



POSITION DESCRIPTION

Title:	Ranger (Part-Time)	Position no	CRS4
Level:	Level 4	Agreement/Award	LGIA 2020
Business Unit:	Deputy Chief Executive Officer		
Responsible to:	Deputy Chief Executive Officer	Date effective	July 2021

1. OVERALL OBJECTIVES OF THE POSITION

- To provide an efficient and effective Ranger Service that administers, educates and enforces local laws and relevant legislation and ensure Council's responsibilities in relation to these are met.
- Liaise with a range of customers and stakeholders including government department and agencies, emergency services, animal welfare organisations, community groups, members of the public and Shire staff.

WITHIN THE BUSINESS UNIT

- Ensure the relevant statute, council policies and procedures are uniformly implemented.
- Participate in the preparation and review of policies, guidelines and legislation.
- Provide advice and feed back to internal and external customers within service standards
- Remain abreast of statute, policy and technical changes.
- Maintain records in accordance within legal and council procedures.

WITHIN THE ORGANISATION

- Work within the bounds of legislative and policy framework of the Local Government.
- Work towards achieving the aims and objectives of the Shire of Boyup Brook Strategic and Corporate plans.

2. REQUIREMENTS OF THE POSITION

SKILLS AND KNOWLEDGE

- Proven written and verbal communication skills with a focus on providing strong customer service.
- Well-developed evidence gathering skills with a strong attention to detail and record keeping.
- Proven negotiation, conciliation and conflict resolution skills and the ability to deal with challenging customers.
- Demonstrated ability to work autonomously
- Ability to keep control of own emotions and remain calm under pressure and in challenging situations with strong resilience.
- Ability to interpret legislation and understand legal processes and systems relating to compliance matter in Local Government.
- Basic computer skills with experience in the use of Microsoft Office.
- Excellent time management
- Knowledge of the practical application of Occupational Health and Safety measures in the workplace, including operations with interaction with members of the public may reasonably occur.

EXPERIENCE

- Experience as a ranger working within a local authority or equivalent experience in law enforcement in farming or pastoral areas.
- Bush Fire Service qualifications.
- Demonstrated knowledge of the Dog Act, Cat Act, Bush Fires Act, Off Road Vehicles Act, Litter Act, Local Government Act (in respect to stock control) and Young Offenders Act.

QUALIFICATIONS AND/OR TRAINING

- A certificate IV in Local Government (Regulatory Services) or Certificate in Regulatory Officer Compliance skills (ROCS) 1 and 2, or Municipal Law Enforcement A & B, or working knowledge of WA Dog and Cat Act, Bush Fires Act, Litter Act, Camping Act, Local Government Act or be willing to undertake training and obtain these qualifications.
- Hold a current "C" class Motor Driver's License, including experience with 4WD vehicles.
- Current First Aid Certificate
- Recent National Police Clearance (less than six months old)

3. KEY DUTIES/RESPONSIBILITIES

DOG CONTROL

- Serve as an authorised officer under the Dog Act 1976.

- Perform patrols of all areas of the district as required and where appropriate impound dogs, issue warning and infringement notices on offending dog owners, investigate dog attacks and any other matters under the Dog Act, 1976.
- Impounding of animals - liaise with external service provider of such service.
- Conduct public education campaigns.

CAT CONTROL

- Serve as an authorised officer in accordance with the Cat Act and associated regulations.

BUSH FIRE CONTROL

- Where required serve as Bush Fire Control Officer.
- Liaise with the Chief Fire Control Officer, Bush Fire Brigades and Department of Parks and Wildlife in the control, suppression and extinguishing of bush fires.
- Perform fire break and property inspections within the district to ensure compliance with the Bush Fire Act, Regulations and Local Laws, relating to firebreaks and where appropriate issue warning and infringement notices on offending owners.
- Assist the Deputy Chief Executive Officer in the procurement of goods and services for the LGGs expenditure.
- Assist the Deputy Chief Executive Officer with budgeting for DFES operational and capital grants scheme.
- Investigate need and coordinate logistics for hazard reduction burns on Council managed land and land managed by other agencies/persons that are deemed to pose a fire risk adjacent to town sites.
- Other ranger duties as directed by the direct supervisor of the Shire.

CONTROL OF VEHICLES (OFF-ROAD AREAS)

- Serve as authorised officer to investigate any complaints relating to off-road vehicles and to take the necessary action.

PARKING CONTROL/ABANDONED VEHICLE

- Serve as authorised officer in accordance with Council's Parking and Parking Facilities Local Law and enforce provisions of the local law where necessary.

LITTER CONTROL

- Serve as authorised officer under the Litter Act 1979 and issues warnings and infringement notices as required.

STOCK CONTROL

- Serve as Ranger pursuant to Section 450 of the Local Government Miscellaneous Act 1960-1983 in respect to straying stock.

ALL WORKERS

Workers have a responsibility to:

- Participate in the development of a safe and healthy workplace.

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

GENERAL DUTIES

- Attend court to give evidence as and when required in relation to any of the above duties.
- Any other duties consistent with the level of the position.
- Other duties as directed by the Chief Executive Officer in accordance with Council Policies.

ORGANISATIONAL RELATIONSHIPS

- Primarily Responsible to the Deputy Chief Executive Officer, secondarily responsible to the Chief Executive Officer.

Internal and External Liaison

INTERNAL	Chief Executive Officer
	Deputy Chief Executive Officer
	Building Officer
	Health Officer
	Other employees
EXTERNAL	General Public
	Government Departments

5. EXTENT OF AUTHORITY

- Operates under general direction of Deputy Chief Executive Officer as well as statutory provisions of the various Acts and other legislation.

6. SELECTION CRITERIA

The skills, experience, qualifications and attributes needed to do this job

Qualifications and/or training and/or licences	Essential	Desirable
Qualification in a relevant discipline such as Certificate IV in Local Government (Governance and Administration) or Municipal Law Enforcement A and B, or University degree in relevant discipline.	✓	
Hold current 'C' class Motor Driver Licence	✓	
Current Apply First Aid Certificate	✓	
Firearm Handling and Safety Certificate		✓

National Police Certificate not more than three months old	✓	
You must be eligible to work in Australia	✓	
Experience and knowledge	Essential	Desirable
Legislative knowledge relating to local government		✓
Demonstrated knowledge of the Dog Act, Cat Act, Bush Fires Act, Off Road Vehicles Act, Litter Act, Local Government Act.	✓	
Experience as a ranger working in local authority		✓
Experience working in rural environments	✓	
Developed animal handling skills	✓	
Sound knowledge of the district		✓
Practical application of Occupational Health and Safety measure in the workplace.	✓	
Skills and attributes	Essential	Desirable
Strong customer focus and commitment	✓	
Well-developed time management and organisational skills	✓	
Proven written and verbal communication skills with a focus on providing strong customer service	✓	
Highly developed communication and problem solving skills to enable liaison internally and with members of the public	✓	
Basic computer skills with experience in the use of Microsoft Office	✓	
Proven ability to maintain detailed records to ensure meeting legislative and compliance requirements	✓	

7. KEY PERFORMANCE INDICATORS

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

Task	KPI
Compliance with legislation	No instances of non-compliance with legislation
Policy and Procedures	Adherence to developed and developing procedures/standards
Customer Service	Enquiries handled in timely manner

8. 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.

9. GENERAL TERMS OF APPOINTMENT

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.
- Council's values for serving the community are quality of service; continuous improvement; people concern; and teamwork.
- The values which govern the conduct of management and employees are loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.
- Normal working hours are 40 hours per fortnight - ranger duties.

10. CERTIFICATION

As Chief Executive Officer, I confirm that 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.

Occupant	
Date	
Chief Executive Officer	
Date	