Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Environmental Health Officer
Position Number:	3015
Directorate:	Organisational Services
Team:	Regulatory Services
Category of Employment:	Queensland Local Government Industry (Stream A) Award – State 2017, Division 2, Section 1 (Community and Environmental Services)
Classification Level:	Level 6
Classification Type	Permanent Full- Time
Reports to:	Manager of Regulatory Services
Located:	Longreach
Accountable for:	N/A
Vehicle Authorisation:	Classification 4 – Business Use
Financial Delegation:	N/A
Revised:	September 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The Environmental Health Officer (EHO) protects public health and community wellbeing across the Longreach region by delivering risk-based environmental health education, compliance and enforcement services under relevant legislation and local laws. The role covers environmental health and local laws compliance; food business licensing, education and compliance; public health nuisances; asbestos management; trade waste management; and recreational water testing and compliance. The officer works with Council teams, businesses, community members and relevant agencies, contributes to the planning and improvement of environmental health programs, shares knowledge with less experienced colleagues, and refers complex, high-risk or precedent-setting matters to the manager.

Position Responsibilities

Functional Area	Key Responsibilities
Environmental Health & Local Laws Compliance	• Identify and assess environmental health risks, and plan and prioritise own work program and caseload according to the risk to public health and community safety. • Conduct planned inspections, audits and investigations, and respond to complaints, service requests, pollution incidents and unsanitary conditions within Council's area of responsibility. • Use education and take compliance or enforcement action appropriate to the evidence, seriousness of the risk, legal requirements and Council policy. Exercise statutory powers, including issuing statutory notices and infringement notices, within the scope and conditions of current delegations and authorisations. Refer decisions outside that authority to the appropriate authorised officer or manager. • Explain environmental health legislation, local laws and the steps needed to comply in clear, practical language for businesses, community members, Council teams and decisionmakers. • Work with Regulatory Services and other Council teams where responsibilities overlap, including animal-related health risks, rural land use, biosecurity and environmental impacts. Undertake joint inspections, patrols and investigations, and share relevant findings to support coordinated responses. • Administer relevant local laws and subordinate local laws relating to environmental health, public safety and community amenity, and investigate alleged breaches. • Work under general direction, exercising independent professional judgement on routine and moderately complex matters. Seek technical or supervisory guidance where needed, and refer complex, high-risk, unusual or precedent-setting matters, and decisions outside current delegations and authorisations, to the manager. • Identify gaps, inconsistencies and opportunities for improvement in policies, procedures and supporting tools across all environmental health functions. Work with the manager and relevant Council teams to develop new documents where guidance is missing, review existing frameworks and recommend practical improvements that support consistent, risk-based and legally compliant services. Submit new or revised documents through Council's applicable review and approval processes, implement approved changes within the scope of the position and review their effectiveness. This responsibility does not include authority to approve Council policy, depart from legislative requirements or extend current delegations or authorisations.
Food Business Licensing, Education & Compliance	• Assess food business licence applications and supporting information. Make licensing decisions within current delegations and authorisations or prepare recommendations for the appropriate authorised decision-maker.

	• Inspect food premises to assess compliance with food safety requirements and licence conditions and identify practices requiring improvement. • Provide practical food safety education and explain licensing requirements and required improvements to food business operators. • Investigate food-related complaints and food safety incidents within Council's area of responsibility. • Follow up identified food safety breaches to check that required improvements have been made.
Public Health Nuisances (Noise, Smoke, Odour)	• Investigate complaints about noise, smoke, odour and other impacts on community health and amenity within Council's area of responsibility. • Gather and assess evidence to determine whether the relevant legal requirements for a nuisance are met. Apply procedural fairness, including giving affected parties an opportunity to respond. • Work with complainants and responsible parties to explain findings and resolve nuisance issues through education, negotiation and follow-up of required improvements.
Asbestos Management	• Investigate complaints and incidents involving asbestos-containing materials on public and private property where Council has responsibility. • Assess public health risks associated with the disturbance, storage, transport and disposal of asbestos-containing materials. • Explain asbestos management requirements to property owners, contractors and community members, including when specialist advice or referral is needed. • Coordinate with workplace health and safety regulators and other relevant agencies and refer matters outside Council's responsibility.
Trade Waste Management (Commercial/Industrial Wastewater)	• Monitor commercial and industrial premises that generate trade waste (commercial or industrial wastewater) and assess compliance with Council policies and approval conditions. • Inspect and audit trade waste systems, including grease arrestors and equipment used to treat wastewater before discharge to the sewer. • Investigate suspected illegal or unauthorised discharges, trade waste incidents and complaints. • Work with water and wastewater service providers and Council infrastructure teams to assess and manage risks to sewer systems and the environment. • Explain trade waste approval conditions and required improvements to businesses and follow up to check compliance.
Recreational Water Testing & Compliance	• Implement and maintain water quality monitoring programs for public pools, spas and similar recreational facilities. • Conduct field testing and collect water samples, assess results against applicable requirements, and identify public health risks. • Work with facility operators to address water quality risks through required improvements and follow-up testing. Make closure or re-opening decisions within current delegations and authorisations or recommend action to the appropriate authorised decision-maker. • Investigate recreational water complaints and incidents and follow up identified risks in accordance with Council procedures.
Other	• Prepare briefs of evidence and supporting documents for enforcement matters when required, in accordance with legal and procedural requirements. • Work with Council's Organisational Service Team and external legal providers on enforcement matters, seeking legal support where required. • Maintain accurate inspection reports, investigation records, evidence and correspondence in Council's customer request management, inspection and licensing systems. Meet statutory deadlines and Council service standards.

	• Contribute to service planning and reporting, analyse trends in complaints and compliance findings, and coordinate the delivery of targeted compliance and education programs. • Share technical knowledge and provide on-the-job guidance to less experienced officers, trainees or students on placement, and support consistent practice across the team. • Undertake other duties directed by the manager that are within the scope of the position and the employee's skills, capabilities and competencies

Extent of Authority

The Environmental Health Officer works under general direction, with regular access to guidance from the manager. The officer is expected to plan and manage their own caseload, use initiative and apply professional judgement to interpret and apply legislation, local laws, Council policy and established procedures. The officer refers complex, high-risk, unusual or precedent-setting matters, and decisions outside their authority, to the manager. The officer also coordinates assigned compliance and education programs, shares knowledge with less experienced colleagues, and works with the manager and relevant Council teams to identify gaps and recommend improvements to environmental health policies, procedures and tools.

Key Relationships

Internal		
Position	Nature of Relationship	How it Works
Regulatory Services Manager	Reporting and accountability	Receives direction, work allocation and performance expectations. Escalates complex, high-risk, sensitive or non-routine matters, seeks guidance on enforcement actions where required, and provides updates on significant public health and compliance matters.
Regulatory Services Team	Collaboration and compliance coordination	Works collaboratively on investigations, inspections, enforcement activities, customer requests and compliance programs. Shares information, coordinates responses and maintains accurate records to support consistent regulatory outcomes.
Works Directorate	Technical and operational support	Coordinates activities where public health, environmental health, trade waste, wastewater or infrastructure issues intersect. Provides advice, shares compliance information and supports risk management and corrective actions.

External		
Position	Nature of Relationship	How it Works
Food Business Operators	Regulation, education and compliance	Conducts inspections, audits and investigations to assess compliance with food safety legislation and standards. Provides education, guidance and enforcement where required.
Commercial & Industrial Premises	Environmental health and regulatory compliance	Undertakes inspections and investigations relating to public health, environmental health and trade waste requirements. Provides advice on legislative obligations and corrective actions.
Recreational Water Facility Operators	Public health assurance	Monitors and assesses compliance with recreational water quality and public health requirements through inspections, testing and audits. Supports corrective action where risks are identified.
Contractors & Service Providers	Service delivery and compliance support	Coordinates activities associated with inspections, testing, sampling, monitoring and incident response to ensure services are delivered in accordance with legislative and Council requirements.
State & Federal Government Agencies	Regulatory liaison and collaboration	Shares information, coordinates investigations and refers matters outside Council's jurisdiction. Works collaboratively to address public health and environmental health risks.
Community Stakeholders & Property Owners	Customer service, education and enforcement	Responds to enquiries, complaints and service requests, provides advice on legislative obligations and Council requirements, and undertakes investigations and enforcement activities using procedural fairness and professional judgement.

Key Behavioural Competencies

- Acts with integrity, impartiality and professional confidence when addressing non-compliance, applying regulatory requirements fairly and consistently.
- Builds collaborative, respectful working relationships with customers, businesses, contractors, Council teams and partner agencies.

- Uses sound, independent professional judgement to give clear, practical technical advice and resolve routine and moderately complex issues through evidence-based thinking, knowing when to seek guidance or escalate.
- Plans, prioritises and manages own caseload effectively, staying organised under pressure and ensuring decisions are timely, defensible and aligned with Council's goals.
- Maintains technical currency through ongoing professional development and willingly shares knowledge with, and supports, less experienced colleagues.

Position Requirements

This role is open to environmental health graduates and to officers who have worked in environmental health or regulatory roles within local government or the broader public sector. It involves a combination of office-based and field-based work, with travel required across the Longreach region. Occasional after-hours work may be required to respond to urgent incidents or public health matters and in the event of disasters as part of Council's Local Disaster Management Group.

Skills

- Strong verbal communication skills with the ability to educate, influence and negotiate compliance outcomes with diverse stakeholders.
- Well-developed written skills to produce clear and defensible reports, notices, correspondence and enforcement documentation.
- Ability to manage conflict and challenging interactions professionally and safely.
- High attention to detail and accurate record keeping that meets evidentiary and statutory requirements.
- Developed analytical, problem-solving and negotiation skills, with the ability to work independently under general direction and manage a varied caseload.
- Ability to undertake recreational water testing, interpret results, assess risk and implement corrective actions.
- Demonstrated ability, gained through work experience or practical placement, to undertake food premises inspections, education, licensing/registration processes and reactive investigations.

Knowledge

- Sound knowledge and practical application of environmental health legislation, standards and risk-based compliance principles relevant to local government in Queensland, including the *Food Act 2006*, *Public Health Act 2005* and *Environmental Protection Act 1994*.
- Sound understanding of trade waste risk, typical commercial pre-treatment controls (e.g., grease arrestors), and compliance approaches.
- Understanding of local law processes, procedural fairness and evidence requirements for enforcement activity.
- Understanding of the local government or public sector operating environment, including accountability, good decision-making, record keeping and customer service obligations.

Mandatory Experience/Qualifications

- Current Unrestricted "C" Class Drivers Licence.
- Eligibility for appointment as an Authorised Officer under relevant legislation.
- Demonstrated ability, through work experience in local government or the public sector, or through relevant study and practical placement, to investigate complaints, assess evidence and apply proportionate enforcement.
- Degree qualification in Environmental Health, Public Health, or equivalent eligible for appointment as an Environmental Health Officer in Queensland.

Desirable Experience/Qualifications

- Experience in an environmental health or regulatory role within local government or the broader public sector.
- Experience contributing to enforcement actions and preparation of briefs of evidence.
- Experience coordinating compliance or education programs or supporting less experienced officers.
- General Construction Induction "White" Card.

Delegations and Authorisations

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's *Delegations and Authorisations Policy*, the *Chief Executive Officer to Employee and Contractor Delegations Register,* and any *Authorised Person/ Authorised Officer Instrument of Employment* issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	No financial delegation applies to this position.		

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	**Classification 4** – Business use only	This position is authorised to use Council-owned or hired motor vehicles under ***Classification 4 – Business use only*** in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to approved business purposes and is subject to compliance with all policy conditions, licence requirements, reporting, and safety obligations. The position does not hold authority to approve vehicle allocations, usage classifications, or private use.

Physical Requirements

Vision and Hearing Requirements

☐ This position requires a vision test

☐ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☒	☐
Communicating With Others – Verbal	☐	☐	☐	☒
Communicating With Others - Written	☐	☐	☒	☐
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☐	☒

Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☒	☐
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☐	☒
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☐	☒
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☐	☒
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☐	☒
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☒	☐
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☐	☒	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☒	☐	☐

Physical Requirements

☒ This position does not require more than 10-15% manual handling/physical exertion

☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☐	☒	☐
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps	☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☐	☒	☐	☐

Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☒	☐	☐
Kneeling – To lower the body	☐	☒	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☒	☐	☐
Reaching – Extending arms out in any direction	☐	☒	☐	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☒	☐	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☒	☐	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☒	☐	☐
Writing/Typing	☐	☐	☒	☐
Climb Ladders	☐	☒	☐	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☐	☒	☐	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☒	☐	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☒	☐	☐
5.1 – 10kg	☐	☒	☐	☐
10.1 -15kg	☒	☐	☐	☐
15.1 -20kg	☒	☐	☐	☐
Lift floor to hip	☐	☒	☐	☐
Lift waist to shoulder	☐	☒	☐	☐
Lift overhead	☒	☐	☐	☐

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Brett Walsh, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	