



Position Description

Ranger

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	- Enhance community connection and well-being. - Operate as environmental custodians for the future. - Support local jobs, industry, and small business and facilitate sustainable development.	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Ranger (Parental Leave)	Direct Reports:	No direct reports
Department:	Community Services		
Reports to:	Senior Ranger		
Status:	Full Time Max Term Contract (12 months)		

Performance Summary
The Ranger is expected to; - Deliver a high standard of community education, municipal law enforcement and fire prevention compliance activities. - Carry out compliance inspections on private property throughout the Shire, including firebreak and hazard inspections. - Strive for continuous improvement in our workplace and excellence in customer service. - Be a part of a strong team culture. - Be solution focused and have a 'can do' attitude. - Champion the Shire's vision, values and mission statement.

Key Responsibilities

- Patrol the district and undertake both proactive and reactive regulatory functions under the following Western Australian legislation, regulations and local laws:
 - 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
 - Bush Fires Act 1954 and Regulations
 - Emergency Management Act 2005
 - Shire of Denmark Local Laws
 - Records Management Act and Gazetted Local Laws
- Communicate and educate effectively in an empathetic manner, using a high level of customer service and ensuring a consistent and transparent approach.
- Issue infringements and provide verbal and written warnings in accordance with relevant Acts, Regulations and Local Laws.
- Maintain a high degree of confidentiality and integrity.
- Undertake firebreak and hazard inspections.
- Undertake seasonal fire compliance inspections of private property in accordance with the Bush Fires Act, relevant Shire policies and annual firebreak notices.
- Enforce relevant Acts, Regulations, Local Laws and Policies relating to fire prevention and compliance.
- Undertake patrols to identify illegal parking and illegal camping.
- Maintain accurate inspection records, photographs, evidence and compliance documentation in accordance with Shire procedures.
- Respond to community enquiries relating to fire prevention requirements and compliance matters.
- Liaise with property owners, emergency services personnel and other stakeholders regarding fire compliance matters.
- Utilise mobile technology and inspection software to record and report inspection outcomes.
- Undertake all aspects of animal control and management, including snake handling, stray stock management and Pound Keeper duties.
- Process and respond to internal and external correspondence, complaints and queries.
- Assist team members from other departments as required.
- Support educational programs regarding ranger services and fire prevention responsibilities within the community.
- Undertake training as required to develop the necessary knowledge for the position.
- Patrol Council vested reserves to ensure correct use in accordance with Council policy and monitor and replace dog refuse bags at authorised Dog Exercise Areas.

- Communicate effectively with community members, visitors, contractors and other stakeholders.
- Other duties generally associated with Ranger Services as directed by the Senior Ranger.

Position Requirements

- Available to be on-call on a rotating week on week of roster including weekends, public holidays and school holidays.
- Ability to interpret and apply statute laws, policies and compliance documentation, and compile reports and recommendations.
- Well-developed oral and written communication skills, including strong negotiation and conflict management skills.
- Proficient in Microsoft Office and strong computing skills.
- Ability to utilise tablet-based inspection, compliance and reporting systems.
- Well-developed time management and organisational skills.
- Experience in a compliance or investigative role.
- Considerable experience in animal handling.
- Good record-keeping and evidence-gathering skills, including photographs and inspection notes.
- High standard of attention to detail.
- Ability to work autonomously while maintaining a professional and consistent approach to compliance activities.
- Diligent approach to workplace health and safety.
- Qualifications in Regulatory Officer Compliance Skills (ROCS) 1 & 2 (Desirable).
- Current National Police Clearance or ability to obtain.
- Ability to obtain a firearms licence.
- Current C Class Driver's Licence.
- Ability to pass a pre-employment medical including drug and alcohol screening.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification	
As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.	
NAME _____	SIGNATURE _____
DATE _____	
MANAGER _____	SIGNATURE _____
DATE _____	
PERFORMANCE PROFILE REVIEWED	DATE <u>August 2026</u> _____