



# Position Description

<b>Position Title</b>	<b>Local Laws Officer (Foreshore and Audits)</b>
<b>Position Number</b>	2099
<b>Division</b>	Planning and Development
<b>Department</b>	Compliance and Amenity
<b>Team</b>	Local Laws Operations
<b>Position Status</b>	Full Time
<b>Classification</b>	Band 5
<b>Position Reports to</b>	Local Laws Operations Coordinator
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	June 2024

## Position Objective

The role of a Local Laws Officer (Foreshore and Audits) is to provide clear and concise information and guidance to the community in relation to relevant Acts, Regulations, Local Laws, Council services and policies and where necessary progress matters to enforcement in order to achieve satisfactory resolutions and outcomes. Beyond Local Law responsibilities on the Kingston Foreshore the incumbent performs a key role in auditing functions of Council, such as Domestic Animal Businesses, Declared Dangerous, Restricted and Menacing Dogs.

## Key Responsibilities

### Key Functional Responsibilities

- Over the summer period, to carry out beach patrol and Local Laws duties, including rostered weekend work during the summer period 1 November to 31 March;
- Undertake less frequent foreshore patrols during the winter period 1 April to 31 October;
- Identify and implement appropriate initiatives aimed at enhancing the amenity and safety for users of the foreshore;
- Build strong relationships with key stakeholders along the foreshore and actively engage in the delivery of community initiatives foreshore stakeholders;
- Lead Councils audits under the provisions of the *Domestic Animals Act 1994* and relevant regulations;
- Develop and maintain a professional manner when dealing with internal and external clients and members of the general public, communicating effectively and providing authoritative advice and information;
- Deliver animal management enforcement functions under the provisions of the *Domestic Animals Act 1994* and relevant regulations primarily relating particularly to the foreshore

### Secondary functional responsibilities

- Assist with inland patrols including parks and reserves to detect breaches and take appropriate action;
- Assist and relieve School Crossing Supervisors as required, in order to facilitate clear and safe traffic flow on municipal roadways;
- Collect and impound articles obstructing footways to ensure municipal footways are clear of obstructions in accordance with Council policies;

- Administer and enforce the CFA Act 1958 and Council Local Laws to control and suppress open air fires in the municipal district and issue Notices of Direction where necessary to the owners / occupiers of property considered a potential or actual fire hazard;
- Prepare Briefs of Evidence and other documentation and reports, as required;
- Investigate complaints and queries and resolve breaches of Acts, Regulations, Codes of Practice and Local Laws, administering and enforcing all relevant legislation including implementation of procedures to issues notices where necessary;
- Participate in after-hours roster duties

## Position Requirements

### 1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- NIL

The incumbent has delegated authority for:

- NIL

The incumbent is responsible and accountable for:

- Providing information, advice and guidance to internal and external clients and the community across a range of Local Laws functions with a particular focus on the foreshore and audits;
- Interpreting and applying sometimes complex and / or technical information to support quality decisions and discretionary actions;
- Providing appropriate feedback to clients;
- Gathering and collating information and data to complete investigations and reports;
- Completing reports, as required.

The incumbent has authority to:

- Administer and enforce relevant Acts, Regulations, Local Laws and Council policies at the prescribed level of delegated authority and with support, direction and supervision usually available;
- Conduct investigations;
- Professionally liaise with internal and external clients to achieve required outcomes;
- Represent Kingston in court proceedings.

### 2. Judgment and Decision Making

The incumbent is accountable for:

- Judgement is exercised within a framework of clear, well defined operational and budgetary guidelines, provisions of relevant Acts, Regulations, Codes and Council policies and procedures.
- The incumbent's decisions will have a significant effect on the performance of individual business units and the council as a whole, but are always subject to appeal or review by more senior employees.
- Freedom to act is subject to close supervision and / or clear guidelines.
- Problem solving is creative and original and applied to a range of sometimes complex or technical issues.
- Guidance and advice are usually available within the time to make a choice.

### 3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Sound knowledge of all relevant Acts and Regulations, Local Laws and Council Policies
- Ability to interpret legislation and apply legal principles
- Interview and investigation skills
- Ability to plan, organise and prioritise own work to achieve specific and set objectives within set timeframes
- Demonstrate high level ability and creativity in applying knowledge of local laws issues within the municipality
- Animal handling skills
- Skills in writing correspondence and reports in plain English
- Ability to contribute to policy development, service delivery plans and continuous improvement initiatives
- Sound understanding of the role of Local Government in facilitating opportunities for small businesses and enhancing visitor experience to the foreshore.

#### 4. Management Skills

The following management skills are required to be utilised:

- The ability to contribute to the development of team plans, recommending improvements to systems and processes to ensure effective and responsive services;
- The ability to plan and manage time and priorities
- Administer systems, including HR, EEO and OHS policies, practices and services
- Administer other relevant business processes and procedures

#### 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- High level oral and written communication skills
- Ability to show sensitivity and empathy where required;
- Ability to effectively deal with occasionally hostile or aggressive individuals;
- Excellent customer service skills in a variety of settings including working remotely within recreational and retail environments
- Assist with resolving conflict

#### 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Completion of regulatory training courses; Diploma of Justice or similar industry recognised tertiary qualification/s
- Experience in law enforcement, animal control and investigation techniques
- Experience applying effective customer service / dispute resolution strategies to achieve positive results;
- Current Full Victorian Drivers Licence

### Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<b>Values and Behaviours</b>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"><li>• We make a difference</li><li>• We show care and respect</li><li>• We take pride in our work</li><li>• We are better together</li></ul>
<b>Safe Workplace Actions</b>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&amp;S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
<b>Legislative Framework</b>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
<b>Equal Opportunity and Child Safe Standards</b>	<p>The City of Kingston is an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p> <p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+</p>

	communities, culturally and linguistically diverse persons and persons with a disability.
--	---

## Key Selection Criteria Key Selection Criteria

Selection will be based on the following key selection criteria. Reference will also be made to other skills, knowledge and attributes contained in the Position Description:

- Sound knowledge of all relevant Acts and Regulations, Local Laws and Council Policies and ability to interpret legislation and apply legal principles
- Demonstrated skills in animal handling
- Ability to plan, organise and prioritise own work to achieve specific and set objectives within set timeframes
- Commitment to continuous improvement in key role related areas including animal handling, auditing techniques and innovation through the use of mobile technology.
- Demonstrated skills in facilitating successful outcomes across a range of customer based interactions
- Significant motivation to work throughout the summer period on the foreshore reserve in a regulatory capacity

## Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Pre-employment Medical Assessment
- Driver's License valid in Victoria
- Reliable comprehensively insured motor vehicle
- Ability to work throughout the Kingston foreshore environs over extended periods

## Inherent Requirements

**Category A** – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) for further information about the inherent requirements of the role.

As some of the duties involve animal management and local law administration, it is essential that the incumbent be physically capable to perform a wide range of tasks including:

- The impounding of goods from Council land and roads;
- The removal of hazards from roads;
- Heavy lifting/carrying activities;
- Heavy pushing/pulling activities;
- Extended standing/sitting/walking activities;
- Expectation of occasional running/fast movement requirements;
- Ability to drive a utility vehicle and Side by Side vehicle;
- Extended bending/kneeling activities; and
- Being exposed to highly stressful situations

These functions may be performed during the course of normal duties from day to day.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

## Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.