



Position Description

A. POSITION PROFILE

Position:	Position Occupant:	
Ranger/Regulatory Officer (Casual)	<i>Vacant</i>	
Position Evaluation:		Department:
<i>Salary System Grade: 6</i>	<i>Operations</i>	
Conditions of Employment:		Section/Group:
<i>Local Government (State) Award 2023</i>		<i>Regulatory Services</i>
<i>Australian Citizen or Right to Work in Australia</i>		
<i>Casual</i>	Location:	
	Cootamundra <input checked="" type="checkbox"/>	Gundagai <input type="checkbox"/>
Additional Benefits:		Direct Supervisor:
<i>12% Superannuation</i>	<i>Operations Supervisor</i>	
Number of Staff Supervised by this position:		Nil

B. STATEMENT OF FUNCTION

To control and regulate activities, relating to companion animals/unrestrained animals, physical and natural environment, parking, littering and waste to ensure compliance with, or enforcement of, relevant Acts, Regulations and Council policies. Act to provide advice, information, direction, guidance and case management of complaints to maintain quality community relations.

C. KEY RESPONSIBILITIES

1. Detection, investigation and enforcement with respect to parking and other areas, including litter control, illegal dumping, stray and companion animals, derelict or abandoned vehicles/articles, overgrown premises, water restriction monitoring and illegal use of Council property/assets.
2. Provision of assistance through detection investigation and enforcement under relevant legislation including but not limited to Local Government Act and Regulations, Companion Animals Act and Protection of Environmental Operations Act and Regulations, Environmental Planning and Assessment Act and Regulations.
3. Operational Management of the pound facility including securing of pens and monitoring pound supplies.

D. DUTIES

1. Responding to all relevant complaints, service request and instructions, including allegations of land clearing, environmental issues and pollution events.
2. Water sampling, field inspections, signposting and other matters relating to Regulatory duties.
3. Carry out compliance functions associated with environmental issues, community land usage, littering/waste and companion animals.
4. Provision of operational support to authorised officers, other rangers, the Police and other state agencies, as required.
5. Provision of guidance, advice and information on regulatory matters.
6. Assist in design/implementation of community safety plans with local police and provide information and advice in relation to animal ownership and pollution offences.
7. Report breaches, issue orders, notices and Penalty Infringement Notices as appropriate. Represent Council in Court as a witness, where required.
8. Respond to reports of straying dogs and undertake appropriate action including collection, return or impoundment.
9. Undertake other duties as directed including but not limited to relief cleaning and relief cemetery attendant.

E. ESSENTIAL CRITERIA

1. Driving Licence Class C (Car) or P (Provisional).
2. Ability to interpret and apply legislation, policies and procedures lawfully and within their intended meaning. Knowledge of the Impounding Act 1993, Companion Animals Act 1998, Protection of the Environment Operations Act 1997 and associated legislation that Local Government administers.
3. Demonstrated experience in a similar role using knowledge of enforcement and compliance and relevant legislation, including the conduct of inspections, gathering evidence and maintaining accurate records.
4. WHS Construction Induction (NSW White card).
5. Demonstrated interpersonal and communication skills, including customer service and conflict resolution.
6. Animal/livestock handling experience.
7. Certificate III in Local Government (Regulatory Services) or similar.

F. DESIRABLE CRITERIA

1. Environmental Services Qualifications.