



COOLAMON SHIRE COUNCIL

POSITION DESCRIPTION

Position:	RANGER / COMPLIANCE OFFICER
Status:	Permanent Full Time
Hours:	35 hours per week
Reports to:	Executive Manager, Development & Environmental Services
Supervises:	Nil
Award/Grade:	Local Government (State) Award CSC Salary System – Band 2, Level 2 - A to H \$1,403.60 to \$1,600.04 per week
Relationships:	Executive Managers; other Council staff; professional/industry associations; consultants and legal professionals; government organisations; and members of the public.

Position Summary

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. Provide advice, information, direction, guidance and case management of complaints to maintain quality community relations.

Key Responsibilities

- 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.
- 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, and Swimming Pools Act and Regulations.
- Operational management of the pound facility including securing pens and monitoring pound supplies.

Duties

- Investigate breaches of relevant legislation, including but not limited to the *Companion Animals Act 1997*, *Protection of Environment Operations Act 1997*, *Local Government Act 1993* and the *Environmental Planning & Assessment Act 1979*.
- Take enforcement action by issuing penalty notices and orders for non-compliance such as animal control, environmental management, illegal development, parking and represent Council in Court as a witness when required.
- Respond to complaints and inquiries regarding breaches of legislation and regulations and provide timely resolutions in accordance with Council's enforcement policy.

- Conduct regulatory field tasks such as water sampling; field inspections; signposting and other matters relating to regulatory duties.
- Provide operational support to authorised officers, other rangers, the Police and other state agencies, as required.
- Deliver Community education programs to raise public awareness of compliance and regulatory matters.
- Collaborate with police and other agencies to design and deliver community safety campaigns/plans.
- Respond to and manage reports of stray animals including dogs, cats and stock and undertake appropriate action including collection, safe return or impoundment.
- Review and prepare policies, standard operating procedures, and reports relevant to the role.
- Undertake other duties as directed.

Position Criteria

Essential Qualifications and Licences

1. Driving Licence Class C (Car) or P (Provisional).
2. WHS Construction Induction (NSW White card).
3. Certificate III in Local Government (Regulatory Services) or willing to obtain.
4. Environmental Services Qualification or Planning Qualification or Building Surveying Qualification - (*desirable*).

Experience, Skills and Knowledge

- 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*, *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* and associated legislation and regulations that Local Government administers.
- 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.
- Demonstrated interpersonal and communication skills, including customer service, negotiation skills and conflict resolution.
- Animal/livestock handling experience.
- Proficiency in the use of Microsoft Office and other relevant software packages.
- Solid time management, planning and administrative skills.
- Demonstrated ability to work effectively in a team and independently.
- Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
- Demonstrated understanding of Equal Employment Opportunity and Health & Safety requirements relevant to the role including risk assessment of activities and tasks.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____