

# TENTERFIELD SHIRE COUNCIL



## **Position Information Package**

**Asset Officer**

**Reference No: 9/23**

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<b>Item</b>
<b>Copy of Advertisement</b>
<b>Job Application Cover Sheet</b>
<b>Position Description (Including Selection Criteria)</b>
<b>Important Information for Applicants All applicants are requested to read this information</b>

**March 2023**



## POSITION VACANT

Applications are invited for the below position:

### **Asset Officer – PV 9/23**

Annual Salary Range - \$66,814.80p.a - \$75,337.60p.a + Allowances + 10.5% Superannuation commensurate to experience and qualifications is envisioned for the right candidate.

Tenterfield is a well-renowned historical district surrounded by spectacular bush lands, and enjoys mild alpine summers, sunny winter days and crisp winter nights, blazing red autumns with stunning tree lined roads and bright wildflower springs, along with the benefits of a rural lifestyle with ready access to Northern Coastal/Beach areas of NSW, and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford.

**ABOUT THE ROLE** - The Asset Officer is responsible for ensuring the collection of asset and inspection data, inputting data to Council asset and spatial databases, interrogate databases to verify accuracy and integrity of asset information for asset planning, processing of applications for rural addressing and works on road reserves.

**ABOUT YOU** – As a highly motivated individual, you will possess a relevant qualification in civil engineering, with a minimum of five (5) years' experience in road/bridge maintenance and construction works, with demonstrated knowledge of asset inspections and procedures. You will bring with you a positive attitude and be able to work within our 'fast paced' environment, be able to provide solutions to complex problems and have effective communication and time management skills with the ability to work with people of diverse backgrounds and build strong working relationships with stakeholders.

Tenterfield Shire offers a supportive workplace culture built around our values of "ICARE", with fantastic working conditions and a range of additional benefits to help you enjoy life in our local community, including:

- 9 day fortnight;
- 15 days accumulative annual sick leave;
- 4 weeks accumulative Annual Leave;
- Relocation assistance (negotiable for the right candidate);
- Further learning and development opportunities; and
- Access to onsite monthly counselling through our Employee Assistance Program (EAP).

**HOW TO APPLY** - Further information and details can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Asset & Program Planning, or HR, Workforce Development & Safety on 02 6736 6000 (during business hours).

Applications addressing the selection criteria should be emailed to the Chief Executive at [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au) quoting the reference number and be submitted by no later than **4.00pm, 20 April 2023**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect & Excellence (ICARE).

Applicants must be an Australian citizen/resident or hold a visa that allows employment in Australia.

Daryl Buckingham  
**Chief Executive**



**TENTERFIELD SHIRE COUNCIL  
JOB APPLICATION  
COVER SHEET  
Reference No 9/23**

**Position applied for: Asset Officer**

**Mr**  **Family Name:** \_\_\_\_\_  
**Mrs**  **Given Names:** \_\_\_\_\_  
**Ms**  **Preferred Name:** \_\_\_\_\_  
**Miss**   
**Other**

**Postal Address:**

**Telephone** (please ensure you can be contacted on this number during business hours i.e., 9am - 5pm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home:** \_\_\_\_\_  
**Mobile:** \_\_\_\_\_  
**Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please tell us where you heard about this position** \_\_\_\_\_

**THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION**

**Address all correspondence to:**

Chief Executive  
Tenterfield Shire Council  
**Confidential: Job Ref No: 9/23 – Asset Officer**  
PO Box 214  
**TENTERFIELD NSW 2372**  
[hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)

**Job Enquiries:**

**Manager Asset & Program Planning, or  
HR, Workforce Development & Safety**  
Phone: (02) 6736 6000 (during business hours)  
**Email:** [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)



*Quality Nature - Quality Heritage - Quality Lifestyle*

<b>Division:</b>	Office of the Director Infrastructure
<b>Section:</b>	Asset & Program Planning
<b>Position Identifier:</b>	AOA/V1
<b>Classification:</b>	Grade 14
<b>Industrial Instrument:</b>	Local Government (State) Award
<b>Location:</b>	Depot Administration Building - Riley Street, Tenterfield.
<b>Date position description approved</b>	March 2023

### **Council overview**

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

### **Council values**

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

### **Primary purpose of the position**

To ensure the collection of asset and inspection data, input data to Council asset and spatial databases, interrogate databases to verify accuracy and integrity of asset information for asset planning, process applications for rural addressing and works on road reserves.

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## Key accountabilities

Within the area of responsibility, this role is required to:

1. Carry out the inspection of Council controlled regional roads, urban streets, footpaths, rural roads and bridges in accordance with Council's policies, procedures, the Road Asset Management Plan and Transport for NSW requirements.
2. Process Section 144, Section 138 and Section 139 applications including site inspection, site assessment, processing and registering documentation, liaison with applicants, updating of databases and final close out documentation.
3. Process Rural Address Numbering applications including site inspection, location assessment, processing and registering documentation, liaison with applicants, installation of posts with numbering plates and updating of databases.
4. Undertake aerodrome / helipad inspections and arrange for maintenance of the airport as required. Provide advice on Aircraft operations into/out of Tenterfield Airport.
5. Plan and carry out work to meet time, quality, budget and other statutory constraints.
6. Surveillance and site supervision of contractors as required.
7. Provide input into annual road, bridge and street maintenance and construction programs.
8. Communicate, co-operate and co-ordinate with both internal and external stakeholders.
9. Investigate and report as appropriate on customer action requests assigned to this position.
10. Implement section procedures, practices, standards and operating systems in accordance with WHS and environmental practices, EEO principals, statutory requirements and Council Policy.
11. Manage records and asset databases, complying with Council's administrative systems, processes and policies to ensure that all information is recorded for management reporting needs, with an aim toward a paper-free workspace.
12. Other duties as directed by the relevant supervisor, consistent with the skills and competencies of the position holder.

## Key challenges

Developing and managing inspection schedules, activities and resources.

Management of records and databases, complying to relevant administrative systems, processes and policies to ensure all information is captured with an aim towards a paper-free workspace.

## Key internal relationships

Who	Why
Manager Asset & Program Planning, Engineering Administration Officer, Engineering Officer, Technical Projects Engineer, Manager Works, Maintenance Supervisor, Director of Infrastructure.	Service Delivery

## Key external relationships

Who	Why
Ratepayers, Contractors.	Service Delivery

## Key dimensions

### Decision making

As determined by the Manager Asset & Program Planning.

### Reports to

Manager Asset & Program Planning.

### Essential requirements





Minimum of five (5) years relevant experience in road/bridge maintenance and construction works with knowledge of asset inspections procedures, particularly for roads, drainage and bridges. Civil Engineering qualifications.

### Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:-

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

### Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"><li>• Demonstrates motivation to serve the community and organisation</li><li>• Initiates team activity on organisation/unit projects, issues and opportunities</li><li>• Seeks and accepts challenging assignments and other development opportunities</li><li>• Seeks feedback broadly and asks others for help with own development areas</li><li>• Translates negative feedback into an opportunity to improve</li></ul>
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"><li>• Is flexible, showing initiative and responding quickly to change</li><li>• Accepts changed priorities and decisions and works to make the most of them</li><li>• Gives frank and honest feedback / advice</li><li>• Listens when challenged and seeks to understand criticisms before responding</li><li>• Raises and works through challenging issues and seeks alternatives</li><li>• Stays calm and acts constructively under pressure and in difficult situations</li></ul>
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"><li>• Acts honestly, ethically and with discretion and encourages others to do so</li><li>• Sets a tone of integrity and professionalism with customers and the team</li><li>• Supports others to uphold professional standards and to report inappropriate behaviour</li><li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li><li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li></ul>
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"><li>• Is prepared to make decisions within own level of authority</li><li>• Takes an active role in managing issues in the team</li><li>• Coaches team members to take responsibility and follow through</li><li>• Is committed to safe work practices and manages work health and safety risks</li><li>• Identifies and manages other risks in the workplace</li></ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>• Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Results</b> Create and Innovate	Adept	<ul style="list-style-type: none"> <li>• Produces new ideas, approaches or insights</li> <li>• Analyses successes and failures in the organisation for insights to inform improvement</li> <li>• Identifies ways in which industry developments and trends impact on own business area</li> <li>• Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</li> <li>• Identifies, shares and encourages suggestions for organisational improvement</li> <li>• Experiments to develop innovative solutions</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>• Contributes quality information about council and community assets to asset registers</li> <li>• Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>• Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<b>Resources</b> Technology and Information	Adept	<ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes</li> <li>• Ensures team understands their obligations to use technology appropriately</li> <li>• Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>
<b>Resources</b> Procurement and Contracts	Adept	<ul style="list-style-type: none"> <li>• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>• Delivers open, transparent, competitive and effective procurement processes</li> <li>• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>• Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>

## **Supplementary Information**

### **Selection Criteria**

**(Applicant must address all selection criteria)**

#### **Essential:**

1. Minimum of five (5) years relevant experience in road/bridge maintenance and construction works. Civil Engineering qualifications at Certificate or Diploma level.
2. Road Safety Audit certification or equivalent, or ability to obtain.
3. Proven ability to organise and schedule works and tasks from conflicting priorities, and ability to achieve results and solve problems.
4. Proven communication skills both orally and in writing including proven ability to deal with the public and prepare written reports and develop positive working relationships.
5. Sound knowledge of and proven ability to implement WHS practices particularly those relating to road/bridge maintenance and construction works.
6. NSW Class C Motor Vehicle Driver's Licence or equivalent.
7. Basic knowledge of asset inspections procedures, particularly for road and bridges, and ability to maintain Asset Records.
8. Sound knowledge in the use of computer software particularly Microsoft Word, Excel and Outlook and asset management software/programs.
9. Sound knowledge of Airport Regulatory and Maintenance requirements.
10. Knowledge of GPS units and GIS for data collection.
11. Sound knowledge of and proven ability to implement risk management practices (hazard identification, risk assessments, controls, etc) and possess a WHS General Construction Induction (White Card).
12. Knowledge of inspection processes according to Road Asset Management Plan.
13. Australian Citizenship/Residential status.

#### **Desirable:**

1. At least five (5) years relevant experience in asset inspection particularly roads and bridges.
  2. Civil Aviation Aerodrome Reporting Officer Certificate.
  3. Associate Degree in Civil Engineering.
  4. Knowledge of relevant sections of Local Government Act 1993, Roads Act 1993 and relevant Australian Standards.
  5. Broad experience in the supervision of contracts and /or contractors.
  6. Sound knowledge of and proven ability to implement risk management practices (hazard identification, risk assessments, controls, etc).
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## **General Information**

### **Hours of work:**

Full time position with Council operating a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work hours are generally 7:15am to 4:30pm, Monday to Thursday inclusive and 7:15am to 4:00pm on Fridays with every second Friday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, including overtime requirements and variation to RDO's.

### **Leave entitlements:**

These entitlements are in accordance with the NSW Local Government (State) Award and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

### **Criminal Record Check:**

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

### **Medical examination:**

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

### **Performance Evaluation:**

Performance evaluation will be in accordance with Council policy.

### **WHS Responsibilities:**

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

### **Equal Employment Opportunity:**

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following: -

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

### **Smoke – Free Workplace:**

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

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**Learning and Development:**

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

**Code of Conduct and Council Policies, Protocols and Procedures:**

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

**Council Uniform:**

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

**Physical:**

The incumbent must be physically able to carry out their daily tasks in an ergonomically safe and healthy manner and carry out any safety drill or rescue.

**Job Description:**

This position description is indicative, and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.

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## IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the **selection criteria** listed in the **Position Description** and how they present at interview.

### ***The Job Information Package***

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

### ***The Position Description***

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

### ***Selection Criteria (Essential and Desirable)***

**The Essential Criteria** must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

**The Desirable Criteria** enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following: -

**Demonstrated** means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

**Knowledge of or the ability to rapidly acquire the knowledge** of means that you already have the required knowledge, or you can provide examples of past situations which have required the rapid acquisition of knowledge.

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**Thorough, sound or high level** indicates that a more advanced level of knowledge or skill may be required.

### ***Shortlisting and Interview***

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are normally held at a Council facility. Face to face interviews are preferred, however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually can take between 30-45 minutes.

### ***Referees***

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

### ***Appointment Process***

The process normally takes up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical and security check. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

### ***Some general points to remember when applying for a position***

- Applicants are encouraged to read the Position Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed and addressed to the Chief Executive.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.

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