

## Position description

<b>Title:</b>	<b>Investigation Coordinator</b>	<b>Position Number</b>	<b>3066</b>
<b>Classification:</b>	Level 6		
<b>Hub:</b>	Community	<b>Program Area:</b>	Regulatory Services
<b>Reports to:</b>	Executive Manager Regulatory Services		
<b>Direct Reports:</b>	Nil.		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

The main objective of this role is to ensure that City of Darwin's statutory duties are fulfilled in relation to investigations and enforcement as required by the City of Darwin By-laws 2023, Local Government Act 2019 and other related legislation.

## Key result areas

### Corporate identity

Promote and embody City of Darwin's Vision and Mission.

Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).

Act in accordance with and abide by the City of Darwin's Code of Conduct.



### Service Delivery

- Ensuring that complaints and investigation matters are resolved within an acceptable timeframe and that the appropriate action is taken, ensuring all interested parties are advised of the process involved and the outcome, in accordance with City of Darwin policies and procedures.
- Ensuring that outcomes of investigations are within the framework of all relevant Acts and Regulations, that decisions are based on judgement, technical knowledge, experience and the ability to select a course of action within the level of delegation provide by the Chief Executive Officer.
- Undertake and/or oversee investigations and evidence collection; including, statements, interviews, inspections, warrants and seizures.
- Prepare briefs of evidence for prosecution, work in conjunction with legal counsel and attend court/present evidence as required.
- Implement compliance and enforcement activities relating to City of Darwin By-laws and Animal Management policies, strategies, plans and procedures, and support operational personnel to ensure effective delivery.
- Implement Animal Management programs/projects to support City of Darwin By-laws, Animal Management policies plans and strategies.
- Keep accurate records, assist in the collation and analysis of data and preparation of draft reports as required by the Executive Manager.
- Collaborate and consult with other areas of City of Darwin, stakeholders and government agencies in the delivery of effective regulatory education and enforcement.
- Supervise and guide all formal investigative activities undertaken by Rangers by providing training, guidance, motivation and support.
- Work closely with other relevant team members, across Regulatory Services including assignment of appropriate tasks/duties.



## Team Support

- Assist to maintain a performance-based culture through ensuring effective feedback mechanisms are maintained between team members and supervisors.
- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (i.e. probation reviews and annual performance appraisals) as required.

## Workplace Health and Safety

- Ensure your personal health and safety, and that of others in the workplace.
- Comply with City of Darwin Workplace Health and Safety policies and procedures.
- Comply with any reasonable directions (such as safe work method statements (SWMS), safety risk assessments (SRA's) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

## POSITION PREREQUISITES

- Possession of a full C Class Drivers Licence
- Certificate IV in Government Investigations
- Minimum three (3) years experience in a statutory regulatory authority.
- Current National Police Records Check

Reece Ravlich

Digitally signed by Reece  
Ravlich  
Date: 2025.03.04 11:17:16  
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APPROVED BY: \_\_\_\_\_

Executive Manager Regulatory Services

Date: \_\_\_\_\_

## Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

