

Local Laws Ranger

Position Outline

Local Laws Ranger	Local Laws Ranger
Work Location	Animal Management Facility, 21 Richardson Road
Directorate	Community Services
Section	Regulatory Services
Reports to	Coordinator, Regulatory Services
Annual Salary Band	\$93,363.94- \$99,411.40
Classification	Level 4, Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE


This position provides customer focused regulatory enforcement of Council's local laws with an emphasis on education, collaboration, information and self-regulation through positive community education and engagement.

The Local Laws Ranger, reporting to the Coordinator, Regulatory Services and working collaboratively with the Regulatory Services team, is responsible for the promotion, education and enforcement of a range of services and programs that contribute to the delivery of Mount Isa City Council's Operational Plan relating to animals, nuisances, regulated parking and other local law matters.

This position 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.

POSITION REQUIREMENTS

- Proven experience conducting investigations.
- Demonstrated ability to work autonomously, exercise initiative, and manage competing priorities.
- Strong decision-making and problem-solving skills with minimal supervision.
- Experience working effectively within multidisciplinary teams in dynamic environments.
- Proven ability to manage workflows and prioritise tasks independently.
- Demonstrated ability to build and maintain internal and external stakeholder relationships.
- High level of written and verbal communication skills, including report writing.
- Demonstrated conflict resolution and negotiation skills.
- Experience in records management, including handling electronic evidence and preparing prosecution briefs.
- Experience in animal control, behaviour, safe handling techniques.
- Ability to manage challenging situations professionally and sensitively.
- Demonstrated experience in Local Law enforcement and interpretation including the ability to apply laws reasonably and with discretion in an outcomes and education focused manner.
- Due to the nature of work, it is important that you are aware that you are working in the field



in an occupation that has been identified as requiring employees to be vaccinated. Council offers vaccinations for Hepatitis A&B, Tetanus, Q Fever, Rabies.

- Hold a current driver's license, General Construction Induction QLD (White Card) and a Blue Card or willing to obtain.
- Must be willing to obtain an Authorised Persons Card within probation.
- Knowledge of statutory requirements relevant to role including the Local Government Act 2009 and Animal Management (Cats and Dogs) Act 2008.
- There are no mandatory qualifications or requirements for this position. However, Council values the enhanced work performance which may be gained from the expanded knowledge base and skills acquired during formal tertiary training and encourage both existing and potential staff to participate in lifelong learning.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:


- Enforce Council's Local Laws, legislation, and policies as an Authorised Officer.
- Conduct patrols on public and private land to identify and address breaches.
- Issue compliance notices, warnings, and infringement notices where appropriate.
- Prepare investigation reports, witness statements, and evidence briefs for legal proceedings.
- Manage animal-related matters including containment, impounding, transfers, and handling aggressive animals.
- Ensure compliance with impound procedures and relevant legislation.
- Deliver community education initiatives promoting safety and responsible animal ownership.
- Participate in on-call rosters to respond to urgent and after-hours incidents.
- Maintain accurate and confidential records in accordance with legislative and organizational requirements.
- Build and maintain professional relationships with community members, businesses, and partner organisations.
- Contribute to the development and review of policies and procedures.
- Engage effectively with diverse communities to support compliance and education outcomes.
- Following any other lawful and reasonable directives provided by your Supervisor or more senior officer.

ON CALL ARRANGEMENTS

This position is required to work in an after-hours on call roster rotation scheme. This roster may be on a rotation cycle for after hours, on-call, including weekends, early morning and late afternoon patrols.

KEY PERFORMANCE INDICATORS

- Consistently meets the requirements of the role including the application of policy and procedures and completing work to the necessary standard of quality in a timely manner.
- Investigations are conducted in a timely manner and in accordance with the *Industrial Relations Act 2016*, *Human Rights Act 2019*, *Code of Conduct for Employees*, and *Public Sector Ethics Act 1994*.
- Customer requests are investigated and addressed in a timely manner.
- Dog attack investigations are completed within 14 days.
- Demonstrate teamwork and working effectively unsupervised.
- High level of participation and commitment to Council's Corporate and Operational Plans.

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- Promotes and complies with Council policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	08 August 2023
Reviewed Date	7 July 2027
Contact	Human Resources 07 4747 3389
Closing date	22 nd July 2026