



Southern Grampians
SHIRE COUNCIL

Private and Confidential

Candidate Briefing Notes for the Position of

Local Laws Team Leader

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.

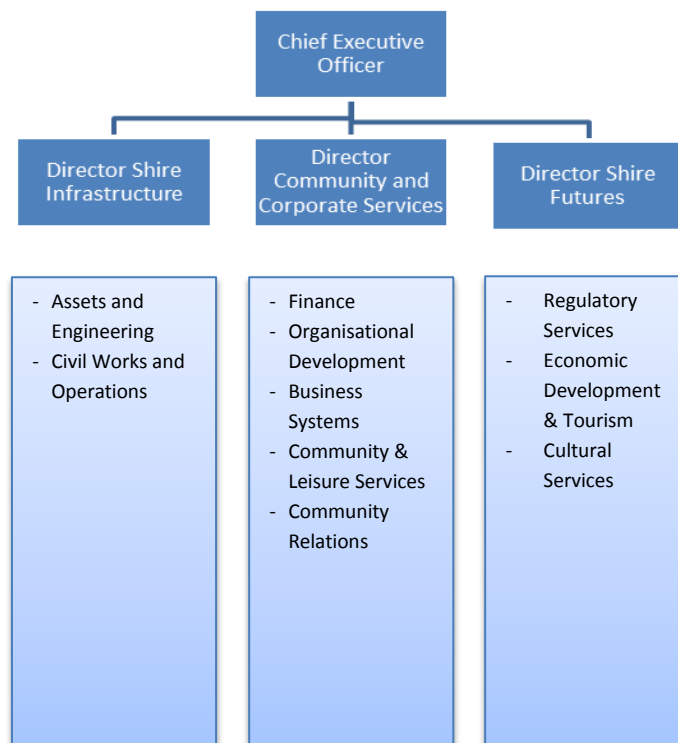
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization 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, Penshurst 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.

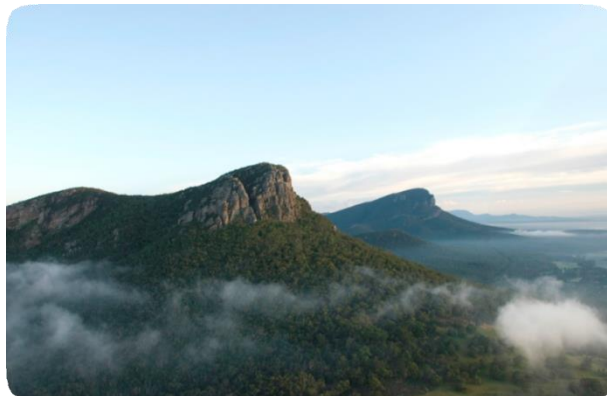
You will also be asked to provide 100 points in Identification check.

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 Team Leader
Classification:	Band 6
Position Number:	062
Business Unit:	Local Laws
Reports to:	Manager Planning and Regulatory Services

Key Objectives

The aim of the position is to lead and motivate a team that promotes a standard of civic and neighbourly behaviour, particularly at points where actions of individuals impact on others and the environment. Vibrant and active places, public safety and the protection the environment are the key focus of this role.

This position will achieve this by leading a team that problem solves, builds relationships and resolves conflict through excellent communication skills within the legal framework in the first instance. An enforcement and compliance approach is applied when necessary.

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

Unit Coordination:

- Coordinate and participate in the operation and service delivery of the functions of the Local Laws Team to ensure the statutory functions of the Southern Grampians Shire Council under the Local Government Act, Road Safety Act 1986, Domestic Animals Act 1994, Impounding of Livestock Act 1994, Local Laws and all other relevant legislation, policy and guidelines;
- Provide effective leadership to ensure supervision, support and development of the Local Laws Team, in accordance with Council policy and guidelines;
- Develop, monitor and report on the team and individual work plans to ensure the efficient use of organisational resources;
- Monitor and ensure that Local Laws team employees keep accurate records of daily activities for inclusion in Council's document management system;

- Demonstrate and foster high level interpersonal and communication skills focusing on problem solving and mediation of complaints in all areas covered by the team.,
- Initiate and assist the Manager in the preparation of annual budget, business cases and fees and charges as well as daily monitoring to ensure accurate financial and administrative records for areas of responsibility.

Local Laws & 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;
- Build relationships with clients, the community, other units, Police, VicRoads, Country Fire Authority, and other relevant government agencies in all matters relevant to the position;
- Issue compliance and infringement notices;
- Conduct internal infringement reviews and prepare briefs of evidence and other legal documentation to facilitate prosecution proceedings as required;
- Ensure that matters including infringement and compliance notices are monitored and reviewed in accordance with legislative requirements;
- Act on behalf of Council at formal court proceedings in relation to compliance matters as directed by the Manager;
- Oversee and facilitate the use of all public spaces, including Lake Hamilton, through Local Laws and 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, policy and procedures, and the development of new Local Laws as required.

Parking/Traffic Operations:

- Coordinate the effective and efficient delivery of parking services, revenue collection and meter maintenance services;
- Responsible for ensuring 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;
- Coordinate the replacement of Council parking meters as required;
- Oversee the secure and timely collection of revenue from parking meters;
- Liaising with the general public with respect to parking enquiries.

Animals and the Pound:

- Oversee the provision of 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;
- Responsible for overseeing and participating in the management, administrative operations and maintenance of the SGSC Pound, including impounding, care, release, record-keeping and financial management;
- Review and update the Domestic Animal Management Plan as required by legislation or by changing circumstances and co-ordinate the implementation and reporting requirements of the Plan;
- Oversee the investigation and enforcement and management of animal control matters authorised under relevant legislation;
- Coordinate the annual registration of domestic animals within the Shire and the follow up of breaches where appropriate;
- Oversee control of stock movements on local roads within the municipality in accordance with the Local Law, policies and procedures;
- 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.

School Crossing Supervision

- Ensure school crossings within Council's control are supervised and maintained in accordance with funding and regulatory requirements;
- Follow up and report to Police, alleged offences committed at school crossings.

Fire Prevention

- Coordinate and assist in the effective delivery of Council's Fire Prevention responsibilities;
- Undertake the duties and responsibilities as Council's appointed Municipal Fire Prevention Officer and be responsible for reviewing, updating and implementing a Fire Management Plan for the Municipality;
- Coordinate and assist in the annual Fire Prevention inspections, issue compliance and infringement notices and ensure works are completed as required;
- Ensure that a Fire Prevention Program is undertaken throughout the Municipality and attend meetings of the Municipal Emergency Management Planning Committee and Municipal Fire Management Planning Committee as Council's representative;
- Responsible for the co-ordination and annual inspection of Neighbourhood Safer Places.

General

- May require after hours and weekend work;
- Represent Council on relevant committees and working groups;
- Assist in the administration and operation of the School Crossing function;
- Work across the organisation to assist in service delivery, and enforcement procedures as required;

Accountability and Extent of Authority

- May require after hours and weekend work;
- Accountable to the Manager for performance in each of the key responsibility areas.
- Required to provide advice to clients including specialist advice, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees;
- Provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported;
- Authority to initiate legal proceedings against individuals or companies;
- Authority to represent Council in community law enforcement matters;
- Responsible for the provision of timely and sound financial forecasts to assist in budget preparation;
- Accountable for supervision of the incumbent's area of responsibility within budgetary constraints; freedom to act being set by clear objectives and/or budgets and regular reporting;
- Responsible for providing advice on policy, local law and operational developments in regard to areas of responsibility;
- Responsible for ensuring enforcement of Council's Local Laws and Acts in a manner appropriate to the circumstances;
- Required to assist management in the development of strategies, policies and procedures in the incumbent's areas of responsibility, ensuring consistency with state legislation and guidelines;
- Commit to and adhere with Council Child Safe Standards.

Judgement and Decision Making

- The exercising of discretion in the enforcement of Legislation, Regulations and Local Laws is encouraged but within a framework of impartiality, fairness and objectivity.
- Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience, possibly applying some creativity.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice will usually be available within the time required to make a choice.

Specialist Skills and Knowledge

- Demonstrated knowledge of law enforcement principles, and an ability to interpret relevant legislation and regulations and provide advice to Management as required;
- Good understanding of the Country Fire Authority Act 1958;
- Extensive knowledge of Council's Local Laws, relevant legislation and associated procedures;
- Knowledge of Disaster Recovery Plan and fire prevention, its role in the community and the key players in the plans;
- Good knowledge of emergency management principles and procedures;
- Demonstrated staff supervision skills to achieve goals and objectives of the Unit;
- Ability to maintain and repair mechanical devices such as parking meters;
- Well-developed written communication and report-writing skills;
- Knowledge of the safe use of firearms;
- Demonstrated experience in handling livestock;
- Knowledge and understanding of budgeting techniques.

Management Skills

- Skills in managing time, planning and organising own work, and that of others, and setting priorities;
- Ability to implement Equal Employment Opportunity, Occupational Health and Safety, and training and development programs for staff under his/her direct supervision;
- Ability to supervise staff and to foster a harmonious team environment;
- Responsible for ensuring the health, safety and wellbeing of self and employees.

Interpersonal Skills

- Well-developed verbal communication skills, and the proven ability to give clear and motivational instructions to staff under the incumbent's control;
- Proven ability to sensitively liaise with members of the public, and to gain their cooperation and assistance;
- Proven ability to negotiate collaboratively and resolve problems, ensuring as far as practicable, favourable outcomes for all parties;
- Capacity to interact effectively with staff at all levels in Council, and with stakeholders internal and external to the Organisation;
- Excellent public relations skills;
- Verbal communication and presentation skills sufficient to effectively deliver formal and informal presentations to the public, including at meetings.

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:

- ✓ Relevant qualifications and demonstrated experience in managing staff; animal control and care; and knowledge of law enforcement principles, including the ability to interpret legislation and regulations;
- ✓ Demonstrated experience in high level customer service;
- ✓ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- ✓ Good Communication and people skills;
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders;
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people;
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters;
- ✓ Well-developed expertise to maintain a high degree of diplomacy and sensitivity in handling of issues and requests that may impact on the organisation whilst maintaining confidentiality;
- ✓ Ability to work alone and function well leading a team environment;
- ✓ 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: _____

DRAFT