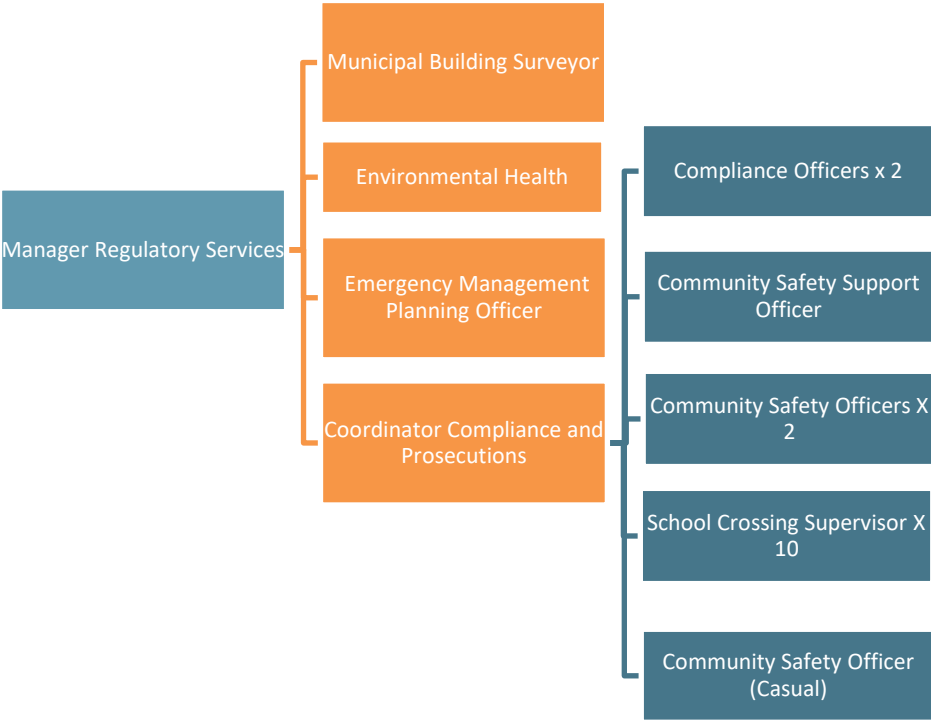


COMMUNITY SAFETY OFFICER (CASUAL)

Position No.	XXXX
Classification	Band 5, Casual
Directorate	Community, Planning and Growth
Department	Regulatory Services
Division	Compliance and Prosecutions Division
Department Context	The Community Compliance and Prosecutions division is located within the Regulatory Services department and exists to undertake roles in Fire Prevention, Animal Management, Local Laws, Planning Compliance and School Crossings.  <pre> graph LR MRS[Manager Regulatory Services] --- MBM[Municipal Building Surveyor] MRS --- EH[Environmental Health] MRS --- EMP[Emergency Management Planning Officer] MRS --- CCP[Coordinator Compliance and Prosecutions] CCP --- CO[Compliance Officers x 2] CCP --- CSSO[Community Safety Support Officer] CCP --- CSO2[Community Safety Officers X 2] CCP --- SCSS[School Crossing Supervisor X 10] CCP --- CSOC[Community Safety Officer (Casual)] </pre>
Position Purpose	The Community Safety Officer (Casual) is responsible for enhancing the quality of life of residents by implementing and enforcing the Domestic Animals Act, the Livestock Impoundment Act, Council's policies, strategies and local laws aimed at providing a safe and healthy environment in which to live. The Community Safety Officers primary responsibility is to enforce the Domestic Animals Act and the Impounding of Livestock Act. This is undertaken by educating residents about responsible pet ownership, investigating various nuisance complaints relating to domestic animals, dog attacks as well as livestock issues.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest, and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Duties of the position

The Community Safety Officers primary responsibility is to implement and enforce Council's Domestic Animal Management Plan, the Domestic Animals Act 1994, the Impounding of Livestock Act 1994 and the Prevention of Cruelty to Animals Act 1986. These primary responsibilities further include any other duties pertaining to animal management which falls within the purview of Council.

As an authorised officer of Council, administer and enforce the:

- Domestic Animals Act 1994
- Impounding of Livestock Act 1994
- Prevention of Cruelty to Animals Act 1986
- Local Government Act 1989
- Local Government Act 2020
- Environment Protection Act 2017
- Country Fire Authority Act 1958
- Golden Plains Shire Council Local Law No.1 – General Public Amenity

Animal Control

- In conjunction with the Coordinator Compliance and Prosecutions, contribute to the development of strategies to ensure responsible animal ownership within the community as well as effective programs for the monitoring and enforcement of laws and policies relating to any animal management in line with the Domestic Animals Act 1994 and the Prevention of Cruelty to Animals Act 1986.
- Implement and enforce Council's Domestic Animal Management Plan, including the administration of registration records and renewals, response to complaints, impounding, issuing of infringements and any other matter pursuant to animal control legislation, Local Laws and Council policy.
- Implement and enforce legislation, laws and policies relating to control of other animals such as wandering stock, fencing, roadside grazing and disposal of dead animals.
- Attend to incidents where livestock or domestic animals are not appropriately confined to a property, including impounding wandering animals at municipal pound facilities, attempting to trace owners of wandering animals, auction any unclaimed stock in keeping with the Impounding of Livestock Act 1994.

- Ensuring all livestock and domestic animals are appropriately confined to a property and check fences where stock or domestic animals escape and follow up with fencing orders on property owners.
- Manage Council operated pound facilities and ensure adherence with relevant codes of practice.
- Assist in the supervision of the contract for externally operated municipal pound facilities.
- Co-ordinate auctions of impounded stock in accordance with the Impounding of Livestock Act 1994.
- Attend to urgent animal control complaints after hours where necessary in line with Council's Out of Hours Service Procedure.
- Ensure proper treatment and care of animals including checking condition of neglected stock and animals.
- Seek efficient resolution of issues by negotiating with residents, Police and other relevant persons or agencies.
- Liaise with other agencies involved in animal control or welfare such as the RSPCA or local wildlife shelters.
- At the direction of the Coordinator Compliance and Prosecutions, inspect properties for compliance with animal related local laws and make recommendations to the Coordinator Compliance and Prosecutions.
- Attend internal and external meetings or activities that relate to animal control issues.
- Compile reports on animal control issues when required.

Local Laws

The Community Safety Officers share the responsibility to implement and enforce non-animal related local laws with the other officers of the Compliance and Prosecutions Division.

- Monitor properties across the municipality for compliance with Council's Local Laws, with animal related Local Laws as the primary responsibility of the Community Safety Officers.
- Administer, implement and enforce Council's Local Laws across the municipality, including containment of refuse on building sites, dangerous land, unsightly land, camping, noxious weeds and any other local laws relating to environment, roads and streets.
- Respond to and investigate nuisance complaints such as those created by noise, odour, animals, smoke fumes, drainage, pollution or any other matter and report to Coordinator Compliance and Prosecutions as to the most appropriate course of action required to resolve such complaints.
- In conjunction with the Coordinator Compliance and Prosecutions, contribute towards the development, review and implementation of strategies to improve community safety.

Parking / Traffic

The Community Safety Officer's share the responsibility to implement and enforce road related local laws and road safety related legislation with the other officers of the Compliance and Prosecutions Division.

- Implement and enforce laws and policies relating to parking control including recommendations for restriction zones, routine monitoring for compliance and issuing of infringement notices pursuant to road safety statutes and local laws.
- Provide for the efficient removal, impounding and disposal of 'abandoned vehicles' from public roads.

Litter investigations and collection

The responsibility to address litter collection is shared with the other officers of the Compliance and Prosecutions Division. Major litter or illegal dumping investigations will be delegated to the Compliance Officers. The collection of minor litter will be the predominant responsibility of the Community Safety Officers.

- Investigate litter complaints and where appropriate, issue infringements for breaches of the Environment Protection Act 2017
- Arrange for removal of illegal and abandoned litter whether by immediate collection or requests internally and externally for large volumes and/or furniture, chemicals, tyres etc.
- Compile reports on local laws issues when required.

General Administrative Duties

- Establish positive communication and rapport with customers and the general public and educate and promote the need for compliance with the various statutes, legislation, local laws and policies.
- Issue infringements notices where necessary and liaise with the Magistrates' Court or Fines Victoria for all unpaid infringements.
- Collect and document evidence to support issuing infringement notices and formal Court proceedings
- Undertake investigations, prepare and compile statements and briefs for court relating to animal control and local law matters.
- Act as an informant and give sworn evidence when required to support Council prosecutions before the Court.
- Undertake banking duties as required.
- Prepare correspondence on all matters relevant to the position.
- Other duties within the scope of the employee's skills, competence and training as directed.

Fire Prevention and Standpipes

- Provide support to Council's Municipal Fire Prevention Officer during the fire danger period, including undertaking Fire Hazard inspections, responding to complaints and authorising contactors to remove identified hazards.
- Together with other members of the Compliance and Prosecutions Division, act as an Assistant Municipal Fire Prevention Officer.
- Monitor standpipes to ensure effective operation and security.
- Facilitate the administration of standpipes, standpipe repairs and water sales, including liaison with shopkeepers, plumbers and the collection of receipts from shop owners for Council invoice purposes.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Divisions objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.

- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence, and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Nor are the described primary and secondary responsibilities set without requiring flexibility with the overlap of the with other officers' duties within the Division. Secondary duties must be performed so to ensure the efficient services provided in accordance with operational requirements.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	• Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	• Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	• Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	• Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Adept
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate

Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Intermediate
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Intermediate
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Intermediate
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Intermediate

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	- Accountable for administration of the requirements of Acts, Regulations and Local Laws. - The effect of decisions and actions taken may be significant, but usually assistance in making those decisions and actions can be sought from the Coordinator Compliance and Prosecutions or Manager Regulatory Services. - Provide a high level of professional assistance and staff and members of the public.
Judgement and Decision Making	The work involves solving problems, using procedures and guidelines, and the application of technical knowledge. Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required. Guidance and advice would usually be available within the time required to make a choice.
Specialist Skills & Knowledge	The position requires: - An understanding of and ability to interpret relevant legislation including: Domestic Animals Act 1994; Prevention of Cruelty to Animals Act 1986; Firearms Act 1996; Impounding of Livestock Act 1994; and CFA Act 1958; and Council's Local Laws pertaining to Community Protection. - An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents. - An appreciation of the long-term goals of both the Regulatory Services Unit and the Golden Plains Shire Council. - The ability to interpret regulations with an understanding of the underlying principles involved as distinct from the practices.

	• An understanding of the relevant technology, procedures and processes used within the Regulatory Services Unit. • The ability to provide training and support to other Community Safety Officers. • The ability and skill to handle domestic animals and livestock.
Management Skills	The position requires skills in managing time, setting priorities and planning and organising work so as to achieve specific and set objectives in the most efficient way possible, with the resources available and within a set timetable.
Interpersonal Skills	The position requires the ability to gain co-operation and assistance from customers, members of the public and other employees in the course of their duties. The officer will write reports and prepare external correspondence of a routine nature.
Qualifications & Experience	The skills and knowledge needed in the position are beyond those normally acquired through completion of a certificate or associate diploma alone, but they might be acquired through completion of a certificate or associate diploma with relevant experience or a lesser qualification with extensive relevant experience. Relevant experience includes work in the areas of community safety, fire prevention, domestic animal and livestock handling and local laws enforcement.

KEY SELECTION CRITERIA

1. Experience in the delivery of community safety services.
2. The ability to interpret legislation, regulations, local laws and policy guidelines.
3. An understanding of Local Government role in rural and peri-urban areas.
4. Ability to work within a team environment.
5. Experience in a service industry where quality, customer service and efficiency were critical.
6. Good interpersonal and negotiation skills.
7. Experience in preparing reports and routine correspondence.
8. Proficiency in the use of computer-based applications including GIS & Microsoft Office 365.
9. The ability to embrace change and encourage acceptance of change among staff.
10. Extensive experience in handling domestic animals and livestock.

Other Requirements

- Tasks within this role will be required to be undertaken in the evenings or on weekends as part of ongoing rostered on-call availability requirement.
- Tasks within this role may also be required to be undertaken in the evenings or on weekends outside of rostered on call availability requirements. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Coordinator / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.

- Maintain a satisfactory National Criminal History Check.

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Council) are required of the preferred candidate.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department): Regulatory Services

Reviewed By (P&C):

Date: June 2026

Employee Acceptance:

(Name and signature)

Date:

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.