

NEWS



Remote Communities COVID-19 Click Here

People are wandering out yonder and exploring the natural beauty of our great state.

While we're enjoying WA's natural beauty, visiting attractions and meeting new people, it's important that we look after each other.

There are more than 200 remote Aboriginal communities in Western Australia, across the Midwest, Gascoyne, Pilbara, Goldfields and Kimberley regions.

The residents of these communities are more vulnerable to COVID-19 than other Western Australians.

To help keep remote Aboriginal communities safe from COVID-19, there are strict travel restrictions in place. Tourists and travellers are not allowed to enter.

Some remote Aboriginal communities have applied for exclusions from the travel restrictions and they, or their amenities, are [open to visitors](#).

[Planning your trip](#) well in advance will help you navigate remote areas and avoid entering [restricted areas](#).

The COVID hotline — 13 COVID (13 26843) — is available to answer COVID-19 related questions.

ARE YOU ISOLATING IN AND AROUND ROEBOURNE?

NEED A ISOLATION FOOD PACK?

**LERAMUGADU STORE
MAYA OFFER FREE
DELIVERY FOOD PACKS**

Call : (08) 9182 1900

FOOD PACKS INCLUDE

PRICE

- Tinned meat
- Tinned vegetables
- Tinned fruit
- Long life meals and snacks
- Meal bases / sauces
- Cereals
- Spreads
- Long life milks
- Essentials including flours, rice, pasta, tea, coffee and sugar
- Toiletries and medical (Panadol)
- Water/ drinks

\$350

**Credit/debit card payment
or store cards**



Where to get help during COVID-19

KARRATHA & ROEBOURNE PILBARA REGION

For the latest information & trusted advice

[Federal Government](#)

[WA Government information on COVID-19](#)

[World Health Organisation](#)

[WA Health - Resources](#)

[Health Direct](#) - 1800 022 222

Coronavirus Health Information Line - 1800 020 080

Getting tested

- [PCR Covid testing clinics](#)
- Purchase RATs for home testing from supermarkets, pharmacies and other retailers
- [Free RATs for concession card holders](#)
- [Register your positive RAT](#)

WA COVID Care at Home

- [HealthyWA](#) (08 9222 4222) - Home monitoring care for at risk, COVID-positive individuals

Advice for Aboriginal Communities

- [Department of Communities](#) (1800 176 888) - Information on travel restrictions
- [Aboriginal Health Council of Western Australia](#) (9227 1631) - for updates on COVID-19
- Communities with travel restrictions have access to priority assistance through [Coles](#) Karratha (9141 9400) and [Woolworths](#) Karratha (9182 3202) for bush orders
- Call your local Aboriginal member corporation
- Mawarnkarra Health Service (9182 0851)
- [Australian Department of Health](#)
- [WA Department of Health](#)

Alcohol & Other Drug Services

- Mission Australia - 08 9182 3600
- Yaandina Drug and Alcohol Service - 08 9182 1121
- WA Network of Alcohol & other Drug Agencies - 08 6557 9400
- Mental Health Commission - 08 9442 5000

Housing Homelessness & Food Services

- For food assistance, St Vincent de Paul Society - 08 9185 4336
- Food and clothing assistance, The Salvation Army - 08 9185 2148
- Karratha Youth Accommodation - 08 9144 1881
- Food and essential items, Yaandina - 08 9182 1120
- Ieramugadu Store Maya - 08 9182 1900
- Department of Communities Housing - 08 9159 1700
- [Shelter WA](#) - Assistance for services providing housing and homelessness services

After Hours Care

- [Doctors on demand](#)

Family & Domestic Violence

- Karratha Women's Refuge - 08 9185 2807
- Munga Tharndu Maya Women's Refuge Roebourne - 08 9182 1800
- Child Protection and Family Support - Karratha 08 9185 0200
- Karratha Women's Place - 0459 033 800
- Karratha Anglicare DV counselling - 08 9143 1880

Financial Support

- [Department of Communities](#) (08 6154 0508) - WA COVID-19 Test Isolation Payment
- [Services Australia](#) - Australian Government Pandemic Disaster Leave Payment, Crisis Payment for National Health Disaster, or ongoing financial support
- [Financial Counsellors' Association of WA](#) (08 9325 1617) - resources, tools and counselling for those experiencing financial hardship

Mental Health Services

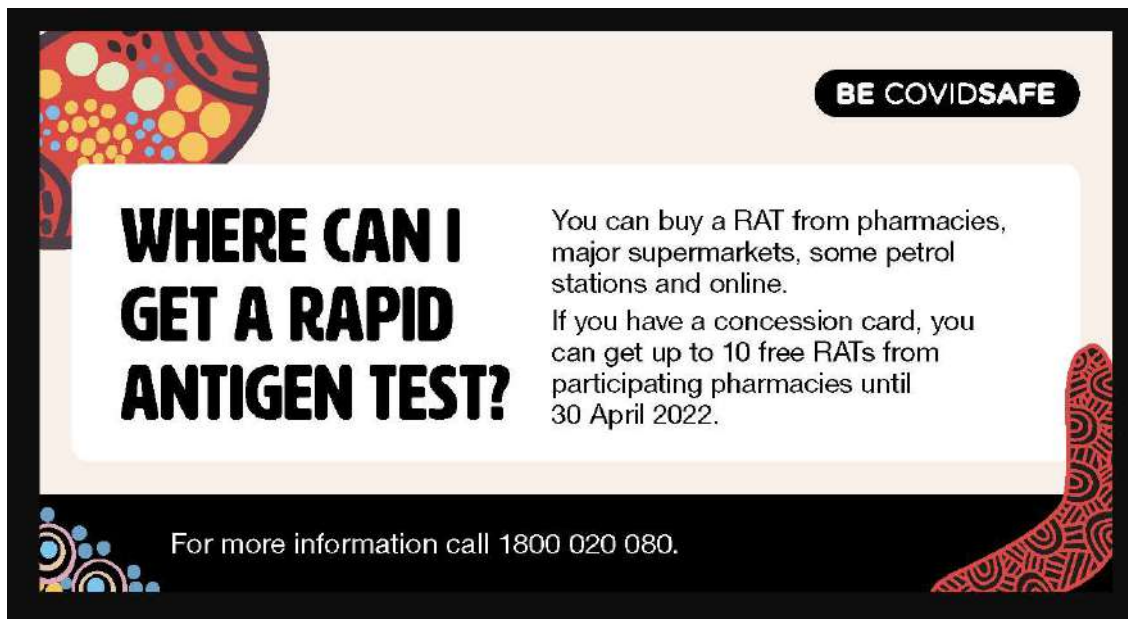
- Lifeline - 13 11 14
- Kids Helpline - 1800 55 1800
- Mawarnkarra Health Service - 08 9182 0850
- Yaandina Community Services (Roebourne) - 08 9182 1172
- Mission Australia - 08 9182 3626
- Pilbara Health Centre - 08 9128 4300
- Headspace Pilbara (1800 290 626) - for young people
- Anglicare WA - 08 9143 1880
- Karratha Central Healthcare - 08 9144 6900
- Pilbara Mental Health - 08 9144 7800
- [WA Association of Mental Health](#) (08 9246 3000) - information for self-care
- Standby Support After Suicide Pilbara 24/7 support - 1300 727 247
- [Head to Health](#)
- [Beyond Blue](#) - 1300 224 636

Disability & Ethnic Support

- NDIS Disability Support - 1800 800 110
- Department of Communities Disability Services - 1800 998 214
- [WA Government COVID-19 disability information](#)
- Empowering People in Communities (EPIC) - 08 9185 0000
- Yaandina Community Services - 08 9182 1365
- PATCHES Paediatrics and Therapy Services - 08 6280 0856
- Translated resources - [Federal Government](#), [WA Government](#)
- [COVID-19 Vaccine information in your language](#)
- Pilbara Community Legal Service (08 9185 5899) - community migrant services

Aged Care & Residential Care Facilities

- Yaandina Aged Care - 08 9182 1365
- SilverChain - 1300 650 803
- [COTA for Older Australians](#) - COVID-19 information
- [Department of Health](#) - Advice for aged care residents



BE COVIDSAFE

WHERE CAN I GET A RAPID ANTIGEN TEST?

You can buy a RAT from pharmacies, major supermarkets, some petrol stations and online.

If you have a concession card, you can get up to 10 free RATs from participating pharmacies until 30 April 2022.

For more information call 1800 020 080.



Coronavirus (COVID-19)

KNOW THE SYMPTOMS.

Common symptoms are a headache, sore throat, runny nose, fever or a persistent cough.

Find out more information about COVID-19 by visiting [health.gov.au](https://www.health.gov.au)

Share tips online with **#keepourmobsafe**


Australian Government

**Department of
Transport**

**Remote Services**



Department of Transport Remote Services

Visiting: Roebourne

When: 17th & 18th March *9am - 2.30pm*

Where: NBAC office

We will be able to help you with the following services:

- theory test
- photo card applications
- driver's licence applications
- change of address
- registration and driver's licence renewals
- vehicle transfers
- return of vehicle plates
- driving assessments

To enable us to help you, please ensure you bring your birth certificate, Medicare card, bank card and two types of proof of residency, along with cash or card for payment.

For enquiries please call: Marnie 0460 020 670 or Wendy 0460 003 843

Swap queue time, for you time

**Online services
available 24/7**

Sign up to DoTDirect online services for around the clock services, payments, and applications, to manage your personal details, and more.

www.transport.wa.gov.au/dotdirect

DoTDirect

Strengthening Aboriginal Health

Karratha Central Healthcare
Funded by WACHS

Podiatry
Dietetics
Diabetes Education
Physiotherapy



We acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to elders past, present and future.



KARRATHA
**Central
Healthcare**



REGISTERED
NDIS
PROVIDER

66 Welcome Road, Karratha 6714
P. 9144 6900
E. info@karrathahealthcare.org.au
W. www.karrathahealthcare.org.au

UPCOMING EVENTS



KARRATHA AUSKICK CENTRE



**Registrations ARE OPEN
for the 2022 season for
KARRATHA AUSKICK**

(5-8 yr olds)

Saturdays 9am Kevin Richards Memorial Oval, Millars Well
Starts Term 2, 30th April

Register: <https://www.playhq.com/afl/register/442951>



KARRATHA AUSKICK CENTRE



**Registrations ARE OPEN
for the 2022 season for
KARRATHA FOOTY FUNDAMENTALS**

(3-4 yr olds)

Saturdays 9am Kevin Richards Memorial Oval, Millars Well
Starts Term 2, 30th April

Register: <https://www.playhq.com/afl/register/a04391>

Karratha Football Link here



OPENING NIGHT

Kick off your four days of arts and culture at Opening Night.

MC Dean Misdale will host the official proceedings including Welcome to Country by Ngarluma Elder Jennifer Smith.

Juluwarlu and members of our community will display their creations from a series of workshops with spectacle puppetry artist Karen Hethy, inspired by the creation stories from Yindjibarndi culture. You will then be thrilled by spectacular jazz sounds from the Libby Hammer Quintet.

Our festival hub The HeART will have a boutique selection of drinks to keep you cool, with snacks available and tasty food trucks will be onsite to satisfy your hunger.



RioTinto

Venue: Red Earth Arts Precinct Amphitheatre 📍

When: Thursday 17 March 2022

Times: 6:00pm

Duration: 180 minutes

Ages: All ages

Cost: FREE



Government of Western Australia
WA Country Health Service

Roebourne COVID Testing Clinic

Location: PCYC (50 Cent Hall)
1 Sholl St Roebourne

Parking: Parking is available

Operating days: Wed 9th – Fri 11th March
Mon 14th – Fri 18th March

Operating hours: 9am- 4pm

Please see map below for details.

Get tested for COVID-19 early – people are most infectious early in the illness.

COVID-19 can cause a range of symptoms, which can be mild, moderate or severe.

Get tested if you have any of the following, no matter how mild:

- ❖ Fever ($\geq 37.50^{\circ}\text{C}$) OR recent history of fever (e.g. night sweats, chills), without a known source
- ❖ Respiratory symptoms (including cough, shortness of breath, sore throat, runny nose)
- ❖ Loss of smell or taste

Get in touch

WA Country Health Service-Pilbara

0439 341 660

This number will only be monitored during the clinic operating hours.

www.wacountry.health.wa.gov.au





Government of Western Australia
WA Country Health Service

Karratha COVID Testing Clinic

Location: Tambrey Pavilion

Operating days: Monday- Friday

Operating hours: 8am- 4pm

Please see map below for details.

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0439 341 660

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during the clinic operating hours.*

www.wacountry.health.wa.gov.au



COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

*The cartoon used for creative illustration in this document is the work of artist Aaron Hudson. To provide feedback on this publication email wacountryhealth@wa.gov.au or call 1800 641 641.



Autism Early Childhood Champions

Accelerating Autism Knowledge and Capacity for Educators



Nominate Autism Champions from your centre to participate in this fully funded program. Champions will access intensive training and support from our specialist team, enabling the removal of barriers to inclusion in early childhood care settings in order to create positive outcomes for children with Autism.

Included in the training and support package:

- Tailored individualised support specific to your centre throughout the duration of the program.
- Initial centre consultation to understand your centres needs and identify current barriers to inclusion.
- Two days of face-to-face training, including *What is Autism? Positive Behaviour Support and Facilitating Inclusion*.
- Follow up centre consultation to review implementation of strategies.
- Ongoing support via group and individual coaching sessions, including access to our online Autism Early Childhood Champions Community on Facebook.

Interested?

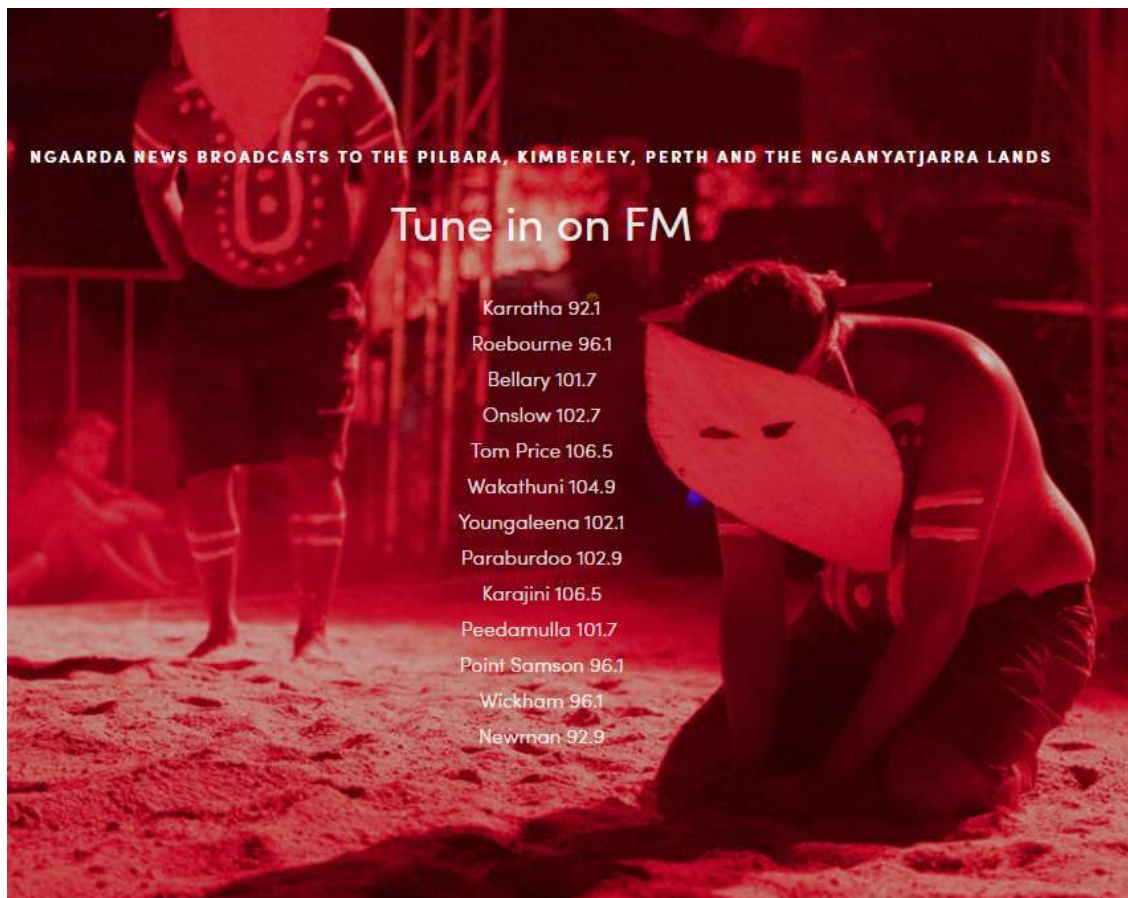
For more information, please contact the Inclusion Support Team at the Autism Association of Western Australia on (08) 9489 8900 or champions@autism.org.au.

Supported by the WA Inclusion Agency. The Autism Early Childhood Champions Program is funded by the Australian Government Department of Education, Skills and Employment.



There are currently over 60 Autism Early Childhood Champion centres!

Check out the participating Early Learning centres here: www.autism.org.au/autism_early_childhood_champions



Roebourne District High School Students are swimming to save lives

Did you know that suicide is the leading cause of death for young people in Australia? That means that each year, more young people die by suicide than in car accidents or from cancer.

This term Roebourne District High School students in Years 7-12 are learning about Mental Health in our Health Lessons and Swimming in our Physical Education lessons. So we are putting the two together!

By sponsoring our participation in *Laps for Life*, you'll be helping ReachOut achieve its mission of ensuring that all young people have the support they need to be happy and well.

Miss Katrina and RDHS High School students :)

DONATE HERE

[Laps for Life - Roebourne District High School](#)

PKKP Member Services Unit

Our Member Services Officer, Julie, is now located in OCCl in Onslow.






**THE PKKP ABORIGINAL
CORPORATION RNTBC**
ICN 7630

ONSLOW OUTREACH

Thursday 24th March	Friday 25th March
ONSLOW OCCI BUILDING	ONSLOW OCCI BUILDING
11am to 4pm	9am to 12pm

Member Services Officer
Julie Almeras
0448 983 267

PKKP Membership

Becoming a PKKP Member!

Please Complete:

- Application form
- Ratification Deed form
- Point identification checklist

You will need:

- Birth Certificate
- 100 point of ID (medicare card, passport, credit/debit card, drivers licence)

Email to info@pkkp.org.au **OR** Mail it to PKKP PO BOX 130 Karratha 6714 **OR** Drop into the Office (7 Hedland Place - Karratha)

Please note that the PKKP People's Trust application form as well as the PKKP Trust application form are not needed but additional attachments for your reference.



Click For PKKP Membership Application Here

Membership Application HERE



Great collaboration between Keystart, PKKP Members and Member Services Officer!

Great teamwork brings wonderful outcomes!

For more information about "KEYSTART" click on the link below

[Keystart Link Here](#)

PKKP Member Services Proudly Presents

Licence4Life

**Get Your Driver's Licence
Now!**

- Learner's Permit Test**
- Theory Lessons**

**@ PKKP Office, 7 Hedland
Place, Karratha**

**Come and Speak to your member
service team, Limited spaces
available**

info@pkkp.org.au

Call (08) 9185 5000



THE PKKP ABORIGINAL
CORPORATION RNTBC
ICN 7638



TUESDAY 22nd MARCH ,11:30AM - 12:30PM

OPPORTUNITIES



WOODSIDE COMMUNITY GRANTS

APPLICATIONS OPEN TUESDAY, 1 MARCH 2022

The Woodside Community Grants program is part of our commitment to help build local capacity and develop opportunities for community wellbeing. Organisations within the City of Karratha and the Shire of Exmouth are encouraged to apply

For more information email
karrathacommunityrelations@woodside.com.au

woodside.com.au

**PART OF
A BETTER
FUTURE**





Supporting our thriving communities

The Fortescue Community Grants program helps fund projects, groups and initiatives that have a positive impact on our Pilbara communities.

Grants of up to \$5,000 are available to eligible applications to support community projects within the council boundaries of the Town of Port Hedland, City of Karratha, Shire of Ashburton and Shire of East Pilbara.

Applications accepted between 1 to 31 March, 2022.

To apply for community support visit

www.fmgl.com.au/communitygrants
or email community@fmgl.com.au

www.fmgl.com.au



@fortescuemetalsgrouppltd

PLC



PERTH

PLC Indigenous Scholarship Application 2023

Indigenous Scholarships are offered to students entering Year 7 in 2022

Eligibility: Students must identify as an Indigenous Australian and priority will be

given to those who come from isolated areas.

Prospective students should have sufficient self-confidence and personal support to enter a new school at Year 7 with the intention of continuing to Year 12.

Students must be eligible for Abstudy to apply.

Selection Criteria

Academic levels and achievements of a student are considered but are not the predominant criteria for selection. Selection is based on consideration of the following criteria:

1. Academic – Students should demonstrate • sufficient study skills to cope with the demands of the curriculum; • good work habits (e.g. completing homework, preparedness to tackle new work); • interest in learning; and • reasonable literacy and numeracy levels for age level.
2. Talent – Applicants may demonstrate outstanding talent in a particular field of endeavor such as in sport, art, dance, music, drama, leadership, etc.
3. Commitment – Students must demonstrate a preparedness to commit to stay at the School until the completion of Year 12.
4. Attitude – Students must demonstrate a positive attitude to learning, be able to adjust to and respond positively to the School environment and have the social skills and confidence to relate well with others.

HOW TO APPLY

Complete [application form here](#)

Complete [School Reference form here](#)

WRITTEN APPLICATION

1. Name and contact details of the applicant
2. Most recent school report
3. Sample of written work undertaken in the last term (e.g. a research project, creative writing, essay or other assignments)
4. Handwritten statement from the applicant outlining why she is seeking the Scholarship and addressing the selection criteria
5. NAPLAN test results for Year 3 & 5
6. Written reference including name of referee and contact details
7. Birth Certificate
8. Recent Photograph

Send all Documents to Rokiyah.Binswani@plc.wa.edu.au

or mail to

Rokiyah Bin Swani
Indigenous Scholarship Programme Coordinator
Presbyterian Ladies' College
PO Box 126
COTTESLOE WA 6911

For further information please contact the Indigenous Scholarship Programme
Coordinator on (08) 9424 6442 or the Registrar's Office on (08) 9424 6555

**OR CALL PKKP OFFICE FOR FURTHER ASSISTANCE ON
9185 500**



If you want to be part of a company who values their staff and their safety, submit your application NOW!

ESSENTIAL CRITERIA

- Gardening experience
- Excellent written and oral communications skills
- Excellent time management skills
- Demonstrated commitment to safe work practices
- MUST be able to pass a Physical Medical and Drug and Alcohol Screen
- COVID-19 Vaccinated

DESIRABLE

- Full C Class Drivers Licence
- Chemical Spray ticket
- Rio Tinto Iron Ore Essentials
- Other tickets an advantage

JOIN THE BRIDA TEAM FULL TIME GARDENER

BRIDA has a long and proud history of fulfilling contracts on various mine sites and community projects in the Pilbara. We are currently looking for a **Full Time Gardener (Roster: 5 on 2 off)** for our **Cape Lambert Operations**.

BRIDA's mission is 'Proud of What We Do'.

Our employees are our most important assets, and as a result, we provide great working conditions, and a family-like culture and atmosphere.

APPLICATIONS CLOSE:

10th of April 2022

HOW TO APPLY:

Send your resume to: hr@bindirri.com, or call 9185 8888 for more information.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

NOTE: This is a residential role open only to residents of the City of Karratha as accommodation is not included as part of this package.

WWW.BRIDA.COM.AU





If you want to be part of a company who values their staff and their safety, submit your application NOW!

JOIN THE BRIDA TEAM! CLEANERS – SCHOOL HOURS

ESSENTIAL CRITERIA

- Demonstrated commitment to safe work practices
- Good time management skills
- Good communication skills
- Self-motivated and positive attitude
- Understanding and respect for Indigenous culture
- COVID-19 Vaccinated (booster included)

DESIRABLE (nice to have)

- Previous experience working in the mining industry an advantage
- Full and valid C-Class Driver's Licence

BRIDA has a long and proud history of fulfilling contracts on various mine sites and community projects in the Pilbara. We are currently looking for **Casual Cleaners** for our **Dampier Operations**.

This position provides a great opportunity to work within school hours!

(roster: 4 on 4 off)

BRIDA's mission is 'Proud of What We Do'.

Our employees are our most important assets, and as a result, we provide great working conditions, and a family-like culture and atmosphere.

Send your resume to: hr@bindiri.com or call 9185-8808 for more information.

Applications Close: 28th March 2022

Please note: BRIDA will be commencing recruitment immediately and reserve the right to fill this vacancy prior to the closing date. Only shortlisted candidates will be contacted.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

NOTE: This is a residential role open only to residents of the **City of Karratha** as accommodation is not included as part of this package.

WWW.BRIDA.COM.AU



Sales Assistant

BrightEyes Retail Pty Ltd
Port Hedland, Karratha & Pilbara

Retail & Consumer Products

Retail Assistants

Casual/Vacation

[Apply for Sales Assistant at BrightEyes Retail Pty Ltd](#)

[Apply](#)

BrightEyes currently has an opportunity for a Casual Sales Assistant for our Karratha stores. We offer a 9 day fortnight, every second weekend off, and above award wages.

We are looking for someone who is passionate about customer service with outstanding retail selling skills.

This is an amazing opportunity to work in the retail fashion industry with generous staff discounts available and a possible opportunity to move into Store Management in the future.

- Minimum 2 years' Retail Experience in the fashion industry
- Ability to work both within a team as well as on your own.
- A great work ethic.
- A passion for providing the highest Customer Service and after Sales Service.
- Above award wages

If you have what it takes to add value to our team, please click "Apply Now" with your resume and cover letter.

Dental Clinic Assistant

[Share](#)

Private Advertiser

Port Hedland, Karratha & Pilbara

Healthcare & Medical • Dental

\$25 - \$34.99 per hour • Full time

Posted 6d ago

[Apply](#)[Save](#)

Due to the expansion of our clinic, we are seeking expressions of interest for two friendly, motivated and professional people to join our busy private practice in Karratha, WA.

- We are seeking both a permanent staff member, as well as an experienced dental assistant to work on a casual basis, to cover times of peak busyness, annual and sick leave periods.
- We can be **flexible with the number of days per week**, and there is **no weekend work required**. However, we require week day availability as follows:

Permanent staff: availability 8am to 6pm on work days is essential

Casual staff: flexible, we can accommodate school hours, 8am-6pm availability would be highly regarded.

- Experience preferred, but will consider training for the right candidate. Remuneration in accordance with experience. You would have dental experience and/or a Cert III or IV in Dental Assisting to receive the higher end of the pay range.
- You should be able to use Windows and the MS Office programs, Dental 4 Windows experience desirable.
- We are a well-established, computerised and independently accredited practice. We have remained busy despite the COVID pandemic.
- We are a happy, organised environment providing ongoing training and development opportunities.

<https://www.seek.com.au/job/55848339?>

[type=standard#sol=df92635a4320992648c010e006ca3c8e60a790d4](https://www.seek.com.au/job/55848339?type=standard#sol=df92635a4320992648c010e006ca3c8e60a790d4)

Trade Assistants

[Share](#)

Monadelphous ★ 3.8 • 751 reviews

Port Hedland, Karratha & Pilbara

Trades & Services • Labourers

Casual/Vacation

Posted 8d ago

[More jobs from this company](#)

Apply 

Save

Across the Monadelphous workforce, you will find stories of people who took an opportunity to make a difference with us and built a career and lifetime friendships as a result. We employ nearly 7,000 highly- skilled people who contribute positively to our operations and the communities in which we operate. Ours is a culture built over nearly 50 years, and it's the reason for our continued success.

Monadelphous has over 25 years' experience delivering comprehensive maintenance services, sustaining capital works, shutdowns and facilities management to the oil and gas industry. We have a strong desire to engage people from the local community for our onshore Oil & Gas campaign works, whilst also offering the opportunity for multiple major shutdowns throughout the year, FIFO from Perth.

The role of Trade Assistant will see you working in our Oil and Gas Sector in Karratha and responsible for day to day Maintenance and Turnaround team. At Monadelphous, we have a strong desire to engage people from the local community therefore this role is a fantastic opportunity for locals to Karratha.

[https://www.seek.com.au/job/56134692?
type=standout#sol=ceb5bda5cbb22e25a683c59e9e70234b24b8f1bc](https://www.seek.com.au/job/56134692?type=standout#sol=ceb5bda5cbb22e25a683c59e9e70234b24b8f1bc)

Site Attendant Operator – Casual

[BACK TO JOBS](#)

DATE ADDED	CLOSING DATE	REFERENCE NUMBER	SALARY
15 Mar 2022	14 Apr 2022	10 786	\$ p.a.

Ref: **10786**

Casual Rate of **\$40.3358 per hour plus allowance**

Come for a career and stay for a lifestyle!

The City of Karratha is offering an opportunity for self-motivated and suitably experienced individuals to join our Waste Services team in a casual capacity. Flexible working arrangements and school hours will be considered to fill this position.

The Site Attendant Operator is responsible for assisting in the operation, maintenance and administration of the City's Waste Disposal and Transfer Station Facilities.

The successful candidates will ideally possess:

- High school education and/or related experience and training
- Experience in waste management operations
- Demonstrated experience in the safe operation of heavy plant and/or tickets
- Current Manual HR drivers licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Experience in Landfill Operations (Desirable)
- Knowledge of safe handling practices for asbestos (Desirable)
- Experience in weighbridge operations (Desirable)
- Proof of Covid vaccination

Applications are to include a CV, completed application form, and a covering letter (max 2 pages) indicating your ability to meet the role requirements.

For enquiries about this position, please contact Jenna Cunningham or Sarah Corker on 9186 8543.

Site Attendant Operator – Casual[BACK TO JOBS](#)

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Applications are to be received by **no later than 4.00pm, Tuesday 14th April 2022**. They are to be emailed to hr@karratha.wa.gov.au or sent via post to PO Box 219 Karratha WA 6714.

hr@karratha.wa.gov.au


[Share](#)

Officer - Operations Services

Water Corporation ★ 3.3 • 107 reviews

Port Hedland, Karratha & Pilbara

Administration & Office Support • Administrative Assistants

\$81,859 + 10% Super + Allowances • Contract/Temp

Posted 8d ago

[More jobs from this company](#)

[Apply](#)
[Save](#)

It is the sum of everyone's different experiences, backgrounds and perspectives that makes ours a strong and inclusive community.

About the role:

We are currently seeking an Officer – Operations Services for a fixed term opportunity until the 31st May 2023 based in Karratha. Reporting to the Team Leader - Operations Services, you will provide support to the Operations Services and Service Delivery Teams by focussing on key administration and planning to align with Corporate, Group and Regional business and client needs and obligations.

Key skills and experience:

- Proven experience in planning, scheduling, organising, managing, and analysing and reporting functional activities
- Considerable experience in providing business management support
- Demonstrated computing and analytical skills
- Ability to learn aspects of other team member roles in order to provide support and relief cover for absences and leave
- Excellent communication, negotiation and relationship management skills with the ability to develop presentations and facilitate workshops
- High levels of personal responsibility and accountability with strong focus on the delivery of results

What's on offer?

- A total package between \$128,000 - \$150,000 including:
- Generous co-contribution superannuation up to 14%
- Location allowance paid fortnightly as an allowance (\$12,865 to \$25,730 annually)
- Leave loading of 17.5% on annual leave of 4 weeks

- Additional five days annual leave after one year of service (for working above the 26th parallel)
- Other NWR conditions
- Air-conditioning subsidies up to \$2,500 annually
- Business partner employee discounts

Apply: If you are interested in the above opportunity please submit a covering letter and resume that best demonstrates your ability to meet the requirements of the role.

As Water Corporation is deemed a provider of critical services to the community, all employees and contractors will be required to be vaccinated against COVID-19 by timeframes specified by the State Government (unless you have a recognised ground for exemption).

Applications close 22nd March 2022

[https://www.seek.com.au/job/56191092?
type=standout#sol=a290a7b403059e9899ba47fda7aafbb944695f95](https://www.seek.com.au/job/56191092?type=standout#sol=a290a7b403059e9899ba47fda7aafbb944695f95)

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