

Position Description

LOCAL LAWS OFFICER

POSITION OVERVIEW

This position is responsible for the administration and enforcement of council Local Laws and the administration of the various Acts ancillary to the role. You will be required to promote the Alpine Shire as a customer-focused organisation at all times. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised and enjoyable environment.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 4 Alpine Shire Council Enterprise Agreement
Reports to:	Compliance Coordinator
Supervises:	Nil

KEY DUTIES AND RESPONSIBILITIES

Accountability and extent of authority

- Accountable to direct supervisor and manager.
- Duties performed within Council policies and procedures
- Duties to be performed under general supervision and within specified timeframes.
- Authority to liaise with internal and external customers to ensure accurate and up to date information is maintained in a timely manner.
- Accountable to supervisor for the effective and responsible provision of duties outlined in the position description.

Maintaining community peace and order

- Apply a common sense approach to the enforcement of the provisions of relevant legislation and regulations administered by Council.
- Observe and report irregularities and offences, and take appropriate action.
- Respond to job requests in a timely and professional manner

Local Laws

- Good knowledge and interpretation of Council Local Laws.
- Enforce all Council Local Laws and other relevant State legislation throughout the municipality.
- Assess and issue Local Laws permits for the Shire.
- Issue infringement where necessary and follow infringements up through the appropriate processes.

- Assist the public enquiries on local laws legislation and other relevant issues.
- Maintain accurate records for administration, evidence and reporting.
- Provide regular reporting the Supervisor/Manager.

Traffic

- Monitor and respond to car parking breaches.
- Keep accurate records relating to infringements issued and initiated prosecutions.
- Exercise excellent public relations by always remaining courteous, polite and using discretion where relevant.

Animal Control

- Enforce provisions of the Domestic Animal Management Act and any regulations.
- Issue infringements for breaches against applicable legislation.
- Maintain accurate records of all registered dogs and cats.
- Organise the euthanasia of animals that are in a condition where they would continue to suffer.
- Liaise with relevant stakeholders to facilitate the rehoming of animals.
- Maintain records of all animals that enter the pound.
- Exercise delegated powers under the Prevention of Cruelty to Animals Act.
- Impound livestock under the Livestock Act if found wandering at large or when directed by Council.
- Ensure the pound is maintained in a manner which is compliant with relevant animal welfare legislation.
- Provide regular reporting to the Supervisor/Manager.

Fire Prevention (seasonal)

- Carry out statutory tasks related to fire prevention notices.
- Issue infringement notices.
- Investigate and act on complaints regarding potential fire hazards.
- Advise and assist the Municipal Emergency Management Planning Committee (MEMPC) on fire prevention and related matters.
- Undertake systematic inspections of all private properties within the Alpine Shire to minimise fuel loads so that the risk of bushfire minimises the impact on life and property.
- Use Council's Bushfire Inspection application to its fullest extent to manage the inspection, notice and compliance elements of the role.
- Procure, engage and manage contractors when necessary to minimise fuel loads on private properties where required.
- Provide advice to the public on their obligations under the CFA Act and Planning and Environment Act to manage fuel loads and implement fire management requirements.
- Maintain an up-to-date register of complaints and actions using an appropriate system.

- Assist the Municipal Fire Prevention Officer with other fire prevention duties as necessary.

Leadership and people management

- Engender a positive culture within the Alpine Shire Council which focuses on
- cooperation, honesty and transparency.
- Successfully interact with Council employees and the public.
- Display a punctual, reliable and positive approach to work.
- Positive approach to furthering own professional development.
- Provide information to the public, and promote the Council and work related activities in a positive manner.

Other duties

- Promote Council and its activities regularly, proactively and positively.
- Positive approach to furthering own professional development.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

Judgement and decision making

- Ability to solve problems relating to key responsibilities from a range of alternative courses of action.
- Ability to exercise discretion in the application of established standards and procedures.
- Guidance is usually available from immediate supervisor or manager.
- Ability to make decisions regarding key responsibilities outlined in the position description within specified timeframes.

Management skills

- Skills in time management and the prioritising of tasks.
- Work effectively with minimal supervision.
- Proficient record keeping skills.
- Use time efficiently through planning and prioritising competing demands.
- Sound knowledge of record keeping, administrative and computer skills.

Interpersonal skills

- Sound written and verbal communication skills and ability to write reports and prepare external correspondence.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Demonstrated commitment to team work, and the ability to contribute as a team member.
- Ability to facilitate relationships and gain the cooperation and assistance of Council employees, customers, ratepayers and contractors.
- Ability to deal with the public in a confident and cooperative manner.
- Ability to deal effectively with distressed and agitated clients, calm clients and resolve problems or implement steps for resolution.
- Ability to advise the general public about the role of Council and the conduct of its activities.
- Respond positively and enthusiastically to assigned tasks.
- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.
- Be able to work independently and as part of a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.

EXPERTISE

Qualifications

- Working with Children Check.
- Relevant experience and work skills in the area of Local Laws.
- Certificate IV in local government (statutory compliance) and/or Certificate IV in animal management are desirable.
- Current Victorian driver's license.

Specialist knowledge and skills

- Understanding of the role and its organisational context including relevant policies and procedures
- Ability to manage large and small animals, including capture, transport, control and behaviour management.
- Knowledge, experience, and skill in compliance, preferably in a local government environment.
- Sound knowledge of record keeping, administrative and computer skills.
- Sound written and verbal communication skills and ability to write reports and prepare external correspondence.

- The ability to handle customer inquiries in a courteous manner whilst resolving issues.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Conflict resolution skills.
- Ability to understand and interpret relevant legislation and regulations.
- Ability to exercise initiative in the performance of duties and work with minimal supervision.

Experience

- Experience in Local Laws functions, enforcement and techniques are desirable.
- At least 12 months experience in a similar role.
- Experience in Local Government desirable.
- Knowledge of relevant legislative provisions.
- Demonstrated ability to provide high quality work and customer service.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling

- practices
- You must be able to see and hear in the normal range, with or without
- correction, and communicate well both verbally and in written form, and must be
- able to be understood
- The work environment may include uneven surfaces and up and down stairs