# 

# **Position Description**

|  |  |
| --- | --- |
| **Position Title** | Ranger |
| **Directorate** | Sustainable Economy & Communities |
| **Level** | 5 |
| **Reports to** | Coordinator Ranger Services |
| **Teams Responsible for** | Nil |
| **Primary Location** | Margaret River Civic Administration Centre |
| **Position No. & version** | RAN02 |

|  |
| --- |
| **Position Overview** |

To ensure the communities and shire’s compliance with State Acts, Regulations and Local Laws under Council’s care and responsibility thereby ensuring as far as possible community safety and awareness.

|  |
| --- |
| **Position Responsibilities** |

**Legislative Duties**

|  |  |
| --- | --- |
| **Animal Control**   * Serve as an Authorised Officer under the Dog Act 1976 and Cat Act 2011 * Prepare briefs and give evidence in Court as required * Perform patrols of all areas of the district and where appropriate impound dogs or cats, issue warnings and infringements notices to offending dog or cat owners, investigate dog attacks on persons and animals, and any other matters under the Dog Act 1976 or Cat Act 2011 * Manage the animal management facility including keeping the register, release, destruction or rehabilitation of dogs where appropriate, calculations and collection of fees. * Maintaining the cleanliness of animal pens and report required repairs. * Education of animal owners, and undertake visits to schools/community groups   **Bushfire Control**   * Serve as a Bush Fire Control Officer under the Bush Fires Act 1954 * Prepare briefs and give evidence in Court as required * Perform patrols of all areas of the district and where appropriate impound dogs or cats, issue warnings and infringements notices to offending dog or cat owners, investigate dog attacks on persons and animals, and any other matters under the Dog Act 1976 or Cat Act 2011 * Manage the animal management facility including keeping the register, release, destruction or rehabilitation of dogs where appropriate, calculations and collection of fees. Maintaining the cleanliness of animal pens and report required repairs. * Education of animal owners, and undertake visits to schools/community groups   **Bushfire Control**   * Serve as a Bush Fire Control Officer under the Bush Fires Act 1954 * Liaise with the Chief Bush Fire Control Officer, Bushfire Brigades, WA Volunteer Fire & Rescue Brigades and the Department of Parks and Wildlife in the control, prevention and suppression of bush fires * Assist with the setting up of a forward control point and act as a liaison officer during protracted firefighting operations * Conduct property inspections regarding Fire Hazard assessment and take required action in accordance with the Bush Fires Act 1954, including the issuing of formal direction notices   **Illegal Camping**   * Serve as an Authorised Officer under the Caravan and Camping Ground Act 1995 * Investigate complaints and Issue warning and infringement notices as appropriate.   **Litter Control**   * Serve as an Authorised Officer under the Litter Act 1979 * Issue warning and infringement notices as appropriate   **Stock Control**   * Serve as a Ranger pursuant to Part XX of the Local Government (Miscellaneous Provisions) Act 1960 * Investigate complaints regarding straying stock * Impound stock as required * Take appropriate action against offending stock owners   **Cemetries**   * Liaise with Works Supervisor as to burial site * Locate and provide information to families seeking information on buried relatives (when Admin officer unavailable) * Liaise with Funeral Directors/Monumental Masons regarding burials/grave sites (when Admin officer unavailable)   **Shark Response**   * Deal with issues, and assist with response action relating to Shark Incident, including attack or sighting. * Liaise with Coordinator/Media person in relation to above.   **Other Legislation**   * Perform the enforcement of other relevant Acts, Regulations and Local Laws * Control of off-road vehicles, abandoned vehicles and other matters as directed | **80%** |

**Other duties**

|  |  |
| --- | --- |
| * Attend Court to give evidence when required in relation to any of the above duties * Liaise with Technical Services staff in the location and preparation of grave sites * Ensure all monies are receipted following Shire procedures. * Ensure vehicle upkeep thought scheduled services. Maintain vehicle cleanliness. * Ensure all personal protective clothing and equipment is in good conditional and operational. * Where required for the purpose of euthanasia, operate firearms in accordance with the Firearms Act 1973 and the Firearms Regulations 1974. * Administration of job sheets, evidence, photographs/video and any other relevant documentation for investigation purposes | **15%** |

**General**

|  |  |
| --- | --- |
| * 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 | **5%** |

|  |
| --- |
| **Position Requirements** |

**Essential**

* Qualification in Regulatory Officer Compliance Skills (ROCS) 1 & Regulatory Officer Compliance Skills (ROCS) 2 or equivalent
* Demonstrated ability to resolve problems with limited assistance and promote continuous improvement.
* Proven ability to achieve a high standard and output of work
* Ability to work autonomously and promote organisational and time management skills
* Ability to work within a team environment
* Promote positive customer interaction through developed written and verbal communication skills
* Motor Driver’s Licence - C Class
* Sound Conflict Resolution and Negotiation skills
* Senior First Aid Certificate

**Desirable**

* Knowledge of Council’s Local Laws
* Knowledge of Council’s organisational structure and function
* Knowledge of Shire District
* Working Knowledge of Court procedures and brief preparation
* Certificate 4 in Local Government (Regulatory Services)

|  |  |
| --- | --- |
| **Key Relationships** | |
| **Internal** | **External** |
| Department Heads  Councillors  Council staff | 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 |

|  |
| --- |
| **The Way We Do Things** |

Respect Integrity Community Excellence

A logo of handshake in a blue circle

Description automatically generated A white line art of a badge with a star

Description automatically generated A logo of people in a circle

Description automatically generated A blue circle with two people in the middle

Description automatically generated

|  |  |  |
| --- | --- | --- |
| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |