



Schedule 2 - Position Description

Position:	Regulatory Services – Compliance Officer
Position Number:	7022
Directorate:	Governance
Team:	Regulatory Services
Position Status:	Permanent Full Time
Classification:	Queensland Local Government Industry Award (Stream A) Level 3
Reports to:	Manager of Regulatory Services
Accountable for:	N/A
Located:	Longreach
Revised:	August 2024

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our 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 objective of this position is to provide an efficient and effective service in relation to compliance with Council's Local Law, Policies and other relevant Legislation such as *Animal Management (Cats and Dogs) Act 2008* and *Water Supply (Safety and Reliability) Act 2008*.

Position Responsibilities

Functional Area	Key Accountabilities
Operational Duties	<ul style="list-style-type: none"> • Effectively undertake the functional operations of the Local Laws area and ensure adherence to and compliance with regulatory matters related to town common management, animal control, overgrown and unsightly allotments, illegal watering, illegal camping, and signage. • Conduct patrols, investigations and actions for breaches of Council's Local Laws, Animal Management (Cats and Dogs) Act 2008, Water Supply (Safety and Reliability) Act 2008, Biosecurity Act 2015, and Local Government Act 2009 on all Council-controlled land. • Operation and maintenance of Council's Animal Management Facility, including feeding, cleaning and maintenance. • Undertaking or arranging the destruction of pest animals, unclaimed/surrendered domestic animals, and injured livestock. • Conduct seizure and impounding of animals, as required. • Keeping and handling of domestic animals and livestock. • Participate in systematic or selective approved inspection programs. • Carry out monitoring to identify overgrown land within designated towns. • Monitor and enforce the Election Signage Policy and Local Laws relevant to advertising signage and devices. • Monitor, patrol, conduct investigations and take actions where required in relation to breaches of the Water Supply (Safety and Reliability) Act 2008 with respect to water restrictions imposed by Council. • 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. • Operate body worn cameras as required when conducting duties, in accordance with legislation and Council's Policy and Procedures. • This position may require work outside of normal hours on a rotating roster basis for on call and overtime as required.
Other	<ul style="list-style-type: none"> • Carry out all duties in line with Councils' Workplace Health and Safety policies and procedures and adhere to any legislative obligations. • 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.

Assist	<ul style="list-style-type: none"> • Assist with annual work-program priorities for Local Laws unit in accordance with adopted budget provisions. • Assist with the implementation of Council's adopted Plans and Strategies. • Assist Council in conducting 1080 baiting campaigns and associated tasks. • Assist with identifying, monitoring, controlling all pest plants within the Longreach Region. • Assist with implementation of Town Common Management Plan.
Communication (Stakeholders)	
	<ul style="list-style-type: none"> • 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. • Provide advice to the Land and Pest Management Advisory Committee and any other relevant interest groups and/or committees.
Communication (Internal)	
	<ul style="list-style-type: none"> • Advise immediate supervisor of any faulty equipment and follow all adopted procedures in reporting of faults to relevant personnel. • Communicate, solve and discuss work problems with other team members and Supervisor.

Position Requirements

Skills

- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships across all levels of Council.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Demonstrated ability to deal with customers in a tactful, empathetic and courteous manner.
- 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

- Understanding of how to maintain a safe working environment.
- 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 (Safety and Reliability) 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 Class 'C' Drivers Licence.
- Current Queensland Firearms Licence, or the ability to obtain.
- Experience in handling and keeping of domestic animals and livestock.
- Experience in the safe operation of tools and equipment associated with the tasks stated for this position.
- Working with Children Blue Card or ability to obtain.

Desirable Experience/Qualifications

- Certificate III Local Government (Regulatory Services) or higher relevant qualification
- Experience and participation in a "1080" baiting campaign.
- Enforcement/regulatory experience in a similar role.
- Chemical application and distribution certification, or the ability to obtain.
- Experience or training in the use of Body Worn Cameras.
- Experience or training in the identification of various breeds of cats, dogs, and other animals.
- Experience or training in conducting investigations and enforcement actions relating to compliance.
- Experience or training in conducting investigations relating to dog attacks will be highly regarded.
- Experience in reading, interpreting and applying relevant legislation and Local Laws.

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

Sitting

- None
- Occasional
- 1-4 Hours

Driving

- None
- Occasional
- 1-4 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"/>

4-6 Hours
 6-8 Hours

 4-6 Hours
 6-8 Hours

 4-6 Hours
 6-8 Hours

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.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.

- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management.

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:	Brett Walsh - Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	