

POSITION DESCRIPTION

Position Title:	Ranger
Position Number:	10840
Directorate:	Development Services
Department:	Approvals & Compliance
Reports to:	Ranger Services Coordinator
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 4

1. POSITION OVERVIEW

The Ranger is responsible for assisting in the enforcement of the Dog Act, Animal Welfare Act, Bush Fires Act, Cat Act, Off Road Vehicles Act, Litter Act, Local Government Act in respect of stock control and other miscellaneous legislation and Local Laws in accordance with Council Policy to ensure the protection of amenity for residents of the City.

1.1. Position Objectives

- Liaise with the other divisions within the City on community compliance related matters affecting the community.
- Assist in the coordination and processing of applications and infringements related to law and order and to facilitate the City's interdepartmental referral processes.
- Assist in providing Council and the public with an effective and accurate decision making and advice, maintaining sound processes on community compliance matters.
- Utilise specialist equipment including but not limited to motion sensor cameras for the collection of evidence for prosecution, and engage in the safe use of firearms for the destruction of animals
- Work autonomously, with little control from management to resolve conflict issues within the public realm. This includes the use of initiative and judgement to apply provisions of legislation to particular situations, and resolve issues where legislation may not provide a clear answer.

2. DUTIES & RESPONSIBILITIES

2.1. Animal Legislative Duties

- Serve as an Authorised Officer under the Dog Act 1976.
- Assist in performing patrols of all areas of the district and where appropriate, impound dogs, issue warning and infringement notices to offending dog owners, investigate dog attacks on persons and other animals, and any other matters under the Dog Act 1976.
- Competent animal husbandry skills, including the release or destruction of impounded dogs, collection of pound fees and registration fees where appropriate.
- Develop a "brief of evidence" for prosecution and assist the City's Solicitors in prosecuting animal related matters.
- Serve as a Ranger pursuant to the provisions of the Local Government Act (Miscellaneous Provisions), to assist the other Rangers wherever stray stock needs to be impounded, auctioned off, etc., as detailed in the same Act.
- Participation in healthy dog day i.e. liaison with indigenous communities to improve standards of animal welfare.

2.2. Off Road and Camping Legislative Duties

- Serve as an Authorised Officer to investigate any complaints relating to off-road vehicles and to take the necessary action (i.e. Infringement notices etc).
- Serve as an Authorised Officer under Caravan and Camping Act

2.3. Other Legislative Duties

- Assist in the initiation of legal proceedings relating to breaches of relevant Acts and Local Laws.
- Assist in the enforcement of the provisions of Council's Local Laws relevant to the operation of Ranger Services.
- Serve as an Authorised Officer under the Litter Act 1979 and issue warnings and infringement notices to offending persons as and when the need arises.

2.4. Bush Fire Control

- Serve as a Bush Fire Control Officer.
- Assist in performing fire break and property inspections within the district to ensure compliance with the Bush Fires Act, Regulations and Local Law relating to firebreaks and where appropriate, issue warning and infringement notices on offending land owners.
- Undertake fire control measures including controlled burns, and extinguishment of fire using offensive and defensive measures.
- Close roads impinged by fire, protect the public and provide for their welfare during extended duration fires.

2.5. General

- Assist in the secure and confidential delivery of mail within the City.
- Assist in the training and mentoring of the Trainee Ranger, including on-site investigation in the field.
- Any other duties consistent with the level of this position and the Principles of broad banding.

2.6. Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority and Accountability

- Knowledge and understanding of local laws and regulatory acts to ensure compliance where necessary in regard to animal, vehicle and emergency procedures

3.2. Judgement and Problem Solving

- Developed verbal and written communication skills (including report writing) and investigative, interview and statement taking skills with a high level of attention to detail and accuracy.
- Highly developed skills in the areas of time management, conflict management, working autonomously and within a team
- Proven, negotiation, initiative, problem solving, interpersonal and conflict management skills.

3.3. Specialist Knowledge and Skills

- Demonstrated computer keyboard and Microsoft Office skills
- Demonstrated understanding (including ability to interpret and implement) of the following:
 - Dog Act;
 - Animal Welfare Act
 - Litter Act
 - Local Government Act
 - Local Government Miscellaneous Provisions Act
 - Off Road Vehicles Act
 - Bush Fires Act
 - Cat Act
 - Caravans and Camping Act.
- Understanding the concept of “elements of the offence” and be able to investigate complaints with this in mind

3.4. Interpersonal Skills

- Proven customer service / relationship building skills
- Manage public concerns, confrontations and negotiations
- Ability to be assertive not aggressive, firm but fair

3.5. Qualifications and Experience

- Certificates in Regulatory Officer Compliance Skills (ROCS) 1 & Regulatory Officer Compliance Skills (ROCS) 2 (formerly Municipal Law A&B) or relevant experience in interpreting and enforcing legislation in a similar field.
- Current C class driver's licence
- National (or Federal) Police Certificate no more than 6 months old

3.6. Willingness to complete the following essential qualifications:

- Fire Control Officer certificate
- Certificate IV in Local Government (Regulatory Services)
- Firearms Handling and Safety
- Dog Handling and Equipment
- Microchip Implantation for Dogs and Cats Skill Set