



LOCAL LAWS OFFICER / TOWN RANGER

Sitting in the stunning Southwest Queensland, a stone's throw from the NSW border and a short sidestep (or two) to the South Australia border, the Paroo Shire comprises of four towns, Cunnamulla, Eulo, Wyandra and Yowah.

We are inviting you to join us as our new Local Laws Officer / Town Ranger, in creating a vibrant, progressive and sustainable community.

As a Local Laws Ranger, you will be:

- communicating with members of the public to educate them on various State and Council regulations, sometimes in difficult situations to achieve positive compliance outcomes
- undertaking investigations and initiate enforcement action responsibly, including issuing fines and seizing animals in sensitive situations, to deliver on public safety expectation whilst being an ambassador for Council
- keeping a comprehensive record of all customer engagements, interviews and compliance actions

This role is responsible for, as an Authorised Officer of Council, the effective management, control and compliance with Council's Local Laws, subordinate Local Laws and Domestic Animal Management. The position manages the regulatory aspects of the care for animals and engages with internal and external stakeholders regarding education and enforcement programs.

As the Town Ranger, you'll play a crucial role in ensuring the delivery of the Shire's Community Compliance programs. Your ability to remain calm and objective, with excellent communication skills, will enhance the amenity and safety of our community by ensuring community compliance with Local Laws, and relevant State Government legislation. Staff deliver on initiatives that have a tangible impact on the daily lives of residents.

If you would like further information, please contact:

Denise O'Brien, Manager Human Resources on 07 4655 8400.

You can email your interest directly to Denise at hr@paroo.qld.gov.au

[Or download directly from our website at
Employment Vacancies – Paroo Shire Council](#)



POSITION DESCRIPTION

LOCAL LAWS OFFICER

Position Number:	606, 607	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	Negotiable	Employment Type:	Permanent Full Time
Department / Team:	Community Support and Engagement / Rural Lands and Compliance		
Reports to:	Rural Lands and Compliance Supervisor	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



Position Objectives

The Local Laws Officer is responsible for, as an Authorised Officer of Council, the effective management, control and compliance of enforcing Council's Local Laws, subordinate Local Laws and Domestic Animal Management. The position manages the care for animals and engages with internal and external stakeholders regarding education and enforcement programs.

Key Responsibilities

- Perform duties as an Authorised Officer of Council, including but not limited to:
 - Enforcing local law and relevant legislation, including the issuing of infringement notices.
 - Humane euthanasia of animals using firearms.
- Issue infringements for breaches of legislation and relevant regulations, including but not limited to on-the-spot fines for the keeping and control of animals and relevant legislated requirements for compliance and domestic animal control.
- Organise the euthanasia of animals that are in a condition where they would continue to suffer.
- Liaise with and maintain productive working relationships with Lucky Paws or other agency such as RSPCA for the rehoming of animals.
- Liaise with residents regarding animal management and allotment management matters and prepare documentation where required.
- Investigate alleged breaches of the Local Laws, particularly complaints relating to animal management and overgrown and unsightly allotments and ensure appropriate enforcement action is taken, using conflict resolution skills to attain desired outcomes.
- Conduct inspections and investigations into alleged breaches of relevant legislation and laws, prepare concise and accurate evidentiary reports for compliance matters and provide evidence in a court of law as required.
- Issue correspondence, compliance notices and penalty infringement notices for breaches of relevant State Government legislation, Local Laws and subordinate Local Laws.
- Ensure relevant regulations are enforced in a consistent and fair manner and appropriately follow up on inspections, complaints and programs.

- Implement the requirements of Council's Local Laws relevant to the keeping and control of animals including the destruction of animals in accordance with policies and guidelines. (*Model Local Law No. 2 (Animal Management) 2010 Version 1.2*)
- Ensure animals in Council's control are treated humanely in line with operational procedures and have their physical needs cared for.
- Build community understanding of compliance and regulations by providing information, support and education programs.
- Receive and assess license and permit applications.
- Ensure accurate and timely record keeping using the Microsoft Office suite, Data Management Software and Council's Animal and Property register/databases.

Qualifications, Skills and Experience

Succes Factors

- Certificate IV in (Local) Government: Statutory Investigation and Enforcement or ability to acquire and/or experience in Local Law investigation, enforcement and animal control.
- Authorised Persons accreditation, or ability to quickly acquire.
- 'C' Class Queensland Drivers Licence or higher.
- Queensland Firearms Licence or ability to acquire.
- Current vaccines (or willingness to obtain) – Tetanus, Q Fever and Hepatitis A&B.
- Pre-Employment Health Assessment and National Police Check.
- Demonstrated understanding of relevant legislation and ability to interpret and apply in an enforcement sense.
- Proven ability to handle complaints effectively and conduct inspections and investigations of regulatory matters and ability to use sound judgement to make the best decision based on information gathered and analysed.
- Proven experience in animal control and behaviour including ability to collect, impound and care for animals.
- Demonstrated good oral communication and interpersonal skills and good interview, negotiation, conflict resolution, problem solving and liaison skills.
- Demonstrated ability to plan and organise tasks/work to meet objectives of the role.
- Ability to operate remotely when out in the field and act as an independent operator.
- Demonstrated ability in the use of the Microsoft Office suite, document management systems and databases e.g. Animal Register.
- Ability to work on an "on call" roster to participate in Council's "After Hours On-Call" service, as required.
- Ability to, on rare occasions, work outside usual/core hours (e.g. weekends, after hours, overtime) as required.)

Desirable

- Experience in a similar role in regional, remote or local government environment.
- First Aid Certificate.
- Current Blue Card or ability to obtain

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____