

Position Description

Date Reviewed:	July 2026	
Position:	Environmental Compliance Officer	
Business Unit:	Environment, Health & Regulation	
Directorate:	Planning & Environment	
Location:	Civic Centre	
Reports to:	Environmental Health & Compliance Coordinator	
Remuneration:	10	
Award Classification:	Band 3 Level 2	
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.
Designated Person:	Deemed Designated Person in accordance with clause 4.8 of the Model Code of Conduct for Local Councils in NSW (the Code). This requires an annual disclosure of interests return in accordance with clauses 4.10 and 4.21 of the Code.	

Council Vision & Mission



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.

Position Statement

This position is responsible for undertaking and monitoring, compliance inspections and enforcement of environmental, health and development matters.

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 in a timely manner in accordance with Council's Service Response Procedure
- Provide information and advice to customers on potential breaches of legislation
- Respond to enquiries and provide assistance to customers on environmental, public health and compliance matters
- Liaise with relevant statutory bodies on enforcement matters likely to have an impact on those agencies

Technical Services

- Routinely monitor and enforce the provisions of the Protection of the Environment Operations Act 1997, Environmental Planning and Assessment Act 1979, Local Government Act 1993, 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
- Be responsible for the delivery of Environmental, Public Health and Compliance Programs that may include:
 - Undertake inspections and monitoring of Underground Petroleum Storage Systems to ensure compliance with relevant legislation
 - Ensure the drinking water sampling program is conducted in accordance with the NSW Health Guidelines
 - Undertake inspections of on-site sewage management systems as required
 - Undertake inspections of food premises and ensure that all NSW Food Authority Partnership reporting and inspection targets are met
 - Undertake inspections of public health regulated premises as required
 - Maintain Public Health Act required registers of premises that have public swimming pools and spa pools, private water supplies, water cooling and warm water systems and conduct skin penetration procedures, and conduct inspections as required of the premises in accordance with the Public Health Act
 - Develop and implement Environmental, Public Health and Compliance Education programs as required
- Conduct detailed investigations, gather evidence and prepare briefs for action, for enforcement or prosecution
- Issue, notices, orders and penalty infringements for breaches of relevant legislation as required
- Undertake ongoing professional development training approved by Council
- Act in higher grade positions within the Business Unit when required
- Prepare necessary reports to Council and its Committees and attend to correspondence
- Represent Council on public forums, community meetings and court matters as required
- Participate and assist in departmental meetings and reviews of procedures, policies and monitoring program implementation as required
- Carry out other duties that are within the limits of the employees skills, competence and ability as required by Goulburn Mulwaree Council
- 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

- Tertiary qualifications in a Regulatory or relevant Environmental Protection/Environmental Health discipline, or equivalent
- Demonstrated experience in a similar enforcement role
- Sound knowledge and demonstrated experience in the enforcement of the regulatory provisions of the Protection of the Environment Operations Act 1997, Local Government Act 1993, Environmental Planning & Assessment Act 1979 and other related legislation
- Demonstrated commitment to customer service and excellent oral and written communication skills
- Demonstrated negotiation skills, conflict resolution skills and analytical ability
- Knowledge and understanding of responsibilities under the WH&S Act 2011
- Class C Drivers Licence
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission

Desirable Selection Criteria

- Demonstrated ability to work without supervision to meet statutory and organisational targets
- Demonstrated experience in the development, implementation and management of projects, monitoring programs and/or community education programs
- General Construction Induction Training Card (White Card)
- Demonstrated knowledge and experience in the application of the Food Act 2003, Public Health Act 2010 and Swimming Pools Act 1992
- Demonstrated ability to work effectively as part of a team and across organisational Business Units

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	• Develop educational resources for environmental, public health or development control disciplines • Demonstrated ability to undertake strategic projects across Council Business Units in order to improve compliance outcomes • Demonstrated ability to develop, implement and/ or review environmental health/ compliance strategies or policies as required
Level 2:	• Demonstrated ability to supervise work experience students and/or Trainee staff members • Demonstrated ability to address complex issues in a verbal presentation to Council, committees and/or the community • Demonstrated ability to develop, implement and manage projects in an environmental, public health or development compliance discipline
Level 3:	• Demonstrated ability to support the Business Manager and Coordinator in improving performance outcomes and providing input into the departmental management plan • Demonstrated experience acting in higher grade position • Demonstrated ability to respond to serious breaches of legislation in accordance with legislative provisions and prepare briefs and documentation for complex legal proceedings
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

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
Physical Demands						
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			√		
	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			√		

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task 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			√		
Psychological Demands						
	Working with animals	√				
	Dealing with dead or injured animals etc.	√				
Psychosocial Demands						
	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	√				
Exposure to Chemical Hazards						
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					√
Working Environment						
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	√				
Accident Risk						
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	√				
Biological Hazards						
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:	