



POSITION DESCRIPTION

POSITION TITLE	Ranger
DIRECTORATE – BUSINESS UNIT	Community Hubs & Safety
LEVEL - IA	5 – Salaried
RESPONSIBLE TO	Senior Ranger

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

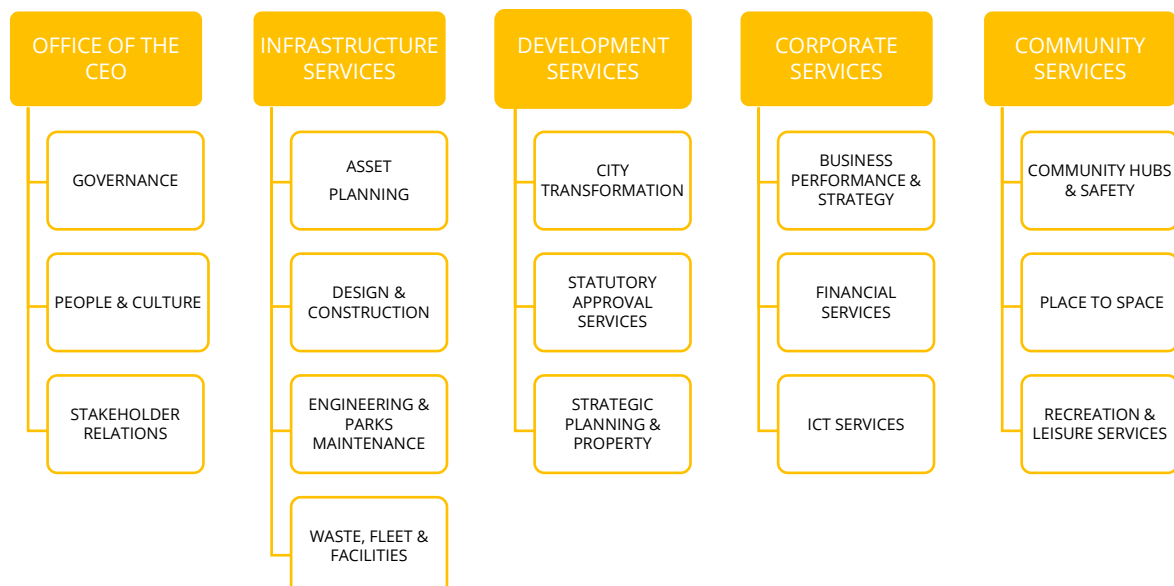
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To administer the City Local Laws, Policies, relevant Statutory Acts and Regulations as authorised by Council and to provide a high level of customer service to the community and public, through the education and enforcement in matters relating to fire prevention, animal control, off road vehicles, litter, and parking.

KEY RESULT AREAS

RELATIONSHIP MANAGEMENT

Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

STATUTORY REQUIREMENT AND LAWS

Provide Council, City staff, ratepayers, and the public with specific advice on all matters pertaining to law, order, and public safety, relevant to Local Government responsibilities.

COMPLIANCE

Conduct patrols throughout the City and issue infringement notices for acts of non-compliance with Local Laws, relevant legislation and regulations as required, including but not limited to, the areas of Animal Control, Parking, Fire Control, Off Road Vehicles and Litter.

RANGER SERVICES

To utilize education, enforcement, and other strategies to maximize behaviour by organizations or individuals that complies with or achieves the outcomes expressed by the community and political process through legislation, regulation, policy, licenses and codes of practice.

RANGER ADMINISTRATION

Proactively maintain and further foster all administrative tasks, including but not limited to prosecutions reports, briefs and prepare general correspondence as well as update Synergy Soft and relevant databases as required with additional and new information to compile a history of cases or events.

ANIMAL MANAGEMENT

Maintain local culture and community harmony by ensuring safe implementation of animal welfare practise that are consistent with statutory laws and legislation.

CCTV OPERATIONS

Acquires the necessary knowledge to understand and operate the City's CCTV network by attending for the purpose of routine site inspections checking for damage / faults, ability to extract CCTV footage as required.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Certificate IV in Local Government Governance (Regulatory Services)
- Experience in use of Synergy Soft or similar records management system
- Qualifications in safe use and handling of Firearms
- Basic Fire Fighting Course
- Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia
- Current National Police Clearance

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

1. Communication / Negotiation / Customer Service

- Fostering and maintaining strategic partnerships and networks, particularly in relation to Ranger Services.
- Foster a culture of innovation and excellence through continual team improvement.
- Ensuring consistently high standards of customer service is delivered both internally and externally.
- Demonstrated experience in a public contact or service environment.
- Well-developed interpersonal, written, and verbal communication and public relation skills.
- Participation in a roster and after hours on call system, including weekends.
- Excellent communication, negotiation, and conflict resolution skills.

2. Knowledge of Local Government Functions; Statutory Requirements and Laws

- A comprehensive level of understanding the broad functions of Local Government.
- Working knowledge of Local Government Act, Dog Act, Bush Fires Act, Off Road Vehicles Act, Litter Act, Cat Act, Council Local Laws, and policies.

3. Compliance

- Ensure local community apply to local laws, and following up requests so action has been taken, i.e., dog registration, fire hazard work orders.

- Knowledge of court proceedings relating to local government law enforcement.

4. Documentation and Presentation of Facts

- Good quality and accurate presentation of advice, both verbally and written, via all standard forms of business communication (including email, memo, letters, reports; policies; procedures).

5. Strategic and Operational Planning

- Monitoring and achieving performance indicators.
- Contribute to the effective strategic and operational planning by offering innovative suggestions to the Senior Ranger as may be appropriate.

6. Administration

- Demonstrated administration experience, including administering programs, compiling reports and business correspondence.
- Developed ability to prioritise and work in a timely manner to achieve outcomes.
- Experience in the administration and enforcement of Acts, Regulations, and local laws relevant to the position.

7. Use of Computer

- Good level of computer proficiency including the use of Microsoft Word, Excel, Email, and Internet applications.
- Experience in use of other technology relating to Community Safety Services for example GPS AND mobile phone, two- way radios.

8. Animal Management

- Physically fit for animal handling activities.
- Safe handling practices aligned to occupational health and safety.
- Demonstrated experience in animal & livestock handling.
- Animal behaviour knowledge and experience.

9. Community Safety Services

- 4WD Experience.
- Experience in safe use and handling of Firearms.
- Experience in using Two Way radio communication devices.
- Understanding of Fire Fighting/Fire Protection and Fire Prevention techniques.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Community Health & Safety
DATE PD REVIEWED/APPROVED: April 2026
