

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 128776-1  
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**Policy title:** HONORARY PARK RANGERS  
**Directorate:** COMMUNITY SERVICES  
**Branch:** PARKS  
**Policy objective:** To establish guidelines for the appointment of volunteer honorary park rangers.

**Policy scope:**

This policy will apply to persons wishing to be appointed as volunteer Honorary Park Rangers (“HPR”).

**Definitions:**

Not applicable.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. Persons wishing to be appointed as HPRs shall apply in writing or by customer request forwarded to the Senior Parks Ranger.
2. HPRs appointed will have jurisdiction over any designated park in the city.
3. Selection criteria for appointment as an HPR shall be as follows:
  - (a) suitability for nomination as an HPR as supported by appropriate references and initial interview by a Park Ranger
  - (b) the applicant must have no previous criminal conviction
  - (c) applicant is required to possess, or have the ability to obtain, a 'Working with Children Suitability Blue Card' for the application to proceed. The card must be obtained prior to appointment as a HPR
  - (d) the applicant must be over 18 years of age
  - (e) the Applicant must satisfactorily complete the HPR Test Paper
  - (f) upon satisfactory completion of the criteria the HPR will be appointed by the Senior Park Ranger.
4. HPRs appointed by the Council are encouraged to:
  - (a) monitor park use and advise the Council of any vandalism or facilities requiring maintenance
  - (b) assist in ensuring appropriate use of the Council's parks in accordance with the Council's local laws and subordinate local laws
  - (c) advise the Council regarding facilities that they believe may be required in parks
  - (d) promote community use and awareness of parks.

- 5. To assist appointed HPRs to fulfil this role, the Council shall provide training regarding:
  - (a) an HPR’s responsibilities, powers and appropriate actions to be taken in specific circumstances
  - (b) requirements under the Council's local laws and subordinate local laws
  - (c) information available for the public about the Council's parks.
- 6. HPRs shall be provided with:
  - (a) suitable identification and badge
  - (b) an Honorary Park Rangers handbook
  - (c) copies of all relevant local laws and subordinate local laws
  - (d) copies of information available for the public.
- 7. Supervision, support and monitoring of HPRs shall be undertaken to ensure an effective program.
- 8. HPRs shall be insured by the Council against personal injury while on duty.

**Related policies/legislation/other documents:**

<b>DOC ID</b>	<b>DOCUMENT TYPE</b>	<b>DOCUMENT NAME</b>