

POSITION DESCRIPTION



Date: 26 February 2024

1. Position Identification

Title:	Ranger				
Position Number:	PE.RE.56	Level:	5	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate and Commercial Services				
Section:	Community and Emergency Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Community and Emergency Services
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Manager Community and Emergency Services the Ranger position is to provide consistency in the enforcement of laws and regulations that Council is responsible for within the Shire of Exmouth Local Government Area, provide professional advice and information to the general public and investigate reports of any breaches of these laws, ensuring that public safety is prioritised.

5. Key Objectives

- Perform the key functions of Ranger Services to a high standard under the direction of the Manager Community and Emergency Services in accordance with operational requirements.
- To provide the Shire of Exmouth community and visitors with a high quality, community focused Ranger Service to achieve positive community outcomes.
- To provide education and enforcement of relevant state legislation and of the Shire of Exmouth local laws, policies and procedures.
- Work effectively in a team environment and in conjunction with all staff and supervisors.

6. Key Responsibilities

Compliance

- Undertake proactive activity to identify risks to the environment, public health and/or breaches of local government law and take necessary steps to remedy the situation.
- Interact directly with the community and other groups, responding to complaints and raising awareness of Council organisational priorities to enhance community well-being.
- Monitor compliance with local laws including but not limited to illegal camping, and signage and action accordingly.
- Investigates, issue infringements, prosecute and enforce breaches against the various sections of the following Acts and Local laws:
 - Local Government Act 1995 and Local Government (Functions and General) Regulations 1996
 - Local Government (Miscellaneous Provisions) Act 1960
 - Local Government (Parking for Disabled Persons) Regulations 1988
 - Caravan Parks and Camping Grounds Act 1995 and Regulations
 - Bush Fires Act 1954 (as amended) and Regulations
 - Dog Act 1976 (as amended) and Regulations
 - Cat Act 2011 (as amended) and Regulations
 - Litter Act 1979 (as amended) and Regulations
 - Control of Vehicles (Off-road areas) Act 1978 and Regulations
 - All Shire of Exmouth Local Laws
 - Local Government Property Local Law
 - Activities on Thoroughfares and Trading on Thoroughfares
 - Local Government Cemetery
 - Parking Local Law
- Perform administrative duties associated with law enforcement activities.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, the manager and other key stakeholders to achieve department goals, work requests, demands and Council priorities.

Customer Relations

- Provide professional enforcement in relation to Ranger & Emergency services and Council functions to customers at the front counter, telephone and on-site as required.

Other

- Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid permanent Australian Work Rights.

Essential Requirements

- Completion of Regulatory Officer and Compliance Skills 1 and 2 or substantial progression of relevant studies.
- Minimum of 2 years' experience in Ranger Services, compliance enforcement or a related field.
- Well-developed communication and interpersonal skills with strong analytical ability and conflict resolution experience.
- Sound computer skills.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable Requirements

- Qualification in Emergency Management or similar.