

SHIRE OF SHARK BAY



Position Description

1. Position Identification

Position Title	RANGER
Classification	Level 5.1 – Local Government Industry Award 2020
Reports To	Works Department – Town Service Supervisor
Position Description Date	1 January 2025

2. Position Objectives

2.1 Objectives of Position	To deliver an efficient and effective Ranger Service to the community in Denham and surrounds that represents the Council and associated Shire entities to the public in accordance with the requirements of the Chief Executive Officer and Council.
2.2 Within Section	Assist the immediate supervisor to provide a ranger service and any other duties as required.
2.3 Within Organisation	<ul style="list-style-type: none"> • Liaise with the Town Services Supervisor to ensure that the town appearance reflects creditably on the Shire of Shark Bay. • Operate Council Plant assigned at a high standard. • Maintain Plant assigned to a high standard.

3. Role

3.1 General	<ul style="list-style-type: none"> • Conducting Ranger operations, including the operation of necessary equipment. • Cleaning and ensuring the upkeep of public utilities. • Maintenance of parks and gardens within the jurisdiction. • General maintenance of Council owned buildings and facilities. • Maintaining town streets, footpaths and the foreshore, including street fittings and fixtures. • Patrolling and conducting inspections and investigations to enforce legislation related to various Ranger Service functions, such as animals, parking, litter, off-road vehicles, wandering stock and abandoned vehicles. • To maintain operational readiness and ensure prompt response to after-hours emergency calls, the incumbent must either permanently reside within the Town of Denham or be available within the district when on-call. • Conduct patrol of campsites within the Shire of Shark Bay's jurisdiction. • Undertaking a Main Roads Rubbish run from Denham to Monkey Mia and Denham to the Overlander, involving the
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	<p>removal of animal carcasses and roadside litter, as well as emptying roadside bins.</p> <ul style="list-style-type: none"> • Maintaining guideposts and signs, ordering necessary signs and keeping a sign register detailing stock levels. • Carrying out the full spectrum of Ranger duties and regulatory responsibilities.
3.2 Statutory Compliance and Responsibilities	<ul style="list-style-type: none"> • Ensure relevant state Government legislation and Councils Local Laws are enforced in a consistent, fair and objective manner and in the best interest of our community and visitors to the Shire. • Implement Councils regulatory framework relevant to the service unit, including decisions to issue work orders, infringements and/or cautions; or to initiate prosecutions. • 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 Ranger and Emergency Services regulatory functions as required. • Provide support and advice to the Works Manager and Administration Staff, including regular updating of computer-based records and fines systems.
3.3 Bush Fire Control and Emergency Management	<ul style="list-style-type: none"> • Assist with the administration of the <i>Bush Fires Act 1954</i> (the Act) in relation to bush fire protection and fire hazard reduction and ensure landowners are aware of their legal obligations. • Conduct annual fire break inspections to enforce landowner compliance with the annual Firebreak and Fuel Hazard Reduction Notice and the Act.
3.4 Occupational Safety and Health	<ul style="list-style-type: none"> • Comply with the Shire's Occupational, Safety and Health Policy and other Shire Occupational, Safety and Health policies and procedures and legislation relevant to role and responsibilities. • Observe safe work practices and operating procedures. • Report any hazards, incidents or near misses in accordance with safety and health requirements.

4. Reporting and Extend of Authority

Organisational Relationships

4.1 Responsible to	Town Services Supervisor / Works Manager
4.2 Supervision of	Nil
4.3 Internal and External Liaison	<ul style="list-style-type: none"> • All Council Staff • President and Councillors • General Public • Ratepayers and Electors

Extent of Authority

General	<ul style="list-style-type: none"> • Works within confines of standards and procedures under limited supervision of the Town Services Supervisor. • Empowered to carry out actions under parts of the <i>Local Government Act, Off Road Vehicles Act, Bush Fires Act, Dog Act, Cat Act, Litter Act, Caravan and Camping Act</i> and various Council Local Laws a gazetted and as directed by the Policy set out in the Rangers "Procedure Manual". • Empowered to have a level of authority, direction and decision making within the scope of authority provided.
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5. Knowledge and Skills

5.1 Knowledge	<ul style="list-style-type: none"> • To have obtained or working toward the Certificate IV in Local Government Law enforcement or equivalent. • Basic knowledge of plant mechanical repairs and plant operation techniques. • Developed understanding of Occupational, Safety and Health practices.
5.2 Experience	<ul style="list-style-type: none"> • Experience as a Local Government Ranger or similar compliance role. • Previous experience in plant operation and maintenance.
5.3 Qualifications and/or Training	<ul style="list-style-type: none"> • Hold a current MR Class drivers licence. • Construction Card (White or Blue)
5.4 Skills	<ul style="list-style-type: none"> • Developed time management and organisational skills. • Developed relations skills. • Developed verbal and written communication skills.


6. Selection Criteria

6.1 Essential	<ul style="list-style-type: none"> • Completed and obtained a Certificate in Municipal Law Enforcement A and B or Regulatory Officer Compliance Skills (ROCS) 1 & 2. • Demonstrated ability in the interpretation and enforcement of statutes, associated regulations Local Laws and policies relevant to Ranger Services. • Experience in animal handling. • Excellent written and verbal communication skills and time management skills. • Physical fitness at a standard necessary to carry out Ranger duties. • Good understanding of Occupational, Safety and Health principals and responsibilities. • Advance problem solving, investigation skills, conflict resolution and negotiation and conciliation skills. • The ability to work within a demanding environment, prioritise and use initiatives to achieve critical outcomes. The ability to work effectively and efficiently with limited supervision and within a team environment and undertake direction and decision making within the scope of authority provided. • Sound knowledge of investigative techniques and procedures.
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6.2 Desirable	<ul style="list-style-type: none">• Experience as a Local Government Ranger or similar compliance role.• Senior First Aid Certificate.• Sound knowledge of local government law enforcement requirements.• To have obtained or working toward the Certificate IV in Local Government Law enforcement or equivalent.
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Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

 _____ Dale Chapman Chief Executive Officer	__01__ / __01__ / __2025__ DATED
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