



POSITION TITLE	ENVIRONMENTAL HEALTH & COMPLIANCE COORDINATOR
DIRECTORATE:	SUSTAINABLE DEVELOPMENT
SECTION:	ENVIRONMENTAL HEALTH & COMPLIANCE

1. REMUNERATION

Grade 18 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Planning & Environment Manager

c) Positions directly reporting to this position:

Environmental Health Officers

Compliance Officer

Animal Rehoming Officer

Public Health Officers

Planning & Environment Compliance Officer

3. PURPOSE

The provision of statutory services, community education and regulatory enforcement for the protection and enhancement of community, public health and environment, together with animal control and welfare. The Environmental Health & Compliance Coordinator oversees and coordinates Council's enforcement and regulatory responsibility and ensures that all regulatory requirements under relevant legislation are met within the Griffith Local Government Area.

The position is responsible for the coordination and supervision of a team to achieve the effective and efficient provision environment and public health, Ranger and animal control services in accordance with relevant legislation.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal:

- General Manager
- Senior Management personnel
- Councillors
- Staff

External

- Department of Local Government
- Office of State Revenue – State Debt Recovery Office
- NSW Health
- WorkCover Authority
- NSW Department of Agriculture
- Environmental Protection Authority
- NSW Police
- Other Government Regulatory Authorities
- RSPCA Authority
- Animal Rescue Organisations around Australia
- Legal representatives acting for council and issues instigated by council
- Various courts.
- Council Security providers
- Local Business Proprietors
- General public

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
- Ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility
- Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility
- Actively participate and contribute to the development of plans, policies and procedures

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times
- Promote a culture of understanding exceeding customer expectations
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities
- Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework
- Acquire and maintain knowledge of Work Health and Safety matters
- Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role

- Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace
- Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives
- Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner
- Promote a culture that encourages and values the contribution of staff to the achievement of Council activities

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements
- Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions

Training and Development

- Actively participate in Council's training and development programs as required
- Identify and ensure the delivery of relevant training for staff in areas of responsibility

Continuous Improvement and Innovation

- Promote the development of more efficient work practices
- Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate
- Promote a culture of change and innovation by encouraging new ideas
- Identify and propose additional business opportunities that enhance Council's existing capabilities

Environment

- Consider the protection of the environment in decision making and in the undertaking of all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Accomplish tasks while working under limited / minimum supervision
- Work with allocated resources and budget to meet or exceed expectations of Council
- Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Advises and recommend legal action resulting from legislative breaches and prepare evidence and affidavits for legal forums, briefing legal representatives and representing council in various courts as a professional witness.
- Detect, investigate and manage matters of law in relation to parking, litter control, companion animals, overgrown blocks, derelict vehicles, public health, environment, development and maintain relevant databases.
- Provide effective , efficient and accountable delivery of environmental, food and public health regulatory programs

- Issue Orders, Penalty Infringements and Notices in accordance with delegations granted by Council and coordinate Environment & Health Officers and Rangers responses to infringements and court proceedings.
- Community education achieving awareness and increased understanding of public health issues, animal control and development compliance.
- Take appropriate enforcement action in respect of behaviours and acts which are in breach of Council's policies or appropriate legislation in relation to Council compliance issues.

7. KEY TASKS

- Respond to complaints and service requests, and oversee and coordinate requests pertaining to compliance matters
- Efficient delivery of regulatory services inspections including food businesses, beauty & skin penetration, food events and mobile food vans, public pool inspections, mortuaries, regulated systems – cooling towers and warm water systems, underground storage tanks, implementation of arbovirus, immunisations, onsite sewerage management programs, water quality, emergency management support and other environmental and public health programs and projects.
- Investigating littering and illegal dumping and undertaking appropriate compliance action
- Ensure that parking zones which are the responsibility of Council are adequately policed in accordance with the Australian Road Rules
- Take appropriate action to enforce all aspects of the Companion Animals Act
Undertake review and implementation of the Council Companion Animal Management Plan
- Maintain adequate impounding records as required by the LGA, including all dog attacks, number of animals impounded, rehomed and euthanized
- Authorise the micro chipping of Companion Animals and Provide regulatory services for the control littering and illegal rubbish dumping in accordance with Protection of Environmental Operations Act (POEO)
- Monitor and take appropriate legislative action under Local Government Act for untidy/overgrown properties including orders for the removal of overgrown vegetation, building materials and general rubbish.
- Undertake the lawful impoundment of abandoned items, stock and vehicles under Impounding Act
- Ensure compliance and enforcement when necessary of Council's Water Restrictions in accordance within Water Management Regulation
- Oversee enforcement of Council's Abandoned Shopping Trolley Management Policy
- Efficiently manage staff and council's resources and prepare budget estimates and report on plan and budget performance.
- Ensure availability of compliance staff to attend to 'on call' for out of hours and weekends.
- Educate Environment and Health Staff and Rangers on all aspects of legislation for which they have the responsibility.
- Identify, implement and maintain effective legislation compliance systems and contribute to the monitoring and review of relevant policies, practices and procedure.
- Manage customer service issues and educate, mentor and train staff in accordance with approved service levels.
- Manage community representations regarding council issued penalty notices.
- Liaise and advise State Debt Recovery Office regarding representations made to that organisation on council related issues.

- Approve all briefs of evidence prepared for production and/or attendance at various courts on behalf of council.
- Represent council as a professional witness in various courts.
- Provide specialist technical advice / expertise to regulatory services and to management.
- Perform the role of Systems Administrator on behalf of council to NSW Roads and Maritime Services relating to lawful access by compliance personnel to such records, including conducting/arranging required audits
- Advise and assist with compliance of Protection of Environmental Operations Act, Environmental Planning and Assessment Act and other issues as required.
- Prepare correspondence, reports, submissions and presentations.
- Prepare Safe Work Method Statements relating to Compliance working environment.
- Implement Council's Companion Animal rehoming initiatives

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including a drug and alcohol test) and achieve a satisfactory outcome.
- The successful candidate will need to provide a current national criminal record check certificate.
- This position is required to participate in an on-call roster for out of hours and weekend work.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required, Hepatitis A and B, Tetanus, and Q Fever which will be arranged upon commencement

9. KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated extensive job related experience in public health, compliance or law enforcement and relevant tertiary education, (Diploma of Local Government - Health and Environment or other relevant qualification)
- Demonstrated application of relevant legislation affecting compliance and highly developed ability to interpret and enact a wide scope of legislation.
- Demonstrated strong organisational and time management skills.
- Demonstrated ability to supervise and coordinate team members and resources
- Demonstrated interpersonal and communications skills, both written and oral.
- Demonstrated computer knowledge and experience in the use of Microsoft Word and Excel software
- Hold a current Australian Class C driver licence
- Provide a current national criminal record check certificate.
- Knowledge and understanding of Equal Employment Opportunity legislation.
- Knowledge and understanding of Work Health and Safety legislation and regulations specific to the area of work.

DESIRABLE

- EPA - Environmental Law Enforcement - Authorised Officers course
- Demonstrated Local Government experience relevant to the position
- Environmental Health Australia membership

- Demonstrated experience in investigation and formal interview practices / techniques; the gathering and management of evidence and presentation of evidence in professional manner to various courts.
- Demonstrated high level experience in the mediation process and related techniques
- Hold a current First Aid Certificate

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

I	Infrequent: exposure to the physical factor two – three times a year on average
O	Occasional: exposure to the physical factor less than twice a week on average
F	Frequent: exposure to the physical factor 3 - 4 times a week on average
C	Constant: exposure to the physical factor more than 5 times a week on average
R	Repetitive: exposure to the physical factor multiple times in an hour
S	Seasonal: Activity involves seasonal variations
N/A	Not Applicable
≡	Winter
✱	Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				x			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	x						
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				x			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				x			
Standing	Tasks involve standing in an upright position without moving about			x				
Driving	Tasks involve operating any motor powered vehicle					x		
	Tasks involve driving vehicle on unsealed roads.			x				
Sitting	Tasks involve remaining in a seated position during task performance					x		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			x				
Walking/Running	Tasks involve walking or running on even surfaces				x			
	Tasks involve walking on uneven surfaces			x				
	Tasks involve walking up and / or down slopes			x				

Demands	Description	I	O	F	C	R	S	NA
	Tasks involve walking whilst pushing/pulling objects			x				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	x						
	Tasks involve climbing over or under machinery	x						
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	x						
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms				x			
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.				x			
	1. Light lifting/carrying (0-9 Kg)				x			
	2. Moderate lifting/carrying (10-15 Kg)				x			
	3. Heavy lifting/carrying (16 Kg and above)				x			
Restraining	Tasks involve restraining animals / objects					x		
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.	x						
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.	x						
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.			x				
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				x			
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				x			
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment				x			

Demands	Description	I	O	F	C	R	S	NA
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals				x			
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust		x					
Gases	Tasks involve working with gases		x					
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.		x					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis		x					
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room				x			
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	x						

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: May 2022

Job Evaluation Assessment Date: 1/06/2020

I accept the requirements of the position description and I can deliver its required outputs.

.....
(print name)

.....
(signed)

.....
(date)