

GUIDELINE ON EMPLOYMENT OF AN AUTHORISED OFFICER WHO HAS COMPLETED THE DIPLOMA OF ENVIRONMENTAL HEALTH (C54) QUALIFICATION FROM EDITH COWAN UNIVERSITY

Definitions:

‘diploma qualified authorised officer’ (aka ‘technical officers’) mean a ‘authorised officer’ appointed pursuant to the *Public Health Act 2016* who has successfully completed a ‘Diploma of Environmental Health’ conducted by Edith Cowan University.

‘Supervision’ in this context is defined by the degree of supervision by an environmental health officer overseeing the work of a ‘diploma qualified authorised officer’, by which the environmental health officer has control over and professional knowledge of the work being undertaken.

‘under direct supervision’ means under the instruction and control of an environmental health officer who is responsible for actions taken and who is available if and when needed, even if not physically present.

GUIDELINE

This Guideline is issued pursuant to Section 29, *Public Health Act 2016*.

The Diploma provides a foundation of the basic principles of environmental health, such as; communicable disease control, population health, epidemiology, law and compliance. The course provides diploma qualified authorised officers with the knowledge and skills required to support Environmental Health Officer’s in the field.

A ‘diploma qualified authorised officer’ may only be employed by an enforcement agency that can demonstrate that they are able to provide direct supervision of the officer by an environmental health officer appointed by the enforcement agency.

A ‘diploma qualified authorised officer’ can be appointed under section 24(1) subject to the following limitations and may undertake duties (including administrative support) assigned by a supervising environmental health officer (in accordance with operating procedures of enforcement agency). The range of environmental health duties is limited to the following:

Food and Water Sampling Programs

- Coordination and implementation of potable, coastal and bore water sampling programs.
- Coordinating and implementing non-legal food sampling programs (in accordance with *Food Act 2008* requirements).
- Surveillance of aquatic facilities.

Mosquito surveillance and control

- Larval monitoring.
- Adult mosquito trapping.
- Mosquito control operations.

Low risk premises inspections

- Regular and recorded surveillance of low risk commercial premises such as hairdressing salons, skin penetration establishments and beauty therapy premises.
- Low risk public buildings surveillance, as assessed under the Department of Health (WA) Risk Classification of Public Buildings Guideline, to ensure compliance with relevant legislation.

General duties and low risk environmental health complaints

- Initial assessment of complaints in relation to community noise, pests, smoke, litter, illegal discharges, asbestos and other environmental health related matters as they arise.

- Conducting assessments of premises to be demolished to assess rodent baiting and potential asbestos risks associated with the demolition.
- Assisting in the assessment, prevention, control and management of environmental health risks within the community.

Industrial premises audits

- Conducting initial assessment of industrial premises to ascertain compliance with relevant environmental protection and pollution control legislation, standards and codes of practice.

Health education/promotion

- Provision of technical and specialist environmental health related information and advice to other departments and the public in accordance with documented procedures of the enforcement agency.
- Provide verbal and written advice and information on environmental health issues to owners of businesses, the community, and government departments in accordance with good customer service practices.
- Providing support, education and information on a broad range of environmental health issues.
- Assisting with the development and delivery of health promotion material.

ENFORCEMENT AGENCY ADMINISTRATIVE ARRANGEMENTS

It is a requirement that when an enforcement agency employs a 'diploma qualified authorised officer', the enforcement agency shall:

1. Have appointed a suitably qualified environmental health officer with appropriate delegation/authorisations under the *Public Health Act 2016*, *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008*, *Environmental Protection Act 1986*, *Local Government Act 1995* and the respective regulations made thereunder.
2. Appoint such officers in accordance with Division 4 of the *Public Health Act 2016*.
3. Clearly documents the role, reporting structure, duties and extent/limits of authority of the position in accordance with this guideline.
4. Provide a current standard set of operating procedures covering the role (approved by the supervising environmental health officer) to guide the officer in the conduct of their duties.
5. Seek approval of the Chief Health Officer in advance, for any period of time or circumstances where supervision by an environmental health officer is not deliverable. Such application for approval requires documented evidence of alternative arrangements for management including process and procedures to satisfy supervision requirements for the period without supervision. Where the proposed alternative arrangement for supervision has not been demonstrated to the satisfaction of the Chief Health Officer, the position shall be suspended for the duration of non-supervisory period.