



Position Details

Hiring Manager: Nellie Montague.

Position title:	Local Laws Officer
Award Classification:	Band 5
Department:	Safety & Amenity
Division:	City Growth and Development
Date Approved:	June 2026
Approved By:	Manager, Safety & Amenity

Organisational Relationships:

Reports To:	Team Leader Local Laws
Supervises:	NA
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and developers

Position Objectives

- To investigate alleged breaches of, and where appropriate enforce Council's Community Amenity Local Law 2023 and other applicable State Legislation as required.
- To ensure compliance with the requirements of Council's Community Amenity Local Law, including Development Permits issued pursuant to the Community Amenity Local Law, and other applicable State Legislation requirements.
- Ability to exercise personal judgement within agreed standards to respond to requests within agreed timeframes having regard to personal safety and positive outcomes for the community.



Key Responsibilities and Duties

- Provide appropriate information to the public on Local Law and associated matters and ensure enforcement action is conducted in a timely, firm and courteous manner.
- Conduct investigations, inspections and activities relating to the functions of the Business Unit to ensure compliance with the Community Amenity Local Laws and relevant State Legislation.
- Act as the informant and issue Infringement Notices for contravention of the City of Port Phillip Community Amenity Local Law and/or relevant State Legislation and where required prepare Briefs of Evidence for prosecution by Council's prosecutor and give testimony in a Court of Law.
- Act in accordance with Council Policies and Procedures related to working practices including Occupational Health and Safety, EEO and other Council policies.
- Other duties as directed by the Coordinator Local Laws and Animal Management or their delegate.

Accountability and Extent of Authority

- Experience and broad understanding of Local Government procedures and State Legislation, its processes, requirements and procedures, and possess the ability to convey those requirements to internal and external clients.
- Initiative to ensure that service standards are met or exceeded and discretion to act within established operating guidelines whilst exercising all powers as authorised by Council under all relevant legislation.
- Responsible for contributing and achieving the vision, goals and targets of the Business Unit, maintaining time management schedules and ensuring tasks are completed within agreed timelines and standards.
- Ability to conduct and conclude an investigation to a final resolution and, desirably, possess the necessary skills and experience to prepare a brief of evidence for prosecution and provide evidence in any court of competent jurisdiction when required.
- Responsible for understanding and complying with the organisation's goals, objectives, policies and procedures as well as modelling, leading and supporting staff to work within organisational requirements and compliance frameworks.

Judgement and Decision Making

- Responsible for understanding and complying with the organisation's goals, objectives, policies and procedures and also modelling, leading and supporting staff to work within organisational requirements and compliance frameworks.
- With guidance from team members and/or the Coordinator, solve complex and/or technical problems with the use of original and creative thinking.



Specialist Skills and Knowledge

- Operational knowledge of Council's functions with detailed understanding of Summer Management Plan to efficiently and effectively handle the interface between Council customers, external stakeholders and Authorities.
- The physical ability to undertake the tasks associated with the activities of the Local Laws Officer.
- Ability to interpret and apply Council Local Laws and State Legislation to achieve the requirements and objectives of the service.
- Working knowledge of *Local Government Act 2020*, City of Port Phillip Community Amenity Local Laws, *Environment Protection Act 2017* and other relevant legislation.
- Knowledge and understanding of the use of personal computers and relevant software packages such as One Council.

Occupational Health and Safety

- Understand and comply with, the Council OH&S Policy, procedures and legislative requirements relevant to the position.
- Take responsibility for individual health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.
- Communicate with employee health and safety representatives and supervisors about OH&S matters.
- Proactively report any unsafe workplace practices and/or hazards and suggest injury prevention measures.
- Participate in regular training programs to improve awareness of risk management and health and safety within the workplace.
- Always perform work in a safe and appropriate manner.

Management Skills

- Effectively manage own time and set priorities to achieve deadlines in a busy environment.
- Undertake investigations, prepare reports and make recommendations whilst utilising a proactive and seamless approach to problem resolution. This may include coordinating with other Council services when applicable.
- The ability to initiate and facilitate meetings between parties to resolve disputes.

Interpersonal Skills

- Excellent conflict resolution skills, including the ability to de-escalate situations.
- Well-developed communication skills, both verbally and written.
- Ability and willingness to work as an effective member of a team.
- Ability to tactfully and empathetically deal with public complaints.
- A can do, positive attitude.



- Contribute to the development of a strong, productive and collaborative team and departmental culture.

Qualifications and Experience

- Relevant Degree or diploma is preferred, or lesser formal qualifications with work skills and relevant experience in a compliance area within Local Government.
- **Experience:** Demonstrated technical knowledge of enforcement procedures under the Local Government Act, City of Port Phillips Community Amenity Local Laws, Environment Protection Act, and other relevant legislation.
- Must have Victorian Driver's Licence and Police check.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:



- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Relevant Degree or diploma with experience, or lesser formal qualifications with work skills and relevant experience in a compliance area within Local Government.
Knowledge of *Local Government Act 2020*, City of Port Phillip Community Amenity Local Laws, *Environment Protection Act 2017* and other relevant legislation.
- Excellent communication and negotiation skills and the ability to tactfully and sensitively deal with community complaints.
- Proven experience in investigation and enforcement procedures and providing evidence at courts of competent jurisdiction.
- Proven ability to prepare reports and correspondence to a high standard of accuracy and detail, in a timely manner.
- Sound IT/Computer skills –Word/Excel/Outlook/Windows/Powerpoint, Technology One applications.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.