



## Wujal Wujal Aboriginal Shire Council Position Description

Position title	Environmental Health and Animal Management Officer	Department	Operations – Essential Services
Job type	Part time – 32 hours per week	Direct Reports	0
Award Level	Stream B, Section 5, Level 3	Duration	Casual
Position number	PN 3005	Location	Wujal Wujal
Reports To	Essential Services Coordinator	Closing	TBA (one week advertising internally first)
Contact officer	Zenarra Ashworth – Essential Services Coordinator - Email: <a href="mailto:Zenarra@wujal.qld.gov.au">Zenarra@wujal.qld.gov.au</a>		
About Council	<a href="https://www.wujalwujalcouncil.qld.gov.au/">https://www.wujalwujalcouncil.qld.gov.au/</a>		
Position Information	<a href="https://www.wujalwujalcouncil.qld.gov.au/council/employment/">https://www.wujalwujalcouncil.qld.gov.au/council/employment/</a>		

Applications must include a one page summary about you and address the selection criteria, as well as a detailed resume and copies of your qualifications.

### Wujal Wujal Aboriginal Shire Council

Wujal Wujal is the local Kuku-Yalanji clan name meaning 'many falls', highlighting the many sacred waterfalls and multifaceted region of ranges, rivers and reef. Based North of Cairns and 70km south of Cooktown.

#### Mission

To serve the community by a sustainable and equitable delivery of services with a focus on local priorities and contribute to the economic development and improvement of the quality of life of residents.

#### PRIMARY OBJECTIVE

The Environmental Health and Animal Management Officer reports to the Essential Services Coordinator and the Operations Manager and is responsible for the delivery of environmental health and animal management services in the community of Wujal Wujal.

#### KEY DUTIES AND RESPONSIBILITIES

##### Environmental Health Management

- Implement community agreed Environmental Health management activities (eg Feral Weed, feral animals trapping, removal from community, Herbicide and Pesticide program for community)
- Undertake routine inspections, investigations and surveys, and monitor and maintain equipment and property to assist council and the community to meet Environmental Health Management obligations
- Provide advice to residents regarding household and personal hygiene (eg making sure food is covered to stop disease spreading from flies)
- Conduct regular presentations of health education material (flyers) to the community and school by personal contact (meetings, information sessions) and/or local newsletter, Black Star Radio etc
- Conduct health education programs (domestic and personal) on hygiene and emphasise the importance to the community. This may include carrying out "in-house" demonstrations of effective methods of hygiene practices
- Educate the community on how to use their community waste management facility, and the benefits of recycling
- Educate the community members on how to prevent and reduce mosquito breeding in the community including roads, sports fields, water supply, school and sanitary depot etc
- Conduct health education programs/information sessions on public health issues such as pest control and storage of household poisons
- Organise health promotion programs on food standards, including appropriate storage and the promotion of healthier choices



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- Attend the EHW Training Workshops held by TPHU on every visit
- Attend conferences and/or training courses on relevant public health topics when requested
- Inspect homes internally and externally to find defects posing an environmental health risk to the community (eg. Leaking taps, defective toilets, possible mosquito breeding places in back yards, screening of rainwater tanks)
- Liaise with the ESO on a regular basis regarding field-testing and sample results to make sure any public health concerns (eg. failed sample results) are acted on by Council
- Report all damage or leaks to the water supply and/or in households (eg shower, taps) to the Council/IWO or ESO/designated officer (remember the Waterwise program).
- Ensure the safe drinking water program is followed through in line with TPHU procedures
- Carry out fly and vermin control (eg remove horses from the community, litter clean-up, correct operation of the waste management facility, household bins lidded, operation of night soil disposal)
- Implement a community pest control program for houses and other likely breeding sites for pests such as cockroaches, fleas, rats (eg spraying of the sewage manholes throughout the community)
- Carry out mosquito surveillance & control program
- Work in collaboration with Essential Services Officer (ESO), Plumber, Works supervisor, and Housing Officer (HO).

### Animal Health and Management

- Implement where possible, and as directed, requirements and responsibilities of the Animal Management (Cats and Dogs) Act 2008
- Assist with animal population control and management – e.g. spaying, microchipping, etc.
- Assist with organising regular veterinary service visits to community, funded by the ATSI Public Health Program
- Assist with the prevention and containment of animal-borne/cross-transmission of disease (e.g. African Swine Fever, Foot and Mouth disease, Lymes' disease)
- Assist with the prevention, containment and treatment of parasites to avoid health outbreaks, such as scabies
- Assist with the maintaining of regulatory aspects of animal health and animal management
- Assist with managing animal neglect and maintaining animal health standards
- Assist with addressing emergency animal health and management situations in community, including the occasional requirement of euthanasia of animals and correct disposal of these animals
- Assist with animal inspections, compliance, etc.
- When directed, provide advice and education to the community in relation to animal management and nuisance control to ensure compliance with relevant legislations, local laws, policies and procedures
- Assist with the delivery of Council's pest animal management program and biosecurity plan
- Assist with undertaking inspections and investigations on behalf of Council as required, ensuring compliance with provisions of the relevant acts, regulations and local laws Provide a high level of customer service to the general public and community
- Respond to public enquiries in a timely manner
- Take notes and make accurate records of dealings with the general public and community in relation to animal management matters
- Ensure accurate and timely recording and reporting is undertaken on activities relevant to the role.
- Other duties directed by management.
- Adhere to the Council's Code of Conduct which sets out the standard of behaviour required of Council employees
- Ensure all Council policies and procedures are followed, including Workplace Health and Safety requirements



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### SELECTION CRITERIA

#### ESSENTIAL

- Reliability and commitment to carry out the duties of the job to achieve work outcomes
- Positive attitude and commitment to continuous improvement and learning relevant to the role
- Experience working with Local Government in a similar field
- Well-developed problem-solving skills
- Excellent communication skills with the ability to deal with conflict situations
- Willingness to contribute to a unified team effort and undertake all aspects of position
- Reasonable written/verbal skills including experience in completing accurate paperwork, follow directions and be dedicated to safe working practices
- Ability to work autonomously, meet deadlines
- Commitment to excellent customer service, and the ability to respond to all customer enquiries, internal and external in a professional and patient manner
- Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and all Council policies

#### DESIRABLE

- Formal qualifications relevant to environmental health and/or animal management or willing to acquire

### QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

#### Mandatory:

- 'C' Class driver's licence.
- A current Police Clearance

### WORKPLACE HEALTH AND SAFETY OBLIGATIONS

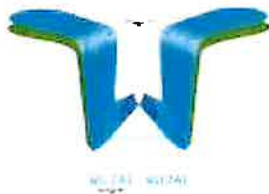
All Wujal Wujal Aboriginal Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Wujal Wujal Aboriginal Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.

### TO APPLY FOR THE POSITION

Please forward your application addressing the selection criteria to the contact officer referenced on the first page of this application.




## Wujal Wujal Aboriginal Shire Council Position Description

### POSITION DESCRIPTION

APPROVED BY  
CHIEF EXECUTIVE OFFICER

Name: KILEY  
HANSLON

Signature: 

Date: 29/10/24

### ACKNOWLEDGEMENT OF UNDERSTANDING AND ACCEPTANCE

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date