



Pound Keeper

Tom Price

Application Package

September 2022



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Advert

Pound Keeper

Residential – Tom Price | Casual

Hourly rate \$36.58 negotiable, dependent on skills and experience

About the Position

We have an exciting opportunity for the role of Pound Keeper.

Reporting to the Coordinator Ranger Services, this position is responsible for the day-to-day operation of the Shire's pound facility including the care and management of animals and general maintenance and cleaning of the facilities.

Previous experience in a similar role will be highly regarded, however not essential. Our ideal candidate will have a love for, and ability to handle a range of animals, including care and grooming. Ability to work autonomously and a strong commitment to quality customer service is essential.

Use of chemicals and cleaning products is a requirement of this role.

All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2022*.

For further information regarding this exciting opportunity, please contact Kyle Cameron, Coordinator Ranger Services, on (08) 9188 5516 or 0457 000 283.

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website:
www.ashburton.wa.gov.au by 9:00 AM Wednesday 21 September 2022.

Please note: Shortlisting may commence immediately.

The Shire of Ashburton encompasses the towns of Tom Price, Onslow, Paraburdoo and Pannawonica. Our employees enjoy a relaxed lifestyle in the Pilbara region of Western Australia, set amongst the backdrop of world renowned Karijini National Park and Millstream Chichester National Park with spectacular gorges, deep red earth and are some of the oldest formations in the world and our coastline takes in the Mackerel Islands, with turquoise water and opportunities for best fishing and snorkeling.

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 Councilors 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.



Position Description

Pound Keeper	
Position Number	JA.28
Directorate	People and Place
Department	Ranger Services
Job Family	Labour / Operational
Reports To	Coordinator Ranger Services
Direct Reports	N/A
Location	Tom Price
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2022
Classification Level	Level 2

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Values

Respect Openness Teamwork Leadership Excellence Health and Wellbeing



About the Role

Role Objective/Purpose

Operate and maintain the Shire's dog pound.

Key Role Outcomes

In an operational capacity, ensure the effective and compliant operation of the Shire's dog pound facilities, which may include, among other things:

- Provide a high level of customer service to animal owners;
- Admission and release of animals and associated administration duties;
- Ensure animals are provided with sufficient food and water, and are regularly exercised; and
- Maintain and upkeep of pound facility.

Alongside all other Shire Staff, always ensure the safety of pound facility users, the safe and efficient operation of the pound facilities, and the safety of staff and contractors.

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
Health and Safety	Advanced: Develops Job Safety Analysis, Safe Work Method Statements and other safety procedures for own work area and related work areas. Train and coach others in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	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.
Judgement and Decision Making	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.
Time Management	Intermediate: Able to manage own workload and prioritise within usual work patterns.
Customer Service	Intermediate: Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.



Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Role Specific Competencies These are the specific competencies required of the role.	
Competency	Required Level
Problem Solving	Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge.
Conflict Resolution	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 all in accordance with management directives, policies of Council and legislative requirements.
Communications Skills	Fundamental: Can read and write English to an acceptable level for the workplace. Can follow written and verbal direction, safety instructions, and other workplace specific terminology. Major portions of the work are verbal rather than written. Considerate when dealing with others.
Equipment Operation	Fundamental: Uses handheld, non-powered equipment.
Administration Skills	Fundamental: Able to complete routine job-related paperwork and generic office equipment and software.





Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- Desirable – Accredited dog handling courses.

Experience, Skills, Knowledge Required of Role

- Relevant experience in animal handling role (or similar);
- Working familiarity with computers and MS suite of software.

Confirmation

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

Name _____

Signed _____

Date _____

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





Employment Conditions & Benefits

CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2022 (EA)*.

SUPERANNUATION

Along with 10.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22.5% and 25.5% after 2 years), with salary sacrifice options.

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.

What do you need to do before applying?

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 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) 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



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;
- 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.





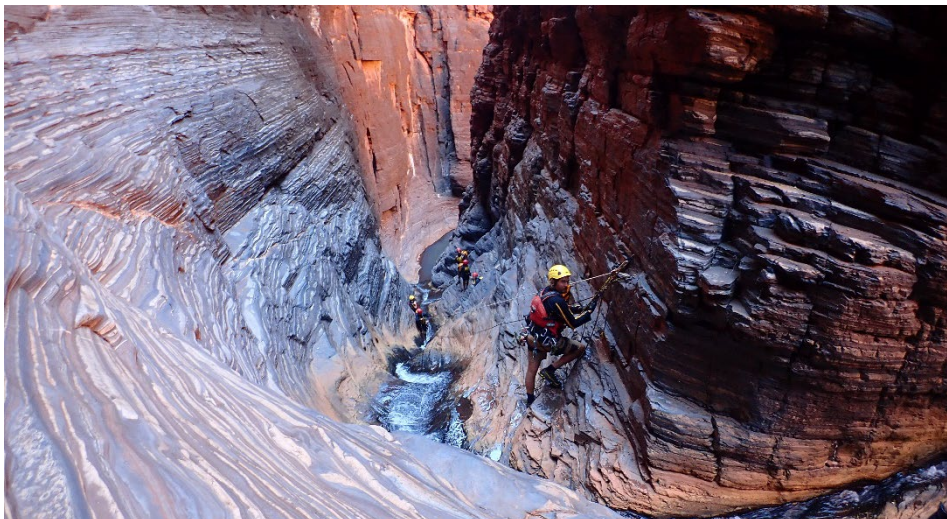
ABOUT THE SHIRE OF ASHBURTON

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 definitely 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?





Mount Nameless/Jarndunmunha

Tom Price's most notable landmark is the majestic Mt Nameless. Known as Jarndunmunha to the local Indigenous people, meaning 'place of rock wallabies', 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 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.

