



**District Council of Coober Pedy**

## APPLICANT PACK COMPLIANCE AND FIRE PREVENTION OFFICER

**District Council of Coober Pedy**

Phone (08) 8672 4600

Email: [recruitment@cpcouncil.sa.gov.au](mailto:recruitment@cpcouncil.sa.gov.au)

PO Box 425

Coober Pedy SA 5723

### Contact

Works Manager

District Council of Coober Pedy

(08) 8672 4600

# Application Guidelines

Thank you for your interest in applying for a position at the District Council of Coober Pedy. The following information is provided to guide you through the recruitment and selection process.

## How to apply

To be considered for positions at Council, applications must be received by the nominated closing time and date and include the following documents:

### Cover Letter

Please provide a letter which introduces yourself and the position you wish to apply for.

### Statement Addressing Key Selection Criteria

You must provide a statement addressing the key selection criteria as outlined in the position description. You will find these at the end of this document. It is important that you demonstrate clear connections between your qualifications, experience, skills and knowledge against these criteria.

### Current Resume

Please provide a copy of your current resume, outlining your employment and educational history, experience, skills and knowledge.

### Referees

The names, telephone numbers and email addresses of two contactable, professional (work-related) referees must be provided. If you do not wish to list referees within your application, please ensure you have them available if you are successful in being shortlisted for an interview.

### Submitting your application

Your application needs to be submitted as 3 separate documents.

- Cover letter
- Separate statement addressing the key selection criteria
- Resume including reference information

Please do not present applications in folders, or as bound documents.

Submit your application by:

#### E-mail (preferred):

[recruitment@cpcouncil.sa.gov.au](mailto:recruitment@cpcouncil.sa.gov.au)

#### Post:

Chief Executive Officer  
District Council of Coober Pedy  
PO Box 425  
COOBER PEDY SA 5723

#### In person:

Council Administration Offices  
Hutchison Street  
COOBER PEDY SA 5723

# The Process

## Equal Employment Opportunity

The District Council of Coober Pedy is an equal opportunity employer. Council is committed to providing a safe, harmonious and productive working environment for all employees. We ensure fair, equitable and non-discriminatory consideration is given to all applicants. We exercise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

## Notifications and Timeframes

All applications received via e-mail will receive confirmation that they have been received. As a guide, the short-listing of candidates is usually completed within approximately one week of the closing date. You will receive either a phone call inviting you to attend an interview, or an email advising that you were unsuccessful, within two weeks of the closing date.

## The Interview

If you are invited to attend an interview, the interview panel will generally consist of three people and go for approximately 45 minutes to one hour, dependent upon the position. Interview questions will be consistent for each applicant. Whenever practicable, applicants will be interviewed in person; however, interstate applicants may have an initial interview via telephone or video conference. Please bring proof of meeting mandatory skills and qualifications identified in the position description to the interview for sighting by the panel. A National Police Certificate, no less than 6 months old, will also be required for sighting prior to any offer of employment being made. People with disclosable court outcomes are not automatically disqualified from the recruitment process.

The panel will inform you at the interview when they expect to be in touch with you regarding the outcome of your interview.

## Qualifications

If you attend an interview, please bring original documentation supporting the qualifications outlined in your resume. If you are the successful applicant, you will be required to submit copies of all documents relating to your qualifications to Human Resources, for placement on your personnel file.

## After the interview

The successful applicant will be notified by phone to progress to the next stage of the recruitment process. A commencement date and other conditions of employment will be agreed on and a letter of offer will be sent to confirm the terms and conditions of your employment.

The unsuccessful applicants will be advised via telephone or email of the selection panel's decision. Unsuccessful applicants can contact the Chairperson of the selection panel for feedback on their application and interview, however Council reserves the right not to give feedback to applicants.

## Pre-Employment Checks

Pre-employment medical examinations, police checks or working with children checks may be required for certain positions within Council.

## Pre-Requisites for Employment

It should be noted that successful applicants may be required to provide proof of eligibility to work in Australia prior to commencement of duties. This may be in the form of a passport or birth certificate identifying Australian citizenship or a valid work visa.

## Pre-Employment Health Declaration

The successful applicant will also be required to complete the District Council of Coober Pedy's "Medical Questionnaire" Form. This formally notifies Council of any pre-existing injury or disease that the incumbent has suffered that could be affected by the nature of the proposed employment. Failure to make a disclosure, or making a false or misleading disclosure, may disqualify the incumbent from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to the nature of their employment with the District Council of Coober Pedy pursuant to the Return to Work Act 2014.

## Probationary Period

New employees at Council will be required to complete a three-month probationary period. During this probationary period, you may be involved in periodic reviews to ensure that you are carrying out the responsibilities of your position to the required expectations. The reviews will also give you the opportunity to openly discuss any concerns you may have with your supervisor.

## Induction Process

The successful applicant will be required to fully complete the induction process provided by Council.

## Information Privacy and Confidentiality

All information acquired is treated confidentially, in accordance with the Privacy Act 1988 (Cth). The personal information supplied as part of your application is collected by the District Council of Coober Pedy for recruitment and selection purposes and will be used solely by Council for the primary purposes it was collected.

Unsuccessful applications and assessments will be destroyed after 18 months of the appointment of the successful applicant.

If you have any questions in relation to your personal information, you may contact the CEO on (08) 8672 4600.

If you have any further questions, please do not hesitate to contact Council on (08) 8672 4600 or via e-mail [recruitment@cpccouncil.sa.gov.au](mailto:recruitment@cpccouncil.sa.gov.au).



District Council of Coober Pedy

## Advertisement

# Compliance and Fire Prevention Officer

### About your opportunity

Council is looking for a Compliance and Fire Prevention Officer to assist the Works Manager. The Compliance and Fire Prevention Officer is a new position and will be administering and enforcing a broad range of regulatory functions as well as a high level of community safety through education, administration, coordination and enforcement.

The Officer will help Council in meeting its legislative obligations in respect to Dog and Cat Management, local nuisance and fire prevention.

You will be asked to undertake a National Police Certificate as part of the conditions of employment.

### What we offer you

This position attracts \$38.2717 per hour.  
In addition, superannuation is paid at 11%.

Council offers above average rate and additional annual leave.

You will work a 9-day fortnight roster with a rostered day off every 2 weeks.

### Applications close

The applications will close on Monday 8 April 2024 at 5:00pm.

### How to apply

All potential applicants are required to obtain an Applicant Pack prior to applying for this role. Copies can be downloaded from Council's website at [www.cooberpedy.sa.gov.au](http://www.cooberpedy.sa.gov.au) or by phoning (08) 8672 4600. Any further enquiries can be directed to the Human Resources Coordinator.

Applications should be addressed to the CEO, PO Box 425, Coober Pedy SA 5723 or emailed to [recruitment@cpcouncil.sa.gov.au](mailto:recruitment@cpcouncil.sa.gov.au).



**District Council of Coober Pedy**

<b>TITLE</b>	<b>Compliance and Fire Prevention Officer</b>
<b>AWARD</b>	Local Government Employees Award
<b>LEVEL</b>	General Level 3
<b>STATUS</b>	Full-time
<b>TENURE</b>	Permanent
<b>SECTION / DEPARTMENT</b>	Works
<b>WORKING HOURS</b>	76 hours per fortnight
<b>APPROVED BY</b>	A/ Chief Executive Officer
<b>SIGNED AND DATED</b>	<u>Scott Reardon</u> Scott Reardon (Mar 14, 2024 09:18 GMT+10.5)

District Council of Coober Pedy operates on Antakirinja Matu-Yankunytjatjara land and respects this relationship in the delivery of services to the community.

**Notes:**

- Unless otherwise stated, references to the Act means the Local Government Act 1999.
- References to management means the CEO, Directors and Managers

**DISCLAIMER:** This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## **1. SUMMARY OF POSITION**

### **1.1. Position Objectives**

The position is responsible for engaging with members of the community to ensure a peaceful and safe environment for all residents and visitors. This is achieved by effectively administering and enforcing a broad range of regulatory functions and a high level of community safety through education, administration, coordination and enforcement. The position assists Council in meeting its legislative obligations in respect to Dog and Cat Management, local nuisance and fire prevention.

### **1.2. Experience/Knowledge**

- (a) Class C Drivers Licence (manual).
- (b) Handling hazardous chemicals Certificate.
- (c) Senior First Aid Certificate.
- (d) Current firearm License (Class A and H).
- (e) Demonstrated experience in a similar role.
- (f) Demonstrated knowledge of animal behaviour, control, and identification.
- (g) Demonstrated high level interpersonal and communication skills with ability to negotiate and manage conflict.
- (h) Demonstrated computer literacy utilising the Microsoft Office suite of products.
- (i) Demonstrated ability to work unsupervised and as part of a team to achieve positive outcomes.
- (j) Understanding of legislation, or ability to acquire legislative knowledge.

## **2. RELATIONSHIPS**

- (a) The Compliance and Fire Prevention Officer has no direct reports.
- (b) The Compliance and Fire Prevention Officer reports to the Works Supervisor.
- (c) The Compliance and Fire Prevention Officer will liaise with Council's Environmental Health Officer when needed.

## **3. KEY POSITION RESPONSIBILITIES AND DUTIES**

- (a) Work with the Works Manager regarding appropriate responses to emergent issues.
- (b) Ensure that Council's statutory obligations under any Act, Regulation or By-Law as applicable to the position are carried out in a courteous and efficient manner.
- (c) Develop and implement fire prevention strategies.
- (d) Apply Council's Animal Management Plan.
- (e) Provide information, assistance and education to the community, handle customer complaints and provide responses on a range of regulatory functions in the areas of fire prevention, animal control and Council bylaws.
- (f) Formulate concise and accurate documentation relating to investigations.
- (g) Ensure animals are impounded and seized when required and support the proper and effective operation of Council's pound facilities. This includes the cleaning, feeding, hygiene and receiving, releasing of impounded animals.
- (h) Write, issue and manage all notices, infringements and summonses when enforcement action is required and ensure their preparation, issuing and follow up is completed following prescribed procedures and legislation.
- (i) Undertake Council's strategic fire inspections to identify fire hazards.

- (j) Monitor Council land for areas of fire risk by undertaking regular inspections of fuel loads, make recommendations and ensure the implementation of actions.

### **3.1 Efficiency and Effectiveness**

- (a) Encourage innovation and best practice in the directorate and wider organisation.
- (b) Continually monitor the effectiveness of directorate services and participate in organisation-wide service reviews.
- (c) Monitor, and make recommendations to the Works Supervisor regarding, new developments in technology to aid in organisational efficiency and effectiveness.

### **3.2 Relationships with External Parties**

- (a) Maintain high standards of communication (including timeliness, accuracy, professionalism, courtesy and impartiality) with ratepayers, customers, management, employees, members of the Council, and external organisations.
- (b) Comply with Council's Code of Conduct for Employees at all times.

## **4. WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES**

- (a) Adhere to safe working practices and exercise reasonable care at all times to protect your own health, safety and welfare, and that of others.
- (b) Obey all reasonable and lawful instructions to protect your own personal health and safety, and that of others.
- (c) Do not come to work affected by alcohol or drugs.
- (d) Ensure that equipment is used correctly at all times.
- (e) Report any workplace health and safety risks or concerns to a WHS representative as soon as possible.

## **5. ACCOUNTABILITY AND PERFORMANCE**

The Compliance and Fire Prevention Officer is accountable for:

- (a) Meeting the Objectives and Key Responsibilities and Duties outlined in this position description; and
- (b) Achieving the agreed annual performance objectives.

## **6. KEY SELECTION CRITERIA**

- (a) Well-developed written and oral communication skills with the ability to liaise with a wide range of people from diverse backgrounds
- (b) Demonstrated time management skills and an ability to handle multiple tasks simultaneously and well-developed problem solving and conflict resolution skills.
- (c) Working knowledge of Work Health and Safety legislation.
- (d) Proficient with the use of MS suite of software.
- (e) Minimum C Class Drivers Licence.
- (f) Current National Police Clearance.
- (g) Ability to effectively communicate with strong negotiation and conflict resolution skills.
- (h) Knowledge and understanding of animal behaviour and ability to work with various animals.