



Our Values

Respect Honesty Commitment Courage

Position Title:	Compliance Support Officer
Directorate:	CEO
Reports to:	Coordinator Ranger Services
Date effective:	August 2022
Agreement Level:	EA Level 3
Position no:	RAN05

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1 Primary functions

To support statutory functions and the efficient operations of the Ranger Services team including support in conducting camping inspections and annual firebreak inspection.

1.2 Community strategic goals



Goal 1:
Valuing the natural environment

Goal 2:
Welcoming and inclusive communities

Goal 3:
Managing growth sustainably

Goal 4:
Vibrant and diverse economy

Goal 5:
Effective leadership and governance

1.3 Key functions and duties

Key functions	Specific duties	% Time
DRIVING AND PATROL SUPPORT	<p>Bushfire Control</p> <ul style="list-style-type: none"> • Drive a 4WD vehicle to assist Fire Control Officers to undertake inspections • Make observations that assist Fire Control Officers in their role • Support Fire Control Officers with measure and assessment and photographing the fire hazards • Working with the authorised Fire Control Officers in a proactive manner to ensure the efficient conduct of annual fire break inspections • Make observation and be a witness if required in enforcement proceedings relating to the Bushfires Act 1954, Local Government Act 1995, and the subsidiary legislation. <p>Illegal Camping</p> <ul style="list-style-type: none"> • Drive a 4WD vehicle to assist Rangers to undertake patrols of parks, reserves, public places and some private property for illegal camping. • To maintain a situational awareness, and to observe the safety of rangers dealing with illegal camping activity. • Make observation and be a witness if required in enforcement proceedings relating to the Local Government Act 1995, and Caravan Parks and Camping Grounds Act. <p>Animals and General Patrols</p> <ul style="list-style-type: none"> • Make observations that assist Rangers in their role • Support Rangers in undertaking Community Patrolling for community safety; • Working with the authorised Ranger in a pro-active manner to ensure the efficient delivery of Ranger Services • Make observation and be a witness if required in enforcement proceedings relating to the Local Government Act 1995, Dog Act 1976, Bushfires Act 1954 and subsidiary legislation. 	80%
OTHER DUTIES	<ul style="list-style-type: none"> • Ensure vehicle upkeep through scheduled services. Maintain vehicle cleanliness. 	10%

	<ul style="list-style-type: none"> • Ensure all personal protective clothing and equipment is in good conditional and operational. • Administration of job sheets, evidence, photographs/video and any other relevant documentation for investigation purposes. • Providing logistical support and maintain supply of provisions at Shire facilities including at the Shire’s Animal Management Facility and Dog Exercise Areas. 	
GENERAL	<ul style="list-style-type: none"> • Identify and recommend improvements to procedures and systems. • Contribute positively within a team environment and demonstrate behaviour that enables the achievement of directorate and team goals • Work in accordance with the State Records Act, and Shire procedures and principles. • Work in accordance with the Shire’s defined Equal Opportunity and Anti-discrimination legislation, procedures & principles; • Work in accordance with the Shire’s defined Occupational Safety and Health legislation, procedures and principles; • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time; • Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and • Ensure all duties as directed by the Chief Executive Officer are fully undertaken 	10%

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

2.1 Delegate authority in accordance with the following:

- To exercise powers of entry as an authorized person under s.9.10 of the Local Government Act and the following laws:
 - Local Government Act 1995
 - Bush Fires Act 1954 (as amended) and Regulations;
 - Caravan Parks and Camping Grounds Act 1995 (as amended) and Regulations;
 - All Shire of Augusta-Margaret River Local Laws.

when accompanying an FCO or ranger, but subject to limitations and conditions in s9.10(3) that they **may not** issue infringement notices or exercise powers of impoundment under s3.39 of the Local Government Act.

3. Relationships

3.1 Responsible to Coordinator Ranger Services

3.2 Responsible for

3.3 Internal Stakeholders

Executive Team
Directors
Managers
Staff
Elected Council Members

3.4 External Stakeholders

- Community Members and groups
- Public Utilities and Authorities
- Consultants and other professionals
- State and Federal Ministers and Departments
- Associations of Local Government
- Local Governments
- WAPOL
- DPaW
- RSPCA
- DFES
- Fisheries WA

4. Position Selection Criteria

4.1 Position essentials

Motor Driver's Licence - C Class

National Police Clearance certificate is required for this position

Ability to work weekends

Ability to work within a team environment

Sound Conflict Resolution and Negotiation skills

4.2 Position desirables

Qualification in Municipal Law ROCS 1 & 2

Senior First Aid Certificate

4WD experience would be advantageous

5. Parties

Present Occupant Name:

Signature:

Date:

Supervisor Name:

Signature:

Date: