



Local Laws Officer

Position Description

Incumbent:	Vacant
Position Number:	7022
Directorate:	Corporate Services
Team:	Local Laws/Rural Lands
Position Status:	Full Time
Classification:	QLGIA (Stream A) Level 3
Current Level:	
Reports to:	Local Laws/Rural Lands Supervisor
Accountable for:	Nil
Location:	Longreach
Revised:	July 2019

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 actively promote an understanding of and ensure compliance with Council's Local Laws and other relevant legislation as delegated and relevant to Local Laws. This position is also responsible for ensuring services provided by the local laws team are responsive, effective and efficiently delivered.

Position Responsibilities

- Effectively oversee the functional operations of the Local Laws team and ensure adherence to and compliance with regulatory matters related to - town common management, animal control, overgrown allotments and illegal camping and signage.
- Review Local Laws, policies and management directives related to the Local Laws areas.
- Assist with annual work -program priorities for Local Laws unit in accordance with adopted budget provisions.
- Assist with Implementation of Council policies including the LRC Pest Management Plan, Town Common Management Plan and Stock Route Management Plan.
- Producereports relevant to work area and as required.
- Provide a high level of customer service to the general public and stakeholders, including responding to public enquiries and complaints.
- Complete accurate records of interactions with the general public, landholders and stakeholders.
- Producservice and serve compliance notices as required.
- Prepare documents and act as a witness as necessary for enforcement actions in the relevant courts.
- Obtain and record witness and complaint statements.
- Assist with 1080 baiting campaigns and associated tasks.
- Assist with programs to identify, control and eradicate all declared pest plants within the Longreach Region through an annual works program.
- Oversee the operations of the pound, including the destruction of animals as required.
- Implementation of a rotating roster basis for on-call works.
- 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.
- Strong time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Strong attention to detail and record keeping skills.
- High level customer service skills.
- An ability to read, interpret and explain legislation and Local Laws.
- Ability to effectively exercise sound judgement in relation to enforcement procedure.

- 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.
- Experience in animal management and a range of rural land activities including equipment maintenance and stock handling.

Knowledge

- A thorough understanding of how to maintain a safe working environment with demonstrated experience in managing risks associated with Local Laws and Rural Lands activities..
- Sound skills and knowledge in multiple software applications including Windows based software. Knowledge of Mapping software and Local Laws modules of Synergy Soft highly regarded.
- Ability to rapidly acquire knowledge of Council’s Local Laws and policies and procedures
- Demonstrated knowledge of relevant legislation including the *Local Government Act 2009*, *Local government Regulation 2012* and *Land Protection (Pest and Stock Route Management) Act 2002*
- Demonstrated knowledge in the requirements of handling and keeping of domestic animals and stock.

Mandatory Experience/Qualifications

- Possession of a “C” class licence is essential.
- Animal Control course, or ability to obtain.
- LGAQ Authorised Persons certification, or ability to obtain
- Chemical certification handling course.
- Current Queensland Firearms licence or the ability to obtain.
- Experience in the repair and maintenance of fences and stock watering systems.
- Experience in the safe operation of tools and equipment associated with the position.
- Working with Children Blue Card.

Desirable Experience/Qualifications

- Experience and participation in a “1080” baiting campaign.
- Enforcement/regulatory experience in a similar role.
- Cert IV in Statutory Compliance.

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	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 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:

- To comply with instructions given for WH&S at a workplace by the employer;
- Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*
- 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;
- For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
- Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
- 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:	Elizabeth West, Director of Corporate Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	