



**SHIRE OF
HARVEY**

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Ranger

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 4 to 5
Reports to:	Coordinator Ranger Services	
Supervision of:	Nil	
Significant Working Relationships:	Chief Executive Officer Councillors Executive Leadership Team Managers External stakeholders	

2. Position summary

Responsible for assisting to initiate and implement all relevant Ranger legislation in accordance with Shire policies and Local Laws and to ensure the protection of amenities for residents of the Shire. This position is required to work a rotating roster including on-call and weekends.

3. Community strategic objectives



Diversified Economy



Connected Communities



Protected Natural Environment



Sustainable Built Environment



Effective Civic Leadership

4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Dog and Cat Control	<ul style="list-style-type: none">• To control dogs/cats in accordance with the <i>Dog Act 1976</i>, <i>Cat Act 2011</i>, enforce the relevant Acts, Regulations and Local Laws, impound stray dogs/cats and issue infringements, or where appropriate, cautions.• Investigate complaints received, and act appropriately.• Supervision of destruction and disposal of unwanted impounded animals.
Bush Fire Control	<ul style="list-style-type: none">• Carry out firebreak inspections liaising with local Fire Control Officers.• Issue infringement notices for breaches of the <i>Bush Fires Act 1954</i>.• Attend and investigate unauthorised fires and meals for fire crews (in consultation with the Chief Bush Fire Control Officer).• Advise public on aspects of firebreaks, fire law and hazard reduction.
Wandering Stock	<ul style="list-style-type: none">• Removal of roaming cattle from public places.• Check on fencing conditions and advise property owners regarding repairs.• Impound stray stock and assist with arrangements to return to owners, or eventual sale.
Control of Vehicles / Litter	<ul style="list-style-type: none">• Patrol Shire Reserves and property to curb vandalism by off-road vehicles and motorbikes.• Investigate complaints of illegal rubbish dumping within the Shire and issue infringement notices, or where appropriate, cautions.• Enforce the <i>Litter Act 1979</i> where vehicles/rubbish are left on road verges or reserves, or thrown from vehicles.

Court Appearances	<ul style="list-style-type: none"> • Attend Court and represent the Shire in various breaches of Acts and Regulations, in regards to dogs, bush fires, litter, parking and off-road vehicles. • Give evidence and prosecute offenders, then follow-up the fine payments.
General	<ul style="list-style-type: none"> • Ensure the Shire vehicle and all emergency equipment assigned to this position is regularly serviced and maintained. • Deliver any urgent documents or correspondence to Councillors when required. • Patrol the Shire in order to curb vandalism on Shire properties, and to ensure public compliance with Local Laws and relevant State Statutes within the Shire of Harvey by issuing infringements, or where appropriate, cautions for offences. • Maintain a strong customer service focus, providing advice information and education to staff and the general public on matters relating to Ranger Services (including complying with Shire's Customer Service Charter). • Liaise with various government departments and the general community regarding prosecutions, legalities and law and safety services responsibilities. • Investigate complaints received relating to the breaching of any Shire Local Law or relevant State Regulations. • Advise public and Government departments on aspects relating to the Shire's Local Laws.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous

improvement and self-development and participate in annual performance appraisal.

- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- Position operates under the general direction of the Coordinator Ranger Services and the Manager Waste and Safety Services within established guidelines, procedures and policies of Council.
- Use of delegated authority as approved by Council.
- Authorised person as per the approved Authorised Officer list.

7. Your team



8. Position selection criteria

Essential

1. Excellent verbal and written communication skills including the ability to solve problems and conflict through discussion, negotiation and teamwork.
2. Strong personal organisational skills, the ability to manage competing priorities, maintain attention to detail and meet deadlines.
3. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
4. Computer literacy skills to assist where required to write reports, undertake investigation requirements and provide compliance reporting.
5. Ability to work as an effective team member and follow instructions, procedures and policies as they apply to this position.

Desirable

1. Demonstrated contemporary experience in a similar role combined with ongoing professional development and/or qualifications in previous Law Enforcement experience. It is desirable that the successful applicant will have completed Regulatory Officer Compliance Skills (ROCS) 1 & 2 qualifications as a minimum.
2. Previous experience in a similar capacity; or similar role, including bush fire control, behaviour and safe handling management of domestic animals and livestock, investigating breaches, issuing fines and court appearances.
3. Ability to recognise a potential situation that requires involvement of other appropriate authorities and withdraw to notify those authorities.
4. Sound knowledge of Local Laws and Acts.
5. HLTAID011 Provide First Aid.