

## POSITION DESCRIPTION

<b>Job Title</b>	<b>Animal Control Officer</b>
<b>Organisational Context</b>	Aurukun Shire Council is an Indigenous community of about 1450 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
<b>Department</b>	Community Services
<b>Award &amp; Classification Level</b>	Queensland Local Government Industry (Stream A) Award – State 2017, Division 2, Section 1, Administrative, Technical, Professional, Community Services, Supervisory & Managerial Services (ATPCSSM), Level 3, Year 1 (ASC Level 9)
<b>Location</b>	Aurukun
<b>Reports to</b>	Director Community Services
<b>Position Scope</b>	This position has significant direct contact with members of the community and Council staff
<b>Employees Supervised</b>	Assistant Local Laws and Animal Control Officer
<b>Job Role &amp; Key Objective/s</b>	<p>The purpose of this position is to contribute to the development and implementation of council’s Animal Management Plan and Policies.</p> <p>In accordance with Council’s Local Law, Keeping and Control of Animals, this position will take responsibility for domestic animals, holding facility maintenance and animal care, animal registrations and record keeping, animal welfare activities and educational programs and feral animal monitoring.</p>
<b>Qualifications, Experience, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications at Certificate IV in Animal Control and Regulation or equivalent;</li> <li>• Class C Drivers Licence (manual);</li> <li>• Handling hazardous chemicals Certificate;</li> <li>• Senior First Aid Certificate;</li> <li>• Hold a current firearms licence or be able to obtain the relevant clearances to access training and acquire a firearms licence within the first 6 months of employment;</li> <li>• Demonstrated experience in a similar role;</li> <li>• Demonstrated knowledge of animal behaviour, control, and identification;</li> <li>• Demonstrated high level interpersonal and communication skills with ability to negotiate and manage conflict;</li> <li>• Demonstrated computer literacy utilising the Microsoft Office</li> </ul>

	<p>suite of products;</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work unsupervised and as part of a team to achieve positive outcomes;</li> <li>• Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people;.</li> <li>• Demonstrated capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community;</li> <li>• Understanding of legislation, or ability to acquire legislative knowledge of Aurukun Shire Council Local Law and subordinate Local Law, Keeping and Control of Animals;</li> <li>• Experience of living and working in a remote community desirable.</li> </ul>
<p><b>Duties &amp; Responsibilities</b></p>	<p><b>In accordance with Council’s Local laws, Policies and Procedures:</b></p> <p><b>Communication, Planning &amp; Administration:</b></p> <ul style="list-style-type: none"> <li>• Provide advice to the Director of Community Services regarding appropriate responses to emergent issues and associated operational budget expenditure</li> <li>• Contribute to operational planning and reporting</li> </ul> <p><b>Domestic Animals - Wandering animal surveillance, capture and destruction:</b></p> <ul style="list-style-type: none"> <li>• Undertake community patrols to identify stray, nuisance or sick animals and collect any unregistered animals (in accordance with local government laws and Animal Management plan/policy)</li> <li>• Capture and impound wandering animals where necessary and identify/notify owners</li> <li>• Release impounded animals to owners if appropriate (e.g) number of dogs is in keeping with Community/Council regulations, registration paid, animal is tagged or chipped)</li> <li>• Promptly respond to and investigate complaints with appropriate action, and report outcomes to Council.</li> </ul> <p><b>Holding Facility Maintenance and Animal Care:</b></p> <ul style="list-style-type: none"> <li>• Provide basic first aid to sick or injured impounded animals where necessary</li> <li>• Clean out pens and feed/water animals</li> <li>• Exercise animals</li> <li>• Report sick or injured animals and request veterinary assistance if necessary</li> <li>• Maintain pound / holding facility and report problems to supervisor</li> <li>• Ensure enclosures are secure and only accessible by authorised Council personnel</li> <li>• Check that tools, equipment and materials are maintained and stored appropriately</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake minor repairs and maintenance to enclosure/holding facility</li> <li>• Arrange and monitor safe storage of veterinary supplies, maintain a record of uses and order replacements as required or authorised</li> <li>• Review tip management supplies and place relevant orders</li> <li>• Review bait supplies and place relevant orders</li> <li>• Review pound supplies and place relevant orders</li> <li>• Ensure vehicles and other resources are available and operational when required (eg) for vet visits.</li> </ul> <p><b>Animal Registrations and Record Keeping:</b></p> <ul style="list-style-type: none"> <li>• Ensure all animals are recorded and information stored into the registration system</li> <li>• Update pound records</li> <li>• Develop an animal management work plan.</li> </ul> <p><b>Animal Welfare activities and educational programs:</b></p> <ul style="list-style-type: none"> <li>• Liaise with Council and the community on various strategies for animal health and population control</li> <li>• Gather information on animal population, problems and health and input into the ongoing development and review of Council's Animal Management Plan</li> <li>• Raise community awareness of the animal management plan and what it means for residents</li> <li>• Raise community awareness and provide advice to all animal owners regarding their responsibilities as animal owners</li> <li>• Conduct regular presentations on animal management and welfare issues to the community and schools by personal contact (meetings, lessons) and/or local newsletters</li> <li>• Educate the community on the importance of keeping animals such as horses, cattle and pigs out of the community including roads, sports fields, water supply, schools, rubbish facilities</li> </ul>
<p><b>Key Performance Indicators</b></p>	<p><b>Key Performance Measures</b></p>
	<ol style="list-style-type: none"> <li>1. Liaise regularly with the Director reporting any emerging issues and suggested control methods for the same.</li> <li>2. Contribute to operational planning.</li> <li>3. Identify any sick, injured, stray or nuisance domestic animals and process according to local government guidelines.</li> <li>4. Ensure all dogs are registered and provide notice to owners \ impound unregistered dogs.</li> <li>5. Investigate any complaints about animal both domestic or feral in a timely manner.</li> <li>6. Report to Council regularly current feral animal \ domestic animal concerns.</li> <li>7. Ensure holding facility is well maintained.</li> <li>8. Liaise with Vet in regard to sick injured animals and in regard to areas such as population control, contagious illness and</li> </ol>

	<p>other area that may impact on community.</p> <ol style="list-style-type: none"> <li>9. Ensure all equipment (including vehicles) and tools are well maintained within area of expertise.</li> <li>10. Ensure animal management plan is current and followed by all concerned.</li> <li>11. Develop plans and promote the education of community in relation to the care and maintenance of domestic animals including stock where appropriate.</li> <li>12. Monitor feral animals and report any changes in number to council.</li> <li>13. Liaise regularly with key stake holders such as Schools to promote animal welfare and the reduction of animal-based disease.</li> <li>14. Ensure all records are up to date in regard to animal numbers both domestic and feral.</li> <li>15. Ensure all dogs are registered and notice provided to owners. Impound unregistered dogs.</li> <li>16. Annual Work Plan Targets: 90% of all dogs registered, 100% of all registered dogs are microchipped. 90% of all registered dogs desexed.</li> <li>17. Effective communication with all community members.</li> </ol>
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I, \_\_\_\_\_ acknowledge and agree to the above position description.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_