



**RANGER
INFORMATION PACKAGE**

CONTENTS

| | |
|--|----|
| ADVERTISEMENT | 3 |
| ORGANISATIONAL STRUCTURE | 4 |
| EMPLOYMENT CONDITIONS..... | 5 |
| POSITION DESCRIPTION..... | 6 |
| POSITION OBJECTIVES | 6 |
| KEY DUTIES / RESPONSIBILITIES | 6 |
| EXTENT OF AUTHORITY | 8 |
| ORGANISATIONAL RELATIONSHIPS | 8 |
| SELECTION CRITERIA..... | 9 |
| IMPORTANT: APPLICATION GUIDELINES..... | 10 |

ADVERTISEMENT

RANGER

- Permanent Full Time Position
- Base Pay Rate \$32.24 - \$37.26 per hour
- Higher Weekend Rates (x1.5 on Saturday and x1.75 Sundays)
- Pager Allowance
- 11.5% Guaranteed superannuation plus up to an additional 6% matching employer contribution allowance
- Uniform Allowance
- Professional Development and Training
- 20 days annual leave (pro-rata) and 2 days Public Service Leave

About the Shire of Chittering

It is an exciting and challenging time to work for the Shire as a Local Government that is experiencing growth due to its desirable lifestyle, scenic environment, and the recently extended Tonkin Highway. The Shire of Chittering employs around 60 FTE and is located in Bindoon (30 minutes from Ellenbrook, Joondalup and Wanneroo). Committed to a positive and collaborative work culture and providing employees diverse opportunities in their roles, the Shire of Chittering is a desirable place to work.

About the Position

We are currently seeking a dedicated Ranger to join our team and contribute to the vital role of ensuring the safety and compliance within the Shire of Chittering. As a Ranger, your primary objective will be initiating, coordinating, and implementing enforcement of various legislative acts, including the *Dog Act 1976*, *Cat Act 2011*, *Bush Fires Act 1954*, *Litter Act 1979*, and *Local Government Act 1995*. In addition to your responsibilities in environmental stewardship and public engagement, you will play a crucial role in upholding specific legislation related to stock control and other miscellaneous regulations, all in accordance with Council policy.

About You

The successful candidate will ideally have exceptional organisational skills, time management, problem solving and interpersonal skills while modelling a can-do attitude and is a collaborative team player. The successful candidate will have (although not limited to):

- Completion of Municipal Law A and B and/or Certificate IV of a relevant discipline.
- Working knowledge of the *Dog Act 1976*, *Cat Act 2011*, *Bush Fires Act 1954*, *Litter Act 1979* and *Local Government Act 1995*.
- Developed Animal Handling skills and good understanding of fire risk mitigation methodologies.
- Current "C" class WA Driver's licence.
- The right to live and work in Australia and a National Police Clearance.

Applying for this Position

Applicants are required to refer to the position's Information Package for position and application information at <https://www.chittering.wa.gov.au/employment>. Application must include a resume, a cover letter that addresses the selection criteria (max. 3 pages) and an Employment Application Form.

Applications must be received by no later than **9am, Monday, 23 September 2024**. We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce. Late applications will not be accepted. For further information contact Human Resources by email chatter@chittering.wa.gov.au or phoning (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer

ORGANISATIONAL STRUCTURE



OFFICE OF THE DEVELOPMENT SERVICES

The Shire of Chittering Development Services Department encompasses Planning, Building, Environmental Health, Bushfire Risk and Ranger services. We encourage a cohesive approach to our work environment and enjoy learning from and helping our customers. In making the appointment, favourable consideration will be given to those who appear to best fit the organisation’s culture and values in addition to the selection formal criteria.

EMPLOYMENT CONDITIONS

| | |
|---|---|
| Position | Ranger |
| Location | Shire of Chittering Administration Office, Bindoon and across Shire of Chittering region. |
| Industry Award | Local Government Industry Award 2020 |
| Classification | Level 6.2 – Level 6.4 |
| Gross Salary Range (Annually) | \$82 938 - \$89 932 <ul style="list-style-type: none"> This includes the cumulative weekend rates (26 weekends a year) and the allowance for being on-call in the evenings 50% of the time. Any call outs attract additional allowances to the above annual salary. |
| Higher weekend rates and pager allowance | Saturdays – time and a half, Sundays – time and three quarters and public holidays double time and a half Pager allowance Monday to Friday \$27.17, Saturday \$40.76 and Sunday \$54.34 |
| Tenure | Permanent Full-Time |
| Hours of Work | 76 hours per fortnight (9 Days) and 9 consecutive days / 5 days off during completing Ranger duties |
| Superannuation | 11.5% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy 3.21 Staff Superannuation. |
| Leave Entitlements | Four (4) weeks annual leave per year (pro-rata) Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Policy 3.7. Other personal leave as set out in accordance with the Award. |
| Uniform | As per Shire Operational Directive – Staff Uniforms |
| Probationary Period | A six-month probationary period applies to this position. |
| Pre-Employment Medical | Candidates may need to complete a health-assessment as part of their selection process |
| National Police Clearance | Required (dated within 3 months of the position closing date) |

WHY WORK FOR THE SHIRE OF CHITTERING?

There are many employee benefits in working for the Shire of Chittering that may not be offered when working for a larger Local Government or organisation.

- You will likely be able to work on a diverse range of activities in a Local Government environment for which can develop your professional interests and growth.
- Opportunities to work with other disciplines/service teams on projects and/or activities, providing a greater understanding and view of the integration of roles.
- Less links in the chain of command (authority and hierarchy) and therefore potential to work with and/or communicate directly with senior roles.
- As a fast-growing Local Government, there comes the opportunity to be an integral part of the growth including opportunities to identify and drive initiatives including improvements.
- With a small number of employees, there is greater opportunity to build connections and relationships with others and be part of a workforce community and team.

POSITION DESCRIPTION

RANGER

| | | | |
|-----------------|--|--------------|---|
| TENURE | Full-time (1.0) | LEVEL | 6 |
| AWARD | Local Government Industry Award (2020) | | |
| DIVISION | Development Services | | |

POSITION OBJECTIVES

The primary objective of the Ranger position include:

The primary objective of the position will to act on behalf of Shire to initiate, coordinate and implement enforcement of the *Dog Act 1976*, *Cat Act 2011*, and *Bush Fires Act 1954*, *Litter Act 1979* and *Local Government Act 1995* in respect of stock control and other miscellaneous legislation in accordance with Council policy to ensure the protection of amenity for residents of the Shire.

KEY DUTIES / RESPONSIBILITIES

| KEY AREAS | OUTCOMES |
|--------------------------|--|
| Cat / Dog control | <ul style="list-style-type: none"> • Serve as an authorised officer under the <i>Dog Act 1976</i>, <i>Cat Act 2011</i> and Local Laws. • Perform patrols of all areas of the district and where appropriate impound dogs and cats, issue warning and infringement notices on offending owners, investigate dog attacks on persons and other animals and any other matters under the Dog Act. • Conduct cat and dog registration checks. • Maintain the animal management facility and arrange for sustenance, release or destruction of animal and to receive payment and issue receipt. |
| Litter control | <ul style="list-style-type: none"> • Serve as an authorised officer under the <i>Litter Act 1979</i> and issue warnings and infringement notices to offending persons as and when the need arises. |
| Bush Fire control | <ul style="list-style-type: none"> • To undertake fire break and property inspections (including Council property and reserves) within the district to ensure compliance with the <i>Bush Fires Act 1954</i>, Regulations and Local Laws relating to firebreaks. • Issue warning and infringement notices or arrange for the necessary work to be completed by contractors or Council Staff. • Assist the Community Emergency Services Manager during emergency occurrences as directed. |
| Stock control | <ul style="list-style-type: none"> • Serve as a Ranger pursuant to Section 450 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and to assist wherever stray stock needs to be impounded, auctioned off, etc. as detailed in the Act. |
| Compliance | <ul style="list-style-type: none"> • Investigate breaches of the Shire’s Local Laws. • Assist in compliance matters within the Shire as per Local Laws and relevant legislation, at the direction of the Executive Manager Development Services or the Chief Executive Officer. • Develop compliance education programs to assist the community in understanding Shire’s Local Laws and relevant legislation. |
| General Duties | <ul style="list-style-type: none"> • Administer and install rural numbering as requested. • Respond to customer complaints in a timely manner ensuring appropriate follow up to final resolution. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Attend call outs as required in relation to wandering stock and dog control or as directed by the Executive Manager Development Services or Chief Executive Officer. • Provide the safe and humane destruction of injured or dangerous wildlife, livestock and feral animals as required. • Perform the enforcement of other relevant Acts and Local Laws such as, illegal littering, hawkers and abandoned vehicles. • Attend Court to give evidence as and when required in relation to any of the above duties. • Adhere to the Shire's Code of Conduct, Policies and Procedures as amended from time to time. • Any other duties designated by the Executive Manager Development Services or Chief Executive Officer subject to Award Provisions Local Government Industry Award 2020. |
| <p>Administration, Record Keeping & Reporting</p> | <ul style="list-style-type: none"> • Respond to administration requirements and maintain a high standard of record keeping. • Maintaining appropriate and timely records as per the Shire records management policy and protocols. • Prepare verbal and written reports/documents to Council and Executive Staff, and attend meetings as required. • Develop and improve operations procedures and guidelines, as required. • To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety. |
| <p>Other Duties</p> | <ul style="list-style-type: none"> • Deliver on other duties as directed by the Bushfire Risk and Ranger Coordinator and/or Authorised Executive Managers. |

EXTENT OF AUTHORITY

Operates under general direction of the Executive Manager Development Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

| | |
|---|--|
| Responsible to: | Executive Manager Development Services Bushfire Risk and Ranger Coordinator |
| Number of staff positions supervised directly: | Nil |
| Number of staff positions supervised indirectly: | Contractors |
| INTERNAL | EXTERNAL |
| Chief Executive Officer Executive Managers Other Staff Elected Members | Ratepayers General Public Government Departments Contractors |

CORPORATE ACCOUNTABILITY

- To understand and work towards achieving the Shire's Community Vision and the objectives of the Shire's Strategic Community Plan.
- To behave in a professional, supportive manner and cooperate with fellow officers.
- To model behaviours which comply with the Shire's values and achieve high standard of service delivery to the organisation, customers and the community that aligns with the Shire's Customer Service Charter.
- To commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team.
- Comply with the Shire's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of the Shire's resources (staff, equipment, finances and other) within the levels of accountability.

WORK HEALTH AND SAFETY

- To take responsibilities for safe working conditions including identifying and reporting hazards.
- To utilise equipment and applicable resources appropriately and as per manufacturer/supplier's instructions.
- To protect the public, the environment, equipment and materials from injury, accidental loss or damage.
- To conform with statutory requirements as a minimum standard.

SELECTION CRITERIA

| QUALIFICATIONS AND EXPERIENCE | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Minimum of 1 year of experience as a Local Government Ranger or experience in a similar profession. | ✓ | |
| Working knowledge of <i>Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Litter Act 1979, Local Government Act 1995</i> in relation to stock control and other miscellaneous provisions acts. | ✓ | |
| Completion of Municipal Law A and B and/or Certificate IV of a relevant discipline. | ✓ | |
| Experience with animal handling. | ✓ | |
| First Aid Certificate. | ✓ | |
| Current National Police Clearance (within 3 months of application). | ✓ | |
| Experience and/or licence to operate a firearm | | ✓ |

| SKILLS, KNOWLEDGE & ATTRIBUTES (KPIS) | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Developed animal handling skills. | ✓ | |
| Experience in working collaboratively across multidisciplinary teams. | ✓ | |
| Understanding of environment and biodiversity. | | ✓ |
| Ensuring consistently high standards of customer service is delivered both internally and externally. | ✓ | |
| Demonstrated experience in a public contact or service environment. | ✓ | |
| Software programs, digital tools and applications are utilized effectively and to a professional level (e.g. Microsoft office, Excel, etc.) | ✓ | |
| Writing skills are of a consistently high professional standard, informative and demonstrate attention to detail. | ✓ | |
| Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork. | ✓ | |
| Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards. | | ✓ |

IMPORTANT: APPLICATION GUIDELINES

1. CLOSING DATE

The Closing date and time for applications is **9am, Monday, 23 September 2024**.

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon.

2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire's Website Employment page and the Current Vacancies Position's Information page.

3. COVER LETTER / SELECTION CRITERIA

Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. In order for you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of 3 pages.

Selection Criteria

The selection criteria is the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly with the exception of items in bold which require more detail. It may be helpful to refer to the STAR (Situation Task Action Result) method in preparing your responses.

4. RESUME/CV

Your resume/CV should include:

- Your personal details.
- Your contact details.
- Work history (with your current position first).
- Periods of employment.
- Position(s) held with details of the duties.
- Details of accredited and/or academic qualifications.
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application.

5. SUBMITTING APPLICATIONS

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

Applications can be submitted by:

Email

chatter@chittering.wa.gov.au

Confidential Application – Ranger
Mrs Melinda Prinsloo
Chief Executive Officer

6. EMPLOYMENT INFORMATION & CONTACT DETAILS

Equal Opportunity Employer

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon, unless a mutually agreeable location is confirmed.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia
- National Police Clearance (within 3 months of position closing date)
- A satisfactory Pre-Employment Medical Examination

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

7. SHIRE CONTACT

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing chatter@chittering.wa.gov.au.

8. APPLICATION CHECKLIST

- Employment Application Form
- Cover Letter Addressing Position Description (max 3 pages)
- Resume/CV
- Copies of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance
- Submitted prior to the application close date and time.
- Completed a separate application for each position (if applying for more than one)
- Retained a copy of the application for personal references.