



# Yorke Peninsula Council

*'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities.  
A great place to live, work and play.'*

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## Environmental Health Officer APPLICATION KIT

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### Important

Applicants must submit applications in accordance with the principles outlined within the Guidelines for Applicants contained in this kit.

**Each application must address the selection criteria within the Application Kit.**

Applications can be submitted by:

### MAIL

Bobbi Pertini  
Manager People, Culture & Safety  
Yorke Peninsula Council  
Position No. 3201 Environmental Health Officer  
PO Box 57  
MAITLAND SA 5573

### IN PERSON

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road

### EMAIL

[admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

*(Council will bear no liability for email applications submitted but not received)*

**Application Closing Date Friday 1 November 2024 at 5.00pm.**

Council is an Equal Opportunity Employer, is smoke free and committed to a safe and healthy workplace. We thrive in an environment that is welcoming, inclusive and safe, and celebrates difference. We value and embrace our diverse perspectives and brilliant experiences for our diverse community.

People who are of Aboriginal and Torres Strait Islander identity as well as people of culturally diverse backgrounds and of diverse abilities are encouraged to apply.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace.

Andrew Cameron

**CHIEF EXECUTIVE OFFICER**

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## **Environmental Health Officer**

<b>Section</b>	Development Services
<b>Stream</b>	General Officer
<b>Level</b>	5-6 dependent on skills and experience
<b>The Job</b>	Provide administrative and technical advice to Council to enable it to fulfil its functions in accordance with statutory obligations, operational procedures and Council policies. Provide advice, support and education to the community and Council with respect to current and emerging Environmental Health issues.
<b>Position Number</b>	3201
<b>Position Hours</b>	76 hour fortnight (some out of hours work may required).
<b>Position Benefits</b>	Employees enjoy an amazing range of benefits which include: <ul style="list-style-type: none"><li>- 11.5% employer contributed superannuation into a fund of your choice;</li><li>- generous salary packaging arrangements;</li><li>- Corporate Health programme with annual health checks, skin cancer assessments and flu injections;</li><li>- driver licence allowance;</li><li>- income protection insurance;</li><li>- flexible employment opportunities;</li><li>- job security;</li><li>- professional development opportunities;</li><li>- emergency services leave;</li><li>- family/carers and parental leave;</li><li>- long service leave;</li><li>- portability of leave within SA local Government; and</li><li>- equal opportunity employment.</li></ul>
<b>Position Status</b>	Permanent full time
<b>The Person</b>	The successful applicant must have a tertiary qualification in Environmental Health and/or experience for appointment as an authorised officer as required by legislation.
<b>Salary</b>	Level 5-6 – starting at \$95,404 p.a. plus statutory superannuation. (In accordance with the Yorke Peninsula Council Municipal Officers Enterprise Agreement No 8, 2024).
<b>Medical</b>	A compulsory pre-employment medical examination must be undertaken.
<b>Location</b>	Maitland/Yorketown Office, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
<b>Probation Period</b>	13 weeks
<b>Information</b>	Further information about the position can be obtained from Carina Congdon, Team Leader HR & People Experience on 8832 0000.

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## **Guidelines for Applicants**

Thank you for your interest in working with the Yorke Peninsula Council is an equal opportunity employer and uses merit-based selection techniques. Please read these guidelines carefully as they are designed to help you understand Council's selection process and to put forward your best case for appointment.

Once you have found a vacancy that you would like to apply for, you should collect as much information about the position as you can.

Included in this information package is a copy of the position description which provides comprehensive information about the position, including duties and responsibilities. The position description also contains the essential and desirable selection criteria i.e. the knowledge, skills and experience required to do the job. It is the selection criteria that form the basis for making a merit-based selection decision.

If you require additional information about the position, you may speak to the contact person named in the advertisement.

## **Your application**

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

- A completed Application for Employment form (**essential**)
- Your statement addressing the selection criteria (**essential**)
- Your resume (**essential**)
- A brief covering letter (**optional**)

## **Statement addressing the selection criteria**

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

*Example:*

### ***Proven ability to work efficiently and effectively within a team and/or independently***

*I have worked across a number of different industries and this has allowed me to develop my ability to work well and productively with a wide range of individuals and teams. My strong communication skills allow me to work well in team environments. Whilst completing my traineeship with Company XYZ I had the opportunity to work two different teams with different outcomes. I found I was able to adapt easily to the different environments and be an asset to both teams.*

*In my approach to my work I am professional and practical, and as an effective team member am always willing to pitch in to complete the work that needs doing. My previous role with Company ABC allowed me to also work autonomously. I used a task driven approach to ensure that I completed my tasks on time. This ability to stay on track contributed to the team as a whole as well.*

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## **Your resume**

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details
- Education and training
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- Skills/experience gained outside of paid work
- Contact details for two referees

## **The application form**

Complete the 'Application for Employment Form' and enclose it with your application.

## **Important notes**

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

## **Interview and Selection**

### **Reviewing Applications and Preparing a Shortlist**

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

### **The Interview and Other Work Tests**

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;

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- talk with confidence and in a positive manner;
  - give specific examples of your past work to support your answer
  - avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the HR Officer of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

### **Reference Checks**

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

### **Pre-employment medical examination**

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will be conducted at Council's expense.

### **Notification**

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

### **Further Information**

For assistance, guidance or feedback in the preparation of your application, feel free to contact Council's HR Officer, Carina Congdon in person at the Maitland office, 8 Elizabeth Street, Maitland or by phone (08) 8832 0000.

### **Application Checklist**

Your application **must include:**

- This completed application form;
- A copy of your full resume or curriculum vitae;
- Your statement addressing the selection criteria; and
- A covering letter (optional).

### **The Council**

Council is very progressive, proactive, innovative and forward thinking and is proud of its achievement in becoming the first Council in the state to gain Quality Certification across its entire operation. The Yorke Peninsula Council covers an area of 5,834 square Km, is approximately 175km from north to south and an average width of 30Km, with 485Km of coastline.

The Council's population is estimated to be approximately 11,200, with in excess of 180,000 people enjoying the peninsula while en route to visit Innes National Park each year. Extensive development is currently taking place at Port Vincent, Stansbury, Point Turton and Marion Bay. This emphasizes the potential of the Yorke Peninsula.

### **The Area**

South Australia's Yorke Peninsula is an easy 2 hour drive from Adelaide. The Peninsula is a draw card for boating, fishing, diving and swimming in the calm waters surrounding most of the peninsula, in addition, the hollow beach breaks and powerful reef set ups in the southwest corner are ideal for surfers. The Peninsula also caters for bushwalks, cliff top and shoreline rambles or just leisurely relaxing by the sea.



# Yorke Peninsula Council

## Application for Employment

POSITION NO: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS:

Surname: \_\_\_\_\_ Ms/Mrs/Miss/Mr

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### ADDITIONAL INFORMATION

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes / No

If so, please give details \_\_\_\_\_

Where did you see this position advertised? \_\_\_\_\_

### SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application.

In addition to completing this application form, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

I have addressed the selection criteria as part of my application

### DECLARATION

I declare that all the information supplied in this application and any attached documents are true and accurate, and I understand that if I provide any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be subsequently terminated at any time.

Signature \_\_\_\_\_

**Thank you for your interest in applying for this position**  
**'Equal Opportunity in Employment and Appointment on Merit are Council Policy'**

<b>Position Title</b>	Environmental Health Officer 3201
<b>Classification</b>	Level 5-6
<b>People Leader</b>	Manager Development
<b>Division</b>	Development Services
<b>Key Relationships</b>	Building and Planning

## OUR COUNCIL

Economically Prosperous Peninsula | Community Connected through Infrastructure | Valued and Restored Environment | Community Engaged and Supported | Responsible Governance and Leadership

**Vision** - Prosperous, diverse and uniquely spectacular – Yorke Peninsula

**Mission** - We will foster a climate where Yorke Peninsula can thrive as a prosperous network of multi-generational communities. We will deliver services that enhances the Peninsula’s reputation as a vibrant, easily accessible coastal and food production region. We will celebrate and protect our unique and pristine environment. We will continue to support diversity of sustainable industry and lifestyles.

## WE VALUE

### Collaboration

We are one team, regardless of our role, location or length of service. We will get to know each other, work together, cooperate and use our collective skills to best serve the community.

### Transparency

We practice consistent, open, and transparent communication and proactively capture and share knowledge with each other and across sites and departments without fear of retribution.

### Integrity

We can be trusted to behave ethically and do the right thing each and every time. Integrity is doing what we say we will do, and calling out bad behaviours, even when it is uncomfortable.

### Fairness

We treat each other with respect and kindness and are accountable for our own actions. Everyone has a fair opportunity to achieve equity and grow as we care for each other’s health and wellbeing (like family) and our behaviours and practices support this.

### Purpose

Our community is our purpose and the forefront of all that we do. We take pride in providing a safe and inclusive place to live and visit.



### **Introduction**

This position description offers an account of the general nature of the work that the Yorke Peninsula Council (Council) requires to be undertaken, including the type and range of skills, qualifications and experiences that we believe you should possess in order to competently undertake the duties. It is not an exhaustive list of responsibilities, criteria or outcomes as your role within Council is a dynamic one. We understand that people and positions change and develop over time, so this position description is considered a 'living document'; your active involvement in the evolution of this position is important.

### **Position Purpose**

Provide administrative and technical advice to Council to enable it to fulfil its functions in accordance with statutory obligations, operational procedures and Council Policies. Provide advice, support and education to the community and Council with respect to current and emerging Environmental Health Issues.

NB Legislative requirements under the following: Community Titles Act, SA Public Health Act, Food Act, Local Government Act, Environment Protection Act, Housing Improvement Act, Water Industry Act, Supported Residential Facilities Act, Land and Businesses (Sale and Conveyancing) Act, Real Property Act and associated regulations and codes.

### **Key Responsibilities and Outcomes**

- Process wastewater applications received by Council, as soon as practicable but within statutory time constraints and delegated authority from Council.
- Receive, investigate and respond expeditiously to correspondence from residents and ratepayers in respect to complaints and enquires all matters relative to the administrative function of the Department.
- Carry out and complete inspections of food premises within the area (in accordance with the Australian Food Safety Assessment System) to ensure compliance with the Food Act, the Food Standards Code(s) and relevant Australian Standards.
- Research, investigate and inspect unsanitary or unhealthy environmental conditions, and other matters of regulatory control for which the Department is responsible.
- Undertake inspections and investigations of all matters required by legislation administered by the Department in accordance with authority delegated or with directions issued by Council.
- Liaise with officers employed by Council, relevant Government departments and agencies as necessary.
- Prepare reports to Council as required in respect of those matters arising from legislation administered by the Department or any other matters deemed necessary.
- Attend Council meetings as requested by the Chief Executive Officer, Director Development Services, Manager Development Services and/or Council and provide advice as requested.
- Action matters following direction from the Director Development Services &/or Manager Development Services as requested.
- Supervise and conduct special programmes undertaken by Council in a professional and safe manner.
- Represent Council in a professional manner on committees, at seminars/workshops and in Appeals as required.
- Responsible for the maintaining of current copies of legislation and policies administered by the Department and for ensuring that such registers and records relative thereto are also maintained current.
- Brief Council's Solicitors and prepare necessary documentation in relation to court proceedings, appear in Court and give evidence on matters involving breaches of legislation.
- Provide information and advice as necessary to assist Council, Chief Executive Officer, Director Development Services, Manager Development Services relative to the functions of Council.



### **Specialist Knowledge and Skills**

- Support Council by transferring knowledge and mentoring others as appropriate.
- Oral and written communication and negotiation skills to deal with members of the public, government departments, professional organisations, and Council officers.
- Time management and supervisory skills essential to ensure programme deadlines are met.
- Ability to work as part of a multidisciplinary team.
- Ability to communicate at a technical level and with other professionals and authorities.
- Ability to utilise all sources of information in order to gain or update knowledge as required.
- Ability to recognise and access acceptable and unacceptable public and environmental health, and food hygiene practices.
- Possess a detailed knowledge of the Acts, Regulations and Codes administered by the Department and of programme activities and work practices relevant to the work area.
- Possess a working knowledge of Council By-laws and adopted policies.
- Possess a working knowledge of Department programmes, procedures and activities.
- Have an appreciation of the long term goals of the organisation.

### **Experience and/or Qualifications**

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.
- A recognised tertiary qualification in Environmental Health for eligibility to be appointed as a local authorised officer under the SA Public Health Act.
- Experience working in Local or State Government highly desirable.
- Current C Class Drivers Licence.

### **Training**

- Undertake training as appropriate, to develop and maintain competencies.
- Attendance at conferences, seminars, workshops and other training activities as appropriate, to maintain an awareness of trends and issues and keep abreast of changes in legislation which may impact on Council's administration of procedures, policies and activities relevant to your role.
- Participate in training seminars, workshops and other educational forums to enable enhancement of knowledge and professional practice.
- Participate in internal and external training in relevant office procedures and in use of appropriate equipment.

### **Organisational Relationships**

- Responsible to the Manager Development Services.
- Close working relationship with team members of Development Services

### **Extent of Authority**

- Work under limited direction and exercise a degree of autonomy.
- Exercise initiative and judgement where procedures not clearly defined.

### **Accountability**

- The incumbent is required to comply with Council's Employee Behavioural Standards Policy and Equity, Diversity and Fair Treatment Policy and Procedure.
- An annual performance review will be carried out by the Manager Development and written confirmation of this review and any discussion points raised will be provided to the employee.
- The incumbent is accountable to the Manager Development for the performance of duties.
- The incumbent is responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval.

### **Performance Standards**

- Confidential and sensitive information is to be handled in accordance with legislative requirements and with discretion and integrity.
- The incumbent is required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Initiative demonstrated in problem-solving.
- Effective communication with internal and external customers.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, e-mail, written and counter enquiries.
- Appropriate prioritisation and organisation of duties.
- Ability to work productively with other staff, Council members, other organisations and the community.
- The extent to which the employee is effective and efficient in the management, development and co-ordination of the resources under his/her control.

### **Quality and Continuous Improvement**

- Contribute to the identification, development, implementation and evaluation of improvements to departmental and organisational policies and practices.
- Demonstrate quality and continuous improvement initiatives that meet/exceed strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through learning, maintaining qualifications and applying new skills and competencies.

### **Records Management**

- Employees are responsible and accountable for adequately managing the corporate records they create and receive according to Council policies, procedures and relevant legislation that also includes the State Records Act
- Ensure corporate records are captured and stored on Council's Electronic Document and Records Management System and not on personal storage devices/hardware.
- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

### **Work Health and Safety Responsibilities**

As an Employee

- Observe and comply with all WHS legislation, codes of practice, policies and supporting documentation.
- Take all reasonable steps to ensure own personal safety and that of others is not put at risk through any act or omission.
- Use safety devices and personal protective equipment correctly.
- Obey all instructions from the CEO issued to protect own personal health and safety and that of others.
- Ensure appropriate instruction and training has been received prior to performing any task.
- Report any identified hazards, incidents, near misses or injuries which arise in the course of work in accordance with Council policy.
- Take such action, within competency and responsibility, to report or make recommendation as deemed necessary, to avoid, eliminate or minimise hazards.
- Ensure that reasonable steps are taken when procuring goods on behalf of Council including undertaking pre purchase risk assessments, risk assessments updated and any other compliance requirements relating to goods, services, plant and hazardous chemicals in line with procedural requirements.
- Keep work areas in a safe condition.
- Not to endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.



## POSITION DESCRIPTION – Environmental Health Officer

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- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect WHS Representatives.
- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a “safety first” culture.

### **Risk Management Responsibilities**

- To actively contribute to and comply with Council’s Risk Management policies and practices.
  - Ensure that all operational activities are conducted in an environment where risk is identified and assessed, and action plans are in place to remove or control and manage the risk.
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**Occupant:**

**Date Appointed:**

**Occupant signature:** .....

**Date:** .....

**Approved by:**

**Manager People Culture & Safety**

**No. of Sheets: 6**

**Supervisor:**

**Manager Development Services**

**Supervisor signature:** .....

**Date:** .....

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**SELECTION CRITERIA**

*(These criteria must be addressed when applying for this position)*

**ESSENTIAL CRITERIA**

1. Proven ability to negotiate, consult and resolve conflict
2. High level of interpersonal, written and verbal communication skills
3. A tertiary qualification in Environmental Health and/or experience for appointment as an authorised officer as required by legislation
4. Ability to be self motivated, exercise initiative and judgement, and yet to contribute as an effective team member
5. Demonstrated ability to manage time, plan and prioritise projects and tasks
6. Proven experience in assessing food premises, environmental pollutants, nuisances, wastewater disposal systems and other relevant areas to environmental and public health
7. Demonstrated personal computer literacy, including a knowledge of Microsoft Word and Excel
8. Knowledge and understanding of pollution control and sustainable development
9. Current Class C Drivers Licence
10. A working knowledge of the Local Government Act and Environmental Protection Act

**DESIRABLE CRITERIA**

1. Membership, or ability to obtain membership, of an industry association providing continuing development programs
2. At least 2 years experience in Local Government Health
3. Plumbing and drainage inspection experience
4. Experience in the town planning field, particularly as it relates to development control
5. Broad understanding on the Yorke Peninsula Council area.

**SPECIAL REQUIREMENTS**

1. Successful applicants will be required to:
  - prove their eligibility to work in Australia;
  - undertake and maintain a National Police Clearance Certificate; and
  - undergo a pre-placement medical assessment prior to finalisation of selection.
2. The qualifications, skills and experience outlined in this position description are ideals to which occupants will aspire.