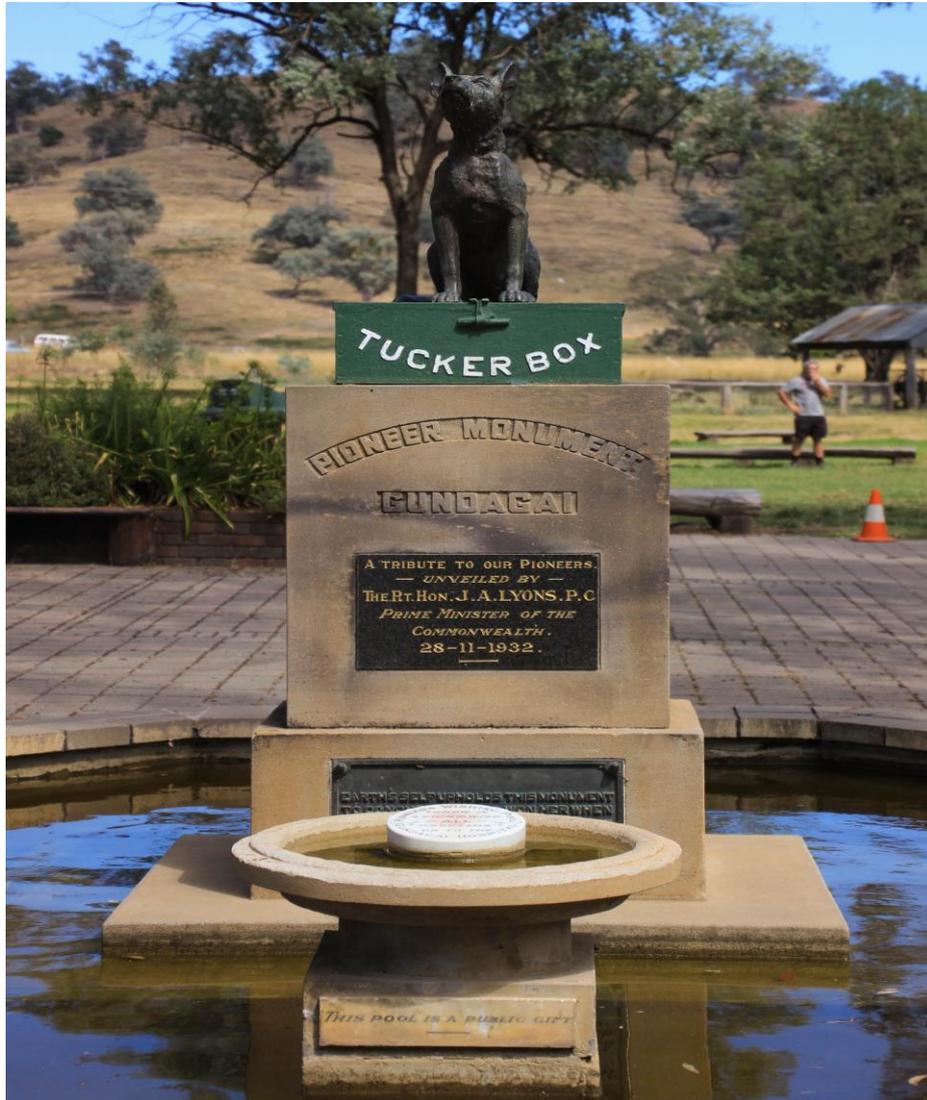
Driver's licence

Where the duties and functions of a position require the incumbent to hold a current drivers licence, you should be aware that if your licence is revoked, suspended or cancelled, it could mean your employment with Cootamundra-Gundagai Regional Council is reassessed.

Further information

Further information is available by contacting Human Resources during business hours, 9:00a.m. to 5:00p.m., Monday to Friday, on telephone (02) 69402100, or via email at mail@cgrc.nsw.gov.au





Dog on the Tuckerbox, Gundagai

Good luck with your application.

Your expression of interest in seeking employment with Cootamundra-Gundagai Regional Council is appreciated.

