

POSITION DESCRIPTION



POSITION TITLE:	Compliance Officer
DEPARTMENT:	Community Development
POSITION HOLDER:	
REPORTS TO:	Team Leader Compliance
TERM OF EMPLOYMENT:	Permanent Full Time
APPROVED BY:	Director Community Development
DATE:	February 2020 (updated June 2025)
CLASSIFICATION:	Band 5

POSITION OBJECTIVE:

- Enhance the quality of life of residents and visitors to the Buloke Shire through the administration, investigation, enforcement and prosecution of a wide range of matters under relevant State and Local Government legislation, local laws, regulations and policies within the Shire of Buloke.
- Undertake duties relevant to the Assistant Municipal Fire Prevention Officer as they relate to provisions of the Municipal Fire Management Plan and the Country Fire Authority (CFA) Act and Regulations.

KEY RESPONSIBILITIES AND DUTIES:

- Undertake compliance and enforcement activities of the Shire to achieve Council's overall corporate objectives in line with corporate values and the Council Plan.
- Administer local laws to ensure compliance with Council's local laws and procedures and the relevant statutory Acts and Regulations as appropriate.
- Provide advisory services to customers, including public awareness and education programs on local laws issues.
- Respond to customer requests associated with domestic animals and livestock in line with the Domestic Animals Act 1994, and the Impounding of Livestock Act 1994.
- Undertake duties as requested by the Municipal Fire Prevention Officer as they relate to the provisions of the Municipal Fire Management Plan, the Country Fire Authority (CFA) Act and Regulations.
- Provision of accurate information pertaining to Council's compliance functions, mindful of the possible repercussions of Council's legal liability and risk management.
- Undertake other duties as directed which are consistent with the requirements of the position.

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ORGANISATIONAL ENVIRONMENT:

Reports to:	Team Leader Compliance, Manager Development Services & Environmental Health
Directly Supervises:	NIL
Internal Liaisons:	Manager Community Safety and Development Services, Customer Services Officers, Compliance Administration Officer, Revenue Officer, Director Community
External Liaisons:	Residents, Members of the Public, Government Departments, Regulatory Authorities, Country Fire Authority (CFA), Victoria Police, VicRoads.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for local law enforcement processes including preparation of evidence if required for prosecutions of infringements relating to any of the relevant Acts, Regulations or Local Laws including but not limited to:
 - *Country Fire Authority Act 1958*
 - *Environmental Protection Act 1970*
 - *Domestic Animals Act 1994*
 - *Road Management Act 2004*
 - *Local Government Act 1989*
 - *Emergency Management Act 1986*
 - *Graffiti Prevention Act 2007*
 - *Impounding of Livestock Act 1994*
 - *Land Act 1958*
 - *Road Safety Act 1986*
 - *Summary Offences Act 1966*
- Authority to sign correspondence internal and external to the organisation in relation to key responsibilities.
- Authority to make decisions to ensure public safety and reduce risk.
- Exercises powers, duties and functions in accordance with the instruments of delegation as contained in Council's register of delegations, in accordance with the Local Government Act 1989 and other legislation as detailed in the register.

JUDGEMENT AND DECISION MAKING:

- Required to identify options, strategies and solutions based on current policies and procedures, precedence and experience.
- Required to work alone in some instances, and must exercise appropriate judgement in communication with members of the public on issues which are often sensitive and emotional.
- Guidance and counsel may be advice are always available within the time available to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE:

- Knowledge of relevant local government and statutory requirements, investigation, resolution and enforcement processes including but not limited to:
 - *Country Fire Authority Act 1958*
 - *Environmental Protection Act 1970*
 - *Domestic Animals Act 1994*
 - *Road Management Act 2004*
 - *Local Government Act 1989*
 - *Emergency Management Act 1986*
 - *Graffiti Prevention Act 2007*
 - *Impounding of Livestock Act 1994*
 - *Land Act 1958*
 - *Road Safety Act 1986*
 - *Summary Offences Act 1966*
- Capable of preparing, briefing and providing evidence on a matter in the Magistrates Court.
- Ability to interrogate Shire databases and produce reports to ensure effective use of time.
- Demonstrated ability to liaise with staff, external agencies and the public to facilitate successful resolution of routine cases.
- An understanding of the role and function of the Compliance Team Leader and indirect managers so as to be able to provide support.
- An understanding of relevant policies and regulations. Capacity to work without direct supervision.

INTERPERSONAL SKILLS:

- Excellent verbal and written communication skills to enable preparation of routine compliance reports and correspondence.
- Ability to provide clear information in response to inquiries from all stakeholders.
- Demonstrated ability to problem solve and gain cooperation from members of the public in order to achieve acceptable outcomes in a difficult or potentially hostile environment.

QUALIFICATIONS AND EXPERIENCE:

- Completed or willingness to obtain qualifications in the related field.
- Current Valid Driver's Licence.
- Demonstrated relevant experience working in Local Laws, in a Local Government environment.
- Experience and the physical ability to work with animals and livestock.
- Qualification as a Municipal Fire Prevention Officer
- Satisfactory National Police Records check.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Completion of or willingness to obtain Diploma in compliance or similar qualification.
- An ability to objectively assess situations to determine a course of action and provide sound advice based on established processes.
- Physical ability to work with animals and stock.
- An ability to objectively assess situations to determine a course of action and provide sound advice based on established processes.
- Demonstrated investigative, evidence gathering and interviewing skills, with the ability to research issues, interpret and analyse information to determine a course of action and provide sound advice.
- Well-developed written and verbal communication skills, with the ability to prepare reports and correspondence with recommendations and deal with issues with confidentiality and tact.
- Sound computer skills including experience in the use of relevant software such as Word, Excel, Outlook, PowerPoint and MapInfo.
- Ability to work in a diverse position, solving problems using guidelines established by legislation and policy of Council.
- Proven ability to work within a team with demonstrable experience in managing multiple tasks that may have an impact beyond the work area, with the ability to plan, organise and prioritise work to reach agreed successful conclusions.
- Current Victorian shooter licence is desirable (assistance will be provided to gain a licence if not already held).

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Gaynor Atkin
Director Community Development
Date

Agreed by:
Kellie Burmeister
Manager Community Safety & Development
Services
Date

Agreed by:
Name
Compliance Officer
Date