

Candidate Information

Cook Shire Council

Environmental Health Officer

April 2021

Cook Shire



Cook Shire Overview



Cook Shire enjoys a mild tropical climate with the wet season typically running from January to March, which is also the hottest part of the year. April to December brings a drier period and cooler weather, with temperatures averaging 27 degrees.

The number of people visiting Cook Shire and moving to this beautiful region is growing steadily, as access and facilities improve across the communities. There are airports and airstrips in most areas of the Shire, with the largest in Cooktown and Coen, and scheduled or charter flights available to those destinations and there is a regular bus service between Cairns and Cooktown.

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000km² and occupies 80 per cent of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts. About half of the Shire's 4400-strong population live in Cooktown, on the banks of the Endeavour River, with the remainder spread between the smaller population centers of Marton, Laura, Lakeland, Coen, Ayton, Rossville, Portland Roads and offshore islands including Lizard Island.

Cook Shire is enriched by the unique contributions of its smaller communities, with Lakeland a national leader in agriculture and Laura world famous for its rock art.

Cook Shire Council

Council has developed an organisational structure that maximises the effectiveness of service delivery to the community. The Council comprises the Chief Executive Officer and Executive Leadership Team along with three departments:

- Organisational Business Services.
- Community, Economy and Innovation.
- Infrastructure Services.

The Chief Executive Officer, Directors and Mayor form the Executive Leadership Team. The role of this team is to provide consultation on issues regarding the Council's strategic direction and long-term planning.

As one of the largest employers in Cape York, Cook Shire Council supports this growing region and a diverse community of over 4,400 people. It was recently ranked in the top 10 per cent of local governments across Australia so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.

Construction has been completed on the Gateway to Cape York project. This \$1.2 million project at Lakeland on Mulligan Highway features an iconic "gateway" which includes a purpose-built traveler information centre, a rest stop area and an interactive sculpture park that showcases communities from Cape York. The projects completion is in time to welcome visitors attending the Cooktown and Cape York Expo 2021 being held between 11-20 June this year.



Cooktown Expo 2021

- Cooktown & Cape York Expo 2021 is a ten-day regional expo and a festival of celebration, Reconciliation and a catalyst for regional economic renewal, highlighting Far North Queensland and Cape York's unique history, culture, tourism offerings, visual art, performing arts, agriculture, indigenous and non-indigenous business.
- Cook Shire have been planning a festival for a number of years with the knowledge that 2020 would mark the 250th anniversary of Captain James Cook's voyage throughout the east coast of Australia. Lt James Cook spent seven weeks in Gungardi, now known as Cooktown, after the HM Bark Endeavour ran aground on the Great Barrier Reef. The 2020 Expo was to celebrate Cooktown as one of the few places in Australia with an historical site of significance to the shared history of Indigenous and non-Indigenous Australians, its natural setting still intact and recognisable after 250 years, where both cultures can gather together, and without debating Indigenous authenticity.
- When the Covid-19 Pandemic was announced Cook Shire had little choice other than to postpone the event until 2021.
- The 2021 event will continue the 2020 theme, built around the first recorded act of reconciliation between Indigenous and Non-Indigenous Australians in 1770, focusing on their important historical heritage of a shared history over the last 250 years.



Council Information

[Cook Shire Corporate Plan 2017 - 2022](#)

[Cook Shire Operational Plan 2020 - 2021](#)

For further information please visit www.cook.qld.gov.au



Environmental Health Officer

Division:	Organisational Business Services
Location:	Council Administration Office, 10 Furneaux Street, Cooktown
Reports to:	Manager Planning and Environment
Employment Status:	Permanent full time



POSITION OBJECTIVES

- Reporting to the Planning and Environment Manager you will be able to make the role your own and hit the ground running with several local events planned this year, which will require food and event licences issued. You will take ownership of and be supported in a role that is running efficiently with registers, systems, and procedures all fully documented. Cooktown Expo 2021 event planning is well underway however you will play an integral role in the success of this from an EHO perspective for Council.
- Administering public health legislation including conducting inspections to ensure an acceptable standard of environmental health is maintained; creating and promoting awareness within the community and assisting in the development, implementation and ongoing communication of the Shire's strategic and business plans, policies, local laws and objectives will underpin your work in this area.
- You will also confidently and appropriately investigate, manage and resolve public complaints and enquiries.

Position Requirements

Qualifications, Experience and Skills

- Relevant qualifications in Environmental Health.
- Proven experience in assessing food premises, environmental pollutants, nuisances and other relevant areas to environmental health and public health.
- A working knowledge of the *Local Government Act* and *Environmental Protection Act*.
- A high level of knowledge and understanding of the *Food Act* and Environmental Health legislation.
- Skills in the preparation and presentation of clear, concise and accurate reports.
- High-level computer skills.
- The ability to communicate with people from a range of backgrounds and representing Council in a professional manner.
- An ability to establish and maintain positive working relationships with internal and external stakeholders.
- Provide high quality customer service and understanding of customer needs.
- Experience with working in remote areas (desirable).
- Current Car Class "C" Open Driver's Licence.

Position Requirements (cont.)

Interpersonal Skills

- Professional and efficient approach to internal and external customers.
- Highly developed skills in engaging with the community to raise awareness of evolving issues of environmental health.
- Excellent verbal and written communication skills.
- Demonstrated ability to provide high quality customer service and understanding of customer needs.
- Experienced in being flexible, prioritising, responding quickly and making sound judgments in difficult and time pressured situations.
- Effective time management skills including the ability to plan, organise own work, achieve set and agreed performance and service standards and meet deadlines.
- Ability to use initiative to recommend alternative solutions and strategies.
- Ability to work in a supportive and co-operative manner with others in a team environment.

Initial Focus of the Role

- Cooktown Expo – the application process is underway but final assessment and issuing of event permits will form part of your initial focus coming into the role.
- Laura Dance Festival – this is an indigenous (no alcohol) event. Whilst the process has started in terms of liaising with the organiser you will be supported by Council to coordinate applications with government agencies to ensure applicable safety measures are in place and what needs to be set up depending on anticipated numbers. Previous events have attracted around 10,000 attendees but COVID may reduce this for 2021.
- Other events include the Cooktown Races, Electronic Dance Festival and the Wallaby Creek Festival which are later in the year.
- Cook Shire Council have a mass gatherings protocol in place to ensure collaboration with all government agencies. This sits behind the application process to ensure risk and compliance has been assessed given the remoteness of some of these events.



Why this role?

- Reporting to the Planning and Environment Manager, you will be able to make the role your own and hit the ground running with several events that need food and event licences issued. Council also have a good relationship with QLD Health who offer a lot of support for the role.
- If you feel you can be passionate about the role you can play in maintaining the integrity of the local businesses and facilities, then this is a great role and opportunity to join a progressive Council where you can truly make your mark and continue educating businesses in the area.
- Cook Shire Council is ranked in the top 10 per cent of local governments across Australia, so there couldn't be a better time to experience the diversity the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.



Other Information

- Cook Shire Council is an equal opportunity employer and operates under a Certified Agreement.
- The tasks for the role will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.



Recruitment Process

Application Period: Thursday 1st April 2021 – Monday 19th April 2021

Closing date for Applications: 10pm, Monday 19th April 2021

Initial Assessment: 19th April to 21st April 2021

Council Interviews: Week commencing 26th April 2021

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

With the recommendation of Peak Services, Council will determine a shortlist of suitable candidates, and will arrange interviews with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide references and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- An attractive salary will be negotiated subject to qualifications, experience and knowledge.
- SPA Salary Packaging – [see attached information](#).
- Annual locality allowance single \$2367, with dependents \$4734.
- Council's Indoor Certified Agreement allows for:
 - * 5 weeks annual leave.
 - * 5 days bereavement leave .
 - * 15 days sick leave.
 - * Sick leave incentive bonus.
 - * Overtime and/or TOIL.
 - * 1 RDO per month / 19 Days over 4 weeks.
- In the last staff survey completed and benchmarked against 90-plus other councils, Cook Shire Council was in the top quartile in terms of overall staff happiness, engagement and performance, making it a great place to work!



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