

POSITION DESCRIPTION



Date: 30 June 2026

1. Position Identification

Title:	Community Ranger				
Position Number:	PE.RE.56	Level:	5/6	Agreement:	Shire of Exmouth Industrial Agreement 2025
Department:	Community and Emergency Services				
Section:	Ranger 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 Community Ranger is responsible for delivering a professional, customer-focused Ranger Service through the education and enforcement of relevant legislation and regulations, and local laws that Council is responsible for in the Shire of Exmouth Local Government Area. The position contributes to community safety, regulatory compliance and public amenity through proactive patrols, investigations, stakeholder engagement and the consistent application of legislative requirements.

The Community Ranger works collaboratively with internal and external stakeholders to achieve positive community outcomes while exercising sound judgement, professionalism and discretion in regulatory decision-making.

5. Classification Framework

This position is structured as a split Level 5/6, enabling appointment and progression based on demonstrated capability, experience, professional contribution and organisational requirements.

Level 5 – Entry/developing Community Ranger

- Developing Ranger who is building technical knowledge and practical experience in compliance, investigations and legislative enforcement.
- Generally, works under supervision while progressively developing confidence, judgement and operational capability.
- May hold or be working towards the required regulatory qualifications and demonstrates a commitment to ongoing professional development.

Level 6 – Fully competent, experienced Community Ranger

- Has obtained all required regulatory qualifications and has demonstrated competence across a full range of Ranger services.
- Has a minimum of 12 months' experience in the Community Ranger role (or equivalent experience) and consistently exercises sound judgment, initiative and confidence when making operational and enforcement decisions.
- Operates with a high level of autonomy, provides guidance and support to less experienced Rangers and contributes to continuous improvement within Ranger Services.

6. Key Objectives

- Perform the key functions of Ranger Services to a high standard in accordance with operational requirements and relevant legislation.
- Deliver a responsive, professional and community-focused Ranger Service that promotes compliance, public safety and positive community outcomes.
- Provide education and enforcement of relevant legislation, local laws, Council policies and procedures using sound judgement and a risk-based approach.
- Build and maintain effective working relationships with colleagues, stakeholders and the community to support organisational objectives.

7. Key Responsibilities

Compliance

- Undertake proactive patrols and compliance activities to identify risks to public safety, the environment and community amenity, taking appropriate action to educate, investigate and enforce legislative requirements.
- Interact directly with the community and other stakeholders, responding to enquiries and complaints while promoting awareness of Council priorities and encouraging voluntary compliance.
- Monitor compliance with local laws including, but not limited to, illegal camping and signage, taking appropriate enforcement action where required.
- Investigate complaints, gather evidence, issue infringements, prepare reports and maintain accurate records in accordance with legislative requirements.
- Investigate, 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 and ensure accurate and timely record keeping.
- Apply sound judgement and discretion when undertaking compliance and enforcement activities in accordance with legislation, policies and procedures.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical professional behaviour.
- Work collaboratively with the Ranger Services team, Manager Community and Emergency Services, the wider organisation and external agencies to achieve departmental and Council objectives.
- At Level 6, provide guidance and support to developing Rangers, contribute to continuous improvement initiative and operate with a high degree of autonomy across the full range of Ranger Services.

Customer Relations

- Provide professional, courteous and consistent Ranger and Emergency Services advice and enforcement to customers at the front counter, by telephone and on-site as required.
- Build and maintain positive relationships with community members, visitors, contractors, emergency services and government agencies through respectful communication and professional customer service.

Other

- Assist with emergency management activities and other operational duties relevant to the position.
- Undertake any other duties consistent with the level, skills and responsibilities of the position.

8. Risk Management and Workplace Health and Safety

Employees must carry out their duties in accordance with the requirements of the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Complying with safe work procedures, policies and reasonable instructions provided by the Shire.
- Identifying and reporting hazards, incidents, injuries and near misses as soon as practicable.
- Using equipment, tools and Personal Protective Equipment (PPE) in a safe and appropriate manner.
- Participating in safety training, inductions and safety initiatives as required.
- Cooperating with the Shire on matters relating to work health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided for health and safety purposes.

Employees are also expected to support the Shire's **risk management practices** by:

- Identifying and reporting risks that may impact safety, service delivery, compliance or organisational objectives.
- Complying with the Shire's risk management framework, policies and procedures.
- Taking reasonable steps to minimise risks within their work activities and reporting any issues that may affect the safe and effective delivery of services.

9. Qualifications and Work Experience

Mandatory Requirements

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

Essential Requirements – Level 5

- Completion of, or willingness to obtain, Regulatory Officer Compliance Skills 1 and 2 (or equivalent).
- Demonstrated ability to communicate effectively with a broad range of stakeholders.
- Sound computer literacy.

Essential Requirements – Level 6

- Completion of Regulatory Officer Compliance Skills 1 and 2 (or equivalent recognised qualification).
- Minimum 12 months' experience as a Community Ranger (or equivalent regulatory compliance role).
- Demonstrated knowledge of relevant legislation, investigative processes and enforcement practices.
- Proven ability to exercise sound judgement, make informed operational decisions and work with minimal supervision.
- Well-developed communication, conflict resolution and stakeholder engagement skills.
- Sound computer literacy.

Desirable Requirements

- Qualification in Emergency Management or related discipline.
- Experience in local government regulatory compliance.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.