

Position Description

Position Details			
Position title	Ranger	Position number	PD163
Group	Community, Environment & Planning	Previous position numbers	EPD017
Section	Certification & Compliance	Reports to	Ranger Services Coordinator
Area	Ranger Services	Evaluated / approved by	Tony Payne
Team	N/A	Version number	December 2022
Position level code	6 (Line-level employee)		
Position statement	Provide a range of regulatory compliance and associated community education services with a focus upon regulating community matters under the Local Government Act.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Animal management	<ul style="list-style-type: none"> Undertake responsibilities associated with companion animal management including; <ul style="list-style-type: none"> Regulating compliance in line with the <i>Companion Animals Act 1998</i>. Care, assessment and management of impounded companion animals. Microchipping and euthanizing of companion animals and handling of deceased animals. Investigating incidents and complaints including dog attacks and barking dogs. Drafting, serving and enforcing of animal control orders and notices. Auditing menacing, dangerous and restricted control orders for compliance. Conducting regular patrols in public areas including off leash, on leash and dog prohibited areas. Seizing dogs at large in public, after dog attacks, for breaches of control orders and in emergency situations. Cat (including feral cat) handling as required. Issuing infringement notices in accordance with the <i>Companion Animals Act 1998</i>, Providing information to the public in relation to responsible companion animal ownership. Managing entries to the NSW Companion Animal Register including mandatory reporting as required. Auditing, managing and updating signage associated with BVSC procedures for animal control areas. Assisting other regulatory bodies with companion animal management. 	<ul style="list-style-type: none"> Animal control and management activities undertaken in accordance with: <ul style="list-style-type: none"> Legislative requirements BVSC Policies and Procedures Relevant guidelines

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Regulatory and Compliance	<ul style="list-style-type: none"> • Regulate public reserves, land, unauthorised activities, waste/ litter, car parking and abandoned vehicles. • Auditing BVSC compliance signage. • Undertake regulatory responsibilities associated with public land use (PLU) on council managed/owned land such as reserves, crown reserves, road reserves and community land including: <ul style="list-style-type: none"> - Monitoring and enforcing PLU approvals. - Assisting PLU Approval officer in making recommendations for PLU approvals. - Monitoring and enforcing compliance with BVSC erected signage for camping, fires, reserve access etc. - Investigating illegal tree/vegetation clearing on council owned/managed land. - Investigating illegal land use on council owned/managed land. - Drafting, serving and enforcing of orders under Sect. 124 & 125 of <i>the Local Government Act 1993</i> and Schedule 5, <i>Environmental Planning & Assessment Act 1979</i> in relation to public land. <p>Issuing infringement notices in accordance with relevant legislation,</p> <ul style="list-style-type: none"> • Undertake responsibilities associated with taking possession of abandoned/unattended vehicles, articles and animals including: <ul style="list-style-type: none"> - Assessing unattended/abandoned vehicles/articles and animals and completing processes in accordance with requirements of <i>the Public Spaces (Unattended Property) Act 2021</i>. - Managing, securing and/or taking possession of livestock/animals unattended in public. - Caring for, assessing and managing livestock/animals, handling of deceased animals. - Drafting, serving and enforcing of notices. - Representing council at NCAT (New South Wales Civil and Administrative Tribunal) in relation to Public Spaces (Unattended Property) matters. - Assisting other regulatory bodies with taking possession of vehicles, animals and articles from public spaces. - Provide assistance to private land occupiers in relation to trespassing livestock. - Issuing infringement notices in accordance with <i>Public Spaces (Unattended Property) Act 2021</i>. 	<ul style="list-style-type: none"> • Public land use activities undertaken in accordance with: <ul style="list-style-type: none"> - Legislative requirements - BVSC Policies and Procedures - Relevant guidelines • Public Spaces (Unattended Property) activities undertaken in accordance with: <ul style="list-style-type: none"> - Legislative requirements - BVSC Procedures - Relevant guidelines - Statutory requirements
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Key area	Duties and responsibilities	Standards for achievement
Environmental protection	<ul style="list-style-type: none"> • Participate in BVSC's 'Threatened Species Shorebirds' program including: <ul style="list-style-type: none"> - Erection of signage in breeding areas, - Conducting regular patrols of BVSC declared wildlife protection zones - Participating in community education programs. • Regulate environmental impacts in BVSC's reserves. Regulate litter/waste offences and building site environmental controls on private land. • Undertake regulatory responsibilities as an Authorised Officer under the Protection of the Environment Operations Act 1997 including <ul style="list-style-type: none"> - Investigating reports of illegal dumping, transporting waste, littering and associated offences - Drafting, serving and enforcing of prevention and clean-up notices - Undertaking regular patrols of waste dumping 'hot spots', - Conducting surveillance operations in relation to illegal dumping, - Participate in joint organisation programs between Council and the NSW Environmental Protection Authority (EPA), Crown Lands, Department of Primary Industry and Environment (DPIE)/Local Land Services LLS), National Parks And Wildlife Service (NPWS) or other state bodies for environmental protection, dumping and littering. - Co-ordinating with Council staff and other state land managers for clean-up of dump sites. - Undertaking investigations in relation to complaints regarding roosters in residential areas and barking dogs where multiple dogs are present. - Assisting Council staff with issuing penalty notices, preliminary investigations for sediment control failures, overgrown blocks and clean air regulation breaches. 	<ul style="list-style-type: none"> • Environmental protection activities undertaken in accordance with: <ul style="list-style-type: none"> - Legislative requirements - BVSC Procedures - Relevant guidelines - Statutory requirements - NPWS programs

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Key area	Duties and responsibilities	Standards for achievement
Legal	<ul style="list-style-type: none"> Investigate offences and serve penalty infringement notices/cautions. Conduct electronically recorded interview suspect persons (ERISP) in accordance with legislative requirements. Collect witness statements in accordance with legislative requirements. Draft and serve statutory instruments, notices (including intention and draft notices), orders, declarations and court attendance notices (CAN's). Compile briefs of evidence for Court and NCAT appearances. Liaise with legal counsel regarding Court matters. Maintain contemporaneous notebook. Process evidence in accordance with statutory requirements and BVSC procedures. Carry out all duties in line with delegations and requirements under the following legislation (and associated Regulations): <ul style="list-style-type: none"> <i>Companion Animals Act 1998</i> <i>Public Spaces (Unattended Property) Act 2021</i> <i>Protection of the Environment Operations Act 1997</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Local Government Act 1993</i> <i>Road Transport Act 2013/Road Rules 2014</i> <i>Biodiversity Conservation Act 2016</i> <i>Surveillance Devices Act 2007</i> <i>Evidence Act 1995</i> <i>Interpretation Act 1987</i> 	<ul style="list-style-type: none"> Complete investigations in a timely and thorough manner. Follow legal processes in accordance with judicial requirements. Penalty notices and cautions are issued in accordance with BVSC enforcement policies and procedure and the SDR Service Level Agreement. Undertake interstate Roads Maritime Services (RMS) searches. Instigate and complete investigations in a timely and thorough manner, being aware of any relevant statute of limitations for offences. Follow legal processes in accordance with judicial requirements. Conduct investigations, observing procedural fairness at all times. Issue infringement notices and cautions in accordance with Revenue NSW guidelines, BVSC procedures and legislative requirements.

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Key area	Duties and responsibilities	Standards for achievement
Community safety and education	<ul style="list-style-type: none"> • Participate in the development and delivery of community education and awareness under the Ranger Services banner. • Participate in parking enforcement in accordance with the Road Rules 2014 (made under the <i>Road Transport Act 2013</i>) including; <ul style="list-style-type: none"> - Regular patrols of school zones, safety and restricted parking zones, - Enforcing council timed parking and contracted timed parking zones, - Issuing parking infringement notices using manual and/or electronic PIN (penalty infringement notices) systems, - Maintaining appropriate accreditations for the role, - Accessing databases for information compilation. 	<ul style="list-style-type: none"> • Advice is correct and provided within a timely manner. • Education programs are relevant, up-to-date and engage with community members. • Parking patrol/enforcement activities undertaken in accordance with; • Legislative requirements • BVSC Procedures • Relevant guidelines • Statutory requirements • Revenue NSW/SEINS accreditation requirements
Projects, Operational and Administration	<ul style="list-style-type: none"> • Assist the co-ordinator with projects and administrative and other tasks as required. • Maintain appropriate files and records in line with requirements of the position. • Utilise relevant BVSC/statutory electronic platforms including; Authority, CM9, Actus, ESRI, DRIVES, Companion Animals Register. • Ensure confidentiality at all times. • Observe requirements of the WHS Legislation, relevant to the job and adhere to BVSC Policies and Procedures regarding WHS. 	<ul style="list-style-type: none"> • Ensure advice is correct and provided within a timely manner. • All reports and correspondence is comprehensible, accurate and provided in a timely manner. • Records and registers are maintained according to statutory requirements.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Minimum two years demonstrated experience in Local Government Compliance or similar law enforcement field.
- Demonstrated knowledge of contemporary investigation and regulation techniques; especially regarding local government, public safety, animal management, impounding and environmental protection.
- Demonstrated ability to initiate legal proceedings, compile briefs and collect/process and manage evidence.
- Demonstrated knowledge and experience in interpreting and applying relevant legislation and regulations.
- Demonstrated high standard of physical fitness, experience with handling livestock, aggressive dogs and cats. Experience in assessing companion animal behaviours for rehoming suitability.
- Demonstrated experience in maintaining accurate records and information, drafting statutory instruments and notices.
- Demonstrated ability to interact positively and negotiate with hostile, aggressive and/or agitated individuals to achieve the desired outcome in line with compliance requirements.
- Ability to prioritise competing priorities and respond to emergency situations in a calm and timely manner.

Selection criteria – qualifications and licences

- Certificate IV in Investigations or Local Government (Regulatory Services) or equivalent.
- Current NSW Class C Drivers Licence.
- Microchip Implanting accreditation (Unit of Competence ACMMIC401A) plus accreditation by the NSW Department of Local Government (desired)
- Animal Euthanising accreditation (Unit of Competence: ACMACR405A - Euthanise sick, injured or unwanted pound animal.) (desired)
- NSW Traffic Controller licence (desired)
- SEINS Accreditation or equivalent (desired)
- Other qualifications, skills, knowledge that may be applicable to this position, such as higher-level qualifications, first aid certificate or other specialist training, qualifications or work experience relevant to the role (desired)

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 2	Level: 3	Award	Local Government (State) Award 2020
BVSC grade	9			
Pattern of work	See below.			
Special requirements	<input checked="" type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input checked="" type="checkbox"/> Public Holiday Work <input checked="" type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: 9-day fortnight, variable work hours & after-hours call-out roster. Must be prepared to participate in either a holiday period or fulltime 7 day/week roster.			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Purchase card limit: \$0
Statutory	As per BVSC Register of Delegations	
Security	Enter details of data security and access authorisations, keys, access to facilities and hours of access.	

Benefits	
Motor vehicle	Work Related Vehicle (commuter use)
Information technology	<div> <input type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Camera </div> <div> <input checked="" type="checkbox"/> Other: Docking station, external monitor, external keyboard and mouse </div>
Telecommunications	<div> <input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle </div> <div> <input type="checkbox"/> Other: Click here to enter text. </div>
Workwear	<div> <input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable </div> <div> <input checked="" type="checkbox"/> Personal Protective Equipment: Enter details such as safety boots, shoes, sunglasses, etc. </div>
Tools	Equipment relevant to undertake tasks of a Ranger supplied.

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Ranger		
PD Number(s)	PD074, PD147, PD163, PD168	
Completed by	Name: Trudi Badullovich	Date: 01/12/2022
Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	Regular
Sitting at desk	Yes	Intermittent
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	Regularly
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	Regularly: <ul style="list-style-type: none"> Small to medium dogs from ground to vehicle cage (or reverse) Carrying cats/traps. Moving animal carcasses
Moderate Lifting/Carrying (10-15kg)	Yes	Regularly: <ul style="list-style-type: none"> Small to medium dogs from ground to vehicle cage (or reverse) Moving animal carcasses Evidence collection and waste removal
Heavy Lifting/Carrying (16kg and above)	Yes	Regularly- <ul style="list-style-type: none"> Medium to large dogs from ground to vehicle cage (or reverse) with assistance from loading ramp Moving animal carcasses Moving dog traps
Climbing	Yes	Intermittent- <ul style="list-style-type: none"> Investigate dog complaints, illegal waste dumping
Bending	Yes	Regular-

		<ul style="list-style-type: none"> • Parking regulation • Evidence collection • Securing animals
Kneeling/Squatting	Yes	Occasional- <ul style="list-style-type: none"> • Parking regulation • Evidence collection • Securing animals
Reaching	Yes	Regularly- <ul style="list-style-type: none"> • Undertake outdoor/field activities • Securing animals • Evidence collection
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Regularly- <ul style="list-style-type: none"> • Leading dogs • Walking and bending when undertaking Parking regulation. • Data entry
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	Regularly- <ul style="list-style-type: none"> • Computer and writing • Seated in vehicle for long periods, • Euthanizing, microchipping of companion animals.
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	Regularly
Walking <i>including distance eg job sites</i>	Yes	Regularly- <ul style="list-style-type: none"> • Undertake companion animal regulation • Parking regulation • Illegal waste investigations. (walking on uneven, soft surfaces such as sand and bush areas)
Walking/running up and down steep slopes	Yes	Intermittent- <ul style="list-style-type: none"> • Stock control • Companion animal control
Walking whilst pushing/pulling object	Yes	Intermittent- <ul style="list-style-type: none"> • Handling dogs and livestock
	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>

Works outdoors <i>majority of work is outdoors</i>		Regularly <ul style="list-style-type: none"> Undertake field work in line with position description
Works in a customer service environment	Yes	Regularly- <ul style="list-style-type: none"> Both customer service and confrontational. Regularly deal with difficult, agitated, aggressive, drug/alcohol affected individuals.
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	Regularly- <ul style="list-style-type: none"> Seize/take possession of animals Traffic control (for stock on road) Contact with aggressive dogs/cats Euthanise and microchip companion animals Collection of evidence
Working at heights <i>if yes this must also form part of position description</i>	Minimal Likelihood	Rarely- <ul style="list-style-type: none"> Placement of covert surveillance devices
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	Intermittent- <ul style="list-style-type: none"> Companion animal facility (pound) cleaning Cleaning of vehicle/dog pod Euthanasia of animals
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	Regularly- <ul style="list-style-type: none"> Disposal and removal of deceased dogs/cats Attend to victims of dog attacks both human and animal Collection of evidence Companion animal facility (pound) cleaning Cleaning of vehicle/dog pod
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Yes	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i> Regularly- <ul style="list-style-type: none"> Dogs barking at pound facility.
	Yes	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe</i>

Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>		<p>Work Australias "Workplace Exposure Standards for Airborne Contaminants"</p> <p>Intermittent-</p> <ul style="list-style-type: none"> Collection of evidence from illegal dump sites.
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<p><i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i></p> <p>Regularly- While undertaking outdoor/field based activities regulation, management and control</p>
Exposure to some infectious diseases	Yes	<p><i>Please see Immunisation Procedure (including matrix) for clarification</i></p> <p>Q fever, tetanus, FIV (Feline Immunodeficiency virus)</p>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	<p>Regularly:</p> <ul style="list-style-type: none"> Travel to attend customer complaints Investigate breaches of legislation Conduct patrols
Plant/Equipment and or vehicle operation	Yes	Regularly: Driving vehicles long distances between jobs, driving vehicles off road during routine patrols
Cyclic Workload		Notes
Peaks and Troughs	Yes	Peak season
Frequent overtime	Yes	Peak season holiday periods, urgent call outs
Rostered shift work	Yes	Peak holiday periods
Psychological Demands		Notes
High turnover of work	Yes	Regular: Undertake multiple complaints under various legislative instruments within Local Government
Tasks involving interacting with distressed people	Yes	<p>Regular:</p> <ul style="list-style-type: none"> Seizing dogs Issuing of Penalty Notices Attending dog attacks Interviewing suspects for offences or breaches Assisting Police, LLS and RSPCA where required

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.