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| Position: | Senior Environmental Health Officer (743) |
| Division | Environment & Compliance |
| Band/Grade: | Local Government (State) Award: Band 3 Level 3 Grade 17 |
| Reports to: | Manager Environment & Compliance |
| Location: | Max Centre, 30 Heber Street, Moree and surrounds |
| Reviewed: | October 2025 |

POSITION PURPOSE

The Senior Environmental Health Officer contributes to the efficiency and effectiveness of the Planning & Development Department by coordinating operations of Council's environmental health functions, in accordance with the provisions of all relevant Acts and Regulations. The position is responsible for operational programs, including food shop inspections as well as underground Petroleum Storage Systems, Skin Penetration Premises On-site Sewage Management and the Swimming Pool & Spa Inspection and Swimming Pool Safety Barrier programs. The role ensures outcomes are of a high standard, consistent with Council and community expectations and oversees and participates in the prompt and accurate investigation of complaints in relation to environmental health matters.



KEY DUTIES AND RESPONSIBILITIES

1. Within Moree Plains Shire Council and the community, apply provisions of the following Acts and Plans and draft, issue and enforce orders and penalty infringement notices, as necessary:
 - Environmental Planning and Assessment Act 1979
 - Local Government Act 1993
 - Public Spaces (Unattended Property) Act 2021
 - Protection of the Environment Operations Act 1997
 - Food Act 2003
 - Public Health Act 2010
 - Swimming Pools Act 1992
 - Moree Plains Local Environmental Plan
 - Moree Plains Development Control Plan
 - Independent Commission Against Corruption Act 1988 (NSW)
 - other relevant Acts, codes, standards and Council policies.
2. Independently undertake inspections and investigations to assess compliance with legislation and Council policy. Undertake training and professional development to maintain current knowledge and skills in compliance frameworks.
3. Maintain statutory registers, records and reports including statistics, recommendations and technical advice on environmental health matters.

4. Investigate and respond to environmental health complaints, ensuring outcomes align with statutory obligations and appropriately action customer requests via the Customer Relationship Management (CRM) system. Ensure confidentiality is maintained when handling sensitive matters.
5. Deliver Council's Environmental Health Program, including but not limited to:
 - Regulation of food businesses (fixed premises, temporary food stalls and mobile food vehicles).
 - Regulation of on-site wastewater management systems.
 - Monitoring of public health premises (hairdressers, beauty salons, skin penetration operators).
 - Inspection of public swimming pools and spas.
 - Regulation of cooling water and warm water systems.
 - Monitoring of underground petroleum storage systems (UPSS).
 - Investigation of environmental nuisance and pollution issues (e.g. noise, odour, dust, smoke, light, litter, illegal dumping and burning).
 - Regulation of events and activities on Council land, including assessment of applications and approvals.
 - Environmental health assessment of development applications, technical reports and impact statements.
6. Build strong relationships with the community, adopting an educational and customer-focused approach and provide expert advice, guidance and support on environmental health programs, investigations and compliance matters.
7. Represent Council at internal and external meetings, ensuring effective communication of outcomes. This includes designing and implementing education programs on food safety, public health and environmental protection.
8. Prepare and deliver reports, plans and statistical data for Council, community and government agencies within required timeframes and quality standards.
9. Obtain and evaluate quotations for project work in line with Council's Procurement Policy.
10. Contribute to the development of the Environmental Health budget, policies and procedures as well as ongoing improvements to risk and compliance practices.
11. Contribute holistically to the implementation of Moree Shire Plains Council's Operational plan.

**Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the manager.*

Behaviours and Personal Attributes:

- Analytical
- Respectful
- Assertive
- Communicative
- Integrity and discretion
- Adaptable

Key Relationships:

- Manager Environment & Compliance.
- Governance, Risk and WHS functions and teams.
- Community members, employees and external stakeholders.

SELECTION CRITERIA

Essential Criteria:

1. Tertiary qualifications in Environmental Health and/or Regulatory Services and Compliance, combined with extensive practical experience in these fields.
2. Extensive experience in conducting investigations and enforcement with strong conflict resolution skills across public health, environmental protection, and food safety matters.
3. Demonstrated knowledge of Public Health Act 2010, Local Government Act 1993, Environmental Planning & Assessment Act 1979 and/or Protection of the Environment Operations Act 1997 with experience in the interpretation and enforcement of legislated requirements and guidelines.
4. Well-developed interpersonal and communication skills, with the ability to build positive relationships across all levels and convey information clearly and assertively in high-pressure, complex and evolving environments.
5. Ability to exercise sound judgement and initiative across compliance areas including animal control, environmental protection, public health and development control.
6. Excellent organisational and time-management skills with high attention to detail, combined with proficiency in Microsoft Office Suite applicable to preparation of complex reports, documentation and presentations.

Required tickets, licences and/or qualifications:

1. General Construction Induction Certificate (White Card)
2. Class C Drivers Licence

Desirable Criteria:

1. Previous Local Government experience
2. Experience in a senior or leading role in a regulatory enforcement environment.

Pre-employment checks:

1. National Criminal History Check
2. Pre-employment medical which includes drug and alcohol testing.

COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Council's Equal Employment Opportunity (EEO) and diversity policies and procedures.
- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

| S | H | A | R | P |
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| Safe Prioritise the safety of our team members, contractors, community and environment. | Helpful Take the initiative to help. Offer solutions. One team. | Accountable Take ownership. Have the courage to call things out. Keep others accountable. | Respectful Mutual Respect. No time for disrespect. | Productive Push for results. Drive with urgency. Focus on quality. |

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: