

**CLASSIFICATION:** Band 4

**OCCUPANT:** Vacant

**DATE:** April 2025

## POSITION CONTEXT & OBJECTIVE(S):

- To provide professional, efficient and effective Traffic & Local laws enforcement in compliance with Council policies
- To assist the Local Laws team with the enforcement of the Road Safety Act, Domestic Animals Act 1994, Prevention of Cruelty to Animals Act 1986 and Impounding of Livestock Act 1994.
- To assist the Coordinator Local Laws & Emergency Management in the provision and delivery of services.

## KEY RESPONSIBILITIES AND DUTIES:

1. To competently enforce the provisions of the following Acts:
  - Road Safety Act 1986 & associated regulations this includes the management and issue of parking infringements.
  - Domestic Animals Act 1994 including the following up of dog and cat registrations.
  - Impounding of Livestock Act 1994 to ensure roads are free from wandering stock.
  - Litter Act 1987.
2. To adequately enforce Council Local Laws.
3. To assist with the operation of school crossings.
4. After hours on call work (if required)
5. Weekend patrols (if required)
6. Other duties within the skills, training and competencies of the employee.

## KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Relevant industry based course or previous on the job training / experience.
2. Ability to understand and interpret various regulations and acts.
3. Highly developed communication, organisational and time management skills.
4. Demonstrated ability to problem solve and provide guidance and assistance to staff and the public.
5. Demonstrated ability to work independently and in a team environment.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

## GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ YES

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

## ORGANISATIONAL RELATIONSHIPS:

<b>Reports to:</b>	Coordinator Local Laws & Emergency Management
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	All Council Officers
<b>External Contacts:</b>	Community

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to plan own work in advance and operate within established parameters.
- Options are clearly defined; guidance is always available.
- Controversial matters should be referred to the Coordinator Local Laws & Emergency Management.
- Understand and observe the Risk Management Policy & related procedures.
- Comply with Records Management Policies, procedures and requirements.

## JUDGEMENT AND DECISION MAKING:

- Objectives well defined and selection of systems etc. also required.
- Quantification may be required and guidance always available.

## SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge and understanding of Road Safety Regulations, Domestic Animals Act 1994, Prevention of Cruelty to Animals Act 1986 and Impounding of Livestock Act 1994 and Environment Protection Act 1984, Local Laws.
- Good public relations skills.

## MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Sound organisational skills.
- Must be able to plan own work to achieve specified tasks.
- Ability to participate in on the job training as required and requested by the Coordinator Local Laws, Traffic Fire & Animal Control.

## INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to resolve minor problems.
- Good oral and writing skills.
- Good public relation skills.
- Ability and willingness to provide guidance and assistance to other staff and members of the public.

## QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Relevant secondary education plus willingness to undertake any industry based courses - relevant significant on the job training and/or previous experience.
- Current motor vehicle license.
- First Aid Certificate (desirable).

## TERMS AND CONDITIONS OF EMPLOYMENT:

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL

# LOCAL LAWS OFFICER

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

## AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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