



**COOTAMUNDRA & GUNDAGAI LIBRARIES HAVE A HOST OF ACTIVITIES HAPPENING, CHECK OUT THEIR FACEBOOK PAGES FOR INFO**

**POSITION VACANT:** Applications are now being invited for: **CUSTOMER SERVICE OFFICER – FULL-TIME BASED GUNDAGAI:** This is an opportunity for someone with excellent customer relation skills who relishes public interaction and thrives on the challenge of providing outstanding customer service. **Key responsibilities include:** 1. Ensure customer enquiries and complaints are handled professionally in a pleasant, courteous, and efficient manner at all times. 2. Provide Council's office cashing function, ensuring payments presented are accurately recorded and receipted. 3. Regularly liaise with other customer service officers (across both Council offices), as well as other Council departments, to ensure consistent customer communications. 4. Ensure bookings for Council facilities are accurate and insurance details are obtained in accordance with Council procedures. 5. Ensure administrative tasks are performed accurately and efficiently.

**PLANT OPERATOR – SKID STEER BOBCAT & EXCAVATOR – PERMANENT FULL-TIME BASED COOTAMUNDRA:** The function of this role is to operate and complete Council work tasks, in conjunction with operating a Skid Steer Loader and Excavator as directed by the Works Foreman or Team Leader and contributes to the manual labour pool within the Works Section of Council. **Key responsibilities include:** 1. Ensure work is conducted safely and completed to required standards. 2. Ensures plant is operated effectively and efficiently to achieve Council's goals and objectives. 3. Ensures plant is maintained on a daily basis following manufacturer's specifications and kept in a clean and tidy state. 4. Ensures plant is operated in a safe manner following safe work method statements and manufacturer's instructions. 5. Ensures plant is operated safely when working in the proximity of overhead or underground utility services.

**EXECUTIVE ASSISTANT – DEVELOPMENT BUILDING & COMPLIANCE – PERMANENT FULL-TIME BASED GUNDAGAI:** The function of this role is to provide confidential and professional executive and administrative support to all Directorate staff. **Key responsibilities include:** 1. Provide administrative assistance to support the functions within the Development Directorate as required. 2. Ensure relevant systems, registers, websites and related databases are maintained and regularly updated. 3. Ensure requests and complaints relevant to work area are responded to professionally and are directed promptly to the relevant officer as required. 4. Ensure all administrative tasks assigned are completed accurately and in a professional and timely manner. 5. Ensure all completed documentation is accurately recorded in Council's Electronic Data Records Management System. 6. Recommend strategies that contribute to the continuous improvement of administrative functions within the Development Directorate. 7. Provide exceptional customer service, having wide knowledge and understanding of the Development Directorates overall functions.

**TRUCK DRIVER – HC – PERMANENT FULL-TIME BASED COOTAMUNDRA:** The function of this role is to operate articulated vehicles, whilst undertaking Council works as directed by the Foreman and also contribute to the manual labour pool within the Works Section of the Civil Works Department. **Key responsibilities include:** 1. Ensures truck is operated effectively and efficiently to achieve Council's goals and objectives. 2. Ensures truck is maintained on a daily basis following manufacturer's specifications. 3. Ensures plant is operated and loaded in a safe manner following safe work method statements and manufacturer's instructions. 4. Ensures truck is correctly and securely loaded to weight and safety limits and driven according to road regulations.

Further information and a Position Descriptions for these positions is available by contacting CGRC Human Resources Department on 1300 459 689 or Council's website [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au). **NOTE:** Applicants must adequately address the selection criteria contained in the Position Description. Failure to do so may result in your application not being considered. Applicants must also include a Resume. Applications, addressed to the General Manager should be submitted by 5p.m. on Friday 13th May 2022, by post to Cootamundra-Gundagai Regional Council, PO Box 420, Cootamundra NSW 2590, or delivered to Council's offices at Cootamundra or Gundagai or by email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

**MACKAY STREET COOTAMUNDRA ROAD WORKS:** Residents are informed that rehabilitation work will commence on Mackay Street Cootamundra from 9 May 2022. Mackay Street will be closed from Olney Street intersection to Ursula Street Intersection during pavement works for approximately 10 business days. The main entrance to the Cootamundra Caravan Park will be closed and an alternative temporary entrance will be provided at the end of Ursula Street for this period. Work is expected to continue on the remainder of Mackay Street, from Ursula Street to Parker Street intersection from Monday, 23rd May 2022 (weather permitting).

**ORDINARY COUNCIL MEETING:** Will be held on Tuesday 24 May 2022 at the Gundagai Council Chambers, Sheridan Street Gundagai, commencing and livestreamed from 6pm.

**COOTAMUNDRA LIBRARY SNIPPETS: MEET THE AUTHOR: BOOK LAUNCH IN MAY:** "Hear Her Roar" by Brigid Holder – Monday May 23, 6.30pm. Supper event, lucky door prizes and book on sale. **Community Creative Session: May:** Diamond Painting. Friday May 27, 2-4pm. \$10. To book, Ph 6940 2200. **Home delivery service:** If you are housebound or in isolation, we can deliver books, magazines and DVDs for free: **Weekly social groups:** Mah-jong: Mondays 2-4pm. Chess: Tuesdays 10-12pm. Cards: Tuesday 2-4pm. For more information, please phone Cootamundra Library Ph 69402200

**GUNDAGAI LIBRARY SNIPPETS: INQUIZATIVES – TRIVIA NIGHT AND MINI GAMES** for youth aged 13 years + Friday 20 May 2022 @5.30pm. The night is being facilitated by the Murrumbidgee Local Health District's (MLHD) Rural Adversity Mental Health Program (RAMHP) team and will be held at the Gundagai District Services Club function room. To register drop in or call the Gundagai Library on 6944 0270. \* *Parental Consent is required.*

**YASS RD COOTAMUNDRA:** Work has commenced on rehabilitation of Yass Rd, from the Hovell St intersection to the rail overpass bridge. Most work will take place at night to avoid disruption. Traffic movements will be under the control of traffic management personnel.

**FOOTPATH RENEWAL PROJECT:** Visitors to the CGRC Administration Offices in Cootamundra will need to make alternative parking arrangements and pedestrian access is restricted during the footpath renewal project currently underway in Wallendoon Street Cootamundra. Expected duration of works will be two weeks, (weather permitting).

**COMMUNITY DONATION APPLICATIONS NOW OPEN:** The application form is available on Council's website: Applications for the 2022/2023 financial year will close **5pm 10 June 2022.** <https://www.cgrc.nsw.gov.au/community-donation-applications/>