

## Position Description

Date Reviewed:	August 2024	
Position:	Aboriginal Trainee Environmental Health Officer	
Business Unit:	Environment and Health	
Directorate:	Planning and Environment	
Location:	Civic Centre	
Reports to:	Senior Environmental Health Officer	
Direct Reports:	Nil	
Remuneration:	T8 - Grade 8 (dependent upon qualification and experience levels)	
Hours of Work:	35 Hours Per Week 8:30am - 5pm 43 minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.
Other Requirements:	<p>Aboriginal Identified Position</p> <p>This role operates under the Trainee Framework and the standard progression through competencies does not apply. The below competencies at each grade are aligned to allow appropriate progression through Council's adopted Salary System. Continued employment is subject to successful undertaking and progression through the required qualification within the specified timeframe.</p>	

## Council Vision & Mission

**PRIDE**  
 PASSION | RESPECT | INNOVATION | DEDICATION | EXCELLENCE

**OUR VISION:** A resilient, vibrant and connected community.

**OUR MISSION:** Provide infrastructure and services that meet the changing needs of our community.

**Passion** - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

**Respect** - Commit to always treating everyone in ways you would personally value being treated.

**Innovation** - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

**Dedication** - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

**Excellence** - Commit to achieving & leading best-practice in our sector.

## Council Overview

Goulburn Mulwaree Council is a local government area located in the Southern Tablelands of New South Wales, encompassing Goulburn, Marulan, Tarago, Towrang and other villages.

The council was formed in 2004 as the Greater Argyle Council as an amalgamation of Goulburn City and parts of the former Mulwaree Shire. It was renamed in 2005 to Goulburn Mulwaree Council. Goulburn Mulwaree Council encompasses a land area of 3223 square kilometres and has a current population of 30,852 people.

The region produced over \$1.45 billion in Gross Regional Product in 2018 with our largest employing industries being Health Care & Social Assistance, Retail Trade, Public Administration & Safety and Construction.

Council is responsible for the provision of water, sewer, and waste services along with maintenance of the region's road networks and construction of an exciting capital works program which is delivering projects such as a redeveloped Aquatic Centre, new Performing Arts Centre and the popular Adventure Playground. Council also manages the Goulburn Library, Community Centre, Water Works, Museums, Visitor Information Centre and other cultural facilities.

## Position Statement

This position is required to undertake tertiary qualifications in environmental health and assist in the delivery of Environmental, Compliance & Public Health monitoring, inspection, enforcement, and education programs as directed, as a member of the Environmental Health and Compliance team to become a qualified Environmental Health Officer.

## Position Duties

### Customer Service

- Work as part of a team within the Planning & Environment directorate to provide an effective service to Council and customers
- Respond to customer complaints, enquiries and provide assistance on environmental health matters in a timely manner in accordance with Council's Service Response Procedure
- Provide information and advice to customers on relevant legislation
- Provide community education on relevant environmental health topics as directed
- Liaise with relevant statutory bodies and other agencies as required
- Accurately prepare and issue environmental health documentation within specified timeframes.

### Technical Services

- Monitor and enforce the provisions of the Protection of the Environment Operations Act, Environmental Planning and Assessment Act, Local Government Act, Food Act & Standards, Public Health Act and other legislation as required within the limitations of the delegations for the position
- Provide technical advice and support across the organisation on environmental, compliance and public health matters
- Assist in the delivery of Environment & Public Health Programs that may include:
  - Undertake inspections of food premises and ensure that all NSW Food Authority Partnership reporting and inspection targets are met.
  - Undertake inspections of swimming pools in accordance with the Swimming Pools Act.
  - Undertake inspections of on-site sewage management systems.
  - Ensure the drinking water sampling program is conducted in accordance with the NSW Health Guidelines
  - Maintain Public Health Act registers of premises that have public swimming pools and spa pools, private water supplies, water cooling and warm water systems and that conduct skin penetration procedures, and conduct inspections as required of the premises in accordance with the Public Health Act
  - Develop and implement Public Health and Environmental Education programs.
- Conduct investigations, gather evidence and prepare briefs for action, enforcement or prosecution
- Issue notices, orders and penalty infringements for breaches of relevant legislation under supervision
- Complete the NSW Health EHO Workplace Training Kit and undertake ongoing professional development training approved by Council.
- Act in higher grade positions within the Business Unit when required and within trainee capability
- Prepare reports to Council and its Committees and respond to correspondence
- Represent Council on, interagency and community meetings and court matters
- Participate in departmental meetings and assist in reviews of procedures, policies and monitoring program implementation
- Carry out other duties that are within the limits of the employees knowledge, skills, and ability
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct.

## Essential Selection Criteria

- Aboriginal and/or Torres Strait Islander person by descent and identity who is recognised as such by the Aboriginal or Torres Strait Islander community
- Evidence of previous education and training or work experience that will enable successful enrolment in the Bachelor of Science (Environmental Health) at Western Sydney University
- Demonstrated commitment and skills required to successfully complete a six-year environmental health traineeship that involves: full-time work, on the job-training, and university studies towards a Bachelor of Science (Environmental Health) (part-time by distance with study leave)
- Knowledge and awareness of Environmental Health functions
- Demonstrated oral and written communication skills and the ability to work both independently and as part of a team
- Demonstrated experience using the Microsoft Office Suite of products
- Ability to travel for university workshops, training and other work
- Current Class C Driver's Licence
- Ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission

## Competencies

### Trainee Level Progression:

T8:	<ul style="list-style-type: none"> <li>• Satisfactorily meets essential requirements</li> <li>• Successful enrolment in the Bachelor of Science (Environmental Health) at Western Sydney University</li> <li>• Completion of 2 workbooks from the NSW Health EHO Workplace Training Kit (kit)</li> </ul>
T9:	<ul style="list-style-type: none"> <li>• Satisfactory completion of Year 1 study requirements</li> <li>• Completion of at least 2 workbooks from the kit</li> </ul>
T10:	<ul style="list-style-type: none"> <li>• Satisfactory completion of Year 2 study requirements</li> <li>• Completion of at least 2 workbooks from the kit</li> <li>• Completion of formal training in dealing with difficult people/situations</li> </ul>

### Grade 6:

Level 2:	<ul style="list-style-type: none"> <li>• Satisfactory completion of Year 3 study requirements</li> <li>• Completion of at least 2 workbooks from the kit</li> <li>• Demonstrated ability to compose non-routine correspondence and reports</li> <li>• Demonstrated ability to successfully deal with challenging customers</li> <li>• Successfully complete Protection of the Environment Operations Act Short Course</li> <li>• Demonstrate reasonable knowledge of relevant legislation</li> <li>• 1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role</li> </ul>
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### Grade 7:

Level 2:	<ul style="list-style-type: none"> <li>• Satisfactory completion of Year 4 study requirements</li> <li>• Completion of at least 2 workbooks from the kit</li> <li>• Demonstrated ability to promptly and accurately attend to requests for technical information and advice</li> <li>• Demonstrated ability to conduct preliminary investigations into complaints or enquiries received and provide recommendations for action</li> <li>• Demonstrated ability to interpret and implement Council Policies and Procedures</li> <li>• 1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role</li> </ul>
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## Grade 8:

Level 2:	<ul style="list-style-type: none"><li>• Completion of the Bachelor Applied Science (Environmental Health) degree qualification</li><li>• Demonstrated ability to respond to breaches of legislation and issue appropriate notices, penalty infringement notices, and assist in preparation of briefs of evidence</li><li>• Demonstrated mediation and/or negotiation skills in relation to achieving compliance outcomes</li><li>• Demonstrated ability to successfully co-ordinate work priorities</li><li>• Demonstrated ability to develop skills for processes and functions typically undertaken by the Environmental Health and Compliance team</li></ul>
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## WHS Performance Measures & Responsibilities

All Employees/Workers	
Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

## Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

### Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task  
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.  
 Constant: Activity exists more than 2/3 of the time when performing the task.  
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
<b>Physical Demands</b>						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	✓				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					✓
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.		✓			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle Types of vehicles:				✓	
Driving	Tasks involve driving vehicle on unsealed roads.				✓	
Sitting	Tasks involve remaining in a seated position during task performance				✓	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	✓				
Walking/Running	Tasks involve walking or running on even surfaces				✓	
	Tasks involve walking on uneven surfaces				✓	
	Tasks involve walking up steep slopes				✓	
	Tasks involve walking down steep slopes				✓	
	Tasks involve walking whilst pushing/pulling objects	✓				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.					✓
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					✓
	1. Light lifting/carrying (0-9 Kg)	✓				
	2. Moderate lifting/carrying (10-15 Kg)					✓
	3. Heavy lifting/carrying (16 Kg and above)					✓
Digging	Tasks involving manual digging					✓
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				✓	
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.				✓	
<b>Sensory Demands</b>						
Sight	Tasks involve use of eyes (sight) as an integral part of task				✓	

Demands	Description	Frequency				
		O	F	C	R	N/A
	performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night.					
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals	✓				
Taste	Tasks involve use of taste as an integral part of task performance					✓
Touch	Tasks involve use of touch as an integral part of task performance	✓				
<b>Psychological Demands</b>						
	Working with animals					✓
	Dealing with dead or injured animals etc.					✓
<b>Psychosocial Demands</b>						
	Tasks involving customer service (members of the public & clients)				✓	
	Tasks involve interacting with distressed or angry people				✓	
	Tasks involve interacting with people with mental illness/disability				✓	
<b>Exposure to Chemical Hazards</b>						
Dust	Tasks involve working with dust – e.g. sawdust	✓				
Gases	Tasks involve working with gases	✓				
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc	✓				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis	✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.					✓
<b>Working Environment</b>						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					✓
Sunlight	Exposure to sunlight				✓	
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room				✓	
Confined Spaces	Tasks involve working in confined spaces					✓
<b>Accident Risk</b>						
Surfaces	Tasks involve working on slippery or uneven surfaces				✓	
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					✓
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					✓
Manual Handling	Tasks involve manual handling.				✓	
<b>Biological Hazards</b>						
Biological Products	Tasks involve working around wastewater/garbage etc.				✓	

## Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	