

# WESTLAND DISTRICT COUNCIL

## JOB DESCRIPTION

### JOB TITLE

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Animal Control Officer - Part Time

### PURPOSE

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The purpose of this position is to undertake animal control (including dog control and stock control) and to assist with compliance monitoring and enforcement across a range of regulatory activities as required. On call and standby duties will be shared with the FTE.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Dog control: Support the full time ACO by sharing after hours calls for service and dealing with call outs on a rostered basis.

Specific tasks include:

- Dealing promptly and accurately with customer requests for service including managing aggressive and/or barking dogs, dog attacks and wandering dogs.
- Conducting regular patrols throughout Westland to identify wandering and/or unregistered dogs.
- Impounding any dogs in the area that are not under proper control as necessary (e.g. wandering or running at large among stock)
- Operating the Council dog pound (facility currently provided by SPCA)
- Issuing infringement notices where appropriate, recommending classification of dogs as menacing or dangerous, following robust investigative procedures, and taking other legal action as may be necessary to enforce statutory requirements, including preparing documents for court proceedings, giving evidence and court attendance when necessary.
- Following up on all menacing and dangerous dogs to ensure that any requirements are complied with as per legislation
- Assisting with maintaining a dog control information database and complete administrative tasks as required.
- Take reasonable steps to ensure that all dogs in Westlands area are registered.
- Educating dog owners around their responsibilities under the Dog Control Act and Dog Control Bylaw 2018 (e.g. on-leash requirements)
- Ensuring after hours services are available.

Stock control:

Specific tasks include:

- Safely deal with wandering stock on the roads, (Impounding Act 1955), ensuring traffic and pedestrian safety, noting the following:
- State highways east of Dillmanstown and south of Ross are the responsibility of the NZTA currently.
- Rural local roads east of Dillmanstown and south of Ross may rely on assistance from local contractors and/or Police due to travel time requirements.
- Recovering costs as per the Council's fees and charges schedule relating to Animal Control.
- Inspecting boundary fences where stock escape from properties and following up with owners to ensure that issues are addressed and the Fencing Bylaw is complied with.
- Taking legal action as necessary, preparing documents for court proceedings, court attendance and giving evidence when necessary.
- Arranging for suitable stock pound facilities as required, on public or private land
- Coordinating contractors, any relevant on-call Council staff, and/or other external support to provide after-hours service and service in rural areas.
- Compliance monitoring and enforcement support to the regulatory functions of the Planning, Community and Environment group, as required and as time permits given the Animal Control work.
- Assisting the Regulatory team with compliance monitoring and enforcement support as required. ie Freedom Camping.
- This assistance may involve site visits, investigations, reporting, and enforcement actions in relation to policies, plans, bylaws and other legislation.

## Key Relationships

### Internal

- Council Staff

### External

- General public
- Government agencies such as New Zealand Policy
- Other agencies, such as SPCA

### Delegated Authority

- As per delegations manual

### Staff management

- N/A

### Reporting to:

- Compliance Team Leader

### Health and Safety:

- To adhere to all Council Health and safety plans, policies and procedures.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

## GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## SKILLS, EXPERIENCE & EDUCATION

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- Significant experience handling animals.
- Experience within or working with a regulatory or local government entity.
- Willingness to pursue training towards a NZ Certificate in Regulatory Compliance.
- Physical ability and courage, to conduct the animal control duties.
- Ability to remain calm and considerate in stressful situations.
- Excellent verbal and written communication skills.
- Ability to ensure that work is completed to a high standard and to meet deadlines.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative.

- Excellent Customer Service skills.
- Ability to manage time and prioritise and organise workload.
- Excellent relationship building skills