



Regulatory Officer - Compliance

Position Description

Incumbent:	VACANT
Position Number:	7022
Directorate:	Corporate Services
Team:	Local Laws/Rural Lands
Position Status:	Fulltime
Classification:	QLGIA (Stream A) Level 3
Current Level:	
Reports to:	Local Laws/Rural Lands Supervisor
Accountable for:	Nil
Location:	Longreach
Revised:	June 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The primary role of this position is to provide an efficient and effective service in relation to compliance with Council's Local Laws, Policies and other relevant Legislation such as *Animal Management (Cats and Dogs) Act 2008* and *Water Supply Act 2008*.

Position Responsibilities

- Effectively undertake the functional operations of the Local Laws area and ensure adherence to and compliance with regulatory matters related to - town common management, animal control, overgrown and unsightly allotments, illegal watering, illegal camping, and signage.
- Provide a high level of customer service to the general public and stakeholders, including responding to public enquiries and complaints.
- Respond to public enquiries in a timely manner.
- Treat the general public and stakeholders in a tactful, courteous and empathetic manner.
- Provide a positive and professional image for Council.
- Adopt a work ethos centred on the approach of “Awareness-Education-Compliance-Enforcement”
- Take accurate notes and make thorough records of dealings with the general public, residents/ratepayers, landholders, and stakeholders.
- Assist with community educational programs to schools, groups, and members of the public.
- Complete vehicle maintenance logs and report service and maintenance requirements.
- Conduct patrols, investigations and actions for breaches of Council's Local Laws, *Animal Management (Cats and Dogs) Act 2008*, *Water Supply Act 2008*, *Biosecurity Act 2015*, and *Local Government Act 2009* on all Council-controlled land.
- Follow up investigations relating to compliance notices.
- Assist and participate with litigation processes as necessary for enforcement actions in the relevant courts.
- Obtain and record witness and complaint statements.
- Produce reports relevant to work tasks and as required.
- Operation and maintenance of Council's Animal Management Facility, including feeding, cleaning and maintenance.
- Undertaking or arranging the destruction of pest animals, unclaimed/surrendered domestic animals, and injured livestock.
- Conduct seizure and impounding of animals, as required.
- Keeping and handling of domestic animals and livestock.
- Participate in systematic or selective approved inspection programs.
- Carry out monitoring to identify overgrown land within designated towns.
- Conduct investigations and actions where required in relation to breaches of Council's Local Laws with respect to overgrown and unsightly allotments.
- Conduct investigation of complaints in relation to illegal camping.
- Conduct patrols of Council-controlled camping grounds, and ensure compliance in relation to camping on Council-controlled land, stock routes, road reserves, and public spaces.
- Conduct patrols, investigations and actions where required in relation to unauthorised use of Council-controlled land.

- Conduct investigations and actions, including enforcement, relating to the *Environmental Protection Act 1994*, including depositing litter and illegal dumping on Council-controlled land and in public spaces.
- Monitor and enforce the Election Signage Policy and Local Laws relevant to advertising signage and devices.
- Monitor, patrol, conduct investigations and take actions where required in relation to breaches of the *Water Supply (Safety and Rehabilitation) Act 2008* with respect to water restrictions imposed by Council.
- Operate body worn cameras as required when conducting duties, in accordance with legislation and Council's Policy and Procedures.
- Assist with annual work-program priorities for Local Laws unit in accordance with adopted budget provisions.
- Assist with the implementation of Council's adopted Plans and Strategies.
- Assist Council in conducting 1080 baiting campaigns and associated tasks.
- Assist with identifying, monitoring, controlling all pest plants within the Longreach Region.
- Assist with implementation of Town Common Management Plan.
- Ability to work on a rotating roster for after hours on-call, and overtime as required.
- Work outside the usual span of hours and on weekends will be required from time to time.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Position Requirements

Skills

- Demonstrated strong communication skills with the ability to deal with all levels of the organization and members of the public.
- Demonstrated ability to deal with customers in a tactful, empathetic and courteous manner.
- Ability to prioritise and manage own time and meet critical timeframes.
- Strong attention to detail and record keeping skills.
- Ability to effectively exercise sound judgement in relation to enforcement procedure.
- Ability to work within a team environment.
- Ability to identify pest plants and pest animals
- Ability to safely use chemicals and poisons
- Developed analytical, problem solving ability and negotiation skills.
- Sound computer skills and experience in the use of Microsoft software packages, with an ability to learn and use new systems.
- Sound technology skills, including experience using a smart phone, iPad, apps, Outlook email.

Knowledge

- Demonstrated knowledge in the requirements of handling and keeping of domestic animals and stock.
- Knowledge, or the ability to gain knowledge, of Local Government functions, roles and processes.
- Knowledge of *Animal Management (Cats and Dogs) Act 2008* and *Water Supply Act 2008* as well as other relevant legislation where necessary.
- Knowledge of Council's Local Laws and Policies.

Mandatory Experience/Qualifications

- Possession of a “C” class licence is essential.
- Current Queensland Firearms licence or the ability to obtain.
- Experience in handling and keeping of domestic animals and livestock.
- Experience in the safe operation of tools and equipment associated with the tasks stated for this position.
- Working with Children Blue Card or ability to obtain.

Desirable Experience/Qualifications

- Certificate III Local Government (Regulatory Services) or higher relevant qualification
- Experience and participation in a “1080” baiting campaign.
- Enforcement/regulatory experience in a similar role.
- Chemical application and distribution certification, or the ability to obtain.
- Experience or training in the use of Body Worn Cameras.
- Experience or training in the identification of various breeds of cats, dogs, and other animals.
- Experience or training in conducting investigations and enforcement actions relating to compliance.
- Experience or training in conducting investigations relating to dog attacks will be highly regarded.
- Experience in reading, interpreting and applying relevant legislation and Local Laws.

Delegations and Authorisations

Vehicle Authorisation

A vehicle authorisation for Commute Use and ‘On-Call’ Commute Use is assigned to this position. Please refer to Councils Vehicle Policy for details of Councils guidelines on vehicle usage.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 150kgs


Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;

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15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
 16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Kimberley Dillon, Acting Director of Corporate Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	