



Municipal Fire Prevention Officer

Position Number: 500496

Directorate: Advocacy and Community Services

Department: Local Laws

Reports to: Local Laws Team Leader

Classification: Band 5

Employment Status: Permanent Part Time 0.8 FTE

Location: **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: May 2019

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



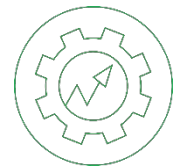
Respect



Customer Service
Excellence



Accountability



Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services



About the Role

Objectives

- > To enhance the quality of life of residents and visitors of the municipality by implementing Council's policies and strategies and enforcing applicable State Legislation and Local Laws aimed at providing a safe and healthy environment in which to live and visit.
- > To assist with the annual Fire Prevention Program.
- > Develop and implement fire management practices within the municipality including administration of the Country Fire Authority Act and other relevant Acts, Regulations and Local Laws.
- > Work with internal and external partners and the community, having sensitivity to the preservation of the environment in implementing fuel control measures for optimal fire management outcomes.
- > Assist in the delivery of emergency management activities to fulfil Council's responsibilities under the Emergency Management Act.

Key Responsibility Areas

Municipal Fire Prevention

To ensure that the Mitchell Shire Council's responsibilities under the *Country Fire Authority Act 1958* are met through:

- > Assisting in the development, implementation, monitoring and evaluation of the Municipal Fire Management Plan including Officer on the Municipal Fire Management Planning Committee.
- > Develop and implement the annual slashing and spraying works program for Council as part of the Municipal Fire Management Plan.
 - By managing Council's Roadside Slashing and Roadside Spraying Contract.
- > Investigate requests to create new fire track access, and where appropriate make funding applications with consideration of budgetary implications.
- > Facilitate discussion with Roads Maintenance and Parks and Gardens to ensure the review of slashing, spraying, grading and works program with respect to Fire Prevention Management
- > Liaise with other agencies and authorities in relation to Fire Management.
- > Further develop and maintain strong partnership links with the CFA/DELWP/Vic Roads/Vic track and other Government Authorities and the community.
- > Provide fire management advice to residents, ratepayers and proactively promote fire management throughout the Shire.
- > Engage with our community to develop capacity, capability and resilience to the shocks and stresses caused by emergency events such as bushfire.
- > Provide advice on town planning and building permit applications and provide recommendations if required.
- > Perform the statutory duties and responsibilities as Municipal Fire Prevention Officer required by the Country Fire Authority Act and Regulations including:
 - Undertaking fire hazard inspections on both private and public land, issuing Fire Prevention Notices (FPN).
 - Engaging and supervising contractors for compulsory clearing of private property and council land.
 - Issuing Infringement Notices.
 - Issuing permits to burn.



- Participate in community-based emergency management planning when opportunities arise.
- Assist the Coordinator with suggestions for the development and implementation of fire management plans, strategies and policies for Council's public open space reserves and roadsides under Council's control.
- Liaise with the water authorities and local fire brigades to arrange any maintenance of fire plugs in the Shire.
- > In partnership with Council's Operations and Parks and local fire brigades prepare an annual maintenance and improvement program for Fire Access Tracks including priorities for external funding.
- > Assist in the planning and implementation of other Emergency Management plans, policies and procedures as required.

Council Plan

- > Assist the Local Laws Coordinator to ensure that priorities within the Council Plan relevant to the position's responsibility are achieved.
- > Participate in the development of the Unit's objectives.

Administration and Other Duties

- > Assist the Local Laws Coordinator identify, review and implement strategies to improve service quality and efficiency.
- > Ensure the security of Council's Assets under the control of the Local Laws Unit.
- > Investigate litter complaints and where appropriate issue infringements for breaches of the *Environment Protection Act*.
- > Attend to call outs or after hours work as required in accordance with the Mitchell Shire Council Call Out Policy and any Duty Rosters that are compiled.

Planning

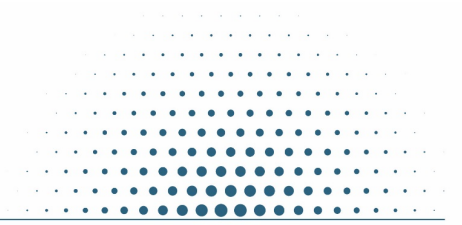
- > Ensure the Municipal Emergency Management Plan contains necessary references to the Municipal Fire Management Plan.
- > In consultation with the Municipal Fire Management Planning Committees, undertake the review of the Municipal Fire Management Plan annually and 3 years comprehensive reviews in preparation for audit.
- > Ensure community engagement throughout any strategic fire/emergency management planning process.
- > Review the Neighbourhood Safer Places Plan in consultation with internal and external stake holders as required.

Customers and the Community

- > Provide responses to the community and other parts of the organisation in accordance with the Customer Service Charter and the Mitchell Shire Councils Values and Behaviours.
- > Be responsive to the needs of differing customers and tailor communication appropriately to respond to their needs.

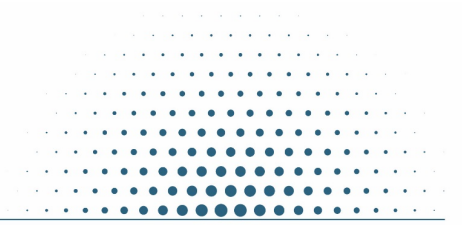
Other Duties

- > Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.



OHS and EEO responsibilities

- > Ensure compliance of all staff and contractors with respect to Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination and supports the diverse skills, backgrounds and values of others.
- > Ensure OH&S requirements are met in relation to staff and work areas under the leadership of the position, including:
- > Ensuring safe and proper work practices are employed by staff and contractors in all workplaces
- > Taking all reasonable care in the performance of duties so as to prevent injuries to self or others (including members of the public)
- > Working constructively and co-operatively and consult with elected Health and Safety Representatives in regard to workplace OH&S changes and issues
- > Reporting all injuries, accidents, incidents or unsafe conditions in the workplace and co-operating in rehabilitation of fellow employees including reasonable workplace changes and facilitating the early return to work of injured employees
- > Implementing safe work practices and procedures at all times
- > Compliance with Occupational Health and Safety regulations relevant to the tasks performed
- > Participate and complete relevant risk assessments and other OH&S documentation as required



About You

Key Selection Criteria

- Ability to demonstrate and display the Mitchell Shire Council Staff Values & Behaviours.
- Demonstrated experience in delivery of fire management & prevention, legal processes, and/or similar services, preferably in local government.
- Proven theoretical and practical knowledge of Fire Management & Prevention, Planning and Environmental legislation, policy and processes.
- The ability to be an effective team member, have a positive and flexible attitude to problem solving with the willingness to listen to the views of others in addressing problems and provide guidance to other team members.
- Excellent communication skills with an ability to plan, organise, manage time and set priorities so that organisational resources are optimised, whilst also delivering high quality customer service.

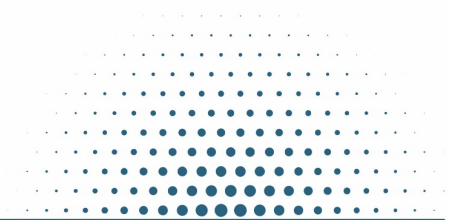
Qualifications and Experience

Essential

- Demonstrated experience in the area of fire management & prevention.
- Experience in land & environment management highly desirable.
- An understanding of the role and objectives of Local and/or State Government, experience is desirable.
- Desirable to have completed accredited CFA approved training course suitable for a Municipal Fire Prevention Officer.
- A current Victorian driver's licence.

Desirable

- Experience in Municipal Fire Prevention functions, enforcement and techniques
- Previous experience in Local Government or an understanding of the role in the community
- Satisfactory completion of appropriate industry courses



Position Requirements

Accountability and Extent of Authority

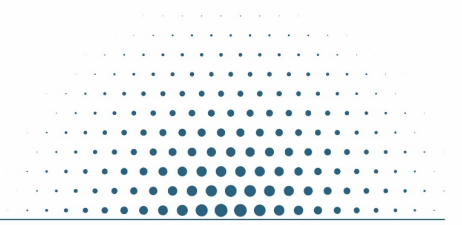
- > Authorised Officer pursuant to relevant provisions of legislation and Local Laws.
- > Authorised to issue infringement notices for breaches of relevant sections of legislation and Local Laws.
- > The Municipal Fire Prevention Officer is accountable to the Local Laws Coordinator or immediate Supervisor for the efficient implementation and operation of Municipal Fire Prevention duties.
- > The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.

Judgement and Decision Making

- > The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- > The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate.
- > Judgements made as to the nature of enforcement appropriate to various situations and circumstance.
- > Delegated power to undertake general enforcement in accordance with delegated authority, in consultation with the Coordinator.
- > Work without direct supervision; however guidance and advice are usually available within the time required to make decisions

Specialist Skills and Knowledge

- > Developed knowledge and understanding of legislation, guidelines and work practices relating to animal control, law enforcement, fire protection and road traffic control.
- > Knowledge and understanding of Occupational Health and Safety requirements and Equal Employment principles and practice.
- > Proficiency in the use of Personal Computers in particular database applications and MS Works applications.
- > A sound theoretical knowledge and practical experience in fire management and prevention, including understanding of land and environment management.
- > The ability to interpret and understand the objectives of the relevant legislation and apply practical processes to solve problems.
- > Awareness and understanding of relevant Council plans and policies and the Environmental Health, Municipal Fire Management Plan and Local Laws Business Unit Plan.
- > An understanding of local government procedures and practices (in relation to fire management & prevention, planning and environmental management).
- > An understanding and appreciation of the purpose and goals of the Local Laws Unit and the wider organisation as a whole.
- >
- > An understanding and commitment to providing a high level of customer service in line with the Customer Service Charter.
- > Knowledge of relevant computer based applications (including Word, Excel and Outlook and the municipal computer system).



Management Skills

- > Ability to plan and organise own workload in order to achieve Department objectives within set timeframes.
- > An ability to record and maintain accurate information and records.
- > Knowledge of the principles of Equal Employment Opportunity and ability to follow Occupational Health and Safety practices.

Interpersonal Skills

- > Well developed oral and written communication skills.
- > Ability to resolve disputes in a non-confrontational manner and conduct interviews with staff and clients.
- > Ability to relate to persons with differing backgrounds.
- > Absolute integrity, honesty, trustworthiness and professionalism.
- > Well developed teamwork skills.
- > Sensitive to local circumstances.
- >



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

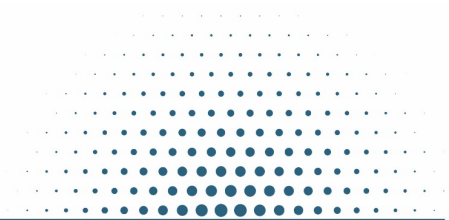
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

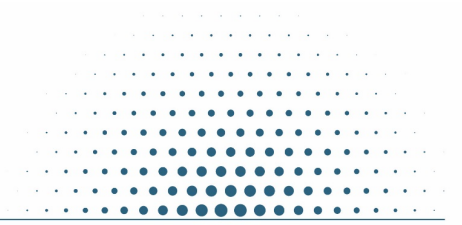
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.