BARKLY REGIONAL COUNCIL

Companion Animal/Cleaner Community Officer

(Part-Time – Fixed-Term)

1. Position Objectives

The Companion Animal/Cleaner Community Officer plays a crucial role in Barkly Regional Council's community outreach initiatives by supporting animal education, health services and environmental hygiene in Indigenous communities.

Depending on the location and demand the role's core duties could focus either on Companion Animal to a Cleaner Community. In most cases we can tailor the role to you.

Companion Animal Focus (90% Animal / 10% Community)

Supporting remote animal management by assisting visiting veterinary teams during outreach clinics and monitoring the overarching health of community pet populations. This role delivers local animal care education to improve pet safety and welfare, maintains accurate record-keeping for community animal populations and registry metrics, and includes hands-on exposure to council pound operations in Tennant Creek.

Clean Community Focus (90% Community / 10% Animal)

Acts as an ambassador to keep the community clean and safe. They teach residents about cleanliness standards to help stop fires and health risks. This role organises local cleanup groups with youth and volunteers, manages a tool loan program for residents, and helps people sort their rubbish and hire equipment at the Tennant Creek Landfill.

Eligibility

Identified Role: Identify as being of Aboriginal or Torres Strait Islander origin.

As an Identified Role, this role is open only to Aboriginal and/or Torres Strait Islander persons. Where a position is identified, an applicant's race is a genuine occupational qualification and authorised by Section 35A of the Anti-Discrimination Act 1992 (NT).

This is a three-year funded traineeship position. Ongoing employment is subject to meeting expected performance targets as set out in Key Accountabilities and ongoing funding.

This position is designed as a flexible, region-wide role, not specific to a single community.

2. Our Vision, Purpose and Values

VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.
Service:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Companion Animal Focus (90% Animal / 10% Community)

- Work alongside visiting veterinary teams during remote community outreach clinics to handle and care for pets safely.
- Monitor the general health of community pet populations and report any welfare or medical concerns.
- Talk with community residents to share simple, useful tips on animal care, pet safety, and animal welfare.
- Maintain accurate, clear records of community animal numbers, registry tracking, and health metrics.
- Specific to Tennant Creek: Complete daily hands-on tasks and training routines at the Barkly Regional Council Dog Pound in Tennant Creek.

Clean Community Focus (90% Community / 10% Animal)

- Act as a community ambassador by talking to residents about local cleanliness habits to stop fire, health, and environment risks.
- Set up and run active local cleaning groups with community youth and volunteers to keep areas tidy.
- Run the local community tool loan program so residents can easily borrow and return upkeep gear.
- Specific to Tennant Creek: Work at the Tennant Creek Landfill to guide residents with rubbish sorting and handle basic site equipment hire.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.

- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time to meet the changing needs of Barkly Regional Council. The position holder may be required to undertake other duties appropriate to their position classification, as reasonably directed by their manager or another authorised Council manager.

4. Key Accountabilities

- Successful completion of ACM30122 Certificate III in Animal Care Services (or equivalent) units within agreed timelines.
- Consistent attendance and participation at remote veterinary clinics and community cleanup sessions.
- Up-to-date and accurate entry of animal records, registry information, and tool loan registries.
- Safe and helpful guidance provided to residents regarding rubbish separation and site equipment procedures.
- Productive, respectful relationships maintained with visiting vets, team members, and Indigenous community groups.
- Provide responsive customer service and communicate effectively with community members, stakeholders and Council management.
- Ensure compliance with WHS legislation, Council policies, procedures, and relevant regulatory requirements, promoting a positive safety culture across the work team.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Companion Animal/Cleaner Community Officer
Reports to:	Council Services Manager/Works Supervisor
Department:	Operational Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer
	Chief Operational Officer
	Regional Manager Operations
	Council Services Managers
	Works Supervisors
	Companion Animal/Cleaner Community Officers
	Other Council Staff
External Liaison:	Contractors and Suppliers
	Ratepayers, Residents, and Visitors

6. Wages and Other Benefits

Classification:	Level 4 – Barkly Regional Council Enterprise Agreement 2024 (EA)
EA Level 4 Wage:	$35.23 per hour
Status:	Part-Time – Fixed-Term (25 hours per week)
Funding End Date:	30 June 2028
SCG:	12%
Annual Leave:	6 Weeks (pro rata)
Leave Loading:	17.5%
Roster:	The supervisor will set a five-day roster that equals 38 hours per week.
Span of Ordinary Hours:	The span of ordinary hours for Animal Management Worker employees will be 6:30 am o 6:00 pm, Monday to Sunday.
Roster Flexibility:	Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes will be managed in accordance with applicable employment conditions and consultation requirements.

7. Knowledge and Skills

Organisational

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

Interpersonal

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties

- Provide courteous and timely attention to requests for information.

- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Strong knowledge of local community dynamics and an established ability to build relationships with Indigenous leaders, Elders, and community stakeholders.
2. Ability to communicate effectively and respectfully with residents about hygiene risks, as well as confidently deliver educational materials to youth and school groups.
3. Physically capable of working outdoors in varied weather conditions, handling animals safely under veterinary guidance, and operating lawn maintenance equipment.
4. Basic data entry and tracking skills to support the animal population database, tool registries, and landfill paperwork.
5. Sound knowledge and understanding of WHS legislation, practices, and risk management principles.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory	Desirable
• Required to actively participate in Nationally Accredited Training, being ACM30122 Certificate III in Animal Care Services (or equivalent) • National Criminal History Check • Working with Children Clearance (Ochre Card – Northern Territory) • Northern Territory Driver's Licence (minimum C Class)	• CPCWHS1001 Work Safely in the • Construction Industry (White Card) • HLTAID011 Provide First Aid • HLTAID009 Provide Cardiopulmonary Resuscitation • VTP414 4WD Operations on Unsealed Roads Course • Corporate Induction • Site Induction • Workplace Health and Safety (WHS) Induction Training • Respect @ Work – Prevention of Sexual Harassment in the Workplace Training

	• Prevention of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements/Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as Medium Work, involving a combination of community engagement, travel, and animal handling activities.

- This role involves manual handling tasks, including lifting and carrying animals, equipment, tools, and cleaning materials.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used
- The role requires the ability to:
  - Stand and walk for extended periods, including on uneven terrain.
  - Bend, kneel, squat, and undertake repetitive physical movements.
  - Assist with the safe handling and restraint of animals under supervision.
  - Undertake community clean-up activities and handle tools and equipment safely.
  - Work outdoors in varying environmental conditions..

Inherent Physical Requirements:

- Ability to stand and walk for extended periods, including on uneven terrain.
- Ability to work outdoors in varying environmental conditions.
- Ability to assist with handling and restraining animals safely.
- Ability to lift and carry animals, equipment, tools, and cleaning materials using safe manual handling practices.
- Ability to bend, kneel, squat, reach, and undertake repetitive physical movements.
- Ability to use animal handling, cleaning, and maintenance equipment safely.
- Ability to maintain sufficient grip strength when handling animals, tools, and equipment.
- Ability to safely enter and exit vehicles and undertake work-related travel.

Physical Requirements of Job Role							
Job Role: Companion Animal Community Outreach Officer							
Body Posture	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Standing					X		
Sitting				X			
Forward Reaching					X		
Neck flexion/extension/rotation					X		
Reaching above shoulder height				X			
Stooping & bending forward from standing position					X		
Kneeling/squatting				X			
Trunk rotation					X		
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Climbing step/platform				X			
Walking					X		
Walking over uneven surfaces					X		
Ladder climbing	X						
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Unilateral lifting				X			
Bilateral carrying					X		
Lifting with weight away from body <10kg					X		
Lifting with weight away from body >10kg				X			
Lowering a vertical distance > 25cm from waist to floor				X			
Lowering a vertical distance > 25cm from waist to shoulder height				X			
Lifting 0kg - 4.5kg					X		
Lifting 4.5kg - 9kg					X		
Lifting 9kg - 22kg				X			

Lifting 22kg - 45kg		X					
Lifting 45kg+	X						
Handling unstable objects					X		
Carrying					X		
Pushing/pulling					X		
Sustained/repetitive hand grip					X		
Tool use					X		
Exposure to vibration		X					

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



05 / 11 / 2026

Peter Harder
Chief Executive Officer

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

_____ _____/_____/_____

Signature

Date