

Position Description: **Ranger**

POSITION DETAILS

Position grade	Grade 10		
Position type	Permanent, full-time		
Reports to	Team Leader Ranger Services		
Department	City Services – City Operations		
Job function group	Professional		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

Council's Rangers help provide a safe and healthy Council area by ensuring that activities have a minimal adverse impact on amenity and the physical environment, by enforcing a broad range of legislation and Council's policies. The Ranger Team has a diverse range of functions including enforcement and education of issues concerning environmental health protection, asbestos, illegal dumping, erosion and sediment control, companion animals, weight-limited roads, abandoned vehicles, backyard burning support services to Councillors Council's after-hours pager response support services at Council festivals and public events.

QUALIFICATIONS AND EXPERIENCE

Essential

- Experience in the profession as a Ranger or equivalent (eg Community Law Enforcement Officer)
- Previous experience with the preparation and service of Notices, Orders and Penalty Infringement Notices specifically under the Local Government Act, Public Spaces (Unattended Property) Act, Companion Animals Act and the Protection of the Environment Operations Act and the NSW Road Rules.
- Completion of at least one or equivalent of the following courses, but not limited to:
 - Certificate IV in Local Government (Regulatory Services);
 - Certificate IV in Animal Control & Regulation;
 - Certificate IV in Local Government Investigation; and
 - SDRO SEINS online training course

- Demonstrated oral and written communication skills
- Current NSW drivers licence
- Current First Aid certificate

Desirable

- Previous experience with preparing and giving evidence in Court on behalf of Council
- Demonstrated ability to work with minimal supervision
- Demonstrated knowledge and practical use of the Local Government Act, Protection of the Environment Operations Act, Roads Act, Public Spaces (Unattended Property) Act , Companion Animals Act and the NSW Road Rules
- Computer literacy with demonstrated implementation of those skills
- Hold a current General Construction Induction Card (White Card).

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)
- ☐ Criminal record check

DUTIES AND RESPONSIBILITIES

Generalist Functions

- Demonstrated knowledge and practical use of the Local Government Act, Public Spaces (Unattended Property) Act , Protection of the Environment Operations Act, Roads Act, Environmental Planning and Assessment Act, Companion Animals Act, Road Transport Act and any other Act delegated under.
- Provide a fast response service to reports of illegal Asbestos removal at construction/demolition sites and illegal dumping at all times and investigate in accordance with Councils Policy.
- Prepare and serve Notices and Orders under various pieces of legislation as delegated.
- Investigate nuisance environmental and public health complaints under the Local Government Act, including but not limited to; overgrown vegetation complaints, vermin, rats mice nuisance complaints (except food shops), complaints relating to the keeping of Chickens and Roosters.
- Conduct regular inspections on building/construction sites to ensure compliance with erosion and sediment control principles.
- Enforce Council's total prohibition of refuse burning pursuant to the Protection of the Environment Operations Act.
- Respond to any reports of pollution spills during rostered hours on weekends and take appropriate action.
- Issue Penalty Infringement Notices for breaches of the Local Government Act, Protection of the Environment Operations Act, Roads Act, Companion Animals Act.



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- Investigate complaints and resolve issues relating to dog attacks, dangerous dogs, restricted breeds, registration and micro chipping of dogs and cats and barking dogs pursuant to the Companion Animals Act and Regulations.
- Assist with the implementation of Council's Dangerous Dog and Restricted Breed Inspection Program.
- Assist as directed in the seizure and impoundment of stock/companion animals as provided for under the Impounding Act and Regulation made thereunder as well as the Companion Animals Act and Regulation.
- Enforce Council's Load Limited Road Enforcement Program by enforcing the provisions of the Roads Act and Regulation.
- Patrol the City and in particular the commercial areas and shopping precincts on a regular basis to enforce the requirements of the Roads Act in relation to footpath obstructions and the Roads (General) Regulation.
- Seize and impound abandoned articles such as vehicles, clothing bins, real estate advertising signs and shopping trolleys pursuant to the Impounding Act and Regulation.
- Respond to complaints via Council's pager service of out of hours construction/demolition work and conduct inspection of Building sites ensuring compliance with Council's approved building hours.
- Police the provisions of the Local Government Act in Council's Free Parking Areas, and the NSW Road Rules and attend Court, when directed.
- Enforce the provisions of Council's adopted Policy on charity collection bins.
- Issue Penalty Infringement Notices for breaches of the Roads Act and Regulation, Public Spaces (Unattended Property) Act and Regulation, Environmental Planning & Assessment Act and Regulation and NSW Road Rules

Reporting

- Accurately and timely reporting on a monthly, quarterly and yearly basis.
- Contribute to actions and targets in the Operational Plan each year.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council



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- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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