



shire of Ashburton  
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# Community Development Officer

Onslow

Application Package  
January 2022

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## **ABOUT THE ROLE**

## Advertisement

### Community Development Officer

Residential – Onslow  
Full time, Ongoing  
Starting Salary - \$69,095.32 p.a.  
Negotiable dependent on skills and experience

#### About the Position

An exciting opportunity exists for a candidate with the right skills, experience & values to join our dynamic Community Services team. Reporting to the Coordinator Communities, this role is responsible for the effective delivery of high-quality events, services, and programs for the local community as well as community development initiatives including club development, youth engagement and assisting with the Shire's partnerships, as required.

Our ideal candidate will have a passion for working with youth, families, and community groups from diverse cultural backgrounds, as well as being creative and innovative in using activities to bring people together. Previous experience in a similar role will be highly regarded, however with the right attitude and drive this experience is not essential.

This is a full-time position and flexibility is essential for this role as it does involve after-hours, weekend, and public holiday work as well as availability to facilitate school holiday programs.

This position offers a competitive remuneration package, generous Superannuation matching scheme, annual Ashburton allowance as well as annual travel and health and wellbeing allowances, multiple health & wellbeing initiatives, 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 Cally Galliers on 08 9188 4434 or Mobile 0417 608 403.

#### Submitting your Application

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 21 January 2022**.

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.

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# Position Description

## Community Development Officer

<b>Position Number</b>	JA.191
<b>Directorate</b>	People and Place
<b>Department</b>	Community Services
<b>Job Family</b>	Community Development Officer
<b>Reports To</b>	Coordinator Communities
<b>Direct Reports</b>	N/A
<b>Location</b>	Onslow
<b>Industrial Instrument</b>	Shire of Ashburton Enterprise Agreement 2017
<b>Classification</b>	Level 3

### 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

Support the community service operations of the Shire, with primary responsibility for assisting with Shire community events, services and programs.

#### Key Role Outcomes

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

- Develop and deliver events and activities for the local community including promotion, set up, pack down, equipment installation and event coordination;
- Assist with promotion of sustainability and capacity building by developing and maintaining partnerships between the Shire and local communities;
- Provide statistical reports and assist with monitoring operational budgets as required;
- Assist with administrative task required for the management of the Chevron Working Together Onslow partnership;
- Assist with research and identification of community service and recreation trends and cater for those needs accordingly; and
- Various ad hoc duties to support and assist the wider team as required.

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 community services activities.

Implement and deliver on all priorities as determined by and directed by 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 and 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 Method 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>	Advanced: Manages and plans own work, but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
<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>	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.

<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 ones own actions to influence peers and supervisors.

### Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
<b>Problem Solving</b>	Advanced: Solve problems where there is a lack of definition requiring analysis of a number of options, including new problems outside developed or learned skills and knowledge in accordance with management directives, policies of Council and legislative requirements.
<b>Policy or Legislative Interpretation</b>	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
<b>Conflict Resolution</b>	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
<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>Report Writing</b>	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
<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>	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.

## **Licenses, Registrations, Memberships or Qualifications Required of Role**

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated within 6 months of commencement);
- First Aid;
- Working with Children Check; and
- Desirable - Qualification in Certificate III Business Administration, Event Planning or Event Management or Certificate II Community Services.

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

- Relevant working experience (or equivalent) in events management or community engagement;
- Proficiency with MS suite of software; and
- Highly desirable – Local Government experience.

## **Confirmation**

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

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Employment Conditions & Benefits

## CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*. All leave and allowances are calculated pro rata for part time employees. Casual employees are not entitled to Annual leave and some allowances.

## ALLOWANCES

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

Some criteria, service and/or substantiation is required prior to payments being made.

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% 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 are able to 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 applying?

## COVERING LETTER

The covering letter introduces yourself to the selection panel and 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, what you have to offer 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 a brief 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) referees. Referees may be contacted to verify your claims in relation to the selection criteria.

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 supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

## SUBMITTING YOUR APPLICATION

Please apply by email by submitting your application on our website <https://www.ashburton.wa.gov.au>.

## NEXT STEPS

Once you have submitted your application 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!

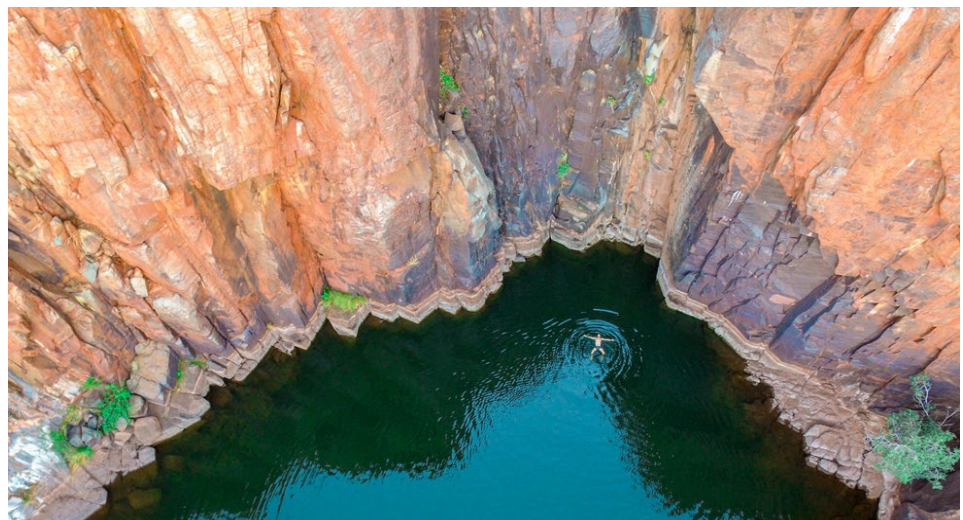


*Left:*

*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.

**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

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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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