



POSITION DESCRIPTION

Rural Lands Assistant

POSITION	Rural Lands Assistant
AWARD CLASSIFICATION	LAE2
EMPLOYMENT CONDITIONS	Queensland <i>Local Government Industry (Stream B) Award – State 2017</i> <i>Richmond Shire Council Certified Agreement 2018</i> <i>Queensland Employment Standards</i>
SECTION / DEPARTMENT	Works
LOCATION	Richmond (may be required to work across the Shire)
REPORTS TO	Rural Lands Officer

POSITION OBJECTIVE

To assist the Rural Lands Officer in the effective and sustainable management and maintenance of Council's stock routes, saleyards, commons and reserves, and to perform animal control and weed and pest management in accordance with Council's local laws, policies, procedures and works program.

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Apply local laws and legislation as delegated
- Attend to animal complaints, which may include removing livestock from roads, and catching and impounding dogs
- Destroy injured animals on roads, unclaimed impounded animals, and cats after trapping
- Assist the Rural Lands Officer to oversee the use of Council's stock routes (as requested or directed) including regularly checking the water and fence infrastructure of the stock routes, commons/reserves and saleyards, and repairing and maintaining as required (including clearing/spraying weeds)
- Perform 1080 baiting for wild dogs and pigs on Council land as appropriate and private land as requested by the property owners, in accordance with relevant legislation (including for the biannual baiting program)
- Control weeds (e.g. poison)
- Participate in musters of the commons/reserves as appropriate
- Conduct residential inspections annually and as required to investigate types and numbers of animals kept at the premises

- Distribute documentation and maintain records as appropriate (e.g. notices to Shire residents regarding baiting programs; indemnity forms)
- Relieve as Rural Lands Officer
- Provide excellent customer service to internal and external customers
- Effectively and proactively perform as a member of both the immediate team and corporate team, including willingness to assist outside the direct area of responsibility
- Contribute to the continuous improvement of Council's policies and processes
- Undertake continuous improvement of all aspects of personal work performance
- Complete other duties as required, which may be for other work sections of Richmond Shire Council
- Carry out duties impartially and with integrity, and with the overall aim of enhancing the reputation of Council

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required
- Correctly use and maintain tools, equipment and vehicles/plant
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor
- Operate equipment and machinery with guards and safety controls operating and in place at all times

- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task
- Report all problems with plant and equipment promptly to their Supervisor
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor
- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers)
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties
- Assist in the return to work process for themselves or any work colleagues following injury
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

KEY SELECTION CRITERIA

1. A current class C manual driver's licence.

Must be able to obtain;

National White or Queensland Blue Work Health and Safety Construction Induction Certification card, or willingness and ability to obtain at own expense.

Agricultural Chemical Distribution Control (ACDC), or willingness and ability to perform the necessary competencies and obtain.

Willingness and ability to participate in the necessary training and obtain authorisation from Queensland Health to obtain, possess and use fluoroacetic acid (and its sodium salt);

Chainsaw certificate, or willingness and ability to obtain.

Gun licence, or willingness and ability to obtain.

2. Demonstrated experience in installing and repairing fences and water infrastructure (including troughs, pipes, windmills, solar panels).
3. Demonstrated experience operating two (2) wheel and also four (4) wheel motorbikes, and demonstrated experience using small plant and equipment (including welding equipment, power drills etc) in a safe manner.
4. Demonstrated experience in handling domestic animals and livestock, and be able to destroy animals when required or directed.
5. Demonstrated willingness to use and apply chemicals for both pest and weed management.
6. Sound verbal and basic written communication skills, including the ability to liaise effectively with colleagues, contractors and stakeholders, and to maintain basic records.

Desirable:

1. Plant Operator competency certificates – Skid Steer Loader and Backhoe.

OTHER REQUIREMENTS AND CONDITIONS

- Working in the heat, standing for extended periods and performing repetitive manual handling, twisting, turning and bending are requirements of this position.
- Willingness to travel to and participate in short courses training (e.g. Authorised Persons course; Animal Management (Cats and Dogs) Act 2008 course).

PERFORMANCE STANDARDS

- Appropriate and consistent application of local laws and legislation
- Stock routes, saleyards and commons/reserves are maintained in an effective and sustainable manner (e.g. use granted as appropriate for water and feed availability; well-maintained infrastructure; fair and impartial granting of access)
- Effective implementation of pest and weed management activities as directed by the Rural Lands Officer
- Effective liaison with customers, colleagues and stakeholders
- All assigned tasks are completed professionally and within specified timeframes, and to required standards
- High level of participation, commitment to and concern for both the immediate team and corporate team, including willingness to follow directions, assist others, and be punctual and reliable in attendance
- High level of commitment to continual improvement of Council's policies and processes
- High level of commitment to continual improvement of personal work performance
- Effective, efficient and economical management of public resources
- Effective record-keeping, including for invoicing
- Effective use of judgement and initiative
- Council's Policies and Procedures and relevant legislation are adhered to
- Other targets as outlined in the Performance Review are achieved

DELEGATED AUTHORITY

- Authority in accordance with Council's corporate structure, delegations and statutory powers.
- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council’s functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual’s private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

“Confidential information” shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Peter Bennett – Chief Executive Officer

Signature: _____

Date Originated: 31 January 2014

Date Reviewed: 30 May 2019

Employee Name: _____

Employee Signature: _____

Date: _____