

## Position Description

### Compliance Ranger

<b>Division</b>	Planning & Environment
<b>Business Unit</b>	Environmental Services
<b>Location</b>	Council Administration Building, Yass
<b>Award Band</b>	Administrative/Technical/Trades Band 2, Level 2
<b>Position Number</b>	341006
<b>Salary Grade</b>	Grade 15
<b>Remuneration</b>	Entry \$77,237.68 to Step 3 \$83,416.32 per annum plus 11.5% Superannuation
<b>Conditions</b>	Permanent Full-time
<b>Date position description approved</b>	9 December 2021

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Divisions of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Division comprises of Development Control, Strategic Planning, Environmental Services and Recreational Assets. The role of Compliance Ranger is located within the Environmental Services team.

### Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

### Council Values



## Primary Purpose of the Position

Undertake research, investigation and enforcement of building and development compliance and other regulatory customer action requests, enquiries, complaints, incidents and other regulatory matters relating to Planning and Environment.

## Key Accountabilities

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

- Protect and promote the amenity and well-being of the Yass Valley Local Government Area (LGA) by undertaking an efficient compliance service in accordance with the relevant legislation.
- Manage and respond to companion animal and stray stock issues within the Yass Valley LGA.
- Maintain and operate Council's existing impounding facilities in accordance with relevant standards.
- Assist with investigations into development compliance throughout the Yass Valley LGA including the issuing of orders, Infringement Notices and Court action where required.
- Assist in the development, implementation and conduct of community education programs on matters relevant to compliance activities.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

Maintaining a sound knowledge of the statutory functions whilst keeping abreast in a changing legislative environment to provide a professional service to customers.

## Key Internal Relationships

Who	Why
Manager Environmental Services	Receive guidance and support, provide advice and exchange information.
Senior Compliance Officer	Receive guidance and support, provide advice and exchange information.
Development Control staff	Receive guidance and support, provide advice and exchange information.

Who	Why
Environmental Services Staff (including Biosecurity Weeds, Ranger and Environmental Health staff)	Receive guidance and support, provide advice and exchange information.

## Key External Relationships

Who	Why
Customers and wider community	Communicate, engage and provide professional service.

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Senior Compliance Officer

## Essential Requirements

- Certificate IV in Local Government (Regulatory Services) or Certificate IV in Government Investigations or ability to undertake the qualification.
- Asbestos Identification and Management certificate or willingness to obtain.
- White card or willingness to obtain.
- Current C class licence.

## Approval History

Stage	Date	Comment	MagiQ Reference
New position	8 December	Consultative Committee	483633
Title Change	9 September 2023		483633
Updated	June 2024	Award Salary Increase 2024/25	

## Ownership and Approval

Responsibility	Role
Author	Manager Environmental Services
Approver	Director Planning & Environment

