



## Position Specification

<b>Position Title:</b>	Ranger – Compliance Officer
<b>Unit:</b>	Regulatory Services
<b>Reports To:</b>	Senior Ranger
<b>Accountable To:</b>	Manager Regulatory Services Group Manager Environment & Planning
<b>Position Grade:</b>	8

<b>Prepared By:</b>	Manager Regulatory Services
<b>Approved By:</b>	Group Manager Environment & Planning
<b>Employees Signature:</b>	

### BUDGET

<b>Direct</b>	
Operating Expenditure:	Nil
Capital Expenditure:	Nil
<b>Indirect</b>	
Operating Expenditure:	Nil
Capital Expenditure:	Nil
Delegated Purchasing and Payment Limit	Nil
<b>Staffing</b>	
No. of Staff (Direct Reports)	Nil
No. of Staff Monitoring (Indirect Reports)	Nil

### PRIMARY OBJECTIVES

The City of Ryde's Regulatory Services Unit is responsible for the professional, effective and efficient delivery of environmental enforcement services to ensure that activities and practices comply with local and State Government legislative requirements and approval conditions.

The City of Ryde's enforcement standards shall reflect the community's need and expectation in quality of customer service and the application of timely and accurate application of Council's Regulatory requirements.

## KEY ACCOUNTABILITIES

- Patrol, monitor and enforce all areas on illegal parking delegated to the City of Ryde, by way of legislation or Agreement, by contributing to the achievement of duties and responsibilities.
- Detect, investigate and enforce provisions of the Protection of the Environment Operations Act 1997, in relation to illegal dumping of rubbish and refuse.
- Patrol and monitor the City of Ryde LGA for illegal trading by itinerant vendors.
- Patrol, monitor and enforce the provisions of the Companion Animals Act 1998, including but not limited to the identification, registration, dog not under effective control, roaming, barking dogs, stray contained dogs, savage dog complaints, nuisance dog orders, dangerous dog declarations and the issuing of Infringement Notices for non-compliance with the Companion Animals Act 1998.
- Patrol, monitor and enforce the provisions of the Impounding Act 1993, in relation to non-companion animals such as sheep, goats, horses and cattle etc.
- Patrol, monitor, detect and investigate abandoned motor vehicles and organise the removal subject to the requirements of the Impounding Act 1993. Complete all associated paperwork and update all relevant registers or databases, in accordance with standard operating procedures and legislative requirements.
- Monitor report and enforce all legislative requirements under Section 632 Local Government Act 1998, in relation to breaches of legislation in Council Parks and Reserves; i.e. motorbikes, horses, taking in or consuming of alcohol, vandalism, playing of golf, unauthorised use etc.
- Monitor, detect and enforce obstruction of footpaths and roadways and carry out enforcement action in relation to these breaches, including illegal advertising material. Relevant to legislative requirements under Local Government Act 1993, Roads General Regulation, POEO Act 1997, and the Environmental Planning And Assessment Act 1975.
- Patrol and report incidents of illegal activity, vandalism, graffiti or damage to Council assets in the City of Ryde's LGA to Council's Property Services.
- Patrol, monitor and enforce the provisions of the POEO Act 1997, in relation to pollution spills, sedimentation control, washing of vehicles and any other domestic related offence. Liaise with Senior Environmental Health Officers in relation to commercial, complex, or hazardous incidents.
- Patrol, monitor and enforce the provisions of the Roads Transport (General) Act 2005, in relation to the use of Heavy Vehicles being used on roads within the City of Ryde LGA.
- Strict compliance with Council's documented brief of evidence for offences such as insecure loads and breaches of light traffic roads is a prerequisite, as will a sound working knowledge of Roads Transport (General) Act 2005 and its Regulations.
- Patrol, monitor and investigate accumulation of rubbish, or unhealthy private land/s on complaint basis and report such incidents to Council's Environmental Enforcement Unit.

- Investigate and take enforcement action in domestic noise matters under the provisions of the POEO Act 1997. These matters may include issues such as loud music, air conditioning, and domestic power tools and report such incidents to Council's Environmental Enforcement Unit.
- Assist, Investigate and report breaches of illegal tree removal, cutting or lopping on private property under the provisions of Council's Tree Preservation Order, and to report such activities in full statement of facts to Council's Tree Assessment officers for further investigation or enforcement action.
- Investigate and report incidents / complaints regarding the illegal use of premises. This may include residential and commercial. Results of such investigations may require comprehensive report findings and the attendance at the Local Court as a witness in legal proceedings. Report such incidents or finding to Council's Environmental Enforcement Unit.
- Monitor, patrol and issue On-the-Spot Infringement notices for both Council Free Car parks and On-Street Parking. This function will require compliance with the code of practise as detailed by the Infringement Processing Bureau, and Council Standard Operating Procedures for Rangers Policy.
- Undertake administration function in regards to investigations, including drafting / writing reports, creating and updating CRMS, drafting QWN replies for Supervisor or Manager approvals, Mayoral and General Manager complaints, and any other administration function required of the Unit as determined by management.
- Report, complete and lay comprehensive reports of breaches of legislation that are required to be offered in evidence to a Court of Law in the prosecution of any related matter. This includes the completion of written statements, compiling of correspondence, photographs, audio or videotape, completion of brief at least 21 days prior to any legal matter. (Unless IPB CAN Notices do not allow. A min. of 14 days will then be acceptable).
- Follow-up correspondences in relation to matters referred onto Legal Practitioners for Hearing, and attend Court to give evidence when required.
- Liaise with other internal and external stakeholders i.e. NSW Police Service, Animal Welfare League, RSPCA, Work Cover, other Council Departments etc.
- Undertake outdoor duties during inclement weather (i.e. Parking Patrols, CRMS complaints, Dog Attacks, patrols etc.) whilst adhering to Council's Policies and the provisions of the Occupational Health & Safety Act.
- Participate in a rotating 5 days in 7 Roster, which is inclusive of both Afternoon and Weekend shifts.

## **OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies procedures and instructions and work method statements where appropriate. You are also responsible for the following:

## **Occupational Health & Safety**

- Reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- Performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- Actively participating in OHS training when required;
- Wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Taking care of any plant or equipment that they use;

## **Injury Management**

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

## **Risk Management**

- Maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- Participating in workplace inspections if required;
- Participating in risk assessments with their Team Leader when required.

## **EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

### **As a staff member**

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

## **SELECTION CRITERIA**

### **Essential**

- Higher School Certificate (HSC) or equivalent
- Completion of Certificate IV in Local Government Regulatory Services or equivalent, or Rangers 1, 2, 3
- Demonstrated ability to undertake investigations, conduct interviews and write complex reports
- High level interpersonal skills and conflict resolution skills
- Excellent customer service skills
- Demonstrated ability to work independently and without supervision
- Demonstrated skills in handling companion animals
- Comprehensive working knowledge of relevant legislation and regulations
- Class C driver's licence
- Knowledge of and commitment to OHS and EEO principles

### **Desirable**

- Several years relevant, practical experience in Local Government or other relevant environment
- Previous experience in delivering services to culturally diverse communities