

## JOB DESCRIPTION

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|---------------------------|---------------------------------------|
| <b>POSITION NAME</b>      | Animal Compliance Officer             |
| <b>DIVISION</b>           | Regulation and Enforcement            |
| <b>SUPERVISOR'S TITLE</b> | Compliance and Regulation Coordinator |
| <b>BRANCH</b>             | Compliance and Regulation             |

## FUNCTION AND PURPOSE

This position is primarily responsible for the monitoring and enforcement of animal control across the Local Government Area. This includes attending to and investigating complaints in relation to roaming dogs, dog attacks, aggressive dogs, dog owner misbehaviour, roaming livestock, barking dogs and nuisance cats. This position is also responsible for providing education to the community on responsible pet ownership and enforcing the provisions of the *Companion Animals Act 1998* and other relevant legislation.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1 Carry out Council's enforcement role by investigating community complaints and undertaking proactive enforcement programs, this includes the following:
  - *Companion Animals Act 1998* – Enforcing all provisions under this Act which includes seizing and impounding companion animals, investigating dog attacks and taking the appropriate enforcement action against members of the public who commit offences under this Act.
  - *Impounding Act 1993* – The impounding of articles and livestock in public places and taking the appropriate enforcement action against members of the public who commit offences under this Act, such as leaving an animal unattended in a public place.
  - *Local Government Act 1993* – Taking the appropriate enforcement action against members of the public who commit minor offences under this Act, such as failing to comply with terms of notice erected by Council.
  - *Road Rules 2014* – Enforcing all provisions that relate to illegal parking under these regulations which includes members of the public disobeying no stopping and no parking signs, double parking and stopping in a disabled parking area without current permit displayed.
  - *Protection of the Environment Operations Act 1997* – Taking the appropriate enforcement action against members of the public who commit minor offences under this Act, such as depositing litter and depositing advertising material and, when required, undertake enforcement action related to nuisance barking dogs under this Act.
- 2 Undertaking legal enforcement activities which includes interpreting and applying relevant legislation, interviewing members of the public, gathering and recording evidence, preparing evidence for Court, issuing Penalty Notices, issuing written warnings and attending Court and giving evidence when required to do so.
- 3 Conduct education and promotional activities relating to Council's enforcement to enhance Council's image and promote responsible pet ownership.
- 4 Establish and maintain personal close liaison with counterparts at other councils within the region, State Government agencies such as Housing NSW and NSW Police, community groups, animal welfare organisations such as the RSPCA Inspectorate and the Animal Welfare League and with relevant internal stakeholders such as the Lifeguards, City Cleansing staff and Parks staff.
- 5 Be an effective team member.
- 6 Remain abreast of and adapt to legislative changes and explore opportunities for innovation.
- 7 Maintain and provide detailed accurate records, activity reports and written reports as required by the Compliance and Regulation Manager and the Compliance and Regulation Coordinator.
- 8 Provide enforcement assistance to other Compliance Officers if requested.

- 9 Attend work in accordance with any roster for work on weekends and public holidays on a 70 hour per fortnight basis, or as overtime, as and when requested.
- 10 Attending after hours emergency callouts as necessary, and in a timely fashion in accordance with an agreed roster.
- 11 Update the NSW Companion Animal Register as required. Undertake other duties as requested.

### **WHS Responsibilities**

- 1 Follow WHS policies and procedures and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare under WHS legislation.
- 2 Identify and report hazards and any unsafe acts.
- 3 Apply WHS policies and procedures to self and others to take reasonable care for the health and safety of people who are at the employee's place of work who may be affected by the employees acts or omissions at work.
- 4 Complete required WHS documentation relevant to the work activity performed at Council.
- 5 Cooperate with employer to enable compliance with any reasonable request relating to WHS.
- 6 Participate in the consultative process on WHS matters.
- 7 Participate in risk assessments activities relating to the work activity performed at Council.
- 8 Take notice of information and participate with WHS training provided.

### **WORKING RELATIONSHIPS**

#### **INTERNAL**

Lord Mayor  
Councillors  
Divisional Manager  
Branch Manager  
Staff Generally

#### **EXTERNAL**

State Government Departments  
Consultants  
Established Committees  
General Public  
Community Groups

### **PERSON SPECIFICATION**

#### **Essential**

- 1 Ability to interpret and apply legislation relative to the position.
- 2 Demonstrated high level oral and written communication skills to a range of audiences.
- 3 Ability to collect and prepare evidence and present it in Court.
- 4 Demonstrated high level ability to resolve conflict situations and exercise discretion.
- 5 Demonstrated problem solving skills and the ability to work with minimum supervision.
- 6 Ability to adapt to change and contribute positively to team goals.
- 7 Ability to implement policies and programs.
- 8 Ability to manage multiple tasks within strict deadlines to meet identified outcomes.
- 9 Ability to be an effective team member and to lead teams as necessary.
- 10 Ability to use computer applications.
- 11 Demonstrated understanding of Work Health and Safety principles and Employment, Equity and Diversity (EED) principles.
- 12 Demonstrated attributes of reliability, resilience and patience with the ability to exercise high level judgement and keep sensitive information confidential.
- 13 Possess current class C drivers' licence.

#### **Desirable**

- 1 Demonstrated experience handling companion animals and livestock in an Animal Compliance role or similar position.
- 2 Previous experience working in a regulatory position.
- 3 Previous experience working in Local Government.