

RANGER

INFORMATION PACKAGE

July 2015

Shire of Dandaragan
Position Description - Ranger



RANGER
(Location - Jurien Bay)

Applications are invited from suitably qualified / experienced applicants for the position of Ranger.

The Council is seeking the services of an active self-motivated employee and duties will include foreshore management, bushfire and dog control, exercising powers under Council Local Laws and various Acts. Good public relations skills are required as the position entails control, education and enforcement.

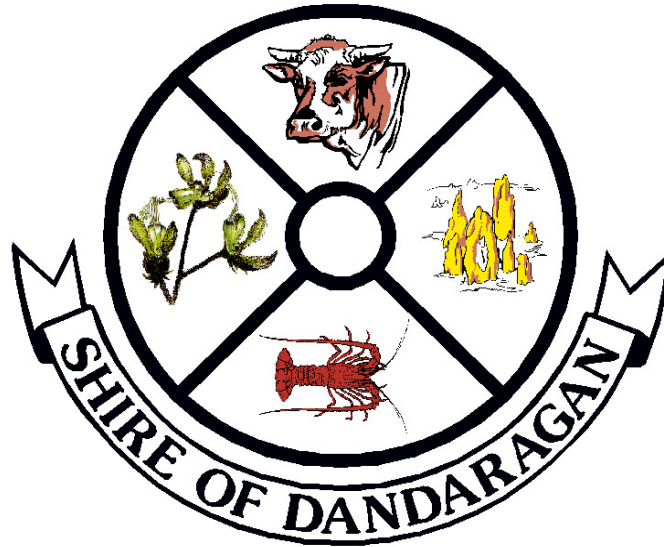
This position is classified Level 6 of the Local Government Industry Award 2010 and has a salary package up to \$65,000 including on call allowances and loading, depending on qualifications.

A Position Description and Conditions of Employment outlining details of the position is available by contacting Gemma Richardson on 9652 0800, via e-mail grichardson@dandaragan.wa.gov.au or via the Shire's website www.dandaragan.wa.gov.au/Employment/.

Applicants must address the selection criteria and provide details on previous work experience, relevant personal details together with the name and telephone numbers of two recent referees. Applications are to be addressed and marked "PRIVATE AND CONFIDENTIAL - RANGER" to the undersigned.

Applications close at 4.00pm on Friday 7 August 2015.

Tony Nottle
CHIEF EXECUTIVE OFFICER
Shire of Dandaragan
PO Box 676
JURIEN BAY WA 6516



Ranger

Position Description

July 2015

**Shire of Dandaragan
Position Description - Ranger**

1. **TITLE:** Ranger

2. **LEVEL:** 6 of the Local Government Industry Award 2010

3. **DEPARTMENT / SECTION:** Development Services

4. **POSITION OBJECTIVES:**
 - 4.1 **Objectives of Position:**

Provide an effective and efficient Ranger Service to the Shire of Dandaragan.

 - 4.2 **Within Section:**

Maintain accurate records and co-ordinate administrative functions.

 - 4.3 **Within Organisation:**

Initiate and implement enforcement of the Dog Act, Off Road Vehicles Act, Litter Act, Caravan Parks & Camping Grounds Act, Bushfires Act and Local Government Act in respect of stock control and other miscellaneous legislation in accordance with Council's Policy and Local Laws to ensure the protection of amenity for residents of the Shire. Liaise with dog owners, the public, public authorities and Shire staff for the enforcement of legislation.

5. **REQUIREMENTS OF THE POSITION:**
 - 5.1 **Skills:**
 - 5.1.1 Basic time management skills.
 - 5.1.2 Basic budgeting skills.
 - 5.1.3 Developing human resource skills.
 - 5.1.4 Developed verbal and written communication skills.
 - 5.1.5 Developed public relations and interpersonal skills.
 - 5.1.6 Basic negotiating skills.
 - 5.1.7 Developed animal handling techniques.
 - 5.1.8 Developed record keeping skills.

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5.1.9 Developed firearms handling skills.

5.1.10 Basic 4WD handling skills.

5.2 Knowledge:

5.2.1 Knowledge of the Dog Act, Bush Fires Act, Off Road Vehicles Act, Caravan Parks & Camping Grounds Act, Litter Act, Local Government Act (in respect of stock control and abandoned vehicles), Health Act (in respect of camping and itinerant food vendors/hawkers).

5.2.2 Knowledge of Council's Local Laws and policies.

5.2.3 Knowledge of Council's organisation structure and function.

5.2.4 Sound knowledge of the Shire of Dandaragan's district.

5.2.5 Knowledge of Court procedures.

5.2.6 Basic knowledge of bushfire fighting techniques.

5.2.7 Sound computer literacy.

5.3 Experience:

5.3.1 Experience as a Ranger working under supervision within a local authority or two year's experience in law enforcement or equivalent or demonstrated ability to handle the key duties/responsibilities, would be preferred.

5.4 Qualifications and / or Training:

5.4.1 Hold or studying for a Certificate in Ranger Techniques A & B issued by TAFE desirable.

5.4.2 Hold a current "C" class driver's licence.

5.4.3 Federal Police Clearance.

5.4.4 Senior First Aid Certificate.

6. KEY DUTIES / RESPONSIBILITIES:

Assist the Senior Ranger as follows:

6.1 Dog Control:

6.1.1 Serve as an Authorised Officer under the Dog Act.

6.1.2 Perform patrols of the areas of the district and where appropriate

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Position Description - Ranger**

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

- 6.1.3 Prosecute offenders under the Dog Act on behalf of the Shire of Dandaragan.
- 6.1.4 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.
- 6.1.5 Increase public awareness of responsibilities under the Dog Act through provision of education material.
- 6.1.6 Organise the sending out of reminder notices for dog registrations and inform the public of its importance.

6.2 Fire Control:

- 6.2.1 Perform firebreak and property inspections with the Community Emergency Services 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 warning and infringement notices on offending landowners.
- 6.2.2 Prosecute offenders of the Bush Fires Act, on behalf of the Council.
- 6.2.3 Provide assistance with emergency services as necessary, when requested by the Community Emergency Services Coordinator.
- 6.2.4 Monitor standpipes and water tanks.

6.3 Control of Vehicles (Off Road Areas)

- 6.3.1 Serve as an Authorised Officer to investigate any complaints relating to Off Road Vehicles and to take the necessary action (ie issue warnings and/or infringement notices).

6.4 Litter Control

- 6.4.1 Serve as an Authorised Officer under the Litter Act and issue warnings and infringement notices to offending persons as and when the need arises.

6.5 Stock Control

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- 6.5.1 Serve as a Ranger pursuant to the Local Government Act, wherever stray stock need to be impounded, auctioned off, etc, as detailed in the Act and take the necessary action where required (ie issue warnings and/or infringement notices).

6.6 Parking Control

- 6.6.1 Authorised Officer pursuant to Council's Parking Local Laws.
- 6.6.2 Issue warnings, infringement notices and preparation of court summons if required.

6.7 Camping on Council Reserves

- 6.7.1 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.
- 6.7.2 During holiday periods, organise the opening of the 'overflow' camping areas. Maintain rubbish bins, collect fees and ensure rules are obeyed.
- 6.7.3 Ensuring monies are collected. Police the rules and regulations of that area are adhered to at Sandy Cape. Monitor and manage the quality and supply of the water tank. Ensure the toilet facilities are kept in a clean and tidy condition. (If there is no caretaker then these duties will be the responsibility of the Rangers).

6.8 Foreshore/Reserves Patrol and Erosion Prevention

- 6.8.1 Carry out regular inspections of beaches, foreshore areas and Reserves under Council's control and take necessary action (ie issue warnings and/or infringement notices).
- 6.8.2 Monitor and maintain areas for erosion and revegetate and/or use other control measures to rectify blowouts and eroded areas.

6.9 Other Legislation

- 6.9.1 Perform the enforcement and follow up (i.e. correspondence to infringers) of other relevant Acts and Local Laws, such as Hawkers, Itinerant Food Vendors, Abandoned Vehicles, Untidy Properties and street vendor signage.

6.10 Airport

- 6.10.1 Carry out duties as set down by the CASA regulations for airport inspection, reporting and record keeping.

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6.10.2 Assess the condition of the airstrips, windsocks and boundary fences as directed, ensuring a register is kept of these inspections and maintenance action implemented.

6.11 General Duties

6.11.1 Maintain a register of all infringement notices issued and undertake follow up action of all unpaid notices as required.

6.11.2 Attend Court to prosecute and to give evidence as and when required in relation to enforcing any of the aforementioned Acts and Local Laws.

6.11.3 Perform security patrols and maintenance inspections of Council facilities as and when required.

6.11.4 Distribute Council Meeting Notices, Agendas etc. to Council Members when required.

6.11.5 Allocate and install Rural Road Numbers.

6.11.6 Enforce Council's Pest Plant Local Laws involving carrying out of inspection of properties, liaise with property owners on methods of eradication, and liaise with local spraying contractor.

6.11.7 Work with other Officers to control the spread and implement an eradication program for Declared Pest Plants and other weeds requiring control.

6.11.8 Raise the public's awareness of their responsibilities under the various Acts, Local Laws and Policies through public relations programmes and educational material.

6.11.9 Any other duties consistent with the level of this position and the principles of broad banding.

7. ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to: Senior Ranger

7.2 Supervision of: Nil

7.3 Internal and External Liaison:

Internal Shire staff as per organisational chart

External Chief Bush Fire Control Officer
Bush Fire Brigades
Department of Fire & Emergency Services
Police authorities
Department of Parks & Wildlife

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General public
Government departments

8. EXTENT OF AUTHORITY:

- 8.1 Works under regular direction of the Senior Ranger within established guidelines, procedures and policies of Council as well as statutory provisions of the various Acts and other legislation.

9. SELECTION CRITERIA:

9.1 Essential:

- 9.1.1 Working knowledge of animal handling techniques, willing to be sent on training courses for Ranger duties.
- 9.1.2 Working knowledge of verbal and written communication skills.
- 9.1.3 Capable of completing daily schedules using initiative and decision making skills.
- 9.1.4 Working knowledge of Dog Act, Bush Fires Act, Off Road Vehicles Act, Litter Act, Caravan Parks & Camping Grounds Act, Local Government Act and Health Act.
- 9.1.5 Hold a current "C" Class Motor Driver's Licence.
- 9.1.6 Provision of a current National Police Clearance not more than three months old.

9.2 Desirable:

- 9.2.1 Sound knowledge of the Shire District.
- 9.2.2 Knowledge of computer software packages.
- 9.2.3 Firearms handling skills and licence.
- 9.2.4 'HR' Drivers Licence and or 4WD handling skills.

10. TRAINING, CONFERENCES, SEMINARS:

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

Attendance at conferences, seminars and workshops is encouraged.

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11. AWARD:

General conditions of employment are offered on the basis of a performance based contract, and if not stated in the contract in accordance with the Local Government Industry Award 2010.

**Shire of Dandaragan
Position Description - Ranger**

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: ____/____/____

CONDITIONS OF EMPLOYMENT

1.0 EMPLOYMENT TITLE

This position will have full time employment as Ranger.

2.0 START PLACE

This position's start place of employment is the Jurien Bay Depot.

3.0 HOURS OF WORK

From November to April you will be required to be on a roster. The Senior Ranger will be responsible for determining the monthly rosters. Coverage over weekends and public holidays will be expected over this time. Rosters must fit with the rules and guidelines of the Local Government Industry Award 2010, to ensure the arrangement does not give rise to the shift worker provision of the Award section 25.2.

From May to October your ordinary hours will be 8.00am to 5.00pm Monday to Friday.

4.0 WEEKEND / PUBLIC HOLIDAY PENALTY RATES

You will be required to work your ordinary hours on weekends and public holidays. The award compensates for this with the following loading rates.

"An employee who works on a Saturday or Sunday will be entitled to penalties for all ordinary hours worked. Ordinary hours worked on a Saturday will be paid at the rate of time and a half. Ordinary hours worked on a Sunday will be paid at the rate of time and three quarters" LGIA clause 23.2. For the purposes of the Local Government Industry Award, this position is considered a 'Local Law Enforcement and Community Safety' service.

"Where an employee is required to work on a public holiday they will be paid at the rate of double time and a half for the actual hours worked" LGIA clause 28.

5.0 WORK CYCLE

Council currently allows a 19 day, four week working cycle.

6.0 CLASSIFICATION LEVEL

Your position is classified Level 6 of the Local Government Industry Award 2010.

**Shire of Dandaragan
Conditions of Employment - Ranger**

7.0 SALARY

Salary package up to depending on experience:

DESCRIPTION	AMOUNT
Salary	\$51,969
Weekend and Public Holiday Allowance	\$5,247
Leave Loading	\$700
Superannuation (compulsory)	\$5,435
Superannuation (additional)	\$1,716
	\$65,067

8.0 LEAVE LOADING

17.5% leave loading will be paid at the time of taking annual leave.

9.0 MOTOR VEHICLE

Council provides a 4WD utility for work purposes. You are entitled “commuter use” as defined below:

“Commuter Use” means the use of a fully maintained Shire of Dandaragan supplied vehicle for the purpose of commuting between the officer’s place of employment and residence. Policy 9.14

10.0 UNIFORMS

The Shire is to provide the Ranger with uniforms, generally in accordance with Policy 9.9 Protective Clothing. You are expected to maintain your appearance to project a favourable image to the public.

11.0 SUPERANNUATION

The Shire of Dandaragan contribution to employee’s superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. To qualify for the additional 3%, the employee must contribute a minimum of 5% towards their superannuation from their ordinary earnings either by an after tax contribution or salary sacrifice or a combination of both.

12.0 LEAVE ENTITLEMENTS

Annual leave is provided for in the National Employment Standard. You are entitled to four weeks paid annual leave, which is accrued progressively during a year of service according to the employee’s ordinary hours of work.

Shire of Dandaragan Conditions of Employment - Ranger

Personal / carer's leave is provided for in the National Employment Standard. You are entitled to 10 days of paid personal / carer's leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work.

You are entitled to two 2 days unpaid carer's leave for each permissible occasion when a member of the immediate family or household requires care or support.

You are entitled to two 2 days paid compassionate leave for each permissible occasion when a member of the immediate family or household is seriously ill or dies.

Long service leave is provided for in the National Employment Standard and the Local Government (Long Service Leave) Regulations. After 10 years of service you are entitled to 13 weeks long service leave.

Rostered days off are allocated to employees. Upon approval they can be changed to another date. However, they cannot be accumulated and therefore, must be taken within 28 days of being accrued. They cannot be taken in advance of their due date and will not be paid out in cash. You will have 12 rostered days off per twelve month period.

Instead of being paid overtime you will be entitled to accrue time in lieu. Time in lieu can be taken at the ordinary time rate, that is an hour off for each hour of overtime worked. All time in lieu accrued must be taken within 28 days of being accrued.

13.0 POLICY MANUAL

Shire of Dandaragan has a comprehensive policy manual. The successful applicant will be required to familiarise themselves with this document to gain an understanding of Council's position and direction on a wide range of issues.

14.0 MEDICAL EXAMINATION

You will be required to undergo a medical examination within the three month probation period. You can arrange this yourself and the Shire will reimburse you the costs involved. We will also require a Police clearance, a copy of your driver's licence and any qualifications and training you have relevant to the position.

15.0 POLICE CLEARANCE

Provision of a current National Police Clearance not more than three months old is required.

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Conditions of Employment - Ranger**

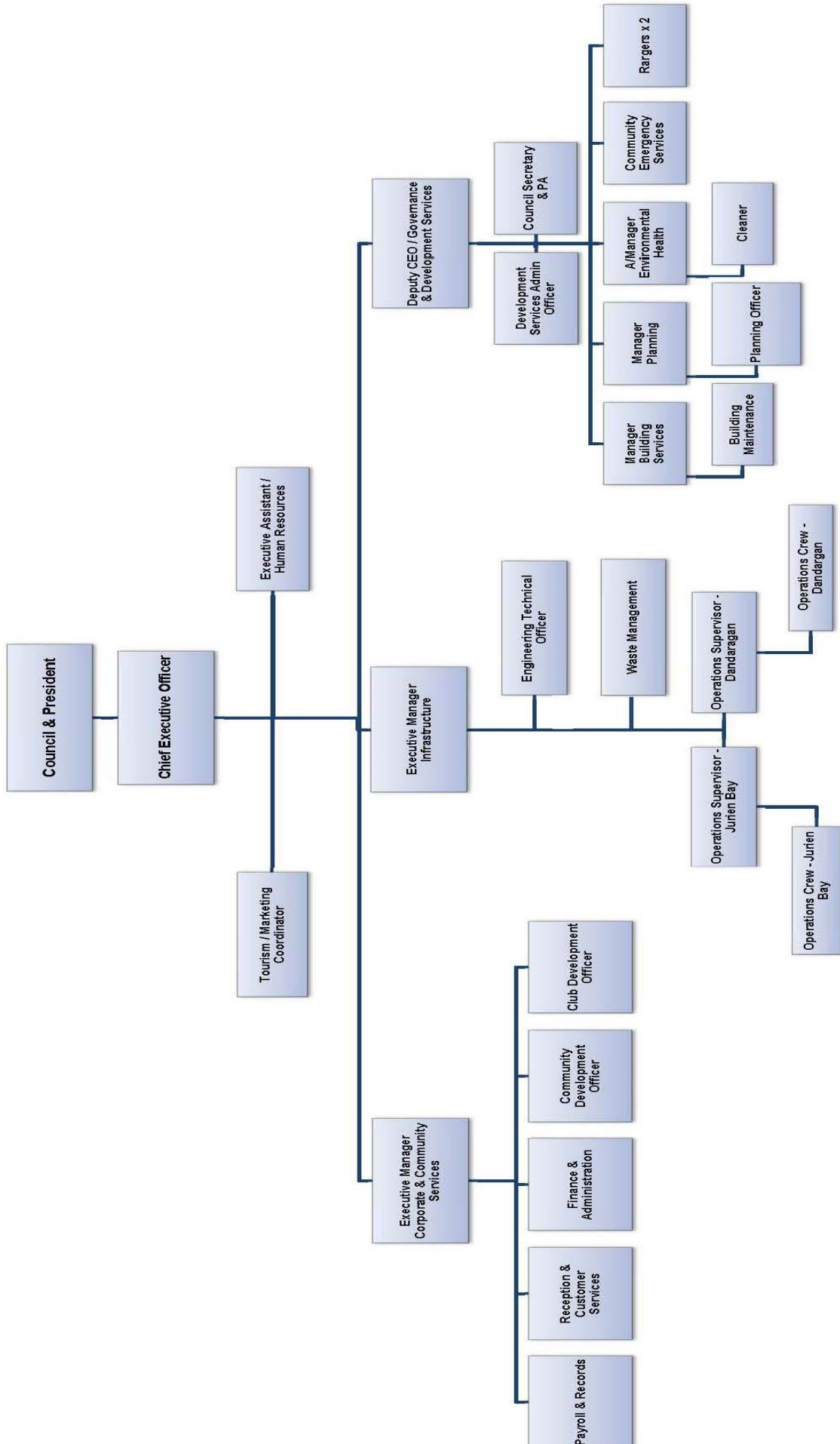
16.0 PROBATION

All positions with the Shire are subject to a three month probationary period. Once your three month probation is complete you will receive a letter of permanency.

17.0 OTHER CONDITIONS OF EMPLOYMENT

All other conditions of employment are in accordance with the Local Government Industry Award 2010.

Shire of Dandaragan Organisational Structure - Ranger



Shire of Dandaragan
Important Information for Job Applicants - Ranger

1. 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 many others that will be received for the position.

2. 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 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. **The Selection Criteria can be found on page 9 under section 9 Selection Criteria.**

3. REFEREES AND REFERENCES

While the names of referees may have been asked for in the advertisement those need not necessarily be supported by written reference at the time of sending your application. However, if you choose to enclose written reference, copies will suffice at this time subject to sighting originals at a later date.

It is recommended that you advise your referees that you have nominated them as the Council wishes to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

4. OTHER DOCUMENTS

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

5. 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.

6. WRITTEN APPLICATIONS

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

7. LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received but the Council will accept late applications when consent to such a request has been given by

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the Chief Executive Officer. A faxed or emailed copy of an application sent before the closing date would also ensure acceptance of the application followed by immediate mailing of original application.

8. APPLICATIONS

Applicants must address the selection criteria (on page 9 under section 9) 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 - RANGER” to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at 4.00pm Friday 7 August 2015.

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

9. FURTHER INFORMATION

If you require any further information in relation to this position please feel free to call Gemma Richardson, Executive Assistant, on 08 9652 0800 or email grichardson@dandaragan.wa.gov.au.