

# Position Description

## Position Details

|                     |                                             |
|---------------------|---------------------------------------------|
| Position Title      | Shire Ranger                                |
| Job Location        | Shire Depot                                 |
| Position Level      | 6/7                                         |
| Department/Division | Ranger & Emergency Services/Ranger Services |
| Reports to (Title)  | Coordinator Ranger Services                 |

## Employment Type

☒ Full Time ☐ Part Time (*please specify hours*)

☐ Casual

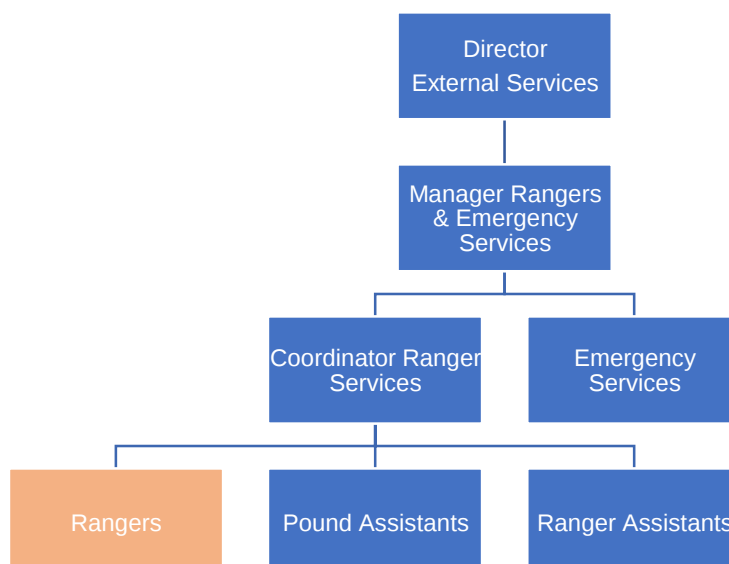
Hours Per Week

## Position Summary

The Shire Ranger role is responsible for delivering community safety, public amenity and regulatory compliance outcomes through patrol, investigation, education and enforcement activities across the Shire.

The position administers and enforces relevant legislation, local laws and Council policies, while working closely with residents, visitors, public authorities and internal stakeholders to respond to community concerns and support consistent compliance outcomes.

## Organisational Structure External Services



## Specific Accountabilities of the Position

### Animal Control

- Serve as an authorised officer under the *Dog Act 1976* and the *Cat Act 2011*.
- Undertake investigations into alleged offences, including dog attacks and other compliance matters, and prepare reports, statements, and briefs of evidence as required.
- Conduct patrols across the district and liaise with dog and cat owners regarding relevant legislation, including encouraging compliance and taking enforcement action under the *Dog Act 1976*, *Cat Act 2011*, and applicable Local Laws.
- Seize and impound animals in accordance with the *Dog Act 1976*, *Cat Act 2011*, and approved procedures where lawful and necessary.
- Impound, hold, release, or dispose of dogs and cats at the Animal Management Facility in accordance with legislative requirements and guidelines, including fee collection, registration application processes.
- Respond to cat-related complaints, including liaison with cat owners, enforcement of applicable legislation, and trapping of cats where authorised and required.
- Act as a Ranger, in accordance with delegated authority under the *Local Government (Miscellaneous Provisions) Act 1960*, in relation to the impounding, management, and disposal of stray stock and goods.

### Fire Hazard Reduction

- Identify and inspect properties throughout the district to encourage and enforce compliance of property owners and occupiers as an authorised officer under the *Bush Fires Act 1954*.

### Litter Control

- Serve as an authorised officer under the *Litter Act 1979* and undertake enforcement activities in accordance with the *Litter Act 1979*.

### Impounding and disposing of goods including vehicles

- Impound release and dispose of goods, including vehicles, signs, shopping trolleys under the *Local Government Act 1995*, *Local Government (Miscellaneous Provisions) Act 1960* and applicable Local Laws.
- Enforce other relevant Acts and local laws, including but not limited to, matters regulated under the *Caravan Parks and Camping Grounds Act 1995*, parking controls, activities in thoroughfares, and abandoned vehicle provisions.
- Represent the Shire in court, or State Administrative Tribunal proceedings where required.

### General Duties

- Attend Court to give evidence as and when required in relation to any of the above duties.
- Participate in after hours, on call, and emergency response activities in accordance with operational requirements and the applicable Shire industrial or enterprise agreement.
- Participate in the development and delivery of public education and awareness programs related to Rangers responsibilities and duties.
- Any other duties consistent with the level of this position and the principles of broad banding.

## General Accountabilities of the Position

### Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

### 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 external agencies, suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

## Selection Criteria

### Essential Level 6

1. Developed animal handling techniques.
2. Knowledge and understanding of the legislation relevant to Ranger Services.
3. Well-developed written and verbal communication skills.
4. Demonstrated public relations and interpersonal skills.
5. Ability to perform basic building maintenance and cleaning duties inclusive of the use of basic work tools.
6. Understanding of Work Health and Safety requirements.
7. C class Drivers Licence.
8. National Police Clearance.
9. Availability for on call ranger duties.

### Essential Level 7

1. The above Essential Level 6 criteria.
2. Suitable qualifications in a relevant field (ROCS 1 & 2), or experience in a similar Local Government role.
3. Comprehensive demonstrated experience relevant to Ranger Services activities, including developing technical and administrative skills related to Ranger activities and functions.
4. Demonstrated knowledge and ability in the interpretation and enforcement of statutes, regulations, local laws, policies etc. in relation to State and Local Law enforcement, together with the application, investigation and prosecution of such as required.
5. Well-developed negotiation, problem solving, conflict resolution and public relation skills.
6. Good level of computer skills including use of Microsoft applications, email, internet, GIS and sound record keeping.

7. Demonstrated experience in court matters relating to local government activities.

Desirable

- Current Senior First Aid certificate.
- Knowledge of local government organisational structures and functions.
- Ability and willingness to be listed on the Shire of Esperance corporate firearms licence.
- Good knowledge of the Shire of Esperance district.
- Experience in 4WD off-road driving.
- Fire Control Officer training (DFES0408).

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

**Professionalism**

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

**Respect**

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

**Integrity**

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

**Dedication**

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

**Excellence**

Achieving consistent high standards.