

## 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:

### Operations Administration Support Officer (Permanent Part Time)

The purpose of the Operations Administration Officer is to provide competent, effective secretarial and administrative support to the Director of Infrastructure and Operations, Local Emergency Management Committee, and, Operation staff ensuring a high level of customer service and communication between all parties. Please include copies of all relevant licences and qualifications with your application. Hours of work are 28 hours per week with a commencement hourly rate \$28.77 (Grade 7). For any questions about the role please contact Phil King on 6962 8100.

### Water & Waste Water Maintenance Officer/Relief Pumpwell Operator (Permanent)

The purpose of the Water and Wastewater Maintenance Operator/Relief Pumpwell Operator is to construct, operate and maintain Councils water and sewerage reticulation system and pump stations to relevant standards in a safe, economical and proficient manner, using the plant, equipment and materials supplied. Please include copies of all relevant licences and qualifications with your application. Hours of work are 38 hours per week with a commencement weekly salary of \$1006.95 (Grade 7) and a rostered day off once per fortnight. For any questions about the role please contact Steve Crombie on 6962 8100.

**Applications for the above positions close 4pm Friday 6 October 2017.**

### Plant Operator - Cemetery (Permanent)

The role involves the daily operation and maintenance of the cemeteries under the supervision of the Team Leader, in an effective, efficient and safe manner recognising the respect, dignity and harmonious exceptions of the Community and to assist with the burial duties as required. The successful applicant will require a "MR" licence and a WorkCover certificate or document of competency from a registered training provider for the use of a front end loader / backhoe. Please include copies of all relevant licences and qualifications with your application. Hours of work are 38 hours per week with a commencement annual salary of \$48769.76 (Grade 5), with a rostered day off once a fortnight. For any questions about the role please contact Paul Lewis on 6962 8100.

### Technical Theatre Support (Casual)

This position will provide support to the Technical Operations Coordinator in the preparation, installation and operation of lighting/sound and staging equipment at the Griffith Regional Theatre. Knowledge of computers and programs, basic audio visual systems and basic knowledge of Work Health and Safety. Please include copies of all relevant licences and qualifications with your application. To be considered for this position applicants must have a new 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 [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au)

[newcheck.kids.nsw.gov.au](http://newcheck.kids.nsw.gov.au) (in child related industry sector tick, clubs or other bodies providing services for children). Hours of work are casual in accordance with the Theatre season and a commencement hourly rate of \$23.13 plus 25% casual loading Monday to Sunday and penalty rates for any weekend work (Grade 3). For any questions about the role please contact John Matkovic on 6962 8100.

### Work, Health & Safety Coordinator (Permanent)

The Work Health & Safety Coordinator provides assistance, advice and coaching to all staff to assist in the effective management of safety and risk matters contributing positively to Council's overall Safety and Risk performance. The role includes providing hands-on, accurate, practical and specialised advice, together with solution-focused approach to resolving safety and risk matters, including conducting investigations, project control and taking an advanced role in identifying emerging safety and risk trends and actively intervene to promote positive Safety and Risk outcomes for Council. The successful applicant will require Certificate IV in Work Health and Safety qualifications and extensive or equivalent skills and knowledge in Work Health and Safety (WHS) legislation, codes of practice and relevant Australian Standards. Please include copies of all relevant licenses and qualifications with your application. Hours of work are 35 hours per week with a commencement annual salary of salary \$69,946.24 (Grade 14), with a rostered day off once a month. For any questions about the role please contact Nick De Martin on 6962 8100.

**Applications for these positions close 4pm Friday 13 October 2017.**

### Library Collections Team Leader (Permanent)

The Library Collections Team Leader role is to create, maintain and promote an effective and accessible library collection, coordinating the acquisition, cataloguing and dissemination of Western Riverina Libraries' digital and physical information resources. This includes actively collecting and preserving history of the Western Riverina area and to provide a proactive, efficient, and courteous customer service experience to a diverse range of people. The successful applicant will require a Degree in Library and Information Management or other related discipline. 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 [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) (in child related industry sector, tick clubs or other bodies providing services for children). Please include copies of all relevant licenses and qualifications with your application. Hours of work are 35 hours per week (spread of hours Monday to Sunday), with a commencement annual salary of \$69,946.24 (Grade 14.) For any questions about the role please contact Nick DeMartin on 6962 8100.

**Applications for this position close 4pm Friday 20 October 2017.**

To apply or for more information, log on to [griffith.nsw.gov.au/jobs](http://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

### Draft Policy - Events

At the Ordinary Meeting of Council held 12 September 2017, it was resolved that the draft events 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 policy may be viewed at Council's Administration Building at 1 Beneremba Street Griffith, Griffith City

Library and on Council's website at [griffith.nsw.gov.au](http://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 **4 pm Friday 13 October 2017.**

### Expressions of Interest for Consulting Services

Council is seeking Expressions of Interest from suitably qualified consultants to assist Council's Utilities Department in the planning and delivery of capital works projects, in particular the Lake Wyangan Nericon and Tharbogang sewerage scheme.

A Brief for Consulting Services for the Lake Wyangan, Nericon and Tharbogang sewerage scheme is available from Council's website or by contacting Council's Human Resources Department on (02) 6962 8100.

Your application should include a response to the brief, addressing the essential key selection criteria and completing the schedule of fees.

Applications must be clearly labelled "Expression of Interest for Consulting Services" and can be either emailed to [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au), sent via post to PO Box 485 Griffith 2680 or hand delivered to 1 Beneremba Street, Griffith.

**Applications close 4pm Thursday 5 October 2017.**

For any questions regarding the brief for services please contact Graham Gordon on (02) 6962 8137 or via email: [Graham.Gordon@griffith.nsw.gov.au](mailto:Graham.Gordon@griffith.nsw.gov.au)

### Expressions of Interest

### Membership of the Griffith Country University Centre Steering Group

Following representation from the CEO of NSW Country Universities Centres, Griffith City Council has resolved to establish a Steering Group to facilitate the creation of a Country University Centre in Griffith. The purpose of a Country University Centre is to provide a place where local university students enrolled in university courses but studying from home can come to connect with their host university and other students. This type of facility has been successfully piloted at Cooma and new facilities are now being rolled out across regional NSW. Griffith is identified as a candidate location.

Council is calling for interested persons to lodge an Expression of Interest to become members of the Steering Group, which will be chaired by the Mayor or his delegate. Expressions of Interest can be addressed to the General Manager, Griffith City Council, and sent to [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au) before **4pm Monday 16 October 2017.**

Please include reasons why your membership should be considered. Submissions from persons active in education, training and the employment of university graduates will be highly regarded. Individuals or entities considering lodging a proposal to host the Country University Centre facility will not be considered, at least in the early stages, for membership of the Steering Group.

For further information, please contact Neil Southorn, Director Sustainable Development, on 0409891862 or visit [www.cuc.org.au/cucmodel](http://www.cuc.org.au/cucmodel)

### Quotation

### Construction of Shared Footpath/Cycleway and Pedestrian Laybacks

Griffith City Council is currently seeking quotations from experienced and capable contractors to perform construction of the concrete footpath and associated works for construction of the 2017/2018 shared footpath/cycleway and pedestrian laybacks programme.

A mandatory on-site joint inspection by Council staff and prospective respondents will be held at **3pm Tuesday 3 October 2017** at the intersection of Warrambool Street and Noorebar Avenue.

It is envisaged that the successful contractor/s will be advised during October 2017 with works to be completed by 31 December 2017.

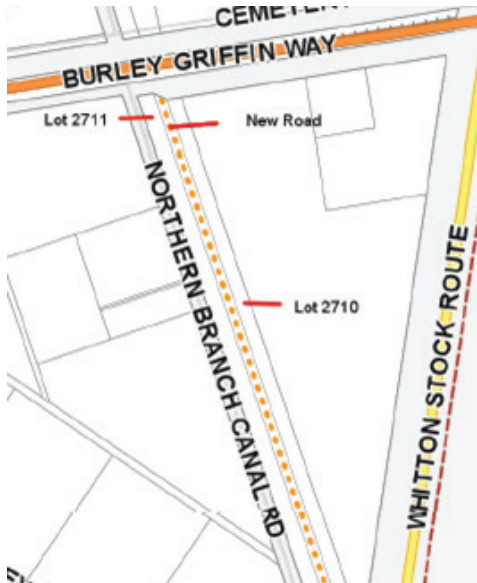
Quotations should be submitted by **2pm Thursday 12 October 2017** to Griffith City Council at 1 Beneremba Street (in the Tender Box located in the foyer).

FURTHER INFORMATION

Requests for quotation documents and further information can be obtained by contacting Council's Operations Department on 6962 8100.

### Road Renaming

Notice is hereby given that Griffith City Council in accordance with the Roads Act 1993 proposes to name the following new road **Procter Road:**



Council will receive written submissions regarding the renaming proposal up until **4pm on Friday 13 October 2017.** Submissions should be sent to The General Manager PO box 485 Griffith NSW 2680, via email at [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au) or in person at 1 Beneremba Street Griffith. It should be noted that any submissions made may be referred to an Ordinary Meeting of Council for consideration. As such a copy of the letter including name and address (unless specifically requested to withhold) will be publically available as part of Council's meeting agenda.

For further information please contact Council's Corporate Data Administrator at the Council offices or by phone on 6962 8100 or email [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

### Notice of Closure - Labour Day Public Holiday

Council offices and the Works Depot will be closed on **Monday 2 October 2017** for the Labour Day public holiday.

The following facilities will also be **closed** on 2 October 2017

Griffith City Library, Griffith Saleyards, Griffith Regional Theatre and West End Stadium.

Griffith Visitor Information Centre and Griffith Pioneer Park Museum will be **open as normal.**

Griffith Regional Art Gallery will be **open** Monday 2 October 2017 11am to 2pm.

Griffith Regional Aquatic Leisure Centre will be **closed** on 2 October 2017. The Pool Operating Hours for Saturday 30 September 2017 will be from 8am to 3pm and Sunday 1 October 2017 from 10am to 5pm. The Fitness Club Operating Hours will be Saturday 8am to 3pm and Sunday 10am to 5pm.

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.

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



**graffiti**  
REMOVAL DAY

Love where we live!

Sun 29 Oct 2017

**Volunteer**

**Nominate a Site**

**Promote the Day**

For more information  
call 1300 665 310 or visit  
[graffitiremovalday.org.au](http://graffitiremovalday.org.au)



**the fitness club**  
2017 spin marathon

Saturday 14 October at  
Griffith Regional Aquatic Leisure Centre ,  
10am-4pm

Teams can raise funds for a charity  
of their choice with all registration  
fees (\$100 per team) being donated  
in full to Griffith Carevan.

No team?  
No problem, join the GRALC Team!

Visit  
[www.facebook.com/gralcAU](http://www.facebook.com/gralcAU)  
for details on how  
to get involved.





**SATURDAY 30 SEPTEMBER**

Matt Spencer's  
**BMX**

**BMX WORKSHOP & DEMO**  
**When:** 10am - 1pm  
**Where:** Griffith Skatepark  
**Cost:** FREE  
**What:** Matt will be doing a  
demo and then workshop  
with BMX bikes (supplied).  
All ages are welcome  
including parents!



**SKATE WORKSHOP & DEMO**  
**When:** 2.30pm - 5pm  
**Where:** Griffith Skatepark  
**Cost:** FREE  
**What:** Sydney Totem  
Skateboarding is running  
FREE learn to Shred  
Skateboarding classes,  
Demos and 2 x Best trick  
competitions. The Totem  
team will have you rolling  
with confidence in no time.

6962 8444 | [myfest@griffith.nsw.gov.au](mailto:myfest@griffith.nsw.gov.au)