



Respect Honesty Commitment Courage

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of ‘walking the talk’.

Position Title:	Environmental Health Officer
Directorate:	Sustainable Development & Infrastructure Services
Reports to:	Coordinator Environmental Health and Events
Date effective:	July 2022
Agreement Level:	EBA Level 6/7
Position no:	ENV03

Purpose

1.1 Primary functions

- To provide for the assessment, prioritisation, prevention, control and management of environmental health risks in the community.
- To contribute to high standards of public and environmental health within the community through the administration of Health and Environment legislation, Council local laws and policies.
- To provide stakeholders with comprehensive technical advice on all matters related to Environmental Health.
- To develop and implement projects and programs to promote environmental health outcomes within the community.

1.2 Community strategic goals



**Goal 1:
Valuing the
natural
environment**

**Goal 2:
Welcoming
and inclusive
communities**

**Goal 3:
Managing
growth
sustainably**

**Goal 4:
Vibrant and
diverse
economy**

**Goal 5:
Effective
leadership
and
governance**

1.3 Key functions and duties

Key functions	Specific duties	% Time
Environmental Health Risk Management	<ul style="list-style-type: none"> • Manage, monitor and prioritise environmental health responsibilities within allocated geographical area to ensure legislative requirements including inspection performance targets are met. • Undertake investigations, inspections and /or sampling of designated premises within the Shire to assess potential environmental health risks and implement relative controls to prevent and/or manage risks in line with legislative requirements. • Undertake assessment on health applications and licenses to ensure dwellings, buildings and activities held within the Shire are compliant with relevant health standards through licencing and provide approval of various functions. Applications may include: <ul style="list-style-type: none"> - Food business registration / notification - Building licence referrals - Risk Management Plans (large scale events) - Effluent disposal systems - Development approval referrals - Public building approvals - Events requiring Environmental Health approval - Food premises fit out - Hair dressing, massage, skin penetration establishments etc. - Liquor licencing, new, extensions - Accommodation - Other miscellaneous applications. • Analyse and assess risks in line with outcomes as stipulated in legislative requirements and best practice and provide recommendations on appropriate safeguards. • Undertake enforcement activities where required, including preparing notices, prohibition orders, infringement notices, work orders, provide 	30%

	<p>documentation and reports for Council action, compile brief of evidence for prosecutions and act as expert witness on behalf of Council where required.</p> <ul style="list-style-type: none"> • Research, liaise and negotiate with range of external stakeholders to resolve moderate to complex technical and strategic issues of a sensitive nature. • Implement actions in allocated time frames as outlined in the Shire of Augusta Margaret River Environmental Health Activity Plan. • Remain up to date and abreast of current environmental health industry trends and apply changes to operational practice. • Report on operational activity in line with Strategic and Community Plan outcomes. 	
Customer Advice	<ul style="list-style-type: none"> • Provide accurate, timely, technical and professional advice to all stakeholders on the following: <ul style="list-style-type: none"> - Application and licence assessments; - Inspection risk assessments; - Investigation findings; - Complaints; and - General environmental health matters relating to legislative, code of practices and local laws. • Provide professional advice and recommendations at Development Control Unit meetings for the assessment of applications for development approval. • Provide customer advice on Environmental Health matters. • Provide Council reports and correspondence on moderate to complex and sensitive issues pertaining to legislative requirements, Council local laws and policies. • Advocate and represent AMR local government and community views in government, business and community groups, forums, issues and legislative reviews. 	30%
Environmental Health Projects	<ul style="list-style-type: none"> • Work independently on projects including multi-disciplinary work functions and teams requiring provision of specialist knowledge, research and problem-solving skills to facilitate the required outcome. • Prepare project budgets and operate, monitor and report on activity within budget constraints. • Report on progress towards achieving operational performance requirements and projects as required. • Facilitate team meetings and stakeholder meetings as required to achieve project outcomes as required. • Develop and implement Environmental Health education and promotion campaigns to raise community awareness of public health risk and to effect positive behavioural change. 	20%
Administration, OHS & Continuous improvement	<ul style="list-style-type: none"> • Develop, implement and review technical policies, procedures and processes for Environmental Health Activity. • Implement and maintain Environmental Health database systems and customer information systems. • Develop, implement and /or review OHS safety management procedures relating to potential or actual operational hazards presented in the undertaking of Environmental Health operational activity. 	20%

	<ul style="list-style-type: none"> • Contribute towards building a culture of quality and innovation by initiating, developing and evaluating changes to systems, operations, procedures that improve team productivity and customer service standards. • Manage records of operational activity in line with the Shires Records Management requirements. 	
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General

- Work in accordance with the Shire’s defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire’s defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1 Authorisations Register - Authorisations to sign documents

Delegation 19 Functions under the Food Act 2008

Under s118 (2)(b) Food Act 2008, you are hereby delegated authority to exercise the powers and discharge the functions of Council under the Food Act 2008

Functions under the Health Act 1911 (as amended)

Under section 26 of the Health Act 1911 (as amended), you are hereby appointed authorisation by the Council of Augusta-Margaret River to discharge any of powers and functions under the Health Act 1911 (as amended):

Liquor Licensing Administration

You are hereby authorised by the Council of the Shire of Augusta-Margaret River to determine applications seeking approval for consumption of alcohol for special occasions on Council owned or vested land, in accordance with s59(2)(b)(ii) Liquor Control Act 1988.

Administration and Enforcement of the Caravan Parks and Camping Grounds Act 1995

Under Section 17 of the Caravan Parks and Camping Ground Act 1995, you are hereby appointed authorisation by the Council of the Shire of Augusta-Margaret River to administer and enforce the provisions of the Caravan Parks and Camping Grounds Act 1995.

Relationships

- 3.1 Responsible to**
Coordinator Environmental Health and Events
- 3.2 Responsible for**
Nil
- 3.3 Internal Stakeholders**
Council Staff
Development Control Unit members
- 3.4 External Stakeholders**
Other local, state and government agencies
General public
Private sector businesses, consultants, management and other professionals
Building professionals, engineers and architects
Event promoters and licensees
Community agencies & working groups

Position Selection Criteria

4.1 Position essentials
Bachelor of Science (Environmental Health) or equivalent acceptable to the Executive Director Public Health for appointment in accordance with the Public Health Act 2016.
Licence – Class C current drivers' licence.
Demonstrated knowledge and experience in the interpretation and application of Environmental Health legislation, related Codes of Practice and industry standards.
Comprehensive written communication skills providing accurate, effective and well-presented reports and correspondence.
Comprehensive time management skills including proven ability to prioritise and manage own workloads to achieve organisational requirements.
Demonstrated ability to provide effective customer service including providing advice of a technical nature, managing customer complaints and dealing with difficult customer situations.
Demonstrated ability to work autonomously and effectively as part of a small team.

4.2 Position desirables

Eligible for appointment as an Authorised Person and inspector under Environmental Protection Act 1986.

Comprehensive experience in processing applications and licenses relating to environmental health.

Developed understanding of Building, Planning, Engineering and Administrative issues relating to environmental health.

Demonstrated experience in the development and management of Environmental Health projects and/or programmes.

Significant experience in undertaking compliance works including complaint handling, conducting investigations and inspections, writing notices and orders.

5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date: