

## **DOGS Victoria – Field Officer(s)**

### Overview of Duties

- To assist and educate members and affiliates to ensure they are fulfilling their obligations as responsible owners and breeders.
- Provide assistance to members in relation to matters arising from the regulatory components of DOGS Victoria or government legislation, including running seminars for DV members.
- Provide assistance to members where it is determined by DOGS Victoria that the need exists in relation to animal welfare issues.
- Conduct inspection of premises to ascertain compliance with regulations/legislation as directed by DOGS Victoria.
- Must have in depth knowledge of the Code of Practice for Breeding and Rearing Establishments and an understanding of the requirements for Planning Permits.
- Liaise between Members and Local Council whenever a conflict arises.
- Where a member is under pressure from or has problems with the Local Council, the RSPCA, the media or other groups, it shall be the responsibility of the Field Officer to investigate the situation and report to the Management Committee of DOGS Victoria as to:
  - How the member can be assisted? (if justified)
  - What advice can be given to the member
  - How to use the media to DV's advantage and also limit collateral damage from the media.
- Where a member is accused of cruelty, neglect or other improper conduct, to attend at the scene and, where justified, to protect the interests of the dogs concerned and the member.
- In cases where there have been inferences of breach of Rules or Regulations, the entire visit must be video recorded for the purpose of
  - Identifying dogs (must be identified via microchip)
  - Identifying people with dogs
  - Record condition of dogs, kennels, puppies etc. which are the subject of enquiries
  - Accurately recording dialogue to protect the interests of both the DV member(s) and the Field Officer.
- Where the Field Officer has enquired into a matter that has become a media matter he/she be authorised by the President to make public comment.
- Attend DOGS Victoria information meetings, when requested, to discuss the Domestic Animal Act.

- Provide a written monthly report to the Management Committee (through the CE) to be tabled at the monthly meeting of MC. This report shall include reference to every DV member contact and every contact made by the external organisations, however those contacts made by DV members requesting assistance may have member's name withheld if requested by the DV member.
- Attend any approved seminars/conferences, at DOGS Victoria's expense, which relates to or would assist the position of Field Officer.
- The Field Officer may recruit and liaise with voluntary assistance from DV members in the regions where deemed necessary (eg. geography, perceived conflict of interest). These members must be authorised by Management Committee. They shall be remunerated for out of pocket expenses.
- The Field Officer and any members acting as above shall sign a confidentiality agreement.
- Act as directed by the Management Committee through the CE.
- Develop and use a concise audit procedure.

#### Field Officer Profile

It would be expected that to successfully fill the role the Field Officer would possess the following qualities or attributes. He/she would be a person

- Who is a well respected member of DOGS Victoria
- Who is a member in good standing
- Who can be trusted to act confidentially
- Who is a good communicator and can be proactive and helpful
- Who has the ability to interview people efficiently and convince members that their best interests are being considered even though they may still have problems
- Who can liaise with other bodies likely to be involved in canine affairs
- Who understands personnel management, discipline and the importance of avoiding public exposure unless specifically so authorised
- Who can address a public meeting with confidence
- Who has the overall ability to handle public relations issues and importantly the image of DOGS Victoria.