



POSITION DESCRIPTION

Ranger (Local Laws Officer)

Local Laws Officer

POSITION TITLE:	Local Laws Officer
POSITION NUMBER:	3026
AWARD:	Queensland Local Government Industry Stream B Award – State 2017
AWARD CLASSIFICATION:	Level 5-6
REPORTS TO:	Provisions of appointment pay level and progression to be in accordance with the applicable award Manager Planning & Environment
DEPARTMENT:	Infrastructure & Environment
LAST REVIEWED:	February 2024

ABOUT US

Our communities are famous throughout Australia for being the friendliest in Northwest Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

We Value



Honesty



Integrity



Accountability

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

OBJECTIVE OF THIS ROLE

Assist with the provision of advice, education, guidance and enforcement to the community in matters relating to animals and nuisance control.

Monitor, control and regulate activities in public areas, to ensure they comply with relevant legislation, Council Local Laws, policies and procedures.

Monitor, control and regulate biosecurity matter in public and privately owned areas to ensure compliance with the Biosecurity Act 2014 and relevant Council plans.

REPORTING LINES

The Local Laws Officer will report directly to the Manager Planning & Environment and will work closely and cooperatively with other members of Council staff.



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GENERAL DUTIES AND RESPONSIBILITIES

- Provide a high level of customer service to the general public and stakeholders.
- 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.
- Assist with the production of educational flyers, brochures etc.
- Provide advice and education to the community in relation to animal management and nuisance control to ensure compliance with relevant legislation, local laws, policies and procedures.
- Take notes and make accurate records of dealings with the general public, landholders and stakeholders.
- Production of compliance notices.
- Prepare documents and act as a witness as necessary for enforcement actions in the relevant courts.
- Obtain and record witness and complaint statements.
- From time to time, support and/or act on behalf of Council, land management and environmental activities in conjunction with Councils Ranger and/or Environmental Health Officer in undertaking investigations, programs and actions where required.
- Conduct regular patrols within Cloncurry Shire relating to, but not limited to:

Animal control	Nuisance complaints
Unauthorised water consumption/use	Overgrown allotments
Illegal camping	Littering and illegal dumping
Identify illegal building and land use and assist with enforcement activities related to Council's planning scheme and planning approval conditions	Unauthorised use of Council controlled land and footpaths

- Maintain Councils animal pound including care of animals whilst impounded and the organisation of destruction of animals as required
- Follow up investigations relating to compliance notices.
- Other duties as reasonably required in the performance of the role.

KEY RESPONSIBILITIES IN THIS ROLE

- Provide advice and education to the community in relation to animal management and nuisance control to ensure compliance with relevant legislations, local laws, policies and procedures
- Assist with the delivery of Council's pest animal management program including scheduled and non-scheduled wild dog and feral animal control activities, and the implementation of Councils biosecurity plan
- Provide internal and external customers with accurate and timely technical advice on best practice management principals relevant to the role
- Assist with investigations, and response to customer complaints and requests, in an accurate, timely, helpful and supportive manner
- Maintain Councils animal pound including care of animals whilst impounded and the organisation of destruction of animals as required
- Distribute and maintain dog and cat traps as required



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- Participate in information sessions and other forums to increase the level of awareness and commitment to Council's nuisance control techniques
- Undertake impounding duties in relation to cars or other articles left without authority or obstructing a public place;
- Assist with the management and control of straying stock on roads and Council managed land
- Assist and advise special interest groups on matters pertaining to Pest Animals, Weeds, Stock Routes, or other matters relating to Land Management.
- Maintenance of watering facilities and fencing repairs on Stock Routes with major maintenance issues to be reported to accountable supervisor.
- Assist with the development of policies, procedures and plans relevant to the role

Investigations & Compliance Activities

Conduct inspections, education and compliance activities in accordance with Council's Local Laws and Policies in a manner which reflects a customer service orientation including:

- Educating the public on potential mosquito breeding areas and taking appropriate action to improve vector control
- Administer compliance with the provisions of Council Local Laws, including the issue of related infringement notices and permits in accordance with legislation and delegations
- Provide advice relating to legislative and regulatory requirements, policy and local laws
- Respond to concerns and investigate complaints raised with Council from community members nuisance matters within the Shire
- Provide a rapid response to emergency situations
- Undertake inspections and investigations on behalf of Council as required, ensuring compliance with provisions of the relevant acts, regulations and local laws
- Undertake, or assist any other Council staff, neighbouring local governments or government agencies in conducting site inspections and interviews in respect to enforcement or regulatory function or responsibility of Council as directed
- Compile relevant incident reports in association with investigation findings
- Prepare information and evidence relating to enforcement action taken by Council and make recommendations for action to the Manager Planning & Environment
- Undertake thorough investigations and make accurate records

Administrative

- Research information and assist with the preparation of reports and presentations to Council Meetings and Councillor Workshops
- Reporting to Council and relevant industry stakeholders on activities undertaken in respect of the role.
- Ensure accurate and timely recording and reporting is undertaken on activities relevant to the role.
- Prepare written correspondence for dissemination through emails, letters, newsletters, etc.
- Maintain databases for Councils animal pound, compliance activities, assets, etc.
- Liaise with members of the public in a respectful manner.



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ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Sound working knowledge of relevant legislation, and practices, including the ability to interpret them as they apply to Council's operations
- Excellent customer service skills with the ability to provide accurate timely advice in a helpful and supportive manner to both internal and external stakeholders;
- A positive, professional and friendly manner, with the ability to remain calm and level headed in challenging situations
- Excellent time management skills including the ability to set project priorities and establish activity/project outcomes to achieve set and agreed departmental goals;
- Possess a high level of interpersonal, written and verbal communication and conflict resolution skills to the extent required to communicate with persons with varying levels of education and understanding;
- Possess a high level of confidentiality, tact and discretion when dealing with employees, clients, elected members and sensitive correspondence;
- Practical working knowledge of computer systems, particularly Windows based software and computerised financial management systems;
- Possess demonstrated ability to work both autonomously and in a team environment;
- Demonstrated well developed analytical and problem-solving skills;
- Demonstrated understanding of Record Keeping practises;
- Sound understanding of Workplace Health & Safety practices;
- Experience in a similar role.

KEY SELECTION CRITERIA

- A sound understanding of Councils Local Laws
- A sound understanding of the Animal Management (Cats and Dogs) Act
- Excellent oral, interpersonal and written communication skills, with the ability to communicate effectively with employees at all levels of the organisation.
- The ability to use computer-based programs to record, report on and plan activities
- Ability to develop and implement programs to meet the needs of Council and its stakeholders
- Demonstrated knowledge of Local Government practices.
- Demonstrated sensitivity and experience in dealing with people
- Demonstrated ability to produce clear, succinct, and professional correspondence.
- Demonstrated ability to work effectively within a team environment, establish work priorities, maintain confidentiality, and meet deadlines
- Demonstrated ability to maintain a high level of confidentiality.



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QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Hold and maintain an unrestricted C class driver's licence.
- A general Construction Induction (White) Card

Desirable:

- Tertiary qualification in land conservation and management or considerable experience in a similar field.
- Q Fever Vaccination / Testing
- Tetanus Vaccination Hepatitis B Vaccination
- Chainsaw Operation Level 1 – Operate and Maintain Chainsaws
- Chainsaw Operation Level 2 – Fell Small Trees
- ACDC Chemical Accreditation (or ability to obtain)

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions. Assistance is available when required

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date