
Our Vision Excellence in Local Government

Our Mission We will provide

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce

Applying for a position

All current vacant positions can be found on Council's website at <http://www.warrumbungle.nsw.gov.au/our-council/come-work-with-us/positions-vacant/positions-vacant> and applications are to be submitted online.

You will need a valid email address, access to a computer and internet access to apply for a position. You will be contacted by email in regard to the progress of your application.

Public Access Computers (Internet, MS Office) are available at the Libraries in Coonabarabran, Coolah and Dunedoo. Please check Council's website for opening hours.

Position descriptions

Please download and read the position description before applying. Positions are offered on the basis of merit and the position description outlines the qualifications, skills and experience required for the position. The essential criteria must be met if you are to fulfil the duties and responsibilities of the position.

Positions are offered on basis of merit and the applicant considered to be the most capable of successfully performing the duties of the position will be selected, in accordance with Council's policy of equal employment opportunity.

Completing your application

Once you commence your application it cannot be saved and completed later. If you cannot complete the entire application process at one time, it is advisable that you prepare your responses offline in a separate document and cut and paste your answers when you are able to complete the application.

Before commencing your application, you should also have your résumé, cover letter and copies of your qualifications ready to upload.

After clicking on the position you would like to apply for, complete the information requested. Your responses should clearly demonstrate how you meet the criteria and include relevant examples of your related skills and experience. *Note: Fields marked with a red asterisk* are mandatory.*

Upload your résumé, cover letter and copies of relevant qualifications.

Once you have clicked 'confirm' to submit your application, you will receive an email to acknowledge its receipt.

The next step

It is important that you regularly check your email to ensure you do not miss any notifications from Council.

Your application will be reviewed by the selection panel and you will be notified by email regarding the status of your application.

For further information, or assistance with the application process, please contact Human Resources on (02) 6849 2000.