



Regulatory Officer - Rural Lands

Position Description

Incumbent:	VACANT
Position Number:	7024
Directorate:	Corporate Services
Team:	Regulatory Services
Position Status:	Full Time
Classification:	QLGIA (Stream A) Level 3
Current Level:	
Reports to:	Regulatory Services Supervisor (Compliance and Rural Lands)
Accountable for:	n/a
Revised:	August 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 Regulatory Services Officer – Rural Lands will be responsible for the effective and efficient monitoring and maintenance of facilities relating to Rural Lands and the *Stock Route Management Act 2016* within the Local Government Areas of Longreach Regional Council. This includes the implementation, maintenance and management of Council's Stock routes and rural land activities, including land and environmental protection.

Position Responsibilities:

- Provide a high level of customer service to the general public and stakeholders, ensuring interactions are in a tactful, courteous and empathetic manner, providing a positive and professional image of Council.
- Respond to public enquiries and complaints in a timely manner, ensuring that records of interactions with the general public, landholders and stakeholders are accurate and correctly maintained.
- Operate body worn cameras as required when conducting duties, in accordance with legislation and Council's Policy and Procedures.
- Provide advice to the Land and Pest Management Advisory Committee and any other relevant interest groups and/or committees.
- Assist the wider regulatory services team to develop and deliver community education programs and communications, adopting a work ethos centered on the approach of "Awareness-Education-Compliance-Enforcement".
- Assist with the development, implementation and review of both Longreach Regional Council's Town Common Management Plan and Stock Route Management Plan.
- Assist in the development, implementation and review of relevant Property Pest Management Plans.
- Identify and control - all declared and emerging pest plants within the Longreach Region, including recording and maintaining GIS data relating to identified pest animal and weeds.
- Coordinate and participate in musters of the town common as directed.
- Conduct periodic and timely inspections and monitoring of Stock Route facilities, including undertaking basic maintenance of watering facilities and fences along Stock Routes.
- Complete maintenance of boundary gates and fences on relevant Council-controlled land.
- Coordinate the issuing of travelling stock permits, agistment applications and permits and where required issue invoices for relevant permit and agistment fees.
- Monitor livestock, landholders, community and drovers utilizing the stock routes.
- Participate in 1080 baiting campaigns and assist with associated tasks in coordinating bating campaigns.
- Undertaking or arranging the destruction of pest animals, unclaimed/surrendered domestic animals, and injured livestock.
- Complete or follow-up investigations, including issuing compliance notices or penalty infringement notices as required.
- Conduct investigations and actions, including enforcement, for breaches of legislation and/or local laws relevant to, but not limited to, litter or illegal dumping on Council controlled land, election and general signage/devices and Council imposed water restrictions.
- This position may require work outside of normal hours on a rotating roster basis for on call and overtime as required.
- This position will also be required to assist with local laws duties as directed by the accountable supervisor. This includes, but is not limited to: impounding of animals, conducting routine patrols, assisting in the



operation and maintenance of Council's pound, investigation of complaints and enforcement of relevant local laws, legislation and regulations.

- 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 ability to deal with customers in a tactful, empathetic and courteous manner.
- Good oral and written communication skills, including attention to detail to ensure accuracy in documentations.
- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Ability to effectively exercise sound judgement under minimal supervision.
- Ability to work within a team environment.
- Ability to utilise a range of IT equipment, including laptops, computers, iPads, smart phones and tablets.

Knowledge

- 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 *Land Protection (Pest and Stock Route Management) Act 2002* as well as other relevant legislation where necessary.
- Knowledge of Council's Local Laws and Policies.
- Knowledge in identifying pest animals and pest weeds.
- Knowledge of solar pumps, windmills and associated equipment such as tanks and stock watering systems.
- Knowledge, or the ability to gain knowledge, of all relevant legislation and procedures associated with the movement of stock.

Mandatory Experience/Qualifications

- Current Unrestricted "C" Class Drivers Licence.
- Current Queensland Firearms Licence or the ability to obtain.
- Chemical Handling Certification and ACDC Licence, or ability to obtain.
- Experience and participation in a "1080" baiting campaign.
- Experience in the use of Microsoft software packages, including outlook, with an ability to learn and use new systems.
- Experience in handling and keeping of domestic animals and livestock.
- Experience in rural activities such as repairs and maintenance of fences, pumps and stock watering systems and pest weed spraying.
- Experience in the safe operation of vehicles, including side-by-side ATVs and tools and equipment associated with the tasks stated for this position.

Desirable Experience/Qualifications

- Tertiary Qualification in Agriculture or Conservation & Land Management, or other relevant field.
- Experience in an enforcement or regulatory services or similar role is desirable.

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 type="checkbox"/>	<input checked="" 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;
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:	
Signature:	
Date:	