



## Paroo Shire Council Position Description

<b>Title:</b>	Local Laws Officer
<b>Award:</b>	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
<b>Level:</b>	6
<b>Department:</b>	Community Support & Engagement
<b>Location:</b>	Cunnamulla

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### Position Objectives

As the Local Laws Officer you are to enforce local laws in a variety of areas. Manage and care for animals in Council's area of responsibility. Communicate within Council and to external stakeholders regarding education and enforcement programs.

### Reporting Arrangements and Delegations

- This role reports directly to the Rural Lands Compliance Supervisor and is a part of the Community Support & Engagement.
- This role will require you to perform duties as an Authorised officer of Council, including but not limited to:
  - Enforcing local laws, including the issuing of infringements
  - Humane Euthanasia of animals using firearms

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### Key Selection Criteria

1. Demonstrated numeracy, written and verbal communication skills sufficient to complete paper work, read safety instructions, plans, and to effectively communicate with the public and team members;
2. Demonstrated experience in undertaking manual tasks in a safe manner;
3. Demonstrated industry skills and experience in the application of local law compliance activities;
4. Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment;
5. Demonstrated computer skills and competency associated with the position, such as the ability to use Microsoft office suite, Magiq Software.
6. Demonstrated all local laws are enforced in a consistent and fair manner;
7. Demonstrated appropriate follow up action on inspections, complaints and programs;
8. Demonstrated all animals in Council's care are treated humanely and in line with operational procedures;
9. Ability to provide a high level of communication and customer service to the community and all workers at Council; and
10. Ability to undertaking their work in a safe and healthy manner and complying with Council policies and procedures.

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### Skills and Experience

- Demonstrated understanding of relevant legislation and ability to interpret and apply in an enforcement sense;
- Proven experience in animal control and behaviour;
- Communication and Customer Service Good Interpersonal and leadership skills with the ability to motivate, educate and influence the community and other stakeholders to achieve positive outcomes;
- Proven ability to work under limited supervision, handle complaints effectively and conduct investigations where required;
- Experience in regional, remote or indigenous local government in a similar role would be highly regarded;
- Developing knowledge of statutory requirements relevant to the work area;
- Knowledge of procedures, policies and operational methods of the work area;
- Good interview, negotiation, conflict resolution, problem solving and liaison skills;
- Ability to operate remotely when out in the field and act as an independent operator as required;
- Ability to communicate with others verbally and in writing to meet requirements of the role;
- Ability to plan and organise tasks/work to meet objectives of the role;
- Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role;
- Ability to identify, understand and manage risks so that work can be delivered safely and to required standard;
- Ability to adapt to changing work environments, technology, work priorities and organisational needs.

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## Qualifications

### Essential

- Demonstrated industry skills and experience in the application of local law compliance activities;
- Ability to legally operate a motor vehicle under a 'C' Class Manual Queensland Drivers Licence or higher;
- Current **Queensland Firearms** Licence or ability to obtain;
- Current vaccines (or willingness to obtain);
- Excellent oral communication and interpersonal skills;
- Proven conflict resolution skills;
- Ability to conduct inspections and investigations on a community level;
- Excellent computer skills;
- Ability to exercise confidentiality, sensitivity, reliability and honesty;
- Ability to work on an "on call" roster to participate in council's "After Hours On-Call" service, as required;
- Issue correspondence, compliance notices and penalty infringement notices for breaches of relevant State Government legislation, Local Laws and subordinate Local Laws; and
- Statutory Investigation and Enforcement (or related discipline) and/or experience in Local Law investigation, enforcement and animal control.

### Desirable

- Current First Aid Certificate;
- A compliance or investigation-based qualification such as a Certificate IV in Local Government will advantageous; and
- Knowledge of relevant issues and applicable legislation/regulations.

## Key Responsibilities and Duties

### Local Laws

- Plan and manage the day-to-day activities of the Local Laws and Animal Management department;
- Actively promote an understanding of and compliance with Local Laws by providing information, support and community education programs;
- Undertake an active enforcement role for breaches of Local Laws, such as issuing on the spot fines or infringement notices, including but not limited to the keeping and control of animals and relevant legislated requirements for compliance and domestic animal control;
- Investigate alleged breaches of the Local Laws, particularly complaints relating to animal management and overgrown and unsightly allotments with appropriate enforcement action taken.
- Assist with financial and operational planning to ensure the best utilisation of resources both internal and external;
- Conduct inspections and investigations into alleged breaches of relevant legislation and laws;
- Issue correspondence, directions, compliance notices and Penalty Infringement notices for breaches of relevant state legislation, local laws and subordinate local laws;
- Receive and assess license and permit applications;
- Respond to customer complaints and investigate proactive detection's;
- Build and maintain relationships with customers, including residents, retailers, business people and visitors;
- Use conflict resolution skills to attain desired outcomes;
- Prepare concise and accurate evidentiary reports for compliance matters; and
- Provide evidence in a court of law.

### Animal Management

- Implement the requirements of Paroo Shire Council Local Laws relevant to the keeping and control of animals. In some cases, this requires the destruction of animals in accordance with all policies and guidelines; and
- Ensure all animals in Council's control are treated humanely and have their physical needs cared for.

### Communication and Customer Service

- Liaise with residents regarding animal management and allotment management matters and prepare documentation where required;
- Actively participate in combined activities with other councils and stakeholders and their representatives; and
- Promote, educate and enforce local laws and programs within Council and to the Paroo Shire Community.

### Work Health and Safety

- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee;
- Undertake all Local Laws Activities in a safe and healthy manner, including when handling animals or firearms; and
- Be willing to call out unsafe or unhealthy behaviour when needed.
- Undertake other tasks up to and including your competency and level as directed by your Supervisor.

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## ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

**Ethical Behaviour**

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

**Customer Service**

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

**Teamwork and Participation**

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

**OTHER INFORMATION**

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

**PHYSICAL REQUIREMENTS**

<b>SEDENTARY WORK</b>								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
<b>WORK ENVIRONMENT</b>								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<b>PLANT OPERATION</b>					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
<b>SPECIFIC ACTIONS REQUIRED</b>				<b>AUDIO – VISUAL DEMANDS</b>		<b>REPETITIVE MOTIONS</b>		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/>	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/>	<input type="checkbox"/> Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/>	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/>	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/>	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<input type="checkbox"/> 6-8 hrs				

**POSITION DESCRIPTION ACCEPTANCE**

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

*Employee Signature.....*

*Employee Name.....*

*Date.....*

*CEO Signature.....*

*CEO Name.....*

*Date.....*