



REGIONAL ANANGU SERVICES  
ABORIGINAL CORPORATION

ICN 1902 ABN 15 470 441 855

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**Role Description**

**POSITION TITLE:** Community Works Officer (CWO)  
**REPORTS TO:** Municipal Services and Operations Support Manager  
**POSITION LOCATION:** Anangu Pitjantjatjara Yankunytjatjara (APY) Lands

**Overview:-**

The primary objective of this position is to manage and perform the municipal services work in accordance with our Municipal Services ("MUNS") Funding Agreement. MUNS teams maintain most public areas but not inside house yards or houses themselves.

**SELECTION CRITERIA - YOU** have these skills:

- Cultural awareness.
- Social & team contributor.
- Integrity.
- Patience.
- Superior communication skills.
- Optimism/open-mindedness.
- Attention to detail.
- Look and listen to understand.
- Eagerness to learn.
- Inclination to assist.

**WHAT** - Experience and competency **YOU** have

- I have appropriate work-related trade, technical qualifications, relevant experience in training and assessment, or Work Health and Safety qualifications.
- Experience in supervising a team of workers in construction, waste management or other relevant work
- Demonstrated relevant experience and ability to undertake the range of Municipal Services duties as listed in the role description, including Waste disposal, Waste Management Awareness, Landscaping, Maintaining internal sealed roads, Maintenance of aerodrome, Maintaining assets and equipment
- SA driver's licence (preferably MR or ability and willingness to obtain MR licence).
- Experience working with Aboriginal people and understanding their culture
- WHS White Card or ability and willingness to obtain including a Police Certification check and undergo a medical check
- Demonstrated knowledge of relevant WHS legislation and ability to work within and understand organisational WHS systems, associated policies, and procedures.
- Good computer/office equipment skills - including emails, scanning, use of fax machine, iPad/tablet

**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 a Community Development Programme (CDP) in conjunction with Municipal Services, Community Patrols, Homelands Essential Services, mechanical workshop services, and other services (e.g., 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, repairs, and maintenance works.

RASAC employs over 100 staff across operations, administration and management. An administration and finance office is maintained in Alice Springs.

The organisation's principal funding is provided by the National Indigenous Australians Agency (NIAA) for the provision of the Community Development Programme (CDP), Municipal Services (MUNS), Community Patrols, and Homelands services in the various communities and homelands on the Land.

**WHY - You do what YOU do**

- I am passionate about serving people and enhancing their individual and team potential to drive quality outcomes.
- I believe in Improving the quality of life for Anangu on the APY Lands and creating opportunities to improve sustainable outcomes for Anangu.
- I believe in quality services for local Anangu communities, building on and contributing to the strength of local Anangu culture
- I ensure fellow employees are treated with respect, fair pay, value and honesty.
- I recognise that profitability is fundamental to our future business success.
- I am dedicated to consistency and detail.
- I set priorities, meet deadlines, and manage time effectively to benefit our department and the business as a whole because I am highly organised with strong collaboration skills
- I believe it is mutually beneficial to maintain a professional, positive relationship with other RASAC departments and service providers.

## **Key Responsibilities: How - You do what You do**

**NOTE:** Duties may vary or be updated from time to time in line with updates to service delivery contract obligations and requirements.

- Uphold and maintain RASAC's Strategic Vision, Mission Statement and Values.
- 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
- Dog disposal – including assisting health organisations in 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 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
- Sporting Facilities – maintaining sporting facilities including surface preparation, marking ovals, clearing rubbish after events, supply and collection of rubbish bins
- Vehicle Removal – scheduled collection and removal of abandoned vehicles/car bodies from communities to vehicle dump area.
- Community Events and Special Projects – provide support as directed for community events and special projects
- 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.
- Workforce Development – develop the skills and knowledge of the Anangu workers in the MUNS team under your direction.
- 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 Plant and Machinery – in accordance with experience and tickets held
- Recommend improvements where needed and action these as and when approved

### **Key Responsibilities: How - You do what You do**

- Ensure the maintenance of assets and equipment is carried out, including the cleanliness and security of vehicles, equipment, property (eg offices & sheds), 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 limited MUNS services at neighbouring communities as the need arises, for example when the CWO is on leave.
- Undertake any other position-related duties as directed by MUNS Operations Coordinator or Senior Management

### **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
- Participate in succession planning and training activities for Anangu workers

### **WH&S**

- Within area of responsibility show leadership in, and ensure the health and safety of workers and other people at the workplace or those who may be affected by the work being carried out.
- Implement and comply with, WHS legislative requirements and RASAC's WHS system, associated policies and procedures.
- Ensure inductions are carried out for all new employees and records sent to HR Department
- Submit incident and near miss reports as required, and be actively involved in any investigation process.
- Ensure all legal requirements are met and RASAC's WHS system, associated policies and procedures are implemented and complied with.

## **What we offer you- Salary and conditions**

- A competitive salary package - \$70,000 – \$75,000
- Rent and utility free accommodation.
- Superannuation at the relevant Super Guarantee (SG) current rate 11.5%
- 6 weeks of Annual Leave
- Relocation Assistance
- Work Vehicle
- Generous Not For Profit Salary packaging

*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, Eziway. The cap is subject to changes by the ATO. Further details can be accessed via the Eziway website: [www.eziway.net.au](http://www.eziway.net.au).*



# REGIONAL ANANGU SERVICES ABORIGINAL CORPORATION

## ORGANISATION STRUCTURE



