



Service and Integrity

WA Rangers Association (Inc) (WARA)

Member Policy Manual and Recommended Guidelines

Version 1.4

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WARA



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FORWARD

The WA Rangers Association (Inc) was formed in 1978 by Local Government Law enforcement officers with the view to promote best practice and professional service to the community.

The WA Rangers Association (WARA) endeavours to provide advice, information and opinion relevant to Local Government Ranger Services as an Ordinary guide only.

This document is not intended to challenge the rights or opinions of Local Governments in managing their individual Ranger Services but may assist persons seeking direction on various matters.

AIM

To ensure members are aware of WARA's ethos of honesty and integrity and commitment to encouraging a professional law enforcement representation for Local Government within Western Australia.

ACKNOWLEDGMENT

WARA acknowledges the efforts of past and present members for their dedicated services to the community.

Gratitude is extended to past and present committee members for their voluntary commitment, patience and time spent in efforts for continued improvement of WARA leading into the future.

Due to the efforts of these people, WARA is recognised nationally and internationally as a leading industry body in local government law enforcement and animal welfare.

POLICY RELATING TO EXECUTIVE AND ORDINARY COMMITTEE MEETINGS

To ensure a uniformed and structured procedural practice for all meetings conducted under the WA Rangers Association Inc (WARA) banner.

OBJECTIVE

To establish the time and place of WARA Executive and Ordinary Committee meetings.

POLICY

The Executive Committee may meet as often as required.

The Ordinary Committee meetings will be held on a Wednesday, unless otherwise determined by the President, commencing at nominated times after the Annual General Meeting.

In accordance with the WARA Constitution – no person shall be entitled to vote at any meeting unless that person is a Life Member or holds a current ordinary membership of the WA Rangers Association (Inc).

Agendas for Ordinary committee meetings should be distributed by the Executive Secretary seven (7) days prior to the meeting date.

Minutes from the same meetings should be distributed by the Executive Secretary within fourteen (14) days after the meeting.

WARA'S STATEMENT

Individual Local Authority issues should not be discussed or brought up during any WARA committee meeting; WARA should not involve itself with the views, politics or decisions of a Local Authority and should refrain from making comments regarding their operational procedures.

POLICY	Executive, Ordinary Committee and Zone committee meetings
VERSION	1.4
ADOPTION	August 2007
AMENDED	August 2018
REVIEWED	August 2018

POLICY RELATING TO ZONES AND ZONE MEETINGS

To ensure a uniformed and structured procedural practice for all meetings conducted under the WA Rangers Association Inc (WARA) banner.

OBJECTIVE

To establish the structure, time and place of WARA Zone meetings.

POLICY

It shall be the policy of the WA Rangers Association Inc (WARA) to represent as many financial members as possible throughout Western Australia.

To achieve this, WARA may divide the State into four (4) Zones; these will be known as Northern, Central Goldfields, Metro and South West. Zone meetings will be held at least 4 times a year.

If a member nominates to chair a Zone, that person can be elected to that position by financial members attending a Zone meeting. The Zone Chairperson election is to be held within four (4) weeks prior to the WARA Annual General Meeting (AGM). The Zone Chair positions will be ratified at the WARA AGM. A copy of the election results is to be sent to the WARA Secretary within 14 days of the election.

If a Zone election hasn't taken place prior to the WARA AGM, then the election will take place at the WARA AGM and be voted on by all ordinary members present.

The Zone Chair automatically becomes a member of the Ordinary Committee.

The Zone may elect a Secretary or the Zone Chairperson may appoint a Secretary to undertake duties related to that position. It shall be the Zone Chairpersons responsibility to represent that area on behalf of WARA and report to the Ordinary Committee.

The Chairperson of the Zone is encouraged to hold regular Zone meetings. The Zone Chairperson shall be responsible for reporting the views of the members within their Zone to the WARA Ordinary Committee.

In accordance with the WARA Constitution – no person shall be entitled to vote at any meeting unless that person is a Life Member or holds a current ordinary membership of the WA Rangers Association (Inc).

It will be the responsibility of that Chairperson to ensure that the views expressed are forwarded correctly and that any reply is relayed promptly. All correspondence must go through the WARA Secretary to the Ordinary Committee of the WA Rangers Association (Inc) or in matters of extreme urgency the Executive Committee.

Agendas for WARA Zone committees are required to be forwarded to the Executive Secretary seven (7) days prior to the meeting date.

Minutes from the same meetings are to be forwarded to the Executive Secretary within fourteen (14) days after the Zone meeting. Once the minutes are approved by the Executive Secretary,

they can be distributed to the Zone members. The Executive Secretary should respond within 48 hours of receiving the minutes.

The information from these meetings will assist in keeping WARA members informed of the progress and issues within various Zones.

POLICY	ZONES AND ZONE MEETINGS
VERSION	1.1
ADOPTION	August 2018

RECORD KEEPING POLICY

To ensure a uniformed and structured procedural practice is maintained with regards to record keeping, recording documents, plans, drawings, images and any other information relevant to the WA Rangers Association (Inc) "WARA"

OBJECTIVE

To maintain a high standard of record keeping, storage and adequately record the performance of the WA Rangers Association committee's decision-making process and actions.

POLICY

Activities or transactions that stem from the performance of other roles by Elected Committee Members that are not directly relevant to the decision-making processes of WARA are not subject to mandatory record keeping requirements.

Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the "WARA executive committee."

- *Elected Members:* All Elected Members are to create, collect and retain records relating to their role as an Elected Member of the WA Rangers Association in a manner commensurate with legislation and WARA's policies and constitution for record keeping.
- *President:* The President is to ensure that a system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- *Members:* All Members are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

All records created and received in the course of WARA's business are to be captured, regardless of format into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

REFERENCES

There are legislative requirements for managing records. The primary legislation relating to the keeping of public records is the State Records Act 2000.

Numerous other legislation impacts upon records management, including:

- Evidence Act 1906
- Freedom of Information Act 1992
- Criminal Code 1913 (Section 85)
- Electronic Transactions Act 2000

POLICY	Record keeping
VERSION	1.4
ADOPTION	2011
REVIEWED	August 2018

POLICY ON COMMITTEE MEMBERS CONFERENCE TRAINING AND MEETING ATTENDANCE

OBJECTIVE

To ensure that committee members have equitable access to a range of relevant training and development opportunities to enhance their ability to fulfill their roles and responsibilities as elected committee members and to provide good governance to WARA.

POLICY

It is WARA's policy that;

1. If possible, the President or Vice President may attend the Local Government Managers Association Conference or other Conferences as approved by the Executive Committee annually to keep abreast of the issues Local Government is facing currently and, in the future, network and promote the W A Rangers Association (Inc).
2. A member of the Ordinary Committee be approved to attend interstate conferences or meetings as approved by the Ordinary Committee
3. Resources are made available to provide the opportunity for committee members to participate in appropriate suitable training as determined by the committee.

The following evaluation matrix is to be completed by the Ordinary Committee member and is to be included in the WARA minutes of the next Ordinary Committee meeting.

A minimum of twenty (20) points is required for the President to recommend the Committee approve a Committee Member attendance;

(Some criteria of 1 to 5 (5 being the greater) need to be developed as a guideline)

MATRIX

Criteria	1	2	3	4	5
Relevant to Committee Members governance role of WARA as outlined under the Constitution					
Value for money & costs/benefit					
Alignment with WARA's Strategic Plan and current Priorities					
Lack of alternative training opportunities to gain same or similar recognised skills					
Level of quality networking opportunities with peers					

4. WARA Executive Committee approval is required in advance for any committee member to attend an intrastate or interstate conference requiring an overnight stay or longer.

5. If the Executive Committee approval is granted, then accommodation and travelling expenses will be met upon receipt of tax invoices.
6. Committee Members who attend conferences and training shall provide a written detailed report to the Executive Committee on the outcomes of the conference or training.

POLICY	WARA Policy on Committee members conference and training attendance
VERSION	1.4
ADOPTION	March 2007
REVIEWED	August 2018

WARA POLICY ON MEDIA STATEMENTS

OBJECTIVE

To establish clear guidelines and authorisation for all or any members of the Executive, Ordinary Committee speaking publicly on behalf of the WA Rangers Association (Inc).

POLICY

Any issuing of statements to news or media agencies or organisations on behalf of WARA shall be restricted to;

1. WARA President, Vice President and Executive Committee Members.
2. Any persons authorised by the President shall represent WARA only as a spokesperson.
3. All statements of policy unless otherwise directed by the Executive Committee shall be issued by the President or Vice President and written copies of such statements shall be maintained by Executive Secretary.
4. To ensure no detriment is caused to WARA or any persons by the release of personal or sensitive information
5. Any member of WARA who breaches this policy may be refused membership

The WARA Executive Committee is obligated to identify and formulate publicity on current issues by issuing data and specifying the media contact for such items.

POLICY	WARA Policy on media releases
VERSION	1.4
ADOPTION	August 2007
REVIEWED	August 2018

WARA POLICY ON LAPTOP COMPUTERS

OBJECTIVE

The WA Rangers Association (Inc) seeks to maximise the historical record and flow of quality information of the Association's affairs.

SCOPE

To achieve these objectives the Association has purchased laptop computers for issue to office bearers to allow them in carrying out their roles and responsibilities in accordance with the Constitution.

POLICY

Provision of computer and Electronic Devices

The committee recognises that not all office bearers will necessarily be competent users of computers and the required programs to carry out their role and therefore will provide the necessary training for any office bearer to perform and for fill their volunteer role utilising the laptop computers and other electronic devices.

As soon as practical after the election to the respective office the committee member will be issued with a laptop computer or electronic device that will be loaded with the relevant software, which will be determined by the executive Committee from time to time.

This equipment must be signed for by the committee member acknowledging receipt of the equipment and a copy of the policy that controls the term use of the equipment.

Training

Office bearers issued a laptop and or Electronic Devices where possible shall have made available to them appropriate training on their requests and other relevant software provided by other committee members or preferred suppliers. The reasonable cost of such training is to be undertaken by WARA.

Each recipient will be required to complete a training needs analysis questionnaire to enable the President or in the absence the President, the Vice-President to determine the level of training required for the office bearer to use software in performing their role.

Implementation

Any office bearer leaving or vacating their position with WARA shall return all computing equipment provided by WARA to an executive committee member within seven (7) days.

POLICY	WARA Policy on laptop computers
VERSION	1.4
ADOPTION	May 2007
REVIEWED	August 2018

WARA POLICY ON SPONSORSHIP

OBJECTIVE

To improve the quality and quantity of services offered to the members through corporate and other sponsorship resources.

POLICY

WARA actively supports the canvassing and acceptance of suitable sponsorship, which will significantly improve the quality and quantity of services offered to its members.

The following policy guidelines on the canvassing and acceptance of corporate and other suitable sponsorship by WARA are applicable;

1. To ensure co-ordination of effort, the President or Vice President is to give prior approval to committee members or members acting on behalf of WARA who are seeking to establish a sponsor arrangement.
2. Any advertising or signage relating to sponsorship that contains a real or purported endorsement by WARA is to be authorised by the President or Vice President prior to distribution.
3. Sponsorship is only to be canvassed and accepted from reputable firms, companies and organisations.
4. Sponsorship is not to be canvassed or accepted from a business, organisation or individual in circumstances, which may reasonably lead to a perception that WARA's decision making may be influenced in any way by the sponsorship.
5. The scale of the acknowledgement of sponsorship is to be directly proportional to the value and importance of the sponsorship to WARA, e.g. naming rights, use of logo, etc.
6. All sponsorships are to be approved by the Executive Committee.

POLICY	WARA Policy on sponsorship
VERSION	1.4
ADOPTION	May 2007
REVIEWED	August 2018

WARA POLICY ON GIVING DONATIONS

OBJECTIVE

To ensure that the means exist for the WA Rangers Association (Inc) to give donations to;

1. Projects that promote the WA Rangers Association and Rangers in the course of their duties.
2. Assist Ranger's, or members of their immediate family injured in the course of the officer's duties.

POLICY

It is acknowledged that funds collected and raised by WARA are jointly owned by all members of the WA Rangers Association (Inc).

Accordingly, all or any donations should only be given that will support Rangers and promote the WA Ranger Association.

Any member of WARA can request a donation to be granted by submitting a report to either;

- the Annual General Meeting or
- Ordinary Committee meeting or
- General meeting.

When requesting a donation, a detailed report on the proposal is to be provided to the Committee at least one week prior to the meeting at which a decision is to be made and allow time for reasoned consideration of the proposal.

Request for donations should be under \$750.00. A majority of votes of those present will see the motion carried. A unanimous vote may approve a larger donation value.

If the public gives donations to WARA for any particular project, the money should only be used for that project. If that is not practical the funds with the donor's approval should be passed onto an agency that can help or the funds should be returned.

POLICY	WARA Policy on giving donations
VERSION	1.4
ADOPTION	August 2005
REVIEWED	August 2018

POLICY FOR RANGER OF THE YEAR AWARD

BACKGROUND

This WA Rangers Association developed this award to recognise deeds, commitment and achievements by Local Government Rangers that have gone over and above the call of duty within their respective communities.

OBJECTIVE

To ensure a consistently of procedural guidelines are followed for any application for the Ranger of the year award

This award is open to all Local Government Rangers

Supporting detailed documentation will be required as evidence to obtain this award as set out in this policy.

POLICY

The following process must be adhered to when any person is nominating an officer for this award

- Nominations may be received from any person on the prescribed nomination form and must be accompanied by supporting detailed documentation justifying the nomination.
- The Award is open to all Local Government Rangers engaged in full or part time employment in Western Australia.
- Non-members are eligible to be nominated for the award.
- A judging point system will determine the award winner.
- WA Rangers Association committee members are eligible; however, nominated awards committee members must stand down from the awards committee and be replaced by another member.

Selection Criteria *Ranger of the Year*

All points of the Selection Criteria below are to be addressed and must include supporting documentation in order to be considered;

- a) Evidence of a high level of public perception of the nominee and their Local Authority employer.
- b) Record of Service to the Community in Ranger core related duties and the benefit to the community.
- c) Innovative educational services and or other Ranger related projects undertake in the community provided by the nominee.
- d) A demonstrated ability to have performed to a consistent high standard of Ranger duties for a minimum period of 6 months.
- e) Local Authority C.E.O, Senior Officer or their delegated authority should endorse the nomination.
- f) The awards committee will verify all supporting documentation and references.
- g) The WA Rangers Association Awards committee's decision is final.

The award consists of

- A trophy
- An award certificate.
- A distinctive medallion specifying "Ranger of the year".
- \$500.00 gift certificate for equipment and/or services.
- A cash prize of \$500
- A plaque for their employer.

The award is to be presented by the WARA President or Vice President in conjunction with the sponsors of the award.

Photographs will be taken and may be used on our website or future promotional material and / or the recipients local newspaper, or the West Australian newspaper.

POLCIY	Policy Ranger of the year Award
VERSION	1.4
ADOPTION	February 2011
REVIEWED	August 2018

POLICY FOR RANGER TEAM OF THE YEAR AWARD

BACKGROUND

The above award was introduced by the WA Rangers Association in 2001 after all the Rangers from the Town of Bassendean and the Shire of Roebourne were nominated for Ranger of the year award. The WA Rangers Association developed this award to recognise deeds and achievements by Local Government Ranger teams for outstanding teamwork which is of benefit to the community.

OBJECTIVE

To ensure a consistently of procedural guidelines are followed for any or all applications for the Ranger Team of the year award nominations

Supporting detailed documentation will be required as evidence to obtain this award as set out in this policy.

POLICY

The following process must be adhered to when any person is nominating a Ranger team for this award

- Nominations may be received from any person on the prescribed nomination form and must be accompanied by supporting detailed documentation.
- The Award is open to all Local Government Ranger teams in Western Australia.
- A judging points system will determine the winner.
- WA Rangers Association committee members are eligible; however, nominated awards committee members must stand down from the awards committee and be replaced by another member.

Selection Criteria Ranger Services Team of the Year

All points of the Selection Criteria below are to be addressed and must include supporting documentation in order to be considered;

- a) Evidence of a high level of public perception of the Ranger Team.
- b) Documentation on benefits to the community established by the team.
- c) Outline Educational service provided and or other Ranger related projects undertake.
- d) Demonstrate how the outcomes of an entire team effort, (including administration staff) has been achieved.
- e) Combined Local Government Authority nominations are to outline the structure of any partnerships and the outcomes of joint initiatives
- f) Local Government Authority C.E.O, Senior Officer or their delegated authority should endorse the nomination in order to make them aware of the nomination.

The awards committee will verify all supporting documentation and references.

The WA Rangers Association Awards committee's decision is final.

The Ranger team award consists of;

- A team trophy.
- All team members will receive a framed certificate.
- A cash prize of \$500.00
- The teams Council will receive a trophy with all team members listed.
- The team will hold the perpetual trophy.

The award is to be presented by the WARA President or Vice President in conjunction with the sponsor for the award.

Photographs may be taken and used on our website or future promotional material and / or the recipients local newspaper or the West Australian newspaper.

All costs pertaining to this award are covered by WARA.

POLCIY	Policy Ranger team of the year Award
VERSION	1.4
ADOPTION	February 2011
REVIEWED	August 2018

POLICY FOR JUNIOR RANGER BRAVERY AWARDS

BACKGROUND

This award was developed after hearing about a young boy that was attacked by a dog at his friend's house. The boy suffered horrific injuries and whilst he was in hospital, the only time he responded to anyone was when he was told how brave he was.

OBJECTIVE

To ensure a consistently of procedural guidelines are followed for any application for the Junior Ranger Bravery Award.

The above award has been developed by the WA Rangers Association and this award will only apply to reported incidents through either their Local Authority or Police that occurred within the State of Western Australia

POLICY

For these awards to maintain their significance, they must not be given out for minor attacks.

Nomination of a child for this award would be for the nomination to come from the investigating officer (Ranger or authorised person) of the relevant local authority and or a member of West Australian Police Force where there is no Ranger or authorised person for that local authority.

The child's parents/guardian must give their consent for the award to be presented.

The award consists of;

- a stokes laurel badge, engraved across the bar, Bravery Award, the child's name on the badge & Presented by the WA Rangers Association on the reverse.
- A framed Bravery Award certificate.
- A Rangers embroidered cap.
- A small Ranger badge (tie pin type).

The award is to be presented by a committee member (where practical).

The investigating officer from the relevant local authority is to be invited to the presentation.

If the child's parents / guardians agree a photo is to be taken for our website, newsletter and/or their local newspaper, including the opportunity to be in the West Australian newspaper.

All costs pertaining to this award are covered by WARA.

POLCIY	Junior Ranger Bravery Award
VERSION	1.4
ADOPTION	February 2011
REVIEWED	August 2018

LONG AND MERITORIOUS SERVICE MEDALLIONS

OBJECTIVE

To recognised a WA Rangers contribution and achievements to their communities through long service in Local Government Law Enforcement.

BACKGROUND

In consultation with the Western Australian Department of Local Government, the Western Australian Municipal Association and the WA Rangers Association Inc (WARA), a decision was made to award long service medallions for 10, 15, 20,25 and 30 years' service to Local Government Law Enforcement.

POLICY

WA Rangers Association members are eligible for this award at no cost providing;

- They have been ordinary members for no less than three (3) consecutive years prior to the nomination application.
- Provide written confirmation of their services history on the nomination form.
- Non-members may apply to WARA for consideration to receive a long service award. If approval is granted from the Executive Committee, a cost of \$250 (made payable to WARA) will be required in advance from the applicant.

Medallions awarded for 10, 15, 20, 25, 30 years of service in the area of Local Government Law Enforcement.

An additional award may be presented for twenty-five years or more of service will be at the discretion of the Executive Committee

These medallions may be awarded to a person if the person has given eligible service as a member of a Local Authority (or more than one approval if they have served with several Local Authorities for a period determined in accordance with this award)

Applications for service recognition should be made within 12 months of being due.

The nomination must be endorsed by the nominees Chief Executive Officer or Senior Officer acting on their behalf.

POLICY	Policy Long Service Awards
VERSION	1.4
ADOPTION	February 2011
REVIEWED	August 2018

WARA BUSINESS RULES

1. Business Rules

- 1.1. Business rules recognise the evolving and maturing of the Association, together with the voluntary, efficient and accountable management of the Association, and provide transparent governance and guidance to Association members about the operational business of the Association.
- 1.2. Business rules provide routine operational and administrative guidance and shall elaborate upon, but not conflict with Constitution or any statutory applicable legislation or code.
- 1.3. The business rules shall be approved by Executive and can be amended, rescinded or suspended by a formal motion of the Executive.
- 1.4. The business rules are not retrospective and apply when formally approved by Executive at a duly constituted Executive meeting.
- 1.5. Forms – the business rules, associated procedures and processes, shall be defined and documented where required, with appropriate forms; and such forms shall consolidate the required information and processes under necessary for compliance under the Constitution or Business rules.

Forms may be amended without reference to the full Executive; however, confirmation of the appropriateness of a form shall require approval by the Secretary and at least one elected Executive member and tabled for confirmation at the earliest practicable Executive meeting.

2. Executive

- 2.1. Elections to key positions
 - 2.1.1. Executive shall comprise the following key positions:
 - 2.1.2. President
 - 2.1.3. Vice President
 - 2.1.4. Secretary
 - 2.1.5. Treasurer
 - 2.1.6. Membership Secretary
 - 2.1.7. Representational Appointments – the President may designate Executive members as the official Association representatives for specific liaison with strategic, community and industry stakeholders. See also 2.5

- 2.1.8 All Executive members by virtue of their election and position may be allocated Ordinary Committee duties and responsibilities, which may include external representational duties.
- 2.1.9 All members of the Executive are eligible to be elected for all key Executive positions.
- 2.1.10 A member of Executive cannot be elected to a position from which they have personally declined to be nominated.
- 2.1.11 Silence or an absence of an individual Executive member's personal nomination does not constitute a valid objection to nomination.
- 2.1.12 A member of Executive can be elected in their absence.

2.2 Succession Planning

2.2.8 WARA recognises the essential nature of proper timely succession planning and the following key positions are required to have alternate appointments to ensure sustainable continuity of activity, service and representation:

Position	Alternate
President	Vice President
Vice President	President, Secretary
Secretary	Vice President, Ordinary Committee member
Treasurer	Ordinary Committee member
Membership Secretary	Ordinary Committee member

2.2.9 Working Parties and Sub Committees – the Executive may approve the constitution of a Working party, which shall be subject to the provisions and requirements under the Constitution of properly constituted sub committees. A working party shall be:

2.2.9.1 Task specific

2.2.9.2 Time specific

2.2.9.3 Formally report to the Executive or Ordinary committee.

2.3 Resignations

2.3.8 Resignations from Executive shall be in writing. Resignations from Executive key positions or tasks shall be in writing and subject to Executive approval

2.4 Standards

2.4.8 The highest professional standards are expected always from members of the Executive and Ordinary Committee.

2.4.9 Code of Ethics – all members of the Executive shall fully endorse all aspects of all relevant Industry Codes of Ethics, Conduct and Practice.

2.4.10 Investigation – members of the Executive and Ordinary Committee shall stand down and be given leave of absence by the Executive when formally under investigation for alleged transgressions of any of the following areas.

2.4.10.1 Code of Ethics

2.4.10.2 Criminal Proceedings

2.4.10.3 Breach of a relevant Statutory legislative requirement

2.4.11 Behaviour - Executive and Ordinary Committee members shall moderate their behaviour and observe the highest of personal professional standards and language when attending Executive and Ordinary Committee meetings or representing the Association and Local Government Industry.

2.4.12 **Confidentiality & Confidential discussions** – the Association President and Chair of a properly constituted Association committee meeting shall formally declare when required that specific matters for discussion are confidential and all members present shall be bound by the highest standards of confidentiality and shall not reveal any matter under discussion, including alluding to the matters under discussion. This ruling shall be only used with the full agreement of all committee members present and it shall be clearly designated when the discussion has started and finished.

- 2.4.13 **Chatham House Rule** - The Executive has adopted the international Chatham House Rule for matters under consideration when required:

"When a meeting or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed".

- 2.4.14 A breach of the Confidentiality provisions and Chatham House rule by Executive and Ordinary Committee members and others participating in designated confidential discussions shall be regarded as a full declared breach of the Associations Code of Ethics and the individual shall be required to show cause in writing, as to why they should not resign from any office bearing position held within the Association, and further why their membership of the Association should not be terminated.

2.5 Representation

- 2.5.8 Executive and Ordinary Committee members are required to professionally represent the Association at official functions, community, government or industry committees, conferences, forums and similar activities.

- 2.5.9 Designated representative – the Association designated representative shall be determined at the Special executive Meeting held immediately following the AGM or at such other time as a vacancy falls void or re-nominations are required.

- 2.5.10 The following external function/meeting attendance nomination priority shall apply:

- 2.5.10.1 Most senior Executive member
- 2.5.10.2 Relevant industry committee chairperson
- 2.5.10.3 Any available Executive member
- 2.5.10.4 A member of a relevant sub committee

- 2.5.11 Inability to attend following nomination – where a nominated Association representative is unable to attend their allocated meeting – it is their individual responsibility to ensure that a suitable replacement is advised in a timely manner and fully briefed on their representational responsibilities.

- 2.5.12 Behaviour – always when representing the Association, the members dress, bearing and Ordinary demeanour shall, be of the highest professional standards.

- 2.5.13 Opinions – members' personal opinions when representing the Association by their Executive or Ordinary Committee position are irrelevant and not to be proffered in any manner.

- 2.5.14 Reporting – Executive and Ordinary Committee members attending or representing the Association at external activities shall provide a brief written report of the activity and recommendations or actions arising from the activity, at the next Executive meeting as required.

2.6 Conflict of interest

- 2.6.8 Where an Executive or Ordinary Committee member identifies that there may be an actual or perceived personal conflict of interest or probity issue with respect to their external activities – they may request in writing, giving reasons, a voluntary leave of absence from Executive meetings for the duration of the matter, and such approval shall be determined by the Executive at the time.

2.7 Correspondence

- 2.7.8 All correspondence, whether written or electronically forwarded by Executive or Ordinary Committee members shall only represent the Association and the Association logo's, no commercial signature blocks, titles or attachments shall be used at any time.

2.8 Expenses

- 2.8.8 All members of Executive and Ordinary Committee are entitled to submit for approval legitimate, verifiable expenses for financial outlays with respect to administrative support for duties conducted by their Executive position.
- 2.8.9 The personal expenditure claims shall not include:
- 2.8.9.1 Personal professional time
 - 2.8.9.2 Commercial office and secretarial support
 - 2.8.9.3 Representational travel and accommodation expenses when such travel and accommodation include personal recreational or commercial matters.

3. Meetings

3.1 Attendance

- 3.1.8 Attendance at all Ordinary Committee meetings is compulsory.
- 3.1.9 Leave of absence is not automatically approved by a member's absence at the start of the meeting.
- 3.1.10 Executive and Ordinary Committee members are required to provide written or proxy advice of their meeting non-attendance in advance to the Secretary.

3.2 Notice to show cause.

- 3.2.8 The Executive shall deliver in writing a "notice to show cause" as to why an Executive or Ordinary Committee member should not be dealt with appropriately under the provisions of the Constitution and any other agreed Association processes.
- 3.2.9 The notice to show cause shall include:
- 3.2.9.1 Details of the matter under consideration
 - 3.2.9.2 Date of the Executive meeting requiring the notice
 - 3.2.9.3 Date and form of the response required.
 - 3.2.9.4 Related standards, statutory provisions, constitutional sections or other agreed processes which relate to the potential outcomes under consideration by Executive.

3.3 Meeting agenda

- 3.3.8 The standing agenda for all Association meetings shall be:
- 3.3.8.1 Attendance (including leave of absence under consideration)
 - 3.3.8.2 Minutes of previous meetings for approval
 - 3.3.8.3 Correspondence
 - 3.3.8.4 Financial and Membership reports
 - 3.3.8.5 Committee/working party reports
 - 3.3.8.6 Ordinary Business
 - 3.3.8.7 Next meeting

3.4 Submissions.

- 3.4.8 Unless otherwise suspended or required by the President or Committee Chairperson, - all formal constitutional motions shall be formally placed upon notice, and foreshadowed at the earliest opportunity, and shall be accompanied by a formal documented submission for consideration by Executive, prior to submission to the members

3.5 Rules of Debate

- 3.5.8 The Westminster rules of debate shall apply to all Association meetings unless specifically suspended by the president, committee chairperson.

3.6 Conduct of Meetings

- 3.6.8 **Business.** The order of business for meetings shall be as laid down in the Agenda.
- 3.6.9 **Confirmation of Minutes.** The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- 3.6.10 **Substantive and Formal Motions.** Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, but the following formal motions may be moved, received and put to the meeting:
- 3.6.10.1 For permission to withdraw a motion or amendment.
 - 3.6.10.2 That the question be now put.
 - 3.6.10.3 To proceed to the next business.
 - 3.6.10.4 To refer.
 - 3.6.10.5 To defer considerations for a stated time (adjournment of debate).
 - 3.6.10.6 That the motion or communication, lie on the table.
 - 3.6.10.7 To extend the time limit.
 - 3.6.10.8 To discuss the action of a member who has been named by the President.
 - 3.6.10.9 To amend.
- 3.6.11 Motions 1-3 shall have precedence in the order given and there shall be no debate on motions (A Guide to Procedural Motions is attached to these business rules)
- 3.6.12 **Amendments:**
- 3.6.12.1 One amendment only shall be considered at a time.
 - 3.6.12.2 One person shall move one and only one amendment but may speak to all other amendments.
 - 3.6.12.3 The mover of an amendment has no right of reply.
 - 3.6.12.4 The mover of the original motion shall exercise the right of reply at the end of the debate on the first amendment and may not move an amendment but may speak to all amendments.
 - 3.6.12.5 Amendments shall be taken in the order in which they affect the terms of the motion.
 - 3.6.12.6 No amendment shall be allowed with regard to those parts of the motion which have already been determined.

- 3.6.12.7 An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion and if its effect is to negate the motion, it must include a reasoned alternative course of conduct.

3.7 Resolutions in Writing.

- 3.7.8 Before any resolution is put to the meeting the Chairperson may require that it be committed to writing and handed to him/ her.

3.8 Closure Motions:

- 3.8.8 The Chair shall have the authority to refuse the closure motion (*“that the question be now put”*).
- 3.8.9 It shall not be permissible for anyone who has spoken in any debate to move the closure of such debate.
- 3.8.10 If the closure motion is carried, the mover of the original motion shall have the right of reply before the question is put.

3.9 Preserving Order.

- 3.9.8 It shall be the duty of the Chairperson to preserve order so that the business may be conducted in due form and with propriety. He shall have the right of debating on any question under discussion but must first leave the chair and not resume it until the question has been resolved.

3.10 Points of Order:

- 3.10.8 It shall be the duty of the Chair to call to order a speaker who violates any rule of debate and the privilege of any member to raise a point of order.
- 3.10.9 When more than one member rises at the time to speak, the Chair shall decide who shall be heard.
- 3.10.10 The Chair may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a member, and may, with the approval of the meeting, direct such member to discontinue his speech. The question of whether a member shall discontinue his speech shall be decided without debate.
- 3.10.11 Any member may raise a point of order against a speaker during debate and the speaker against whom the point is raised, shall cease speaking. The member raising the point of order shall state his reason within one minute, then the Chair, without further discussion, shall give his ruling and, subject to such ruling, the speaker shall be allowed to proceed.
- 3.10.12 The Chair’s ruling shall be final unless challenged by a motion of dissent.
- 3.10.13 A member dissatisfied with the Chair’s ruling may move a motion of dissent in the following terms: “That the Chair’s ruling be dissented from”. The Chair shall then vacate the chair and call upon a deputy to take the chair. When the mover and the Chair (in that order) shall have stated their cases, the acting Chair shall put to the vote the question “That the Chair’s ruling is dissented from”.
- 3.11 **Time Limits.** Debates on motions shall not exceed 20 minutes and speeches shall not exceed five minutes, except by express permission of the meeting.
- 3.12 **Negative Motions.** A motion of a negative character, the carrying of which would not alter the status quo, shall yield place to a relevant motion purporting to take positive action.

3.13 Form when Speaking:

- 3.13.8 When a member speaks, she/ he shall address the chair and confine themselves to the question under consideration, avoiding personalities and unbecoming language.

- 3.13.9 A member, when speaking, shall not be interrupted, except by the Chair, or by a member raising a point of order, and then only for:
- 3.13.9.1 A breach of standing orders
 - 3.13.9.2 Irrelevance or repetitions.
 - 3.13.9.3 Impropriety.
 - 3.13.9.4 Exceeding the time limit.
- 3.13.10 Explanations may be allowed when the member speaking has finished, but only explaining an actual misunderstanding or misstatement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation.
- 3.14 **Right to Speak:**
- 3.14.8 A member shall have the right to speak once only on any motion, with the exception of the mover.
 - 3.14.9 The member moving a resolution, may speak when moving the motion, or after a seconder, is nominated, at the discretion of the Chair.
 - 3.14.10 The proposer (mover) has right of reply at the conclusion of discussion. He cannot introduce new material in his “reply”.
 - 3.14.11 The member moving an amendment to a resolution normally speaks before a seconder is called for, and he has no right of reply.
 - 3.14.12 The seconder to a resolution may speak after the proposer, or he may reserve his right to speak to later in the debate. He may speak only once in the debate.
- 3.15 **Withdrawal.** A motion or amendment having been submitted to a meeting may not be withdrawn without the consent of the meeting.
- 3.16 **Voting.** Voting on any question shall be decided on a show of hands unless a ballot is called for within a reasonable time of the Chair’s declaration. A motion shall be declared lost if it is not supported by a majority of members voting unless a prescribed majority is required. The Chair shall exercise a casting vote.
- 3.17 **Questions through Chair.** A member requesting information or wishing to ask a question at a meeting shall do so through the Chair.
- 3.18 **Rescission:** Notice in writing must be given to the Chair or Secretary of each Committee of intention to move for rescission of any resolution. Such notice shall be given at least two weeks before the meeting at which it is to be dealt with and must appear on the agenda for that meeting.
- 3.18.8 Either three calendar months must have elapsed, or a two-thirds majority of those members present and entitled to vote must be in favour of resubmission of any business that has already been decided by the relevant committee.
- 3.19 **Suspension of meeting Business rules.** The operation of Business rules for meetings may be suspended for a specified time for a specified purpose upon the carrying of motion without notice by a two thirds majority.
- 3.19.8 The operation of business rules for meetings shall not be suspended more than twice at a meeting.
- 3.20 **Adjourning the Meeting.** Provided that no speaker is addressing the chair, any member may move or second that the meeting be adjourned to a specified time and place. Such a motion may be treated as an ordinary motion except that:
- 3.20.8 It may interrupt a debate.
 - 3.20.9 The mover shall have no right of reply.
- 3.21 **Disorder.** In the case of disorder arising, the Chair shall have power to adjourn the meeting to a time he shall fix and his leaving the chair terminates the business.

3.22 **Quorums.**

- 3.22.8 The quorum for meetings of the Committees shall be as stipulated in the Associations Constitution.
- 3.22.9 Should a quorum not be present within 30 minutes of the time for which a meeting was called, the meeting shall stand formally adjourned where the intention was to move specific matters for consideration.
- 3.22.10 Meetings may continue on an informal, minuted basis, with business in the receipt of reports and administrative matters, however no formal matters may be processed.

4. **Subcommittee (Committee's Subordinate to the Executive Committee)**

- 4.1 The sub committees are the "engine" room of the Association. It is essential that they meet regularly and provide a proactive communications conduit to the members of the Association and where applicable the community of specific industry matters.
- 4.2 Representation & Chairing – a member of the Executive or Ordinary Committee shall be nominated to Chair a Constitutionally designated and approved subcommittee.
- 4.3 Meetings and Management – Sub committees shall meet as determined by the Executive and may be varied from time to time.
- 4.4 Reporting – the reporting requirements detailed within the business rule shall apply to sub committees, and the chairperson of the subcommittee is required to provide a timely, detailed report to Executive on the subcommittee business.
- 4.5 Budgeting – the subcommittee shall determine annually its objectives and budget requirements for approval by Executive. Expenditure without budgetary approval may incur personal costs to Association and committee members.

5. **Working Parties**

- 5.1 They shall be governed by the business rules for all committees.
- 5.2 Working parties shall be constituted with the approval of the Executive for specific tasks.
- 5.3 A working party shall have Executive representation where practicable and may be chaired by a person other than an Executive member.

6. **Financial Management** – the financial management of the Association shall meet all statutory standards of financial management.

- 6.1 The principles of Association financial management shall be based upon:
 - 6.1.8 Cost neutral or cash positive activities
 - 6.1.9 Governance – verifiable auditable statutory governance and continuity measures.
 - 6.1.10 Compliance – compliance with accounting standards and agreed budgetary processes.
- 6.2 Claims – all claims for expenditure and invoices shall be verifiable and approved prior to payment
- 6.3 Quotations – written competitive quotations shall be required with full explanation of the service provided and statutory compliance matters related to the delivery for the services.
- 6.4 Audit – the Association auditor shall be appointed annually at the AGM.
- 6.5 All conflicts of interest shall be voluntarily noted by any Executive or ordinary committee member when related to expenditure approvals.

- 6.6 The Treasurer and others, approving expenditure shall remove themselves and abstain from approving expenditure where there is an actual or perceived conflict of interest.
7. Visitor Attendance at Ordinary Committee meetings

7.1.8 Transparency

Visitors invited to the meetings of the Ordinary Committee or Sub Committees shall always follow the direction of the Chair or President. Visitors include financial members who are not on the Committee.

7.1.9 Confidentiality

Visitors shall observe all confidentiality requirements of the Business Rules for all confidential matters to which they become privy. The Chair or President may declare all or part of a meeting “in camera” and exclude visitors without debate.

CODE OF ETHICS

WARA CODE OF ETHICS

Local Government Law Enforcement Officers are encouraged to;

1. Promote the quality of life and protection of the environment.
2. Respect property under the care and management of the local authority.
3. Investigate offences relevant to Local Government.
4. Where possible Provide assistance to those in need.
5. Serve the community by maintaining personal honesty and integrity.
6. Behave in a professional manner at all times.
7. Respect all WARA members, sponsors and guests.

CODE OF CONDUCT “COMMITTEE MEMBERS”

CODE OF CONDUCT- WA RANGERS ASSOCIATION (INC) COMMITTEE MEMBERS

CONFLICT OF INTEREST

All Committee members should ensure that there is no actual or perceived conflict of interest or incompatibility between their personal interests and impartial fulfillment of their public or professional duties.

PECUNIARY INTEREST

All Committee members who have direct or indirect financial interest in a matter to be considered by WARA preferably shall not take part in discussions or voting on the issue. The onus is on the committee members to identify possible conflicts of interest or pecuniary interest and to declare same to committee.

PERSONAL BENEFIT

All Committee members shall not seek or accept directly or indirectly from any one person or body, any immediate or future gift, reward or benefit for themselves or for any other person or body. If any gift, reward or benefit is offered, disclosure must be made in a prompt and full manner to the WARA President or Vice President. A gift register is to be maintained by the Executive Secretary.

CODE OF CONDUCT – MEMBERS & NON-MEMBERS

Recommended work practices;

- Being impartial and unbiased
- Acting fairly and justly
- Being accountable and transparent
- Doing your job effectively and efficiently
- Behaving in accordance with WARA code of conduct.

A person who is a member and who has an interest in any matter to be discussed at a WARA Ordinary committee or annual Ordinary meeting must disclose the nature of the interest;

- At the meeting immediately before the matter is discussed or
- In a written notice given to the President or Vice President before the meeting.

Private interests; means those interests that can bring benefit or disadvantage to individuals or to others whom may wish to benefit or disadvantage.

Personal behaviour; all members and non-members should;

- Act and be seen to act in accordance with the requirements of Australian law and the terms of this code of conduct.
- Perform their duties impartially and in the best interests of their community-
- Act in good faith (i.e. Honesty, for the purpose and without exceeding their powers) in the interest of their local government employer, WARA and the community
- Make no allegations or statements which are improper or derogatory that may reflect negatively on WARA or a local government employer.
- No member shall in anyway be verbally aggressive, intimidating or derogatory to another WARA committee member or member, including swearing
- Any member who needs to discuss WARA related problems with other members will do so in a courteous and non- aggressive manner.
- Any member who witnesses verbal, abusive or harassment to another member must report the situation immediately and appropriately to a WARA committee member.
- The Code of Conduct especially applies during all annual conferences and annual awards dinner functions, all members must show respect and common courtesy to all guest speakers, sponsors and committee members performing Master of ceremony or other related duties during these events
- The Code of Conduct has been prepared to provide all members consistent guidelines for acceptable standard behaviour, professional conduct and mutual respect within WARA.
- A person who does not abide by the guidelines of the Code of Conduct may be refused membership with the WA Rangers Association.
- A member who does not abide by the guidelines of the Code of Conduct may receive one verbal warning, or one written warning.
- Depending on the severity of their actions or behavior they may be refused renewal or receive termination of their membership of WARA

WARA RECOMMENDED GUIDELINES

DISCRETION

In some cases, you may find that it is within your discretion as to whether or not the criminal justice system is to be invoked “are you going to issue an infringement notice or not”. This discretion is quite onerous and should be understood well by any law enforcement officer. When you are performing your law enforcement duties, at all times you must act in a fair and responsible manner. It might be within your discretion as to whether the incident you have witnessed or investigated goes further. Your duty to the community and therefore the law requires that your discretion not to invoke the system where there is an apparent breach is not tainted with any type of unethical conduct or behaviour on your part.

CORRUPTION

The word corruption comes from the Latin “corruptus” meaning “broke in pieces”, and means that once corrupted, it is unlikely that you will ever regain your good character. Your integrity has been destroyed. Lack of attention to ethics and/or discretion can lead to corruption. For example: Was your decision not to invoke the criminal justice system made because of some consideration offered to you by some person? Or worse: Did you threaten to invoke the system unless some person agreed to give you such consideration?

This is not to say that you should never accept a gift, for although such a course of action is not advisable, it does not necessarily follow that the finger of corruption can be pointed in your direction. Mr. Ian Tempy, QC of the Independent Commission against Corruption, made a notable summation on this question when dealing with the issue of corruption:

“The police rules give clear guidance on what is acceptable in terms of gifts. A simple rule set down says that no Police Officer or other public official should accept a gift if it could be seen by the public, knowing the full facts, as intended or likely to cause the officer to do his or her job in a particular way, or to deviate from their proper course of duty. Police Officers like all public servants, should never expect to get anything extra for what they are paid to do.

One could extend this statement by adding that a public official “should never get anything extra for what they are paid to do or receive anything extra for not doing what they are paid to do.”

INDUSTRIAL DISPUTE

It must however be noted that the WA Rangers Association (Inc) is a recognised industry body and not a Trade Union.

Therefore, certain issues relating to conditions of employment should be directed to your employer or Union representative.

LEGAL ADVICE

The Association does not provide legal advice on issues associated with local government law enforcement.

The WARA Executive and Ordinary Committee members may assist with member queries and direct them to the relevant Acts, Regulations, Local Laws, Codes of Practice or Australian Standards

RIGHT TO REFUSE

Any law enforcement officer has the right to refuse to perform any duty or an act, which is illegal, whether requested by an employer or any other person.

LEGISLATIVE REVIEW

Through consultative process, WARA where possible shall seek the opportunity to be involved in the legislative processes of writing or reviewing those statutes, which are enforceable by Rangers.

TRAINING AND EDUCATION

WARA recognises the need for the training and education of Rangers. All Rangers should attend training courses provided by accredited training organisations and the WA Rangers Association (Inc), as well as the yearly training conference provided by the Association.

Training is of extreme importance for the professional development of Rangers to gain the necessary skills and knowledge required to confidently perform duties in an effective, efficient and professional manner. Local Government Authorities should actively encourage and assist its Rangers to attend courses that benefit the employer, the employee and the community.

Training and education programmes conducted under the auspices of WARA shall conform to the following conditions:

1. The training material and content shall comply with the Training Guarantee Act requirements.
2. The training material is approved by the WARA Executive Committee.
3. WARA may facilitate any suitable training course, or assist the course facilitator, or the course is conducted by a qualified trainer in the relevant subject matter.

Certificates of participation/competency may be issued by WARA or the course facilitator at the completion of the training course. Certificates for courses conducted by other organisations will not be available from this Association.

LECTURER FEES – WARA MEMBERS

No financial member of WARA will receive remuneration from the WARA for lecturing but may be eligible for re-imbusement of associated personal expenses. Should such person(s) lose salary because of such lecture they will be re-imbursed by this Association. Lecturers from outside the Association may be employed and paid by the Association at the discretion of the Executive Committee.

WA RANGER ASSOCIATION BADGES AND EMBLEMS

The WA “Ranger” emblem was designed by WARA for use by Local Government Law Enforcement Officers in the course of their duties. WARA has patent rights to both the logo and badge.

The emblem is the property of the WA Rangers Association and as such cannot be used by any person or body corporate without the express permission and approval of the Association. Any such use without the express permission of the WARA will be considered an infringement of copyright and the Association may take such action it deems necessary including legal action.

IDENTIFICATION CARDS

Members who are issued with an identification card by their employer must produce those cards when necessary to establish identity. Therefore, care must be taken to ensure the safe keeping of the identification card.

Members will not knowingly permit their identification cards to be used by any other person for any purpose whatsoever. Members should carry their identification cards while travelling to and from, and whilst performing their duty.

On no account should such cards be produced for any other purpose than that for which it is issued intended. When exercising any authorised powers on any member of the public, members are required to supply their name and local government employer if requested by a member of the public.

UNIFORMS AND APPEARANCE

Local government officers are often the first people to have contact the general public. It is therefore necessary for those officers to be easily identified and also adequately equipped to carry out their duties.

WARA members should wear a uniform when on duty, unless approved to operate in plain clothes.

Local Governments have the right to determine the colour and style of uniform that reflects their corporate image. However, where permitted by the employer, WARA badges should be worn on the epaulettes, shoulders, shirt front, cap or hat. This practice should be promoted throughout the state in order to create a recognisable standardisation.

Members should appear neat and tidy in all aspects at all times and ensure that any item of uniform that is no longer serviceable be replaced. Care should be taken to ensure badges are not obscured.

Lost or stolen uniform items should be reported immediately to the Officer’s Supervisor.

Below is WARA’s recommended minimum uniform and equipment list to be supplied by a local government employer

- 4 Shirts
- 4 Trousers
- 1 Jumper
- 1 Jacket
- 1 Raincoat (Safety with reflective stripping as per Australian Standards)
- 1 Pair of boots (Oil & Heat resistant soles)
- 1 Hat (Wide brimmed)

- 1 Belt (Heavy duty leather)
- 1 Pair of sunglasses (100% UV resistant and polarised)
- Insect repellent (As recommended by preferred the Local Authority in line with OH & S requirements or recommendations)
- Overalls or two (2) piece fire clothing (If involved in fire control duties)
- Helmet (If involved in fire control duties or duties during storms)
- Safety gloves (Hand protection)

Members may wear long sleeves and use a recommended SPF factor sun screen to meet any Work-Safe recommendations. When operating in area's prone to mosquitoes, particularly carrying the Ross River Virus or any other such diseases, ensure you are protected with an approved insect repellent.

EQUIPMENT

WARA members should be adequately equipped to effectively carryout their duties in an efficient and safe manner.

WARA's recommended minimum allocation of equipment is;

- 1 Reflective Safety Vest (Rated to relevant Australian Safety Standards)
- 1 Pair work leather or pig skin or contemporary synthetic gloves
- 1 First Aid Kit (suitable for the officers' location)
- 1 Blanket
- Set of 6 Safety traffic cones or triangles
- 1 Pair of Proban overalls with reflective tape
- 1 Safety helmet (Fire control or other related duties, checked regularly to ensure harness and shell are within operational life dates)
- 1 Spotlight (Hand held)
- 1 Tow rope or snatch-em strap
- 1 Tyre deflator
- 1 Pen knife or multi-purpose tool
- Hand tools
- Rope
- Twine
- Animal Halters and lead ropes (if dealing with livestock)
- Shovel
- Camera
- Set of Jumper leads (to be used as per RAC or your Local Governments guidelines)
- Dog leads (slip type)
- Dog catching pole
- Battery operated flashing light or
- Cyalume light stick (2)
- Security torch
- Fire extinguisher (mounted in cabin of vehicle)
- Interior map reading light.
- Or other equipment as deemed necessary by their local government employer.

Those members operating outside the metropolitan area or who are involved in firefighting duties should also carry items as deemed necessary by their local government employer.

It is recommended that Rangers regularly check equipment to ensure it is in good working condition. Damaged equipment should be replaced immediately.

VEHICLES

An appropriate vehicle capable of safely and effectively carryout Ranger duties is essential. A recommended vehicle would be an extra cab type utility fitted with either lockable fiberglass canopy complete with air ventilation or sliding windows, alternatively the same vehicle fitted with covered lockable cages and a secure area for essential equipment or a contemporary modular pod body. Vehicles used in rural or other areas should be four-wheel drive capability and fitted with heavy duty tow and brush bars;

The following are areas of concern, which should be considered when Rangers are required to work from a vehicle;

- For health reasons, when dealing with animal pick-ups, the animal must be able to be secured in an area completely separate from the driver.
- Consideration must be given to the amount of equipment and necessary paperwork required by the Ranger to effectively carry out their duties, needing to be kept secure.
- It is recommended that the vehicle be clearly marked or identified as a “Ranger” vehicle (WARA approved reflected striping) and be fitted with bar lighting and Ranger sign on the bar light. The use of the WA Ranger Association (Inc) door decals in conjunction with your Local Governments crest is recommended. When the Ranger is a Fire Control Officer, appropriate lights and markings are to be used.
- Vehicles are to be fitted with adequate communication. As per the Employment Award which states; Law Enforcement Officers who are required to work alone shall be provided with access on a continuous basis, with an operating two-way radio, radio telephone or mobile telephone. This is also a requirement under the Occupational Health & Safety Act 1984 for the employer to ensure a safe working environment for their employees.
- It is strongly recommended that Rangers carryout weekly checks of vehicles, including fluid level, tyres, etc.
- Where Rangers operate off- road, checks should be carried out more frequently.
- If a vehicle is being shared, check for damage to the vehicle and ensure all equipment is in the vehicle and is serviceable.
- Try to avoid having less than half a tank of fuel in the vehicle. You never know when you may be required to attend an emergency that may prevent you from refuelling.
- If carrying extra fuel is permitted by your Local Authority, the fuel approved container /s must be secured to avoid spillage or damage to the container and must not be stored in the cab area.

WORKING ALONE

WARA supports the efforts of the Commission for Occupational Safety and Health and Work-Safe.

Commission for Occupational Safety and Health codes of practice and guidance notes;

- Working hours
- Violence, aggression and bullying at work
- First aid facilities and services, workplace amenities and facilities and personal protective clothing and equipment
- Formal consultative processes at the workplace
- Ordinary duty of care in Western Australian workplaces
- Preparing for emergency evacuations at the workplace

Available:

www.worksafe.wa.gov.au: from Work-Safe 9327 8777 and in the Work-Safe library.

For further information in relation to the mining industry, refer to the Resources Safety Division of the Department of Mines and Petroleum at www.dmp.wa.gov.au/ResourcesSafety

DUTIES WITH EMERGENCY SERVICES

All members should offer their assistance to any injured person encountered provided that officer feels they are working within their competence. Members should maintain a minimum qualification of Provide First Aid Certificate.

Members are encouraged to render their assistance to any Emergency Officer when assistance is requested.

Members are to immediately report to the appropriate authority any hazardous or dangerous situations that may come to their attention. For example, road cave-ins, oil or chemical spills, traffic hazards, flooding, fires, etc. If attending at the location of such hazards, the member shall secure the area until such time as other agencies arrive and assume control of the incident or accident.

All members are to have a sound working knowledge of their Council's Local Emergency Management Plans and their role in such plans. Members are encouraged to ensure there are plans in place to effectively deal with animals during emergencies.

Members are also encouraged to serve on the Council's Local Emergency Management Committee (LEMC).

WARA endorses the principle of members being appointed Ordinary Inspectors under the Animal Welfare Act, provided there is consultation between the Local Government and Department of Primary Industries and Regional Development. Proper training needs to be provided and the officers are fit and suitable to perform these duties.

EMERGENCY SERVICE VOLUNTEERING

Under the Public-Sector Management Act 1994, section 102 Rangers or any other employee within their Local Government need approval by the Chief Executive Officer and must be in written format to undertake volunteer work.

Volunteering is an activity where people commit their own time and effort, of their own free will and without financial gain, sharing their knowledge, expertise and skills for the benefit and wellbeing of others and / or the community.

Most Council's support the principle of choice to ensure volunteering is undertaken freely and out of choice of the individual and not as the result of coercion or compulsion.

RECOMMENDATIONS IN DEALING WITH ANIMALS

The WA Rangers Association (Inc) (WARA) suggests members have;

- A working knowledge of various animals likely to be encountered during the course of their duties.
- An understanding of relevant Acts and animal local laws.
- Appropriate and ongoing training.

WARA encourages the development of working relationships with the Department of Local Government, RSPCA, Department of Parks and Wildlife (DPWA), Department of Agriculture & Food, Wildlife Officers, Carers or recognised reputable private groups involved in the protection and or the rehoming of animals.

ANIMAL CHARTER

WARA recognises the need for protection of animals from cruelty and neglect. This charter defines the Association's position in relation to animal welfare and its determination to where possible enforce the statutory powers vested in local government.

It is acknowledged that improvements to animal welfare can be gained by new or amended legislation and local laws. It is also recognised that some sections of this Charter may not be acceptable to certain interests or may be viewed as political.

WARA has adopted this charter as an indication of support for the actions of all other responsible authorities and organisations working to secure improvement in animal welfare. Where possible WARA may support and promote proposed improvement to animal welfare.

This charter does not cover every aspect of animal welfare; however, it does endeavour to address the areas WARA considers important.

Farm animals

Professional and industry standards apply to all establishments where farm animals are kept. Rangers are encouraged to have input into any proposed changes which may impact on the welfare of those animals. WARA recommends that Rangers consult with the Department of Local Government and the Department of Agriculture and Food to resolve issues concerning farm animals.

WARA recognises the large number of stray and unwanted cats and dogs in the community and the impact of feral cats on native fauna.

WARA encourages the sterilisation of domestic pets (with the exemption of licensed breeders).

Using animals for scientific purposes

The use of animals for scientific purposes has been an area of concern for many years. In response for these concerns, researchers, animal welfare groups and government bodies have collaborated to develop strict national standards.

These standards are identified in the "Australian Code of practice for the care and use of animals for scientific purposes" (www.health.au/nhmrc/research/awc/code.htm) groups and government bodies have collaborated to develop strict national standards.

These standards are identified in the "Australian Code of practice for the care and use of animals for scientific purposes" (www.health.au/nhmrc/research/awc/code.htm)

Domestic animals

Despite the misconception that domestic animals are well protected in this country, there remains areas of suffering and neglect. WARA supports any steps by the appropriate agencies to give greater control and protection to animals.

Dogs and cats

WARA supports;

- Dog Act (1976) & Dog Regulations 2013.
- Cat Act (2011) & Cat Regulations 2012
- Cat (Uniform Local Provisions) Regulations 2013

- Animal Welfare Act (2002)

Wildlife and feral animals

WARA opposes the use of snares and traps, which cause unnecessary suffering.

Enquiries regarding wildlife and feral animals should be directed to the Department of Parks and Wildlife (DPWA).

WARA encourages responsible animal welfare education in schools and believes it should form part of all school's formal curriculum. Members are encouraged to take part wherever possible in community education programs that promote sustainable approaches to wildlife.

WARA Policy Manual – Animal Charter 2014

MUTUAL AID

Local Government Rangers may only have authority to act within their authorised Local Government area. Incidents often occur that requires a Ranger to cross a boundary into a neighboring Local Authority. WARA supports Local Authorities entering into a "Rangers Mutual Aid Agreement" and authorise Rangers accordingly to perform duties in adjoining local authorities.

Individual Members Choice to Sponsor

Members are commended for their private support of charities and community projects. The sponsorship policy does not prevent members from collecting legally for listed or other projects.

- If the public gives donations to WARA for any particular project, the money should only be used for that project. If that is not practical the funds with the donor's approval should be passed onto an agency that can help or the funds should be returned.
- It has been WARA's policy to send flowers / condolences to the families of members who have died. This is an operational matter and members are encouraged to bring such incidents to the attention of Regional Representatives and / or the Executive Committee.
- The sponsorship policy does not prevent the Association spending funds on major operational projects, although such projects must be discussed at either the Annual General Meeting or a General Meeting.

Injured Financial WARA Members Informational Guidelines

Scope

To assist financial members where possible and their families where a member has been injured during the course of his or her duties

All work-related incidents should be covered by their employers' workers compensation insurance. However, members may apply to Executive Committee seeking a donation within the financial capabilities of WARA on occasions where there have been delays in members receiving payments from their employer.

Members learning of such situations should advise their zone representative and the Executive Committee of WARA. Supporting documentation (medical certificates, incident reports, accident reports, etc.) must be attached to all applications for financial assistance in order to be considered.

Applications must be made in writing an addressed to;

**WA Rangers Association (Inc.)
PO Box 6
Como WA 6952**