



## POSITION DESCRIPTION

### Ranger

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#### 1. POSITION IDENTIFICATION

<b>Title:</b>	Ranger
<b>Classification:</b>	Level 5 of Local Government Industry Award – Industrial Agreement
<b>Status:</b>	Permanent, Full-Time
<b>Section:</b>	DEVELOPMENT & REGULATORY SERVICES

#### 2. POSITION OBJECTIVES

- The Shire of Coolgardie's Ranger Services is responsible for the professional, effective and efficient delivery and administration of local enforcement services to ensure that activities and practices comply with the local and State Government legislative requirements and approval conditions.
- The Shire of Coolgardie's enforcement standards shall reflect the community's need and expectation for quality of customer service and the application of timely and accurate application of the Shire's Regulatory requirements.
- To provide a high level of customer service to the community and public through the provision of education and advice on, and the administering of, the Shire's Local Laws, policies, and relevant Statutory Regulations.
- Administration of local enforcement of the relevant Acts relating to dog and cat handling, abandoned vehicles, litter fire prevention, off road vehicles, Local Laws and other areas to assist making our community a safer place.

#### 3. KEY DUTIES AND RESPONSIBILITIES

##### Statutory Compliance and Enforcement

- Ensure relevant State Government legislation and the Shire's Local Laws are enforced in a consistent, fair and objective manner and in the best interest of our community and visitors to the Shire.
- Assist with the preparation of court and other legal documents, including records of evidence and briefing notes, on matters relevant to the regulatory functions of the service unit.
- Attend court and tribunal proceedings in relation to Regulatory, Compliance, Ranger and Emergency Services functions as required.

### **Operational**

- Undertake patrols, investigations of non-compliance with State and Local Law, impoundments, warnings, infringements, work orders and evidence-based reporting.
- This is an operational role and as such the incumbent shall be rostered for duty as part of provision of service including variations of shift times and after hours on call for security and emergency assistance when required.

### **Customer Service and Shire Image**

- Present a positive image of the Shire by acting and communicating professionally in all dealings with residents and external customers and stakeholders.
- Provide friendly, helpful and professional advice and education to residents, external stakeholders and Shire departments as required.
- Ensure that when speaking with the public that interactions are courteous but do not take up unnecessary time.
- Provide operational support for response and recovery activities of the Shire during times of local emergency (this position is identified as part of the Shire's Local Emergency Management Structure).

## **4. GENERAL ACCOUNTABILITIES OF THE POSITION**

### **Workplace Health and Safety**

- You must take reasonable care of your health and safety.
- You must take reasonable care that your acts or failure to act does not negatively affect the health and safety of others.
- You must comply, so far as you can, with any reasonable instruction by the CEO to allow them to comply with the WHS Act.
- You must cooperate with any reasonable policy or procedure of the Shire relating to health and safety at the workplace that you have been advised of.
- You must comply with personal protective equipment (PPE) requirements, including the proper wear, fit, use and care of all PPE as required and advised by the CEO through your manager or supervisor.
- You must identify and report all hazards within the workplace and comply with any requests for further information and reasonable requests to assist in controlling hazards where safe to do so.
- You must report all incidents, including near misses, and comply with requests for further information.
- You must not disturb an incident scene unless instructed by an authorised person.
- You must assist with any incident investigation where a reasonable request is made and help control hazards where safe.
- You must be aware of and follow the Shire's Code of Conduct and not cause or intend to cause mental or physical harm to any person, being mindful that social interactions can impact a person's mental and physical well-being (psychosocial).

## 5. ORGANISATIONAL RELATIONSHIPS

<b>Responsible to:</b>	Team Leader – Ranger Services
<b>Supervisor of:</b>	Not applicable
<b>Internal Liaison:</b>	Chief Executive Officer Executive Management Team Shire Staff
<b>External Liaison:</b>	General Public RSPCA Fire and Emergency Services WA Police Services Security Firms Local Schools Local Businesses

As directed by the Senior Officer of this area on projects being undertaken by your department and other Departments that require communications with contractors, service providers and agencies to meet the objectives of the community and the Shire.

## 6. EXTENT OF AUTHORITY

- Operates under the general direction of the Senior Officer within established guidelines and policies of the Shire as well as statutory provisions of the various Acts and other legislation.
- To make recommendations on the development of appropriate policies of Ranger Services within the Shire.
- Obtain approval from the Senior Officer to perform any other duties outside of normal function.
- Undertake any other duties as required by the Senior Officer, Executive Team or the Chief Executive Officer in accordance with this Position Description and in accordance with the classification principles of the Local Government Industry Award – Industrial Agreement.
- Freedom to act is limited by standards and procedures and delegations and/or authorisations by Council and/or Chief Executive Officer.

## 7. AGREEMENT

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.

**As the employee, I have reviewed and accept the statement of duties.**

Employee Name	Signature	Date

**As the Manager, I have reviewed and confirm this is a current and relevant document.**

Manager Name	Signature	Date

<b>UPDATED</b>	<b>:</b>	<b>January 2026</b>
<b>APPROVED BY</b>	<b>:</b>	<b>Chief Executive Officer</b>