

POSITION TITLE		Environmental Health Officers			
REFERENCE/POSITION NUMBER		1060			
DEPARTMENT		Planning, Environment and Communities			
ACCOUNTABLE TO		Manager Environment and Compliance			
SUPERVISOR		Manager Environment and Compliance			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	14	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	Yes		VEHICLE	Operational and private use	
APPLICABLE ALLOWANCES		N/A			
LAST UPDATED		23/02/2024			

OBJECTIVES

- Assist with the development, implementation and evaluation of Council's Integrated Planning as it relates specifically to the Planning, Environment and Communities Department in areas of public health, environmental protection and monitoring.
- Assist with ensuring Council meets its Legislative, Delivery and Operational Plans and Budgetary requirements.
- Provide a range of public health and environmental services in response to community demand which is supportive, conclusive and enhances the health, safety and wellbeing of the community.
- To implement environmental and public health legislation and Council policies and programs.

SELECTION CRITERIA

ESSENTIAL

- Bachelor of Applied Science (Environmental Health OR Public Health) or equivalent qualification.
- Class C Driver's Licence.
- Experience applying legislation relating to Environmental, Public Health and Food Safety issues in a Local Government environment.
- Experience in the preparation and issuing of legislative notices, orders and legal proceedings applicable to relevant public health, environmental and local government legislation.
- Experience in Environmental Monitoring, responding to pollution incidents, investigations and enforcement procedures.
- Excellent communication and negotiating skills.
- Ability to implement data collection, analysis and reporting

DESIRABLE

- Experience working with other government and non-government agencies.
- Authorised Officer under the Protection of Environment Operations Act.
- Experience undertaking food safety and public health inspections.

ACCOUNTABILITIES

- Administer and implement Food Safety Standards and legislation and undertake inspections of food premises, food vehicles, temporary food stalls and other facilities for compliance.
- Implement COVID-19 public health order when required.
- Administer Food Business and Temporary Food Event notifications and approvals.
- Implement procedures for Food Products Recalls.
- Develops and implements education programs for food businesses.
- Undertake assessment of Development Applications for new food premises for compliance with standards.
- Represent Council at state/regional food safety and public health forums
- Liaise, co-operate and interact with State and Local Government Authorities, public interest groups and departmental staff in the resolution of public health, and environmental issues.
- Assess the environmental and public health impacts of development applications, request appropriate impact statements, recommend appropriate conditions, and ensure that the relevant conditions of development consent are adhered to where appropriate
- Implement, monitor and enforce the provisions of relevant legislation and guidelines including Protection of the Environment Operations Act, Local Government Act, Contaminated Lands Management Act, Public Health Act, Food Act and regulations thereunder.
- Administer public health legislation applicable to skin penetration and hairdressing premises, legionella control, control of public swimming pools and spa pools and private water supplies including water quality testing
- Implementing emergency pollution incidence responses including conduct of water quality sampling of waterways
- Assist in the implementation of Local Emergency Management Plans and Disaster Management Plans specific to public health and environmental health matters
- Administer the Protection of the Environment Operations (Underground Petroleum Storage Systems) Act and Regulation and inspect and regulate premises.

- Respond to public enquiries and provide technical advice, investigate and resolve related complaints, which may include noise, air and water pollution incidents, waste and illegal dumping, food complaints and unhealthy premises.
- Manage and lead Council's On Site Sewerage Management Plan and legislation including undertaking inspections, issuing operating permits, determining appropriate corrective action and education programs.
- Implement Landfill Environmental Management monitoring and reporting in accordance with licence requirements.
- Provide advice, collect samples, monitor and report on the installation, operation and maintenance of cooling towers and warm water systems for compliance with the Public Health Act, and the "NSW Code of Practice for the Control of Legionnaires' Disease".
- Actively participate in public meetings, seminars, workshops and conferences and disseminate appropriate information to members of the public, Council officers and external professionals, developers, architects and engineers.
- Provide information and input for the development of Council's public health and environmental policy, development control plans and programs
- Ensure Council's records systems and registers are kept up to date for all regulated premises and enter results of all inspections into this system.
- Prepare formal reports on the results of investigations undertaken for Management and Council
- Prepare and serve notices and orders to abate public health and environmental nuisances in accordance with the relevant legislation and issue infringements.
- Prepare Legal Proceedings and Represent Council at Court
- Assist with the preparation of project budgets and issue online requisitions and process accounts.
- Conduct meetings, facilitate and consult with community and interest groups.
- Complete standard forms, prepares written correspondence, memos, reports to Council, annual, quarterly and monthly operational and legislative reports, prepare grant submission applications, meeting agendas, minutes and action lists and use Councils electronic record keeping system.
- Provide input into media releases.
- Encourage community awareness and provide practical input for the preparation of education programs relating to public health and environmental issues.
- Prepare and complete licence application renewals and issue certificates as required by legislation.
- Operate sound level noise and water quality monitoring meters and use test kits and other equipment.
- Work as part of a team and positively contribute to the continuous improvement of services and participate in corporate change programs.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

FINANCIAL DELEGATION:	\$1,000
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	Input to budget

CONDITIONS OF EMPLOYMENT

AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	Yes
	• Working with children check	Yes

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: