

<b>Position Title</b>	Ranger
<b>Department</b>	Planning
<b>Unit</b>	Regulatory Services
<b>Team</b>	Ranger
<b>Supervises</b>	0
<b>Reports To</b>	Team Leader Investigations
<b>Grade</b>	F
<b>Date Prepared</b>	22/05/2025
<b>Date Last Updated</b>	2/11/2022

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed  
to **safety**



We work as  
one **team**



We act with  
**integrity**



We care about  
our **customers**



We **continuously**  
**improve**

## Primary purpose of position

The primary purpose of the Ranger role is to ensure the community complies with relevant Acts, Regulations and Council Policies as they relate to companion animals, unattended vehicles, environmental compliance, specific road rule provisions, commercial footway use policy, illegal dumping and usage of parks/reserves.

This position is part of Council's Regulatory Service Unit. Rangers interact with various internal stakeholders to achieve outcomes. Rangers provide a key role liaising with the community to collection information, enforce laws, provide education and negotiate outcomes.

The role reports to the Team Leader Investigations.






## Accountabilities

- Operate in a diversely complex and high tempo operational environment.
- To provide professional response to customer and stakeholder requests, within the required customer service charter guidelines.
- Educate, investigate and enforce compliance under the Companion Animals Act.
- Manage and transport companion animals in accordance with legislation and policy requirements.
- Investigation and management of unattended items and vehicles.
- Parking and Road Regulation compliance.
- Heavy vehicle enforcement.
- Illegal dumping investigation.
- Investigation and enforcement of breaches under the Environmental Planning and Assessment Act.
- Commercial footway use policy compliance.
- Building site compliance with respect to noise complaints and sediment and erosion controls.
- Produce evidence in Court proceedings.
- Issue of Orders and Directions pursuant to legislative provisions.
- Work collaboratively with internal and external stakeholders.
- Demonstrate sound negotiation and conflict resolution skills.

- Working under a 7 day rotating shift roster pattern
- Special event compliance.
- Investigate and monitor unauthorised use of parks and reserves.

## Position capabilities and level

Below is the full 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.

Capability Profile – Council Officer		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Adept
	Display Resilience	Intermediate
	<b>Act with Integrity</b>	Adept
	<b>Safety and Accountability</b>	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Intermediate
	<b>Think and Solve Problems</b>	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

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 satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<b>Personal Character</b>		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Follows through reliably and openly takes responsibility for own actions</li> <li>• Understands delegations and acts within authority level</li> <li>• Is vigilant about the use of safe work practices by self and others</li> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/ units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the</li> <li>• Identifies opportunities to work together with other teams/units</li> </ul>

Results		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
Results		
Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence</li> <li>• Works with others to assess options and identify appropriate solution</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Certificate IV Regulatory Compliance or equivalent (or the ability to attain this qualification)
- C Class Drivers Licence

### Essential Experience

- Ability to handle animals, particularly dogs.
- Working knowledge of legislation and related regulations and policies.
- Good written and verbal communication skills.
- Computer literacy.
- Ability to work well in a team environment.
- Able to manage, at times, high tempo workloads.

### Desirable Qualifications and or Experience

- Previous work experience in the same or similar investigations/enforcement role.
- Knowledge of and experience in preparing brief of evidence for Court proceedings.
- Current First Aid qualification.
- Familiarity with the Local Government operating environment.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>