



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 - 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.

Community Works Officer: APY Lands

The Community Works Officer role will be based at APY Lands and oversee delivery of the Municipal Services in the communities. 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 with 17.5% leave loading
- 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)

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

POSITION TITLE: Community Works Officer

REPORTS TO: Municipal Operations Coordinator

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 Community Development Programme (CDP) in conjunction with 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 over 100 staff across operations, administration and management. A small 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.

Position Objective:

Working with and reporting directly to the **Municipal Services and Operations Support Manager**, the primary objective of this position is to manage and perform the municipal services works in accordance with our Municipal Services (“MUNS”) Funding Agreement for the communities of Fregon and Watinuma and other areas as directed. MUNS teams maintain most public areas but not inside house yards or houses themselves.

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
 - 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
- 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.
- Occasionally undertake limited MUNS services at neighbouring communities as the need arise, for example when the CWO is on leave.

Key Responsibilities:

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

Operations

- 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
- 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

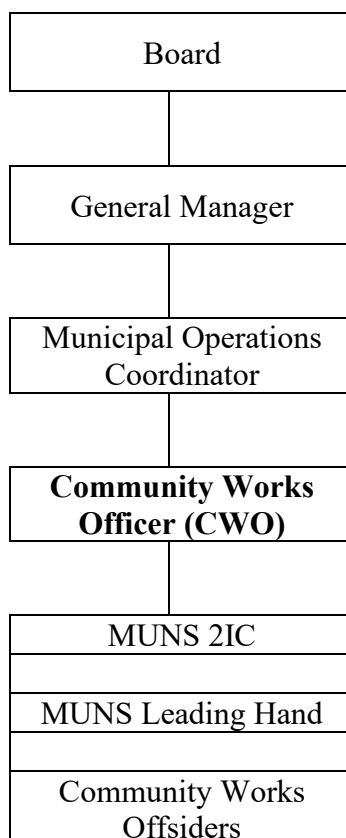
WHS

- 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 implemented and complied with.

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 or relevant experience		✓
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 including: Waste disposal, Waste Management Awareness, Landscaping, Maintain internal sealed roads, Maintenance of aerodrome, Maintain assets and equipment	✓	
Experience in supervising a team of workers in construction, waste management or other relevant work area	✓	
Demonstrated knowledge of relevant WHS legislation and ability to work within and understand organisational WHS systems, associated policies, and procedures.	✓	
Experience working with Aboriginal people and understanding their culture		✓
Ability to work without supervision and within a team	✓	
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	✓	
Ability to drive a manual 4WD on unsealed roads	✓	
Willingness to undergo and obtain a Police Certification check	✓	
Willingness to undergo a medical check	✓	
Willingness to travel to and work in remote locations	✓	

ORGANISATION STRUCTURE



3. 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 (currently 11.5% 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** under the RASAC Staff Housing Policy and Procedure. Wifi and utilities provided with generous free usage limits.

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.

4. Other Information

The position will be based at Fregon 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.

