Preston Beach Volunteer Ranger Liaison Officers

Information and Application Pack

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1. Introduction

The primary role of the Preston Beach Volunteer Ranger Liaison Officers ('**VRLO**') is to provide a positive image of the Shire of Waroona ('**Shire**') and encourage and educate persons visiting the beach areas managed by the Shire to support public safety and general compliance with the Shire Local Laws applicable to the beach reserve areas and various state-based legislation, with compliance matters requiring enforcement being referred to Ranger Services for investigation.

Beach users are to be actively encouraged to contribute to retaining and preserving the pristine beach and natural bush environment that exists at Preston Beach. Generally and in brief, and as fully outlined in the Position Description, VRLO are responsible for –

- Welcoming visitors and providing local information to create a safe and memorable visitor experience;
- Providing guidance to licenced 4WD operators on safe driving behaviours on the Beach Reserve areas, where the operation of vehicles is permitted;
- Providing initial support at emergency incidents that may occur on the Beach Reserve areas and support Emergency Services, as directed by Ranger Services or WA Police;
- Assisting other government agencies in matters relating to the Beach Reserve areas where the activity is supported by the Shire;
- Periodic patrols of the Beach Reserve areas to monitor inappropriate and unwanted behaviours including:
    - The use of unlicensed and or prohibited classes of vehicles;
    - The use of vehicles in prohibited areas (sand dunes and swimming area);
    - Speeding, hooning or reckless driving that poses a risk to the public;
    - Littering;
    - Lighting of fires; and
    - Camping.
- Formally reporting all inappropriate behaviours and contraventions of relevant legislation on the Beach Reserve areas to Ranger Services;
- Assist at incidents where vehicles are bogged or otherwise incapacitated on the Beach Reserve areas by providing persons with contact numbers for approved vehicle recovery operators.

Other

- Report incidents to the Shire Depot where animals are deceased on local government managed land or roads within the Preston Beach townsite or/on Preston Beach Road.
- Report sick or injured native fauna on the Beach Reserve areas or generally in the Preston Beach townsite to Wildcare.
- Assist with pest plant and animal control programs as directed by the appropriate Shire officer;
- Assisting with coastal environmental conservation program's such as community tree planting and dune brushing, the appropriate Shire officer.

2. Pre-Requisites

Persons interested in applying for a VRLO role, are to be -

- A permanent resident within the Preston Beach townsite that has resided in the area for a period of not less than 12 months;
- Medically fit to be able to perform all functions of the role;
- Prepared to -
  - commit to at least 10 hours/week to the role;
  - operate under a roster system including weekends and public holidays to ensure a visible presence and actively support visitors; and
  - undertake any training, as identified by the Shire.

3. VRLO Positions

The number of active and operational VRLO roles is capped at a maximum of 5 persons at any one time.

4. Term of Appointment

Persons successfully appointed as VRLO hold the role for a maximum period of two years. A term may be renewed for a further period in two-year increments (but for not more than six years consecutively), at the discretion of the Chief Executive Officer, subject to satisfactory performance and no acceptable alternate nominations being received.

5. Nominations

Interested persons are to apply on the nomination form, following an invitation to nominate being circulated by the Shire, and not otherwise.

Nominations from the Preston Beach community for VRLO roles will be sought bi-annually.

Persons that meet the appointment requirements that are not successful for roles available, may be kept in a pool, should a vacancy arise.

6. Selection Process

Formal interviews will be undertaken with persons nominating for a VRLO role to determine suitability following the submission of a nomination form and the provision of written feedback that addresses the essential Experience, Knowledge and Skills of the role and the desirable qualifications and or training.

The Chief Executive Officer is solely responsible for determining the overall functions of VRLO roles and for all appointments.

7. Equipment

The Shire is responsible for providing the equipment and resources necessary to effectively undertake the functions of a VRLO role.

8. Reporting Structure

As detailed in the Position Description, the reporting structure for VRLO operational matters is through Manager Governance and/or the Manager/Coordinator Ranger and Emergency Services, who operate under a contract arrangement with the Shire.

9. Nomination Form

SHIRE OF WAROONA SEA TO SCARP

Volunteer Ranger Liaison Officer Application Form

Applicants Full Name:

_____

Residential Address:

_____

Phone No. (H) _____ (M) _____

Date of Birth: _____

Email: _____

How long have you lived at this address: _____.

Is this your permanent place of residence Yes / No.

Have you ever been employed as a Local Government Ranger or in another law enforcement role? Yes / No.

If Yes, where _____

Are you a member of a local bushfire brigade, other club or community organisation? If so, which club or group: Please list

_____

_____

Do you have a current driver's licence? _____.

If Yes, drivers licence number: _____ and class of licence _____.

Have you undertaken any accredited 4wd training: _____

If Yes, please provide the details

_____

Do you have a First Aid qualification? _____. If Yes, please attached a copy of the current certification.

Are you prepared to -

- dedicate a minimum of 10 hours per week to the role? Yes / No
- operate under a roster system including weekends and public holidays to ensure a visible presence and actively support visitors? Yes / No
- undertake further training to enhance skills and knowledge and support occupational health and safety, as identified by the Shire? Yes / No

As part of the nomination process applicants are required to address in writing all of the essential experience, knowledge and skills and the desirable qualifications/training as outlined the Position Description. Prior to any subsequent appointment, applicants will be required to:

- Undergo and pass a pre-placement medical examination*
- Provide a satisfactory and current National Police Clearance*

(*Shire subsidise associated costs)

Supply the name of 2 referees and provide contact details

1. _____

   Phone _____

2. _____

   Phone _____

Signed_____ Date _____

Please return completed nominations and all essential information. By post to the Chief Executive Officer PO Box 20 WAROONA WA 6215 or by email to warshire@waroona.wa.gov.au

Policy Link - COM010 – Volunteer Ranger Liaison Officers

10. Position Description

Volunteer Ranger Liaison Officer

Position Identification			
Title:	Volunteer Ranger Liaison Officer	**Level:**	Not Applicable
Service Unit:	Ranger and Emergency Services	**Award:**	Not Applicable
Directorate:	Infrastructure and Development Services	**Date Developed:**	11 March 2021
Reporting to:	Manager Governance, Manager Ranger and Emergency Services	**Last Reviewed:**	17 November 2022
Position Status:	Volunteer		

Position Objectives

To carry out proactive planned and adhoc patrols of the Preston Beach Reserve areas to provide information to visitors and encourage respect for the environment and compliance with the Shire Local Laws and the applicable state legislation; and to,

work proactively with Ranger Services by reporting illegal activities, both witnessed or otherwise to enable investigation.

Requirements of the Position

Essential Experience, Knowledge and Skills:

- Ability to
  - be well organised, set priorities and meet deadlines;
  - effectively engage with others in a positive and constructive manner;
  - work effectively and harmoniously in a team environment;
  - display a proactive approach to issues and challenges, with a focus on positive outcomes.
- Knowledge of the Preston Beach area.
- Demonstrated experience in the use of information technology particularly that of Microsoft products.
- Demonstrated interpersonal and communication skills both oral and written with an emphasis in conflict situations.
- Demonstrated understanding the Occupational Safety and Health legislation where relevant to personal responsibilities and the support of others in a team or workplace environment.
- Demonstrated ability to effectively operate communications devices, such as radios and mobile telephones, recording devices or tablets and the like.

Requirements of the Position (continued)

Desirable Experience, Knowledge and Skills:

- Knowledge of
  - the *Local Government Act 1995*, and associated regulations;
  - Shire of Waroona Local Laws;
  - State Legislation administered by local governments;
  - Previous experience in a local government enforcement role or similar.

Essential Qualifications and/or Training:

- Hold a "C" class Motor Driver's license.

Desirable Qualifications and/or Training:

- Provide first aid
- Accredited 4WD Safety Course

Summary of Key Duties, Responsibilities and Obligations

- Welcoming visitors and provide local information to create a safe and memorable visitor experience;
- Further engage with visitors on the Preston Beach Reserve areas to provide topical advice to minimise illegal or otherwise unwanted activities through a process of education;
- Provide guidance to licenced 4WD operators on safe driving behaviours on the Beach Reserve areas, where the operation of vehicles is permitted;
- Support the Shire, the community and visitors to Preston Beach by providing a visible presence on the Preston Beach Reserve areas to assist in the protection of the environment through a process of coordinated patrols;
- Providing initial support at emergency incidents that may occur on the Beach Reserve areas and support Emergency Services, as directed by Ranger Services and/or WA Police;
- Assist at incidents where vehicles are bogged or otherwise incapacitated on the Beach Reserve areas by providing persons with contact numbers for approved vehicle recovery operators;
- Support the enforcement of the relevant Shire Local Laws and the applicable state legislation, such as the -

  Control of Vehicles (Off Road Areas) Act 1979, Caravan Park and Camping Grounds Act 1995, Litter Act 1979, Dog Act 1976 and *Bush Fires Act 1954*

  by actively reporting offences, both witnessed or otherwise reported to Ranger Services;
- Provide timely and accurate information to Ranger Services about illegal activities on the Preston Beach Reserve areas through the established reporting process;
- Take reasonable care to ensure your safety, and that of others, by complying with all established safety and health directives;
- Ensure that all documents relating to the role are managed in accordance with the record keeping procedures;
- Comply with the adopted Shire Code of Conduct
- Report all accidents, incidents that occur or hazards that exist;
- Provide feedback to the Shire, through Ranger Services on opportunities to improve the Beach Reserve areas for the broader benefit of the community

Summary of Key Duties, Responsibilities and Obligations *(continued)*

Other

- Assist other government agencies in matters relating to the Beach Reserve areas where the activity is supported by the Shire;
- Formally reporting all inappropriate behaviours and contraventions of relevant legislation on the Beach Reserve areas to Ranger Services;
- Assist at incidents where vehicles are bogged or otherwise incapacitated on the Beach Reserve areas by providing persons with contact numbers for approved vehicle recovery operators.
- Report incidents to the Shire Depot where animals are deceased on local government managed land or roads within the Preston Beach townsite or/on Preston Beach Road.
- Report sick or injured native fauna on the Beach Reserve areas or generally in the Preston Beach townsite to Wildcare.
- Assist with pest plant and animal control programs as directed by the appropriate Shire officer;

Assist with coastal environmental conservation program's such as community tree planting and dune brushing by the appropriate Shire officer.

Organisational Relationships

Responsible for:	Not applicable.
Responsible to:	As per the Organisational Structure
Internal Relationships:	Ranger and Emergency Services Team
External Relationships:	Visitors, community groups, ratepayers, State agencies and Departments.

Organisational Structure

Position Dimensions

Location: Preston Beach

Delegated Authority: Nil

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

Extent of Authority

The extent of authority granted to Volunteer Ranger Liaison Officers is at the discretion of the Chief Executive officer. Statutory appointments are in made in writing pursuant to law.

Accountabilities

- Avoid participation in any activities that may represent a conflict of interest with any Shire matter
- Shire Volunteers and employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows proper concern for the public interest.
- Compliance with Council's Code of Conduct, management directives and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Ensure the resources and equipment provided for the role are not used for any other purposes.

Periodic Review

A formal review of performance is not required annually for this volunteer role. Performance will be assessed biannually on the achievement of a range of mutually agreed factors, under the following areas:

- Dedication to patrols and operational activities, as outlined
- Timely and accurate reporting, of incidents;
- Appropriate record keeping;
- Adherence to policies and procedures.
- Productive and respectful relationships with others.
- Feedback from internal and external customers.
- Contribution to working in a team environment.

Physical Demands Criteria

Standing:	Standing may be required to perform the tasks associated with this position.
Sitting:	Sitting may be required to perform the tasks required for this position.
Walking:	Good standard of mobility required.
Bending or Stooping:	Bending or stooping is required to perform the tasks associated with this position.
Lifting:	Lifting of equipment associated duties may be required.
Reaching:	Reaching may be required.
Handling/Dexterity:	General standard of dexterity is required.

Physical Demands Criteria *(continued)*	
Eyesight:	Good vision is required.
Psychological Factor:	Ability to work independently, whilst maintaining good observation and concentration skills.
Literacy Skills:	Must be able to read and understand work procedures and safety instructions. In addition, literacy skills will be required for some reporting requirements.

Areas of Potential Hazard and Risk
• Personal injury; and • Public safety.

Position & Incumbent Details
Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to the Senior Finance Officer for filing on personnel files.
Present Occupant:
Date Appointed:
Supervisor:

STAFF INDUCTION RECORDS			
INDUCTION	**INCUMBENT**	**SUPERVISOR**	**DATE**
Workplace duties and responsibilities			
Workplace safety induction			
Volunteer Induction			