

POSITION DESCRIPTION

Position Title	Local Laws Officer
Position No.	199, 200, 201, 202, 543, 818, 933
Position Status	Permanent Full-time/ Temporary Full-time
Business Unit	Municipal Services
Division	Development
Classification	Band 5
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	March 2021
Approved By	General Manager Development

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Local Laws Officer supports Councils' commitment to leadership and engagement within the community by fostering greater public ownership, understanding and compliance of local and state legislation designed to maintain a high level of liveability within Wellington Shire.

ORGANISATIONAL RELATIONSHIPS

Reports to	Coordinator Local Laws
Supervises	NIL
Internal Liaisons	All Council staff
External Liaisons	Police and other emergency services, Adjoining Municipalities, Contractors, RSPCA, DEDJTR and DELWP, Animal Welfare Bureau, Animal Welfare Organisations, EPA, VicRoads, Schools and Local Veterinarians

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- High level responsibility to act in the provision of traffic and parking services within the Wellington Shire municipality.
- Responsible for the enforcement of Acts, regulations and local laws as authorised by legislation Council Delegations.
- Responsible for the management and security of livestock and domestic animal controls in public places within the municipality.
- Oversee compliance with domestic animal legislation within the Wellington Shire municipality.
- Investigate and report on animal welfare concerns throughout the Wellington Shire municipality as per legislative requirements.

Judgement and Decision Making

- Balance judgment and discretion in all decision-making processes taking into account the sensitive nature of issues.
- Work objectives are generally well defined, although some problem solving within guidelines may be required.
- Problems may be complex and require some creativity and originality in approach.

Specialist Knowledge and Skills

- High level understanding of legislation and the relevant impacts to local laws issues within the Wellington Shire municipality.
- Ability to interpret and apply relevant legislation.
- Knowledge of Wellington Shire geography, roads, localities, boundaries and townships.
- Specialist skills in investigation of compliance with acts and regulations.
- Knowledge of traffic and parking regulations.
- Experience preparing court prosecution briefs and summons.

Management Skills

- Skills in managing time, setting priorities, planning and organising own work.
- Ability to provide logical reports.
- Excellent attention to detail.

Interpersonal Skills

- Ability to gain cooperation and assistance from relevant stakeholders such as ratepayers, members of the public and council staff.
- Resilient with highly developed interpersonal, communication (oral and written) and decision making skills.
- Capable of problem solving, negotiation and conflict resolution skills.
- Confidence in presenting before a Magistrate and other Courts.

Qualifications and Experience

- Knowledge and understanding of the implementation of statutes and local laws, and issuing of permits.
- Ability to undertake robust investigations.
- Experience in animal management with Certificate IV in Animal Management (preferred).
- Physical job related requirements which may include restraining and herding unpredictable nuisance domestic animals and livestock.
- Good level of Physical fitness for heavy lifting.
- Ability to work in isolated areas on occasion.
- Ability to work after hours as rostered.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current Victorian drivers licence.
- Working With Children Check.
- Health Monitoring as required (including legislated hearing tests, immunisations, and / or medical examinations as documented in OH&S Management System Section 14 – Work Health Monitoring).

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPI's), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Respond promptly to domestic animal complaints in accordance with legislation and LGPRF permissible ranges.
- Respond to local laws emergency after-hour callouts when rostered on-call officer in line with Council processes in accordance with CPIs.
- Provide advice and support regarding Local Laws permits in line with the Customer Service Charter.
- Oversee VicRoads school crossing program to ensure all crossings are appropriately staffed
- Participate in the Local Laws infringement processes in accordance with legislated requirements and CPIs.
- Participate in the Domestic Animal Business compliance monitoring as legislated and in accordance with CPIs.
- Respond to Livestock complaints as received in accordance with the agreement with VicRoads in accordance with CPIs.
- Support fire prevention strategies as legislated and Emergency Management requirements.