

SWELLENDAM MUNICIPALITY
VACANCY – LAW ENFORCEMENT & COMPLIANCE OFFICER
(Town Planning & Building Control)

(Directorate Infrastructure Services)

Salary scale T10 : R 258 336 – R335 340 per annum (plus normal fringe benefits)

Requirements:

- Grade 12;
- Post-matric qualification in Law Enforcement;
- 3-5 years law enforcement experience;
- Valid Code EB driver's license.

Job purpose:

Renders monitoring, compliance and law enforcement functions in terms of the associated standards, procedures, regulations, by-laws, legislation and specifications relating to land use planning, building control, heritage conservation, signage and the environment, by way of preparing investigative reports, drawing up and managing case files, issuing and following up on compliance notices and fines, opening police dockets and securing court orders / interdicts as necessary.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to mr Ron Brunings, Senior Manager:Town Planning & Building Control, at telephone number (028) 514 8500 / 8539.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL relevant** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) **contactable** references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 19 July 2024 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbrak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality, HR Office, 6 Rhenius Street/P.O. Box 20, SWELLENDAM, 6740 --- Tel: (028) 514 8500

A. VORSTER - MUNICIPAL MANAGER

(Notice HR 12/2024)

1.	<p>LAND USE, BUILDING CONTROL AND ENVIRONMENTAL MONITORING AND COMPLIANCE FUNCTIONS</p> <p>Initiates and co-ordinates tasks / activities associated with land use, building control, signage and environmental monitoring, and the implementation of compliance procedures (as necessary), in keeping with the requisite standards and specifications, by:</p> <ul style="list-style-type: none"> • Engaging directly with the Senior Manager Town Planning and Building Control regarding issues and cases that require action / follow-up, and to take instruction accordingly; • Undertaking physical inspections of identified sites and / or premises; • Notifying relevant stakeholders and institutions (local, district and provincial) of transgressions and the related compliance requirements; • Carrying out compliance monitoring and law enforcement actions; • Carrying out law enforcement actions in conjunction with other compliance and law enforcement agencies – as required; • Engaging with Municipal Attorneys and SAPS on compliance and law enforcement actions, as necessary; • Serving as the primary contact person for complaints and queries relating to possible / potential land use, building control, signage, heritage and environmental transgressions in terms of the applicable legislation – environmental transgressions relate to noise, air quality (pollution and odour), physical pollution, damage to biodiversity and riverine vegetation and / or any other activity triggered by the Regulations in terms of the National Environmental Management Act 1998 and the NEM: Biodiversity Act, 2004; • Providing site input on EIA Applications in terms of NEMA, and the Mineral and Petroleum Resources Development Act, and related legislation, in conjunction with the Manager Town Planning and Building Control; • Carrying out of inspections of premises in relation to unauthorized occupation – prior to issuance of Occupation Certificates; • Serving as the Municipal Air Quality Officer; in conjunction with the Manager Town Planning and Building Control; • Managing and updating the Air Quality Management Plan; • Implementing the objectives and targets of the AQMP; • Maintaining membership of the Air Quality Officers Forum; • Serving as the Municipal Fisheries Control Officer in terms of the Marine Living Resources Act, 1998; • Engaging with the Lower Breede River Conservation Trust, in relation to its activities in term of its Service Level Agreement, the Marine Living Resources Act and the Integrated Coastal Management Act, 2008; • Building Municipal awareness of environmental legislation and the impact of environmental decisions, in relation to the enforcement function; • Representing the Municipality in public meetings and in consultations in relation to environmental compliance matters, in conjunction with the Manager Town Planning and Building Control. <p>All of the above in order to ensure agreed standards, measures and specifications applicable to environmental issues are complied with.</p>	Ongoing
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2.	<p>ADMINISTRATION AND REPORTING</p> <p>Performs specific administrative tasks / activities associated with the updating and maintaining of records / information of work-in-progress and completed works, and compile relevant reports, by:</p> <ul style="list-style-type: none"> • Preparing / completing details on statutory forms and notices, verifying and approving said content in conjunction with the Manager, prior to issuing / circulation; • Preparing / collating information from field reports, inspections and contractual documentation for inclusion in case files, police dockets, statistic lists and relevant management reports; • Completing investigative reports, recording details of findings from inspections / observations, and forwarding same to management for consideration and guidance on unresolved / pending outcomes; • Monitoring compliance with administrative and reporting requirements, and direction to Manager Town Planning and Building Control; • Preparing aspects of the NEMA and EMS application assessment reports; • Reporting annually as required in terms of the Air Quality Act; • Managing, updating and addressing the Division's Transgressions List; • Reporting on environmental emergency incidents; • Reporting on building structure occupation – authorized and unauthorized; • Issuing of Compliance Notices and fines in terms of the applicable legislation and By-Laws. <p>All of the above in order to ensure that accurate operational information is maintained and made available on request, and that specific administrative reporting deadlines are complied with.</p>	<p>Reports –weekly</p> <p>Information processing/ record-keeping – Daily</p>
3.	<p>ENFORCING COMPLIANCE (LAW ENFORCEMENT)</p> <p>Enforcement of applicable Municipal By-Laws by:</p> <ul style="list-style-type: none"> • Conducting inspections of premises, checking the validity of land use and building plan approvals as well as environmental authorizations, in relation to what is occurring on the ground; • Ensuring compliance with specific By-Laws and Regulations as this relates to land use and possible land use transgressions, as well as building operations and listed environmental activities; • Attending to the documentation and notification procedures, serving notices, fines and summons', compliance orders, executing warrants of arrests and preparing statements; • Completing and submitting case files to facilitate prosecution and attending and defending specific actions in a court of law. <p>All of the above in order to ensure that statutory regulations and by-laws are enforced.</p>	<p>Ongoing</p>
4..	<p>REPORTS AND REGISTERS</p> <p>Completes specific reports, statutory documentation and registers, by:</p> <ul style="list-style-type: none"> • Recording the statements of witnesses and offenders and / or completing the details of offences / contraventions prior to issuing the Notices and / or fines; • Updating the Incident / Transgressions list and including details of the incidents and activities being attended to; • Completing procedural documentation (vehicle log sheets, time sheets, statements, inspection check-lists, etc) and inserting the appropriate details. <p>All of the above in order to ensure that laid down administrative procedures associated with functionality are complied with and specific deadlines adhered to.</p>	<p>Ongoing</p>