

# Position description

## Community Enforcement Officer

### Summary information

|                         |  |                       |   |
|-------------------------|--|-----------------------|---|
| <b>Section</b>          | <b>Community Law Enforcement and Waste</b>   | <b>Directorate</b>    | <b>City Living</b>                                  |
| <b>Position grade</b>   | <b>Band 2 Level 1 Grade 7</b>                | <b>Position type</b>  | <b>Permanent, full-time</b>                         |
| <b>Reports to</b>       | <b>Team Leader Community Law Enforcement</b> | <b>Direct reports</b> | <b>No</b>   |
| <b>Approval limit</b>   | <b>\$0</b>                                   | <b>Release limit</b>  | <b>\$0</b>  |
| <b>Created/reviewed</b> | <b>June 2019</b>                             | <b>BCC number(s)</b>  | <b>BCC1228, BCC1241, BCC1718, BCC553 and BCC556</b> |

### Our Values

#### TEAMWORK



#### CUSTOMER FOCUSED



#### INNOVATION



#### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

## 1 Position purpose

- The purpose of this position is to provide a range of services and controls enabled and required by governing legislation that align with this commitment and in particular carry out Council's regulatory functions for various Acts for which the incumbent is authorised and detect breaches as appropriate
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

## 2 Qualifications and experience

### Essential

- Relevant Local Government experience in a similar capacity
- Provision of a wide range of skills applicable to the position
- Current class "C" driver's licence
- Clearance of National Police Check.

### Desirable

- Certificate IV in Local Government (Regulatory Services)

- Sound knowledge and experience managing animal issues in the urban environment
- Knowledge of relevant issues and applicable legislation/regulations
- Computer literate with proficiency in the use of Microsoft products such as Word and Excel
- Demonstrated ability to schedule and coordinate own work activities
- Demonstrated analytical and problem solving skills.

### 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

### 4 Key accountabilities

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#### Position specific

- Communicate and enforce requirements of the relevant legislation
- Promote responsible pet ownership within the community
- Ensure confidentiality of all information/records generated by the activities of the section
- Ensure all allocated tasks are completed in an efficient and competent manner within the time frame specified
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standard
  - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

#### Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately

- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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### Community Law Enforcement

- Detect breaches of the Acts for which the incumbent is authorised and issue penalty notices for those offences
- Carry out Roads and Maritime Services (RMS) vehicle ownership enquiries in accordance with the "RMS Drives" user guidelines
- Maintain statistics relevant to enforcement duties
- Operate information systems, including PC and Digital Cameras
- Contribute to the ongoing implementation of actions listed in Council's adopted Community Law Enforcement Strategy
- Monitor, detect, report and deter vandalism of Council's property
- Assess, inspect, evaluate and the issue notices and recommend orders as appropriate for properties where Council is the appropriate regulatory authority
- Investigate incidents involving companion animals and other nuisance animals and enforce legislative requirements in relation to the Companion Animals Act 1998 and Companion Animals Regulation 2008 and any other relevant legislation
- Enforce Council policies and statutory responsibilities
- Collect evidence, prepare statements of evidence and affidavits, liaise with Council's solicitors, and represent Council where court action is required for breaches of legislation
- Contribute as appropriate to the implementation of other initiatives that:
  - enhance the health and well-being of the Blacktown community by promoting public health best practice and enforcing legislation
  - improve and enhance the amenity and safety of the Blacktown LGA.
- Detect and investigate incidents of companion animals not registered in compliance with legislative requirements and nominated performance standards
- Perform other relevant tasks, subject to operational needs
- Respond to after-hours callouts as required
- Contribute to the availability of accessible and relevant information about Community Law Enforcement
- Educate animal owners on provisions of legislation which affects them

- Educate the community on microchipping and lifetime registration as required under the NSW Companion Animals Act 1998.

### Communication:

- Provision of efficient service to all customers including:
  - all correspondence replied to in accordance with the nominated performance criteria.
  - answer telephone and “counter” enquiries, as required.
- Provide accurate and helpful advice to businesses, other authorities and the community
- Attend meetings as required through performance of duties
- Prepare correspondence and reports, as required
- Identify potential problems, and assist in the development of appropriate responses
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

As per Council’s performance management system.

### Acknowledgement and agreement

|            |           |  |      |
|------------|-----------|--|------|
| Employee   | Name      |  |      |
|            | Signature |  | Date |
| Supervisor | Name      |  |      |
|            | Signature |  | Date |