

Environmental Compliance Officer



Reports to: Manager Planning & Regulation

Location: Coonabarabran

Branch: Planning & Regulation

Grade: G

Band/Level: 2/2

This position is responsible for delivering environmental and public health services in accordance with statutory requirements, Council policies and procedures. It provides high-quality monitoring, compliance, education, and enforcement programs to ensure the community meets statutory environmental and public health standards.

The role is a key frontline position requiring a positive, approachable, and professional individual who can balance regulatory enforcement with education, customer service, conflict resolution, and problem-solving.

Core Responsibilities

- **Environmental Health & Public Safety**
 - Undertake Council's **food business inspections** in line with the Food Regulation Partnership.
 - Carry out **legionella** and **skin penetration premises inspections**.
 - Conduct **swimming pool inspections** at Council-run facilities and prepare recommendations to Management.
 - Undertake **swimming pool safety barrier inspections** as required by legislation (e.g. property sales).
 - Undertake **liquid trade waste inspections** relating to food premises.
 - Respond to complaints regarding **public health and safety risks** or breaches of legislation/Council policy.
 - Administer Council's **Contaminated Land Register**.
- **Environmental Protection & Monitoring**
 - Conduct **weekly drinking water sampling** under the NSW Drinking Water Monitoring Program and maintain records.
 - Carry out **additional water testing** when required.
 - Undertake **underground petroleum storage inspections**, maintain records, and implement annual inspection programs.
 - Address Council's **biodiversity and land clearing obligations** as part of development applications.
 - Conduct **environmental campaigns** and support initiatives to raise community awareness.
 - Provide back-up support, including on-call, to Rangers for **animal control and stock on roads, pollution control, illegal dumping**, and other environmental enforcement.
- **Compliance & Enforcement**
 - Carry out investigations, compliance actions, and enforcement functions in line with legislation.
 - Undertake **overgrown block inspections** and issue correspondence to property owners.
 - Review **alcohol licences** and ensure alcohol-free zones are kept up to date across the Shire.
 - Represent Council in **Court or tribunals** as required.
 - Prepare accurate **records, notices, and reports** relating to compliance and enforcement activities.
- **Data, Reporting & Community Education**
 - Collect, collate, and analyse environmental data to support the **State of the Environment Report**.
 - Develop and implement **community education programs** to promote environmental health and compliance.

- Assist in developing and recommending **improvements to policies, procedures, and work practices** to increase efficiency and customer service.

These core responsibilities are not an exhaustive list of duties, and the job holder may be required to undertake a variety of duties within the limits of their skill, competence and training.

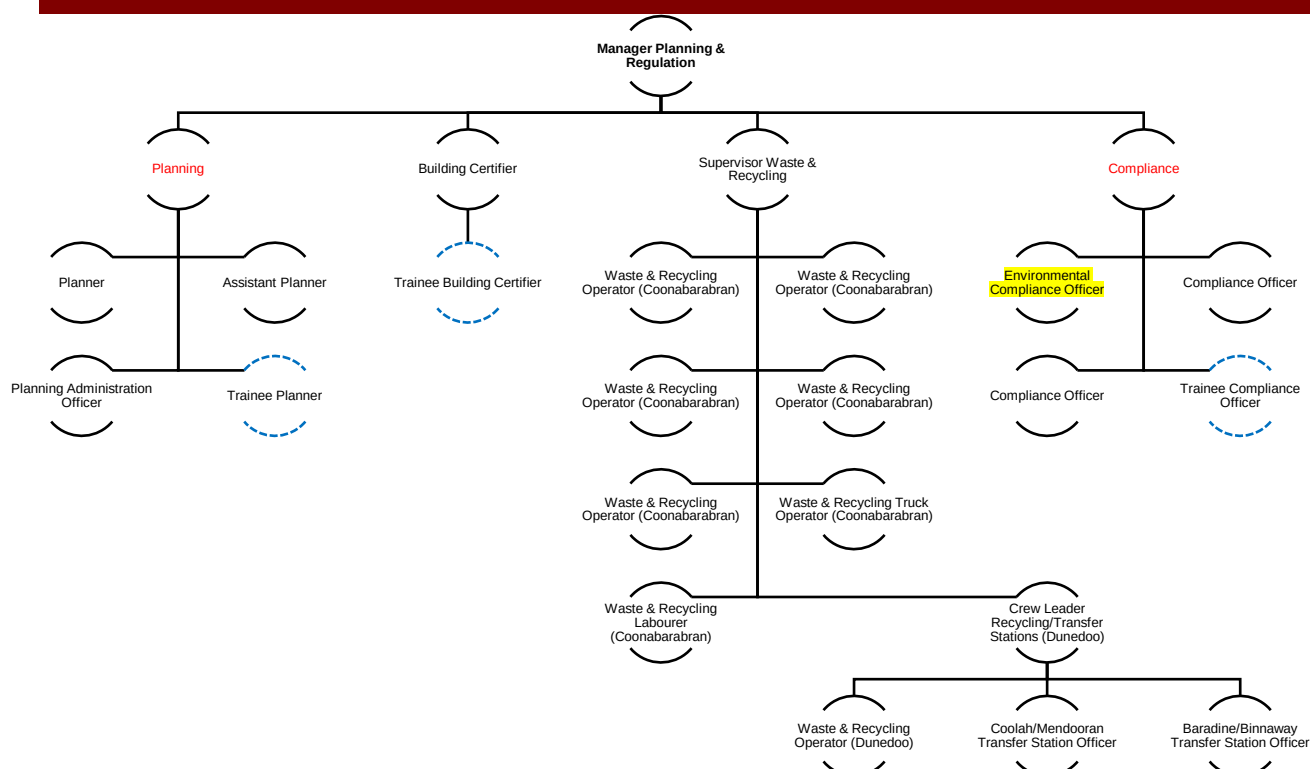
WHS Responsibilities

- Follow Council's WHS policies and procedures as instructed
- Ensure their actions do not adversely affect the health and safety of themselves or any other person
- Report all WHS hazards and incidents to their supervisor as soon as possible
- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers and others in regard to safety.

Position Factors

Autonomy	3. Typically has the freedom to independently complete tasks which may require some judgement in order to select from known procedural alternatives based on specialist trade or technical knowledge.
Internal Impact	2. Decisions usually impact the jobholder's own work and, from time to time, that of a few others from within their team/group.
External Impact	3. Influences externally through the provision of trade/technical services to external parties in line with council standards.
Budgeting	2. Considerate of the cost implications of their own work.
Analysis	3. Analysis of situations typically involves some complexity and judgement is required to select from available procedural alternatives.
Planning	3. Ongoing planning is required typically a week or so in advance in order for the jobholder to effectively contribute to work programs.
Writing	4. Prepares standard written communication usually using pre-populated fields or prescribed formats. Supervisory guidance may be sought.
Teamwork	2. Cooperates with co-workers to support teamwork.
Service	2. The jobholder typically provides straightforward trade or technical services to internal/external customers. Complexities can be referred to one's superior.

Our team



Do you have what it takes?

- Relevant tertiary qualifications in Environmental Health, Environmental Science, or a related discipline; or equivalent relevant experience.
- Demonstrated knowledge of NSW public health, environmental protection, and local government legislation.
- Experience in regulatory enforcement, investigation, and reporting.
- Strong interpersonal and communication skills with the ability to engage with the community, resolve conflict, and provide education in a respectful and professional manner.
- Demonstrated ability to plan tasks, prioritise workloads, and meet deadlines.
- Proven ability to work effectively as part of a team while also exercising initiative and accountability when working independently.
- Competence in record-keeping, report writing, and use of information systems.
- Willingness to participate in an on-call roster for emergency compliance matters.
- Current NSW Class C driver's licence.
- It is a plus if you have:
 - Previous local government experience.
 - Authorised Officer accreditation for relevant NSW Acts (e.g. Food Act, Local Government Act, Protection of the Environment Operations Act).
 - Court representation or investigation experience.
 - Training or experience in community education and awareness campaigns.

To be a good fit in this role, you will possess some key characteristics:

- **Approachability and Professionalism** – able to work with diverse stakeholders in a respectful, helpful, and confident manner.
- **Problem Solver** – applies sound judgement and initiative to resolve complex compliance and environmental issues.
- **Team Player** – works collaboratively across Council while maintaining personal accountability.
- **Resilient and Calm** – remains composed when faced with conflict, complaints, or challenging circumstances.
- **Detail-Oriented** – ensures inspections, investigations, and reporting are accurate and compliant.
- **Community Focused** – balances enforcement with education, supporting positive outcomes for the Shire.
- **Continuous Improvement Mindset** – contributes to streamlining processes and enhancing service delivery.

You will:

- | | |
|--------------------------------|--|
| • Manage Self | <ul style="list-style-type: none">• Initiate action on team/unit projects, issues and opportunities• Accept and tackle demanding goals with drive and commitment• Seek opportunities to apply and develop strengths and skills• Examine and reflect on own performance• Seek and respond well to feedback and guidance |
| • Community and Customer Focus | <ul style="list-style-type: none">• Demonstrate a sound understanding of the interests and needs of customers and the community• Take responsibility for delivering quality customer-focused services• Listen to customer and community needs and ensure responsiveness• Build relationships with customers and identify improvements to services• Find opportunities to work with internal and external stakeholders to implement improvements to customer services |

- **Deliver Results**
 - Take the initiative to progress own and team work tasks
 - Contribute to the allocation of responsibilities and resources to achieve team/project goals
 - Consistently deliver high quality work with minimal supervision
 - Consistently deliver key work outputs on time and on budget
- **Technology and Information**
 - Show confidence in using core office software and other computer applications
 - Make effective use of records, information and knowledge management systems
 - Support the introduction of new technologies to improve efficiency and effectiveness

The fine print

This is a full-time position based at Coonabarabran. The usual hours of work are 8.15 am – 4.30pm with a 10 minute break (paid) for morning tea and 45 minutes (unpaid) for lunch.

You will accrue an RDO every four weeks, plus three additional RDOs per year which are taken during Council's Office closure between Christmas and New Year. There is a closure for Union Picnic Day in October each year.

We are happy to consider requests for flexible working arrangements that fit with the demands of this role.

Health Monitoring Requirements

This position currently has no mandatory health monitoring requirements, however you are eligible for the following under Council's Health Monitoring Procedure:

- Flu vaccinations – Council runs an annual vaccination program, usually during May
- Bi-annual skin cancer checks as part of Council's program.

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

What's in it for you?

Here are some of what to expect:

- Great leave opportunities
 - Long service leave after 5 years
 - 1 RDO every 4 weeks
 - Paid parental and concurrent parental leave
 - Carer's leave
 - 3 weeks sick leave per year including up to 2 days health and wellbeing leave each year
 - Purchase additional leave or cash out leave
- Wellness – we want you to be at your best self so you and your immediate family members have access to our employee assistance program with TELUS Health One
- Generous uniform allowance per Council's *Corporate Uniform Policy*
- Salary packaging options to optimise your pay
- Access to thousands of free online training courses
- Mobile phone allowance available if you bring your own device
- Free annual flu vaccinations and bi-annual skin cancer checks available
- Weekly pay cycle

We strive to create a diverse and inclusive culture where everyone feels safe, valued and they belong. Council is proud to be an equal opportunity and child safe employer.