POSITION DESCRIPTION

Environment Officer – Enforcement (Ranger)

POSITION TITLE	Environment Officer – Enforcement (Ranger)	POSITION CODE	Various
DIRECTORATE	Shire Futures	SECTION	Health and Regulatory Services
REPORTS TO	Team Leader Ranger Services	GRADE	F
DATE PD APPROVED	March 2020	LOCATION	Picton
DATE PD REVIEWED	July 2025	DIRECT REPORTS	Nil.

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together.* All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to carry out the Statutory responsibilities of a Local Government Enforcement Ranger, as Authorised and delegated, including the investigation of complaints received by Council in relation to non-compliance issues across the Shire.

KEY ACCOUNTABILITIES

- To enforce and undertake regulatory investigation and action in respect to breaches of the following Acts and relevant Regulations:
- Companion Animals Act 1998;
- Roads Act, Road Rules 2008, Road (general) Regulation 2000 – ensuring compliance with legislation regarding public road activities;
- Public Spaces (Unattended Property) Act 2021 No 38;
- Protection of the Environment Operations Act 1991;
- Local Government Act 1993;
- Any other Act or regulation as authorised and delegated
- Participate in routine parking patrols of schools, sign-posted and free-parking areas.
- Participate in the operations of Council's animal shelter, including providing guidance to inducted volunteers, which includes regular week-end work on a rostered basis.
- Participate in Council's on-call after hour's service roster.
- Undertake and participate in public education programs and events relevant to the position
- Preparation of Court Attendance Notices, briefs of evidence and appearance at Court proceedings on behalf of Council as required.
- Assess and determine applications for Pile Burn Applications;
- Assess and action complaints of overgrown blocks in residential areas
- Additional duties as required within the limits of the employees skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. To develop a working knowledge of all systems, practices and procedures used throughout Council's operations.
2. Ensuring the section meets customer expectation under high workloads and a continuously changing environment
3. Ensuring the personal safety of the appointed officer, other members of the team and the customer.

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KEY RELATIONSHIPS	
INTERNAL INFLUENCE?	WHY?
Employees, Managers, Directors	The position provides specialist advice internally, which in turn is provided to external parties

EXTERNAL INFLUENCE?	WHY?
Residents and ratepayers	As the first line of enquiry, the position provides a critical service function on behalf of Council with far reaching impacts.

AUTONOMY AND DECISION MAKING

The role requires the employee to exercise judgement in determining an appropriate course of action to what are often complex/unusual situations. Tasks are usually managed independently though supervisory consultation may be sought.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the fill list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

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Capability Group	Capability Name	Level
Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	• Adapts quickly to changed priorities and organisational settings • Welcomes new ideas and ways of working • Stays calm and focused in difficult situations • Perseveres through challenges • Offers own opinion and raises challenging issues

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Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Intermediate	• Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Relationships Work Collaboratively	Intermediate	• Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions

SELECTION CRITERIA
INHERENT REQUIREMENTS

Essential Experience

- Minimum two years relevant work experience in a regulatory and enforcement role.
- Demonstrated experience in parking patrols including school zones and the issue of associated penalties for these and other offences.
- Demonstrated ability to interpret and apply legislation relevant to the position.
- Ability and willingness to work out-of-hours, including the on-call roster and on weekends when required.
- Demonstrated ability to work collaboratively in a team with a focus on personal safety and the safety of others.
- Superior verbal communication, engagement and conflict resolution skills.
- Ability to plan, prioritise, think and solve problems on a day-to-day basis.
- Demonstrated experience in the preparation of legal evidence, notices, orders and directions.

Essential Qualifications, licences and tickets

- Current Class C driver's licence.
- A valid Working with Children Check.

DESIRABLE REQUIREMENTS

- Experience in the issue of electronic penalty infringement notices.
- Experience in the implantation of microchips and other animal welfare activities.

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature: Date:

WHS PHYSICAL TASK REQUIREMENTS

Environmental Officer – Enforcement (Ranger)

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Close eye work – tasks involve the inspection of small defects/small parts
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Climbing – tasks involve climbing in and out of the cabin of a truck or plant
- Leg/Foot Movement – tasks involve use of leg and/or foot to operate machinery
- Working at Heights – tasks involve the use of ladders, or elevated platforms that lift from the ground
- Lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
    - Medium 10-15kg

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures
- Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery where you would need to raise your voice above environmental or background noise to be heard

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.
- Working with Animals – tasks involve dealing with dead, injured or distressed animals.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.

- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature: Date: