

## POSITION DESCRIPTION

<b>Position Title</b>	Ranger – General Duties
<b>Position Number</b>	42165
<b>Division</b>	Planning and Environment
<b>Branch</b>	Environment and Regulatory Services
<b>Grade</b>	12-14
<b>Special Requirements</b>	Current drivers licence Ability to work flexible hours, including weekends and public holidays, as per roster Ability to be on-call outside of normal office hours
<b>Physical and Environmental Demands</b>	Ability to drive a Council 4-wheel Drive vehicle Ability to undertake field duties Ability to handle Companion Animals/Stock
<b>Reports To</b>	Team Leader Ranger Services
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Liveable Balanced Leading
<b>Position Purpose</b>	
To manage and regulate policies/legislation in order to protect and enhance the environment of Camden and the health and safety of its community.	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• <b>Ranger Duties</b></li> <li>• <b>Policy and Procedures</b></li> <li>• <b>Branch Activities</b></li> <li>• <b>Customer Service</b></li> <li>• <b>Corporate Core Values</b></li> </ul>	
<b>Key Duties &amp; Responsibilities</b>	
<b>Ranger Duties</b> <ul style="list-style-type: none"> <li>• Apply Councils Customer Service Charter and business rules in all interactions</li> </ul>	

- Provide high level customer service and technical advice to customers
- Implement and administer the provisions of all relevant Ranger legislation and ensure Council's responsibilities in relation to these Acts are met
- Undertake patrols, inspections and regulate companion animals (including microchipping, registration, dog attacks, dangerous dogs, restricted breeds, seizure of animals, barking dogs, leash-free areas, liaison with Shelter staff,) in conjunction with Council's Companion Animal Officers
- Patrol and regulate council controlled lands and property
- Investigate and resolve matters relating to livestock
- Represent Council at the Local Court, District Court and Land Environment Court as required
- Administering and processing briefs of evidence, giving evidence and providing technical evidence when required in relation to all matters arising from enforcement action which are subject to legal proceedings
- Represent Council on public forums, community meetings and workshops
- Administer Councils Banners and Signs on Road Reserves Policy
- Undertake parking duties on public lands- on-street, council regulated car-parks and school zones
- Impound/seize uncontrolled animals and deliver to Councils Animal Shelter where required
- Ensure all databases are updated accordingly and accurately
- Protect the environment, attend pollution incidents and provide pollution control advice
- Liaise with other Councils, State Government bodies and community groups as needed
- Promote Ranger Services in the community through local events
- Promote Councils Responsible Pet Ownership Program in local schools and child care facilities
- Develop and implement education programs and information material as required
- Provide technical advice and support across the organisation on all relevant matters
- Work with internal staff on projects/programs that have an impact on Ranger Duties i.e. School Enforcement Program
- Prepare and issue, warnings, fines, notices, orders, briefs of evidence etc.
- Enforce Notices and Orders
- Prepare correspondence in the form of reports, memos, letters, Procedures and SWMS as requested or as necessary
- In conjunction with the Team Leader develop strategies and compliance programs as required
- Attend lectures, seminars and meetings as required
- Carry out other duties that are within the timist of the employee's skills, competence and ability as required by Camden Council
- Comply with DRIVES24 authorised user guide, agreement, and annual audit requirements

#### **Policy and Procedures**

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

#### **Branch Activities**

- Keep Team Leader informed of relevant matters, submitting reports and making recommendations
- Provide advice to customers
- Provide reports to management and Council
- Prepare information to meet Council's reporting requirements

- Participate in Branch projects and policy review/formulation
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

**Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

**Corporate Core Values**

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

**WHS Responsibility**

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

**Risk Management Responsibilities**

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

**Essential and Desirable Criteria**

**Essential**

- Relevant Council Law Enforcement Officer training such as Certificate IV in Government Investigations or similar
- A sound working knowledge and experience in the application and administration of current Acts and associated Regulations as they relate to Rangers Services
  - Companion Animals Act 1998
  - Local Government Act 1993
  - Public Spaces Act (Unattended Property) 2021
  - Roads Act and Road Rules 2014
  - Protection of the Environment Operations Act 1997
  - All other relevant legislation and guidelines/policies currently in use by local government Rangers
- Ability to provide high level customer service and technical advice as it relates to Ranger Services
- Excellent conflict resolution skills within the workplace and in the field
- Demonstration of legal and court experience as it relates to Ranger duties
- Demonstrated ability to record accurate details, take statements, undertake records of interviews, and gather evidence
- Demonstrated ability to successfully manage challenging situations and unpredictable environments within the community, autonomously
- Sound organisation and time management skills
- Proven ability to work independently and as part of a team with minimal supervision

<ul style="list-style-type: none"> <li>• Demonstrated ability to operate computer systems and database systems</li> <li>• Demonstrated experience to impound/seize uncontrolled animals</li> </ul>	
<b>Desirable</b> <ul style="list-style-type: none"> <li>• Ability to manage and handle livestock</li> <li>• Authorised micro-chip implanter</li> </ul>	
<b>Prepared By</b>	Team Leader Rangers
<b>Date Prepared</b>	May 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	