

POSITION DESCRIPTION

Ranger

Classification:	Level 4
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Environmental Health Emergency and Rangers
Directorate:	Development Services Directorate
Location:	Administration Office
Date reviewed:	May 2022
Approved by:	Director Development Services

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To provide a coordinated, efficient quality Ranger Service to the Residents, Ratepayers and Visitors to the Shire and to ensure that equitable and transparent enforcement is carried out.

Position Key Responsibilities and Duties

Corporate / Organisational:

Ranger services/Enforcement:

- To undertake daily functions as directed by the Coordinator Community Safety & Ranger Services.
- Contribute to the development and implementation of special operations that promote voluntary compliance and improve services.
- Patrol the district and to carry out the following legislative functions under Acts, Regulations, Local Laws, Code of Practices and Business Best Practices; investigate and carry out proceedings on behalf of the Shire of Broome Council which without limiting the appointments includes:
 - Dog Act 1976 Dog Act Regulations—as Authorised Person and Registration Officer
 - Cat Act 2011 – as Authorised Person
 - Local Government Act 1995—as Authorised Person
 - Local Government (Miscellaneous Provisions) Act 1960 appointed as a Ranger for the purpose of Part XX (Livestock management)
 - Litter Act 1979, Regulations and amendments—as Authorised Officer
 - Caravan Parks and Camping Grounds Act 1995 and Regulations and amendments as Authorised Officer
 - Control of Vehicles (off road areas) Act 1978—as Authorised Officer
 - Pound Keeper pursuant to the provision of the Local Government (miscellaneous provisions) Act 1995
 - Bush Fires Act 1954, Regulations and amendments as a Bush Fire Control Officer in accordance with the Bush Fires Act 1954 Sections 33, 59 and 59A
 - Shire of Broome Local Laws—as Authorised Person
 - Emergency Management Act 2005, to respond in time of emergency under the Local Emergency Management Arrangements and field response officers
- General Duties: Attend Court to give evidence when required in relation to any of the above duties, perform security patrols of Council facilities as and when required and to perform appropriate administrative duties.
- Roster/Employment Conditions: The position holder is required to work in a rotating roster as specified in the Conditions of Employment. The roster will include working on weekends and public holidays. There may be restrictions on annual holidays during the dry season from May to September. To undertake other functions as required.

Corporate / Customer Interface

- Treat all public and staff members in a courteous and respectful manner to ensure public relationships are maintained to a high level of professionalism.
- Ensure all public enquiries are responded to in a courteous and effective manner and / or directed to Supervisors/Managers when deemed necessary.
- Provide input into the development of Ranger Services Service Plans and Standard Operating Procedures.

- Work collaboratively with other Shire Divisions, as required, to achieve organisational goals.
- The Health, Emergency and Ranger department team is a customer focused service and Rangers are required to answer queries about Council activities by telephone, personal contact or written correspondence as required. Where relevant maintain effective and co-operative communication with, businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council policy.
- Contribute to the development of information that promotes voluntary compliance and presentations to schools and community groups.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Coordinator Community Safety & Ranger Services
Supervises:	N/A
Internal Contacts:	Manager Environmental Health, Emergency & Rangers Other staff as required
External Contacts:	Public/Ratepayers Local Vets Local Community Groups Chief Bush Fire Control Officer Bush Fire Brigade WA Police (WAPOL) Department of Fire and Emergency Services (DFES) Department of Biodiversity, Conservation and Attractions School Staff Other Local Governments St John Ambulance Broome Hospital
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Demonstrated high level of customer service and conflict resolution skills
- Demonstrated ability to work within a multicultural community
- Demonstrated ability to interpret and apply legislation
- Demonstrated ability to work proactively as part of a team
- Demonstrated ability to show initiative
- Demonstrated written and verbal skill
- Demonstrated commitment to occupational safety and health ideals

Qualifications and/or Training:

- Local Government Law Enforcement A & B, with hands on animal management experience
- Current unrestricted 'C' class national driver's licence.
- Dog and Cat management and control certificate
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant, however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable:

Relevant qualifications as a local government ranger or another form of regulatory investigation

- Experience working in a local government environment
- Experience as a local government bush fire control officer
- Ability to operate a manual 4wd vehicle