

Position Description

Position Title	Ranger
Directorate	Community Development
Business Unit/s	Community Safety
Reports to	Team Leader Ranger
Classification	Level 6 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg, and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged, and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive, and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to the Team Leader Ranger.

Position Overview

- Undertake the role of a Ranger to deliver on the City's strategic objectives as follows:
 - Our Communities - 1.3 Work with the community to create a safer City
- Contribute to a visible and responsive Ranger service that is engaging within the community, intelligence- driven and proactive to the demands of the evolving customer.
- Administer and enforce the various relevant Acts, Regulations and Local Laws relating to Ranger Services, provide excellent customer service to both external and internal customers regarding community safety matters.

The City will be a leader in community safety, addressing crime and antisocial behaviour and working with the community to make people feel safer, visiting and working in the City of Stirling.

Position Objectives

Operational

- Attending to general ranger duties including enquiries and complaints received concerning the various responsibilities undertaken by the section.
- Interpretation, administration and enforcement of relevant Acts, regulations and Local Laws including:
 - Dog Act 1976
 - Bush Fires Act 1954
 - Litter Act 1979
 - Off Road Vehicles Act
 - City Parking Local Laws
 - Local Government Act 1995
 - Cat Act 2011
 - Other related Acts and Local Laws
- Efficiently and accurately utilise mobile computing, GPS technology and other related systems.
- Providing excellent customer service to both external and internal customers regarding community safety matters, ensuring complaints are investigated and completed within set guidelines.
- Attending to enquiries and complaints received concerning animals including:
 - a. Impounding unregistered and stray dogs/cats.
 - b. Encouraging and ensuring the registration of all dogs/cats.
 - c. Investigating, reporting, and initiating action with respect to dog attacks.
 - d. Service of warrants to seize dogs.
 - e. Capture of aggressive dogs.
 - f. Preparation of prosecution briefs and statement of facts.
 - g. Dangerous dog property inspections.
 - h. Ensuring compliance with the Dangerous dog Declarations.
 - i. Dog noise investigations.

- Inspecting vacant land to ensure adequate firebreaks have been cleared in accordance with provisions of the Bush Fires Act.
- Enforcing the provisions of the Litter Act and investigate complaints.
- Enforcing parking restrictions including daily (Monday to Friday) checking of clearways and schools.
- Conducting patrols of Council buildings, facilities and parks and reserves.
- Ensure Ticket Machines are fully operational, and signage is correct prior to issuing infringements, reporting any faults identified as soon as possible.
- Issue parking infringements which are clear and obvious breaches of the City's Parking Local Law and related legislation, and which have a high likelihood of being paid without appeal. Issue cautions where discretion is considered appropriate.
- Apply consistent interpretation and enforcement of the City's Parking Local Law and related legislation in keeping with policies, guidelines and training provided.
- Participating and delivering education programs within the community.
- Undertaking parking patrols to encourage/achieve a high level of compliance with parking prohibitions and restrictions and to deter anti-social behaviour.
- Assist with the operations of the Animal Care Facility.
- Ensuring all monies received for dog registrations and fines are properly receipted and handled in accordance with City's Policies procedures and management practices.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Certificate in Municipal Law Enforcement A & B (ROCS 1 & 2) or demonstrated skills, knowledge, or experience.	Essential
Knowledge, Skills, Experience & Abilities	
High level interpersonal skills including negotiation and conflict resolution skills.	Essential
Intermediate skills using MS Office Suite (Word, Excel, Outlook, Powerpoint).	Essential
Excellent communication (both written and verbal), including the self-awareness and interpersonal skills.	Essential
Ability to interpret and apply Local Laws and the City's Policies, Management Practices and Procedures.	Essential
Demonstrated problem solving skills and the ability to exercise professional judgement in a lawful and accountable way.	Essential
Experience in Local Government Law enforcement, investigations, prosecution.	Essential
Extensive animal management/handling experience.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current 'C' Class Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date 1 February 2023	Officer	Manager Community Development