



SHIRE OF

DANDARAGAN

SENIOR RANGER

(Location - Jurien Bay)

INFORMATION PACKAGE

MAY 2024



SENIOR RANGER **(LOCATED JURIEN BAY)**

Join Our Team as a Senior Ranger based in Jurien Bay!

Are you passionate about preserving the natural beauty of coastal landscapes? Do you thrive in dynamic work environments where no two days are the same? If so, we've got the perfect opportunity for you!

Nestled along the stunning turquoise waters of Jurien Bay, Cervantes, Wedge Island - our team is dedicated to protecting and enhancing the unique coastal scenery of this breathtaking region. From pristine beaches to productive agricultural landscapes and thriving marine ecosystems, our region boasts an unparalleled diversity of natural wonders.

Key Responsibilities:

1. **Stewardship of Natural Assets:** Take the helm in safeguarding our coastal and inland environment through regular patrols, monitoring, and conservation efforts.
2. **Community Engagement:** Forge meaningful connections with locals and visitors alike, sharing your passion for the environment through rehabilitation programs, fostering responsible pet ownership and ensuring people respect our local natural assets.
3. **Emergency Response:** Support our local emergency services, bushfire brigades, and lend your expertise during emergencies.
4. **Maintenance and Infrastructure:** Keep our coastal facilities shipshape, from campgrounds to interpretive signage, ensuring visitors can enjoy the beauty of the Turquoise Coast responsibly.

What we're Looking For:

- A true steward of the environment with a genuine passion for the community and local environment.
- Excellent communication skills, both written and verbal, with a knack for engaging diverse audiences.
- Adaptability and resilience in the face of changing conditions, whether it's weather patterns or unexpected challenges.
- A team player who thrives in collaborative environments but can also work independently when needed.
- Relevant experience in fields such as environmental conservation, municipal regulatory enforcement, or emergency management is highly valued.

**Shire of Dandaragan
Advertisement – Senior Ranger**

Perks of the Job:

- The chance to work in one of Western Australia's most stunning coastal regions, where every day feels like a postcard-worthy adventure.
- Opportunities for ongoing professional development and training.
- A supportive team with colleagues who share your passion for our outdoor environment.
- Competitive salary and benefits package, including a roster that supports work-life balance.

More details about this unique opportunity are available within the information package available on the Shire's website www.dandaragan.wa.gov.au/employment or by contacting Sharon McArdle, HR Coordinator on 089652 0800 or via email cghr@dandaragan.wa.gov.au.

Applications close at 4.00pm 30 May 2024.

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey

CHIEF EXECUTIVE OFFICER

The Shire of Dandaragan reserves the right to close the ad prior to the advertised closing date on appointment.

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of qualifications prior to commencing employment.

**Shire of Dandaragan
Position Description – Senior Ranger**

JOB SPECIFICATIONS / DUTY STATEMENT

| | |
|------------------------------------|---|
| Position Title | Senior Ranger |
| Tenure | Permanent full time |
| Primary Place of Employment | Jurien Bay Works Depot |
| Award | Level 7 of the Shire of Dandaragan Industrial Agreement (formerly the <i>Local Government Industry Award 2020</i> as at 1 January 2023) |
| Department | Office of the Chief Executive Officer |
| Accountable to | Emergency Management Coordinator |
| Accountable for | Rangers Reserve Management Officer |

POSITION OBJECTIVES:

Provide effective supervision and leadership, ensuring that all Ranger activities are conducted in accordance with relevant legislation, best practice standards and public safety requirements.

Provide guidance and support to enforce the Shire's statutory obligations, improve operational efficiency and effectiveness, and create an environment of good compliance and safe working practices.

Maintain accurate records and co-ordinate administrative functions.

Develop and carry out plans to maintain the Shire's coastal reserves in an accessible and pristine condition whilst ensuring regulatory standards in the community are upheld.

Assist in coordinating the delivery of emergency management functions within the Shire.

REQUIREMENTS OF THE POSITION:

| Skills | Essential | Desirable |
|---|------------------|------------------|
| Developed time management, budgeting, computing and record keeping skills | ✓ | |
| Developed animal, off-road vehicle and firearm handling techniques | ✓ | |

**Shire of Dandaragan
Position Description - Senior Ranger**

| | | |
|---|------------------|------------------|
| Developed public relations, conflict resolution and problem-solving skills | ✓ | |
| Basic skills to undertake repairs to fencing, signage and other maintenance tasks | ✓ | |
| Ability to manage workload and apply good judgement to situations with guidance from the supervisor | ✓ | |
| Knowledge | Essential | Desirable |
| Knowledge of, and ability to interpret relevant legislation | ✓ | |
| Sound knowledge of safe work systems and practices as it applies to a community safety and regulatory environment | ✓ | |
| Experience | Essential | Desirable |
| Minimum of two years' experience as a Ranger, or position of similar scope and responsibility; working in a team, autonomously or under supervision within a local authority or alternative organisation or public service e.g. DBCA, DFES, Water Corporation, Police, etc) | ✓ | |
| Experience in a supervising, or leading hand role as it applies to the nature of this position | | ✓ |
| Sound understanding and experience relating to bushfire brigades and fire suppression activities | ✓ | |
| Qualifications and / or Training | Essential | Desirable |
| Regulatory Officer Compliance Skills (ROCS) 1 & 2, or equivalent qualification | ✓ | |
| Hold a current "C" Class driver's licence | ✓ | |

KEY DUTIES / RESPONSIBILITIES:

Lead and play an operational role within the ranger services team to ensure the following responsibilities are achieved:

Camping on Council Reserves

Patrol / inspect Council Reserves for illegal camping.

Serve as an authorised officer under the Caravan Parks & Camping Grounds Act and Regulations, issue warnings and infringement notices to offending persons as and when the need arises.

Collect fees at Sandy Cape Campground and Reserve, ensure rules are adhered to within the reserve and ensure that the facilities are maintained and improved in accordance with the Sandy Cape Management Plan.

Shire of Dandaragan
Position Description - Senior Ranger

Dog Control

Serve as an Authorised Officer under the Dog Act.

Perform patrols of the district and where appropriate, issue warnings and infringement notices on offending dog owners, impound dogs, investigate dog attacks on persons and animals, and any other matters under the Dog Act.

Prosecute offenders under the Dog Act on behalf of the Shire of Dandaragan.

Be appointed Pound Keeper and manage the dog pound in accordance with the Local Government Act, including maintaining the pound register, release or destruction of impounded dogs, collection of pound fees and registration fees, where appropriate, maintaining health and welfare of impounded dogs and cleaning/maintenance of dog pound.

Increase public awareness of responsibilities under the Dog Act through provision of education material.

Oversee the sending out of reminder notices for dog registrations and inform the public of its importance.

Fire Control

Assume the role of Emergency Duty Officer (EDO) during the Shire's bushfire high threat period on a rotating duty roster (week on/week off).

Support Bushfire Brigades and other response agencies in a logistical manner during incidents when rostered as the EDO, tasks including but not limited to; coordinating appropriate emergency response, establishing incident support groups, assisting the incident controller in applying their functions, resource management, providing welfare and operational assistance where required.

Perform firebreak and property inspections with the Emergency Management Coordinator in accordance with Council's Policy within the district.

Ensure compliance with the Bush Fires Act, Regulations and By-Laws, relating to Firebreaks and where appropriate, issue warnings and infringement notices on offending landowners.

Prosecute offenders of the Bush Fires Act.

Provide assistance to emergency services personnel as necessary, when requested by the EDO or the Incident Controller.

Monitor standpipes and emergency water supply tanks.

Other Regulatory and General Duties:

Control of vehicles (off road areas).

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Position Description - Senior Ranger**

Cat control.

Wildlife and pest management on Shire tenure.

Litter control.

Stock control (wandering or stray stock).

Parking control.

Pest plant control.

Site erosion and sand drift control.

Airport regulatory inspections.

Coastal erosion and asset monitoring.

Assisting with coast-care activities.

Taking part in animal welfare investigations.

Perform after hours security checks on Shire infrastructure.

Assisting with development compliance, including private pool and spa barrier control, illegal dwellings etc.

Perform the enforcement of other relevant Acts, Policies and Local Laws.

Preparation of reports and legal briefs as required and attend the Court and State Administrative Tribunal to represent the Shire of Dandaragan as required.

Implement the operational budget for the provision of services and equipment relevant to the Ranger Services team.

Undertake further duties as directed and relevant to the position.

Occupational Safety & Health:

To be responsible for ensuring own safety and health and that of other people in the workplace.

Report all accidents, incidents and hazardous situations arising in the course of work.

Use personal protective clothing and equipment as and when required.

To comply with Work Health and Safety legislation and the Shire's Work Health and Safety policies and procedures.

EXTENT OF AUTHORITY:

Operates under the general direction of the Emergency Management Coordinator in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

TRAINING, CONFERENCES, SEMINARS:

**Shire of Dandaragan
Position Description - Senior Ranger**

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

AWARD:

General conditions of employment are offered on the of the Shire of Dandaragan Industrial Agreement (formerly the Local Government Industry Award 2020).

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Our commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT TITLE

This position will have employment as the Senior Ranger commencing as soon as possible on a permanent full-time basis.

PRIMARY PLACE OF EMPLOYMENT

This position's primary place of employment is the Jurien Bay Shire Works Depot, Carmella Street Jurien Bay.

HOURS OF WORK

Your ordinary hours of work will be 76 hours each 9-day fortnight.

In addition to the above hours, you may be required to work reasonable additional hours as are necessary to fulfil your duties or as required and directed by your supervisor.

You will be required to be on a roster. The Emergency Management Coordinator will be responsible for determining the monthly rosters. Coverage over weekends and public holidays is expected however, this will be shared appropriately across the work force.

You will undertake the role of Duty Officer for Ranger and Fire related operational needs on a seven days on, seven days off basis; striving for a flexible work life balance and the ability to "switch off" when away from work.

For the purposes of the Shire of Dandaragan Industrial Agreement, this position is considered a 'Local Law Enforcement and Community Safety' service.

REMUNERATION and CLASSIFICATION LEVEL

The position is classified Level 7 based on the Shire of Dandaragan Industrial Agreement. Additionally, the Shire of Dandaragan provides an hourly rate above the award. A competitive base salary will be negotiated with the successful applicant based on experience and qualifications applicable to the role.

| | |
|--------------------------------------|-------------------|
| Ordinary per hourly rate (OHR) range | \$39.50 – \$43.00 |
|--------------------------------------|-------------------|

Penalty and loading rates are calculated using the ordinary hourly rate. This rate is only an indication of the base salary, as weekend, overtime and on-call rates will also apply when relevant.

SUPERANNUATION CO-CONTRIBUTION SCHEME

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. Employees are eligible for an additional superannuation contribution through a co-contribution scheme. The Shire will match, dollar for dollar, any contribution up to a maximum of 3% of an employee's salary, that the employee makes to their superannuation either by an after-tax contribution, salary sacrifice or combination of both.

PSYCHOMETRIC TESTING

As part of our selection process, we will require short listed applicants to complete a workstyle psychometric testing.

ANNUAL LEAVE

You will be entitled to four weeks per annum in accordance with the Shire of Dandaragan Industrial Agreement and the National Employment Standards. Leave loading of 17.5% will be paid at the time of taking annual leave.

PERSONAL / CARER'S LEAVE

You will be entitled to 10 days per annum in accordance with the National Employment Standards.

EMPLOYMENT BENEFITS

The Shire offers a range of benefits which as an employee of the Shire you may avail yourself subject to any eligibility criteria being met. Some of the current benefits available to staff include:

- flexible work practices
- salary packaging
- study assistance
- health and wellbeing programme
- 2 additional public service days off per annum

MEDICAL EXAMINATION

Short-listed applicants or the preferred applicant will be requested to undertake a pre-employment medical including a substance and alcohol screening, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.

POLICE CLEARANCE

Provision of a police clearance not more than three months old will be required to support eligibility for this position. Applications can be submitted via online at:

<https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=auspost-npc-avk>

PROBATION

A standard probationary period of six months will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to, the role employed.

POLICIES AND PROCEDURES

You are required to comply with all policies and procedures of the Shire of Dandaragan including policies, practices, standards, specifications, instructions and procedures as amended from time to time. Such policies and procedures operate independently of this document and are not incorporated into this document.

HEALTH AND SAFETY

You must take appropriate steps during the course of your employment to ensure that your own safety and the safety of your colleagues and the general public are not compromised. This includes complying with safety legislation and Council policy.

RELIANCE ON QUALIFICATIONS

The preferred applicant(s) acknowledges:

- that the Shire has relied on the qualifications and experience set out in your application for employment and related documents; and
- warrant the correctness of all information contained in that application and those documents.

IDENTITY CHECK

The preferred applicant's identity will be verified using a 100-point identity check. The relevant identification documents which can be used for a 100-point identity check are set out on the website of the WA Police Force. The original proof of identity documents from the applicant will be viewed, copied and placed on the successful applicant's personnel file.

ELIGIBILITY TO WORK IN AUSTRALIA

The preferred applicant's right to work in Australia will be confirmed by:

- viewing and taking a copy of the preferred applicant's original Australian passport or birth certificate; or
- using the Australian Government's Visa Entitlement Verification Online system to check the applicant's visa conditions, if the applicant is not an Australian citizen.

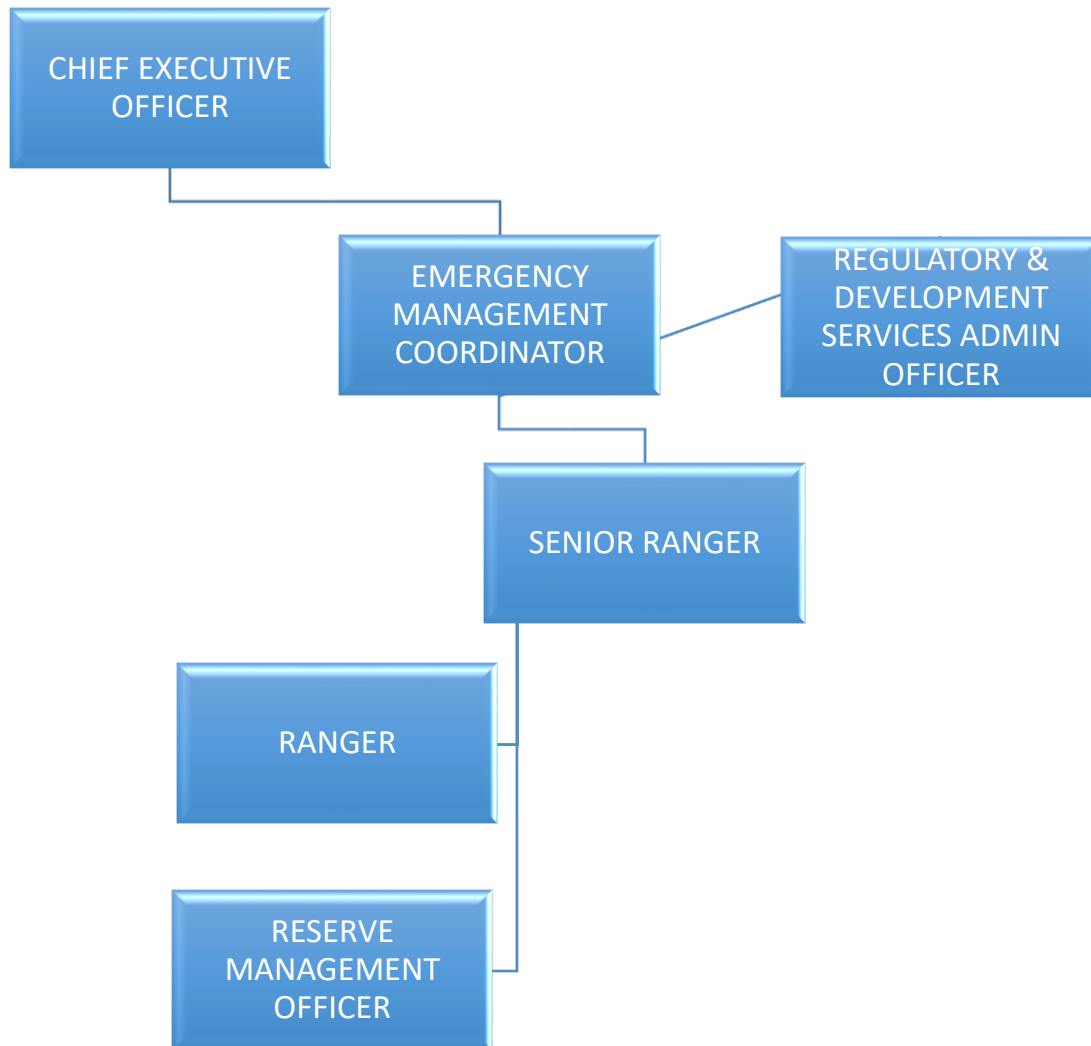
OTHER CONDITIONS OF EMPLOYMENT

All other conditions of employment are in accordance with the Shire of Dandaragan Industrial Agreement.

EQUAL OPPORTUNITY

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

**SHIRE OF DANDARAGAN
RANGER SERVICES TEAM STRUCTURE**



INFORMATION FOR JOB APPLICANTS

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the others that will be received for the position.

SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection committee can readily assess your claim for the position. It is up to you to demonstrate to the committee that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here, it must be noted that it is impossible to interview all applicants and therefore, only those who best meet the criteria and outcomes will be short-listed for interview.

| Criteria |
|--|
| 1. Knowledge of, and ability to interpret relevant legislation including the Dog Act 1976, Bush Fires Act 1954, Control of Vehicles (Off Road) Act 1978, Caravan Parks & Camping Grounds Act 1995, Litter Act 1979, Local Government Act 1995, Health Act 1911, Council Local Laws and Policies (or experience interpreting legislation relevant to an alternative organisation or public service e.g. DBCA, DFES, Water Corporation, Police, etc) |
| 2. Developed public relations, conflict resolution and problem-solving skills |
| 3. Ability to take command and successfully manage fire and emergency operations in the absence of a Fire Control Officer, or another incident or emergency of similar scope as it applies to the nature of this position |
| 4. Experience in a supervising, or leading hand role as it applies to the nature of this position |

WHAT TO INCLUDE IN YOUR APPLICATION

Your application should include:

1. A covering letter introducing yourself and explaining why you are applying for this position.
2. A current resume with the details of your past employment experience, and other information including skills, experiences etc which you feel are relevant to the position.
3. The resume and application form should include names and contact details of at least two employment references. It is recommended that you advise your referees that you have nominated them as the selection committee may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.
4. Any other information about your skills, experiences etc which you feel are relevant.
5. Statement addressing the above selection criteria (no more than two pages).
6. Completed Application Form located at the front of this Information Package.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

CONTACT NUMBER

It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.

WRITTEN APPLICATIONS

The Council is pleased to accept all applications for the position and does not favour handwritten applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading by the selection committee.

LATE APPLICATIONS

In fairness to all applicants, late applications will not be accepted.

APPLICATIONS

Applicants must address the selection criteria (as outlined above) and provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked "PRIVATE AND CONFIDENTIAL – "Senior Ranger" to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at 4.00pm 30 May 2024.

Emailed applications to cghr@dandaragan.wa.gov.au will be accepted as long as they are received prior to the closing date.

FURTHER INFORMATION

If you require any further information in relation to this position, please feel free to call Sharon McArdle HR Coordinator, on 08 9652 0800 or email cghr@dandaragan.wa.gov.au

WEBSITE

The Shire maintains a website www.dandaragan.wa.gov.au which contains substantial information about the Shire and communities within it.

APPLICATION FORM

(Ensure to complete this form and attach to your application)

| POSITION DETAILS | |
|----------------------|---------------|
| Position Advertised: | Senior Ranger |
| Location: | Jurien Bay |

| PERSONAL DETAILS | |
|--|---|
| Surname: | Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss |
| Given Names: | Date of Birth: |
| Address: | |
| Suburb: | Postcode: |
| Daytime Contact No: | Email: |
| Nationality: | Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i> |
| Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class (<i>circle</i>): C / R / RE / LR / MR / HR / HC / MC | |

| EMPLOYMENT HISTORY | | | |
|---|------------------|---------------|--------------------|
| <input type="checkbox"/> Refer to attached CV / Resume for complete details (<i>please tick if attached</i>) | | | |
| Period of Employment | Name of Employer | Position Held | Reason for Leaving |
| | | | |
| | | | |
| | | | |
| | | | |

| EMPLOYMENT REFERENCES | |
|--|---|
| <i>Please provide details of at least two contactable work-related referees ie. your present or most recent employers / supervisors.</i> | |
| (Referee 1) Name: | (Referee 2) Name: |
| Position Held: | Position Held: |
| Company: | Company: |
| Contact No: | Contact No: |
| How soon would you be able to commence work? | If currently employed, what is the minimum period of notice required: |

EDUCATION / TRADE DETAILS

Refer to attached Resume for complete details (please tick if attached)

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

| Year | Name of School / Institution | Certificate / Qualification Obtained |
|------|------------------------------|--------------------------------------|
| | | |
| | | |

Current Studies being undertaken

| Year Commenced | Name of School / Institution | Details |
|----------------|------------------------------|---------|
| | | |
| | | |

Other Qualifications / Training (eg. trade details, certificates / licences held, or other relevant information):

| |
|--|
| |
| |

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: Excellent Good Average Fair
Are there any reasons you may be unable to carry out the full requirements of this position? No Yes, please give details:

| |
|--|
| |
|--|

Are you currently receiving, or have you made claim for and received Workers Compensation or insurance benefits for any reason? No Yes Please provide details (eg. year of injury, company worked for, period of time off work)

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| |
| |

SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). No Yes Please provide details:

| |
|--|
| |
| |

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie. Facebook, newspaper, Shire website, local paper etc)

CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Application Form Completed | <input type="checkbox"/> Covering Letter |
| <input type="checkbox"/> Position Selection Criteria Addressed | <input type="checkbox"/> Current CV / Resume Attached |
| <input type="checkbox"/> Required Documentation Attached | <input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc) |

APPLICANT DECLARATION

- I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
- I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
- I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant: **Date:**