

SHIRE OF JERRAMUNGUP



INFORMATION PACKAGE

RANGER/RESERVES OFFICER

Thank you for your interest regarding the position of **Ranger/Reserves Officer** with the Shire of Jerramungup.

As the Chief Executive Officer and employing authority, I am pleased to provide the following information to assist in the preparation of your application:

- Copy of advertisement
- Shire profile
- Position description (***including selection criteria which is required to be addressed when submitting your application***)
- General conditions of employment information
- Guidance notes for prospective applicants
- Application form
- Application checklist for your use prior to submitting your application

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application.

Please read these guidelines carefully and follow all instructions.

Should you have any further queries, please contact Charmaine Solomon, Deputy Chief Executive Officer on 0429 351 025.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Cuthbert', with a long horizontal flourish extending to the right.

Martin Cuthbert
Chief Executive Officer
Shire of Jerramungup

16 January 2025



Ranger/Reserves Officer

Full-Time Position

Salary: Level 5 – 6 (depending on skills and qualifications)

\$37.92 – \$40.63 per hour

This is an exciting opportunity for an enthusiastic and dedicated individual to join the Shire of Jerramungup as a full-time Ranger/Reserves Officer.

The successful applicant will be responsible for assisting to initiate and implement enforcement of all relevant Ranger legislation in accordance with Shire policies and Local Laws and to ensure the protection of amenities for residents of the Shire of Jerramungup.

Key areas of responsibility for the Ranger/Reserves Officer will centre on community safety, management of cats, dogs, fire preparedness and emergency response, off road vehicles and illegal camping.

The role will also play an active role in managing Councils assets on Shire reserves through maintenance, rehabilitation and construction activities to deliver a safe community with attractive recreation areas.

The position offers great benefits, including:

- Subsidised staff housing in Bremer Bay;
- Commuting use of a Ranger vehicle;
- 15% employer contributed superannuation;
- Working conditions allowance;
- Overtime as approved;
- Training and development opportunities; and,
- A great employee Health and Wellbeing Program including flu shots, skin cancer checks and an Employee Assistance Program.

Dependent on qualifications, skills and experience, a Level 5 – 6 salary will be offered to the suitable applicant.

Conditions of employment are in accordance with the Shire of Jerramungup Works and Services Industrial Agreement 2024.

PROSPECTIVE APPLICANTS

A copy of the information package and position description must be obtained to assist in preparation of your application. The information package and position description is available by contacting the Shire Administration Office on (08) 9835 1022 or via website www.jerramungup.wa.gov.au. For further job specific enquiries please contact Charmaine Solomon, Deputy Chief Executive Officer on 0429 351 025.

APPLICATIONS

Applications close **12pm Thursday, 30 January 2025** and are to be addressed to the **Chief Executive Officer, Shire of Jerramungup, PO Box 92, JERRAMUNGUP WA 6337**. Applications must contain all requirements listed in the information package. They may be submitted in hard copy or by email to hr@jerramungup.wa.gov.au.

The Shire of Jerramungup 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.



Martin Cuthbert
Chief Executive Officer

16 January 2025

GENERAL INFORMATION

SHIRE OF JERRAMUNGUP:

The Shire of Jerramungup is located within the Great Southern Region, 180 kilometres north east of Albany and 440 kilometres south east of Perth. The Shire covers an area of 6,507 square kilometres and has a population of approximately 1,133.

The area is recognised as a strong agricultural region for grain and livestock production, with high biodiversity values, strong tourism potential and various mining prospects. The Shire is recognised internationally for its biodiversity and human interaction with the landscape.

The Shire includes pristine beaches, two towns, as well as smaller communities. The town of Jerramungup is an established rural community 440 kilometres south east of Perth via Katanning and Gnowangerup, and 180 kilometres north east of Albany on the South Coast Highway. Bremer Bay is 505 kilometres from Perth and 180 kilometres from Albany on the south coast and is developing rapidly with a growing aquaculture industry and attracting increased tourism activity. The communities of Gairdner and Boxwood Hill are also within the Shire.



The Shire of Jerramungup offers the following:

Shopping Facilities

Jerramungup: IGA supermarket, newsagency, chemist, roadhouse, 24hr fuel, stock and rural supplies agents, Post Office with some banking facilities, hotel, caravan park, electrician, community resource centre and library.

Bremer Bay: IGA supermarket, chemist, Post Office with some banking facilities, ATM, roadhouse, motel/resort, caravan parks, hairdresser, tyres and batteries, electrician, plumber, mechanic, coffee shops and cafes, community resource centre and library.

Sporting Facilities

Jerramungup: Indoor multipurpose Entertainment Centre with courts and stage facilities. Excellent grassed playing surface for football, cricket and hockey. Other competitive sports include bowls, golf, tennis, netball, basketball, darts and motocross. Newly redeveloped swimming pool.

Bremer Bay: Active tennis, bowls and golf clubs.

Boxwood Hill: The Sports Club is home to football, hockey, netball, tennis and golf.

The Jerramungup, Bremer Bay and Boxwood Hill Sports Clubs provide excellent facilities for the public to enjoy and relax after their recreational pursuits.

Education

Jerramungup: A District High School provides schooling from kindergarten to Year 10. Schooling is available for Year 11 and 12 through Schools of Isolated and Distance Education.

Bremer Bay: The Primary School provides schooling from kindergarten to Year 6. A bus transports older students to the District High School in Jerramungup.

Health & Wellbeing

Jerramungup: GP practice two days per week, Nursing Post, pharmacy and St John Ambulance. Visiting services include chiropractor, podiatry, and child health nurse.

Bremer Bay: GP practice two days per week, Nursing Post, pharmacy and St John Ambulance. Visiting services include chiropractor and child health nurse.

Television

Digital television reception via satellite.

General

The community is active, progressive, friendly and enjoys a sports orientated lifestyle. District tourist attractions include:

- Fitzgerald River National Park
- Fitzgerald Biosphere Garden
- Clear water and clean beaches along the Shire's coastline
- Excellent fishing, surfing, orca whales and Bremer Canyon

The Shire enjoys a temperate climate throughout the year and the cooling sea breeze makes it ideal during the summer period for living comfort.

Shire of Jerramungup Emergency Services:

Western Australia is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.

Bremer Bay has a reasonably constrained townsite with a rural subdivision set in an area of high bushfire risk to the south on Point Henry Peninsula. The town itself is located on the Wellstead Estuary and is surrounded by large areas of uncleared vegetation to the north and east. The extensive area of uncleared vegetation surrounding the community is located within unallocated crown land (UCL) and the Fitzgerald River National Park.

The town is at its most vulnerable to bushfire in summer during the peak tourist season when the transient populations swells. The town has a single road access and is constrained by the coast and Estuary. In early December 2012 the entire town was evacuated when a bushfire threatened the community from the west.

Bremer has a rural residential area on Point Henry Peninsula that has a significant bushfire risk. There are an estimated 207 freehold properties with approximately 120 of these now developed. Tourist population visitations to Bremer Bay and Point Henry Peninsula have been recorded between 15,000 up to 27,382 in 22/23 throughout December and January with Easter tourist visitation being recorded at 6,700 – 13,859. The entire rural subdivision of Point Henry was burnt in 2002 by a fast moving fire that reached the edge of the main town site within two hours.

The Shire has been maintaining a strategic fire break network in Point Henry since 2008 which is offset by the Point Henry Fire Levy plus there has been significant investment under the MAF funding to deliver long term benefits to the community.

Annually our accommodation providers reach full capacity at the Bremer Bay Caravan Park recording 1,700 numbers per night, Bremer Bay Beaches Caravan Park 340 – 570 per night and Tozers Bush Camp 450 – 590 per night through December and January.

Visitor and resident age range was relatively evenly distributed, with slightly elevated population between the ages of 15 and 29. This includes people camping in the UCL, Doubtful Island the Fitzgerald River National Park, Point Henry, Dillon Bay and general coastal areas. The transient tourist population in Doubtful Island UCL is considered a significant enough risk that the Shire of Jerramungup LEMC has developed a specific evacuation plan for this area. Traffic count data to this area has varied between 8,000 – 12,000 vehicles per week.

GENERAL CONDITIONS OF EMPLOYMENT

SALARY	This position attracts an annual salary of \$74,926.96 – \$80,278.41 per annum (pro rata), dependent on qualifications and experience as per the Shire’s Industrial Agreement.
SUPERANNUATION	Council currently contributes 15% to the Statutory Occupational/Guarantee Fund.
VEHICLE USE	Commuting use of Ranger vehicle
HOURS	Hours of work will be as agreed with the Shire of Jerramungup on a full-time basis.
REPORTING	The Ranger/Reserves Officer will be required to report to Executive Staff at the Shire of Jerramungup.
UNIFORM ALLOWANCE	As per the Council Policy.
ANNUAL LEAVE	4 weeks leave per annum in accordance with the Local Government Industry Award and National Employment Standards.
LONG SERVICE LEAVE	In accordance with the Local Government (Long Service Leave) Regulations.
RESIDENCY	The Shire of Jerramungup can assist with subsidised housing which is currently based in Bremer Bay. Applicants currently residing or preferring to reside in their own private accommodation will be eligible for the Shires Housing Allowance as per Council Policy.
EMPLOYMENT MEDICAL	The successful applicant will be requested to undertake a pre-employment medical, 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 National Police Clearance not more than three months old will be required to support eligibility for this position.
SUPPORTING DOCUMENTATION	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
STUDY ASSISTANCE	Employees who have enrolled for technical or further education relevant to their position may have a portion of enrolment fees paid upon successfully completing each nominated subject (subject to CEO approval).

Guidance Notes for Prospective Applicants

The following notes are provided to assist in the preparation of your application and to help the Selection Panel assess your suitability for the position and prospective interview. Also enclosed is a copy of the respective Advertisement and Position Description, which includes the Selection Criteria.

APPLICATIONS	<p>The Shire is pleased to accept all applications whether handwritten or typed, providing they are neat and legible in presentation.</p> <p>All information, including a completed Application Form, should be stapled/secured in the top left hand corner. Please do not submit your application bound or in folders. Only <i>copies</i> of supporting documentation should be enclosed so as to avoid loss or damage to originals.</p> <p>All submissions must be received by the nominated closing date – hard copy, emailed or faxed applications are accepted. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from this office under restricted circumstances.</p>	
APPLICATION FORM	<p>All applicants are required to complete and sign the application form. When filling out the form applicants should remember to nominate whether relevant information can be found within the attached CV/Resume (you do not need to list relevant work history, qualifications etc. twice). Please provide a convenient <u>daytime contact number</u> so that we may contact you should you be invited for an interview or if there are any queries regarding your application.</p>	
CURRICULUM VITAE / RESUME	<p>A CV/Resume outlining current contact details, previous employment history and qualifications should be provided.</p>	
SELECTION CRITERIA	<p>A written application of no more than three (3) pages demonstrating your experience and how you are able to perform the role in the context of the essential and desirable criteria as detailed in the SELECTION CRITERIA of the Position Description.</p> <p>Please note: Applications that fail to address all of the selection criteria will not be considered.</p>	
ASSESSMENT	<p>The selection panel will assess your suitability to and understanding of the requirements of the position, and whether you possess the knowledge, experience and qualifications required to successfully carry out the duties of the position. It is impractical to interview all applicants and therefore only those who best meet the criteria will be considered for interview.</p>	
CLOSING DATE	<p>Applications close 12pm, Thursday 30 January 2025</p>	
REFERENCES	<p>You are required to nominate at least two contactable employment referees within your application. These referees should be able to comment on your recent work experience, skills and knowledge in relation to the selection criteria. Please provide names, relationship to you (eg. Supervisor), company name and daytime telephone numbers. If you do not wish current work referees to be contacted initially, please advise of this.</p>	
SENDING IN YOUR APPLICATION	<p>Applications should be clearly marked:</p> <p>“CONFIDENTIAL – Application Ranger/Reserves Officer”</p>	<p>Applications should be addressed to:</p> <p>Mr Martin Cuthbert Chief Executive Officer Shire of Jerramungup PO BOX 92 JERRAMUNGUP WA 6337 Email: hr@jerramungup.wa.gov.au</p>

INTERVIEWS / FINAL RECRUITMENT PROCESS	Applicants nominated for interview will be <u>personally contacted</u> as soon as practical after the advertised closing date. Those unsuccessful in progressing their applications further will be advised in writing at the conclusion of the recruitment process.
EQUAL OPPORTUNITY	<p>The Shire of Jerramungup 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.</p> <p>People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.</p> <p>We strongly encourage people from diverse backgrounds to apply. Council maintains an equal opportunity policy in assessing all applications for any advertised position.</p>

Ranger/Reserves Officer Application Form
PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION

POSITION DETAILS	
Position Advertised:	Ranger/Reserves Officer
Location:	<input type="checkbox"/> Administration <input type="checkbox"/> Planning and Development <input checked="" type="checkbox"/> Works
Reference:	

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:	<i>Are you a permanent resident of Australia, or have your been granted permanent residence?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, please attach copy of a Visa validating permission to work in Australia
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
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:</i>	
(Referee 1)	(Referee 2)
Name:	Name:
Position Held:	Position Held:
Company:	Company:

Contact No:

Contact No:

How soon would you be able to commence work?

How did you find out about the position (i.e. facebook, newspaper)?

EDUCATION / TRADE DETAILS

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

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

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year	Name of School / Institution	Details

Other Qualifications / Training (e.g. 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 fulfil the requirements of this position? No Yes

Please provide details:

Are you currently receiving or have you made a claim for and received Workers Compensation or Insurance benefits for any reason? No Yes

Please provide details (e.g. Year of injury, Company worked for, Period of time off work):

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 need to give details of any conviction that has been declared spend 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.

APPLICANT DECLARATION

1. 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.
2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statement will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. 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 prior to commencement date.

Signature of Applicant: _____

Date: _____

RANGER/RESERVES OFFICER
APPLICATION CHECKLIST

- Application Form
- Covering Letter
- Statement addressing the Selection Criteria
- Resume
- Copies (not originals) of supporting documentation
- Full application has been proofread prior to submitting
- Application has been photocopied for personal reference



JOB DESCRIPTION – Ranger/Reserves Officer

POSITION IDENTIFICATION	
Position Title: Ranger/Reserves Officer	Department: Ranger Services
Award/Agreement: Shire of Jerramungup Works and Services Industrial Agreement 2024	Employment Type: Full-Time
Reports to: <ul style="list-style-type: none"> • Chief Executive Officer • Deputy Chief Executive Officer • Works Supervisor • Manager of Development 	Supervisory Responsibility: Project management and site supervision of staff may be undertaken.
Hours: Ordinary hours of work are between: 5.00am - 10.00pm from Monday to Sunday. Additional hours may be required.	Location: Various locations across the Shire of Jerramungup

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Works Supervisor
- Manager of Development

1.2 Supervision of:

- Contract Rangers

1.3 Internal and External Liaison:

Internal

- Works Supervisor
- Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Police
- Visitors
- DFES / VFES
- Volunteer Bushfire Brigades
- Contractors

2. EXTENT OF AUTHORITY

Ensures the Shire meets its statutory compliance obligations through enforcement and education of relevant local laws and legislation by responding to complaints, investigating potential breaches and undertaking appropriate actions on behalf of the Shire.

3. PURPOSE OF POSITION

The purpose of this role is to assist with the compliance and enforcement of regulatory activities in accordance with legislation, local laws, community expectations and council policies.

Key areas of responsibility for the Shire's Ranger will centre on community safety, management of cats, dogs, fire preparedness and emergency response, off road vehicles and illegal camping.

The role will also play an active role in managing Councils assets on Shire reserves through maintenance, rehabilitation and construction activities to deliver a safe community with attractive recreation areas. It will also undertake plant operation to assist works department manage roads, assist in traffic management, drainage and other public assets.

4. KEY DUTIES/RESPONSIBILITIES

ADMINISTRATIVE

- Undertake all roles and responsibilities within safety and health protocols and procedures.
- Responds to routine correspondence and internal enquiries.
- Maintain Council's register for dogs and cats
- Assist in the review of the Shire's Local Laws

PROVISION OF CUSTOMER RELATIONS SERVICES

- Investigate, record and report on complaints and undertake appropriate follow up action.
- Respond to enquiries from internal and external customers promptly and professionally.

EMERGENCY PREPAREDNESS

- Perform firebreak and fire notice inspections including the implementation of the requirements of the Point Henry Fire Management Strategy.
- Perform inspections and monitor the Shires Beach Emergency Numbering System (BENS) within the Shire.
- Ensure that drainage infrastructure is checked and cleared in advance of storms and flooding advice.
- Assist in community education regarding hazardous activities in the peak season – fires, off road vehicles, camping, rock fishing etc.
- Maintain an active relationship with the local Emergency Services.
- Assist in actively preparing Shire reserves to comply with firebreak notices.
- Implement firebreaks and other prevention activities to mitigate natural disaster risks.

EMERGENCY RESPONSE

- Assist the Shires Emergency Management team and Chief Bushfire Control Officer to respond to emergencies where required.
- Assist local law enforcement agencies through public awareness raising and emergency response where required.

DOG AND CAT CONTROL

- Coordinate and assist with educational programs relating to dog and cat owners' responsibilities.
- Carry out regular dog and cat patrols, respond to complaints, seize, impound, and destroy animals where necessary.
- Manage the operation of the dog pound located in Jerramungup and Bremer Bay depots.
- Promote and canvass the registration of dogs and cats.
- Monitor
- Generally enforce the provisions of the Dog Act 1976, Cat Act 2011 and Local Laws.

LITTER CONTROL

- Coordinate and assist in public education programs aimed at achieving a litter free environment.
- Respond to litter complaint/reports and take necessary action in accordance with the Litter Act 1979.
- Assist in the annual Clean Up Australia Events held within the Shire

GENERAL DUTIES

- Perform Ranger duties with other Local Authorities as directed.
- Erect emergency warning/directional signs on all shire roads as directed.
- Report any incidents of vandalism or damage of the Council's facilities as and when required.
- Compile statistics of activities and incidents and report monthly to the Deputy Chief Executive Officer.
- Carry out regular patrols of streetlights.
- Undertake minor maintenance to coastal infrastructure.
- Perform such other duties within the Officers skill group, qualifications, Council policy and/or as directed by the Deputy Chief Executive Officer.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.

MUNICIPAL LAW ENFORCEMENT ACTIVITIES

- Arrange for the prosecution of offenders in relation to any of the above duties.
- Responsible for collection of evidence and preparation of cases in relation to the above duties.
- Attend Court when required to prosecute cases and give evidence.
- Conduct the necessary follow-up after successful prosecutions.
- Monitor and control illegal camping and camp fires.
- Monitor and control illegal use of off road vehicles.
- Prosecute offenders of the Bush Fire's Act.
- Prosecute offenders of the Litter Control Act.
- Control wandering stock when required including the necessary disposal or sale of wandering stock.
- Manage local parking and abandoned vehicles including issuing infringements where required.

MUNICIPAL ASSET MANAGEMENT

- Participate in road maintenance and verge maintenance activities.
- Participate in road construction projects where required.
- Participate in traffic management activities where required.
- Assist in the delivery of a safe footpath and trail network.
- Assist in the delivery of projects on Shire reserves.
- Assist in the maintenance, reporting requirements and management of Shire parks, gardens and playgrounds & building.

- Assist in the maintenance, reporting requirements of the Bremer Bay Boat ramp
- Maintain the Shire's pound facility.
- Monitor and maintain the Shire's standpipe facility.
- Monitor and maintain the Shire's airstrips including the pilot activated lighting, windsocks, native animals, and runways.
- Monitor and maintain the Shire's boat ramps (Fisheries Beach Marina and George Street) including liaison with the Department of Transport.
- Supervise camp hosts and camp grounds including the removal of waste, collection of fees and monitoring and repairing structures.

5. SELECTION CRITERIA

Key Skills, Knowledge and Experience	Essential	Desirable
Regulatory Officer Compliance Skills 1 & 2	✓	
Working knowledge of Dog Act 1976, Cat Act 2011	✓	
Certificate in Municipal Law A & B	✓	
Demonstrated experience as a Ranger working with or without supervision within a local authority or demonstrated experience in law enforcement.	✓	
Ability to stay calm under pressure	✓	
Good time management skills	✓	
Demonstrated experience in animal handling, including reptiles	✓	
Well-developed verbal and written communication skills	✓	
Excellent public relations and interpersonal skills	✓	
Demonstrated experience in negotiating and conflict resolution skills	✓	

Desirable Attributes	Essential	Desirable
Certificate IV in Local Government (Regulatory Services) or similar		✓
Working knowledge of Control of Vehicles (Off-road Areas) Act 1978 and Litter Act 1979		✓
Working knowledge of court procedures		✓
Basic Worksite Traffic Management accreditation		✓
Moderate to advanced 4 wheel drive handling skills.		✓
First aid qualification		✓
Training in Conservation and Land management		✓
White card		✓

5 WORKING CONDITIONS/WHS CONSIDERATIONS

Work Health and Safety – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup’s Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire’s WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant at the Shire’s expense.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Shire of Jerramungup Works and Services Industrial Agreement 2024	
Position Status	Full-Time	Permanent
Hours of Work	<p>Shire of Jerramungup Works and Services Industrial Agreement 2024.</p> <p>Section 7.3. Ordinary Hours - Rangers and Cleaners</p> <p>7.3.1. Employees engaged as Rangers and Cleaners can work ordinary hours from Monday to Sunday.</p> <p>7.3.2. The span of ordinary hours of work on a day on which ordinary hours can be worked will be between 5:00am to 10:00pm.</p> <p>7.3.3. An Employee may work up to a maximum of 10 ordinary hours on any day, excluding unpaid meal breaks, or by agreement between the Employer and the Employee, up to a maximum of 12 ordinary hours on any day.</p> <p>7.3.4. Employees shall receive an additional 20% penalty for all ordinary hours worked outside the span of hours provided in clause 7.3.2.</p> <p>7.3.5. Employees shall receive an additional 50% penalty for all ordinary hours worked on a Saturday and 75% on a Sunday.</p>	
Level	Level 5 or 6 (dependant on experience) <ul style="list-style-type: none"> • Level 5 hourly rate \$37.92 • Level 6 hourly rate \$40.63 	
Superannuation	15% Employer Superannuation Guarantee Contribution	
Additional Superannuation	As per Council Policy	
Probation	6 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave (pro-rata) with 17.5% Loading on Entitled Annual Leave.	
Housing	<p>The Shire of Jerramungup can assist with subsidised housing which is currently based in Bremer Bay.</p> <p>Staff residing in their own accommodation will be provided with a housing allowance as per Council Policy.</p>	
Motor Vehicle	Commuting use of Ranger vehicle	
Job Location	Shire of Jerramungup	