



JOB DESCRIPTION – Ranger/Reserves Officer

POSITION IDENTIFICATION	
Position Title: Ranger/Reserves Officer	Department: Ranger Services
Award/Agreement: Shire of Jerramungup Works and Services Industrial Agreement 2024	Employment Type: Full-Time
Reports to: <ul style="list-style-type: none"> • Chief Executive Officer • Deputy Chief Executive Officer • Works Supervisor • Manager of Development 	Supervisory Responsibility: Project management and site supervision of staff may be undertaken.
Hours: Ordinary hours of work are between: 5.00am - 10.00pm from Monday to Sunday. Additional hours may be required.	Location: Various locations across the Shire of Jerramungup

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Works Supervisor
- Manager of Development

1.2 Supervision of:

- Contract Rangers

1.3 Internal and External Liaison:

Internal

- Works Supervisor
- Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Police
- Visitors
- DFES / VFES
- Volunteer Bushfire Brigades
- Contractors

2. EXTENT OF AUTHORITY

Ensures the Shire meets its statutory compliance obligations through enforcement and education of relevant local laws and legislation by responding to complaints, investigating potential breaches and undertaking appropriate actions on behalf of the Shire.

3. PURPOSE OF POSITION

The purpose of this role is to assist with the compliance and enforcement of regulatory activities in accordance with legislation, local laws, community expectations and council policies.

Key areas of responsibility for the Shire's Ranger will centre on community safety, management of cats, dogs, fire preparedness and emergency response, off road vehicles and illegal camping.

The role will also play an active role in managing Councils assets on Shire reserves through maintenance, rehabilitation and construction activities to deliver a safe community with attractive recreation areas. It will also undertake plant operation to assist works department manage roads, assist in traffic management, drainage and other public assets.

4. KEY DUTIES/RESPONSIBILITIES

ADMINISTRATIVE

- Undertake all roles and responsibilities within safety and health protocols and procedures.
- Responds to routine correspondence and internal enquiries.
- Maintain Council's register for dogs and cats
- Assist in the review of the Shire's Local Laws

PROVISION OF CUSTOMER RELATIONS SERVICES

- Investigate, record and report on complaints and undertake appropriate follow up action.
- Respond to enquiries from internal and external customers promptly and professionally.

EMERGENCY PREPAREDNESS

- Perform firebreak and fire notice inspections including the implementation of the requirements of the Point Henry Fire Management Strategy.
- Perform inspections and monitor the Shires Beach Emergency Numbering System (BENS) within the Shire.
- Ensure that drainage infrastructure is checked and cleared in advance of storms and flooding advice.
- Assist in community education regarding hazardous activities in the peak season – fires, off road vehicles, camping, rock fishing etc.
- Maintain an active relationship with the local Emergency Services.
- Assist in actively preparing Shire reserves to comply with firebreak notices.
- Implement firebreaks and other prevention activities to mitigate natural disaster risks.

EMERGENCY RESPONSE

- Assist the Shires Emergency Management team and Chief Bushfire Control Officer to respond to emergencies where required.
- Assist local law enforcement agencies through public awareness raising and emergency response where required.

DOG AND CAT CONTROL

- Coordinate and assist with educational programs relating to dog and cat owners' responsibilities.
- Carry out regular dog and cat patrols, respond to complaints, seize, impound, and destroy animals where necessary.
- Manage the operation of the dog pound located in Jerramungup and Bremer Bay depots.
- Promote and canvass the registration of dogs and cats.
- Monitor
- Generally enforce the provisions of the Dog Act 1976, Cat Act 2011 and Local Laws.

LITTER CONTROL

- Coordinate and assist in public education programs aimed at achieving a litter free environment.
- Respond to litter complaint/reports and take necessary action in accordance with the Litter Act 1979.
- Assist in the annual Clean Up Australia Events held within the Shire

GENERAL DUTIES

- Perform Ranger duties with other Local Authorities as directed.
- Erect emergency warning/directional signs on all shire roads as directed.
- Report any incidents of vandalism or damage of the Council's facilities as and when required.
- Compile statistics of activities and incidents and report monthly to the Deputy Chief Executive Officer.
- Carry out regular patrols of streetlights.
- Undertake minor maintenance to coastal infrastructure.
- Perform such other duties within the Officers skill group, qualifications, Council policy and/or as directed by the Deputy Chief Executive Officer.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.

MUNICIPAL LAW ENFORCEMENT ACTIVITIES

- Arrange for the prosecution of offenders in relation to any of the above duties.
- Responsible for collection of evidence and preparation of cases in relation to the above duties.
- Attend Court when required to prosecute cases and give evidence.
- Conduct the necessary follow-up after successful prosecutions.
- Monitor and control illegal camping and camp fires.
- Monitor and control illegal use of off road vehicles.
- Prosecute offenders of the Bush Fire's Act.
- Prosecute offenders of the Litter Control Act.
- Control wandering stock when required including the necessary disposal or sale of wandering stock.
- Manage local parking and abandoned vehicles including issuing infringements where required.

MUNICIPAL ASSET MANAGEMENT

- Participate in road maintenance and verge maintenance activities.
- Participate in road construction projects where required.
- Participate in traffic management activities where required.
- Assist in the delivery of a safe footpath and trail network.
- Assist in the delivery of projects on Shire reserves.
- Assist in the maintenance, reporting requirements and management of Shire parks, gardens and playgrounds & building.

- Assist in the maintenance, reporting requirements of the Bremer Bay Boat ramp
- Maintain the Shire's pound facility.
- Monitor and maintain the Shire's standpipe facility.
- Monitor and maintain the Shire's airstrips including the pilot activated lighting, windsocks, native animals, and runways.
- Monitor and maintain the Shire's boat ramps (Fisheries Beach Marina and George Street) including liaison with the Department of Transport.
- Supervise camp hosts and camp grounds including the removal of waste, collection of fees and monitoring and repairing structures.

5. SELECTION CRITERIA

Key Skills, Knowledge and Experience	Essential	Desirable
Regulatory Officer Compliance Skills 1 & 2	✓	
Working knowledge of Dog Act 1976, Cat Act 2011	✓	
Certificate in Municipal Law A & B	✓	
Demonstrated experience as a Ranger working with or without supervision within a local authority or demonstrated experience in law enforcement.	✓	
Ability to stay calm under pressure	✓	
Good time management skills	✓	
Demonstrated experience in animal handling, including reptiles	✓	
Well-developed verbal and written communication skills	✓	
Excellent public relations and interpersonal skills	✓	
Demonstrated experience in negotiating and conflict resolution skills	✓	

Desirable Attributes	Essential	Desirable
Certificate IV in Local Government (Regulatory Services) or similar		✓
Working knowledge of Control of Vehicles (Off-road Areas) Act 1978 and Litter Act 1979		✓
Working knowledge of court procedures		✓
Basic Worksite Traffic Management accreditation		✓
Moderate to advanced 4 wheel drive handling skills.		✓
First aid qualification		✓
Training in Conservation and Land management		✓
White card		✓

5 WORKING CONDITIONS/WHS CONSIDERATIONS

Work Health and Safety – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup’s Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire’s WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant at the Shire’s expense.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Shire of Jerramungup Works and Services Industrial Agreement 2024	
Position Status	Full-Time	Permanent
Hours of Work	<p>Shire of Jerramungup Works and Services Industrial Agreement 2024.</p> <p>Section 7.3. Ordinary Hours - Rangers and Cleaners</p> <p>7.3.1. Employees engaged as Rangers and Cleaners can work ordinary hours from Monday to Sunday.</p> <p>7.3.2. The span of ordinary hours of work on a day on which ordinary hours can be worked will be between 5:00am to 10:00pm.</p> <p>7.3.3. An Employee may work up to a maximum of 10 ordinary hours on any day, excluding unpaid meal breaks, or by agreement between the Employer and the Employee, up to a maximum of 12 ordinary hours on any day.</p> <p>7.3.4. Employees shall receive an additional 20% penalty for all ordinary hours worked outside the span of hours provided in clause 7.3.2.</p> <p>7.3.5. Employees shall receive an additional 50% penalty for all ordinary hours worked on a Saturday and 75% on a Sunday.</p>	
Level	<p>Level 5 or 6 (dependant on experience)</p> <ul style="list-style-type: none"> • Level 5 hourly rate \$37.92 • Level 6 hourly rate \$40.63 	
Superannuation	15% Employer Superannuation Guarantee Contribution	
Additional Superannuation	As per Council Policy	
Probation	6 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave (pro-rata) with 17.5% Loading on Entitled Annual Leave.	
Housing	<p>The Shire of Jerramungup can assist with subsidised housing which is currently based in Bremer Bay.</p> <p>Staff residing in their own accommodation will be provided with a housing allowance as per Council Policy.</p>	
Motor Vehicle	Commuting use of Ranger vehicle	
Job Location	Shire of Jerramungup	