

Position Description

Title: Ranger (Position 1006)	Award Classification: Band 1, Level 3 to Band 2, Level 1
Department: Development and Compliance	Salary Classification: Grade 2 - 3
Tenure: Permanent Full Time	FTE: 1

Context:

The Compliance team is responsible for providing a compliance service that supports the vision and values of Council. The Ranger operates in an environment with regulatory change.

Role Purpose:

To undertake animal control, impounding, parking and other activities in order to provide an efficient and effective regulatory and enforcement service that meets statutory obligations within the budgetary framework established by Council.

To implement and enforce the provision of applicable Acts, Regulations, local laws and Council policies.

Key Accountabilities:

- Investigate and enforce requirements of the Local Government Act, Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act, Impounding Act, Swimming Pools Act, Australian Road Rule and Council's policies.
- Implement compliance and enforcement of the regulatory aspects of the Companion Animals Act, Regulations and Council's policy.
- Undertake animal control and impounding activities, straying dogs and cats, and dog attack investigations.
- Issue accurate and timely Penalty Infringement Notices in accordance with SDRO agreements in respect to:
 - Companion Animals Act and Regulation breaches
 - Litter and illegal dumping
 - Pollution matters
 - Overgrown allotments
 - Vehicles on beaches
 - Parking offences (Roads Act)
 - Environmental offences

- Erosion control
 - Unauthorised camping
 - Noncompliance with Council’s directional signage
- Conduct patrols, investigations and interviews relating to regulatory services operations
- Investigate customer request/complaints and issue appropriate requests, notices and orders.
- Monitor and enforce activities associated with the use of public reserves and beaches in accordance with Council policies and legislative requirements.
- Maintain accurate records and diaries of activities, investigations and actions undertaken in the implementation of regulatory service activities.
- Represent Council in Court as required.
- Undertake impounding duties as per the Impounding Act and/or Companion Animal Act:
 - Stray dogs and cats
 - Uncontrolled stock, cattle and horses
 - Abandoned vehicles
 - Abandoned items
- Pounds:
 - Managing the day to day operation of the Pound to ensure the facilities meet the requirements of NSW Code of Practice No.5 – Dog and Cats in Animal Boarding Establishments and Councils Standard Operating Procedures, including but not limited to:
 - Feeding of impounded livestock
 - Provision of substance to Animals
 - Cleaning facilities
 - Disinfecting the facility to control Parvo Virus
 - Attending to the health and wellbeing of the animals in Council care
 - Maintaining observation sheets on each animal and registers
 - Microchip animals prior to leaving the Pound and record information on Council’s data system
 - Updating Council’s WEB page on Dogs/Cats – photos and descriptions are uploaded each day and impounding documentation is completed
 - Manage and oversee Council’s tradewaste disposal unit situated at the pound and report to manager
 - Companion Animal Web site is updated as required – Dangerous Dogs, Restricted Dogs register, Nuisance Dogs and Dog Attack reports
- Work to be undertaken on a rotating roster and availability to be on call, with some on call being on weekends and Public holidays.



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Core Competencies:

- Qualifications, such as Certificate IV in Local Government (Regulatory Services), Certificate IV in Animal Control and Regulation, or equivalent relevant experience to the role
- Demonstrated ability in handling domestic animals and livestock
- Experience in court matters and procedures
- Strong communication skills, both oral and written, with a customer service focus
- Sound knowledge and understanding of applicable legislation
- Sound facilitation, conflict management, negotiation and problem-solving skills
- Ability to participate in a rotating roster for on-call and weekend work, including public holidays
- Hold and maintain a current drivers licence

Supervision Received:

This role reports to the Coordinator Compliance.

Supervision Exercised:

None.

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date