



shire of Ashburton  
reef to range

## Property Services Officer Onslow or Tom Price

Application Package  
November 2021

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## **ABOUT THE ROLE**

# Property Services Officer

Residential – Onslow or Tom Price, Full Time

Starting salary \$93,296.08 p.a. negotiable, dependent on skills and experience.

Shire provided accommodation and a relocation package is available to eligible candidates for this role.

## About the Position

We have an exciting opportunity for a suitably experienced person to fill the role of Property Services Officer within the Office of the CEO. This position is responsible for supporting the Manager Land and Asset Compliance with technical and administration support for the management of Shire owned and managed land (including crown reserves). Tasks include referrals point of contact, providing recommendations, facilitating road and pedestrian accessway closures, undertake acquisition of land for public works, responsibility for mining applications, understand and comply with the Land Administration Act, report writing and liaising with external and internal stakeholders on a regular basis.

Our ideal candidate will have relevant qualifications or substantial experience in a similar role and be a highly effective communicator who is able to deliver timely outcomes while demonstrating a high level of honesty and integrity. Travel to other Shire towns is a requirement of this role, including overnight stays. This role is available as a full-time opportunity with a minimum of 80 hours per fortnight.

This position offers a competitive remuneration package and six weeks' annual leave. All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2017*.

For further information regarding this exciting opportunity, please contact Rachael Wright, Manager Land and Asset Compliance, on (08) 9184 9309.

Applications must be submitted online via the Shire of Ashburton website: [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au) by **9:00 AM Friday 3 December 2021**.

**Please note: Shortlisting may commence immediately.**

*The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.*

Please note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of all claimed qualifications prior to commencing employment. We strongly encourage candidates to apply for a National Police Check upon job application.

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## Position Description

Property Services Officer	
Position Number	JA.307
Directorate	Office of the CEO
Department	Land and Asset Compliance
Job Family	Officer
Reports To	Manager Land and Asset Compliance
Direct Reports	N/A
Location	Onslow or Tom Price
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2017
Classification	Level 5

### Vision

To contribute to the social, economic, and environmental prosperity of the Shire of Ashburton by providing in alliance with others, strong community leadership, advocacy, and cost-effective facilities and services.

### Values

Respect    Openness    Teamwork    Leadership    Excellence    Health and Wellbeing

### About the Role

#### Role Objective / Purpose

Supports Manager Land and Asset Compliance with technical and administration support for the management of Shire owned and managed land (including crown reserves).

#### Key Role Outcomes

In an operational/supporting capacity, ensure effective, timely, cost effective and compliant land and asset compliance services for the Shire, which includes, among other things:

- Referrals point of contact;
  - Provide recommendations on referrals to Manager Land and Asset Compliance;
  - Facilitate road and pedestrian access way closures;
  - Undertake acquisition of land for public works;
  - Responsible for mining applications including collating the Shire of Ashburton's responses to mining applications;
  - Understand and comply with the Land Administration Act;
  - Draft Council reports.
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Ensure, always the safety of all staff, contractors and community members interacting with the work undertaken in the role, including the safe operation of wider land and asset compliance activities and the safety of all staff and contractors.

Implement and deliver on all priorities as determined by and directed by the Departmental Coordinator and/or Manager (including scheduled progress reporting where required).

## Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

### Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which always apply, to all staff, in all roles.

Competency	Required Level
<b>Health and Safety</b>	Fundamental: Applies Job Safety Analysis, Safe Work Methods Statements, and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
<b>Accountability</b>	Intermediate: Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.
<b>Judgement and Decision Making</b>	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
<b>Time Management</b>	Intermediate: Able to manage own workload and prioritise within usual work patterns.
<b>Customer Service</b>	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the code of

	conduct of the organisation, its values and work with the highest level of integrity.
<b>Financial Management</b>	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
<b>Leadership</b>	Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.
<b>Role Specific Competencies</b> These are the specific competencies required of the role.	
<b>Competency</b>	<b>Required Level</b>
<b>Problem Solving</b>	Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge, always acting in accordance with management directives, policies of Council and legislative requirements.
<b>Policy or Legislative Interpretation</b>	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
<b>Supervision Skills</b>	Fundamental: Oversee or guide the work of lower-level employees. May lead small groups at the work face.
<b>Conflict Resolution</b>	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
<b>Communications Skills</b>	Advanced: Ability to write papers, presentations, and other forms of written communication to suit a variety of audiences. Language will include more industry specific terminology. Able to participate in specialised discussions to resolve issues. Documents are expected to be formatted to a professional level.
<b>Equipment Operation</b>	Fundamental: Uses handheld, non-powered equipment.
<b>Reporting Writing</b>	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
<b>Administration Skills</b>	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
<b>Policy and Procedure Development</b>	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.

<b>Project Management</b>	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating, and budgeting requirements of project. As required, report monthly to assess achievement of Councils' budgeted objectives.
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**Licenses, Registrations, Memberships or Qualifications Required of Role**

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated to within 6 months prior to commencement).

**Experience, Skills, Knowledge Required of Role**

- Relevant experience in a similar role;
- Ability to research, problem solve and analyse contemporary issues;
- Negotiation skills and experience;
- Knowledge and application of Microsoft Suite;
- Knowledge of the Land Administration Act and Local Government Act;
- Desirable – Local Government Experience.

**Confirmation**

I have received, read, and familiarised myself with this position description:

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position descriptions may be reviewed on annual basis, as part of the Shire's annual performance review.

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# Employment Conditions & Benefits

## CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*.

## ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the *EA*.

Ashburton Allowance	\$4,304.66
Annual Leave Travel Allowance	\$968.55
Health & Wellbeing Allowance	\$269.04

Other benefits may include professional memberships, private usage of a fully maintained Shire vehicle, provision of a mobile phone, tablet and/or laptop, flexibility in working arrangements as well as travel, training, and personal development opportunities.

## SUPERANNUATION

Along with 10.0% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22% and 25% after 2 years), with salary sacrifice options.

## ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

## LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

## ACCOMMODATION

Under the current Accommodation Directive, all full time and part time employees can apply for either free Shire accommodation or rent relief, pending eligibility and availability.

## UNIFORM AND PPE

Corporate uniforms are provided as per the *EA*. Uniforms considered PPE will be provided upon commencement and will be replaced as required.

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# What do you need to do before expression of interest?

## COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

## RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as relevant work history, education, training, courses attended, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give only a summary of the duties and responsibilities for each of the positions.

## REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to contact referees from positions you've held which are related to the role you're applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

## SUBMITTING YOUR APPLICATION

Please apply by clicking 'Apply' on the job ad on our website: [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

## NEXT STEPS

Once you have submitted your expression of interest you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- National Police Clearance;
- Current Driver's Licence; and
- Required qualifications, tickets, or other licences.

You may also be required to undergo pre-employment checks such as psychometric testing, medical assessments and drug and alcohol screening – ensure you have documentation or evidence of any medical conditions or medication prior to medical testing being conducted.

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## ABOUT THE SHIRE OF ASHBURTON

## TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises, and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's the best home base for adventure!

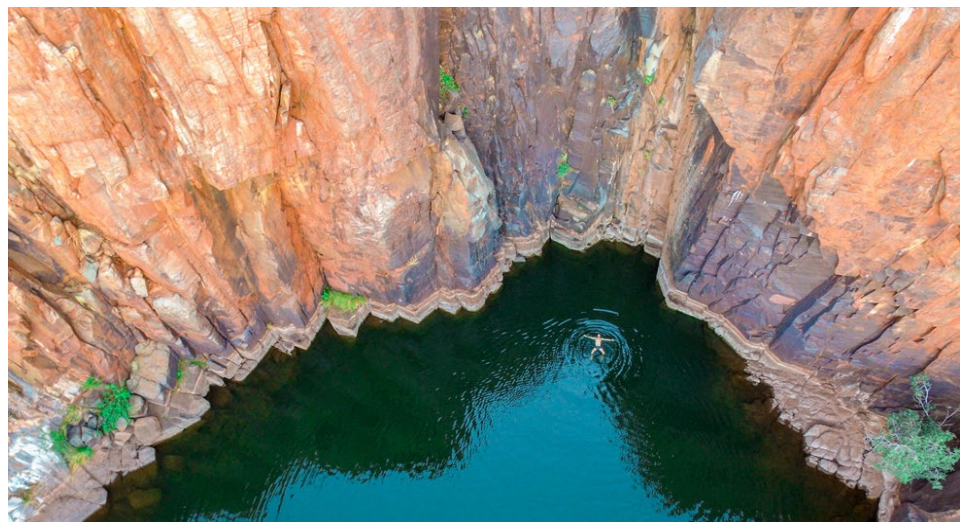


*Left:*

*Canyoning in Karijini National Park*

*Right:*

*Python Pool, Millstream Chichester National Park*



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town, or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?

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*Mount Nameless/Jarndunmunha*

Tom Price's most notable landmark is the majestic Mt Nameless/Jarndunmunha. Jarndunmunha is culturally important to Eastern Garuma people and is associated with a sacred narrative that describes the activities of two girls and their dingo who travelled up the hill. The two girls turned to stone on the mountain. The song for Jarndunmunha is still sung by Eastern Garuma Elders and Traditional owners. Jarndunmunha, the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine, and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3 hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.



## ONSLOW



Onslow is the oldest town in the Shire of Ashburton and offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth, and the Ningaloo Reef.

In recent years Onslow has become a hub of major industrial activity focused on natural resource extraction and is home to large scale projects such as Wheatstone LNG, Macedon Gas, Onslow Salt, the Onslow Marine Support Base, and the Shire's own Class IV Waste Management Facility which is currently in developmental stages. The town also boasts a modern airport which provides direct flights to and from Perth.

Onslow also hosts a range on new recreational facilities, catering to the sports and social needs of the community:

**Onslow Aquatic Centre**, consisting of a six lane 25m pool with an additional freeform beach entry area. The centre has a fully retractable shaded pool and lawn area, a kiosk to purchase hot food, snacks and cold drinks, a pro-shop full of swim training equipment. The perfect place to host a birthday party with free pool toys for entertainment and large inflatables for hire.

**Multi-Purpose Complex**, including a full-size sports gymnasium, as well as basketball, indoor soccer, netball, badminton, and volleyball courts.

**Tennis Courts**, managed by the Onslow Sports Club where keys can be obtained. The lights are operated by a coin box. There is one synthetic and one paved court.

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**Onslow Community Garden**, a thriving garden in the centre of town which enables residents and visitors to share the pleasure of outdoor activity, wholesome food, and community spirit. Complete with BBQ facilities and a wood fired pizza oven, the garden hosts regular community events.



## The other Shire towns...

### PARABURDOO

Paraburdoo is a 40-year-old purpose-built mining town that lies on the desert fringe of the Hamersley Ranges.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year-round water hole with picnic facilities. Paraburdoo is also where the Pilbara regions beloved 'Red Dog' was born.

### PANNAWONICA

Pannawonica is a purpose-built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.

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