



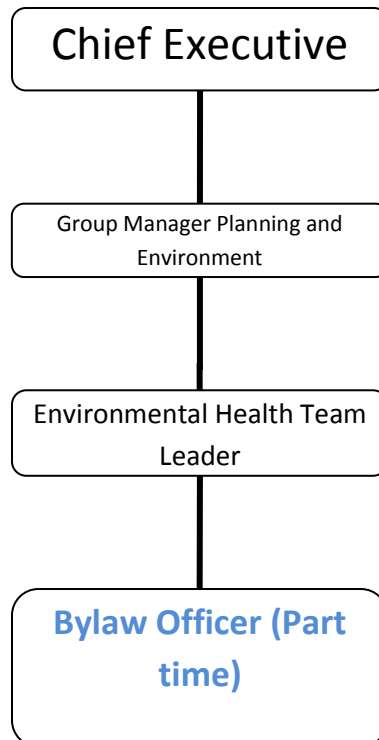
South Wairarapa District Council

Position Number: PE11

**Position Number PE11
Job Title – Bylaw Officer (Part time)**

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|---------------------------|---------------------------------------|
| Date | 4 August 2014 |
| Job Title | Bylaw Officer (Part time) |
| Group | Planning and Environment |
| Location | Martinborough Council Office |
| Responsible to | Environmental Health Team Leader |
| Responsible for | nil |
| Hours/days of work | Variable but between 15 and 30hrs/pw. |
| Grade | 11 \$40688 - \$52655 equivalent |

Job Context



Job Purpose

The South Wairarapa District Council aims to become the “best little Council” in New Zealand. The role of the Bylaw Officer (Part time) is to support the full-time Bylaw Officer both throughout the year but especially at peak work times, during leave absences (at least 5 weeks per annum) and to undertake monitoring and enforcement tasks on Council owned reserves during summer months (Dec-Feb) and during the Easter and Labour weekend holiday periods around the south Wairarapa coast.

The Bylaw Officer (Part time) will be required to carry out all duties undertaken by the Bylaws Officer relating to implementing the Dog Control Act, Dog Control Policy and Bylaw, and Council’s Consolidated Bylaws relating to nuisances and public places. The Officer will also be required to investigate (e.g. dog and stock) complaints, and provide educative material to the public in a friendly and helpful way.

Key Relationships

External

General Public including animal owners
Other Local Authorities
Police
After-Hours Service
Practitioners, SPCA and other welfare agencies

Internal

Chief Executive
Senior Management Team
Team Leader, Environmental Health
Council staff

Key Areas of Responsibility

Dog Control

- Undertake related administrative tasks under the Dog Control Act 1996 (the Act) and Council’s Control of Dogs Policy and Bylaw
- Ensure dog owners are aware of their responsibilities under the Act and Bylaw and ensure compliance when required
- Carry out investigations of dogs and dog owners where appropriate
- Maintain accurate records at all times especially for prosecutions
- Maintain Dog Register and update National Dog Database/NCS
- Maintain Impound Register
- Issue and record Notices and Infringements

Dog Registration

- Help to maintain a register of dogs within the district
- Ensure all dogs over 3 months old are registered
- Issue and record notices for unregistered dogs as directed
- Carry out inspections for prosecutions of any unregistered dogs if required

Stock Ranging

- Respond to and resolve issues where stock are reported wandering
- Impound stock as necessary

- Issue and record Notices and Infringements

Animal Impounding

- Impound stray dogs and roaming stock
- Be responsible for care and welfare of impounded animals
- Manage day-to-day operation of pound
- Keep accurate records of impounding
- Issue and record Notices and Infringements

Enforcement

- Be responsible for enforcing relevant legislation including (but not limited to) the Impounding Act, Litter Act, and enforcing SWDC Bylaws.
- Issuing and recording of infringement Notices
- Assisting with compliance activities and/or collection of evidence
- Investigating and dealing with abandoned motor vehicles
- Inspecting and reporting on overhanging trees in urban areas
- Issuing verbal or written warnings and infringements for illegal camping
- As an authorised litter control officer under the Litter Control Act enforcing the acts provisions
- Preparing evidence and attending court as a witness when required

Education

- Raising public awareness about relevant Acts and Bylaws
- Communicate to the public through education programmes the responsibilities of ownership and animal care

Council Lands

- Monitoring the occupancy and use of Council reserves and other land around the district, but particularly on the coast, which are used for freedom camping.
- Ensuring persons who freedom camp, do so in a manner consistent with Council's and the local communities expectations and all relevant rules and regulations
- Help maintain freedom camping areas so they are tidy and any facilities used by campers are sanitary
- Undertake collection of donations at each of the public reserves used for freedom camping and deliver securely to main office

Relationships

- The Bylaw Officer (Part time) role is expected to operate independently for much of the time, however the position is part of the Public Protection (environmental health) team and is required to also contribute to the wider operations of that team and in particular assist the fulltime Bylaws Officer as requested
- Develop and maintain collaborative relationships with internal and external personnel in order to resolve issues
- Provide assistance and support (where necessary) to Council's

contractors

- Ensure that the Planning and Environment Group and Council are promoted in the best possible light at all times by having a positive user focussed attitude
- Ensure that any areas of potential risk are identified and escalated to the appropriate levels (e.g. Team Leaders and Managers) in a timely manner
- Maintain and develop a network of relevant contacts and ensure that external communication channels are kept open
- Be a proactive member of the EH team and foster a positive team-oriented environment

Working Collaboratively

- Operate collegially with other Planning and Environment Group staff and staff in other groups and provide backup support for one another to cover absences and changing workflow pressures

Corporate Contribution

- Participate as a member of the SWDC team, making a full contribution to organisational initiatives
- Behave consistently with the SWDC Vision, Mission and Values
- Look for opportunities to improve systems, processes and work practices within your own position and the organisation as a whole

Council Image

- Take every opportunity to promote a positive image of Council and the Planning and Environment Team
- Represent Council and the Planning and Environment Team when appropriate at meetings
- Provide information to the general public

Financial activities and Annual Plan reporting

- Provide information on activities to assist with reporting on performance measures contained in the Annual Plan
- Advise the public on applicable fees and charges
- Ensure users are invoiced for all costs

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation.

Person Specification

Qualifications and Experience

Ability in English and Mathematics / preferably relevant NCEA qualifications

A sound knowledge of Dog Control Act, Impounding Act, Council's Control of Dogs Policy and Bylaw, Stock Control Bylaw, Camping in Coastal Areas Bylaw and other applicable bylaws would be an advantage

Current full driver's licence

Understanding of dog and stock behaviour and good animal handling skills

Firearms licence

Demonstrated ability and familiarity with common software packages (e.g. MS Word, MS Excel, MS Outlook) and ability to learn "mainframe" based system and processes (NCS)

Be able to provide an after-hours and on-call service.

Personal Capabilities

Able to work a minimum of 15 hours per week and beyond that variable hours up to a maximum of 30 hours at peak times (e.g. dog registration period July/August; coastal ranging Dec/January/ Feb – to and including Waitangi weekend; Easter) and undertake call out duties on a regular basis

Able to communicate clearly with other people and where possible minimise or avoid conflict

Able to work as part of a team, or independently

Self-motivated and prepared and able to see a task through to completion

Display composure and the ability to work calmly in difficult situations

Well grounded and able to cope with and manage stress

Get on well with other staff by displaying a supportive, positive and friendly manner

Have strong organisational skills, be able to plan work tasks and allocate time effectively

Have a good sense of what matters and be able to prioritise tasks