

# Central Darling Shire Council

## Position Description

### Animal Control Officer

#### Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

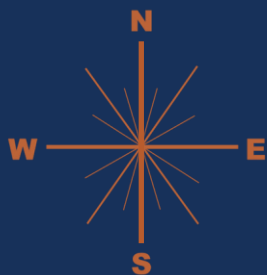
#### Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

#### Our Benefits

- 9 day fortnight
- Four (4) weeks annual leave per year
- 15 days sick/personal leave per year
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



*For more information, visit:*

<https://www.centraldarling.nsw.gov.au>



<b>Position Title</b>	<b>Animal Control Officer</b>		
Department	Shire Services	Position Code	CDSC1236
Location	Wilcannia		
Pay Grade	CDSC Grade 7	Award Band	Band 2 Level 2
Position Status	Permanent	Standard Hours	76 hours per fortnight
Reporting to	Building Survey / Environmental Health Officer		
Direct Supervision	Nil	Indirect Supervision	Nil
Position Delegations	Yes	Budget Responsibility	No
National Police Clearance:	Yes	Working with Children Check:	Yes
Approved by:	Director Shire Services	Date Approved:	

## The Position

Working across the Shire, the Animal Control Officer is responsible for undertaking council's legislative and policy responsibilities, in relation to companion animals, to ensure the safety of the community.

In addition, the Animal Control Officer is required to work with the community across the Shire to promote and encourage responsible pet ownership through education, animal management programs and events, and proactive and reactive patrols.

## Key Responsibilities

Within the area of responsibility, the role is required to assist the respective Engineers in:

- Undertake animal control activities including the Impounding, sale, destruction, checking registration, and implant microchips of animals.
- Undertake duties in order to maintain Council's animal holding/impound facility, including however not limited to:
  - Daily feeding, cleaning and release of animals
  - Daily checks and repairs made to any damaged fences, locks etc
  - Weekly cleaning and disinfecting of the facility, or as required.
  - Release of animals from the facility, including the collection and receipting of money for facility fees and/or fines
- Investigate and action customer requests, relating to a range of companion animal issues to ensure compliance with relevant legislation, statutory requirements, industry best practice, Council's policies, procedures and guidelines
- Issue Infringement Notices and/ or Orders for breaches of the *Companion Animals Act 1998*.
- Investigate animal attacks including preparation of documents required under the *Companion Animals Act 1998*
- Undertake proactive patrols in accordance with daily and weekly schedules to ensure compliance with legislation
- Ensure Council's records in relation to customer request, records management and any other relevant database are maintained and up to date.
- Ensuring compliance with companion animal related legislation, guidelines and code of practices by making recommendations to the Environmental Health Officer/Building Surveyor.

- Prepare and submit documentation to Council's legal team and give evidence in the Local Court and any other relevant Court when required.
- Carry out premise inspections to ensure compliance with control order requirements.
- Represent Council in animal control related stakeholder groups as required (eg Office of Local Government, Stakeholders, Councils Unite for Pets, Southern Sydney Regional Organisation of Councils, etc).
- Assist in the implementation of relevant actions associated with Council's Companion Animal Action Plan.

**Note:** An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.

## Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.
- Working in remote locations and travelling distances across the Shire to undertake animal control activities.

## Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a valid Class C Driver's Licence
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

## Essential Position Criteria

### Qualifications / Experience / Accreditation / Certification

- Demonstrated experience in a similar position involving regulation, investigation and enforcement, including following strict procedures in complex investigations, interviewing witnesses and offenders, collecting evidence, issuing notices, orders and penalty notices and being a witness in court
- Hold a Category - A,B Firearms Licence (Genuine Reason - Business or Employment), or ability to obtain
- Experience in companion animal handling with knowledge and understanding of dog behaviour.

### Specialised Knowledge and Skills

- Ability to read and understand, apply and enforce legislation, policies and guidelines, including the ability to complete forms, maintain records and write investigative reports or similar documents in support of legal prosecutions
- Demonstrated ability to act with integrity at all times and to utilise high levels of initiative and sound judgement
- Well-developed interpersonal skills, including demonstrated conflict resolution, consultation, negotiation and customer service skills to consider alternative points of view, identify and analyse options, make decisions and implement solutions
- Ability to carry out investigations and collect evidence from a variety of sources to use in determining a suitable course of action.
- Well-developed written and verbal communication skills,
- Demonstrated ability to act independently and as part of a team
- Sound computer skills and the ability to use and maintain databases and registers

## Desirable Position Criteria

- A Certificate IV in Local Government (Regulatory Services), Companion Animal Services.
- Knowledge and understanding of the *Companion Animals Act 1998* and other legislation relevant to the position
- Microchip implanter accreditation.

## Key working relationships

Who	Why
<b>Internal</b>	
Line Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions.</li> <li>• Provide expert advice and support and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture.</li> <li>• Provide effective communication and training, guidance, support and coaching to team members.</li> </ul>
<b>External</b>	
Community	<ul style="list-style-type: none"> <li>• Promote a positive image of Council when undertaking duties within the community.</li> </ul>
Stakeholders, Ratepayers, Residents, Lawyers, Consultants, Auditors and Government Bodies	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of animal control related issues and strategies</li> <li>• Preparation of documents and materials in line with the requirements under the <i>Animal Control Act 1998</i>.</li> <li>• Optimise communication and engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> </ul>

*I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.*

*I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.*

**Employee Name:**

**Signature:**

**Date:**