

Position Description

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| Position Title | Regulatory Officer | | |
| Department | Community, Planning, Development & Environment | Position Number | CPDE03 |
| Grade | Grade 7 | Location | Coonamble Administration Building |
| Status | Permanent Full Time | Hours | 38hrs week / 76hrs per fortnight |
| Reports To | Manager – Planning, Regulatory and Compliance | Industrial Instrument | Local Government (State) Award 2023 |
| Date Revised | 04/09/2024 | Version Number | 2 |
| Direct Responsibilities | Regulation and Compliance (Animal Control, Traffic Infringements, Waste), Coonamble Saleyards and Common. | | |

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position exists to deliver services in the areas of regulation and regulatory compliance in relation to animal control, traffic infringements, waste and illegal dumping and derelict vehicles. The position also undertakes the operation and maintenance of the Coonamble Saleyards and Coonamble Common.

This position seeks to provide advice, information, direction and guidance, to the community while presenting a helpful, positive image, wherever possible, at the same time as ensuring enforcement or compliance with relevant Acts, Ordinances and Regulations as well as Council policy.

Training and development opportunities will be provided for Compliance and/or Building Certification depending on operational requirements and interest.

Position Benefits

- Adverse Working Conditions Allowance (Level 1).
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Regulatory and Ranger Operations

- Detection and finalisation of investigation of matters of law enforcement with a focus in parking, and other areas including: litter control; illegal dumping; stray animals; derelict vehicles/articles and overgrown premises.
- Responding to all relevant complaints through verbal and written communication, service requests and instructions, including: allegations of land clearing; environmental issues; pollution events; water sampling; field inspections; signposting, animal control and matters relating to Ranger duties.
- Enforcing compliance with relevant legislation, local plans and procedures through detailed documentation and evidence. Report breaches, issue orders, notices and Penalty Infringement Notices as appropriate. Represent Council in Court as a witness where required.
- Operation and maintenance of Council's impounding facilities, including animal welfare requirements, correct payment of fees for impounded animals or rehoming/destruction activities within legislated requirements.
- Maintenance of Companion Animals Register, Council's registers and undertaking microchipping activities as required.
- Providing community guidance/advice and enforcement in these regulatory matters.
- Assist in design/implementation of community safety plans with local police and provide information and advice for animal owners and polluters.
- Available to participate in on call Animal Control, Aerodrome and other activities as required.

Compliance

- Engage with internal and external stakeholders regarding compliance and regulation in relation to legislation including, but not limited to, *Environmental Planning and Assessment Act 1979*, *Companion Animals Act 1998*, *Local Government Act 1993*, *Food Safety Act 1993* and *Swimming Pool Act 1992* and its relevant regulations through effective oral and written communication.
- Ensure that all critical processes and procedures are documented to a high quality standard.
- Ability to undertake own research in reading and reviewing relevant legislation and regulation.
- Develop and manage an education program for relating to compliance and regulation for organisational staff and customers.

Saleyards and Common

- Oversight of Coonamble Regional Livestock Market facility (saleyards) to ensure facility is maintained to the appropriate standard and works completed within allocated timeframes. All damage or faults identified whilst at the facility are to be reported to the supervisor and in the asset management system for further action.
- Assist with sale preparations and activities on sale days, such as weighbridge operations, penciling and other duties as directed by Council.
- Oversee the Coonamble Common on a day-to-day basis, including animal welfare, onsite operation and maintenance; ensuring compliance with all relevant legislation, codes of practice and guidelines.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

Position Description

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace, within given timeframes.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

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| Environment, Strategic Planning & Community Team | Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities. |
| Council Departments | Collaborate with all Council Departments to ensure service continuity and a high level of customer service. |
| Direct Reports | Nil |

Key External Relationships

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| External Stakeholders and Committees | Represent Council and provide a high standard of excellence and professionalism to all stakeholders. |
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Delegations

- All other delegations as outlined in the sperate document - Delegations of Authority.

Position Description

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years) preferable, but not essential.
- Knowledge of Regulatory/Ranger Operations preferably applicable to the local government context, or the ability to learn and apply this knowledge.
- Certificate IV in Local Government (Regulatory Services) or other relevant qualification, or ability to obtain.
- Ability to perform manual tasks with dexterity, including animal/livestock handling, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated ability to handle conflict and facilitate conflict resolution.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card or ability to obtain.
- Ability to complete criminal history and background checks satisfactory.
- Firearms License or ability to obtain one (Category A&B).

Desirable Requirements

- Verification of Competency (VOC) – Backhoe, Loader, Skid Steer and Excavator.
- Knowledge of Local Government, relevant legislation and regulations such as *Companion Animals Act*.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years) preferable, but not essential.
- Knowledge of Regulatory/Ranger Operations preferably applicable to the local government context, or the ability learn and apply this knowledge.
- Ability to work on call hours.
- Certificate IV in Local Government (Regulatory Services) or other relevant qualification, or ability to obtain.
- Class C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

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| Signed: | |
| Name: | |
| Date: | |