



Position Description

POSITION	Community Law Enforcement Officer (Parking - CBD)
SECTION	Community Law Enforcement & Waste
DEPARTMENT	City Living
ESTABLISHMENT NO.	BCC740, BCC741
POSITION TYPE	Permanent, full-time
REPORTS TO	Team Leader Community Enforcement
DIRECT REPORTS	No
POSITION GRADE	Band 2 Level 1 Salary System Grade 5
APPROVAL LIMIT	\$0
RELEASE LIMIT	\$0
DATE	September 2019

POSITION PURPOSE:

- The purpose of this position is to provide a range of services and controls enabled and required by the 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.
- Act in accordance with the *New South Wales Local Government Act 1993*.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant local government experience in a similar capacity
- Current Class C Driver's Licence.

Desirable:

- Certificate III in Local Government (Regulatory Services).

AUTHORITY:

- 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, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Maintain proper administration filing and records
- 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.

Work Health and Safety (WHS):

- Implement, monitor and, or comply with Council's 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 fulfil 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, 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 Supervisor 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.

DUTIES:**Development Policy and Regulation Administration**

- Monitor Council's car parking areas and issue on the spot fines (*Local Government Act 1993*) to those vehicles who fail to comply with restrictions. Specifically, this position will predominantly work within Blacktown Central Business District, with particular emphasis on Colo Lane, Main Street, K-Mart and Blacktown Library, however staffing or rostering issues may require attendance at other locations within Blacktown LGA, to be determine at the discretion of the Team Leader or Manager
- 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 parking enforcement duties
- Operate information systems including PC, digital camera and handheld penalty infringement device
- Contribute to the ongoing implementation of actions listed in Council's Community Law Enforcement Strategy
- Monitor, detect, report and deter vandalism of Council's property
- 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
- Maintain and further develop professional knowledge and skills and keep abreast of initiatives and legislative changes.
- Perform "Overtime" duties as required
- Undertake outdoor duties during inclement weather (i.e. parking patrols), adhering to the provisions of the *Workplace Health and Safety Act 2011*

- Contribute as appropriate to the implementation of other initiatives that improve and enhance the amenity and safety of Blacktown City
- Perform other relevant tasks assigned subject to operational needs.

Education/Promotion:

- Contribute to the availability of accessible and relevant information about Community Law Enforcement.

Communication:

- Provision of efficient service to all customers including:
 - All correspondence and customer action requests (CARS) 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.

Judgement and Problem Solving:

- Identify potential problems, and assist in the development of appropriate responses.

Corporate Representation and Image:

- In all dealings and activities on behalf of Council, act in accordance with Council’s Code of Conduct and actively promote a positive image of Council to promote a positive image means:
 - Behaving in a manner that helps achieve the objectives and interests of Council
 - Actively creating goodwill by using/demonstrating positive helpful, cooperative, proper, supportive, ethical behaviour at all times.

PERFORMANCE CRITERIA:

- As per Council’s Performance Management System.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date: