



### POSITION DESCRIPTION

**Title** : **RANGER**  
**Section** : **OPERATIONS**

---

---

#### 1. POSITION IDENTIFICATION

**Title:** Ranger  
**Classification:** Level 5 of Local Government Industry Award 2020  
**Section:** OPERATIONS

#### 2. POSITION OBJECTIVES

- The Shire of Coolgardie's Operations department 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 to assist in making our community a safer place.
- The Shire of Coolgardie's enforcement standards shall reflect the community's need and expectation in quality of customer service and the application of timely and accurate application of Council'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 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**

- 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.
- Patrols, investigations of non-compliance with State and Local Law, impoundments, warnings, infringements, work orders and evidence based reporting.

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

- Ensure the delivery of regulatory and other functions relevant to Ranger and Emergency Services are in accordance with the Shire's Customer Service Charter.
- Demonstrate appropriate behaviours and personal appearance that positively enhance the Shire's public image.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups and other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Ensure that when speaking with the public, be courteous without wasting 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**

#### **Occupational Health & Safety**

- To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at workplaces.
- Proactively comply with all Shire OSH Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA OSH Act 1984, OSH Regulations 1996, all other relevant Regulations, Codes of Practice and Australian Standards.

- As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the OSH Act.
- Must report to their manager, supervisor, OSH Representative, HR and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- Actively promote and participate in the Work Injury Management Program
- Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

### **Customer Service**

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

## **5. ORGANISATIONAL RELATIONSHIPS**

**Responsible to :** Team Leader – Ranger and Emergency Services

**Supervisor of :** Not Applicable

**Internal Liaison :** Chief Executive Officer  
Shire staff

**External Liaison :** General Public  
RSPCA  
Fire and Emergency Services  
WA Police Services  
Security Firms  
Local Schools  
Local Business's

As directed by the Manager of Waste and Emergency Services 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 Council.

## **6. EXTENT OF AUTHORITY**

- Operates under the general direction of the Senior Officer and Deputy CEO within established guidelines and policies of Council 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 or Deputy CEO to perform any other duties outside of normal function.
- Undertake any other duties as required by the Senior Officer or Deputy CEO, Management Group or the Chief Executive Officer, in accordance with this job description and in accordance with the classification principles of the Local Government Industry Award 2010.
- Freedom to act is limited by standards and procedures and delegations and/or authorisations by the Council and/or Chief Executive Officer.

<b>UPDATED :</b>	<b>APRIL 2023</b>
<b>APPROVED BY :</b>	<b>CHIEF EXECUTIVE OFFICER</b>