



Regional Anangu Services Aboriginal Corporation

Information Pack Municipal Services Community Works Officer

Please note that the contents of this information pack are provided to prospective applicants as a general overview of the position. The specific conditions of employment and role description may vary in any final offer of employment that may be provided.

1. Advertisement

Municipal Services Community Works Officer Kanpi, Nyapari, Murputja APY Lands, SA

RASAC is a not-for-profit Aboriginal Corporation and a leading employer and service provider on the APY Lands in the far north west of South Australia. RASAC is owned and governed by the Anangu people of the APY Lands.

Municipal Services Community Works Officer

The position will primarily be based at Kanpi community and be responsible for delivery of Municipal Services at Kanpi, Murputja and Nyapari communities. These services include Domestic Waste Disposal; Waste Management Awareness; Community Landscaping & Fire Protection; Maintenance of community sealed roads; Maintenance of Aerodrome and Sporting Facilities; Abandoned Vehicle Removal; and occasional Community Events and Special Projects.

Due to the small population at these communities, the role will also provide support for some basic CDP services and community office services in the communities on an as-needed basis.

EXCITING BENEFITS WHEN YOU WORK WITH US!

- Attractive Salary package
- Great Not-For-Profit Salary Sacrificing opportunities
- 6 weeks annual leave with leave loading
- Rent free furnished self-contained accommodation including capped internet, utilities, and telephone packages
- The opportunity to work with a collaborative and supportive organisation

Full criteria are provided in the Information Package for the position.

2. How to apply

Please download the information package from our website – www.rasac.com.au; email your request to jobs@rasac.com.au or contact the RASAC office on (08) 8950 5400.

Applications must include:

- A covering letter which sets out your claims for the position, with reference to the Selection Criteria in the Role Description.
- A current resumé or curriculum vitae which clearly sets out your relevant qualifications and work history
- The names, positions, and contact details of at least two professional referees

Applications can be submitted:

- By email: to jobs@rasac.com.au
- By fax: 08 89526371

- By mail: to Regional Anangu Services Aboriginal Corporation, PO Box 2584, Alice Springs, NT 0871
- In person: to 2nd Floor, 19 Hartley St, Alice Springs, NT 0870

Applications will not normally be acknowledged on receipt. Only short-listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short-listed, we extend our thanks for considering Regional Anangu Services Aboriginal Corporation as a potential employer.

3. Role Description

COMMUNITY WORKS OFFICER (including some other program support) (Kanpi, Murputja, Nyapari)

Overview:

Regional Anangu Services Aboriginal Corporation (“RASAC”) is an Anangu-run organisation that supports the empowerment of all Anangu. The organisation is incorporated under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006.

RASAC provides municipal services, homelands essential services, community patrols, mechanical workshop services and other services (eg airport reporting and maintenance) across the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in north-west South Australia. RASAC also has capacity in road maintenance, minor civil works and repairs and maintenance works.

RASAC employs up to 100 staff across operations, administration and management. A small administration and finance office is maintained in Alice Springs.

Position Objective:

The position will primarily be responsible for delivery of Municipal Services (as listed below) at Kanpi, Murputja and Nyapari communities. Due to the small population at these communities, the role will also provide support for some basic CDP services and community office services in the communities on an as-needed basis.

MUNICIPAL SERVICES

Specific services include:-

- Waste disposal
 - Garbage collection – including twice weekly removal of rubbish bins
 - Litter control – including removal of street and public space rubbish
 - Rubbish dump – including clean up, maintenance, maintaining recycling bays
 - Hard rubbish – removal of hard waste, including scheduled car body collection
 - Dog disposal – including assisting health organisations disposing of dog bodies
- Waste Management Awareness
 - Conduct regular Community Waste Education and Awareness activities to improve community awareness of waste minimisation, waste management and recycling
- Landscaping
 - Landscaping including slashing, weed eradication, tree planting and watering
 - Fire protection – including clean-up of potential hazards and maintaining community fire breaks to required specifications
 - Maintain existing rock barriers and bollards
- Maintain internal sealed roads – including filling of potholes, sweeping roads and gutters
- Maintenance of aerodrome, including:

- submitting inspection reports according to inspection schedule
- maintaining strip, fence, markers, lights, and windsock
- Maintain infrastructure assets and equipment relating to the delivery of municipal services – including carrying out routine checks, maintaining assets, reporting on fuel use, reporting breakdowns.
- Sporting Facilities – maintaining sporting facilities including surface preparation, marking ovals, clearing rubbish after events
- Vehicle Removal – arrange for removal of abandoned vehicles from communities to vehicle dump area
- Community Events and Special Projects – provide support as directed for community events and special projects
- Workforce Development – develop the skills and knowledge of the Anangu workers in the MUNS team under your direction
- Occasionally undertake limited MUNS services at neighbouring communities as the need arise, for example when the CWO is on leave.

The key responsibilities of this position include, but are not limited to:

- Ensure the services are provided in a timely manner and meet, or exceed, the minimum requirements expected
- Conduct Community Waste Education and Awareness activities to improve community awareness of waste minimisation, waste management and recycling as required
- Carry out all reporting requirements in a timely manner, including submitting time sheets and aerodrome reports
- Operate Heavy Plant and Machinery – in accordance with experience and tickets held
- Recommend improvements where needed and action these as and when approved
- Ensure the maintenance of assets and equipment is carried out, including the cleanliness and security of vehicles, equipment, stores and spare parts
- Facilitate the ordering and delivery of required materials, services and equipment as required
- Keep the Municipal Operations Coordinator informed of any issues, or upcoming events, within the community
- Monitoring financial performance and allocated hours outcomes against budgets.
- Ensure position responsibilities are maintained and undertaken at times of absences such as leave.
- Attend and contribute to regular meetings and video/phone conferences as required
- Actively liaise with the local community, local council, and other service providers in respect of the services we undertake
- Undertake any other position related duties as directed by Municipal Services and Operations Support Manager or Senior Management

CDP & OTHER SERVICES SUPPORT

- Working with the CDP Compliance team:
 - liaise with CDP participants registered at Nyapari, Kanpi, Murputja to ensure they complete monthly phone appointments.
 - Assist new CDP participants to complete initial phone appointments
 - Keep files for the CDP participants as needed
- Organise and oversee small community activities or projects for paid work experience of CDP participants if required
- Open the community office and assist with distribution of mail, access to visiting services, etc. as required.
- Other related CDP duties as required.

OTHER DUTIES

WH&S

- Ensure WHS practices are implemented and maintained
- Undertake regular tool box meetings and risk management procedures to ensure compliance with the WH&S legislation and regulations.
- Submit incident and near miss reports as required, and be actively involved in any investigation process.
- Maintain your own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
- Assist with the implementation of WHS legislative requirements and RASAC's WHS system, associated policies and procedures and assist others in the team to comply with WHS requirements
- Meet WHS legal requirements and comply with RASAC's WHS policies and procedures.

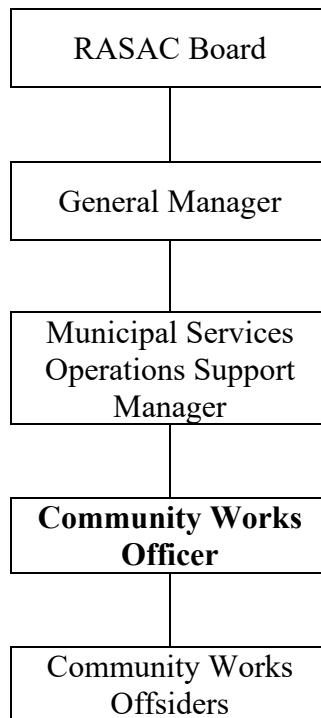
Anangu Workforce Development

- Actively support and mentor employment of local Anangu employees and encourage workforce retention.
- Manage, supervise and support employees to ensure their attendance at work, and tasks are undertaken.
- Support workers to undertake other workforce development training and activities as required, such as attending TAFE where available
- Participate in succession planning and training activities for Anangu workers

SELECTION CRITERIA

Skills, Experience, Qualifications and Attributes:		
a) Qualifications	Essential	Desirable
SA driver's licence (preferably MR or ability and willingness to obtain MR licence)	✓	
Appropriate work-related trade, technical qualifications		✓
First Aid Certificate (or ability and willingness to obtain)	✓	
WHS White Card (or ability and willingness to obtain)	✓	
b) Experience, knowledge and skills		
Demonstrated relevant experience and ability to undertake the range of Municipal Services duties as listed in the role description	✓	
Ability to work without supervision and within a team	✓	
Experience in supervising a team in a relevant work area		✓
Experience working with Aboriginal people and understanding of Aboriginal culture		✓
Good verbal and written communication skills-English	✓	
Ability to work within, understand and adhere to financial management procedures	✓	
Good computer/office equipment skills - including emails, scanning, use of fax machine, ipad/tablet	✓	
Demonstrated knowledge of relevant WHS legislation and ability to work within and understand organisational WHS systems, associated policies and procedures.	✓	
Ability to drive a manual 4WD on unsealed roads	✓	
Willingness to undergo and obtain a Police Record check and Working with Children Check	✓	
Willingness to undergo a medical check	✓	
Willingness to travel to and work in remote locations	✓	
Willing to provide evidence to meet APY Lands Entry permit requirements to enter and work on the APY Lands.	✓	

ORGANISATION STRUCTURE



4. Salary & Conditions

A competitive salary package with a base salary commencing in the range of \$75,000 will be negotiated with the successful applicant. Standard hours for this position are 38 hours per week.

The package will also include:

- Superannuation (10% SGL)
- Annual leave (6 weeks) plus leave loading (17.5%)
- Relocation assistance may be offered
- Generous Salary Packaging Benefits:
Due to the organisation's tax exempt status with the ATO, very attractive tax free salary packaging of a portion (the current cap is \$15,900 per FBT year) of the cash component of the salary is available within the limits of our fringe benefits tax exemption and in accordance with the arrangements with our salary packing provider, Salary Solutions. The cap is subject to changes by the ATO. Further details can be accessed via the Ezi way website: <https://www.eziway.net.au/>.
- Accommodation and utilities: Furnished self-contained accommodation will be provided at **no rental charge**. Note that, use of the house may be shared with RASAC personnel, as required under the RASAC Staff Housing Policy and Procedure.

The following services are also provided:

- Telephone: Landline phone: RASAC pays 100% of the rental and contributes to usage costs up to a maximum of \$50 per month to cover work related calls. Calls in excess of this are reimbursable by the employee.
- Internet (up to 50GB per month). Usage in excess of this is reimbursable to RASAC by

- the employee(s).
- Electricity usage up to a maximum amount per month.
- There is no charge for gas usage.

Annual Close Down

A two-week compulsory close down period occurs over the Christmas/New Year period. If not required to work, staff are required to utilise annual leave entitlements for this period, in conjunction with the public holidays.

5. Other Information

The position will be based at Kanpi on the APY Lands. The APY Lands are located in the far north western corner of South Australia.

Details of the APY Lands and the communities within these Lands, can be obtained from the following websites:- www.anangu.com.au.

Permits are required by all visitors to the APY Lands, and for employees to remain in residence on the APY Lands. [Click here for more information](#) or go to www.anangu.com.au.

On the Lands the RASAC main base is at Umuwa, which is centrally located to all the communities. We also have employees based in and undertake works on each of the other communities on the Lands. Umuwa is located approximately 450kms south west of Alice Springs (290kms bitumen road and the remainder are unsealed roads).

A map of the APY Lands is provided on the next page.

RASAC also operates an administration office in Alice Springs.

Further details on RASAC can be accessed at the RASAC website www.rasac.com.au.

