

LOCAL LAWS OFFICER POSITION DESCRIPTION



Position Summary

The Local Laws Officer supports the Team Leader in the administration and enforcement of Council's local laws, animal management, and compliance programs. The role acts as the senior officer in the Team Leader's absence and provides guidance to Local Laws Support officers. This position exercises independent judgement in complex enforcement scenarios and contributes to operational planning, ensuring a safe and regulated community environment.

Position Details

Title:	Local Laws Officer		
Classification:	Band 5	Position Number:	411
Category and status:	Permanent full time or part time		
Reports to:	Local Laws Team Leader		
Supervises:	<p>Provides support as directed by Team Leader to other members of the Local Laws team; being Local Law Support Officer and Pound assistant and school crossing supervisors.</p> <p>When the Team Leader is on leave or out of the office be the contact person for other Local Laws staff including the School Crossing Supervisors.</p>		
External relationships:	Community members, police, VicRoads, CFA, schools, other government departments and authorities		
Date PD approved:	April 2025		

Position Key Responsibilities

Investigate and resolve Local Law complaints	<ul style="list-style-type: none"> Investigate complaints in relation to local laws (mostly domestic animal e.g. wandering dogs, dog attacks, livestock at large and parking complaints). Provide courteous and professional advice to the community in relation to local laws and their compliance. Authorise "Notice to Comply" in cases of non-compliance and follow through until issue is resolved through compliance. Make recommendation to the Team Leader on the issuing of infringements. Lead complex investigations and make independent decisions on enforcement actions where required, including issuing infringements in urgent or high-risk matters. Provide guidance to Local Laws Support Officers in complaint handling, documentation, and resolution procedures. Prepare formal investigation reports and enforcement briefs for internal review or legal proceedings. Contribute to the review and development of local laws procedures and practices.
Animal Management	<ul style="list-style-type: none"> Impound domestic animals found at large. Follow up on un-registered animals. On occasion, provide cleaning of enclosures and feeding of animals in the absence of the Domestic Animal Pound Assistant.
Livestock Management	<ul style="list-style-type: none"> Manage wandering stock by returning stock to owners or impounding.
Patrols/inspections	<ul style="list-style-type: none"> Carry out regular patrols of areas subject to parking restrictions and issue parking fines. Carry out ad hoc patrols to identify local law issues.

School Crossing	<ul style="list-style-type: none"> On occasion, provide school crossings service in the absence of school crossing supervisor/s.
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Position Organisational Responsibilities

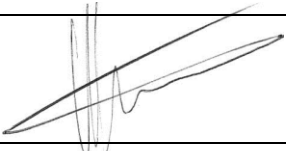
Leadership	Not applicable
Strategy and policy	Not applicable
Budget	Ensure timely payment to Local Law suppliers by promptly preparing purchase orders as needed and maintaining purchase receipts to meet financial accountability requirements.
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may, on occasion, be required to represent Council in a range of forums such as industry networks, government/agency workshops etc.
Risk management	Position is responsible for identifying and minimising risk to Council and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate and timely storage of Council records, relevant to the position, in Council's record management system.
Legislative framework	Position is accountable for Council's obligations under the following legislation: NIL
Customer Service	Position is accountable for adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council values.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for providing accurate regulatory advice, exercising enforcement powers, and managing complex investigations independently. The role is accountable for ensuring enforcement outcomes are timely, legally compliant, and well-documented. Has authority to issue notices to comply and infringement notices without referral in urgent matters, and to coordinate Local Laws operations in the absence of the Team Leader.
Judgement and decision making	The objectives of the work are well defined with relevant procedures and templates in place. Sound judgement will be required in the identification, handling and escalation of conflict situations. Guidance and advice will usually be available from the Local Laws Team Leader, Manager or Director.
Specialist skills/knowledge	<p>The position requires working knowledge of the Domestic Animals Act, Impounding of Livestock Act, and Road Safety Rules, with the ability to interpret and apply legislation independently.</p> <p>Position requires high level customer service skills with the ability to identify and negate situations of conflict. Position requires animal management skills, and skills in Microsoft Office applications, particularly outlook, word and excel.</p>
Management skills	Position must be able to manage time, prioritise, organise and plan own work and support the coordination of the Local Laws team, including rostering and allocation of patrols or investigations.
Interpersonal skills	<p>The role requires negotiation and conflict resolution skills, as well as the ability to lead team discussions and represent Council in formal enforcement proceedings when required.</p> <p>Must have good verbal communication skills and the ability to gain co-operation and assistance from community members.</p>
Qualifications/experience	Cert IV Government (Statutory Compliance) and Cert IV Animal Control and Regulation or equivalent, with a minimum of 4 years experience in a local laws enforcement role, including demonstrated experience in mentoring others or acting in a senior capacity.

Selection Criteria

Experience	At least four years experience working in an enforcement environment is a requirement.
Animal management	Previous experience working with stock and domestic animals is a requirement.
Computer skills	Experience with MS suite and the ability to record statements and enter notes into Councils systems.
Communication	Must have well developed communication skills with the ability to always provide courteous customer service
Negotiation skills	Demonstrable ability to deal with conflict situations and the ability to negotiate successful outcomes.
Qualifications	Qualifications in Cert IV Government (Statutory Compliance) and Cert IV Animal Control and Regulation or equivalent.
Environment	Must have the ability to work in a range of outdoor environments and have the ability to participate in the out of hours on-call roster.

Acceptance of Position Description		
Approved: Director Infrastructure and Development	Signature: 	Date: 30/4/2025
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description:	Local Laws Officer
Altus ECM reference:	INT20/2E7E2062
Position Description developed:	June 2022
Position Description reviewed:	November 2024, April 2025