



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Environmental Health Officer

1. **TITLE and POSITION NUMBER:** Environmental Health Officer (031)
2. **LEVEL:** Level 8 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Strategy & Community
5. **POSITION OBJECTIVES**

The Environmental Health Officer will undertake activities which relate to the Shire's delivery of Health, Building, Planning, Environmental and Waste Management Services. They will provide professional assistance, information, advice and reports to the Executive Manager Strategy & Community, staff and the public in relation to the Shire's Environmental Health statutory functions, programs and projects in the Shire of Merredin. The position also involves a limited level of involvement in Building and Town Planning activities and applications.
6. **REQUIREMENTS OF THE POSITION**
 - Experience working as an Environmental Health Officer at Local/ State Government Level
 - Experience in food and water sampling
 - Experience in premises inspections
 - Experience in complaint investigation and resolution
 - Experience in report writing
 - Excellent time management skills
 - Highly developed investigative and decision making skills
 - Excellent verbal and written communication skills
 - Well develop problem solving and conflict resolution skills
 - Computer skills
 - Working knowledge and understanding of Health (Miscellaneous Provisions) Act 1911 and associated legislation with respect to environmental health
 - Working knowledge of Local Government Act 1995 and associated Local Laws
 - Working knowledge of Work, Health and Safety legislation
7. **KEY DUTIES/ RESPONSIBILITIES**
 - Ensure that all the requirements of the relevant Acts, Regulations, Local Laws and Policies adopted by Council are complied with, including but not limited to, involvement in addressing the following areas:
 - Notifiable infectious diseases
 - Food hygiene and sampling
 - Water quality
 - Public buildings
 - Mosquito monitoring and control
 - Caravan parks and camping grounds
 - Waste management and recycling
 - Wastewater management
 - Noise Control
 - Nuisances and offensive trades

- Lodging houses
- Public swimming pools
- Private swimming pools
- Stables
- Hairdressing establishments
- Itinerant traders & vendors licenses and monitoring
- Stallholder applications
- Development control
- Pest management and control
- Asbestos management
- Health and wellbeing
- Health promotion and education
- Work Health and Safety
- Assess plans and specifications of buildings to be erected within the district with regards to the requirements of the Health (Miscellaneous Provisions) Act 1911, and all Regulations and Local Laws relating to public health.
- Undertake inspections of food premises to ensure compliance with the Food Act 2008 and associated legislation where applicable, and to attend to associated correspondence, notices and reports.
- Prepare annual reports for the Department of Health, Department of Water and Environment Regulation as required with respect to the operation of the Shire's waste management and wastewater recycling facilities.
- Prepare reports, as required, for the Executive Manager Strategy and Community concerning the sanitary and health conditions, works executed and proceedings taken within the Shire.
- Liaise with the Department of Health, Department of Local Government and other relevant Government Departments regarding health matters likely to affect the Shire.
- Develop understanding and knowledge of Building Act 2011, the National Construction Codes (BCA), Shire of Merredin Town Planning Scheme No. 6, Residential Design Codes 2015, Dividing Fences Act 1961 and develop an understanding of the legislative procedures in dealing with such.
- Carry out site inspections of construction works, neglected buildings, dangerous buildings and neglected property, as directed to ensure compliance with the Local Government Act 1995, Building Act 2011, Health (Miscellaneous Provisions) Act 1911 and associated legislation.
- Liaise with Government Departments, architects, engineers, developers, builders, ratepayers and residents, DFES, and other relevant bodies and people regarding Environmental Health and minor Building and Planning matters.
- Develop operational practices and guidelines as they pertain to the position.
- Participate in initiatives undertaken to achieve the goals of the Shire of Merredin Council Plan.
- Assist the Executive Manager Strategy and Community with minor class 1 and 10 building application inspections to ascertain the structure has been constructed to the approved plans and submit the required return to the Valuer Generals Office.
- Any other duties consistent with the level of this position.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Strategy & Community

Supervision of: Nil

Internal and External Liaison

Internal: Chief Executive Officer
Executive Manager Strategy & Community
Executive Manager Corporate Services
Executive Manager Infrastructure Services
Ranger
Aquatic Co-ordinator
Recreation and Aquatics Manager
Other Shire Staff

External: Ratepayers
Electors
General public
Government departments
Consultants
Contractors/ suppliers

9. EXTENT OF AUTHORITY

Operates under the supervision of the Executive Manager Strategy & Community within established guidelines, procedures and policies of Council as well as statutory provisions of the health (Miscellaneous Provisions) Act 1911, Local Government Act 1995 and other relevant legislation.

10. SELECTION CRITERIA

Essential

- Excellent research, analytical, critical and creative thinking skills;
- Hold a Bachelor of Science (Environmental Health), Diploma of Environmental Health or equivalent acceptable to the Chief Health Officer for appointment to the position;
- Hold a current "C" class vehicle driver's licence;
- Ability to work unsupervised and within a team environment;
- Sound time management and forward planning skills;
- Sound verbal and written communication skills;
- Sound public relations and interpersonal skills;
- Sound problem solving and conflict resolution skills;
- Experience in the delivery of Environmental Health services; and
- Sound working knowledge of the Health (Miscellaneous Provisions) Act 1911, associated Regulations and Local Laws.

Desirable

- Knowledge of Local Government organisational structures and functions;
- Sound practical knowledge and use of information technology including computer systems and software operations, in particular Word, Excel and Outlook;
- Knowledge of building, town planning and development requirements of Local Government; and
- Previous appointment/ experience as an authorised officer and inspector under the Environmental Protection Act 1986 with respect to noise management and unauthorised discharges.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug Test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire's Work Health and Safety Policy.
- All staff must understand and comply with the Shire Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: