



## Our Values

**Respect Honesty Commitment Courage**

<b>Position Title:</b>	<b>Ranger</b>
<b>Directorate:</b>	Sustainable Development and Infrastructure Services
<b>Reports to:</b>	Coordinator Ranger Services
<b>Date effective:</b>	August 2022
<b>Agreement Level:</b>	EBA Level 5
<b>Position no:</b>	RAN02

Values only become meaningful when they are translated into behaviours that people engage in and others can observe.  
They are the cornerstone of 'walking the talk'.

### 1. Purpose

#### 1.1 Primary functions

To ensure the communities and shire's compliance with State Acts, Regulations and Local Laws under Council's care and responsibility thereby ensuring as far as possible community safety and awareness.

#### 1.2 Community strategic goals



**Goal 1:**  
Valuing the natural environment

**Goal 2:**  
Welcoming and inclusive communities

**Goal 3:**  
Managing growth sustainably

**Goal 4:**  
Vibrant and diverse economy

**Goal 5:**  
Effective leadership and governance

### 1.3 Key functions and duties

Key functions	Specific duties	% Time
<b>LEGISLATIVE DUTIES</b>	<p><b>Animal Control</b></p> <ul style="list-style-type: none"> <li>• Serve as an Authorised Officer under the Dog Act 1976 and Cat Act 2011.</li> <li>• Prepare briefs and give evidence in Court as required.</li> <li>• Perform patrols of all areas of the district and where appropriate.</li> <li>• Impound dogs and cats, issue warnings and infringements notices to offending dog and cat owners.</li> <li>• Investigate dog attacks on persons and animals, and any other matters under the Dog Act 1976 and Cat Act 2011.</li> <li>• Attend after hours dog attacks as requested to ensure community safety and compliance measures are undertaken.</li> <li>• Manage the animal management facility including keeping the register, release, destruction or rehabilitation of dogs where appropriate, calculations and collection of fees. Maintaining the cleanliness of animal cages and report required repairs.</li> <li>• Education of animal owners and undertake visits to schools/community groups.</li> </ul> <p><b>Bushfire Control</b></p> <ul style="list-style-type: none"> <li>• Serve as a Bush Fire Control Officer under the Bush Fires Act 1954.</li> <li>• Provide assistance and logistical support as directed by Ranger Coordinator or CEO during protracted firefighting operations or other emergency incidents.</li> <li>• Perform duties of an FCO regarding; compliance of the Firebreak Notice requirements on private property; and issuing permits to burn.</li> </ul> <p><b>Illegal Camping</b></p> <ul style="list-style-type: none"> <li>• Serve as an Authorised Officer under the Caravan and Camping Ground Act 1995.</li> <li>• Investigate complaints and Issue warning and infringement notices as appropriate.</li> </ul> <p><b>Litter Control</b></p> <ul style="list-style-type: none"> <li>• Serve as an Authorised Officer under the Litter Act 1979.</li> <li>• Issue warning and infringement notices as appropriate.</li> </ul>	<b>80</b>

	<p><b>Stock Control</b></p> <ul style="list-style-type: none"> <li>• Serve as an Authorised Officer pursuant to Part XX of the Local Government (Miscellaneous Provisions) Act 1960.</li> <li>• Investigate complaints regarding straying stock and secure as appropriate.</li> <li>• Impound stock as required.</li> <li>• Attend after hours requests to wandering stock and secure as appropriate.</li> <li>• Issue warning and infringement notices as appropriate.</li> </ul> <p><b>Cemeteries</b></p> <ul style="list-style-type: none"> <li>• Provide cemetery support to the Administration Officer and Ranger Coordinator.</li> </ul> <p><b>Shark Response</b></p> <ul style="list-style-type: none"> <li>• Deal with issues, and assist with response action relating to Shark Incident, including attack or sighting.</li> <li>• Liaise with Coordinator and Media Officer in relation to above.</li> </ul> <p><b>Other Legislation</b></p> <p>Perform the enforcement of other relevant Acts, Regulations and Local Laws control of off-road vehicles, abandoned vehicles and other matters as directed by the Ranger Coordinator.</p>	
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>• Attend Court to give evidence when required in relation to any of the above duties</li> <li>• Ensure all monies are receipted following Shire procedures.</li> <li>• Ensure vehicle upkeep with scheduled services. Maintain vehicle cleanliness.</li> <li>• Ensure all personal protective clothing and equipment is in good conditional and operational.</li> <li>• Administration of job sheets, evidence, photographs/video and any other relevant documentation for investigation purposes</li> </ul>	<b>15</b>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• Identify and recommend improvements to procedures and systems.</li> <li>• Contribute positively within a team environment and demonstrate behaviour that enables the achievement of directorate and team goals.</li> <li>• Work in accordance with the State Records Act, and Shire procedures and principles.</li> <li>• Work in accordance with the Shire’s defined Equal Opportunity and Anti-discrimination legislation, procedures &amp; principles.</li> <li>• Work in accordance with the Shire’s defined Occupational Safety and Health legislation, procedures, and principles.</li> </ul>	<b>5</b>

	<ul style="list-style-type: none"> <li>• Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies, and actions.</li> <li>• Ensure all duties as directed by the Chief Executive Officer are fully undertaken</li> </ul>	
--	--	--

**2. Extent of Authority**

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

**2.1 Delegate authority in accordance with the following:**

- To exercise powers under Part XX of the Local Government (Miscellaneous Provisions) Act 1960; Section 449 of the Local Government Act (Miscellaneous Provisions) Act 1960 as Pound Keeper and Ranger.
- Part 9, Division 2 of the Local Government Act 1995;
- Section 3.39 of the Local Government Act 1995 as an Authorised Person;
- Section 9.13, 9.15 and 9.16 of the Local Government Act 1995 as an Authorised Person,
- As an Authorised Person pursuant to the following:-
  - Dog Act 1976 (as amended) and Regulations;
  - Cat Act 2011 (as amended) and Regulations;
  - Control of Vehicles (Off Road Areas) Act 1978 (as amended) and Regulations;
  - Litter Act 1979 (as amended) and Regulations;
  - Local Government Act 1995
  - Bush Fires Act 1954 (as amended) and Regulations;
  - Caravan Parks and Camping Grounds Act 1995 (as amended) and Regulations ;
  - All Shire of Augusta-Margaret River Local Laws.

Delegated authority to: sign purchase orders or other documents as per the "Authorisation to Sign Documents Register" (?)

**3. Relationships**

**3.1 Responsible to**

Coordinator Ranger Services

**3.2 Responsible for**

**3.3 Internal Stakeholders**

- Department Heads
- Councillors
- Council Staff

### 3.4 External Stakeholders

- Community Members and groups
- Public Utilities and Authorities
- Consultants and other professionals
- State and Federal Ministers and Departments
- Associations of Local Government
- Local Governments
- WAPOL
- DPaW
- RSPCA
- DFES
- Fisheries WA

## 4. Position Selection Criteria

### 4.1 Position essentials

Regulatory Officer Compliance Skills (ROCS) 1 & Regulatory Officer Compliance Skills (ROCS) 2 (formerly Municipal Law A&B)

Demonstrated ability to resolve problems with limited assistance and promote continuous improvement.

Proven ability to achieve a high standard and output of work

Ability to work autonomously and promote organisational and time management skills

Ability to work within a team environment

Promote positive customer interaction through developed written and verbal communication skills

Motor Driver's Licence - C Class

Sound Conflict Resolution and Negotiation skills

Senior First Aid Certificate

### 4.2 Position desirables

Knowledge of Council's Local Laws

Knowledge of Council's organisational structure and function

Knowledge of Shire District

Working Knowledge of Court procedures and brief preparation

Certificate 4 in Local Government (Regulatory Services)

Reside in the Shire of Augusta Margaret River

## 5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date: