



## **POSITION DESCRIPTION**

### **SENIOR COMPLIANCE OFFICER**

<b>Department:</b>	<b>Environment &amp; Development Services</b>
<b>Reports to:</b>	<b>Manager Planning and Regulation</b>
<b>Location:</b>	<b>Coonabarabran</b>
<b>Grade:</b>	<b>9</b>

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#### **COUNCIL OVERVIEW**

Warrumbungle Shire is a local government area in the central western region of New South Wales. The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

#### **COUNCIL VALUES**

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### **PRIMARY PURPOSE OF THE POSITION**

To provide a high quality monitoring, control and awareness program to ensure compliance by the community with statutory requirements for environmental and animal control standards.

This position is a key frontline person for the organisation and requires a positive, approachable and outgoing individual with the skills and personal attributes to contribute to quality outcomes for our community through the provision of regulatory enforcement, using effective customer service, conflict resolution and problem solving techniques. Some planning of tasks and a demonstrated commitment to teamwork is required. There is scope for recommending improvements to streamline systems and improve customer service. There are no management responsibilities.

Council's Compliance Officers have a broad range of duties to conduct on behalf of Council and include such things as animal control, illegal waste dumping, general environmental protection and public safety and order, including the movement of stock from public roads and road reserves.

Much of the work done by Compliance Officers results from requests from members of the community and often involves an investigation. In attempting to find solutions, our Compliance Officers attempt to help the community as a whole.

Compliance Officers ensure that a balance is provided to enable consistency in law enforcement to keep people safe as well as maintain the enjoyment of the local area and lifestyle for people within the community.

Compliance Officers are required to participate in an on-call roster to ensure the Shire is served 24 hours a day for **emergency matters only**. These include public safety issues such as stock on public roads and serious dog attacks.

### KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Provide support, guidance and mentoring to the Compliance Officer
- Capture, impound and care for impounded animals
- Apply the legislative requirements in relation to companion animals
- Respond to complaints regarding risks to public health and safety or possible breaches of legislation or Council regulations
- Carry out enforcement functions (including investigations and reporting) relating to compliance matters across the local government area in accordance with relevant legislation
- Prepare witness statements and other information for legal practitioners and court hearings
- Appear as an expert witness representing Council in relevant Court proceedings
- Maintain accurate and succinct written records and file notes reporting of actions undertaken
- Undertake overgrown block inspections and generate correspondence for owners
- Support water collection and water testing when required
- Carry out pool inspections as instructed in accordance with swimming pool compliance legislation
- Monitor condition of pound facilities and record maintenance required providing same to Manager for consideration in annual budgetary considerations
- Process miscellaneous applications for approvals relevant to the field
- Keep accurate, succinct and up-to-date written records of all compliance and animal control matters undertaken
- Inform and educate the public on legislation relating to companion animals, stock control, littering, and illegal dumping requirements and any other legislative changes relevant to the area of responsibility
- Ensure Council meets its regulatory and reporting responsibilities in relation to all companion animal matters
- Complete and layout comprehensive reports of breaches of legislation that are required to be offered in evidence of court of Law in the prosecution of any related matter. This includes the completion of written statements, compiling of correspondence, photographs, audio or video evidence
- Undertake other duties that are within the limits of the employee's skill, competence and training as requested by the Manager.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

### ESSENTIAL REQUIREMENTS

- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to:
  - a positive contribution to WHS in the workplace
  - compliance with Council and legislative requirements
- Participate in rotating on-call roster for emergency call-outs
- Prior experience in a Local Government role with either an enforcement background; or recent background with investigations; or previous Ranger related duties including stock-handling experience.
- Certificate IV in Local Government (Regulatory Services) or equivalent qualification in regulatory services
- Experience interpreting and applying legislation

- Animal micro-chipping certification, or ability to obtain
- Current A/B firearms licence and/or euthanasia accreditation
- A thorough understanding and extensive experience in the enforcement of environmental legislation:
  - Environmental Planning and Assessment Act 1979
  - Protection of the Environment Operations Act 1997
  - Swimming Pool Act 1992
  - Impounding Act 1993
  - Companion Animals Act 1998 and Regulations
- Demonstrated ability to consult and share information with team; with demonstrated high focus on being a team player.
- Demonstrated high customer service values.
- Able to diffuse hostile situations with highly developed communication skills
- Ability to prepare complex written correspondence.
- Class “C” Drivers licence

### **DESIRABLE REQUIREMENTS**

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines
- Thorough understanding of Workplace Health and Safety legislation
- Proficiency using computers and related software and mobile electronic devices
- WHS Construction Induction Certificate (“white card”) or ability to obtain
- Experience using GIS, mapping systems and GPS

### **CONDITIONS OF WORK**

Council employees work according to conditions provided under the Local Government (State) Award and Council’s policies and systems, including but not restricted to:

- Council’s Salary System
- Council’s Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

#### **Hours of Work**

Council’s outdoor staff normally work a 38 hour week:

Week 1 -           7.30 am – 4.30 pm Monday – Thursday  
                   7.30 am – 4.00 pm Friday

Week 2 -           7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

#### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee to the Local Government Superannuation Scheme.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

### **Council Induction**

Before commencing duties all workers must complete a Council induction.

## **Camera surveillance and global positioning system (GPS) tracking**

### ***Reason for Surveillance***

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

### **Types of Surveillance**

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

### **How surveillance will be carried out**

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

