



Shire of Northam
Heritage, Commerce and Lifestyle

Community Ranger
Development and
Community Services

Position Description



Community Ranger – Development and Community Services

Position Summary

Department:	Development and Community
Job Title:	Community Ranger
Reports to:	Executive Manager Development and Community Services
Objective:	To provide an effective and efficient delivery of ranger services, including animal control, fire control, litter control, parking services, general inspections, security and reporting services, to residents and visitors of the Shire of Northam.
Work Location:	Administration Building – Shire of Northam
Award/Level:	Level 6/1 Local Government Industry Award 2020 (MA000112)
Date Revised:	September 2025

Our Purpose:

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

Our Corporate Values:

Safe	focus on importance of safety in the organisation
Open	engage in two-way communication, with transparency and trust
Accountable	know what you are responsible for, take ownership and deliver
Respectful	demonstrate respect for others' skills, knowledge and differing value systems



Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to SOAR (Safe, Open, Accountable, Respectful) high in our aspirations and work together as an organisation to achieve them.

Responsibilities and Duties

- Assist the Senior Ranger and other Ranger Services staff with the day to day duties and requirements of Ranger Services.
- Maintain a strong customer service focus, providing advice and information to staff and the general public on matters relating to Ranger Services.
- Ensure Council policies are adhered to and enforce Council's local laws and statutory acts applicable to Ranger Services.
- Assist the Senior Ranger with development of staff rosters to ensure that adequate coverage of service is provided within allocated hours of operation.
- Ensure relevant records are effectively and accurately maintained.
- Undertake general administration requirements including attending to relevant correspondence and assisting with the preparation of relevant monthly statistics or reports for Council as required.
- Assist with the preparation and implementation of community education programs to ensure the community and other stakeholders are well informed and encourage the cooperation/observance of appropriate standards relevant to Ranger Services.
- Patrol throughout the Shire and identify areas of non-compliance to relevant local laws and regulations. Report and assist the relevant department on any non-compliance issues as directed.
- Ensure compliance with the provisions of the Dog Act and Dog Regulations.
- Ensure compliance with the provisions of the Cat Act and Cat Regulations.
- Ensure compliance with the provisions of the Local Government Act 1995.
- Ensure compliance with the provisions of the Local Government Act (Miscellaneous provisions) Act 1960.
- Enforce Parking Laws and Litter Act.
- Enforce, control and impound livestock as prescribed under the Local Government Miscellaneous Provisions Act.
- Enforce the Control of Vehicles (Off-Road Areas) Act 1978 and Regulations.
- Ensure compliance with the provisions of the Bush Fires Act 1954 and Regulations.
- Inspect properties with regard to fire breaks and fire control and arrange relevant contractors as necessary
- Commence and follow up with legal action/prosecution of offenders where necessary under relevant acts and local laws, preparing briefs and associated documents, and represent actions in court as may be required.
- Build relationship and maintain close liaison with police, FESA, Bush Fire Brigades, Government agencies, and key stakeholders within the

region to ensure a cooperative and proactive joint approach to managing issues.

- This position is required to work an agreed roster (including on call) which may be over any seven day period in accordance with the award.
- Any other duties consistent with the level of the position as directed.

Organisational

- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Shire of Northam Policies and Procedures.

Work Health and Safety, Employee Requirements

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health & safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Correct utilisation of appropriate personal protective equipment.
- Promoting, maintaining and improving the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Shire of Northam Policies and Procedures.
- Ensuring that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

Child Safety Responsibilities

The Shire of Northam has zero tolerance for child abuse, neglect, and maltreatment. We are committed to creating and maintaining a child safe organisation, where protecting children and preventing harm is embedded in the everyday thinking and practice of all employees and volunteers.

The Shire has specific policies, procedures, and training in place to support employees and volunteers to meet child safeguarding commitments. Please read our Child Safe Awareness Policy on the Shire website.

Position Requirements

Documents	Essential	Desirable
Hold a current unrestricted C Class national drivers licence.	✓	
Provision of a current National Police Clearance.	✓	
Available to work an agreed roster (including on call) which may be over a seven day period.	✓	
Skills and Abilities		
Sound interpersonal, public relations and customer service skills, with the ability to liaise at all levels and work in a team environment.	✓	
Proven time management skills, with the ability to work under pressure, and be well organised.	✓	
Comprehensive knowledge and experience of core procedures & practices for Ranger activities.	✓	
Knowledge of relevant statutes together with the application, investigation and prosecution in State and local law enforcement.	✓	
Knowledge of court procedures in relation to Ranger Services activities.	✓	
Good level of computer literacy and proficiency including the use of Microsoft Word, Excel, email and internet applications.	✓	
Training and experience in animal handling, firearms use, emergency and fire support.	✓	
Hold or Willingness to obtain a Certificate IV in Local Government (Regulatory Services).	✓	
Regulatory Officer Compliance Skills 1 & 2.		✓
Working knowledge and understanding of the operations and obligations of local government practices and procedures.		✓

Organisation Structure



General Physical Requirements

Task	Mainly	Frequently	Occasionally	N/A
Stand		✓		
Walk		✓		
Sit			✓	
Handle		✓		
Reach		✓		
Climb/Balance			✓	
Crouch/Kneel			✓	
Talk/Hear		✓		
Taste/Smell			✓	

Remuneration

As outlined within the Employment Contract associated with this position.

Authorisation and Acknowledgement

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Employee Signature:

Date:

Contact Us:

Shire of Northam

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