

# Position Description

<b>Position title</b>	Local Laws Officer
<b>Reports to</b>	Supervisor Local Laws
<b>Department</b>	Community & Corporate Services
<b>Classification</b>	Level 3, Local Government Industry Award (Stream A)
<b>Last Review Date</b>	March 2021

## Position Summary

Reporting directly to the Supervisor Local Laws, this position is responsible for:

- Promoting, implementing and enforcing Council's local laws, associated legislation and Council policy to assist in the protection of the Regions amenity, safety and environment.
- Implementation of local laws and associated legislation involving animal management, regulated parking, the commercial use of roads and footpaths as well as the investigation of nuisance complaints.

## Position Specific Accountabilities

- Assess, process, and administer applications, approvals and renewals related to Local Law activities in a professional manner and within statutory time frames.
- Plan, coordinate and implement enforcement and administration activities related to Local Laws which fall within the TRC Local Laws team jurisdiction.
- Perform actions relating to animal management matters, including investigation of dog attacks, impounding and euthanasia of animals.
- Ensure appropriate record management for the section to a standard expectable for court and right to information requests.
- Adhere to processes relating to administration of applications for licenses, registrations, permits, approvals, renewals, and transfers of same in a professional manner and within statutory time frames.
- Provide responsive and timely advice to customers and other stakeholders with a focus on sound, accountable and transparent decision-making, and effective communication.

## Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including: TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009* and *Local Government Regulation 2012*, Anti-discrimination and Privacy legislation; and
- Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from the Chief Executive Officer.

## Selection Criteria

### Essential

1. Demonstrated ability to effectively work in a team environment and the ability to self-manage priorities and meet deadlines.
2. Demonstrate superior conflict management, interpersonal and negotiation skills.
3. Demonstrated skills and knowledge of local laws, including animal management legislation.
4. Demonstrated understanding of relevant legal processes including enforcement and prosecution.
5. Demonstrated experience in Local Laws enforcement (preferably in a Local Government environment) would be highly regarded.

### Qualifications

- Completion of minimum Year 10 education
- Certificate IV animal Control & Regulation ((desirable)
- Firearms licence (desirable)

## Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	



CREATIVITY



INTEGRITY



TEAM WORK

CUSTOMER SERVICE

