



Position Vacant – Local Laws Officer – Part Time

For full details and requirements of the role – Please refer to the [Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3.1 - \$67,450 per annum (full time equivalent).
- 5 weeks Annual Leave with 17.5% loading per annum, accumulated on a pro-rata basis
- 15 days Sick Leave per annum, accumulated on a pro-rata basis
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 12.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 21-22-016

For further enquiries regarding this vacancy and associated selection process, please contact Mrs Di Francisco on 07 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 06 December 2022

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Local Laws Officer

POSITION DETAILS			
DEPARTMENT:	Community and Environmental Services		
POSITION:	Local Laws Officer (Full Time and Part Time)		
REPORTS TO:	Manager Rural Lands and Compliance		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	Klinge Lane, St George		
POSITION PURPOSE:	The Local Laws Officer is responsible for the enforcement, monitoring, and education of Local Laws and other legislation as directed.		
POSITION REQUIREMENTS (Selection Criteria)			
TYPE	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	<ol style="list-style-type: none"> Broadly relevant education at Certificate III or IV, or ability to obtain Current C Class driver's licence 	<ol style="list-style-type: none"> Certificate IV in Government Investigations 	
SKILLS	<ol style="list-style-type: none"> Ability to communicate professionally, confidently and with influence Able to demonstrate a high level of customer service with ability to liaise with culturally diverse stakeholders Able to demonstrate personal drive and integrity, working unsupervised and as part of a team Good written communication and investigative reporting skills Well organised with ability to meet demanding deadlines and deliver high quality outcomes Ability to meet the physical and mental demands of the position - comfortable in compliance situations. Ability to interpret and apply policies, procedures and State legislative requirements such as the Animal Management (Cats & Dogs) Act 2008, Environmental Protection Act 1994 An affinity for dogs with a good understanding of dog behaviour 	<ol style="list-style-type: none"> Training in regulatory, animal management or related services 	
EXPERIENCE	<ol style="list-style-type: none"> Three years of broadly relevant experience 	<ol style="list-style-type: none"> Work in an agricultural or rural community 	
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input checked="" type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input checked="" type="checkbox"/> Tetanus	<input checked="" type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input checked="" type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

Position Description – Local Laws Officer



POSITION KPI's		
KPI's	Action	Measurement Criteria
DELIVERY	<ul style="list-style-type: none"> Be diligent in the delivery of assigned duties 	<ul style="list-style-type: none"> All tasks completed within agreed timeframes
CLIENTS	<ul style="list-style-type: none"> Project and promote the professional image of Council as being efficient, courteous and customer focused 	<ul style="list-style-type: none"> No internal complaints received Minimal customer complaints received
ADMIN	<ul style="list-style-type: none"> Completion of Timesheet, Logbooks and Pre-starts as required Undertake training as directed Prompt response to service requests 	<ul style="list-style-type: none"> Timesheet, Logbooks and Pre-starts are completed on a daily basis 100% Completion of all required training Service requests responded with timeframes contained within the Customer Service Charter
HEALTH + SAFETY	<ul style="list-style-type: none"> Complete relevant safety documentation and report all hazards and incidents 	<ul style="list-style-type: none"> 100% of required Health and Safety documentation is completed and hazards & incidents reported in a timely manner
QUALITY	<ul style="list-style-type: none"> Ensure tasks are planned and complete to a good standard 	<ul style="list-style-type: none"> All tasks are planned and completed to a high standard with minimal errors
TEAM	<ul style="list-style-type: none"> Be a team player and assist proactively within the position's capacity 	<ul style="list-style-type: none"> Demonstrated active participation in requested tasks and involvement in team activities
AUTHORITY/DELEGATION		
<p>Works independently as well as in a team, under general guidance, guidelines and objectives provided by the Manager Rural Services and Compliance. This position has delegated purchasing authority in accordance with <i>Council's Delegation Register</i>.</p>		
RESPONSIBILITIES		
INHERENT RESPONSIBILITIES		
<ul style="list-style-type: none"> To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. Work in a safe manner at all times and report any workplace risks. To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. Communicate all health and safety matters to supervisors where applicable. Abide by and assist in maintenance of the Council's Safety Management System To be punctual and reliable at all times To report problems or difficulties encountered Contribute to the Council with suggestions for improvement Monitor personal qualifications and licences to ensure currency All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. Communicate reliably and regularly, especially when working alone. Be environmentally responsible by minimising wastage without compromising safety or effectiveness 		
KEY RESPONSIBILITIES		
<p>Local Laws and Compliance</p> <ul style="list-style-type: none"> Undertake investigation, enforcement, monitoring and education of Local Laws and other legislation, including the Animal Management (Cats and Dogs) Act 2008; Biosecurity Act 2014; Environmental Protection Act 1994 Work as a team within Rural Services and with other compliance-related staff 		

Position Description – Local Laws Officer

- Investigate complaints and enquiries relating to Local Laws and relevant State laws and initiate follow up action with verbal requests, mail and/or statutory notices
- Organise and conduct inspections on properties to ensure compliance with the *Animal Management (Cats & Dogs) Act 2008*, *Biosecurity Act 2014*, *Stock Route Management Act 2002* and other relevant legislation, environmental protection policies (particularly relating to waste and nuisances), Local Laws and Subordinate Local Laws
- Issue compliance notices and Prescribed Infringement Notices in accordance with delegated authority
- Gather evidence to substantiate legal action including the taking of statements, circumstantial and direct evidence, drafting letters, notices, reports, advice, and attendance at court as required
- Conduct animal management, including impoundment of dogs and other animals, in urban areas, and support registration, microchipping and related programs
- Attend to after-hours complaints (e.g. dog attacks / nuisance complaints) as required
- Prepare and communicate related educational and promotional material, and assist in the planning, development, and operation of programs of the Community and Environmental Services Department.
- Assist with relevant policies, plans and procedures for the Department
- Assist with other rural services within the Rural Services section and perform other duties within your capabilities as directed

Other Rural Services and Council Services

- Perform other duties that assist rural services, environmental health, and planning services and compliance within your capabilities as directed
- Assist other Council officers and Council services performing other duties within your capabilities as directed

Relationships and Partnerships

- Work cooperatively and effectively communicate with Council officers and external stakeholders
- Service delivery or interaction with the customer is focused on resolving immediate problems and reducing potential problems
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Work Health & Safety (WHS) and Risk Management

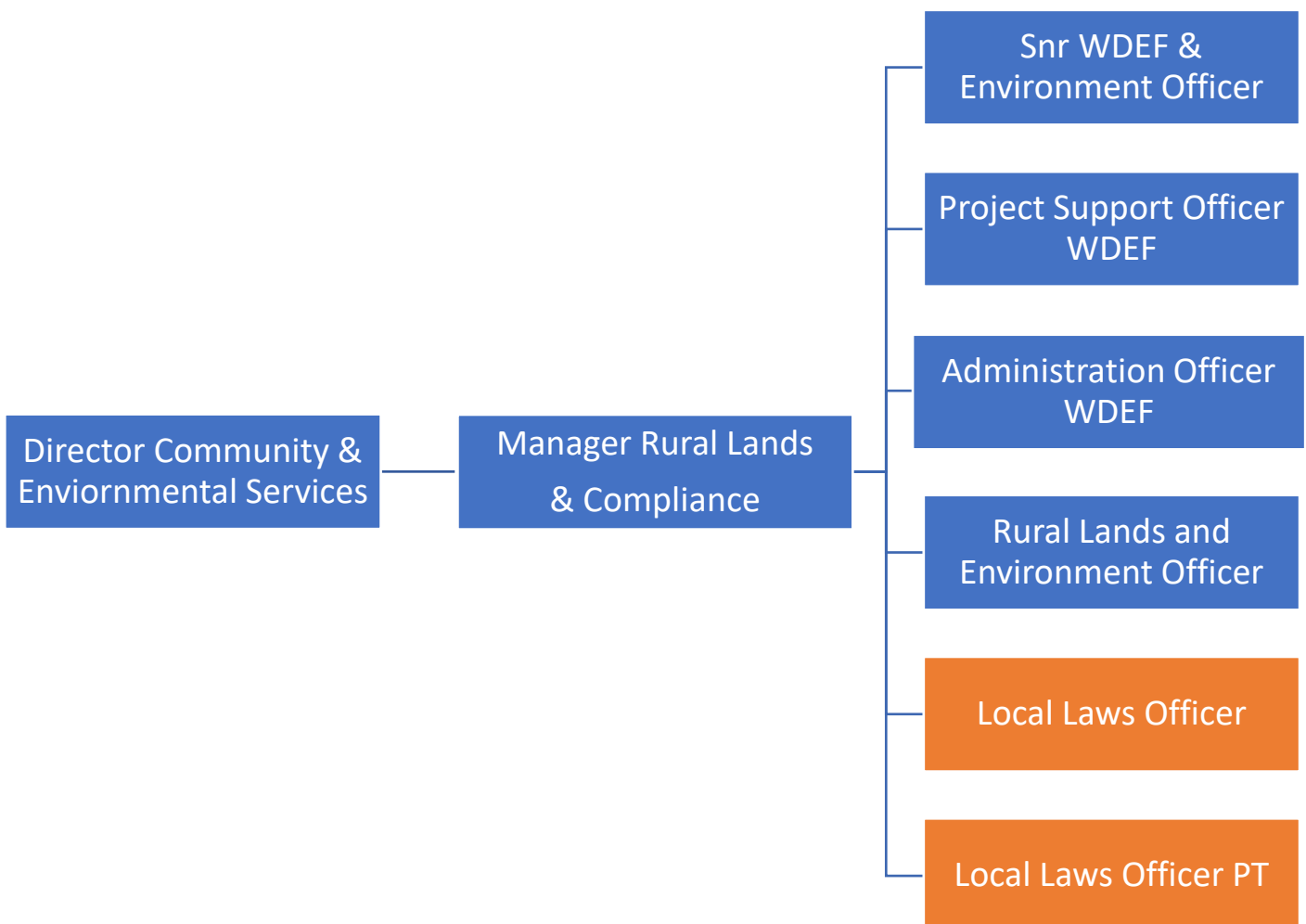
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

Position Description – Local Laws Officer

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Ensure that requests are investigated, acted on and reported upon in accordance with Council policies, procedures and systems
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Rural Services and Compliance and the Local Laws Officer appropriately and adequately informed on the current state of activities and any issues
- Maintain a personal time management system to ensure deadlines are met; and ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume, cover letter and responses to the selection criteria to your application.
 You may also wish to attach additional supporting documentation.

Position applying for: Local Laws Officer - Part Time	Reference Number: 22-23-016
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Tickets and Qualifications

C – Car

Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

In which industry did you gain the majority of this experience?

Less than 2 years

Rural Industry

Between 2 years and 5 years

Mining Industry

Between 5 years and 10 years

Road Construction / Maintenance

More than 10 years

Other Construction / maintenance

Combination of most of the above

Other:

Application for Employment

Application Questions

Please attach a copy of your current resume and Cover Letter.

Yes

No

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below

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.....

Do you hold a current Queensland Driver's Licence? Yes No

If yes, Number:

What is your current Residency Status?

Australian Citizen

New Zealand Citizen

A Permanent Resident of Australia

Non-citizen with a valid visa that provides work rights

Other

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?

Yes

No

As an employee of Balonne Shire Council, employees must agree to act in accordance with: all Council policies and procedures; Local Government Act 2009; Council's Code of Conduct; Council's Organisational Values and Behaviours; and the Certified Agreement, including being willing to work flexible hours to meet the requirements of the position.

Agree

Neither

Disagree

Where did you find this advertisement?

Facebook/Social Media

Employee Referral

Newspaper

Council Website

Other

Application for Employment

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Name:

Contact Number:

Organisation:

Direct Supervisor? Yes No

Name:

Contact Number:

Organisation:

Direct Supervisor? Yes No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated.

I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment

Applicant's Name (*Print*):

Signature :

Date :

*Thank you for your interest and for considering us as a potential employer.
Balonne Shire Council is an Equal Employment Opportunity Employer.*