



Position Description and Performance Agreement

Environmental Health Officer

Position No:	CP015RS
Position Classification:	Grade 15
Status:	Full Time
Position Revised on:	January 2018
Position Written by:	Manager Environment and Regulatory Services
Division:	City Planning
Branch:	Environment and Regulatory Services
Reports to:	Manager Environment and Regulatory Services
Incumbent:	
Start Date:	
Special Conditions:	

1 POSITION CRITERIA

1.1 Essential academic qualifications:

- Bachelor of Applied Science (Environmental Health) or equivalent qualification

1.2 Essential Licences and/or Certificates:

- Class C Licence

1.3 Other Requirements/Experience:

- Demonstrated post graduate experience
- Good communication skills such as conflict resolution, mediation and negotiation
- Computer skills which enable the use of spread sheets, graphs, mapping, property enquires, correspondence and report writing
- Ability to apply technical knowledge to solve complex problems encountered
- Ability to interpret legislation and enforce such legislation

1.4 Personal Attributes:

- Organisational/problem solving skills
- Ability to liaise with other staff members
- Ability to make decisions and judgements with minimal supervision
- Innovative and motivated
- Understanding of appropriate legislation
- Ability to implement programs and prepare reports



- Ability to meet deadlines
- Clear communication (written and verbal)

2 OBJECTIVES OF POSITION

- 2.1 Assisting Council to efficiently and effectively manage the environment in regard to pollution control and public health on a day to day basis, in an attempt to improve the quality of lifestyle and environment within the City.
- 2.2 Assist Branch Manager with policy and general administration.

3 KEY ACCOUNTABILITIES

- 3.1 Management of public health and the environment.
- 3.2 Provision of public health and environmental education.
- 3.3 Conduct food premises inspections in accordance with the management plan.
- 3.4 Conduct food handler's courses.
- 3.5 Legionnaires disease monitoring.
- 3.6 Caravan park approvals and inspections.
- 3.7 Sewerage management facilities (septic tank inspections)
- 3.8 Skin penetration registration and inspections
- 3.9 Public swimming pools registration and inspection.
- 3.10 Hairdressing/Barber registration and inspection.
- 3.11 Environmental assessment and compliance inspections on commercial and industrial premises.
- 3.12 Mosquito monitoring.
- 3.13 Ensure registration and inspection of commercial suppliers providing non mains reticulated potable water supply.

4 SCHEDULE OF DUTIES

- 4.1 Monitor compliance with the Public Health Act, Regulations and associated Guidelines which includes but is not limited to:
 - Brothels;
 - Hairdressers;
 - Skin Penetration;
 - Microbial Control/Legionnaires;
 - Potable water supplies;
 - Disposal of Bodies;
 - Public Swimming Pools and spas.
- 4.2 While the main functions are provided for under the Local Government Act 1993 and association regulations, functions under other Acts and their respective regulations include but are not limited to:
 - Environmental Planning and Assessment Act 1979;
 - Food Act 2003;
 - State Emergency and Rescue Management Act 1989;
 - Protection of the Environment Operations Act 1997;
 - Monitor compliance with the above mentioned legislation.
- 4.3 Carry out public swimming pool & spa operators Educational Training Courses.
- 4.4 Develop, implement and review Food Handling Seminars as required.
- 4.5 Respond to enquiries from public, other organisations and Council staff with respect to Health and Environment matters.
- 4.6 Undertake administrative duties appropriate to position.
- 4.7 Implement the algal bloom contingency strategies for the area in accordance to the Regional Algal Coordinating Committee guidelines.



- 4.8 Assist in the development, coordination and implementation of arbovirus monitoring.
- 4.9 Investigate and provide assessment of lands in relation to salinity and acid sulphate soils.
- 4.10 Investigate and provide assessment on contaminated sites and pollution incidents.
- 4.11 Investigate/audit compliance of Commercial and Industrial operations with Environmental standards and legislation as required under the Protection of the Environment Operations Act and premises licensed as necessary.
- 4.12 Investigate and research for special projects or responsibilities as allocated.
- 4.13 In consultation with the Branch Manager prepare appropriate statutory notices and orders for service, photographs and sampling for attendance at Court and the giving of evidence when required.
- 4.14 Appraise Development Applications for public health, noise, waste, pollution, wastewater disposal and air quality.
- 4.15 Represent Council externally as required.
- 4.16 Promote and assist in the development of education courses and materials pertaining to environmental health issues, and present lectures, and associated educational activities to Schools, Council staff and community groups.
- 4.17 Monitor the environment, collect samples/data of a known, suspected or potential environmental or health hazard and formulate appropriate actions.
- 4.18 Sign general correspondence under delegated authority.
- 4.19 Promote and assist in educational courses and materials for Waste Management.
- 4.20 Assist in the compilation of monitoring statistics and reports as required.
- 4.21 Assist in the compilation of the "State of the Environment" report.
- 4.22 Ensure all aspects of the duties undertaken; take into consideration the Work Health and Safety requirements for the task. Ensure any contractors or staff under the supervision of the position occupant; observe all Work Health and Safety requirements.
- 4.23 Participate in staff development programs.
- 4.24 Other duties as directed in keeping with the objectives of the position.

5 OUTPUT MEASURES

- 5.1 Increased awareness by the community on environmental issues and public health issues.
- 5.2 Inspections targets are met.
- 5.3 Conduct food handlers courses at four monthly intervals, training minimum of 60 people per year.
- 5.4 Maintain register of premises located in the City, affected by the Legionella legislation.
- 5.5 Inspection targets are met annually with additional inspections as required.
- 5.6 Complaints about unhealthy conditions responded to in timely fashion in accordance with the management plan.
- 5.7 Inspections, review of premises for compliance in public health statutory requirements undertaken in accordance with the management plan.
- 5.8 Acknowledgement letter sent within five days of receipt of incoming correspondence where appropriate.
- 5.9 DA referrals reviewed and feedback given within seven days of receipt.
- 5.10 Inspection of skin penetration premises conducted in accordance with management plan.
- 5.11 Inspections of public swimming pools conducted at least once per year.
- 5.12 Mosquito monitoring to commence December and conclude in April.
- 5.13 Commercial Premises supplying non mains reticulated potable water supply are registered and tested within one week of notification. Register is maintained on a database.



6 W H & S RESPONSIBILITIES

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

7 ETHICAL CONDUCT

- 7.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

8 EQUAL EMPLOYMENT OPPORTUNITY

- 8.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

9 CORPORATE AND STATUTORY OBLIGATIONS

- 9.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan - Shaping Our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

10 PERFORMANCE AGREEMENT

- 10.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Management Plan.

I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Management Plan. Key result areas and performance measures may change depending on the priorities identified in the Management Plan.

Employee Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager Date

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