

## SOUTHERN GRAMPIANS SHIRE COUNCIL

### POSITION DESCRIPTION

#### Position Details

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Title:	Ranger
Classification:	Band 4
Position Number:	060.1
Business Unit:	Shire Strategy and Regulation
Directorate:	Wellbeing, Planning and Regulation
Reports to:	Community Safety and Natural Resources Coordinator

#### Our Purpose, Vision and Values

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##### **Purpose**

Fostering community for a brighter tomorrow

##### **Vision**

Thriving community, limitless opportunity

##### **Values**

Raise the bar

Create brilliance together

Dream boldly, change bravely

Integrity in every step

##### **Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

#### Position Summary

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Perform duties to ensure Council's parking operations, the enforcement of Council's Local Laws, animal control and care, the requirements of the Country Fire Authority Act 1958, Road Safety Act 1986, the Domestic Animals Act 1994, the Impounding of Livestock Act 1994, and

all other relevant Acts and Regulations are administered in order to maintain peace and order within policy guidelines

## **Key Responsibilities**

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### **Law Enforcement**

- Ensure the administration, enforcement and currency of all relevant Acts, Regulations, Local Laws, Codes, permits and licences within the area of responsibility
- Ensure a proactive approach to community education to encourage compliance with Acts, Regulations and Local Laws
- Liaise cooperatively with clients, the community, other units, Police, Department of Transport, Country Fire Authority, and other relevant government agencies
- Issue compliance and infringement notices
- Implement Local Laws and undertake other delegated responsibilities to promote active and safe spaces
- Respond to Local Laws enquiries and complaints with appropriate action in a timely, courteous and professional manner
- Assist in the review of Council's Local Laws, and the development of new Local Laws procedures and correspondence as required

### **Parking/Traffic Operations**

- Ensure that parking areas controlled by Council are patrolled as per Council requirements and that any directive or infringement notices are issued under the relevant legislation
- Conduct minor repairs and maintenance of parking meters
- Undertake all revenue collecting and banking duties
- Report any vandalism
- Liaising with the general public with respect to parking enquiries

### **Animals and the Pound**

- Assist with the effective and efficient enforcement of the Domestic Animals Act, Impounding of Livestock Act and applicable Local Laws in accordance with established Unit policy and procedure
- Assist with the administrative operations and maintenance of the Council Pound, including impounding, caring for and releasing animals, record-keeping, and financial management
- Assist in the facilitation of humane euthanasia of unclaimed animals

### **Fire Prevention**

- Undertake the duties and responsibilities as one of Council's Assistance Municipal Fire Prevention Officers
- Conduct annual Fire Prevention inspections, issue compliance and infringement notices and ensure works are completed as required

- Assist Council's appointed Municipal Fire Prevention Officer to support the implementation of the Fire Prevention Program throughout the Municipality

### **General**

- Represent Council on relevant committees and working groups
- Work across the organisation to assist in service delivery, and enforcement procedures as required
- Carry out all other duties, as directed by the Community Safety and Natural Resources Coordinator which are within the limits of skills, competence and training

### **Extent of Authority**

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- May require after hours and weekend work
- Authorised to take the necessary action and carry out normal operating procedures to ensure animals in the municipality are registered in accordance with the Act
- Authorised to take the necessary action and carry out normal operating procedures to ensure the proper running of the pound
- Authorised to issue infringements and compliance notices
- Commit to and adhere with Child Safety standards and Council's requirements

### **Judgement and Decision Making**

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- Judgement and decision-making is limited by Council policy and accepted procedures
- Expected to show initiative and innovation in approach to all aspects of the position
- Expected to prioritise routine daily functions to coordinate with specific allocated tasks
- Guidance and advice are always available from the Community Safety and Natural Resources Coordinator

### **Specialist Skills and Knowledge**

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- Understanding of the principles related to Council Local Laws, the Domestic (Feral & Nuisance) Animals Act, and other relevant legislation
- Understanding of the role and function of the traffic/local law enforcement unit
- Ability to maintain and repair mechanical devices
- Knowledge of the safe use of firearms
- Good public relations skills
- Experience in handling stock
- Good record-keeping skills

## Management Skills

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- Skills in managing own workload to achieve the objectives of the unit
- Ability to supervise and provide on-the-job training to School Crossing staff as required
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
  - Contribute to OHS consultation processes
  - Prompt reporting of hazards and incidents

## Inter-personal Skills

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- Excellent interpersonal skills, and the ability to prepare routine correspondence and reports
- Ability to relate to members of the public, and to gain their cooperation and assistance
- Ability to give clear instructions
- Ability to discuss and resolve problems

## Compliance with Legislation and Policies

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
  - Southern Grampians Shire Council Policies and Procedures
  - Southern Grampians Shire Council Staff Code of Conduct
  - Privacy and Data Protection Act 2014 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Occupational Health and Safety Act 2004 (Vic)
  - Government/Industry Codes of Conduct
  - The Southern Grampians Shire Council Enterprise Agreement
  - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:

- Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

### Qualifications and Experience

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- Working with Children's Check is required
- Current Victorian Driver's Licence
- Current Victorian Firearms Licence is desirable
- National Police Check is required
- Demonstrated ability to operate in Local Government as a Ranger or similar regulatory environment

### Key Selection Criteria

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- The employee will demonstrate the following:
  - Demonstrated ability to operate in Local Government as a Ranger or similar regulatory environment
  - Excellent communication skills including the capacity to deal with conflict and aggressive customers
  - A commitment to customer service
  - Demonstrated problem-solving skills and ability to plan preventative actions
  - Good computer literacy skills including Microsoft Office products and ability to learn industry-specific software
  - Ability to gain cooperation and assistance from other employees and external stakeholders and an ability to work as part of a team
  - Ability to deal discreetly and tactfully with confidential and sensitive matters

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_