

Position Title:	Local Law Officer
Team:	Regulatory Services
Division:	Development & Environment Services
Reporting To:	Team Leader Local Laws
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	3

THE ROLE

The Local Law Officer, reporting to the Team Leader Local Laws, working collaboratively with the Regulatory Services team, provides advice, education, guidance and enforcement to the community in matters relating to animals, nuisances, regulated parking and other local law matters.

This role is responsible to monitor, record and regulate activities in public areas, to ensure compliance with relevant legislation, local laws, policies and procedures. This includes undertaking investigations and preparing briefs of evidence for legal action, the handling of animals including aggressive dogs and cats, parking patrols, stock on roads, issuing fines and electronic documentation of actions.

KEY OUTCOMES

- Compliance with local laws is aligned, and consistently applied, with relevant state legislation, local laws, policy and procedures.
- Continuous improvement of systems, policies, and procedures is embedded in daily practice, with a proactive focus on identifying and implementing operational efficiencies.
- Continuous improvement of systems, policies and procedures is practiced behaviour, including the identification of operational efficiencies.
- Duties are proactively carried out in a safe manner

KEY ACCOUNTABILITIES

The Local Law Officer is accountable for investigating alleged breaches of legislation and local laws and has duties relevant but not limited to:-

- Animal management
- Abandoned vehicles
- Regulated parking
- Overgrown and unsightly premises
- Portable advertising devices
- Illegal fires
- Illegal camping
- Disaster management
- Managing permit applications & routine inspections

- Asset inspections and maintenance including animal pound, animal refuge, animal management vehicles and animal management equipment (traps, cameras)
- Accurately assess local law applications (excess animals, working dogs, parking, goods on roads, etc) and prepare relevant correspondence
- Conduct complex investigations into offences under relevant legislation or local laws including collecting evidence, taking statements, records of interviews, preparing briefs of evidence to a standard to present to a barrister
- Prepare, obtain and execute warrants
- Attend Court and give evidence in prosecutions
- Provide assistance to other team members when requested and working cooperatively with each other in the discharge of duties
- Work autonomously and have the ability to formulate recommendations to resolve complex investigations and breaches of legislation
- Exercise good decision-making skills dealing with complex and challenging situations
- Accurately record all interactions, patrols and investigations in Tech1, iAuditor and body worn camera
- Communicate effectively with customers aiming to provide excellent customer experience and, where necessary, arbitrate to resolve matters of conflict
- Prioritise and risk manage tasks effectively whilst maintaining timeframes within Council's Customer Service Charter
- Proactively contribute to a positive Local Laws teamwork culture
- Assist with development and delivery of proactive education programs and marketing programs to promote community voluntary compliance
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Team Leader Local Laws which generally fall within the scope of this position and are within the incumbent's skills, competence and training.


ON CALL ARRANGEMENTS

This position is required to work in an after-hours on call roster rotation scheme. This roster will be on a rotation cycle for after hours, on-call, including weekends, early morning and late afternoon patrols. The position also carries the requirement to work regular overtime.

In order to provide an adequate response time for after-hours attendance, there would be requirement to reside within the Cassowary Coast region.

BEHAVIOURAL COMPETENCIES

- Practices behaviours aligned with Council's Values (Respect, Integrity, Courage) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders.
- Exercises responsibility and takes an ownership role for work health and safety, environment protection, equal employment opportunity (EEO), anti-discrimination, recordkeeping, risk and privacy obligations.
- Models professional and ethical behaviour.
- Focuses on performance and meeting team goals.
- Acts proactively, has a positive attitude, exercises initiative and seeks opportunities for continuous improvement.

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- Responds flexibly to change.
 - Builds and maintains productive working relationships.
 - Commits to personal and professional development.

SELECTION CRITERIA

Essential:

- Physical fitness and ability to undertake outdoor tasks in tropical conditions
- Proven capacity to operate within a complex legislative environment, adhering to stringent regulatory requirements, governance frameworks, and organisational policies
- Demonstrated expertise, attention to detail and accuracy in writing reports, briefs, notices and infringements
- Good computer skills particularly in Microsoft Office applications with ability to quickly learn internal digital reporting systems.
- Demonstrated ability to solve problems, with negotiation skills to effectively address and resolve matters
- Demonstrated experience in dealing with people and animal related matters
- Ability to work effectively in a team environment as well as being able to work independently
- Be willing to undertake rostered after hours and on call duties and participate in community engagement events such as markets, fetes
- Ability to demonstrate behavioural competencies
- Current Queensland 'C' class driver's licence.

Desirable:

- Experience as a Local Law Officer or equivalent position within a Local Government environment or similar
- Knowledge of or ability to acquire knowledge of the *Animal Management (Cats and Dogs) Act 2008*, *Local Government Act 2009* and Local Laws
- A Certificate IV in Local Government Investigations or similar relevant qualification