



EMPLOYMENT INFORMATION PACK

*Thank you for your interest in working at the Roxby Downs Council.
This information pack contains details of how to apply for the advertised position and some
information about living and working in Roxby Downs.*



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LIVING IN ROXBY DOWNS

Roxby Downs is located 550 kms from Adelaide and 250 kms north of Port Augusta. The town was established in 1988 to service the Olympic Dam mine which is located 16kms from the town centre and operated by BHP Billiton. Unlike many other mining communities which focus on a fly in/fly out workforce there is a strong desire to maintain a large permanent population of workers and their families.



The population is currently around 4,700 people and over 1,000 of these are children. Facilities and infrastructure have been developed with families in mind. To cater for such a large population of young people there are two schools (Roxby Downs Area School (R-12) and St Barbara's Parish Primary School (R-9)), 2 childcare centres, a kindergarten, an early learning group and numerous playgroups.

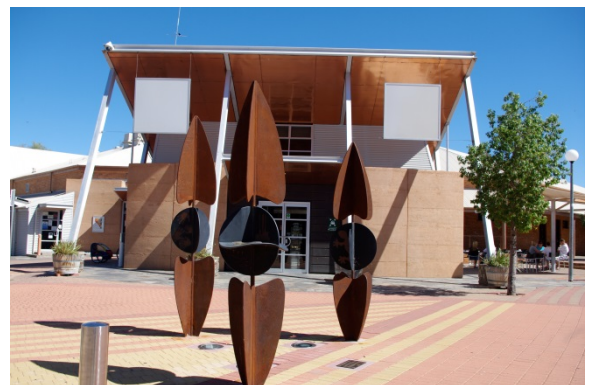


Roxby Downs has a growing multicultural community with many people arriving from overseas to work at the mine. New residents have come from South Africa, New Zealand, Papua New Guinea, Brazil, Chile and over 35 other countries.

Sport, recreation and the arts play a significant role in the quality of life and there are excellent facilities. Indoor facilities cover a range of sports

including: basketball, netball, volleyball, badminton, hockey, soccer and squash and there is a well-equipped gymnasium. Outdoor sports played include: cricket, football and tennis. There is a very strong swim club and excellent outdoor and indoor pool facilities. Cultural facilities include: a cinema, art gallery, auditorium for live performances, and a community library.

The Roxby Downs' retail area is dominated by the Roxby Central Shopping Centre and Tutop Street shops. In addition to a Woolworths supermarket (open Monday to Friday from 7am to 9pm and weekends from 8 am to 7pm) there are speciality shops including clothing and gift stores, jeweller, pharmacy, post office, 2 banks and 2 credit unions, Mitre 10 incorporating Retravisson and furniture, 2 hairdressers and 1 bakery. There are also many options for takeaway and dining out including the Community Club, The Tavern, Chinese Takeaway, Oasis Restaurant, Chives Restaurant and the Dunes Café.



Social and Cultural Life

The community hosts a number of major events including the Outback Cup, The Red Earth Arts Festival (biennial), World Food and Music Festival (biennial), NAIDOC week celebrations, and the Christmas Pageant.

To find out more about the town and its people visit www.roxbydowns.com

ROXBY DOWNS COUNCIL

Roxby Downs Council was specifically established to develop, manage and maintain the Roxby Downs and Olympic Dam townships which support the Olympic Dam mining operation. This creates both challenges and opportunities. Olympic Dam is a world class mining deposit and the mining operation needs to attract the very best people. To attract and retain workers and their families we need to create a town that has high quality facilities and services where quality of life is a priority.

The Roxby Downs Council continues to operate in a pro-active manner to build the social capacity of the community and to develop services and facilities. This is achieved through a range of unique community development strategies as well as traditional services.

In South Australian Local Government terms, Roxby Downs Council is unique. The Council operates with all the powers, functions and duties of a South Australian Local Government Authority with some notable differences. These include:

- The Council does not have elected members. An appointed "Administrator" performs all of the functions of Council and acts in the capacity as both Chief Executive and Mayor
- The Council operates electricity and water authorities
- The Council uses external contractors to carry out all construction and maintenance work.

In 2005/2006 the Council established the Roxby Downs Community Board as a separately incorporated not for profit association. The Board comprises 12 community members, the Council Administrator and a representative from BHP Billiton. The purpose of the Board and its associated subcommittees is to work on projects, activities and events that contribute to community development goals.

The Council was also instrumental in establishing a community newspaper and radio station. These facilities are now community owned but play an important role in Council's communication strategies.

The Council is staffed by 50 multi-skilled professionals who work collectively to achieve Council's corporate goals. The following organizational values guide staff in terms of how they interact with each other and how they treat people in a professional manner in and around the community as part of the day to day operations and service delivery.

Respect ♦ Working Together ♦ Responsibility ♦ Integrity ♦ Excellence ♦ Professionalism



SALARY AND BENEFITS

Salaries and benefits offered are in accordance with Municipal Council of Roxby Downs Enterprise Agreement (2014) at the advertised classification or salary level. All staff receive a housing and utilities allowance or subsidy which varies according to the nature of the position and classification level.

PART TIME

Applications to work in the advertised roles in a part time capacity will also be considered.

HOW TO APPLY

To help us assess your application it is strongly recommended that the following information is included in your application.

- A letter of application which highlights the particular strengths and skills you have and their relevance to the position.
- Contact details including: Name, address, daytime contact number, mobile phone number and email address
- A Resume (CV) that includes the following information:
 - Details of education background (including tertiary qualifications if applicable)
 - Details of previous employment including dates of employment
 - Name and daytime contact number of at least two recent work related referees

SENDING YOUR APPLICATION

The application may be submitted by post, email or fax and must arrive before the closing date/time.

Post: The Administrator
Roxby Downs Council
PO Box 124
Roxby Downs SA 5725

Email: roxby@roxbycouncil.com.au

ENQUIRIES ABOUT THE POSITION

Further information about the position is available by contacting:

Michelle Hales
Manager Corporate Strategy and Governance
Telephone: 8671 0010
Email: halesm@roxbycouncil.com.au