

Local Laws Officer

Town Ranger

Join the Paroo Shire Council Team
Click on the link below and find the job that is YOU!
Launch your new career NOW!



Sitting in stunning Southwest Queensland, a stone's throw from the NSW boarder and a short sidestep (or two) to the South Australia border, the Paroo Shire comprises of four towns, Cunnamulla, Eulo, Wyandra and Yowah. The shire hosts vast cultural diversity within its vibrant rural communities with a population of approximately 1679 residents. Main industries include but certainly not limited to within the shire include beef, prime lamb, wool and goat production, apiary, wildlife harvesting, opal mining and the growing tourism industry.

About Paroo Shire Council

A Paroo Shire Council career goes beyond business as usual. You'll find exciting development pathways rich in opportunity. Our thriving and engaged culture-first workplace is built on the passion and talent of people who proudly deliver vital services and exciting projects to a community they care about.

Our organisation comprises of a multicultural workplace of around 85 (2023-2024) full-time, part-time and casual employees, all benefiting from great flexibility, work/life sway, study support, health and wellbeing initiatives and ongoing learning.

Paroo Shire Council has a close-knit culture, with networking encouraged to support all teams.

Why You'll Like Working Here

At Paroo Shire Council, we are committed to our community and its environment and provide our employees with the same level of commitment and care. As a member of a close-knit team, you will experience a connected and supportive environment.

The team you will join is welcoming and knowledgeable and ready to collaborate to continually improve our systems and processes.

We offer diverse and rewarding work, ongoing training and development opportunities, and genuine work-life balance. Additionally, our staff have the opportunity to deliver on initiatives that have a tangible impact on the daily lives of residents.

We will offer you:

- Competitive remuneration packaging and allowances
- Partly furnished accommodation where you can create a home may be considered
- Relocation expenses considered on application
- Time to relax with family and friends with 4 weeks annual leave and 17.5% loading
- A nine (9) day fortnight to enjoy a leisurely long weekend
- Uniforms so that you never need to find something to wear.

If you would like further information, please contact:
Denise O'Brien Manager Human Resources on
07 4655 8400, or simply email a cover letter and your resume outlining your
qualifications and experiences to hr@paroo.qld.gov.au

We invite you to learn more about what Paroo Shire Council has to offer at
<https://www.paroo.qld.gov.au/>

[CALL NOW](#)



POSITION DESCRIPTION

LOCAL LAWS OFFICER

Position Number:	606, 607	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:		Employment Type:	Permanent Full Time
Department / Team:	Community Support and Engagement / Rural Lands and Compliance		
Reports to:	Rural Lands and Compliance Supervisor	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of *integrity, efficiency and continuous improvement* and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



Position Objectives

The Local Laws Officer is responsible for, as an Authorised Officer of Council, the effective management, control and compliance of enforcing Council's Local Laws, subordinate Local Laws and Domestic Animal Management. The position manages the care for animals and engages with internal and external stakeholders regarding education and enforcement programs.

Key Responsibilities

- Perform duties as an Authorised Officer of Council, including but not limited to:
 - Enforcing local law and relevant legislation, including the issuing of infringement notices.
- Issue infringements for breaches of legislation and relevant regulations.
- Liaise with, and maintain productive working relationships with approved animal rescue organisations
- Liaise with residents regarding animal management and allotment management matters and prepare documentation where required.
- Investigate alleged breaches of the Local Laws, particularly complaints relating to animal management and overgrown and unsightly allotments and ensure appropriate enforcement action is taken, using conflict resolution skills to attain desired outcomes.
- Conduct inspections and investigations into alleged breaches of relevant legislation and laws, prepare concise and accurate evidentiary reports for compliance matters and provide evidence in a court of law as required.
- Issue correspondence, compliance notices and penalty infringement notices for breaches of relevant State Government legislation, Local Laws and subordinate Local Laws.
- Ensure relevant regulations are enforced in a consistent and fair manner and appropriately follow up on inspections, complaints and programs.
- Implement the requirements of Council's Local Laws relevant to the keeping and control of animals including the destruction of animals in accordance with policies and guidelines.
- Ensure animals in Council's control are treated humanely in line with operational procedures and have their physical needs cared for.

- Build community understanding of compliance and regulations by providing information, support and education programs.
- Receive and assess license and permit applications.
- Ensure accurate and timely record keeping using the Microsoft Office suite, Data Management Software and Council's Animal and Property register/databases.

Qualifications, Skills and Experience

Essential

- Certificate IV in (Local) Government: Statutory Investigation and Enforcement or ability to acquire and/or experience in Local Law investigation, enforcement and animal control.
- Authorised Persons accreditation, or ability to quickly acquire.
- 'C' Class Queensland Drivers Licence or higher.
- Queensland Firearms Licence.
- Current vaccines (or willingness to obtain) – Tetanus, Q Fever and Hepatitis A&B
- Pre-Employment Health Assessment and National Police Check prior to appointment.

Desirable

- Demonstrated understanding of relevant legislation and ability to interpret and apply in an enforcement sense.
- Proven ability to handle complaints effectively and conduct inspections and investigations of regulatory matters and ability to use sound judgement to make the best decision based on information gathered and analysed.
- Proven experience in animal control and behaviour including ability to collect, impound and care for animals.
- Demonstrated good oral communication and interpersonal skills and good interview, negotiation, conflict resolution, problem solving and liaison skills.
- Demonstrated ability to plan and organise tasks/work to meet objectives of the role.
- Ability to operate remotely when out in the field and act as an independent operator.
- Ability to work on an "on call" roster to participate in Council's "After Hours On-Call" service, as required.
- Ability to, on rare occasions, work outside usual/core hours (eg. weekends, after hours, overtime) as required.
- Experience in a similar role in regional, remote or local government environment.
- First Aid Certificate.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

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

Employee Name: _____

Employee Signature: _____ Date: _____