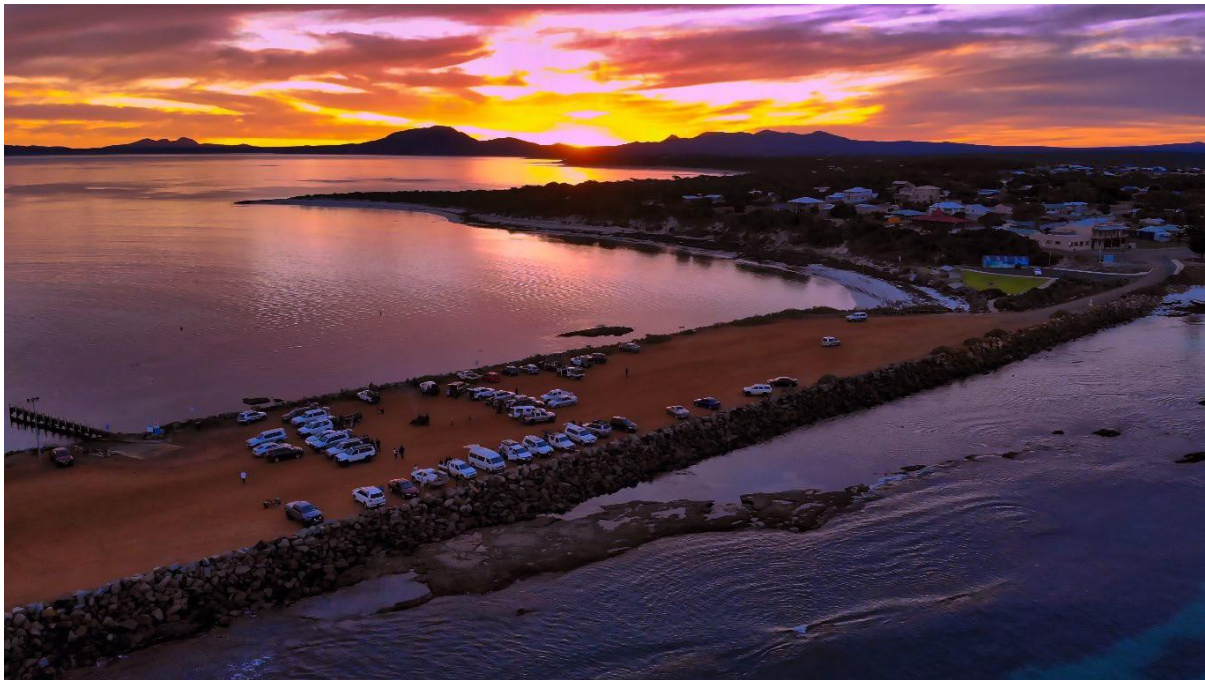




Shire of Ravensthorpe

Ranger



Information Package

For information on the Shire of Ravensthorpe, please visit our website at

www.ravensthorpe.wa.gov.au

Prospective Applicants Information

Thank you for your interest in the position advertised by the Shire of Ravensthorpe. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Ravensthorpe is family friendly and equal opportunity employer.

Queries:

If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement.

Completing your Application:

Your application should include the following:

1. **Covering letter:** Addressed to the Chief Executive Officer, stating why you are interested in applying for the position and giving details of how you may be contacted during office hours (Monday-Friday 9.00am to 4.00pm). It is recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.
2. **Resume or curriculum vitae:** Must be current and include your relevant personal details, qualifications, work history plus relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development.
3. **Statement of claims against the selection criteria:** usually a 1-2-page document that demonstrates how your skills, experience and qualifications directly align with the selection criteria for a role. The selection criteria can be found under point 8 of the position description.
4. **Referees contact details:** Your Resume or Curriculum Vitae must include the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Please do not submit original references as these will not be able to be returned.
5. **Qualification(s):** Certified copies of your qualification(s) or academic records of current studies must be attached to your application. Please do not submit original certificates of your qualifications or academic records as these will not be able to be returned.
6. **Certification form:** Please ensure the certification form is signed and submitted with your application.



Lodging your Application

1. Your application must be marked “**Confidential – quoting the Position you are applying for**”.

Submitting Application: Applications must be emailed to recruitment@ravensthorpe.wa.gov.au.

2. Applications must reach the Shire of Ravensthorpe Office before the specified closing date and time.
3. Applications must have all the required documentation to be considered.
4. Please note all applications received will be acknowledged and all applications received will become the property of the Shire of Ravensthorpe and cannot be returned to unsuccessful applicants.

Interview Process

If you are shortlisted for an interview, you will be contacted by telephone or email during office hours to arrange your participation in the process. The Interview Panel will generally consist of at least three people.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Initially, the reference checks will be limited to your nominated referees, and you should ensure they are aware that contact may be made with them to confirm your employment history. The Shire of Ravensthorpe reserves the right to make reference checks of the preferred applicants but will not contact any current employer unless your prior approval has been obtained.

Preferred Applicant

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory Pre-employment Medical Report, Clear Drug and Alcohol Test results from the Shire of Ravensthorpe's nominated Medical Practitioner (at the Shire of Ravensthorpe's expense).
- Produce a National Police Clearance not more than 3 months old. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of a current Western Australian motor driver's license.
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant).
- Produce original or certified copies of all relevant qualifications and licences.

Unsuccessful Applicant

All applicants will be notified of the outcome of the recruitment process once it has been finalised.



Certification Form

Applicants Declaration, Authorisation and Waiver

As the applicant I certify that:

The information contained in my application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire of Ravensthorpe reserves the right to verify all information in my application and if any material or statements are deemed false or misleading this will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Ravensthorpe, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained within my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

I acknowledge and understand that, if I'm successful in gaining employment with the Shire of Ravensthorpe, I'm required to sign and/or have witnessed the following documents:

- Acceptance of the Shire of Ravensthorpe Contract of Appointment;
- Shire of Ravensthorpe Code of Conduct;
- Position Description for the appointed position;
- Secondary Employment Declaration; and
- Memorandum of Understanding in relation to current Drivers Licence (if relevant).

.....
Signature of Applicant

.....
Printed Name of Applicant

.....
Date

Please Note:

The Shire of Ravensthorpe undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position.

Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.



Ranger

Total Salary Package up to \$117,264pa

Are you looking for a diverse and rewarding role where no two days are the same?

About the role

The Shire of Ravensthorpe is seeking a motivated and community-focused Ranger to join our Regulatory Services team. This is an excellent opportunity for an individual seeking a diverse and rewarding role that contributes directly to the safety, wellbeing and amenity of our community.

As a Ranger, you will provide a professional and customer-focused service to the Shire's residents, businesses and visitors through the administration and enforcement of relevant legislation and local laws. The role includes animal management, regulatory compliance, community education, investigations, emergency management support and responding to community enquiries and concerns.

The successful applicant will demonstrate sound judgement, excellent communication skills and the ability to work independently while building positive relationships with community members and stakeholders. In addition to Ranger Services, the role will provide support to airport operations as required.

Potential applicants are encouraged to contact Lisa Dreyer, Senior Ranger, by calling (08) 9839 0000 to further discuss the opportunities and requirements for this position.

Conditions

Applicants must have or be willing to successfully obtain:

- Experience in regulatory services, law enforcement, local government compliance or a related field
- Regulatory Officer Compliance Skills (ROCS) 1 and 2 Certificate
- Dog and Cat Management and Control Certificate
- Firearms Handling and Safety Certificate
- Current First Aid Certificate
- Current C Class Driver's Licence
- Current National Police Clearance
- Certificate IV in Local Government (Regulatory Services) or equivalent, or be working towards obtaining the qualification
- Aviation Security Identification Card (ASIC) and other airport-related certifications relevant to the role
- Pre-employment medical including drug and alcohol screening

What's in it for you?

A total salary package up to \$117,264pa will be offered dependent on qualifications, skills and experience as per the Shire of Ravensthorpe Industrial Agreement 2026.

There are lots of benefits to taking up a role with the Shire of Ravensthorpe:

- A competitive, Enterprise Bargaining Agreement-based salary with annual increments
- 12.0% superannuation, plus an additional 5% superannuation with co contributions
- \$130 per week Ravensthorpe allowance for full and part-time employees residing within the Shire
- Two additional days of leave per year (Local Government Holidays) for all full and part time employees
- 5 weeks annual leave plus 17.5% leave loading
- Commuting use of a vehicle
- Uniform and mobile phone provided
- Free Gym and Pool season pass for all full and part-time employees
- Free Annual Flu shot
- Opportunities for professional development and training

Location

The Shire of Ravensthorpe encompasses the settlements of Ravensthorpe, Hopetoun, Jerdacuttup, Munglinup and Fitzgerald and is located within the picturesque Fitzgerald Biosphere Coast region. Located five hours southeast of Perth, two hours west of Esperance and three hours east of Albany, the Shire of Ravensthorpe is nestled amongst the spectacular Fitzgerald River National Park, the Ravensthorpe Range and stunning coastline.

A beautiful and family friendly place to settle that offers a healthy lifestyle, the Shire of Ravensthorpe is made up of strong communities, with locals who are passionate about agriculture, art, wildflowers, history, the environment, sport, fishing and recreation. The primary industries include mining, farming and tourism.

How to apply for this position

Applicants are encouraged to apply online and **must** provide:

- A current resume outlining your employment history and professional learning summary relevant to this position
- A covering letter outlining your suitable experience for the position and why you are interested in this field of work.
- A statement of claims addressing the selection criteria in the position description which can be found on our website or requested from recruitment@ravensthorpe.wa.gov.au
- The contact details of two (2) work related referees who can attest to the claims made in your application. It is preferable for one of your referees to be your current Supervisor or Manager

Applications can be emailed to recruitment@ravensthorpe.wa.gov.au or posted to PO Box 43, Ravensthorpe WA 6346, addressed to the Chief Executive Officer, Shire of Ravensthorpe and marked Confidential –Ranger **no later than 4pm Wednesday, 28th October 2026.**

Supporting a diverse workforce

The Shire of Ravensthorpe is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Nicole O'Neill JP
Chief Executive Officer

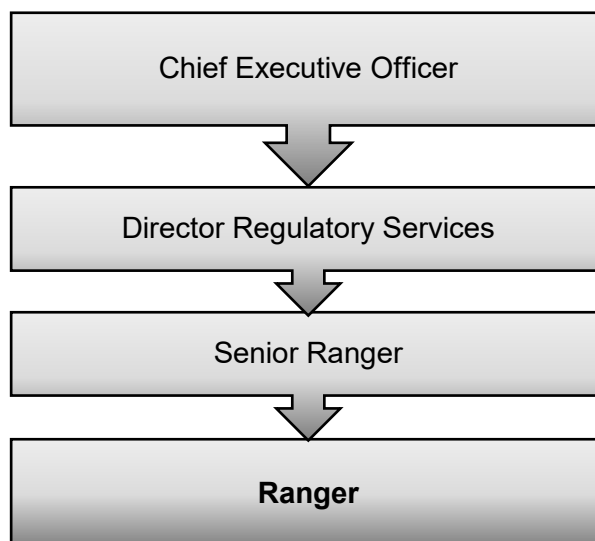
SHIRE OF RAVENSTHORPE

Position Description



Position Title:	Ranger	No: 74
Directorate:	Regulatory Services	
Reporting to:	Senior Ranger	
Award:	Local Government Officers' (Western Australia) Award 2021, and the Municipal Employees (Western Australia) Award 2021.	
EBA Band Level	Status	Hours per week
5	Full Time	38
		FTE
		1.0
Workplace Address:	(a) Shire Administration Office, 65 Morgans Street Ravensthorpe. (b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.	
Probationary period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).	
Performance review:	Conducted annually or as determined by Shire policy/procedure.	

1. Reporting Organisational Structure



2. Organisational Values

Honesty: We are upfront, sincere and open in all of our actions.

Communication: We share information clearly so everyone knows what is happening.

Respect: We treat everyone with fairness and value their contribution.

Integrity: We do the right thing and stand by our commitments.

3. Position Purpose and Objectives

The ranger role will require you to provide a consistent, equitable, transparent and customer focused services to the Shire's residents, businesses and visitors through the enforcement of the Statutory Government Act, Regulations, Shire Local Laws, and Shire policies while promoting the Shire as a place that supports the community and welcomes visitors.

In addition to Ranger Services, this role will also provide a high level of service to visitors and operators at the Airport as the Airport Terminal Attendant as required. You will have a strong focus on safety and compliance by ensuring all records are kept and reported as required by operating procedures and legislation as well as providing ground handling services to charter operations.

4. Principle Responsibilities and Duties

Ranger

- Ensure the registration of ownership of dogs and cats within the Shire, and as necessary impound animals in accordance with relevant regulations and by-laws.
- Support the community and provide a liaison role to ensure harmonious relationships within the community in handling issues relating to the duties and within the authority of the Shire ranger .
- Remove from Shire owned roadsides, hazardous dead animals or livestock during patrols or as per community requests.
- Ensure community and/or owners of livestock adhere to *Local Government Act* in terms of livestock.
- Administer the enforcement of applicable legislation including various Acts, Local Laws and Shire Policies and assist other staff within the development and community services directorate with enforcement measures.
- Patrol the district and undertake both proactive and reactive regulatory functions, under the following pieces of Western Australian legislation:
 - *Dog Act 1976 / Dog Regulations 2013;*
 - *Cat Act 2011 / Cat Regulations 2012;*
 - *Local Government Act 1995;*
 - *Local Government (Miscellaneous Provisions) Act 1960;*
 - *Litter Act 1979 and Regulations 1981;*
 - *Caravan Parks and Camping Grounds Act 1995 and Regulations 1997;*
 - *Interpretation Act 1984;*
 - *Bush Fires Act and Regulations 1954;*
 - *Emergency Management Act 2005;*

- Shire of Ravensthorpe Local Laws;
- Records Management Act; and
- Gazetted Local Laws.
- Issue infringements, verbal warnings or written warnings in accordance with relevant Acts, Regulations and by-laws.
- Assist senior officers to investigate breaches of Acts, Regulations, Local Laws and Policies.
- Attend court and give evidence in prosecutions against offenders under statutory legislation as required.
- Liaise with and respond directly to public enquiries and concerns regarding the Shire's Local Laws and activities of the Shire in consultation with your Supervisor or appropriate senior officer.
- Take appropriate action in the arbitration and the resolution of matters of conflict in consultation with your supervisor, directorate manager or other appropriate senior officer.
- Process and respond to internal and external correspondence and queries as directed.
- If directed attend Local Emergency Management Committee (LEMC) meetings on behalf of the Shire.
- Support appropriate educational programs in regards to ranger services responsibilities within the community.
- Provide after hours call out responses when rostered on call or as directed.
- Undertake training as required to develop the necessary knowledge for the position.
- Undertake cleaning of the dog pound facility and cat holding pens.
- Assist the Executive Management team in responding to community queries and provide advice on issues of community concerns as they relate to ranger services.
- Maintain Shire vehicle in a clean and serviceable condition.

Airport

- Provide a high level of customer service and safety standards when undertaking rostered Guest Services or Ramp Services.
- Follow Shire and Airline operational policies and procedures during flight turnarounds
- Assist in the coordination of times for arrivals and departures of flights with charter companies.
- Assist in the submission of invoice requests for airport operations.
- Maintain office equipment and operations equipment.
- Maintain tea/coffee/water station and consumables at the Airport facility.
- Ensure that areas being cleaned are maintained in a secure state.
- Maintain security awareness, including setting alarms and reporting all suspicious activities to the Airport Reporting Officer on shift and/or Airport Manager;
- Report any cleaning equipment failure, maintenance requirements and/or hazards to the Airport Manager.
- Undertake minor day to day gardening duties in the vicinity of the terminal and airside.
- Attend and participate in toolbox meetings, induction and training, as required.
- Ensure compliance of the airport facility, which includes:
 - Assist with and participate in annual emergency exercises;

- Action plans for issues outstanding from audits to meet standards and specifications; and
 - o Organise, purchase and order any hardware needed for the airport to remain compliant;
- Perform all cleaning duties of the terminal and terminal ancillary buildings:
 - o To a high standard as per designated schedule of works;
 - o Auditing and maintaining cleaning consumables for stock levels for site; and
 - o Ensure that Material Safety Data Sheets (MSDS) are adhered to and available for all chemicals.
- Conduct airside wildlife counts as per training and operating procedures
- Conduct Serviceability inspections and other compliance inspections and reports as required

Other

- Undertake Airport Reporting Officer duties as required or directed by supervisor
- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services.

5. General Accountabilities

Work Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all Work Health and Safety Policies, Procedures and Practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and privacy legislation.
- Ensure all work is carried out in accordance with the Shire's Safety and Risk Management Framework.

Customer Service

- Maintain good relations with the general public, with an education first approach and promote council's operations in a professional manner at all times whilst adhering to the Customer Service Charter.
- Always be supportive of management policies and procedures with regards to the Shire's vision, goals, interpersonal relationships and the Shire's Code of Conduct.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other Shire services.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintain confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

Human Resources

- When required and/or directed, relieve positions within the directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's performance review policy / procedure.

Compliance Adherence

- With all relevant legislation, policies, procedures, the Shire Code of Conduct and Guidelines.
- That all documentation is appropriately recorded and stored.
- With software licence requirements.
- To the *State Records Act 2000* and the Shire's record management systems.

6. Organisational Relationship

Reporting to:

- Senior Ranger
- Director Regulatory Services

Internal Stakeholders

- Chief Executive Officer;
- Executive Management;
- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders.

External stakeholders

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.
- Aviation Charter Operators

7. Judgement and Delegation

Judgement

- This position reports directly to the Senior Ranger.
- Make decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrate a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.
- Demonstrates a high degree of judgement, initiative, confidentiality and sensitivity.

Delegation

- Administer Shire Policy as per Delegation.
- Adhere to Shire Local Laws as per Delegation.
- Purchase goods and services as directed as per Council Policy Delegation.
- Any other Delegations as per the Delegation Register.

8. Selection Criteria

Qualifications

- Tertiary Qualification in Regulatory Services or equivalent demonstrated experience.
- Regulatory Officer Compliance Skills (ROCS) 1 and 2 Certificate
- Current “C Class” Drivers Licence.
- Current National Police Clearance.
- Current First Aid Qualification.
- Have or be willing to obtain an Aviation Security Identification Card
- Dog and Cat Management and Control Certificate
- AROC (Radio) Licence
- Dangerous Goods by Air Awareness Certificate
- Firearms Handling and Safety Certificate
- Airport Reporting Officer Certificate
- DAMP Certificate
- Security Awareness Certificate
- Have or be working towards a Certificate IV in Local Government

Knowledge and experience

Demonstrated experience in:

- Law enforcement including undertaking investigations;
- Working in a regional environment with a minimum of two years’ experience in regulatory services;
- Emergency management and response including liaising with local and state government agencies;
- Monitoring and reporting on budgets and cash collection;
- Application of statutory government acts and regulations;
- Interpreting and implementing legislation, regulations, policies and procedures;
- Use of office technologies that support ranger services; and
- Utilising Microsoft applications.
- Guest and Ramp Services

Demonstrated knowledge of:

- Safe work practices;
- Business planning principles;
- Animal handling principles; and
- Court procedures including giving evidence.

Skills

- Ability to recommend on the job improvements to management.
- Effective interpersonal, verbal and written communication.
- Effective time management.
- Excellent customer service.
- Well-developed negotiation and conflict resolution skills.
- Well-developed decision making and problem-solving skills.

Essential

- Undertake and pass a full medical including drug and alcohol testing.