



Southern Grampians
SHIRE COUNCIL

Private and Confidential

Candidate Briefing Notes for the Position of
Local Laws Officer

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

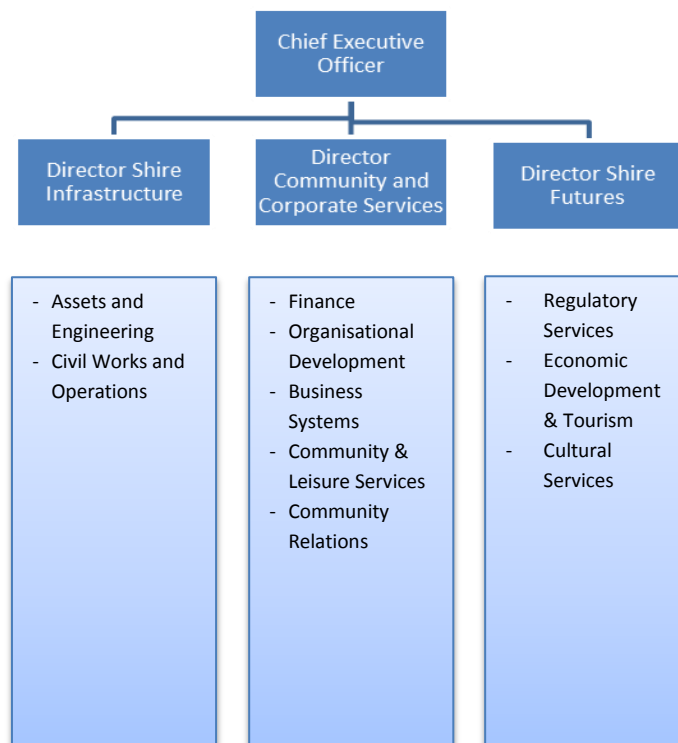
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

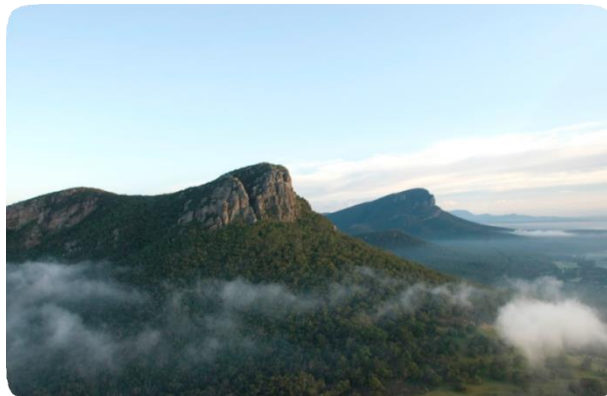
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Local Laws Officer
Classification:	Band 4
Position Number:	060 & 061
Business Unit:	Local Laws
Reports to:	Local Laws Team Leader

Key Objectives

Perform duties to ensure Council's parking operations, the enforcement of Council's Local Laws, animal control and care, the requirements of the Country Fire Authority Act 1958, Road Safety Act 1986, the Domestic Animals Act 1994, the Impounding of Livestock Act 1994, and all other relevant Acts and Regulations are administered in order to maintain peace and order within policy guidelines.

Key Responsibilities

Law Enforcement:

- Ensure the administration, enforcement and currency of all relevant Acts, Regulations, Local Laws, Codes, permits and licences within the area of responsibility;
- Ensure a proactive approach to community education to encourage compliance with Acts, Regulations and Local Laws;
- Liaise cooperatively with clients, the community, other units, Police, VicRoads, Country Fire Authority, and other relevant government agencies;
- Issue compliance and infringement notices;
- Implement Local Laws and undertake other delegated responsibilities to promote active and safe spaces;
- Respond to local laws enquiries and complaints with appropriate action in a timely, courteous and professional manner;
- Assist in the review of Council's Local Laws, and the development of new Local Laws as required.

Parking/Traffic Operations:

- Ensure that parking areas controlled by Council are patrolled as per Council requirements and that any directive or infringement notices are issued under the relevant legislation;
- Conduct minor repairs and maintenance of parking meters;
- Undertake all revenue collecting and banking duties;
- Report any vandalism of street signs etc.;
- Liaising with the general public with respect to parking enquiries.

Animals and the Pound:

- Assist with the effective and efficient enforcement of the Domestic Animals Act, Impounding of Livestock Act and applicable Local Laws in accordance with established Unit policy and procedure.
- Assist with the administrative operations and maintenance of the Council Pound, including impounding, caring for and releasing animals; record-keeping; and financial management.
- Assist in the facilitation of humane euthanasia of unclaimed animals.

Fire Prevention

- Undertake the duties and responsibilities as one of Council's Assistance Municipal Fire Prevention Officers;
- Conduct annual Fire Prevention inspections, issue compliance and infringement notices and ensure works are completed as required;
- Assist Council's appointed Municipal Fire Prevention Officer to support the implementation of the Fire Prevention Program throughout the Municipality

General

- May require after hours and weekend work;
- Represent Council on relevant committees and working groups;
- Work across the organisation to assist in service delivery, and enforcement procedures as required;
- Carry out all other duties, as directed by the Local Laws Team Leader which are within the limits of skills, competence and training.

Accountability and Extent of Authority

- May require after hours and weekend work;
- Authorised to take the necessary action and carry out normal operating procedures to ensure animals in the municipality are registered in accordance with the Act;
- Authorised to take the necessary action and carry out normal operating procedures to ensure the proper running of the pound/s;
- Authorised to issue infringements and compliance notices;
- Commit to and adhere to Council Child Safe Standards.

Judgement and Decision Making

Work objectives are well-defined, with guidance and advice available.

Specialist Skills and Knowledge

- Understanding of the principles related to Council Local Laws, the Domestic (Feral & Nuisance) Animals Act, and other relevant legislation;
- Understanding of the role and function of the traffic/local law enforcement unit;
- Ability to maintain and repair mechanical devices;
- Knowledge of the safe use of firearms;
- Good public relations skills;
- Experience in handling stock;
- Good record-keeping skills.

Management Skills

- Skills in managing own workload to achieve the objectives of the unit;
- Ability to supervise and provide on-the-job training to School Crossing staff as required;
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
 - Contribute to OHS consultation processes.
 - Prompt reporting of hazards and incidents.

Interpersonal Skills

- Excellent interpersonal skills, and the ability to prepare routine correspondence and reports;
- Ability to relate to members of the public, and to gain their cooperation and assistance;
- Ability to give clear instructions;
- Ability to discuss and resolve problems.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);
- Government/Industry Codes of Conduct;
- The Southern Grampians Shire Council Enterprise Agreement; and
- The Municipal Emergency Management Plan.

- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- ✓ Demonstrated ability to operate in Local Government as a Local Law officer or similar regulatory environment
- ✓ Excellent communication skills including the capacity to deal with conflict and aggressive customers
- ✓ A commitment to customer service Demonstrated problem-solving skills, and ability to plan preventative actions;
- ✓ Good computer literacy skills including Microsoft Office products and ability to learn industry-specific software.
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders and an ability to work as part of a team;
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters;
- ✓ Current Victorian Driver's Licence;
- ✓ Current Victorian Firearms Licence is desirable;
- ✓ A satisfactory Working with Children Check is essential.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____