



# POSITION DESCRIPTION

## Ranger

<b>Position no:</b>		<b>Date effective</b>	10 May 2024
<b>Level:</b>	Level 4	<b>Agreement/Award:</b>	LGIA2020 (Transitional)
<b>Division:</b>	Community & Regulatory Services		
<b>Responsible to:</b>	CEO		

### 1 Position Objectives

- 1.1 To ensure effective and efficient provision of Ranger Services in accordance with the Shire's Strategic Community Plan and Corporate Business Plan.
- 1.2 To promote compliance and increase awareness of the Shire's local laws and other relevant legislation through education, positive community interaction and excellent customer service to the residents of Boyup Brook.

### 2 Key Responsibilities

#### 2.1 Operational

- 2.1.1 To ensure compliance with the provisions of relevant legislation and the Shire's local laws, policies, and procedures by conducting regular patrols, investigating complaints, issuing warnings, fines and notices, and facilitating the impounding and subsequent release of dogs and vehicles when necessary.
- 2.1.2 To serve as an Authorised Officer in relation to legislation relevant to the work area, including issuing of appropriate infringement notices.
- 2.1.3 Liaise with animal owners, the public and public authorities to ensure compliance with legislation and where required, liaise with external service providers for impounding of animals.
- 2.1.4 To review and update Ranger Services procedures, processes and guidelines manuals.
- 2.1.5 Enforcing the provisions of the Dog Act 1976 and the Cat Act 2011 by promoting and canvassing the registration of dogs and cats, including undertaking regular audits.
- 2.1.6 Enforcing the provisions of the Litter Act 1979.
- 2.1.7 Enforcing the provisions of the Caravan and Campgrounds Act 1995.
- 2.1.8 Enforcing the provisions of the Parking and Parking Facilities Local Law 2003 by carrying out regular patrols of illegal parking of areas.
- 2.1.9 Enforcing the provisions of all Shire of Boyup Brook Local Laws as applicable.

- 2.1.10 To provide expert advice to and participate in internal and external meetings and working groups, relating to Ranger Services and the Shire's local laws.
- 2.1.11 Ranger Services budget management in conjunction with the CEO.
- 2.1.12 Manage reports, files and complaints submitted by staff and general public, ensuring such complaints are investigated, resolved and responded to in an efficient and timely manner.
- 2.1.13 Provide reports to Council as required by CEO.
- 2.1.14 Provide after-hours call-out response to the community as approved by CEO.
- 2.1.15 Provide removal and relocation of reptiles from private property to suitable bushland habitat.
- 2.1.16 Ensure that plant and equipment is maintained in good working condition, suitable for the purpose for which it is to be used.

## 2.2 *Strategic*

- 2.2.1 To assist in the development of local laws and policies concerning Ranger Services.

## 2.3 *WHS Responsibilities*

- 2.3.1 Ensure adherence to WHS policies and procedures.
- 2.3.2 Consult with workers, volunteers and H&S representatives on WHS issues.
- 2.3.3 Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- 2.3.4 Identify, assess if necessary and control hazards within their area of responsibility.
- 2.3.5 Encourage early reporting of incidents and forward information to RTW Coordinators immediately.
- 2.3.6 Assist with initiating an early return to work on suitable duties after a workplace injury.
- 2.3.7 Access sources of WHS information and systematically disseminate information to all workers.
- 2.3.8 Ensure that workers including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- 2.3.9 Develop safe work procedures as required and ensure adherence to procedures.
- 2.3.10 Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- 2.3.11 Ensure all plant and equipment is properly maintained.
- 2.3.12 Maintain relevant knowledge of WHS issues.
- 2.3.13 Act as a role model by demonstrating safe work behaviours.

## 2.4 *Other*

- 2.4.1 Responsible for the Rangers Services' compliance with the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* and the Shire's WHS policies and procedures.
- 2.4.2 Responsible for the Rangers Services' compliance with the Shires risk management policies and procedures.

- 2.4.3 Where required prepare evidence and represent the Shire in court actions associated with the Functions of Ranger.
- 2.4.4 Brief Shire's Legal Advisors/Representatives where required and within the limits of the delegations associated with this position.
- 2.4.5 Other duties as directed.

### **3. PERFORMANCE OF DUTIES**

- 3.1 Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
- 3.2 Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 3.3 Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, *Local Government Act 1955* and other relevant Legislation.
- 3.4 Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification.

### **4 KEY PERFORMANCE INDICATORS**

The Chief Executive Officer will conduct an evaluation of the Ranger's performance. The annual review will include an assessment of achievement against the Objectives of the Role in line with the Role Responsibilities outlined above.

### **5 SAFETY AND DUTY OF CARE**

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

## 6 ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Reference checks

## 7 REQUIRED SKILLS AND QUALIFICATIONS

The Shire of Boyup Brook recognises its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions

### *Essential*

- 7.1 Certificate IV in Local Government (Regulatory Service) or Municipal Law Enforcement A and B or equivalent or similar experience.
- 7.2 Firearm handling and safety certificate
- 7.3 Developed animal handling skills
- 7.4 Practical application of Work Health & Safety measures in the workplace.
- 7.5 Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.
- 7.6 Ability to interpret, enforce and administer relevant Acts, regulations and Local Laws together with the application, investigation and prosecution of such.
- 7.7 Excellent time management and organisational skills with the ability to work in both a team environment and autonomously as required.
- 7.8 Analytical and problem-solving skills and the ability to resolve difficult situations whilst remaining calm under pressure and in challenging situations with strong resilience.
- 7.9 Ability to work as part of a team to achieve best outcomes throughout Shire of Boyup Brook.
- 7.10 Good level of computer proficiency including the use of Microsoft Word, Excel, email and internet applications
- 7.11 Sound working knowledge of administrative procedures.
- 7.12 Good knowledge of relevant Local Government practices and procedures.

- 7.13 Current C Class drivers' licence, including experience with 4WD vehicles.
- 7.14 Current White Card – Construction WA

### ***Desirable***

- 7.15 At least five (5) years practical works experience within a Local Government.
- 7.16 Local Government or law enforcement experience.
- 7.17 Sound knowledge of the District.
- 7.18 Senior First Aid Certificate.

## **8 LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS**

### ***Reports to:***

- CEO

### ***Internal Liaisons:***

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Business Unit Directors
- Finance Officer
- Building Officer
- WHS Officer
- Other Shire staff

### ***External Liaisons:***

- Councillors
- Members of the public and community groups
- Government Departments

### ***Extent of Authority***

- Operates under general direction of CEO as well as statutory provisions of the various Acts and other Legislation.

## **9 OTHER RELEVANT INFORMATION**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

## 10 NORMAL WORKING HOURS

As agreed.

## 11 KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the Ranger's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

## 12 CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

	<b>Signature</b>
<b>Employee:</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Date</b>	