

**Position Vacant**

Job Title: **Animal Control Officer**  
Work type: Full time  
Department: Community Services  
Pay range: \$80,000 - \$88,500 per annum including allowances

**About the Organisation**

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

**About the Role**

**This role is residential and based in Aurukun.**

The purpose of this position is to contribute to the development and implementation of council's Animal Management Plan and Policies.

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 feral animal monitoring.

**Key Accountabilities**

**In accordance with Council's Local laws, Policies and Procedures:**

**Communication, Planning & Administration:**

- Provide advice to the Environmental Health Manager regarding appropriate responses to emergent issues and associated operational budget expenditure
- Contribute to operational planning and reporting

**Domestic Animals - Wandering animal surveillance, capture and destruction:**

- 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)
- Capture and impound wandering animals where necessary and identify/notify owners
- 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)

- Promptly respond to and investigate complaints with appropriate action, and report outcomes to Council.

#### **Holding Facility Maintenance and Animal Care:**

- Provide basic first aid to sick or injured impounded animals where necessary
- Clean out pens and feed/water animals
- Exercise animals
- Report sick or injured animals and request veterinary assistance if necessary
- Maintain pound / holding facility and report problems to supervisor
- Ensure enclosures are secure and only accessible by authorised Council personnel
- Arrange and monitor safe storage of veterinary supplies, maintain a record of uses and order replacements as required or authorised
- Ensure vehicles and other resources are available and operational when required (eg) for vet visits.

#### **Animal Registrations and Record Keeping:**

- Ensure all animals are recorded and information stored into the registration system
- Develop an animal management work plan.

#### **Dog Management**

- Ensure consistent, proportionate management of regulated dogs declared as dangerous or menacing under the Animal Management (Cats and Dogs) Act 2008 (AMCDA).
- Respond and investigate dog attacks, gather evidence, interview witnesses, assess injury severity, and determine appropriate compliance/enforcement action under AMCDA ss 194–195.
- Accept owner surrenders (domestic animals) and explain rehoming pathways
- Monitor compliance with the maximum number of animals per household
- Assess and enforce minimum standards for enclosures, hygiene, shelter, water/food, waste management, and site amenity as set by Council's Local Law/Subordinate Local Law
- Seize and impound dogs and cats in circumstances permitted by AMCDA and Council's Local Law; issue required notices (seizure/impound, release conditions, destruction orders where authorised) and keep statutory records.
- Operate and maintain Council's dog registration system as the authoritative record for registrations, renewals, changes of ownership and address, with data quality controls and reconciliation to pound/shelter records.

#### **Animal Welfare activities and educational programs (in conjunction with the Indigenous Environmental Health team):**

- Liaise with Council and the community on various strategies for animal health and population control
- Gather information on animal population, problems and health and input into the ongoing development and review of Council's Animal Management Plan
- Raise community awareness of the animal management plan and what it means for residents
- Raise community awareness and provide advice to all animal owners regarding their responsibilities as animal owners

#### **Selection Criteria**

##### **Qualifications, Training Licences**

1. Tertiary qualifications at Certificate IV in Animal Control and Regulation or equivalent;
2. Class C Drivers Licence (manual);
3. Handling hazardous chemicals Certificate;
4. Senior First Aid Certificate;
5. Current Gun License;

6. Demonstrated experience in a similar role;
7. Demonstrated knowledge of animal behaviour, control, and identification;
8. Demonstrated high level interpersonal and communication skills with ability to negotiate and manage conflict;
9. Demonstrated computer literacy utilising the Microsoft Office suite of products;
10. Demonstrated ability to work unsupervised and as part of a team to achieve positive outcomes;
11. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people;.
12. Demonstrated capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community;
13. Understanding of legislation, or ability to acquire legislative knowledge of Aurukun Shire Council Local Law and subordinate Local Law, Keeping and Control of Animals;
14. Experience of living and working in a remote community desirable.

### **Benefits**

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$80 - \$88,500 per annum including allowances plus superannuation
- Access to our Employee Assistance Program (EAP)

For applicants recruited from outside of the Shire:

- Subsidised accommodation provided
- 5 weeks annual leave, 3 weeks Personal leave per annum.
- Additional 8 days of Isolation leave + minimum 2 return flights to Cairns per annum

### **How to apply**

To apply, fill in an application at the main office or email your current resume and cover letter addressing the selection criteria to [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)

*Shortlisting for this position will begin immediately and Council reserves the right to fill the role prior to the nominated closing date.* Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information contact the People, Culture and Safety Manager on **0418 387 516** or email [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)