



Shire of Halls Creek

Information for Intending Applicants

Position of Shire Ranger

July 2021

Halls Creek

The Shire of Halls Creek is a district comprising 143,025 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged Kimberley region of Western Australia. As one of the largest and more isolated local governments in the State, the Shire faces unique challenges and opportunities. Halls Creek is the fourth fastest growing shire within the state of Western Australia and is currently benefiting from considerable attention and investment by the state and federal governments.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), retailing, and government and non-government services. There are a large number of remote aboriginal communities within the district.

Tourism features include Old Halls Creek (the original town was moved in the 1960s), Purnululu National Park with its astounding Bungle Bungle rock formations, and Wolfe Creek Meteorite Crater (the second largest on earth with a diameter of 850 metres).

The area has a significant mining heritage, and some prospectors are still finding gold around the area.

The Shire administration is based in the township of Halls Creek, which is situated on the Great Northern Highway 288km from Fitzroy Crossing and 365km from Kununurra. Halls Creek sits on the edge of the Great Sandy Desert and has a population of around 2000 people, predominantly of aboriginal descent.

There are no shopping malls or MacDonald's restaurants in Halls Creek; however, most goods can be purchased in local shops and there is a remarkable range of services for the size of the town. These include a well-staffed police station, a modern hospital with permanent medical staff, non-government health services, a local radio station, a childcare centre, a district high school, a TAFE campus, a bakery, a hotel, a motel, and several churches.

There is also a recreation and aquatic centre.

Several State and Federal government agencies (in addition to those mentioned above) also have offices in the town.

There are four radio stations available on local FM transmission, and six "free-to-air" television channels. Pay TV is also available to subscribers, as is high speed ADSL internet access. Mobile telephone is available via Telstra's Net G network.

Halls Creek has a tropical monsoonal climate with two distinct seasons. The 'wet' season usually occurs from about October to April when most of the annual rainfall occurs and maximum temperatures increase into the 40s. The rest of the year is known as the 'dry' season that is typified by clear blue skies with day temperatures of low 30s, relatively cool evenings and brilliant sunsets.

The town is undergoing a boom and has a shortage of labour; consequently, employment is readily obtainable for spouses and family members. (Obviously, the range of jobs is somewhat more limited than is the case in a city).

Although Halls Creek undeniably has a number of social problems and many educationally and socially disadvantaged people, it is really a very liveable town offering good lifestyle opportunities.

The Council:

The Council has been in place unchanged since October 2019. The Council is forward looking. New systems and business plans have been implemented over the past 30 months, or are now being developed for implementation in the near future.

The Position: Reporting to the Senior Ranger, this position will suit an appropriately qualified and experienced Ranger. The position is responsible for the Shires' Ranger programs, laws enforcement and public health programmes.

More details about the position, including the selection criteria, are included in the position description which is appended at the end of this information pack.

Remuneration: To attract applicants of the calibre that we require, a competitive remuneration package totalling \$108,000 per annum is offered. The cash component of the package is \$65,000 and other components comprise of modern accommodation at a very modest (subsidised) rent;

- 5 weeks' annual leave
- Generous TIL provision
- Matching Superannuation on top of Superannuation Guarantee Levy
- A Halls Creek Allowance
- Free ADSL connection at residence
- Generous telephone call allowance
- Generous water allowance
- Generous electricity allowance
- Free uniform clothing
- Professional Membership subsidy
- Professional Development (conferences and short courses)

Superannuation contributions are able to be salary-sacrificed, and we are open to other salary sacrifice arrangements provided they comply with taxation legislation (eg. laptop computers).

Because of our remote location, the modest rent charged for staff housing is able to be salary-sacrificed so that it is paid from pre-tax salary deduction. Also our employees are eligible for the Special Zone A Tax Rebate provided that the live and work in the zone for 183 days or more during the tax year for which they are claiming.

Applications:

The successful applicant will be required to provide a *Police Clearance* and a *Working with Children Clearance* prior to commencing duties. In addition, the successful applicant will be required to undergo a medical examination (at Council's expense) before confirmation of their employment.

You should not include original documents in your application. Send copies only. If you are shortlisted for interview, bring your original documents with you to the interview.

Selection and Appointment Process:

It is anticipated that interviews will be held in Halls Creek or via video conferencing platforms on a date yet to be fixed. The interview panel is yet to be finally determined.

Shortlisted applicants may be required to participate in tests to assess the extent to which they meet specific selection criteria, in which case the tests will be carried out before the interviews.

Any further queries should be directed to the Director Health and Regulatory Services, Musa Mono on telephone (08) 9168 6007 or email dhrs@hcshire.wa.gov.au.



Position Description

Job Title:	Shire Ranger
Reporting To:	Director Health and Regulatory Services
Supervisor:	Senior Ranger
Remuneration level:	Negotiable depending on experience and qualifications

Purpose of the position

To initiate and implement enforcement of the Dog Act, Cat Act, Bush Fires Act, Off Road Vehicles Act, Local Government Act in respect of stock control and other miscellaneous legislation in accordance with Council policy and to ensure the protection of amenities for residents of the Shire

Note: “Essential” in some circumstances, means you must have it and retain it before we can appoint you to the position (examples – Driver’s License and Police clearance). However, in some areas “essential” means that you will have to obtain the skill, qualification or authority/license within a time stipulated by Council once training and applications have been organised. For example, it may be essential that you obtain a gun license and pass courses/exams considered necessary for you to carry out your duties.

In some cases, “Desirable” skills and experiences are considered necessary for you to continue in the role, even if you do not possess the skill or experience when you first commence work. Failure to obtain these desirable skills in a time acceptable to Council would be grounds to terminate of employment.

Responsibilities

Responsibility 1 – Prepare and conduct educational programs relating to dog owners responsibilities

Authority Level – Able to work semi-autonomously, with direction from the Director Health and Regulatory Services

Measurement - Number of programs conducted with dog owners in the community

Responsibility 2 – Carry out dog patrols, respond to complaints, seize, impound and destroy dogs when necessary

Authority Level – Able to work semi-autonomously, with supervision from the Senior Ranger.

Measurement - Number of dog patrols carried out, number of complaints received, verified and follow up successfully concluded.

Responsibility 3 – Manage the operation of the dog pound (includes cleaning)

Authority Level – Able to work semi-autonomously, with supervision from the Senior Ranger

- Measurement - Satisfactory status of the dog pound as measured during periodic inspections by the Senior Ranger
- Responsibility 4 – Promote and canvass the registration of dogs**
- Authority Level – Able to work semi-autonomously, with direction from the Director Health and Regulatory Services
- Measurement - Number of dogs registered
- Responsibility 5 – Carry out regular patrols of the Shire’s camping areas to ensure that the Shire’s requirements, local-laws and policies are complied with**
- Authority Level – May work under direct supervision of the Senior Ranger, or autonomously with direction from the Director Health and Regulatory Services
- Measurement - Number of patrols carried out according to schedule and number of complaints received and verified
- Responsibility 6 – Improve litter control by preparing and conducting education programs aimed at achieving litter free environment**
- Authority Level – May work under direct supervision of the Senior Ranger, or autonomously with direction from the Director Health and Regulatory Services
- Measurement -
1. Cleanliness of the Shire
2. Number of anti-litter education programs conducted
- Responsibility 7 – Carryout tip gate attendant duties at the Waste Management Site on the days and times when push, compact and cover of waste is scheduled, or as required.**
- Authority Level – May work under direct supervision of the Tip Supervisor, or autonomously with direction from the Director Health and Regulatory Services
- Measurement - Adherence to the tip work schedule and satisfactory management of the waste management site.
- Responsibility 8 – Ensure the Cemetery is maintained in a presentable state at all times and assist bereaved families in preparing for funerals.**
- Authority Level – Works under limited direction of the Director Health and Regulatory Services.
- Measurement - Number of complaints received from bereaved families and the community.
- Responsibility 9 - Carry out mosquito control duties as required under the Council’s vector control plan**
- Authority Level – May work under direct supervision of the Senior Ranger, or autonomously with direction from the Director Health and Regulatory Services
- Measurement - All required duties are completed in accordance with the Shire of Halls Creek vector control plan.
- Responsibility 10 - To ensure (in cooperation with the Records Manager) that all documents for which Ranger Services has responsibility are registered and managed in accordance with the Document Management Plan approved by the Chief Executive Officer.**
- Authority Level – The officer is expected to work in cooperation with the Records Manager.
- Measurement - All subject documents are managed appropriately in accordance with the Document Management Plan.
- Responsibility 11 – To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as**

soon as practical and delivered to the Senior Ranger and/or Director Health and Regulatory Services.

Authority Level – Able to work semi-autonomously within established procedures, with guidance from the HR Coordinator and/or OSH committee.
Measurement - Ongoing vigilance to ensure risks are minimised/negated

Relationships

Responsible to: Director Health and Regulatory Services

Direct supervisor: Senior Ranger

Supervision of: Nil

Internal/external liaison:

Internal

With:

Purpose

1. Director Health and Regulatory Services

For guidance and advice, and to ensure that actions meet the requirements of Council.

2. Senior Ranger

For guidance, technical support and normal reporting requirements. Ensure productivity is adequate, inter-staff communications are satisfactory and that operations are within the law.

3. Lateral Shire staff

Consultations on administrative matters, complaints, and share knowledge and experience

External

- Ratepayers
 - Shire Communities
 - Emergency Services Personnel
 - Public utility authorities
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Extent of Authority

This position operates under the direction of the Director Health and Regulatory Services within established guidelines, procedures and policies of the Shire and the Local Government Act

Specific Duties

- Prepare and conduct dog control programs relating to dog owners' responsibilities
- Carry out regular dog patrols, respond to complaints, seize, impound and destroy dogs when necessary
- Manage the operating of the dog pound (including cleaning)
- Promote and canvass the registration of dogs.
- Generally enforce the provisions of the Dog Act, Cat Act, Bush fires Act and Shire of Halls Creek local laws
- Prepare and conduct public education programs aimed at achieving litter free environment.
- Promote community groups active involvement in litter control including the conduct of Community Litter Drives

- Liaise closely with other Government and private organisations to gain maximum assistance with litter control programs
 - Adopt a hands on approach to litter removal and sign posting
 - Respond to litter complaints/reports and take necessary action.
 - Carry out regular patrols of camping and parking areas to ensure the Council's requirements, by-laws and policies are met
 - Carry out regular inspections of Council's leased and hired areas to ensure compliance with lease provisions
 - Carryout Rubbish Tip gate attendant duties as and when required.
 - Other duties as required from time to time.
 - Clear Rubbish disposal points in key places as directed.
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Person Specification

Skills

Essential:

- Good verbal and written communication skills.
- Ability to display good public relations and interpersonal skills.
- Basic problem solving skills.
- Good negotiation and organisational skills.
- Firearm handling skills

Desirable:

- Tranquilizer gun handling skills
- Emergency Management Training

Knowledge

Essential: (Training will be given)

- Awareness of Aboriginal cultural issues
- Working knowledge of the Dog, Litter, Local Government, Bush Fires, Justices, Off-Road Vehicles and Caravan and Camping Acts

Desirable:

- Basic knowledge of the Emergency Management Act
- Basic knowledge of Aboriginal Health issues

Experience

Essential:

- Driving experience (Class C)
- Firearms experience
- Demonstrated previous experience in a similar position

Desirable:

- Use of Dog Health Program prescribed drugs (Convivan, Lethabarb, Ivomec, Tranquilizers)
- Experience in working with Aboriginal Communities

Qualifications and/or Training

Essential:

- Current "C" Class driving licence
- Minimum Year 10 or equivalent
- Certificate IV in Local Government (Regulatory Services) or Municipal Law A & B Certificates

Desirable:

- Dog Health Training Certificate conducted by Murdoch University, or equivalent

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party

Signed..... Date.....
Employee

Signed Date.....
Noel Mason
Chief Executive Officer