

Position Description

Position Title	Local Laws Officer
Position No	9033
Directorate	Planning and Environment
Department	Safer Communities
Unit	Local Laws
Appointment Type	Fixed Full Time – until the 27/06/2025
Classification	Band 5
Location	Gisborne and Kyneton - all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	October 2022
Employee – Name	

Position Objective

To protect public safety and amenity of the Macedon Ranges community through education and enforcement of Council's Local Laws and relevant State legislation.

Organisational Values

Macedon Ranges Shire Council is committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

Key Responsibilities and Duties

- Provide advice and ensure compliance with relevant legislation, including: Council's Local Laws, Local Government Act, Domestic Animals Act, Prevention of Cruelty to Animals Act, Road Safety Road Rules, Road Safety Act and Regulations, Impounding of Livestock Act, Country Fire Authority Act and Regulations, Environment Protection Act, Summary Offences Act and other relevant legislation.
- Positively engage with community members to encourage voluntary compliance and conduct inspections to promptly investigate and effectively resolve alleged unlawful activity.
- Accurately detect breaches of legislation, establish facts through investigations, and take appropriate enforcement action in accordance with legislative powers and Council requirements, including issuing legal directions, infringements, official warnings, and preparing materials for briefs of evidence to instigate legal proceedings.
- Respond to complaints from the public in a timely manner providing accurate advice and information in respect of legislative responsibilities and relevant Council policies and processes. This includes the daily updating of Council

customer service databases to accurately record actions taken in response to complaints and investigations conducted.

- Participate in the Local Laws Emergency After Hours roster (approximately 1 in 4-5 weeks), providing effective services in responding to complaints regarding dogs and cats, wandering stock, danger or nuisance issues and take appropriate steps to resolve such complaints.

Local Laws Function

- Enforce Council's Local Laws and other relevant State legislation throughout the shire in line with legislative requirements and Council policies, procedures, Code of Conduct and Organisational Values.
- Maintain amenity and reduce nuisance through enforcing laws related to littering and noise.
- Impound goods, items, or equipment that have been placed or left in any public place, road or land in contravention of the Local Law.
- Provide accurate guidance and support to businesses within the municipality to ensure compliance with Council's Roadside and Footpath Trading Policy.

Domestic Animals & Livestock Functions

- Respond to reports of injured, stray, wandering or trespassing animals, conduct investigations to ensure compliance with the relevant legislation, facilitate return of lost animals, and carry out impoundment or seizure of animals in accordance with legislative powers and Council procedures.
- Conduct regular patrols in public places to ensure community compliance with the Macedon Ranges Shire Council Dog and Cat Order 2019.
- Assist with implementing priorities set out in Council's Domestic Animal Management Plan, and provide accurate advice to members of the community about responsible animal ownership and care to assist them in meeting their legal responsibilities.
- Thoroughly investigate animal care, management, and welfare issues including dog attacks, nuisance issues, unregistered and/or non-compliant Domestic Animal Businesses, and animal cruelty, determining breaches and taking appropriate enforcement action to protect the community and animals.
- Maintain the Council animal (domestic and livestock) pound facilities and transport vehicles in a clean and sanitary condition ensuring operations are in accordance with Council's procedures, legislation and relevant Codes of

Practice, including the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds and the Impounding of Livestock Act. Ensure that equipment, feed and cleaning materials are available and in working order, reporting any required maintenance or replacement in a timely manner.

- Ensure that documentation with respect to impounded animals is processed daily and ensure that if released, the required fees are paid.
- Conduct animal registration audits throughout the Shire.
- Provide feed and care to impounded animals, including assessments of health and behaviour to determine required treatment.
- Assist with auctions of impounded livestock that have not been claimed after the required period of impoundment.

Road Safety Functions

- Regularly patrol and monitor the municipality for parking related offences and issue infringement notices and/or warning notices where non-compliance issues are detected to ensure compliance, equitable access and community safety.
- Investigate abandoned vehicles taking action to impound and dispose of vehicles in accordance with legislative powers.

School Crossing Functions

- Assist with organising for school crossing supervisor relievers when staff call out, and conduct school crossing supervisor duties as required when relievers are unavailable. Assist with the monitoring of the school crossing supervisors to ensure that the required services are being provided and that school crossings are maintained.
- Conduct regular patrols of school zones monitoring for parking related offences and other safety issues.

Teamwork

- Encourage the sharing of information with team members; including general issues and OH&S issues and participate in a way that contributes to becoming an effective, efficient and customer focused team.
- Support other members of the unit in dealing with issues or complaints in a timely, efficient, and consistent manner.
- Assist in on the job training and induction with new team members.

Administration

- Issue permits and supervise the placement and conditions of those permits by 'authorised permit holders' within the municipality.
- Maintain contemporaneous notes and proper records of all investigations undertaken ensuring the Coordinator and Team Leader Local Laws are kept informed of all activities and investigations undertaken.
- Assist with information gathering for the production of reports and submissions relating to the Local Laws Unit.
- Maintain an accurate diary for the duties performed on a day to day basis.
- Collate evidence, prepare reports, take statements, and prepare relevant materials required for briefs of evidence.
- Competently attend to counter and telephone enquiries and complaints from members of the public and prepare relevant responses to issues raised in correspondence.
- From time to time carry out other administrative duties in support of the general operational requirements of the Unit.

General

- Provide excellent customer service, promoting a professional and favourable public image on behalf of Council.
- Attend training courses, seminars, conferences and meetings to continuously expand skills for maximising the performance of the position.
- Undertake out of business hours and/or weekend duties where required, or as rostered.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.

- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.
- Regularly inspect and report on PPE, animal/manual handling equipment, the animal transport vehicle, and pound facilities for hazards, damage, or inadequacy to ensure safety for self and others.

Emergency Management and Response

This is one of a number of positions which may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery. The incumbent will, therefore, be required to:

- Participate in the implementation of Council's Emergency Response and Recovery Plans as directed.
- Participate in emergency response and recovery training as directed.
- Work with Council's Emergency Management Team to ensure that all essential services across Council are supported in the event of an emergency.

In addition to the above, specific to this role you would be required to undertake the following:

- Under Council's Emergency Management arrangements the incumbent will undertake Animal/Stock Welfare response and/or recovery activities.
- Liaise with members of the Animal/Stock Welfare Recovery sub-committee where required.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the

records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Team Leader Local Laws
Supervises	N/A
Internal Contacts	Local Laws Unit, Environmental Health Unit, Emergency Management Unit, Building and Planning Unit, Customer Service Unit and Other Council Staff
External Contacts	Residents General Public Victoria Police CFA EPA Vic Roads / Regional Roads Victoria Other Councils Other State Government Authorities RSPCA Local Businesses Domestic Animal Businesses Lost Dogs Home Livestock Transporters Local Veterinarians

Accountability and Extent of Authority

- Responsible for the interpretation, enforcement and application of relevant Acts, Regulations and Local Laws and has authority to make appropriate decisions pertaining to those Acts, Regulations and Local Laws in accordance with Council's directions and policies.

- Accountable for the provision of accurate and current information to the public about matters and services relevant to the Local Laws Unit.
- Accountable to exercise appropriate discretion in the enforcement of relevant legislation in accordance with Council's Compliance and Enforcement Policy.
- Accountable for responding effectively to complaints and enquiries from the community to meet established performance measures consistent with Council's policy and procedures.
- Maintain a level of physical fitness required to undertake the duties as a Local Laws Officer.
- Provide training and coaching for staff in the Unit as required.
- Responsible for contributing to development of process and procedures for activities carried out by the Local Laws Unit.
- Freedom to provide advice to clients is set by clear guidelines and clear objectives.

Judgement and Decision Making

- This position requires the ability to use one's knowledge, experience, and industry resources to solve a range of problems using knowledge of Council's Local Laws and relevant legislation. Some decisions may have a significant effect on relationships with the community and the community perception of Council.
- Judgement and decision making may involve the determination of appropriate action or the selection of a particular option from a range of alternatives.
- Ability to solve problems of a complex or technical nature, which may not have been previously encountered, and decide on appropriate action.
- Problems are occasionally complex or technical with new situations requiring some creativity and originality using guidelines, professional and technical knowledge and past experiences.
- Guidance and advice is generally available with time available to make a choice.

Specialist Knowledge and Skills

- Sound knowledge of Council's Local Laws, other relevant legislation and associated procedures and prosecutions proceedings, including court procedures and practices.
- Demonstrated skills in care, husbandry, behaviour, and handling of a diverse range of animals in varied circumstances including domestic pets, livestock, and wildlife.
- Ability to deal with the public in customer focused service delivery and to maintain composure in difficult inter-personal situations.
- Ability to understand and effectively utilise current and related technology for investigations, enforcement, and record-keeping.
- High level organisation skills and effective records management.
- A high level of resilience with an ability to consistently and effectively deal with confronting circumstances.
- Ability to understand underlying principles as distinct from practices when interpreting regulations.
- Understanding of policies, regulations, precedents and long-term goals of the Local Laws unit.

Management Skills

- High level skills in managing time, setting priorities, and planning and organising one's own work in a fast paced environment to achieve individual targets and deliver overall unit objectives. Ability to work autonomously with limited supervision will be required.
- The ability to effectively manage workloads within a team environment and have the flexibility to effectively respond to urgent situations.

Interpersonal Skills

- Ability to interact with other staff, the public and representatives of government and other external organisations, in a way which achieves outcomes and instils confidence, respect, trust and co-operation.
- Be able to exhibit courtesy, tact and empathy when dealing with the public, listen and respond to enquiries, and to maintain composure in difficult inter-personal situations.

- Ability to maintain strict confidentiality where required.
- Excellent communication skills (written and oral) with the ability to impart information to people from varied backgrounds and with different levels of knowledge.
- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities.
- Ability to write reports and prepare external correspondence when required.
- Highly motivated with excellent investigation skills and an eye for detail.

Qualifications and Experience

- Degree or Diploma in a regulatory or animal health field with little experience or lesser formal qualifications with experience in a similar role.
- Demonstrated relevant experience in handling animals.
- First Aid/CPR
- Current Working with Children Card
- Current Victorian driver's licence

Selection Criteria

1. Degree or Diploma in a regulatory or animal health field with little experience or lesser formal qualifications with experience in a similar role.
2. Knowledge and understanding of current Local Laws, Parking Compliance and Domestic Animal related legislation, rules and regulations.
3. Proven excellent communication skills (written and oral) with the ability to impart information to people from varied backgrounds and with different levels of knowledge.
4. Experience in dealing with the public in customer focused service delivery and to maintain composure in difficult inter-personal situations.
5. Demonstrated relevant experience in handling animals.
6. An ability to manage time and plan/organise one's own work to achieve specific objectives within the constraints of resources available and set timetable.
7. Current Victorian driver's licence.
8. Current First Aid/CPR Qualification.
9. Hold a current Working with Children Card prior to commencement.
10. Willingness to undertake Pre employment medical check

Note: Appointment is subject to the successful completion of a National Police Check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.