



POSITION DESCRIPTION

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| Position: | Local Laws Ranger Permanent Full-Time (Authority Position Number 046) |
| Award Classification: | Banding Level 5 (Victorian Local Authorities Award 2001) |
| Division: | Infrastructure and Operations |
| Department: | Healthy Environments |
| Reports to: | Coordinator Local Laws |
| Approved By: | General Manager Infrastructure and Operations |
| Date Approved: | July 2022 |

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- We are *supportive, inclusive and respectful*
- We take a *positive* approach to our work
- We commit to *safe work* practices
- We are *accountable and proactive*
- We act with *integrity*
- We *communicate* effectively
- We are *flexible and progressive*

Position Objectives

To ensure that Council:

- Has appointed an “Authorised Officer” to actively facilitate community compliance with all relevant legislation, regulations, Council Local Laws and policies (including but not limited to Local Laws, Domestic Animal and Livestock control/management, Animal Welfare, Parking Control).
- Assists with the enhancement of community safety and public amenity through an educative approach to the implementation of duties.
- Assists in the Management of the Council Pound and be responsible for the welfare of impounded domestic animals and livestock.
- Investigates complaints and breaches of legislation, regulations and Council Local Laws. Provide accurate advice to the Local Laws Coordinator and other stakeholders, practical solutions and apply penalties as required.
- Performs the functions and duties of an Assistant Municipal Fire Prevention Officer.
- Assists in the achievement of Council’s key purposes and the continuous improvement of its performance.



PART A

Key Responsibilities

Local Laws

- Provision of customer advice and information relating to local laws.
- Education of the community in relation to Local Laws.
- Enforcement of Local Laws as required.
- Dispute resolution relating to Local Laws as required.

Animal Control

- Control of wandering and nuisance domestic animals including regular patrols of problem areas.
- Operation of the Pound according to Codes of Practice, regulations and legislation.
- Process Domestic Animal Registrations, including house to house periodical inspections.
- Audit Domestic Animal Businesses.
- Investigate dog attacks and various nuisance animal and welfare complaints, provide solutions and issue infringements when necessary.
- Perform duties in accordance with Domestic Animals Act 1994, Impounding of Livestock Act 1994, Prevention of Cruelty to Animals Act 1986 and other relevant legislation/regulations.
- Control of and impoundment of wandering livestock.
- Issue of fencing compliance notices to reduce the incidence of wandering livestock.
- Issue of infringement notices for breaches of regulations/legislation.
- Transport of impounded animals to veterinarians for treatment or euthanasia.
- Manage adoption process for dogs/cats.
- Educate public on responsible pet ownership.

Parking Control

- Perform regular patrols of areas subject to parking regulation to ensure public compliance and public awareness of parking restrictions.
- Issue infringements for parking offences.
- Audit and report faulty parking signage.
- Provide updates to the Local Laws Coordinator regarding parking issues across the Shire.

Enforcement

- Make recommendations, draft reports and briefs of evidence in relation to Prosecutions for failure to observe the relevant provisions of the various Acts, Regulations and Local Laws.
- Attend Court and represent Council where required in regard to any matter relative to Local Laws, Fire Prevention or other areas relative to delegated authority.

Fire Prevention

- Assist Municipal Fire Prevention Officer with general enquiries
- Enforcement of issues pertaining to fire prevention throughout the municipality

Litter Control

- Administer and enforce all provisions as required under legislation and regulations.

General

- Preparation of correspondence in respect to the diversity of issues, functions and activities addressed by the Local Laws Unit.
- Preparation of reports as required.
- Provide relief as School Crossing Supervisor when required.
- Accompany and assist other Council staff in undertaking site inspections and meetings in respect to compliance.
- To adhere to, implement and maintain the administrative support systems within the Local Laws to facilitate better activity and information management and monitoring.
- Investigate and report on specific planning and environment compliance matters as required.
- Perform site inspections and make recommendations for various permit applications.



PART B

Classification Criteria

Accountability and Extent of Authority

The position is authorised/responsible for the following:

The Local Laws Officer is an Authorised Officer pursuant to:

- Local Government Act 2020 (1989)
- Domestic Animal Act 1994
- Prevention of Cruelty to Animals Act 1986
- Impounding of Livestock Act 1994
- Road Safety Act 1986
- Road Safety Rules 2017
- Summary Offences Act 1966
- Environment Protection Act 2017
- Country Fire Authority Act 1958
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Infringements Act 2006
- Graffiti Prevention Act 2007
- Colac Otway Shire Local Laws

For the purposes of enforcement and compliance, including the issue of infringement notices, and is:

- Authorised to act as informant in respect to infringement notices issued
- Authorised to issue permits under Local Laws
- Authorised to impound domestic animals and livestock
- Accountable for maintenance of pound
- Accountable for welfare of impounded animals/livestock
- Represent Council as informant or witness in the Magistrate's Court

And to:

- Provide advice in the area of Local Laws (Compliance) to internal & external customers.
- Generally operate autonomously when on patrol and liaise with Local Laws Coordinator where required for contentious issues.
- Provide input into Local Laws Unit policies, procedures and service plans by giving advice and comment to the Local Laws Coordinator.

Judgement and Decision Making

- Providing accurate advice and making informed decisions based on up to date knowledge and information using established procedures, practices and guidelines.
- Ability to investigate matters and solve problems independently on operational matters, with supervision not always being available.
- Exercise confidentiality, tact and discretion in carrying out duties and responsibilities.
- Providing support to the Local Laws Coordinator in the implementation of state legislation and council policies and procedures.
- Liaise with Local Laws Coordinator as required on matters that Management should be made aware of.
- Work within the framework of appropriate legislation, regulations, Local Laws and adhere to council policies and procedures.
- Observe OH&S policies/procedures and maintain safe working practices and safe operation of equipment.



PART B

Classification Criteria

Specialist Skills and Knowledge

- Ability to investigate matters, within the requirements of the role including the collection of evidence, such as conducting interviews, photography and samples for analysis where required.
- Ability to interpret and apply the relevant Acts, Regulations, Codes of Practice, Technology, procedures and practices used within the Local Laws Unit.
- Demonstrated experience in the investigation of complaints and breaches of legislation, regulations or Local Laws.
- Demonstrated understanding of animal husbandry and animal (domestic and livestock) handling skills.
- Knowledge of the rules of evidence, techniques and information for legal proceedings applicable to the Magistrates Court
- Ability to educate the community on community safety and public amenity through the provision of constructive advice.
- Competence in the use of computer systems.
- Ability to draft correspondence and prepare reports with a high level of accuracy.
- Ability to train School Crossing Supervisors and patrol school crossings as required.

Management Skills

- Ability to effectively plan, organise and manage time, including the ability to work unsupervised.
- Ability to monitor and achieve set goals.
- Proven ability to work as part of a team.
- Assist in the training of new employees.
- Ability to manage documents effectively.

Interpersonal Skills

- Well-developed written and oral communication skills and ability to prepare clear concise reports and briefs in area of expertise.
- Ability to deal with people in a calm, diplomatic and courteous manner.
- Ability to provide practical solutions to a wide range of operational problems.
- Ability to avoid conflict and deal with difficult people
- Ability to maintain networks with various council department staff and relevant external authorities.
- Ability to seek appropriate assistance or guidance in unusual and emergency situations.
- Ability to convey training and educative messages clearly to Council staff and members of the community.

Qualifications and Experience

- Certificate IV in Government Statutory Compliance, its equivalent or relevant experience in statutory and regulatory enforcement is required.
- Cert IV in Animal Control and Management, its equivalent or relevant experience in animal control/handling/husbandry and welfare of domestic animals and livestock is required.
- Experience and familiarity with the interpretation and application of legislation and regulations.
- Ability to interpret and implement the provisions of Domestic Animals Act 1994, Road Safety Rules 2017, Impounding of Livestock Act 1994 , Relevant Local Laws and other legislation and regulations.
- Municipal Fire Prevention Officer Qualification or equivalent experience in fire prevention duties including inspections is desirable.
- Current Victorian Drivers Licence essential. Towing and experience in driving 4 x 4 vehicles desirable.
- Working with Children Check, essential



PART B

Classification Criteria

Special Characteristics

- After-hours availability will be required on a rostered basis. Rostered weekend and public holiday work will be required – penalty rates will apply as per the Award.
- A Council uniform will be provided at Council's expense and the wearing of such uniform is compulsory for this position.

PART C

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into Content Manager.
- Understand records management obligations and responsibilities.



PART C

Standard Organisational Responsibilities

- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management / Business Continuity

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
- This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.
- Staff will not be seconded into roles that are beyond their existing skill sets.

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.

Key Selection Criteria

- Demonstrated ability to work unsupervised and educate the community on matters relevant to the position in a calm and diplomatic manner.
- Demonstrated ability to manage and deal with difficult people using competent negotiation skills.
- Certificate IV in Government Statutory Compliance, its equivalent or relevant experience in statutory and regulatory enforcement is required
- Cert IV in Animal Control and Management, its equivalent or relevant experience in animal control/handling/husbandry and welfare of domestic animals and livestock is required.
- Ability to investigate matters, within the requirements of the role including the collection of evidence, such as conducting interviews, photography and samples for analysis where required.
- Ability to interpret and apply the relevant Acts, Regulations, Codes of Practice, Technology, procedures and practices used within the Local Laws Unit.
- Competence in the use of computer systems and the ability to draft correspondence and prepare reports with a high level of accuracy.



- Current Victorian Drivers Licence and Working with Children Card.

Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

..... Dated: ____/____/____

Employee

..... Dated: ____/____/____

Direct Supervisor