

# RANGER

## POSITION DESCRIPTION



SHIRE of  
WYNDHAM  
EAST KIMBERLEY





# RANGER

## Position Summary

<b>Reports to:</b>	Senior Ranger and Emergency Services Coordinator
<b>Department:</b>	Ranger Services
<b>Review Date:</b>	February 2023
<b>Number and Title:</b>	Ranger
<b>Classification:</b>	Level 5
<b>Position Location:</b>	Kununurra Administration Office (20 Coolibah Drive, Kununurra). Although this position is based in Kununurra, there will be occasions where the incumbent will need to travel to Wyndham for training or to assist in administering Ranger duties in and around Wyndham or other outlying districts.
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	Infrastructure Support Officer Manager Operations Other Shire Staff Members
<b>External Liaison:</b>	Government Agencies Emergency Services Personnel Private Sector Organisations Professional Associations Community Members and Visitors Contractors Subcontractors Public Utilities and Authorities Residents, Ratepayers, Visitors and General Public
<b>Extent of Authority:</b>	Works within the confines of standards and procedures under the supervision of the Senior Ranger and Emergency Services Coordinator.

### Our Vision

To be a thriving community with opportunities for all

### Our Shared Values

**Communication** – We communicate openly with each other and our community

**Safety** – We are focused on the health and wellbeing of our colleagues and community

**Teamwork** – We work collaboratively to achieve shared goals

**Accountability** – We take responsibility for our actions and behaviours

**Respect** – We are respectful of people, ideas, culture and environment

## Position Purpose

Reporting to the Senior Ranger & Emergency Services Coordinator, this role is responsible for assisting to initiate and implement enforcement of the *Dog Act 1976*, *Cat Act 2011*, *Bush Fires Act 1954*, *Litter Act 1979*, *Caravan and Camping Grounds Act 1995*, *Animal Welfare Act 2020*, *Local Government Act 1995* and other legislation in accordance with Council Policy and Local Laws.

The role will focus on ensuring compliance with statutory and regulatory requirements as well as providing high standards of service to the organisation.

## Key Selection Criteria

### Essential:

- Working knowledge of the *Dog Act 1976*, *Cat Act 2011*, *Bush Fires Act 1954*, *Litter Act 1979* and *Local Government Act 1995* and associated regulations and local laws;
- Strong organisational skills and time management skills, including the ability to manage multiple tasks;
- Demonstrated negotiation, problems solving and conflict resolution skills;
- High attention to detail and ability to prepare documentation in line with relevant situational requirements;
- Excellent communication and interpersonal skills;
- A strong work ethic with motivation to work in challenging environments;
- Ability to work a rotating roster including on-call and weekends, and
- Ability to travel between town sites within the Shire boundaries.

### Qualifications / Licences / Vaccinations:

- Current unrestricted WA "C" Class Drivers Licence;
- An acceptable National Police Check (dated within 6 months);
- Firearms Handling and Safety;
- Reptile Handling and Capture;
- Current Senior First Aid Certificate;
- Current Hepatitis A, Hepatitis B and ADT (Tetanus, Diphtheria and Whooping Cough);
- Regulatory Officer Compliance Skills (ROCS) Part 1 (previously Municipal Law A); and
- Regulatory Officer Compliance Skills (ROCS) Part 2 (previously Municipal Law B).

### Desirable:

- 3 years' experience in a similar role; and
- Knowledge or experience using IT Vision Synergy Soft.
- Department of Fire and Emergency Services "Introduction to Bush Fire Fighting" course;
- Microchip Implanter Course;
- Loader / Backhoe Qualification; and
- Current unrestricted WA "MR" Class Drivers Licence.

## Key Responsibilities:

- Carrying out regular dog and cat patrols and responding to customer complaints, issuing relevant warnings and infringement notices where necessary, and seizing and impounding animals when necessary;
- Managing the operation of the animal management facility including cleaning and maintaining registers, releasing, rehoming or euthanising animals and coordinating the collection of necessary fees;
- Participating in community awareness sessions and promoting education before enforcement;
- Enforcing the provisions of the *Dog Act 1976* and the *Cat Act 2011* by promoting and canvassing the registration of dogs and cats, including undertaking regular audits;
- Enforcing the provisions of the *Litter Act 1979*;
- Enforcing the provisions of the *Bush Fires Act 1954* by issuing fire permits; and installing and enforcing fire breaks and hazard reduction notices;
- Enforcing the provisions of the *Caravan and Camping Grounds Act 1995*;
- Enforcing the provisions of the *Animal Welfare Act 2020*;
- Enforcing the provisions of the *Parking and Parking Facilities Local Law 2003* by carrying out regular patrols of illegal parking of areas;
- Enforcing the provisions of all Shire of Wyndham East Kimberley Local Laws as applicable;
- Advising and recommending legal action resulting from legislative breaches and preparing evidence for legal forums, briefing legal representatives and appearing in court as required;
- Undertaking removal and relocation of snakes within municipal boundaries.

## Compliance:

- Ensuring compliance with the *State Records Act 2000* by making sure corporate documents are recorded in the Shire's Record Management System;
- Ensure compliance with all other relevant legislation; standards and regulations to minimise risk and enhance the Shire's Brand reputation
- Demonstrate the highest standards of honesty and integrity and carry out duties in accordance with the Shire's Code of Conduct policies, organisation directives and procedures.

## Workplace Health and Safety:

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise the Shire's duty of care
- Carry out duties in accordance with Work Health and Safety Policy, organisational directives, procedures and guidelines
- Follow safe and appropriate operation of equipment and vehicles
- Report any concerns that may compromise the Shire's duty of care
- Complete safety observations and ensure that any hazards, near misses and injuries are reported immediately and closed out in a timely manner

### Teamwork and Contribution:

- Work collaboratively with co-workers, actively contributing to the Shire vision and values
- Raise issues with a 'solution focus' framework and contribute to a positive working environment
- Build professional relationships with stakeholders at every level of the Shire
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform and other reasonable duties as directed by the Senior Ranger and Emergency Services Coordinator and/or line management within known skills, knowledge and capabilities.

### Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

### Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)





### Contact Us

- ☎ +61 08 9168 4100
- @ mail@swek.wa.gov.au
- 🌐 www.swek.wa.gov.au
- ✉ PO Box 614 Kununurra WA 6743
- 📘 @ShireofWyndhamEastKimberley

### Kununurra

20 Coolibah Drive  
Kununurra WA 6743

### Wyndham

Koolama Street  
Wyndham WA 6740

SHIRE of WYNDHAM  
EAST KIMBERLEY

