



Senior Ranger			
<b>Position Number:</b>	78	<b>Department</b>	Regulatory Services
<b>Level:</b>	5	<b>Award:</b>	May be covered under Municipal Employees' Award
<b>Remuneration:</b>	\$89,371.52 Base Salary plus superannuation, and housing and district allowances (if eligible) plus \$3,500 retention bonus payable upon completion of 3 years.		
<b>Reports to:</b>	Community Safety Coordinator	<b>Direct Reports:</b>	3 x 1.0 FTE Rangers, 1 x 0.5 FTE Ranger
<b>Last Reviewed:</b>	Senior People & Culture Officer	<b>Date:</b>	10/09/2025
<b>Approved:</b>	Executive Manager Community Planning & Sustainability	<b>Date:</b>	10/09/2025

## OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

**Our CARECHIP is what gives us the drive to serve our community.**

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

## POSITION OVERVIEW

As the Senior Ranger, you will have excellent communication and interpersonal skills and thrive in a cohesive team environment that promotes continual improvement and aims to deliver community safety initiatives to the Shire of Carnarvon. Part of your role will be to mentor the Ranger team in Carnarvon and Coral Bay to police and implement Local Government bylaws and Acts relevant to the role following council policy, strategic community plan and corporate business plan.

## COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

## KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Provide leadership, direction and accountability to the Ranger team, Compliance Officer, Blowholes Camp Hosts by mentoring following the Shire's values (CARECHIP), to ensure delivery of high quality services to the team and mentor the staff with the day to day duties and requirements of Ranger and Regulatory Services.
- ★ Participate and assist in the regular inspections of coastal reserves and tourist destinations generally within the Shire as directed and ensure that Council's facilities are always provided and maintained in good and serviceable condition.
  
- ★ Provide expert advice to Council, Chief Executive Officer, Executive Manager Community Planning and Sustainability and the wider organisation that is accurate and informative, aiming to further improve policies and procedures whilst maintaining compliance with statutory regulations.
- ★ To work in collaboration with other Agencies as directed, or as required (i.e., WA Police, RSPCA, DPAW, Fisheries).
  
- ★ Strive for continuous improvement in the workplace.
- ★ Undertake general administration requirements including attending to relevant correspondence and assisting with the preparation of relevant monthly statistics or reports for Council as required.
- ★ Coordinate and participate in patrols and surveillance across the Shire of Carnarvon which will require travel within the region as required by the demands of the role and may require long distance travel and overnight accommodation at locations other than Carnarvon.
- ★ To ensure all law enforcement databases are maintained to an accurate standard and represent the Shire in legal matters pertinent to the roles and responsibilities of this position.
- ★ Offer legislative advice to the Community Safety Rangers in regards to all investigations.
- ★ Assist with Management of day to day planning for the Community Safety Team.
- ★ To assist with emergency response/recovery arising from natural events and other disasters.
- ★ To conduct patrols and surveillance across the district, as directed.
- ★ Travel to Coral Bay and other parts of the Shire of Carnarvon, as required.
  
- ★ To ensure all law enforcement databases are maintained to an accurate standard.
- ★ Be willing to participate in a roster system including weekends.

*Additional responsibilities include:*

### 1. Appointed as Bush Fire Control Officers (FCOs)

Rangers are officially appointed as **Fire Control Officers** under the Bush Fires Act 1954. This appointment gives them the legal authority to:

- ★ Enter any land or building-including private property-to carry out inspections, especially for firebreak and hazard reduction compliance.

### 2. Firebreak Inspections

- ★ Rangers conduct annual inspections to ensure landholders comply with Fire Prevention or Firebreak Orders. Inspections typically begin at set dates - for instance:
  - ★ From 1 December in Dardanup, Harvey, Augusta-Margaret River, and others.
  - ★ From 18 October in Dumbleyung.
- ★ During inspections, they check whether firebreaks meet width/clearance standards, ensuring access for emergency vehicles and minimising fire risk.

### 3. Enforcement & Compliance

- ★ If landholders fail to comply, Rangers can:
  - ★ Issue infringement notices (fines).

- ★ Request or carry out hazard reduction or firebreak works themselves, billing the landowner.

#### 4. Permit to Burn Administration

- ★ Rangers (as FCOs) issue burning permits, especially during restricted burning periods. Key duties include:
  - ★ Evaluating applications for permits, which often require supporting details like burn plans, materials, and timing.
  - ★ Enforcing conditions of the permit and can request to see the permit at any time.
  - ★ Noting that burn restrictions tighten under high fire danger conditions, outright prohibiting burning—even with a permit—in some cases.
  - ★ Coordination with other agencies like DFES and DBCA as needed.

#### 5. Educational & Support Roles

- ★ Rangers provide public education and advice on fire prevention, hazard reduction, and safe preparation for bushfire season.
- ★ They may offer early inspections by appointment for special concerns—like biosecurity or locked gates—and assist with variation or exemption applications when strict compliance is impractical.

#### 6. Emergency Preparedness & Response

- ★ Rangers may support the broader emergency management framework by:
  - ★ Assisting emergency services in bushfire response.
  - ★ Participating in mitigation efforts (e.g., fuel reduction).
  - ★ Participating in mitigation efforts (e.g., fuel reduction).

### WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention
- ★ Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions.
- ★ Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the
- ★ Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- ★ Attend the WHS Committee meeting either as a member or rostered as an invited guest.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business

### LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License
- ★ Firearm's License or ability to acquire

### ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Knowledge of and ability to interpret and apply legislation and regulations that pertain to the Local Government Act
- ★ Understanding of and capacity to relate to people from a diverse range of social and cultural backgrounds with fairness
- ★ Demonstrated team leadership, problem solving, decision making and conflict resolution skills.
- ★ Advanced computer skills with experience with Microsoft Suite, particularly Microsoft Excel & Word, and Synergy (or ability to learn Synergy)
- ★ Physically able to undertake catchment, inspections, and monitoring activities.
- ★ Proven time management skills, with the ability to work under pressure, and be well organised.
- ★ Comprehensive knowledge and experience of core procedures and practices, and court procedures in relation to

### DESIRABLE CRITERIA

- ★ Certificated IV in Local Government (Regulatory Services), Gazettal as a Ranger, as per the requirements in the Local
- ★ Previous experience with Local Government.
- ★ Previous experience in a similar role.

POSITION COMPETENCIES	
Experience	
Focus of role	Professional / Specialist Technical
Experience Level	Specialist knowledge in the context of the organisational requirements.
Tasks	
Context Method	Range of tasks guided by policy, objectives or professional standards.
Skill Level	May provide a specialised / technical service with elements of complexity.
Judgement and problem Solving	
Problem Solving	Solve diverse problems which require assessment of a range of options having elements of complexity
Judgement	Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients.
Supervision and Independence	
Level of Supervision	Broad direction is given in terms of objectives, limited detailed guidance is available. Performance is measured against objectives.
Organisational Relationships and Impact	
Work Area Relationships	Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related
Public/Other Staff Relationships	Use technical or specialist skills to brief and liaise with stakeholders to define requirements, including writing detailed and non-standard reports and external correspondence.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Advanced: Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit.
Safety Procedures	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.

<b>Equipment Operation</b>	Fundamental: Fundamental: Uses hand held, powered and non-powered equipment. May use some ride-on (non specialised) machinery.
<b>Supervision Skills</b>	Fundamental: Oversee or guide the work of lower level employees. May lead small groups at the work face.
<b>Project Management</b>	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
<b>Policy and Procedure Development</b>	Proficient: Develop, influence and implement policy matters across a function, department or work area
<b>Policy or Legislative Interpretation</b>	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity.
<b>Report Writing</b>	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
<b>Budgeting Skills</b>	Fundamental: Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities.
<b>Customer Service Skills</b>	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis.
<b>Decision Making Skills</b>	Intermediate: Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for more complex or intricate problems.
<b>Management Skills</b>	Fundamental: Manage minor projects involving employees in lower levels and other resources.

#### PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Audiometric Testing

#### REMUNERATION AND BENEFITS

The successful applicant will join the Regulatory Services Team with a starting salary from \$ 89,371.52 per annum, plus allowances (if eligible) and superannuation.

#### Other cash benefits include but not limited to

\$	1,201.11	p/a District Allowance*
\$	4,592.48	p/a Housing Allowance*
\$	1,503.85	p/a Annual Leave Loading 17.5%
\$	11,419.81	p/a Superannuation (Statutory)
\$	1,903.30	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
\$	3,500.00	Retention bonus upon completion of 3 years of service*
\$	440.00	p/a Annual Leave Travel Assistance

#### Leave Entitlements\*

5 Weeks Annual Leave  
2 Local Government Public Holidays  
10 Days of Paid Personal Leave  
10 Days of Paid Pandemic Leave  
38 Hours of Paid Volunteer Emergency Services Leave

#### Additional Allowances and Subsidies as per Attraction and Retention Policy\*

Salary Sacrificing for a range of benefits

Annual Leave Travel Assistance Payment  
Local Club Membership Subsidies  
Gym Membership Subsidy  
Annual Pass for Aquatic Centre  
Salary Continuance Insurance

*\*Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.