

Employment Information Package

Legal Officer

Position number: POS0394

Enquiries:

Name: Duncan Campbell

Position: Team Leader Legal

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Email: Duncan.Campbell@launceston.tas.gov.au

Application closing date: THURSDAY 24 SEPTEMBER 2026

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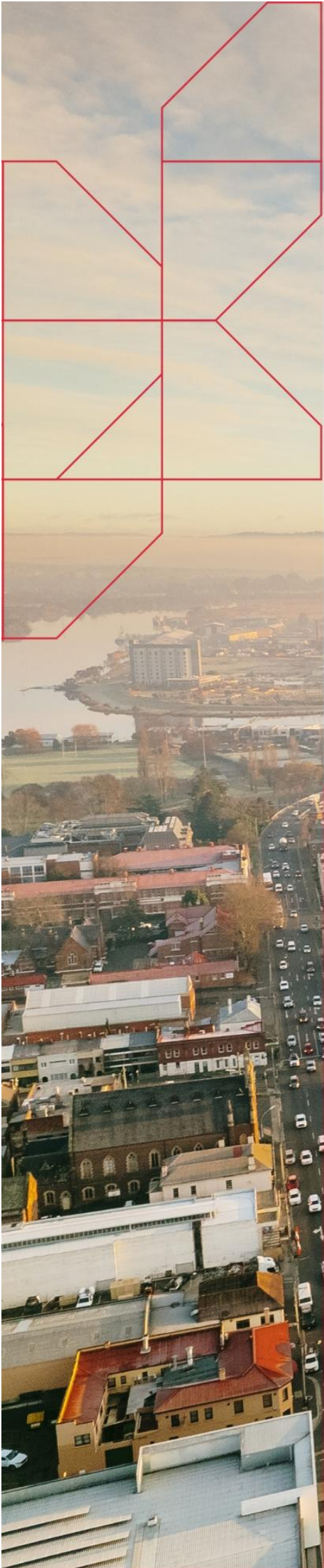
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Address applications to:

Senior Leader People, Governance and Safety
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

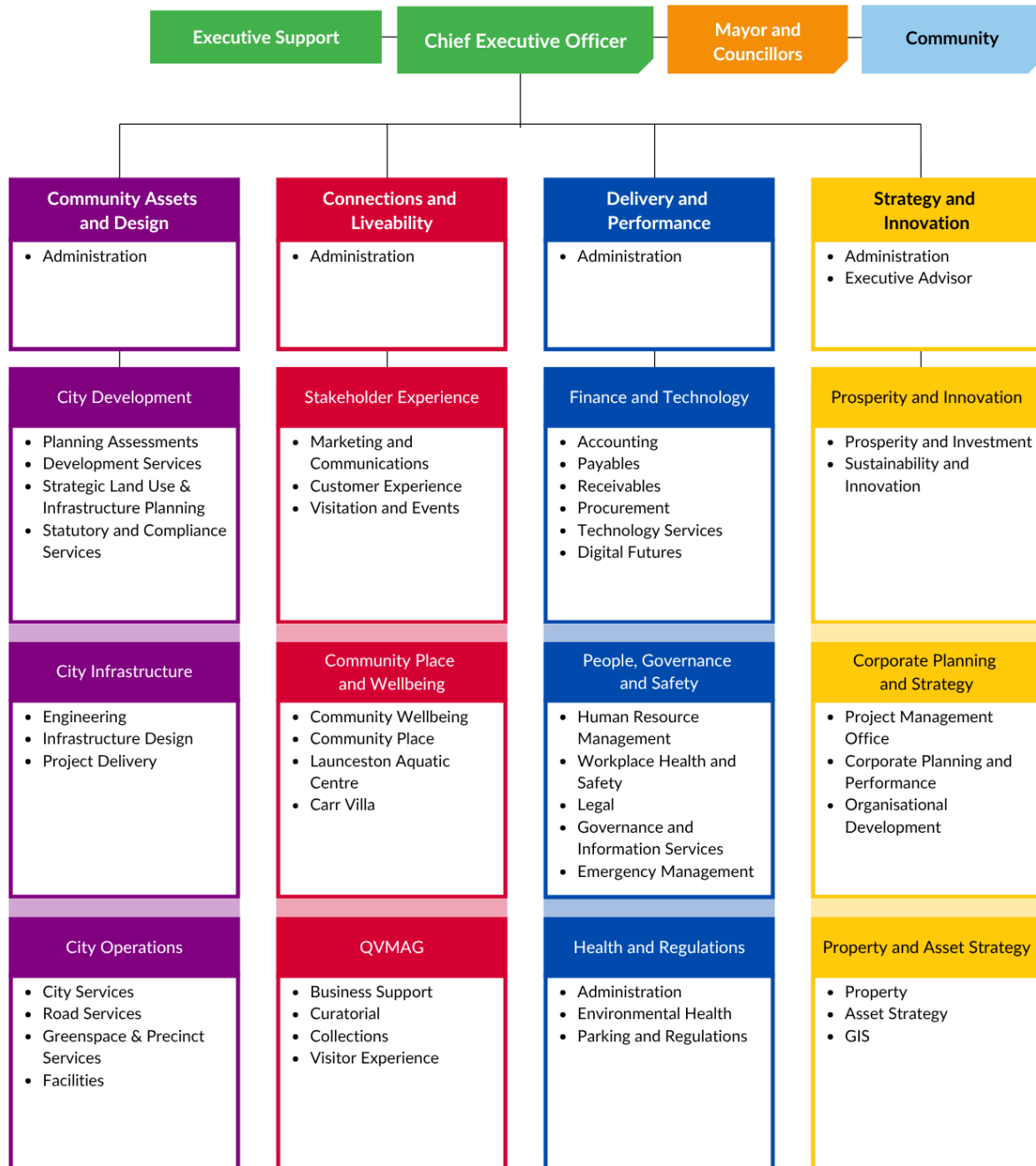
The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the Human Resources Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

- Former employees will be subject to relevant internal checks as part of the recruitment process

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

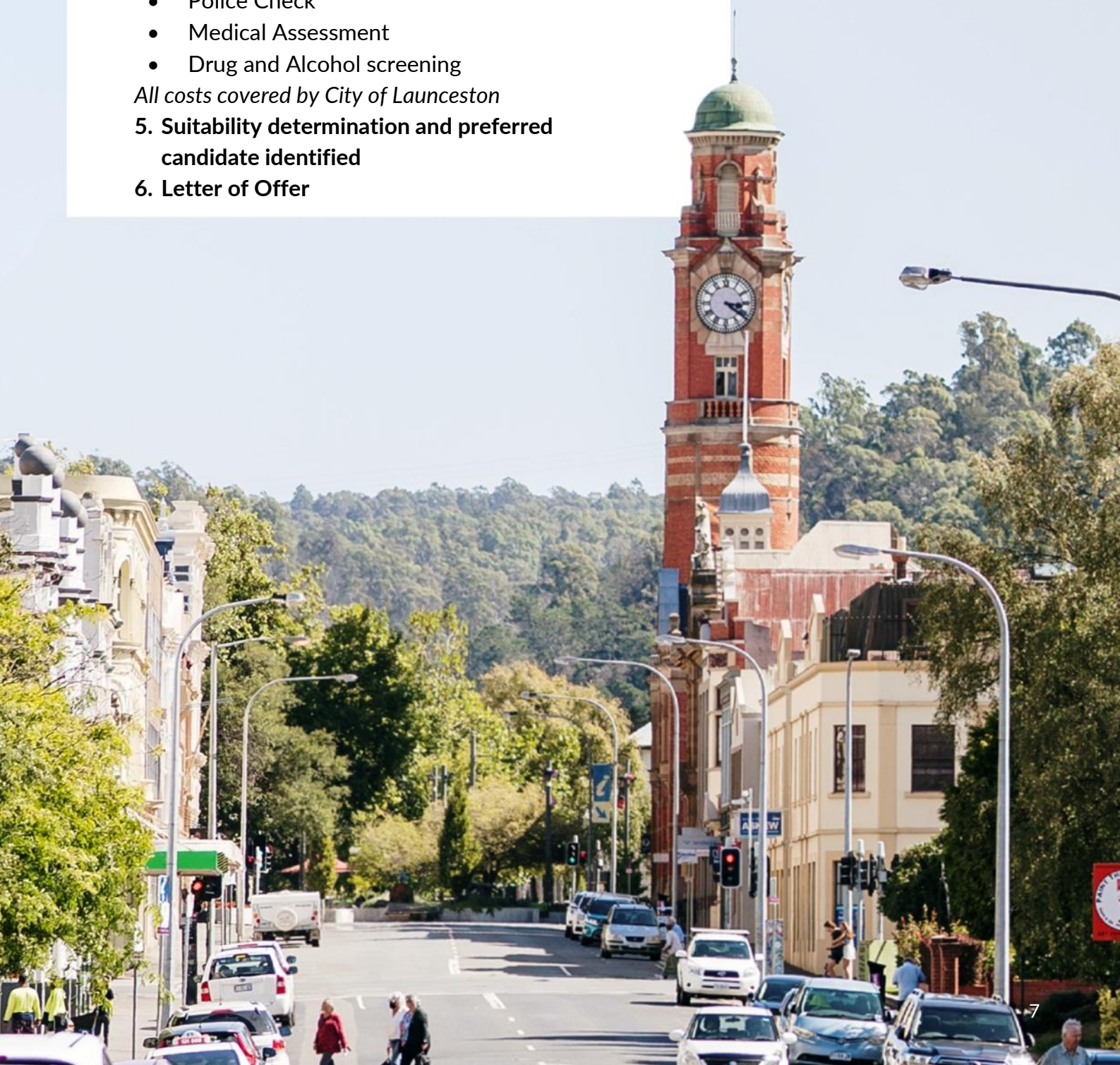
4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Legal Officer
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight, subject to operational requirements. (76 hours per fortnight)
Total remuneration	\$120,110 - \$136,706 per annum*
	<i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$104,217 - \$118,617
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to 14 weeks paid (or 28 weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long service leave:** long service leave applies after seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carers leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS0394
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POSITION TITLE:	Legal Officer
AWARD CLASSIFICATION:	6
EMPLOYEE:	Vacant
TEAM:	Legal People, Governance and Safety Delivery and Performance
REPORTS TO:	Team Leader Legal
PREPARED BY:	Duncan Campbell
DATE:	August 2026

APPROVED BY:	
NAME:	Wezley Frankcombe
POSITION:	Senior Leader People, Governance and Safety

POSITION PURPOSE (Why does this position exist)
Local Government operations are carried out under a number specific Acts and regulations as well as legislation that is generally applicable to commercial operations. This position is accountable for the provision of legal and governance advice and associated support services across a broad range of Council functions, with particular focus on governance, statutory compliance, and internal legal advisory services. The role exercises independent professional judgement in interpreting legislation and case law, and advises on complex and sensitive matters involving the Council.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. • Our people matter • We care about our community • We bring an open mind • We go home safe and well	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/toolbox meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Provision of legal advice and organisational support	Provide legal advice on and legal support to the Council and its officers, including document reviews, statutory interpretation, governance and risk considerations. Interpret and apply interrelated legislation, regulations and legal instruments to provide advice on matters administered by or affecting the Council. Develop and deliver legal presentations, briefings and information sessions to improve organisational awareness and understanding topical legislative matters relevant to the organisation's operational needs. Provide clear, accurate and timely legal guidance to Council officers, and Councillors at Council meetings, to support lawful administration and informed decision making.	Timely and accurate advice provided Presentations developed and delivered Improved organisational awareness of legal obligations. Consistent and lawful decision making across Council.

Accountabilities	Activities/Tasks include:	Success looks like ...
Right to Information (RTI) requests Ombudsman enquiries, reviews, and external investigations	Provide advice on the RTI applications and process including: - the interpretation and application of the RTI Act and associated guidelines; - preparation and drafting of draft decisions for final consideration by the principal officer or delegate - undertaking the identification, assessment and processing of information relevant to RTI requests, as required - provision of advice in relation to the suitability of active disclosures in response to particular requests Provide advice and assistance to the Council and its officers in relation to enquiries, investigations, complaints and reviews undertaken by the Ombudsman under the RTI Act, Ombudsman's Act and related legislation. Coordinate and assist with responses to Ombudsman investigations arising from complaints made by external parties, including matters relating to planning decisions, compliance action and permit related issues.	Ensure compliance with RTI and Ombudsman legislative requirements. Timely and accurate advice and assistance to the Ombudsman, the Council and its officers Responses to the Ombudsman are accurate, timely and well-coordinated. Council officers are appropriately supported throughout Ombudsman enquiries and investigations.
Land acquisition and disposal issues, and property transactions	Provide legal advice and oversight in relation to acquisitions and disposals of land, including statutory processes, contractual arrangements and risk management. Review and assist with the development and maintenance of standard templates, terms and conditions for property transactions, including leases, licences, acquisitions, disposals and related agreements. Draft and review leases and licences in collaboration with internal teams and external lawyers as required. Lead or support negotiations with landowners and liaising with external parties to progress land acquisitions and disposals in accordance with the Council's requirements. Undertake or oversee conveyancing processes and facilitate the lawful transfer of property interests, including land transferred to the Council through developments.	Property transactions and conveyancing processes are accurate, efficient and completed on time. Property transaction templates and standard terms are current, consistent, fit for purpose and support lawful, efficient delivery of leases, licences, acquisitions and disposals. Council decisions are supported by clear, sound and lawful advice.
Legal support and organisational collaboration	Provide legal input into Council led projects and initiatives to ensure legal compliance and effective risk management.	Legal risks are identified and managed effectively.

Accountabilities	Activities/Tasks include:	Success looks like ...
	Work collaboratively across Council teams and with external stakeholders to resolve legal issues and support strategic outcomes. Identify legal risks and provide clear options and recommendations to support sound organisational decision making.	Projects and initiatives are supported by sound legal advice.
Governance	Provide advice and support to Council Officers on governance matters and lead continuous improvement across the Council's governance framework, including: • assisting in the review and development of delegations • assisting with the drafting of and updates to the Council's by-laws • developing, reviewing and refining operational policies and procedures • monitoring legislative changes, assessing impacts on the Council's operations, and supporting ongoing compliance • providing clear guidance to officers on the exercise of their functions and powers	Drive improvements in the Council's accountability mechanisms, transparency and outcomes Ensure compliance with legislative obligations and best practice is maintained through the development, implementation and regular review of policies and procedures
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
- Community Focussed: considers community/customers in decision making - Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others - Create and Innovate: displays initiative & considers different ideas and perspectives - Safety Focussed: takes responsibility for own and team's health, well-being and self-care	
Position Specific	
- Excellent written and verbal communication skills, with ability to influence and negotiate with internal and external stakeholders on complex or sensitive matters - Demonstrated ability to provide legal advice involving independent professional judgement and discretion - Ability to integrate both strategic and operational considerations in determining and implementing legal outcomes across diverse areas of Council activity - Ability to present clear, accurate and authoritative advice and information to Council at Council Meetings and Workshops that supports informed statutory decision making and meets the needs of the Council, organisation and customers - An ability to work effectively in a professional team environment, contribute toward team and corporate outcomes and build collaborative relationships across the organisation.	
POSITION QUALIFICATIONS AND EXPERIENCE	
Mandatory Qualifications / Licences/Registrations	
Working with Vulnerable People Check - No	
Class C drivers licence required - No	
Required Qualifications/Experience/Skills/Knowledge/capability	
- Tertiary qualifications in law - Demonstrated knowledge and experience in interpreting the legislative framework within which Council operates - Experience in advising on or managing sensitive matters within political and senior management environments, exercising sound judgement and professionalism	
Desired Qualifications/Experience/Skills/Knowledge/capability	
Public speaking experience	

REPORTING STRUCTURE	
Leader	Team Leader Legal
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Council officers, including the Chief Executive Officer, Executive Leaders and Senior Leaders, Team Leader Legal	Providing advice to Council officers on the interpretation, application and administration of legislation, regulations, and related laws and instruments as administered by or affecting Council
Governance Team	Is supported by and provides advice to the Team
External	Nature of Relationships
Land Titles Office	Liaises with relevant office holders to ensure dealings are registered as required
Lawyers, surveyors and other professionals	Advice is obtained as required under the general guidance of Team Leader Legal
State Revenue Office	Online property transactions
Ombudsman	Liaises with the Office of the Ombudsman around RTI reviews and related matters

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$ 2000

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.

