



REGIONAL ANANGU SERVICES ABORIGINAL CORPORATION

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.

INFORMATION PACK – MUNICIPAL OPERATIONS COORDINATOR

1. Advertisement

Municipal Operations - APY Lands, South Australia

We have two exciting opportunities to work in our Municipal Services Teams on the APY Lands in the far north west of South Australia.

The primary objective of the positions is the delivery of Municipal Services (MUNS) in the communities of the APY Lands, South Australia. These services include domestic waste disposal, waste management awareness, community landscaping such as slashing, weed eradication and fire breaks, maintaining internal sealed roads in communities, checking and maintaining local airstrips and sporting ovals and removal of abandoned vehicles from communities. Local Workforce Development is an important aspect of the role, focusing on developing the skills and knowledge of the local Anangu MUNS workers.

1. Municipal Operations Coordinator: Umuwa - APY Lands, SA

The Municipal Operations Coordinator oversees the delivery of the 7 Municipal Services teams across the APY Lands and manages the overall performance and reporting for the program. The position is based at the RASAC main depot at Umuwa, and involves travel out to the 7 Municipal Services teams to support their operations, monitor performance against our contract requirements and manage program assets.

2. Community Works Officer: Fregon - APY Lands

The Community Works Officer role will be based at Fregon and oversee delivery of the Municipal Services in the communities of Fregon and the small community of Watinuma. The position will work with a crew of local workers to ensure Municipal Services are delivered effectively.

EXCITING BENEFITS WHEN YOU WORK WITH US!

- An attractive salary package will be negotiated with the successful applicant
- Generous tax saving through Not-For-Profit salary sacrificing opportunities
- 6 weeks annual leave
- Free furnished self-contained accommodation including internet and utilities
- The opportunity to work with a collaborative and supportive organisation

Applicants must:

- Have relevant skills and experience in municipal services or similar industry
- Have relevant program management and supervisory skills and experience
- Hold a current manual driver's licence (MR preferred) and ability to safely drive a vehicle on unsealed remote roads
- Enjoy living and working in a remote Indigenous community environment

Full selection criteria are provided in the position Information Pack (see below)

INFORMATION PACK

All potential applicants should obtain the **Information Package** for this position and submit a written application addressing the selection criteria and resume. (see **How to Apply** section below)

The Information Pack can be obtained by contacting RASAC:

- email jobs@rasac.com.au
- phone (08) 8950 5400
- you can download the pack from our website: www.rasac.com.au .

How to Apply

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 9 Railway Terrace, 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.

RASAC is a not-for-profit Aboriginal Corporation with over 30 years' experience in remote service delivery on the APY lands. RASAC is owned and governed by the Anangu people of the APY Lands. RASAC is the biggest employer on the APY Lands, creating real jobs within local communities.

2. Role Description

Role Description Municipal Operations Coordinator

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 range of services across the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in north-west South Australia including Community Development Programme (CDP), Municipal Services, Homelands Essential Services, Community Patrols and Community Liaison support, Mechanical Workshop Services, and other services (eg airport reporting and maintenance). RASAC also has capacity in road maintenance, minor civil works and repairs and maintenance works.

RASAC employs over 100 staff across operations, administration, and management. A small

corporate, administration and finance office is maintained in Alice Springs.

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

The role is based at Umuwa with regular travel to and time spent at other communities on the APY Lands to manage, monitor and support RASAC teams based in communities.

Position Objective

Working with and reporting directly to the General Manager, the primary objective of this position is to ensure that RASAC performs the delivery of Municipal Services (MUNS) as required by our funding agreement/s and that this performance meets the service standards of the agreement/s, with the overall aim of maintaining the funding on an ongoing basis.

Municipal 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

The role is based at Umuwa with regular travel to and time spent at other communities on the APY Lands to manage, monitor and support RASAC teams based in communities.

KEY RESPONSIBILITIES

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

- Coordinate the delivery of Municipal Services (MUNS), and other related projects across the APY Lands, as directed.
- Oversee the Community Works Officers (CWO's) and MUNS teams to achieve agreed service delivery requirements within the community and meet all program delivery requirements within program funding.
- 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
- Attend and contribute to regular management meetings as required
- Oversee the coordination of activities relating to the aerodrome maintenance funding agreement.
- Actively liaise with the local community, local council, and other service providers in respect of the services we undertake and attend council meetings as needed to provide a report on MUNS activities.
- Undertake MUNS program financial, program monitoring and operational reporting requirements, including monthly inspections reports, 6 monthly program reports and ensuring aerodrome inspection reports are submitted accurately and on time.
- Develop and maintain a work environment that supports employment and training of local Anangu workers in the MUNS program.
- Ensure all timesheets the MUNS workers under your control are completed accurately and submitted on time each fortnight.
- Conduct probation and performance appraisals as needed.
- Review the training requirements for MUNS staff, report on training requirements to the Workforce and Programs Development Manager and ensure MUNS workers undertake required training.
- Liaise with other service providers in the community to deliver services and coordinate relevant service providers as required.
- Keep the General Manager informed of any issues, or upcoming events, within the community
- Recommend improvements where needed and action these as and when approved
- Operate Heavy Plant and Machinery as needed in accordance with experience and tickets held.
- Ensure compliance with RASAC's Work Health & Safety (WHS) system, associated policies and procedures and relevant WHS legislation and legal requirements, to ensure the safety of workers and other people in areas under your control. This includes keeping relevant records, completing required WHS reports and active participation in the ongoing development, implementation, monitoring and review of the RASAC WHS systems.
- Ensure position responsibilities are maintained and undertaken at times of absences such as leave.

- Undertake any other position related duties as directed by the General Manager or Senior Management.

SELECTION CRITERIA

Essential

- Relevant qualifications and/or substantial work experience in a civil works, building and construction, local government operations, or similar role.
- WHS White Card and First Aid Qualification (or must be willing to complete)
- Well-developed project management skills
- Demonstrated people management and supervision skills and experience in managing a front-line operations team
- Demonstrated knowledge of and experience in implementing effective WHS systems
- Demonstrated ability to complete workplace documentation including project reports, costing information, performance reports and other documents as required
- Good verbal/written communication skills (including the ability to liaise with community stakeholders)
- Ability to work independently, showing leadership, initiative and self-direction, as well as the ability to work collaboratively as part of a team
- Ability to work under pressure and to competing timelines
- Ability to assist with quotes for civil and other works.
- Sound computing and data management skills including the use of computer software programs such as WORD, Excel, Outlook and experience in researching via the internet
- Ability to exercise discretion in the use of confidential information
- Ability to work and communicate effectively with Anangu communities
- Possess a current Drivers Licence and be willing and able to drive to regional and remote communities by 4WD, and preparedness to live in remote areas.

Desirable

- MR or higher class driver's licence
- Technical or trade qualifications
- Knowledge and awareness of government funding programs and services

All applicants must also be:

- Willing to travel to and work in remote locations
- Willing to complete a pre-employment medical assessment
- Willing to provide a police check for purposes of obtaining a permit to enter and work on the APY Lands.

3. Salary & Conditions

A competitive salary package will be negotiated with the successful applicant. The package will include:-

- A competitive salary package will be negotiated with the successful candidate in the range of \$100,000 plus
 - Superannuation at the relevant Super Guarantee (SG) rate (currently 11.5%)
 - 6 weeks Annual leave
 - Relocation assistance
 - Work Vehicle
 - Furnished accommodation – no rental charge; wi-fi and utilities provided at no cost.
 - 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

Annual Close Down

A two-week compulsory close down period occurs over the Christmas/New Year period. Staff are required to utilise annual leave entitlements for this period, in conjunction with the public holidays.

4. Other Information

The positions will be based 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.

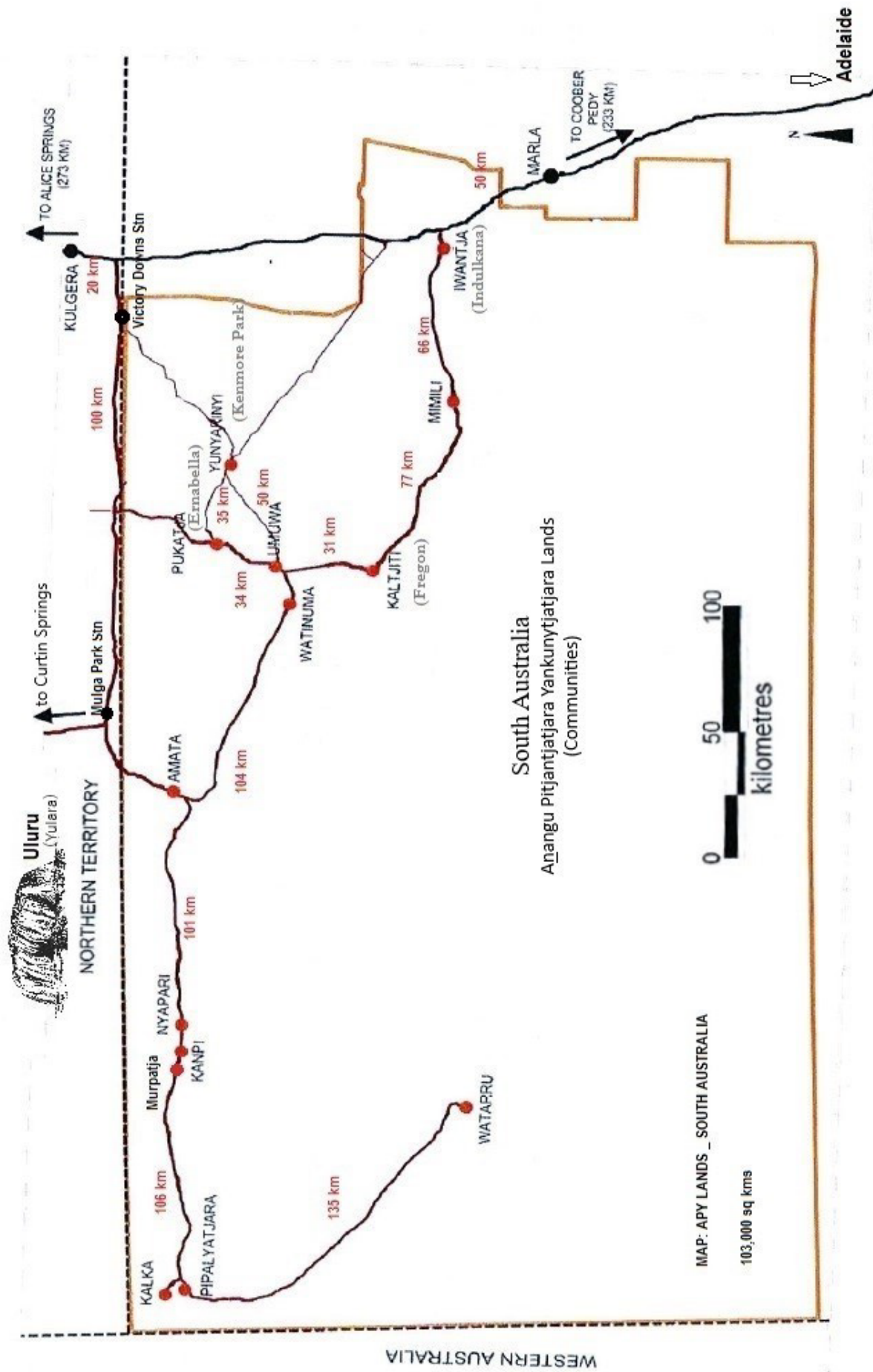
Permits are required by all visitors to the APY Lands, and for employees to remain in residence on the APY Lands. [Click here for more information](#) or go to www.anangu.com.au.

On the Lands, in addition to services, offices and depots in Communities, RASAC has a main depot at Umuwa, which is centrally located to all the communities. 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.



South Australia
Anangu Pitjantjatjara Yankunytjatjara Lands
(Communities)



MAP: APY LANDS _ SOUTH AUSTRALIA
103,000 sq kms