

- 1. Title:** Ranger
- 2. Level:** LGIA L6 (\$66,276 - \$66,774)
- 3. Department:** Compliance and Regulatory Services
- 4. Position Objective**

Initiate and implement enforcement of the Dog Act, Litter Act, other miscellaneous legislation and Council local laws, in accordance with Council policy to ensure the protection of the amenity for residents of the Town.

Assist Senior Ranger in organizing and administering special events.

Acts as first point of client contact responding, appropriately and effectively on matters relating to ranger services. Acts as one of a team of rangers enforcing relevant legislation and Council policy.

Liaise with staff and others on matters relating to the enforcement of legislation, Council policy and special events.

## 5. Key Responsibilities

### 5.1 Law Enforcement

- ) Controls vehicle parking, enforces relevant local laws, initiates infringement recovery action, and generates reports and correspondence.
- ) Controls dogs, enforces the Dog Act, maintains manual records and generates reports and correspondence.
- ) Controls litter and enforces the Litter Act.
- ) Coordinates all services under the Bush Fires Act, enforces local laws related to fire control.
- ) Enforces the Off-Road Vehicle Act.
- ) Arranges for the collection and disposal of abandoned vehicles.
- ) Responds to noise complaints in conjunction with Principal Environmental Health Officer, as required.
- ) Act as Fisheries Officer as required.

### 5.2 Other

- ) Reports damage to Council property and to signs.
- ) Generates monthly reports to the Council under the direction of the Senior Ranger.

## POSITION DESCRIPTION – RANGER

- ) Delivers agenda items, reports and minutes to Councillors.
- ) Delivers and picks up items on behalf of Council as required.
- ) Assists Senior Ranger in maintaining and monitoring security systems and the general security of Council's property.
- ) Assists the Senior Ranger to prepare budgets for Ranger Services.
- ) Liaises with police, community groups, surf clubs and schools on matters consistent with the objectives of this position.
- ) Liaises with individuals and organisations conducting special events.
- ) Assists in the planning and coordination of community events.
- ) Any other duties consistent with the level of this position and the principles of broad banding.

### 5.3 Occupational Health and Safety

- ) Take reasonable steps to ensure your personal safety and health and that of other people in the workplace to ensure compliance with Occupational Health and Safety Policy.
- ) Report unsafe work conditions and/or incidents that occur.
- ) With regards to safety:
  - Take reasonable care to ensure your own safety at work
  - Avoid adversely affecting the safety and health of any other person
  - Report any unsafe conditions or incidents that occur

## 6. Selection Criteria

### 6.1 Essential

- ) Developed public relations and interpersonal skill;
- ) Developed verbal and written communication skills;
- ) Basic time management skills;
- ) Basic negotiating skills;
- ) Developed animal handling skills;
- ) Holds an 'C' Class Motor Driver's Licence;
- ) Intermediate computer skills.

### 6.2 Desirable

- ) Relevant study in law enforcement;
- ) Working knowledge of Dog Act, Litter Act;
- ) Working knowledge of Council's By-laws;
- ) Experience in a supervisory capacity;
- ) Two years experience as a ranger working under supervision within a Local Authority.

## 7. Requirements of the Position

### 7.1 Skills

- ) Basic time management skills;
- ) Developed verbal and written communication skills;
- ) Developed public relations and interpersonal skills;
- ) Basic negotiating skills;
- ) Developed animal handling techniques.

## POSITION DESCRIPTION – RANGER

### 7.2 Knowledge

- ) Working knowledge of the *Dog Act, Litter Act, Bush Fires Act, Off-Road Vehicles Act*;
- ) Working knowledge of Council local laws;
- ) Working knowledge of Council's organizational structure and function;
- ) Sound knowledge of the Town of Cottesloe district.

### 7.3 Experience

- ) Preferably two years experience as a ranger (or similar) working under supervision with a local authority.

### 7.4 Qualifications and/or Training

- ) Hold a current 'C' class Motor Driver's Licence;
- ) Hold a First Aid Certificate from St. John Ambulance;
- ) Achieved passes in Municipal Law Enforcement studies.

## 8. Organisational Relationships

### 8.1 Responsible to:

Senior Ranger

### 8.2 Internal and External Liaison:

**Internal:** Chief Executive Officer  
Deputy Chief Executive Officer  
Manager Compliance & Regulatory Services  
Works Supervisor  
Employees of the Town Across all Departments  
Elected Members of Council

**External:** Residents and the General Public  
Surf Clubs  
Schools  
Community Groups  
Western Suburbs Counter Disaster Committee  
WA Fire Brigades Board  
Government Departments and Agencies  
Combined Animal Control Committee.  
Department of FisheriesExtent of Authority

## 9. Appointment Conditions

- ) *Local Government Industry (WA) Award 2010*; and
- ) *Town of Cottesloe Enterprise Bargaining Agreement 2015*.

**POSITION DESCRIPTION – RANGER**

**Prepared by:** Coordinator Human Resources

**Supervisor:** Senior Ranger

**Date prepared:** 19 November 2018

**Document last reviewed:** 19 November 2018

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Chief Executive Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer