

POSITIONS VACANT

Are you looking for a rewarding career? Then join our team and make a difference to your community. Griffith City Council offers the chance to work in a stable and secure environment while providing excellent opportunities to develop your skills and career potential. Council is proactive and passionate about creating ongoing opportunities for our growing population. Council is seeking applications from enthusiastic motivated individuals for the following positions:

Fleet Administration Officer (Permanent)

This position is to be responsible for coordinating and maintaining the fleet system database, internal and external hire. Provide administrative assistance to the Fleet & Supply team and assist in the supply of materials and services from the store to the entire organisation. Please include copies of all relevant certificates and qualifications with your application. Hours of work are 38 hours per week with a rostered day off once per month, and a commencement annual salary of \$50,562.72 (Grade 6). For any questions about the role please contact Steve Croxon on 6962 8100.

Waste Maintenance/Relief Operator (Permanent)

The purpose of this position is to maintain and repair Councils garbage bin network, to carry out waste collection, waste disposal and litter control duties. Also to relieve the Waste Operator – Landfill and the waste collection section as required. Please include copies of all relevant licences and qualifications with your application. Hours of work are 38 hours per week with a rostered day off once per month, and a commencement annual salary of \$48,769.76 (Grade 5). For any questions about the role please contact Cameron Grant on 6962 8100.

Waste Operator - Domestic (1 Year Term Appointment)

To assist in the safe and efficient collection of Councils domestic waste and that works are carried out with due regard to the communities expectations, legislative requirements and Council's policies and procedures. The successful applicant must hold a current "HR" class driver licence and a General Construction Induction Training certificate (GIT or white card). Please include copies of all relevant licences and qualifications with your application. Hours of work are 38 hours per week with a rostered day off once per month, and a commencement annual salary of \$48,769.76 (Grade 5). For any questions about the role please contact John Roser on 6962 8100.

Applications for these positions close 4pm Friday 10 November 2017.

Library Assistant (Permanent)

The Library Assistant will provide a proactive, efficient, courteous customer service and library experience to a diverse range of people. Please include copies of all relevant licences and qualifications with your application. To be considered for this position applicants must have a Working with Children Check Clearance Number for employment screening purposes. To apply for a Working with Children Check Clearance Number, log onto and complete the online application form newcheck.kids.nsw.gov.au (in child related industry sector, tick clubs or other bodies providing services for children). Hours of work are 35 hours per week (spread of hours Monday to Sunday) with a rostered day off once per month, and a commencement weekly salary of \$972.36 (Grade 6).

Library Assistant (Casual)

The Library Assistant - Casual will be a member of a proactive team providing a proactive, efficient, courteous customer service and library experience to a diverse range of people. Please include copies of all relevant licences and qualifications with your application. To be considered for this position applicants must have a Working with Children Check Clearance Number for employment screening purposes. To apply for a Working with Children Check Clearance Number, log onto and complete the online application form newcheck.kids.nsw.gov.au (in child related industry sector, tick clubs or other bodies providing services for children). Hours of work are casual Monday to Sunday, and a commencement ordinary hourly rate of \$27.7817 plus 25% casual loading Monday to Friday and penalty rates for any weekend work (Grade 6).

Library Assistant (12 month maternity relief)

The Library Assistant will provide a proactive, efficient, courteous customer service and library experience to a diverse range of people. Please include copies of all relevant licences and qualifications with your application. To be considered for this position applicants must have a Working with Children Check Clearance Number for employment screening purposes. To apply for a Working with Children Check Clearance Number, log onto and complete the online application form newcheck.kids.nsw.gov.au (in child related industry sector, tick clubs or other bodies providing services for children). Hours of work are 14 hours per week, a commencement \$27.7817 per hour (Grade 6).

For any questions about the above Library roles please contact Karen Lowe on 6962 8100.

Applications for these positions close 4pm Friday 17 November 2017.

Trainee Building Surveyor

Council is looking for potential candidates for a Trainee Building Surveyor. This position will offer the successful

applicant the chance to kick-start a dynamic career in a stable and secure environment. You will undertake tertiary study part time while being employed full time with Council. The role of a Building Surveyor is to assess building plans and inspect building construction to ensure compliance with relevant Building Codes and Standards. This position is not restricted to recent school leavers and is available to anyone who is interested in a career in Building Surveying and is confident of meeting the academic study requirements. Hours of work will be 35 hours per week with a rostered day off once per month. Employment conditions: Features include: payment of all course tuition fees and books, payment for study related travel, paid study leave, long term career path with flexible work/study options. For more information, please contact Anthea Crack on 6962 8100.

Trainee Development Engineer

Council is looking for potential candidates for a Trainee Development Engineer. This position will offer the successful applicant the chance to kick-start a dynamic career in a stable and secure environment. You will undertake tertiary study part time while being employed full time with Council. The role of the Development Engineer is to assess and inspect civil infrastructure related to developments to ensure compliance with standards and Council guidelines and policies. This position is not restricted to recent school leavers and is available to anyone who is interested in a career in Civil Engineering and is confident of meeting the academic study requirements. Hours of work will be 35 hours per week with a rostered day off once per month. Employment conditions: Features include: payment of all course tuition fees and books, payment for study related travel, paid study leave, long term career path with flexible work/study options. For more information, please contact Joe Rizzo on 6962 8100.

Keen to learn more about ? An information session will be held on Thursday 9 November at the Council Chambers commencing at 5:30pm.

Applications for these positions close 4pm Friday 1 December 2017.

To apply or for more information, log on to griffith.nsw.gov.au/jobs or contact Council's Workforce Planning Administrator on 6962 8100.

Only those with current rights to work in Australia may apply. Council is an Equal Employment Opportunity employer and welcomes diversity in the workplace.

PUBLIC NOTICES

Councillor Payment of Expenses and Provision of Expenses Policy

At the Ordinary Meeting of Council held 10 October 2017, it was resolved that the draft revised Councillor Payment of Expenses and Provision of Facilities policy be placed on public exhibition for 28 days. Council is required to notify the public and provide the opportunity

for submissions regarding this policy. The draft Councillor Payment of Expenses and Provision of Facilities policy may be viewed at Council's Administration Building, 1 Benerembah Street Griffith, Griffith City Library and on Council's website at griffith.nsw.gov.au Anyone wishing to make comment on the above policy can do so in writing addressed to the General Manager, Griffith City Council. Comments or submissions will be received up to **4pm Friday 10 November 2017.**

Tender - Lake Wyangan, Nericon and Tharbogang Sewerage Scheme - Package 2 - Installation of Reticulation and On Property Works

Request for Tender No: 2-17/18.

Council invites tenders for a contract for the installation of pressure sewer reticulation and property works within the Lake Wyangan Nericon and Tharbogang villages, and associated transfer mains within the Griffith City Council region. Tenders close **2pm 9 November 2017.** Tender documents may be obtained by contacting Tenderlink at tenderlink.com/griffith Please contact Tenderlink's Customer Service on 1800 233 533 for requests for information regarding the proposed contract. Tenders may be lodged electronically at tenderlink.com/griffith, hand delivered to Council's Administration Building at 1 Benerembah Street Griffith or posted to PO Box 485 Griffith NSW 2680. *Canvassing of any Council members or officers will disqualify tenderers from the tender process.*

Provision of Building Certification Services

Request for Tender No: 04-17/18

Council invites tenders for a contract for the provision of building certification services to Griffith City Council. Tenders close **2pm 24 November 2017.** Tender documents may be obtained by contacting Tenderlink at tenderlink.com/griffith Please contact Tenderlink's Customer Service on 1800 233 533 for requests for information regarding the proposed contract. Tenders may be lodged electronically at tenderlink.com/griffith, hand delivered to Council's Administration Building at 1 Benerembah Street Griffith or posted to PO Box 485 Griffith NSW 2680. *Canvassing of any Council members or officers will disqualify tenderers from the tender process.*

Notice of Closure - Council Staff Day

Griffith City Council offices, Griffith City Library, Griffith Regional Art Gallery, Griffith Regional Theatre, Griffith Regional Aquatic Leisure Centre and Griffith Saleyards will be closed on Tuesday 7 November 2017 for a Council Staff Day. Griffith Visitor Information Centre, Pioneer Park Museum and West End Stadium will be open as normal. The emergency after hours numbers are 6964 1160 or 6969 4832.

For all fire emergencies telephone 000. For emergencies relating to dog attacks and stock on roadways call the Council Ranger on 0408 210 196.

Waste collection and kerbside recycling will be collected as normal. The Tharbogang Waste Management Centre

Brett Stonestreet, General Manager PO Box 485, Griffith NSW 2680 Ph: 6962 8100
www.griffith.nsw.gov.au www.facebook.com/griffithcitycouncil

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WEAVING WORKSHOP WITH AUNTY

GAIL MANDERSON (Wiradjuri Elder & Master Weaver) & MELANIE EVANS (Artist & Curator)

Saturday 4 November 10am - 2pm - GRAG's 'Wyangan Lakehouse'

In this workshop we will be gathering materials from the surrounding environment and identifying plants used for weaving, food sources and healing, as well as learning techniques such as wrapping and twining. You will also be learning relevant Wiradjuri language and culture and creating a twined bracelet or armband. An information kit will also be provided with this workshop. \$60 per session or \$100 for 2 sessions. Refreshments provided.

6962 8338 | gallery@griffith.nsw.gov.au

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CARVING WORKSHOP

WITH HAPE KIDDLE

Saturday 18 November 10am - 2pm GRAG's 'Wyangan Lakehouse'

Join Griffith's Master Carver, Hape Kiddle of Bidgee Studio, for an investigation into sculptural design and form via wood carving. Kiddle strives in his artwork to achieve an inherent beauty through presenting stories which encompass nature, dreamscapes and traditional Maori symbolism. \$60 per session or \$100 for 2 sessions. Refreshments provided.

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TRAINEESHIPS 2018

Do you have a keen interest in the building or engineering industry and are looking for a great career opportunity to put it into practice? Griffith City Council is pleased to provide an opportunity for a Trainee Building Surveyor and Trainee Development Engineer.

It is an exciting time in Local Government, particularly with the Griffith region experiencing significant growth and development. As a Trainee Building Surveyor or Trainee Development Engineer, you will be involved with a range of interesting tasks - both in and out of the office, providing a fantastic opportunity to develop a broad skill set in a rapidly expanding Council environment; combining full time work while being supported in part time external studies.

Council is an equal employment opportunity employer and traineeships are open to mature age applicants. For more information please contact Nick DeMartin on 6962 8100.

READY TO CHANGE YOUR LIFE

Keen to learn more? Join us at the information session to be held Thursday November 9, 5.30pm at Griffith City Council Chambers.