

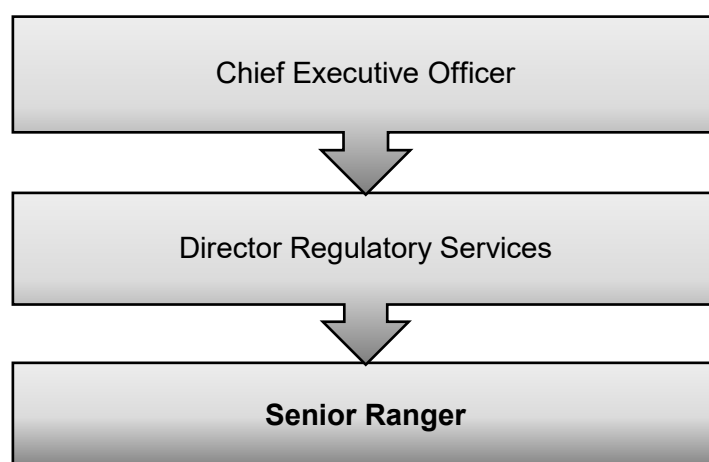
SHIRE OF RAVENSTHORPE



Position Description

Position Title:	Senior Ranger			No: 4
Directorate:	Regulatory Services			
Reporting to:	Director Regulatory Services			
Award:	Local Government Officers' (Western Australia) Award 2021, and the Municipal Employees (Western Australia) Award 2021.			
Award Level	Status	Hours per week	FTE	
Level 6	Full-Time	38	1.0	
Workplace Address:	(a) Shire Administration Office, 65 Morgans Street Ravensthorpe. (b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.			
Probationary Period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).			
Performance Review:	Conducted annually or as determined by Shire policy/procedure.			

1. Reporting Organisational Structure



2. Organisational Values

Honesty-	We are upfront, sincere and open in all of our actions.
Communication-	We share information clearly so everyone knows what is happening.
Respect-	We treat everyone with fairness and value their contribution.
Integrity-	We do the right thing and stand by our commitments.

3. Position Purpose and Objectives

To provide a consistent, equitable, transparent, and customer service focused rangers service to the Shire's residents, businesses and visitors, managing a team of rangers suitable to undertake all services required by the Shire. You will be required to manage and oversee the enforcement of Statutory Government Act, Regulations, Shire Policies, and Local Laws while promoting the Shire as a place that supports the community and welcomes visitors.

This Leadership role will support an inspiring team environment with an open communication culture, overseeing the day-to-day operations including planning and rostering of the ranger team. The role will monitor team performance, motivate team members, is the first point of contact for all team members, and be proactive to ensure smooth team operations and effective collaboration.

4. Key Responsibilities and Duties – Senior Ranger

- Undertake appropriate pre-start processes in accordance with Work Health and Safety Regulations for any equipment allocated to this role
- Monitor and oversee SiteDocs activities from the Ranger services team concerning forms, authorisation and co-sign requests, enquiries, and relevant reporting to ensure Regulatory compliance
- Coordinate and supervise daily operations for the Ranger services team, including providing guidance and training to the team
- Maintain the training matrix and ensure the team are fully compliant and up to date
- Prepare rosters (up to 8 weeks in advance) that account for services to be provided over weekends though the peak summer season, Easter, and any large scale events held within the Shire
- Foster a high performance, positive and safe work culture in line with Shire Policies and any relevant Acts and Regulations including the Work Health and Safety Act 2020
- Administer the enforcement of applicable legislation including various acts, Local Laws, and Shire Policies and assist staff with enforcement measures
- Develop, implement, and monitor appropriate data collection of ranger activities including the collation and collection of reports and statistics
- Assist the Director Regulatory Services with developing and managing the annual budget for the Ranger services

- Undertake regular patrols, in line with seasonal needs, in the district townsites (Ravensthorpe, Hopetoun and Munglinup), and undertake both proactive and reactive regulatory functions, under the following pieces of Western Australian Legislation:
 - *Dog Act 1976 / Dog Regulations 2013*
 - *Cat Act 2011 / Cat Regulations 2012*
 - *Local Government Act 1995*
 - *Local Government (Miscellaneous Provisions) Act 1960*
 - *Litter Act 1979 and Regulations 1981*
 - *Caravan Parks and Camping Grounds Act 1995 and Regulations 1997*
 - *Control of Vehicles (Off Road Areas) Act 1978 and Regulations 1979*
 - *Interpretation Act 1984*
 - *Bush Fires Act and Regulations 1954*
 - *Emergency Management Act 2005*
 - Shire of Ravensthorpe Local Laws
 - Records Management Act
 - Gazetted Local Laws
- Ensure patrols, inspections, and investigations are undertaken by ranger services
- Investigate breaches of Acts, Regulations, Local Laws, and policies
- Attend Court, and give evidence in prosecutions against offenders under Statutory Government Acts as required
- Liaise with internal and external stakeholders to provide advice, and to exercise a law enforcement program
- Respond to public enquiries regarding Shire Local Laws and activities, and take action in the arbitration and the resolution of matters of conflict
- Liaise with, and respond directly to public enquiries and concerns regarding Shire Local Laws and activities of the Shire
- Take appropriate action in the arbitration and the resolution of matters of conflict in consultation with your supervisor or appropriate senior officer
- All administration activities concerning infringements, works requests, applications, firearms, and regulatory signage.
- Manage fleet equipment
- Process and respond to internal and external correspondence and queries as directed
- If directed, attend Local Emergency Management Committee meetings on behalf of the Shire
- Support appropriate educational programs in regards to ranger services responsibilities within the Community
- Provide after hours call out responses when rostered on call or as directed
- Undertake training as required to develop the necessary knowledge for the position
- Guide, and keep informed, the Executive team and Councillors on matters relating to ranger services
- Undertake Shire Fire Control Notices inspections as required
- Assist the Regulatory Department with infringements and notices of compliance

Other

- Any other duties as requested, consistent with the level of this position and the principles of multi-skilling within the statutory services

5. General Accountabilities

Work Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the *Work Health and Safety Act 2020 (WA)* and other relevant regulations, codes of practice and guidance notes. These include but are not limited to the following:

- Providing a safe working environment that is free of hazards for employees, volunteers, contractors, and visitors
- Actively promoting a safe and healthy workplace and lead by example
- Consulting with workers on all safety related activities
- Ensuring all identifiable hazards are risks assessed and control measures are in place to manage and/or eliminate
- Ensuring all incidents within their work area are reported and adequately investigated to prevent recurrence using SiteDocs forms and workflow processes
- Ensuring employees are provided Personal Protective Equipment (PPE) and use it
- Ensuring employees have safe methods of performing the required tasks and those methods are documented
- Ensuring employees are adequately trained and assessed as competent for relevant tasks
- Ensuring employees are adequately supervised
- Actively promoting and participating in the Work Injury Management Program of relevant employees
- Ensuring all work is carried out in accordance with the Shire's safety and risk management framework

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times
- Always be supportive of management policies and procedures with regards to the Shire's vision, goals, interpersonal relationships, and the Shire's Code of Conduct
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other shire services
- Exercise a high level of interpersonal skills in dealing with the public and others
- Provide a positive personal contribution in the exchange of information between team members, across business departments, and with customers
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations, and customers

Human Resources

- When required and/or directed, relieve positions within the directorate during periods of absence
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's performance review policy / procedure

Compliance Adherence

- With all relevant legislation, policies, procedures, the Shire's Code of Conduct and Guidelines
- That all documentation is appropriately recorded and stored
- With software licence requirements
- To the *State Records Act 2000* and the Shire's record management systems

6. Organisational Relationship

Reporting to:

- Director Regulatory Services

Supervise:

- Ranger
- Shire employees and contractors as required by the Executive Manager Project & Regulatory Services

Internal stakeholders

- Chief Executive Officer
- Executive Management
- Senior Officers
- Works Supervisor and employees
- Other relevant internal stakeholders

External Stakeholders

- Council Elected Members
- Relevant external stakeholders, government authorities, and department

7. Judgement and Delegation

Judgement

- This position reports directly to the Director Regulatory Services
- This position has full autonomy within roles and responsibility
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines
- Demonstrates a level of judgement to ensure all work practices, standards, procedures, and guidelines are adhered to
- Demonstrates a high degree of judgement, initiative, confidentiality, and sensitivity

Delegation

- Administer Shire Policy as per Delegation
- Adhere to Shire Local Laws as per Delegation
- Purchasing and engagement of services to go through the Executive Manager Project & Regulatory Services

8. Selection Criteria – Qualifications and Work Experience

Mandatory

- Tertiary Qualification in Regulatory Services or demonstrate equivalent experience in a similar role
- Certificate of Municipal Law A and B
- Current “C Class” Drivers Licence
- Current National Police Clearance
- Current Senior First Aid Qualification

Desirable

- Incident management accreditation
- Airport Reporting Officer (ARO) competency
- Dangerous Goods (DG) awareness qualification

Knowledge and Experience

Demonstrated experience in:

- Law Enforcement including undertaking investigations
- Working in a regional environment with a minimum of five years' experience in regulatory services
- Emergency management and response including liaising with local and state government agencies
- Developing and monitoring budgets
- Application of Statutory Government Acts and Regulations
- Interpreting and implementing legislation, regulations, policies, and procedures
- Effective supervision of teams and creating a culture of open communication
- Use of office technologies that support ranger services
- Utilising Microsoft applications

Demonstrated knowledge of:

- Safe work practices
- Business planning principles
- Animal handling principles
- Court procedures including giving evidence

Skills

- Ability to recommend on the job improvements to management
- Effective interpersonal, verbal and written communication
- Effective time management
- Excellent customer service
- Well-developed negotiation and conflict resolution skills
- Well-developed decision making and problem-solving skills

Essential

- Undertake and pass a full medical including drug and alcohol testing

9. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisation's performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

Approved by:	Chief Executive Officer
Recommended by:	Chief Executive Officer
Prepared by:	Human Resources
Reviewed Date:	August 2026

Chief Executive Officer: _____ Date: _____
(Signature)

Accepted by Employee: _____ Date: _____
(Signature)

Name of Employee: _____
(Print name)