

Local Laws Livestock Management Officer

POSITION DESCRIPTION



Position Number:	3896
Department:	Communities & Lifestyle
Section:	Planning and Regulatory Services
Unit:	Local Laws
Position Status:	Permanent Full Time
Classification:	Level 3 - Rockhampton Regional Council Internal Employees Certified Agreement 2025
Reports To:	Supervisor Local Laws Team 1
Revised:	July 2026

General Position Statement

This position supports Council's direction by providing quality care in line with legislative requirements for impounded animals at the Animal Management Centre ensuring duties are undertaken in a professional, efficient and confidential manner. This position will also provide a service to the community through administering and reporting on compliance issued as a result of wandering stock as well as stock management.

This role supports Council's Local Law section and will work with stakeholders both internal and external, ensuring Council builds a culture of responsible animal management.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Undertake impounding of stock, including the impoundment from properties and transport to a Council facility.
- Build working relationships with the agricultural community allowing Council to develop an intelligent investigative system in relation to stock complaint.
- Undertake the removal and identification of deceased animals.
- Provide care to impounded livestock and other animals.
- Ensure the cleaning and upkeep of the Animal Management Centre's is in accordance with the Animal Management Centre Manual.
- Identify impounded animals and record accurate data for impounded animals.
- Gather and exchange information within the community, and record, organise and analyse the information in order to determine relevant educational programs relating to responsible pet ownership in line with the objectives of the Animal Management Strategy.
- Perform administrative duties in support of operational responsibilities ensuring designated timeframes are met and applying professional judgement in the issuing of regulatory notices.
- Build positive professional working relationships with animal rescue/rehoming groups and other venues with which Council can dispose of animals.
- Participate in project and operational development plans as required for the Animal Management Centre.
- Report all defects or problems to the Supervisor, e.g. equipment or safety concerns.
- Provide prompt identification and appropriate action in relation to the seizure of animals, including the

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collection and care of animals.

- Respond to, schedule and investigate reported breaches of Local Laws and other Legislation.
- Undertake operational and proactive patrols and respond to situations in relation to wandering livestock, other wandering animals and animal collections.
- Maintain a register of all reported incidents or patrols in relation to wandering livestock, other wandering animals, and animal collections and provide reports as required.
- Compile operational briefing in relation to major incidents.
- Provide evidence and appear in Court on behalf of Council where prosecution or other action results from breaches of Local Laws and other Legislation where required.
- Exercise judgement, initiative, confidentiality and sensitivity in the performance of the role.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated ability to collect, impound and care for animals.
- Demonstrated ability to manage and handle livestock.
- Demonstrated ability to operate livestock related equipment including yards, stock crate and vehicle with a trailer designed for loading and transporting stock.
- Demonstrated experience working with animals including relevant husbandry techniques and food preparation.
- Ability to administer medication to impounded animals.
- Knowledge of procedures, policies and operational methods relevant to the work area.
- Working knowledge of statutory requirements relevant to the work area.
- Good interview, negotiation, conflict resolution, problem solving and liaison skills.
- Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Ability to operate autonomously and independently when out in the field.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

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Qualifications

- Ability to obtain qualifications in Certificate IV in Animal Control and Regulations or Certificate IV in Companion Animal Services and/or demonstrated experience in animal husbandry or livestock handling.

Desirable Qualifications and Experience

- Ability to obtain certificate in Microchip Implantation of Cats and Dogs.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to work on weekends.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job 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:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	