

POSITION DESCRIPTION

Position Title:	Rangers and Emergency Management Coordinator
Position Number:	10152
Directorate:	Development Services
Department:	Regulatory Services
Reports to:	Manager Regulatory Services
Supervises:	Emergency Management Liaison, Senior Ranger, Rangers
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 8

1. POSITION OVERVIEW

The Rangers & Emergency Management Coordinator fundamentally provides leadership and guidance on compliance matters across the Rangers and Emergency Management departments. This position is responsible for ensuring the consistent delivery of high-quality services that align with relevant legislation, Council policies, and established procedures. By working closely with internal stakeholders, management, and the broader community, the Coordinator is instrumental in maintaining public safety, community well-being, and local amenity.

1.1. Position Objectives

- Provide expert advice, support and communication on Emergency Management and Ranger Services regarding compliance issues to internal stakeholders and external stakeholders promptly.
- Plan and coordinate Rangers & Emergency Management to meet operational goals to ensure effective service delivery.
- Manage staff resources and administration of law enforcement processes, ensuring alignment with City service levels and polices.
- Develop and maintain effective relationships with DFES, WA Police and other key emergency provider stakeholders.
- Drive stakeholder participation and involvement in emergency preparedness strategies, including assisting and encouraging volunteers within the scope of the Council's emergency management programs.

2. DUTIES & RESPONSIBILITIES

2.1 Leadership

- Lead and support Rangers & Emergency Management staff, fostering their growth, and collaborate to enhance their personal goals to meet performance targets and service delivery objectives.
- Mentor Emergency Management and Ranger Services staff in managing their daily operations, including coordinating patrols, handling complaints, and addressing customer enquiries.
- Prepare and monitor the annual budget for Rangers & Emergency Management, ensuring financial performance aligns with the approved budget.

2.2 Ranger Operations

- Act as an Authorised Officer under key legislation, including the Dog Act 1976, Litter Act 1979, Caravan and Camping Act, Section 447 of the Local Government Miscellaneous Provisions Act, and Animal Welfare Act, ensuring compliance and enforcement.
- Conduct evaluations and provide recommendations on legislative requirements for complex investigations, ensuring thorough analysis and compliance with applicable laws.
- Oversee the initiation of legal proceedings for breaches of relevant Acts and Local Laws, ensuring accurate documentation and adherence to legal processes as directed.

2.3 Emergency Management Operations

- Coordinate Council's Emergency Management obligations under the Emergency Management Act 2005 in planning, preparedness, prevention, response, and recovery functions including the development and management risk treatments.
- Work cooperatively and productively with the Emergency Management committees, its sub committees and the community to mitigate the effects and threats of perceived and real emergencies to the community in accordance with relevant legislation.
- Oversee relevant inspections to ensure compliance with the Bush Fires Act, Emergency Management Act and Local Laws.
- Oversee grant applications process related to emergency preparedness and response.

2.4 Customer Focus and Experience

- Deliver excellent customer service with a customer-first approach when resolving community enquiries, complaints and compliance concerns.
- Ensure the issue of Written Directions (Notices) and appropriate enforcement action where necessary, is carried out, taking into consideration legislation and the interest of the community with due attention to correct practice and procedure.
- Foster a community culture within the Rangers & Emergency Management team by prioritising compliance expectations through community education and information about local laws and regulations in a clear, approachable manner.
- Organise and participate in community programs to build positive relationships with residents and key organisations.

2.5 Continual Improvement

- Identify opportunities to streamline Rangers & Emergency Management processes and enhance efficiency and accuracy through automation.
- Continuously improve systems and procedures.

2.6 Health & Safety

Coordinators are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.

- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

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

3.1 Authority and Accountability

- Works under limited supervision of the Manager Regulatory Services.
- Knowledge and experience in providing reports on breaches of relevant Acts and local laws.
- Experience in providing representation in a Court of Law

3.2 Judgement and Problem Solving

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.3 Specialist Knowledge and Skills

- Experience and knowledge of Local Government Ranger Services (compliance) functions and procedures, with knowledge of Statutory requirements of relevant Acts and Council local laws pertaining to this position.
- Developed knowledge of legal processes for prosecuting offenders at Court in relation to offences committed under the relevant Acts and Local Laws.
- High level of computer literacy, including MS Office and vendor based programs.
- Demonstrated experience in Bushfire management, response and mitigation strategies.
- Demonstrated Emergency Management skills within relevant legislative compliance and the City's established Organisational Business Continuity Management plan.

3.4 Management Skills

Demonstrated ability to provide leadership and to develop a team.

3.5 Interpersonal Skills

- Highly developed communications skills at all levels (written and verbal), report writing, organisational, interpersonal, customer service and negotiation skills.
- Demonstrate the ability to solve internal and external conflict situations.

3.6 Qualifications and Experience

- Certificate 4 in Local Government Regulatory Services or similar
- Degree Qualification or working towards a Diploma in Emergency Management and Business Continuity with extensive relevant experience.
- Demonstrated minimum 2 years' experience in a supervisory role providing leadership and effective day-to-day management to a multi-disciplined team.
- Fit and suitable person to hold a firearms licence
- DFES level 1 Incident Controller qualifications
- Fire Control Officer certificate
- Fire Weather Officer
- National (or Federal) Police Certificate (no more than 6 months old).
- Current C class driver's licence