



## Position Description

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|------------------------|------------------------------|
| <b>Position No:</b>    | R2564                        |
| <b>Position Title:</b> | Environmental Health Officer |
| <b>Incumbent:</b>      | Vacant                       |
| <b>Branch:</b>         | Civic Compliance             |
| <b>Department:</b>     | Infrastructure & Assets      |

## Employment Conditions

### Salary and Entitlements

The salary is based on Band 6 in accordance with Mildura Rural City Council's Enterprise Agreement and Local Government (Long Service Leave) Regulations 2021.

### Payment of Wages

Payment will be made fortnightly directly to a banking institute of your choice.

### Hours of Work

152 hours within a four (4) week work cycle with one rostered day off per twenty days. Work outside normal office hours may be required.

### Superannuation

In accordance with Superannuation Industries Supervision Act.

### Child Safe Organisation

Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

### Equal Employment Opportunities (EEO)

Council's policy is to ensure the absence of discrimination in employment.

### WorkCover Arrangements

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

## Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Executive led by the CEO, and Corporate Performance, Healthy Communities, Strategy & Growth and Infrastructure & Assets led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow the principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

### 1. Organisational Relationships:

- 1.1 Supervisor
  - Environmental Health Coordinator
- 1.2 Direct Reports
  - Nil
- 1.3 Internal
  - All Mildura Rural City Council Branches and Departments
- 1.4 External
  - Community
  - Government Departments and Authorities
  - Environmental Health Professionals Australia
  - Council's Service Contractors
  - Sunraysia Community Health Centre
  - Council's Service Contractors
  - Medical Officer of Health
  - Other Health Service providers.

### 2. Position Objectives:

The officer will be responsible for:

- 2.1 Assisting in the provision of an effective Environmental Health Service for the residents of Mildura Rural City Council in an efficient and professional manner.
- 2.2 Holding the Statutory Position of Environmental Health Officer and Authorised Officer under the provisions of the Public Health and Wellbeing Act 2008, Food Act 1984, Housing Act 1983, Environment Protection Act 2017, Residential Tenancies Act 1997, Tobacco Act 1987, Local Government Act 2020, Summary Offences Act 1966, Road Safety Act 1986, Council Local Laws, and all subordinate regulations amended from time to time.

### 3. Key Responsibilities and Duties:

#### 3.1 Registered Premises and Food Services:

- 3.1.1 Exercise the delegated powers of Council in respect to premises and vehicles registrable under the provisions of the Public Health Wellbeing Act 2008, and the Food Act 1984 and the Residential Tenancy Act 1997, as amended from time to time.

- 3.1.2 Conduct regular inspections and assessments of all registered premises and vehicles to ensure compliance with the requirements of the relevant legislation and ensure that all such inspections are recorded in appropriate files and computer systems.
- 3.1.3 Undertake assessments of plans for new registered premises and advise owners/proprietors of relevant legislation, regulation and specifications to ensure compliance.
- 3.1.4 Assist with initial registration and annual re-registration of all premises.
- 3.1.5 In consultation with the Environmental Health Coordinator and other Environmental Health Officers, undertake Council's food sampling program to ensure:
  - a. An effective evaluation of the quality of food made and sold within the municipality; and
  - b. Compliance with Council's statutory obligation with respect to sampling and analysis.
- 3.1.6 Investigate all complaints with respect to registered premises and vehicles and complaints of unregistered premises ensuring appropriate corrective action is taken.
- 3.1.7 In consultation with the Environmental Health Coordinator, create a yearly planner for the scheduling of compliance assessments of all registered premises.
- 3.1.8 Review computer applications software for recording and reporting on files relating to registered premises.
- 3.1.9 Evaluate and review the registered premises program on an ongoing basis, and report any recommended changes to the Environmental Health Coordinator.
- 3.1.10 Undertake food recalls as required.

### **3.2 Infectious Disease Control**

- 3.2.1 Investigate cases of notifiable diseases and communicable disease outbreaks in accordance with Council and other government procedures.
- 3.2.2 Provide a Head lice Service in accordance with Council Policy

### **3.3 Mosquito Management for Domestic Wastewater Control**

- 3.3.1 Assist with the implementation of Councils Mosquito Monitoring and Control Program as required.

### **3.4 Domestic Wastewater Control**

- 3.4.1 Exercise the delegated powers of Council under the provisions of the Environment Protection Act 2017 in respect of domestic wastewater control.
- 3.4.2 Undertake the assessment of applications for new and existing domestic wastewater treatment systems to determine the suitability of the proposal and prepare correspondence in accordance with the Environment Protection Act, Codes of Practice and Australian Standards.
- 3.4.3 Provide an inspection service of Septic Tank systems and other domestic wastewater treatment systems, ensuring that all inspections are recorded and permits issued as appropriate.

- 3.4.4 Investigate and respond to complaints regarding domestic wastewater and resolve where possible.
- 3.4.5 Assist with activities relevant to implementing the Domestic Wastewater Management Plan as directed.
- 3.4.6 Assess the suitability of wastewater treatment and disposal options for proposed developments as required.

### **3.5 Nuisances and Pest Control**

- 3.5.1 Exercise the Delegated Powers of Council under the provisions of the Public Health Wellbeing Act 2008 in respect of Nuisances.
- 3.5.2 Ensure all nuisance complaints are documented and responded to as per Councils Policies and procedures.
- 3.5.3 Investigate and respond to all complaints of nuisances and pest infestations, resolving where possible.

### **3.6 Legal Duties**

- 3.6.1 Prepare reports on breaches of legislation with recommendations for actions considered necessary or desirable for consideration by the Environmental Health Coordinator.
- 3.6.2 Prepare warning letters, or litigation proceedings as directed.
- 3.6.3 Attend Court Hearings, Administrative Appeals Tribunal Hearings or other proceedings to give evidence as required.

### **3.6 Health Education and Promotion**

- 3.6.1 Assist the Environmental Health Coordinator and Senior Environmental Health Officer's in the preparation and delivery of Health Education and Promotion projects to better enable the residents of the Municipality to pursue a healthy lifestyle.

### **3.7 Health and Service Planning**

- 3.7.1 Assist the Environmental Health Coordinator, as required to develop, implement and review the Municipal Public Health and Wellbeing Plan.
- 3.7.2 Any other duties within the limits of the employees skill, competence and training (multi-skilling), provided that such duties do not promote a narrowing of the employees skill base.

### **3.8 Tobacco Enforcement & Education**

- 3.8.1 Exercise the delegated powers of Council under the provisions of the Tobacco Act.
- 3.8.2 Conduct enforcement inspection of premises engaged in tobacco sales and facilitate compliance audits of eating establishments and gambling venues to ensure compliance with Municipal Association of Victoria Tobacco Activity Service Agreement.
- 3.8.3 Maintain a database and prepare activity reports on the enforcement and education assessments of premises identified under the Tobacco Act 1987.

- 3.8.4 Facilitate the flow of current information to the community and retail business affected by Tobacco Legislation.

### **3.9 Aquatic Facilities**

- 3.9.1 Inspect aquatic facilities and take water samples in consultation with the Environmental Health Coordinator and other Environmental Health Officers to ensure:
- 3.9.2 Compliance with statutory obligations with respect to water quality and record keeping.
- 3.9.3 Resolve all issues with respect to water quality.

### **3.10 Emergency Management**

- 3.10.1 Assist Environmental Health Coordinator to review and update the Environmental Health sub plan of Council's Emergency Management Plan as required.
- 3.10.2 Assist in Environmental Health response to emergency events.

## **4 Accountability and Extent Of Authority:**

- 4.1 The position is required to adhere to legislative requirements and Council and Section Policies and procedures. Where interpretation of such legislation or policy is required, freedom to act is generally governed by precedent. Where the action required is unprecedented, it is subject to reference to the Environmental Health Coordinator.
- 4.2 The position is delegated by Council to issue notices, orders, permits and certificates in relation to the position's individual activities.
- 4.3 Maintain the relevant statistical records necessary to meet the Department of Human Services requirements and reporting requirements of Council.

## **5 Judgement and Decision Making:**

- 5.1 The position usually has access to guidance and advice. Each new situation would require a range of options to be evaluated before making a recommendation to the Environmental Health Coordinator as to the appropriate response. In the majority of cases decisions are made 'in the field' on behalf of Council without reference to the Environmental Health Coordinator.
- 5.2 Decisions involving evaluation of a range of standard options and selection of an optimum response can be made without reference to senior officers.
- 5.3 The position will occasionally be challenged by new situations, which require the discretionary application of creative methods and techniques to achieve the best solution.

## **6 Specialist Skills and Knowledge:**

- 6.1 Understanding of the relevant policies and long term goals and objectives of the section and Council.
- 6.2 All matters pertaining to Environmental Health Law as it relates to the duties and functions of the position and of Council and of both internal and external liaisons.
- 6.3 Knowledge of current developments in the professional field, particularly with reference to registered premises.

- 6.4 Ability to be flexible and resourceful in the delivery of the environmental health service.
- 6.5 Ability to utilise computer applications software as appropriate to the duties.

## **7 Management Skills:**

- 7.1 The position requires skills in managing time, setting priorities and planning and organising both the activities of this position and those of other staff so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set time period.

## **8 Interpersonal Skills:**

- 8.1 A sound level of inter-personal skills relating to negotiation, conflict resolution, decision making and problem solving.
- 8.2 Excellent written and verbal communication.
- 8.3 Ability to gain co-operation and assistance from others, both public and colleagues.
- 8.4 Deliver public presentation (of education/promotional programs).
- 8.5 Ability to provide input towards issues affecting the successful operation of the Environmental Health Department and where required the Development Services.
- 8.6 Ability to work effectively and efficiently in a high-pressure environment.
- 8.7 Ability to work as part of a team or autonomously.
- 8.8 Ability to maintain confidentiality in all matters relating to the Environmental Health Services.

## **9 Qualifications and Experience**

- 9.1 A Diploma or Degree in Applied Science (Environmental Health) or equivalent.
- 9.2 It is desirable to have two years experience working as an Environmental Health Officer.
- 9.3 Member (or to be eligible to become a member) of Environmental Health Professionals Australia
- 9.4 Hold a current satisfactory Police Check or willing to obtain one.
- 9.5 Current Drivers Licence.

## **10 Physical Requirements**

- 10.1 This position requires the incumbent to be able to undertake tasks that may involve heavy and light lifting, bending, kneeling, squatting, prolonged standing handling a variety of equipment and driving a vehicle.

## **11 Occupational Health & Safety Responsibilities:**

### **Employees will:**

- 11.6 Take reasonable care of his or her health and safety

- 11.7 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace
- 11.8 Cooperate with his or her employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations
- 11.9 Work in a safe manner and adhere to all safe working procedures and practices
- 11.10 Encouraging others to work in a safe manner
- 11.11 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information
- 11.12 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident
- 11.13 Report or rectify any unsafe acts or conditions that come to their attention
- 11.14 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required
- 11.15 Maintain security of site, plant and equipment
- 11.16 Participate in OH&S training and activities in a positive manner

## **12. Selection Criteria:**

### **12.1 Essential core competencies required:**

- A Diploma or Degree in Applied Science (Environmental Health) or equivalent.
- Demonstrate a sound knowledge and understanding of the underlying principles of Environmental Health Practices and associated legislation and the capacity to interpret such legislation.
- A proficiency in the application and understanding of various technical and scientific disciplines relevant to Environmental Health practice and procedures.
- The incumbent must be committed to ongoing personal and professional development to maintain industry knowledge and professional skills.
- A sound knowledge of local government operating procedures and goals.
- Possession of strong analytical skills and aptitude for problem solving.
- Ability to be an effective team member with a strong customer service focus.
- A sound level of inter-personal skills relating to negotiation, conflict resolution, decision making and problem solving.
- Sound written and oral communication skills and demonstrated computer skills.
- Hold a current satisfactory Police Check or willing to obtain one.
- Current Drivers Licence.

## Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Infrastructure & Assets Department.

### Mildura Rural City Council's Values

#### RESPECT

We will be respectful towards others and value differences.

#### HONESTY

We will be ethical and open.

#### INTEGRITY

We will be reliable and trustworthy in all that we do.

#### TRANSPARENCY

We will be objective and fair in our communications and decisions.

#### ACCOUNTABILITY

We will be consistent and responsible for our actions.

### Mildura Rural City Council's "Principles of Excellence"

#### PRINCIPLE 1: LEADERSHIP

Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

#### PRINCIPLE 2: CUSTOMERS

Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

#### PRINCIPLE 3: SYSTEMS THINKING

All people work in a system. Outcomes are improved when people work on the system and its associated processes.

#### PRINCIPLE 4: PEOPLE

Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

#### PRINCIPLE 5: CONTINUOUS IMPROVEMENT

Innovation and learning influence the agility and responsiveness of the organisation.

#### PRINCIPLE 6: INFORMATION AND KNOWLEDGE

Effective use of the facts, data and knowledge leads to improved decisions.

#### PRINCIPLE 7: VARIATION

Variation impacts predictability, profitability and performance.

#### PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY

Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

#### PRINCIPLE 9: SUSTAINABLE RESULTS

Leaders determine the culture and value system of the organisation through their decisions and behaviour.