



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Local Laws Officer Fixed Term (6 Months)

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Corporate & Communities

APPLICATIONS CLOSE: Friday 23 May 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ~ Qualifications
 - ~ Knowledge, Skills and Expertise
 - ~ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

**Local Laws Officer
Fixed Term (6 Months)**

Closing Date: Friday 23 May 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Local Laws Officer (Fixed Term)
<u>LOCATION:</u>	Mossman Administration Building
<u>CLASSIFICATION:</u>	Level 3
<u>SALARY:</u>	Salary ranging from \$78,587.53 to \$84,470.27 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
<u>AWARD:</u>	Queensland Local Government Industry (Steam A) Award – State 2017.
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p>
<u>CLOSING DATE:</u>	Friday 23 May 2025

Position Applied for:

Local Laws Officer (Fixed Term)

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email: _____

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No: _____

Classification Level: _____

Position Title: _____

Department: _____

Supervisor: _____

Are you currently being represented by
an external recruitment agency?☐ No ☐ Yes

Name of Agency: _____

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): _____This section is Optional: Do you identify with any of the following groups? *(Please tick)*☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language*Applicant Consent Details (Please Tick):*☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature: _____

POSITION DESCRIPTION

Position Title:	Local Laws Officer (Fixed Term)
Department:	Corporate and Communities
Unit:	Environment and Planning
Team:	Environmental Health and Local Laws
Reports To:	Coordinator Environmental Health and Local Laws
Award Classification:	Level 3 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
Hours:	Nominal 72.50 hours, nine (9) days per fortnight as per agreement. Required to work under an on-call system. Flexible working hours as required to undertake early morning or evening patrols.
Fixed Term:	6 Months
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	January 2014
Date Reviewed:	January 2024

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

Position Objectives

The Local Law Officer's primary objectives are to:

- Undertake regular patrols and attend to enforcement of the relevant Council Local Laws.

- Investigate all complaints alleging breaches of Council's Local Laws and other appropriate Legislation as required by the Coordinator Environmental Health and Local Laws.
- Attend to the enforcement of the relevant Council local law and collect evidence for further action, including prosecution.
- Assist with the preparation and delivery of community education and promotional matters associated with Local Laws and Animal Management with the objective of fostering community awareness and negotiating win-win outcomes where possible.

Organisational Relationships

Position Reports to:	Coordinator Environmental Health and Local Laws
Position Supervises:	May supervise labourer positions when carrying out mosquito/vermin control programs.
Internal Relationships:	The Local Laws Officer works within the Environment & Planning and directly with Local Laws Team.
External Relationships:	The Local Laws Officer works with government peers and leaders, local government representatives and members of the public.

Qualifications and Experience

Essential:

Qualifications

- Current "C" class driver's licence.
- White Card or ability to obtain.

Knowledge, Skills & Expertise

- Demonstrated knowledge of Local Government legislation including local laws, or Legislation specific to Local Law Enforcement and Animal Management.
- Demonstrated previous experience in inspection, investigation and basic report writing in relation to local law infringements.
- Demonstrated knowledge of Local Government Legislation and Local Laws including those relating to animals, overgrown allotments, accommodation, abandoned vehicles and other technical issues.
- Sound written and oral communication skills including the ability to draft routine correspondence and reports.
- Ability to handle animals, in particular, dogs and cats.
- Understanding of animal capture techniques.
- Ability to understand and assess dangerous animal behaviour.
- Previous local authority experience in a similar capacity.
- Experience with the investigation of local law breaches including issuing of "on the spot fines", report writing and court appearances.

People Oriented Skills & Attributes

- Ability to relate in a courteous and diplomatic manner, particularly in dispute situations.
- High level of communication skills, including excellent report writing, letter writing, telephone negotiation and interpersonal skills.

Desirable:

Qualifications

- Certificate in Animal Handling or Statutory Compliance or other recognised qualifications in Local Laws or Animal Management would be highly regarded.

Knowledge, Skills & Expertise

- Possess sound skills in operation of Microsoft applications such as Outlook, Excel and Word.
- Sound skills in the operation of Council's software applications including Authority, Infoexpert and Customer Request Management System (CRM).
- Demonstrated experience in the preparation and delivery of educational and promotional information.
- Previous local authority experience in a similar capacity.
- Excellent time management skills.

People Oriented Skills & Attributes

- Demonstrated customer service focus.
- Demonstrated ability to work effectively, independently and as part of a team.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Carry out routine patrols for breaches of relevant Council Local Laws.
- Carry out routine patrols for breaches of Regulated Parking in accordance with Council's Local Laws.
- Investigate and where necessary action matters relating to:
 - Dog attacks.
 - Animal noise nuisance, including dog barking.
 - Animals wandering and causing a nuisance.
 - Goods on footpaths.
 - Overgrown allotments.
 - Illegal dumping (including car bodies).
 - Illegal camping.
 - Illegal clearing of vegetation.
 - Use of Local Government controlled areas and roads.
 - Regulated Parking.
 - Any other matter as directed by Council.
- Gather and document evidence for prosecution including interviewing alleged offenders.
- When required, attend Court.

- Maintain accurate records of work carried out.
- Assist in public education programmes.
- Impounding and release of animals.
- Assist with euthanasia and disposal of animals.
- Liaise with relevant Council Officers in aspects affecting Environment and Planning.
- Provide timely and effective response to inquiries from other Council Branches on technical matters within the Environment and Planning jurisdiction.
- Prepare reports, notices, recommendations and correspondence relative to inspections including the preparation and presentation of material for prosecution of offences.
- Issue on-the-spot fines in relation to certain offences as determined by the Co-Ordinator Environmental and Local Laws or Manager Environment and Planning.
- Maintain the operation of Council's abandoned vehicle yard in accordance with Transport Operations (Road Use Management) Act 1995.
- Act as Pound Keeper for the impounding, feeding and release of animals.
- Participate in an after-hours Local Laws service including on-call work on a roster with other staff from Environment and Planning.
- Assist in the management and enforcement of Local Laws in relation to the Port Douglas boat harbour.
- Provide support and work effectively with the Environmental Health Officers.
- Any other duties as required by the Co-Ordinator Environmental Health and Local Laws and Manager Environment and Planning.
- Provide excellent customer service and work to actively solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

Performance Indicators

It is expected the incumbent will:

- Timely and effectively complete scheduled tasks and customer requests.
- Complete enquiries and complaints in accordance with Council's Customer Request Management System (CRM).
- Obtain detailed information and evidence during inspections and investigations.
- Demonstrate commitment to customer satisfaction.
- Respond to Local Laws complaints in accordance with timelines included in Local Laws work procedures.
- Effectively participate and contribute to the Environment and Planning team environment.
- Maintain a high standard of:
 - Personal communication.
 - Written communication.
 - Personal presentation.