



## WESTERN AUSTRALIAN ENVIRONMENTAL HEALTH OFFICERS PROFESSIONAL REVIEW BOARD

### CONSTITUTION OF THE WESTERN AUSTRALIAN ENVIRONMENTAL HEALTH OFFICERS PROFESSIONAL REVIEW BOARD

*Amended 12 Nov 91  
Amended 23 Mar 05*

1. The board shall be known as the Western Australian Environmental Health Officers Professional Review Board, hereinafter referred to as the Board. The Board shall be affiliated with the Royal Society for the Promotion of Health.
2. The constituent members shall consist of:
  - Executive Director Public Health (or a person nominated by the EDPH to act for the EDPH) – Chairperson. *Amended 12 Nov 91*
  - One representative, from Department of Health, Western Australia, Environmental Health, being the Director or an Environmental Health Officer nominated by the Director Environmental Health, Department of Health. *Amended 12 Nov 91  
Amended 23 Mar 05*
  - Two representatives from the Australian Institute of Environmental Health (WA/NT Branch). *Amended 12 Nov 91  
Amended 18 Oct 95*
  - One representative from the Western Australian Local Government Association. *Amended 23 Mar 05*
  - One representative from Curtin University of Technology *Amended 23 Mar 05*
3. The Board shall have power to co-opt (for limited and specific periods only) any person to the Board.
4. The Term of Office for non-Departmental representatives shall be a two year term.
5. The Board shall appoint an Honorary Secretary – Treasurer whose duties shall be:
  - (a) attend all meetings of the Board;
  - (b) keep proper records of minutes of meetings;
  - (c) keep a true record of all accounts, and account for all monies;
  - (d) forward notices in writing of all meetings;
  - (e) perform as directed, all duties appertaining to the office of the Honorary Secretary-Treasurer. *Amended 13 Mar 89  
Amended 23 Mar 05*

6. The Chairperson shall have a deliberate vote and, in the event of an equality of votes, a second or casting vote. *Amended 12 Nov 91*
7. The Chairperson or Deputy Chairperson and two other members shall form a quorum. *Amended 12 Nov 91*
8. Any member shall give not less than four weeks notice in writing of his intention to retire from the Board.
9. The absence of any member from three consecutive meetings without good and sufficient reason, the Board shall automatically remove such member from the Board, and it shall request the person or body who nominated him to nominate a successor.
10. Meetings of the Board shall be held at such times as the Chairperson shall consider expedient, or on the written request of any two members who shall give their reasons for the calling of such a meeting. *Amended 12 Nov 91*
11. All members shall receive not less than seven (7) clear days notice in writing of the date of any meeting.
12. Standing Orders shall be:  
  
The order of business shall be as nearly as practicable as follows, unless the Board determines otherwise: *Amended 23 Mar 05*
  - (a) Minutes;
  - (b) Correspondence;
  - (c) Accounts;
  - (d) General Business.
13. (1) The funds of the Board shall be banked in the name of the Board in such bank or financial institution as determined by the Board. *Amended 13 Mar 89*  
  
(2) All monies withdrawn from the Board's funds shall be signed by the Chairperson and the Hon Secretary/Treasurer. *Amended 12 Nov 91*
14. The Chairperson shall have power to authorise the payment of sums, the total of which shall not exceed \$100.00, between meetings. *Amended 12 Nov 91*
15. As soon as it is practicable after the 31<sup>st</sup> day of December in each year, the Honorary Secretary/Treasurer shall prepare a statement of receipts and payments together with cash at the bank. Such statement shall be duly audited and signed by not less than two auditors approved by the Chairperson, and be presented to the *Amended 12 Nov 91*  
*Amended 23 Mar 05*

Board at a meeting to be held not later than 31 March of the following year.

16. The Board shall meet quarterly each year with the first meeting held not later than 31 March. *Amended 2 Oct 96*
- At the first meeting held each year the Board may appoint an Education Committee and a Professional Conduct Committee.
17. The Education Committee shall include a Chairperson who shall be a member of the Board and a staff member connected with environmental health education from the Curtin University of Technology. *Amended 12 Nov 91  
Amended 18 Oct 95*
18. The Professional Conduct Committee shall include a Chairperson who shall be an environmental health officer member of the Board and not less than two other environmental health officers, and a first and second reserve member who shall each be environmental health officers. *Amended 12 Nov 91*
19. The functions of the Board shall be:
- (a) To assess the educational content and relevance of courses for qualifying awards and post-qualification awards by educational institutions in Western Australia in the field of environmental health or any of its specialities and if satisfied to grant recognition to such awards; *Amended 12 Nov 91*
  - (b) To generally oversee and keep under review the content and relevance of courses for awards recognised by the Board, and if not satisfied to withdraw recognition of such awards;
  - (c) To assess the educational content and relevance to Western Australia of courses for qualifying awards and post-qualification awards by educational institutions outside Western Australia, and where thought fit to grant recognition to such awards, either outright or on a reciprocal basis or with some other proviso;
  - (d) To define the circumstances under which experience in the field of environmental health is required for the appointment to the office of an environmental health officer, including the office of a Senior, Managing or Principal Environmental Health Officer, and to assess the nature and duration of the experience required, and the way in which it is to be certified for recognition by the Board, either generally or in a particular case or class of cases; *Amended 12 Nov 91  
Amended 23 Mar 05*
  - (e) To prepare and keep under review in consultation with the Australian Institute of Environmental Health (WA/NT) *Amended 23 Mar 05*

Branch) a code or codes of professional conduct for environmental health officers;

- (f) To enquire into complaints referred to the Board relating to the competency or professional conduct of environmental health officers, and if upheld in full or in part, to recommend appropriate remedial or disciplinary measures;
- (g) To investigate and advise on matters referred to the Board relating to the scope, manpower and structural requirements of environmental health services in Western Australia; and
- (h) To liaise with the State Council of the Australian Institute of Environmental Health (WA/NT Branch) for the advancement of environmental health officers in Western Australia.

*Amended 12 Nov 91  
Amended 23 Mar 05*

20. The Board shall advise for the recognition of the Council of the Royal Society for the Promotion of Health, and for the approval of the Executive Director of Public Health pursuant of the Health Act 1911 as amended, a qualifying certificate of competency for appointment or continuance in office as an environmental health officer.

*Amended 12 Nov 91*

21. The Board shall issue on behalf of the Council of the Royal Society for the Promotion of Health qualifying certificates of competency in environmental health to candidates who possess awards recognised by the Board as appropriate and who have acquired such practical experience in environmental health as the Board may require.

*Amended 12 Nov 91*

22. The fee for the issue of a qualifying certificate of competency in environmental health shall be \$25.00.

23. This Constitution shall be amended only as provided hereunder:

- (a) (i) Written notice specifying in sufficient detail the nature of the amendment to be sought has been given to all members of the Board within Western Australia at least four weeks before the meeting at which it is to be discussed, and
- (ii) A motion to amend the Constitution, expressed in writing and germane to the nature of an amendment of which notice has been given in accordance with paragraph (i) hereof, is adopted by an absolute majority of the membership of the Board, voting in person or by proxy; or
- (b) (i) A motion to dispense with the requirement for four weeks notice as set out in paragraph (a)(i) above is carried without dissent at a meeting of the Board at which an absolute majority of the members are present, and

*Amended 23 Mar 05*

(ii) A motion to amend the Constitution, expressed in writing, is thereupon adopted by an absolute majority of the membership of the Board, voting in person at that meeting.

24. Adopted at the meeting of the Board on Thursday, 25 August 1988.

- (1) Amendment 13 March 1989.
- (2) Amendment 12 November 1991.
- (3) Amendment 18 October 1995.
- (4) Amendment 20 March 1996.
- (5) Amendment 2 October 1996.
- (6) Amendment 23 March 2005

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