

# Position Details



1.0 Position Details	
Position Title	<b>Environmental Health Officer/Building Surveyor</b>
Classification	Employment Contract
Employment Type	Full Time
Reporting to	Manager Development
Department	Development -
Location	Shire of Irwin Administration Building, Dongara Western Australia
Internal Relationships	Chief Executive Officer, Managers and Coordinators, Councillors, Staff.
External Relationships	Local, State and Federal Government Departments, WA Local Government Association, Community groups, Private Sector Organisations, Ratepayers and the General Public, Contractors, Consultants and industry professionals.
Extent of Authority	Operates under the directions of the Manager Development Services within established Delegation from Chief Executive Officer in accordance with the <i>Local Government Act 1995</i> .
2.0 Position Objective	
<p>To protect, promote and enhance building, public and environmental health and community wellbeing of communities within the Shire of Irwin, in regional Western Australia by undertaking inspections, education and to proactively administer the delivery of the Shire's Environmental Health / Building Surveying Services to satisfy compliance of statutory obligations.</p>	

### 3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<b>Environmental Health Officer</b>	<ul style="list-style-type: none"> <li>▪ Inspecting sites and resolving public health and environmental issues in accordance with the relevant legislation. This involves understanding Council's responsibilities to regulate and ensure compliance with the full range of environmental health standards.</li> <li>▪ Providing continuous proactive surveillance of commercial establishments and undertaking environmental auditing to ensure environmental health standards are being achieved in accordance with current legislation</li> <li>▪ Preparing and implementing education programs which seek to improve environmental health and community wellbeing.</li> <li>▪ Action customer requests in accordance with Council's policies and procedures.</li> <li>▪ Deliver comprehensive and transparent communication skills in the preparation of reports, correspondence, collection of evidence, preparation of statements of evidence, and briefing legal counsel.</li> <li>▪ Continuous improvement of systems, supporting procedures and policies to ensure efficient work practices.</li> <li>▪ Collaborate with the team to deliver identified targets and complete projects as determined by the Manager Development.</li> <li>▪ Develop, undertake and deliver the environmental health programs to a satisfactory level, mentor staff and provide timely technical advice.</li> <li>▪ Attend and resolve public health and environmental issues including, air, noise, water, land, waste and nuisance complaints.</li> <li>▪ Carry out inspections and monitor compliance of Council's Environmental Health program, including Food premises/vehicles/events, hairdressers, beauty salons, skin penetration premises, cooling tower and warm water systems, swimming pools and spa's, funeral industry premises, caravan parks, on-site sewerage management systems/water recycling systems and other</li> </ul>	<ul style="list-style-type: none"> <li>▪ Please see <b>Point 6.0</b></li> </ul>

	<p>premises/activities as directed by management.</p> <ul style="list-style-type: none"> <li>▪ Provide support with Local Law Enforcement activities including but not limited to animal control, commercial recreation activities, foreshores, vermin, waste management and accommodation</li> <li>▪ Assessing and providing comment on development applications pertaining to environmental health, including assessment of environmental impact statements, environmental management plans, on-site sewerage management systems, water reuse/recycling/treatment systems, acoustic reports, air/odour reports, contaminated land reports and the like.</li> <li>▪ Providing technical advice to developers, environmental consultants, architects, designers, engineers, Council staff, government departments and the public on environmental health requirements.</li> </ul>	
<b>Building Surveyor</b>	<ul style="list-style-type: none"> <li>▪ Assess building applications for Permits and Certificates for compliance with relevant legislation, National Construction Code and Australian Standards.</li> <li>▪ Assess Permits and Certificates for issue/refusal in line with Delegated Authority.</li> <li>▪ Administer relevant Acts, Regulations, Codes, Council Local Laws and policies for buildings, swimming pools, fences and signs as required.</li> <li>▪ Receive public and staff enquiries on building related matters, complaints and correspondence, taking appropriate action in line with established policies and practices with the aim of maintaining a strong customer focused service.</li> <li>▪ Liaise as appropriate with other members of staff, other local authorities and relevant government organisations on building related matters as appropriate.</li> <li>▪ Undertake inspections of swimming pools, spas and fences to ensure compliance.</li> <li>▪ Attend and participate on meetings, working group or committee as directed by management that may relate to the position's responsibilities.</li> </ul>	

4.0 General Position Requirements	
<b>Ethical Behaviour</b>	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
<b>Work Health and Safety</b>	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
<b>Risk management</b>	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
<b>Human Resource and Leadership</b>	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
<b>Records Management</b>	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
<b>Strategic Vision</b>	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
<b>Values we are committed to</b>	<p>Creates and maintains a positive working environment while upholding the Shire's values of:</p>  <p>The logo consists of four words stacked vertically, each with a stylized 'i' icon to its left. The words are: 'innovation' in blue, 'accountability' in orange, 'integrity' in red, and 'respect' in green.</p>

5.0 Behavioural Competencies	
VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p><b>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</b></p> <ul style="list-style-type: none"> <li>▪ I look for better ways of doing things.</li> <li>▪ I am open to feedback and change</li> <li>▪ I encourage and embrace new ideas</li> <li>▪ I foster creativity and think outside of the box</li> <li>▪ I am solution focused.</li> </ul>
Accountability	<p><b>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</b></p> <ul style="list-style-type: none"> <li>▪ I lead by example</li> <li>▪ I learn from my mistakes</li> <li>▪ I am responsible for my actions</li> <li>▪ I am committed to achieving my goals</li> <li>▪ I acknowledge positive behaviour and successes</li> </ul>
Integrity	<p><b>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</b></p> <ul style="list-style-type: none"> <li>▪ I am fair and consistent</li> <li>▪ I am honest, trustworthy and reliable</li> <li>▪ I effectively and actively communicate</li> <li>▪ I conduct myself in a professional manner</li> <li>▪ I am loyal and committed to the organisation</li> </ul>
Respect	<p><b>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</b></p> <ul style="list-style-type: none"> <li>▪ I am considerate of the needs of others</li> <li>▪ I genuinely listen when others communicate</li> <li>▪ I respect the roles and opinions of others</li> <li>▪ I treat others how I wish to be treated</li> <li>▪ I support, help and encourage my colleagues</li> </ul>

## 6.0 Key Performance Indicators

- Demonstrate excellent communication and negotiation skills, establish and maintain effective working relationships with staff, customers and stakeholders.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Council's core values.
- Commit to personal development in the areas of technical expertise and continued professional development.
- Maintain accurate and detailed records of work.
- Ensure program objectives achieved.
- Prepare professional Council reports, correspondence, and presentations on planning and related matters.
- Deliver quality customer service in line with Shire's Customer Service Charter and corporate values.
- Participate in continuous improvement process to optimise delivery of Environmental Health/Building Surveying services.

## 7.0 Knowledge, Skills and Qualifications

### ESSENTIAL REQUIREMENTS

#### Qualifications and experience

- Qualifications in a health discipline (i.e. Bachelor of Health Science, Bachelor of Environmental Health or equivalent) acceptable to the Department of Health Western Australia.
- Qualifications in Building Surveying and a Building Surveyor Practitioner Level 2 Certificate of Registration.
- Over 5 years' experience in both disciplines and within Local Government.
- Broad experience within local government in Western Australia.

#### Knowledge and skills

##### Essential

- Developed knowledge and an ability to interpret and implement the requirements of the *WA Health Act 1911*, *Liquor Licensing Act 1988*, *Environmental Protection Act 1986*, *Local Government Act 1995* and their associated Regulations.
- Strong communication and interpersonal skills, with a track record in negotiating agreed quality outcomes, and developing effective relationships with a diverse range of stakeholders.
- Developed technical, interpretive and analytical skills.
- Coordinate and administer inspection high level report writing skills.
- Experience in the use of Microsoft applications and planning related software
- Current WA "C" Class Driver's Licence
- Demonstrated ability in the design of health programs and projects that meet statutory obligations to enhance environmental health standards.

##### Desirable

- Local Government experience in a similar role within a rural/regional location.
- Working knowledge of Building, Town Planning, and Engineering matters dealt with by Local Government.
- Experience in utilising the Synergy Soft application.

##### Attributes

- Demonstrated ability to develop and deliver appropriately targeted services, which meet the needs of the community.
- Ability to work with a wide range of service providers within a diverse rural region.
- Always ensure compliance with and adherence to all legislative requirements and business practices.
- Ability to coordinate effectively with other disciplines across Council and with the community.
- Ability to prepare written reports of a high standard.

## 8.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	August 2025