



SHIRE OF
WAROONA
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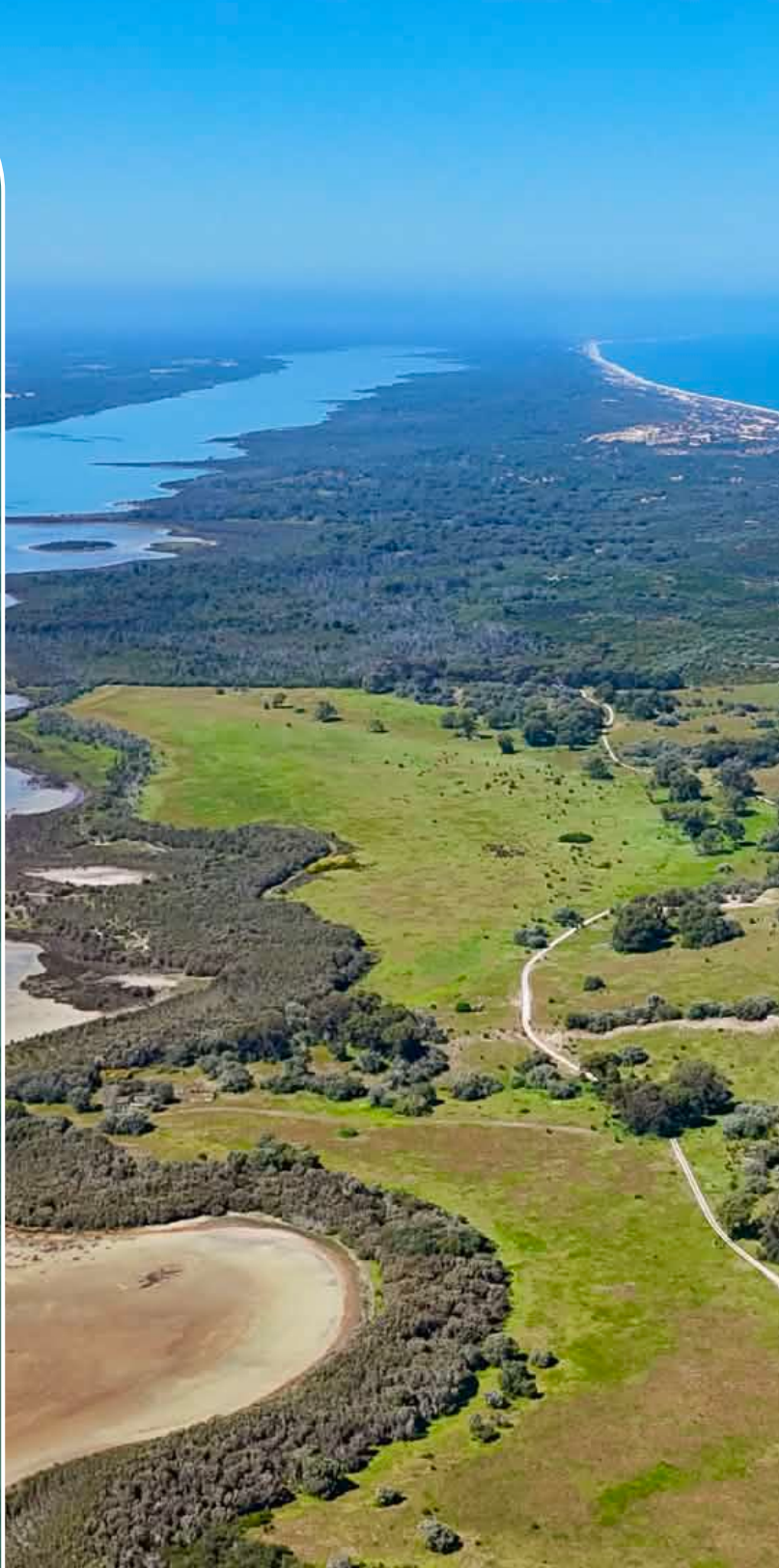
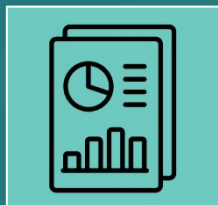
APPLICATION PACKAGE

ENVIRONMENTAL
HEALTH OFFICER

SEPTEMBER 2026

TOWARDS
2030

POSITION NO: HR.2526.035



About this document

This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

Disclaimer

This document has been published by the Shire of Waroona. Any representation, statement, opinion, or advice expressed or implied in this publication is made in good faith and on the basis that the Shire are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein.

Accessibility

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.



Strategy



Plan



Framework



Policy



Report



Management Practice



Procedure



Form



Council Document



Public Document

Document Control

Doc No.	Date Reviewed	Details	Author	File No.
HR.2627.007	17/09/2026	Application Package	WSO	HR.1

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1. Advertisement



SHIRE OF WAROONA **Environmental Health Officer**

Looking for a change from the traditional local government Environmental Health Officer role? Want meaningful environmental health work with hours that fit around your other commitments?

Perhaps you are an experienced EHO looking to step back from full-time work, a parent wanting to work around school hours, or someone balancing work with another role.

The Shire of Waroona is seeking an Environmental Health Officer for an ongoing, part-time position. The hours can be worked flexibly across the week, with the working pattern agreed to suit both you and the Shire. We welcome a conversation about school-hours arrangements, flexible start and finish times, or other ways to structure the part-time hours.

The position will be offered on an individual employment contract, with a full-time equivalent salary of \$88,920 to \$98,800 per annum, depending on qualifications and experience. The actual salary will be calculated pro rata based on the agreed part-time hours.

If you have the qualifications, experience and practical skills to deliver environmental health services, we would love to hear from you.

ABOUT THE ROLE

As the Shire's Environmental Health Officer, you will play an important role in protecting and promoting the health and wellbeing of our community.

Working in a regional local government environment, you will enjoy a varied role with the opportunity to work across a broad range of environmental health matters rather than being confined to one area of practice. For example;

- food safety inspections, assessments and investigations;
- investigating public health complaints, nuisances and environmental health concerns;
- assessing applications and proposals and providing technical advice;
- inspections and assessments of public buildings, events, accommodation and other premises;
- wastewater and onsite effluent disposal matters;
- administering and enforcing relevant environmental health legislation, regulations and local laws;
- responding to emerging public health issues and incidents; and
- preparing reports, correspondence and regulatory documentation.

WHO WE ARE LOOKING FOR

You will have the relevant qualification in Environmental Health and meet the requirements to perform the duties of an Environmental Health Officer in accordance with Local Government regulations.

We are looking for someone who is practical, organised and community-minded, with the ability to balance regulatory responsibilities with a constructive and customer-focussed approach.

Experience in local government environmental health, food safety, public health investigations, wastewater management, public buildings or regulatory compliance is essential.

WHY WAROONA?

Waroona is a growing regional community between Mandurah and Bunbury, surrounded by the Darling Scarp, lakes and waterways, and within easy reach of the coast.

At the Shire of Waroona, you will be part of a friendly and supportive team where your contribution is visible and valued. A smaller local government offers variety, independence and the opportunity to build relationships within the community while seeing the impact of your work.

HOW TO APPLY

Please submit a cover letter and resume addressing the selection criteria in the application package, available from www.waroona.wa.gov.au or by emailing hr@waroona.wa.gov.au.

If you are unsure whether your experience or preferred working arrangement would suit, contact Rhys Bloxsidge, Manager Development Services on (08) 9733 7800 for a confidential discussion.

Applications should be endorsed: "Private and Confidential – HR2627.007 – Environmental Health Officer"

Applications close on Friday, 16th October 2026. Applications will be assessed as received, and recruitment may close once a suitable applicant is appointed.

The Shire of Waroona is an equal opportunity employer committed to an inclusive workplace.

MARK GOODLET
CHIEF EXECUTIVE OFFICER

2. Application Information

Please read this application package carefully.

Thank you for expressing interest in this position with the Shire of Waroona. It is the Shire's intent to select the best possible applicant for this position, and it wishes you all the best.

The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

The application package is available in alternative formats, upon request.

3. Guidelines to applying for an advertised position

Your application should include the following documentation.

3.1 Application for employment form

Please complete the attached form (located after these guidelines) to the front of your application.

3.2 Covering Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:

Confidential Application – HR.2627.007 – Environmental Health Officer

Mr M Goodlet
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

3.3 Resume

Your resume should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Position(s) held with details of the duties;
- Details of academic qualifications; and
- Details of two (2) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment (if applicable), if you would prefer not to do so, please mention this in your application.

3.4 Addressing the Selection Criteria

To be considered for shortlisting, you need to respond to the **selection criteria** listed in the Position Description.

This is the most important part of your application. The selection criteria show us what skills, knowledge and experience you have that relate to the job.

When writing your responses:

- Use each selection criterion as a heading.
- Write a short paragraph under each heading explaining your skills or experience.
- Give examples where you can – these don't have to be from work only, they can be from school, sport, volunteering or community activities.

The selection criteria are found at **Item 10** in the Position Description at the back of this document.

3.5 Presentation

Please provide your application information via email or by post or in person on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Shire can take that into considering in selecting the best applicant.

3.6 Submitting Applications

All applications may be submitted in any of the following ways:

Post

Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2627.007 – Environmental Health Officer
Mr M Goodlet
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

Hand

Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2627.007 – Environmental Health Officer
Shire of Waroona
Administration Offices
52 Hesse Street
WAROONA WA 6215
Opening hours 9am to 4pm Monday to Friday.

Electronic Mail

By email in PDF format to **Eden Pisconeri** – hr@waroona.wa.gov.au

3.7 Closing Date

We are seeking to fill this role as soon as possible and encourage interested applicants to apply promptly. The Shire reserves the right to close applications prior to the advertised closing date of Friday 16th October 2026 @ 4pm, should a suitable applicant be identified.

3.8 Further Information

The Shire of Waroona's Manager Development Services, Rhys Bloxsidge, is the nominated Shire contact for this position and can be contacted on (08) 9733 7800 during normal office hours.

Please visit the Shire website at www.waroona.wa.gov.au for general information about the Shire.

The Shire of Waroona is currently administered by a Council of seven (7) members inclusive of the President.

The Shire of Waroona provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Waroona is an Equal Employment Opportunity employer.

4. Application for Employment Form

Please attach this form to the front of your application.

Vacancy Details			
Position Title:			
Personal Details			
Surname:		Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? ☐ Yes ☐ No - or -			
Are you applying for permanent residence? ☐ Yes ☐ No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: ☐ Yes ☐ No			
Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: ☐ National Police Clearance ☐ Working with Children Check OR			
☐ Willing to obtain clearance/s.			
Recruitment Source			
How did you first become aware of this vacancy?			
Shire of Waroona website		☐	Harvey/Waroona Reporter ☐
Mandurah Mail		☐	Other (please specify) ☐
Employment History (details must be completed)			
Refer to resume for complete details			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

Employment Referees (details must be completed)			
Please provide details of at least two contactable work-related referees – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
Declarations The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.			
Health To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for? No ☐ Yes ☐ If "Yes" please provide details of condition			
Criminal Convictions Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (<i>You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988</i>). No ☐ Yes ☐ If "Yes" please provide details			
Applicant Declaration I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.			
Signed _____		Date _____	

5. Referee and Reference Checks

The Shire has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Shire is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees, and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Shire reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Academic Qualifications

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

6. General Employment Conditions

Position	Development Services Administration Officer
Term	Permanent Part Time
Award	Contract
Annual Salary	\$88,920 to \$98,800 per annum full time equivalent, depending on qualifications and experience.
Annual Leave	Four (4) weeks pro-rata annual leave per year.
Long Service Leave	In accordance with the Local Government (Long Service Leave) Regulations.
Other Leave	The officer is entitled to: a. Personal leave as set out in and in accordance with the Local Government Officers (Western Australia) Award 2021. b. Public Service Holidays – two (2) public service holidays per year in lieu of the day after New Years Day and Easter Tuesday. Public service holidays must be taken in the year that they are accrued, or they are forfeited. 10 days personal leave per annum.
Probation	A probationary period of six (6) months will apply.
Pre-placement medical	Prior to appointment, the Officer will be required to undertake a medical examination with Shire of Waroona's pre-approved medical provider, at the Shire's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
Police clearance	A police clearance will be required to be provided to the Shire prior to confirmation of appointment.
Payment of salary	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
Superannuation	The Shire will contribute the national superannuation guarantee of 12% to a nominated superannuation fund. Employees may elect to join the Shire's co-contribution scheme as detailed by policy HRP004. Salary sacrificing of superannuation is available.
Recreation Centre	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
Conferences / Training	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
Uniform	As per Council policy HRP003.

All other conditions of employment are in accordance with the Local Government Officers' (WA) Award 2021 and Shire of Waroona Council Policies.

7. Checklist

☐	Application for Employment form;
☐	Covering Letter;
☐	Resume;
☐	Document addressing the selection criteria;
☐	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
☐	The application has been photocopied for personal reference;
☐	If applying for more than one (1) position, enclose separate applications for each position; and
☐	I have checked that I am aware of the closing date and time.



Shire of Waroona
Administration: 52 Hesse St, Waroona
Postal: PO Box 20, Waroona WA 6215
Ph: (08) 9733 7800
Email: warshire@waroona.wa.gov.au Web: www.waroona.wa.gov.au



POSITION DESCRIPTION

PDDR008 – Environmental Health Officer



Position Title	Environmental Health Officer
Position Number	PDDR008
Directorate	Customer & Development Services
Award	Contract
Level / Line	Contract
Last Reviewed	September 2026

1. Position Objectives

- 1.1 To protect and promote public and environmental health by delivering professional, responsive and risk-based environmental health services to the Shire of Waroona community.
- 1.2 To administer the Shire's statutory environmental health responsibilities through education, assessment, inspection, investigation, monitoring and proportionate compliance and enforcement action.
- 1.3 To provide clear and practical advice to residents, businesses, event organisers, applicants and other stakeholders to support regulatory compliance and positive public health outcomes.
- 1.4 To contribute to public health planning, emergency response, community education, service improvement and the identification and management of emerging environmental health risks.
- 1.5 To exercise functions and powers in accordance with applicable legislation, including the *Public Health Act 2016*, *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008*, *Environmental Protection Act 1986*, *Local Government Act 1995* and associated regulations, local laws, codes, standards, delegations and authorisations.

2. Requirements of the position

2.1 Skills

- Highly developed interpersonal and customer-service skills, with the ability to communicate professionally with residents, business operators, applicants, event organisers, government agencies and other stakeholders.
- Demonstrated ability to interpret and apply legislation, regulations, local laws, standards, delegations and organisational procedures accurately, consistently and fairly.
- Sound regulatory judgement, including the ability to assess risk, determine appropriate priorities and select proportionate education, compliance or enforcement responses.

- Well-developed inspection and investigation skills, including gathering information, interviewing relevant persons, documenting observations, assessing evidence and maintaining accurate records.
- Well-developed consultation, negotiation and conflict-resolution skills, including the ability to manage resistance, competing expectations and challenging behaviour calmly and constructively.
- Excellent written and verbal communication skills, including the ability to prepare clear inspection reports, notices, correspondence, technical advice, Council reports, evidence briefs and community information.
- Strong research, analysis and problem-solving skills, with a high level of accuracy and attention to detail.
- Strong organisational and time-management skills, including the ability to manage competing statutory, operational and customer-service priorities and meet required timeframes.
- Ability to work independently, exercise initiative and accept accountability for regulatory decisions while recognising matters requiring referral or escalation.
- Ability to work collaboratively within a multidisciplinary local government environment and contribute positively to team culture and service improvement.
- Ability to develop and deliver community education, prevention and awareness initiatives relating to public and environmental health.
- High-level digital literacy, including competence in Microsoft Office applications and the ability to use electronic document management, regulatory, inspection and local government information systems.

2.2 Knowledge

- Comprehensive knowledge of environmental health principles, risk assessment and contemporary regulatory practice within a local government environment.
- Strong working knowledge of legislation relevant to local government environmental health, including public health, food safety, environmental protection and local government legislation and associated subsidiary legislation.
- Sound knowledge across the principal areas of environmental health practice, including:
 - food safety and food-business regulation;
 - public buildings and events;
 - onsite wastewater management;
 - environmental health nuisances and pollution;
 - mosquito and vector management;
 - accommodation and lodging premises;
 - recreational water and aquatic facilities;
 - asbestos and other public health risks; and
 - emergency and incident response.

- Sound knowledge of compliance and enforcement principles, including procedural fairness, authorised officer powers, evidence gathering, notices, infringements, prosecution briefs and review or appeal processes.
- Understanding of the role of education, engagement and voluntary compliance in achieving sustainable regulatory outcomes.
- Understanding of local public health planning, health risk assessment, community education and the prevention and management of emerging public health risks.
- Sound knowledge of local government administrative and governance requirements, including delegations and authorisations, confidentiality, records management, customer service and Council reporting.
- Awareness of current and emerging environmental health issues, legislative reform and contemporary professional practice.

2.3 Experience

- Demonstrated experience as an Environmental Health Officer within local government or in a comparable environmental health, public health or regulatory role.
- Demonstrated experience undertaking inspections, assessments and investigations across a range of environmental health matters.
- Experience interpreting and applying legislation and exercising regulatory powers within appropriate delegations and authorisations.
- Demonstrated experience using a risk-based and proportionate approach to education, compliance and enforcement.
- Experience preparing clear and legally defensible inspection records, notices, correspondence, technical reports and enforcement documentation.
- Experience managing complaints and complex or sensitive matters involving residents, businesses, applicants, government agencies or legal representatives.
- Experience preparing investigation or prosecution briefs and providing evidence in legal or review proceedings is desirable.
- Experience contributing to public health planning, emergency response, community education or continuous improvement initiatives is desirable.
- Experience using local government regulatory, electronic records management or geographic information systems is desirable.

2.4 Qualifications

- A tertiary qualification in environmental health, or an equivalent qualification recognised by the Western Australian Department of Health as suitable for environmental health practice and designation as an authorised officer under applicable legislation.
- Eligibility to be designated or appointed as an authorised officer, inspector or other statutory officer necessary to perform the functions of the position.
- Current “C” Class Driver’s Licence valid in Western Australia.

- Ability to obtain and maintain a satisfactory National Police Certificate in accordance with the Shire's pre-employment and ongoing employment requirements.
- Capacity to undertake the inherent requirements of the position, including field inspections, travel throughout the district and attendance at premises, outdoor locations, events and incident sites.

3. Summary of key duties and responsibilities

3.1 General

- 3.1.1 Administer and enforce applicable legislation, regulations and Shire local laws by undertaking assessments, inspections, investigations, monitoring and compliance activities within the position's statutory authorisations and delegations.
- 3.1.2 Apply a risk-based and proportionate approach to regulatory matters, using education, advice and voluntary compliance where appropriate and taking formal enforcement action when necessary.
- 3.1.3 Deliver a proactive, professional and community-focused environmental health service that protects and promotes the health and wellbeing of residents, businesses and visitors.
- 3.1.4 Provide clear, accurate, consistent and timely environmental health advice to customers, applicants, businesses, event organisers, Shire employees, government agencies and other stakeholders.
- 3.1.5 Deliver services in accordance with applicable statutory timeframes and the service standards and response times established through the Shire's Customer Service Charter.
- 3.1.6 Receive, assess and investigate environmental health complaints and service requests, determine appropriate action and keep affected parties reasonably informed of progress and outcomes.
- 3.1.7 Undertake the Shire's environmental health functions across areas including, but not limited to:
 - food-business registration, food-premises inspections, food complaints, recalls, sampling and food-safety education;
 - public-building approvals and inspections, event assessments and public-health requirements for temporary activities;
 - assessment and inspection of onsite wastewater treatment and disposal systems;
 - investigation of public-health nuisances, pollution and insanitary conditions;
 - mosquito, pest and vector surveillance and management;
 - drinking water, recreational water and aquatic-facility monitoring;
 - accommodation premises and prescribed public-health businesses;
 - asbestos and other hazardous public-health matters;

- assessment of development applications, building referrals and other internal or external referrals;
 - environmental health registrations, approvals, permits and renewals;
 - public-health education, prevention and awareness initiatives; and
 - public-health incident, emergency and outbreak response in coordination with relevant agencies.
- 3.1.8 Maintain complete, accurate and contemporaneous records of inspections, investigations, decisions and regulatory actions in accordance with legislative, evidentiary and Shire recordkeeping requirements.
- 3.1.9 Prepare professional reports, technical advice, statutory notices, correspondence, approvals, permits, evidence briefs and other documentation required to support environmental health functions.
- 3.1.10 Prepare for and participate in legal, review or appeal proceedings where required, including gathering and preserving evidence, preparing briefs and statements, liaising with legal representatives and giving evidence.
- 3.1.11 Establish and maintain constructive working relationships with the Department of Health, other government agencies, neighbouring local governments, laboratories, contractors and relevant professional bodies.
- 3.1.12 Maintain awareness of legislative reform, emerging public-health risks and contemporary environmental health practices and contribute to the review and continuous improvement of the Shire's procedures and services.
- 3.1.13 Assist with environmental health data collection, statutory reporting, public-health planning, operational planning and the evaluation of service outcomes.
- 3.1.14 Undertake other duties as directed by the Supervisor or Manager that are within the employee's competence, classification and the reasonable scope of the position.
- 3.2 Organisational
- 3.2.1 Sound knowledge of legislative obligations under Equal Opportunity and Work, Health and Safety policies.
- 3.2.2 Actively embrace and participate in change to better achieve the Shire's values, goals and objectives.
- 3.2.3 Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- 3.2.4 Maintain strict confidentiality.
- 3.2.5 Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- 3.2.6 Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.

- 3.2.7 Recommend changes or strategies which promote a 'continual improvement' and 'best practice' approach to service delivery where relevant to the scope of the position or department.
- 3.2.8 Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work, Health and Safety, Equal Employment Opportunity legislation, and Councils policies and procedures.

4. Organisational relationships

4.1 Responsible for:

- Nil.

4.2 Responsible to:

- Manager Development Services.

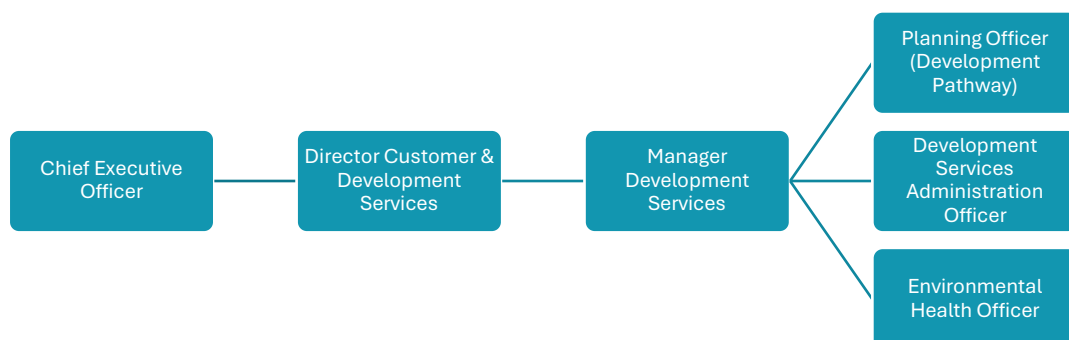
4.3 Internal relationships:

- Shire of Waroona employees.
- Elected members.

4.4 External relationships:

- Members of the public.
- Community and business groups.
- Service and ratepayer organisations.
- Government agencies.
- Suppliers and contractors.

5. Organisational structure section



6. Position dimensions

6.1 Work location

Shire of Waroona Administration Office, 52 Hesse Street, Waroona.

6.2 Delegated authority

As defined by the Chief Executive Officer.

6.3 Driving requirements

C (Car) or CA (Car Automatic) class motor vehicle license.

7. **Extent of authority**

This position operates under the direction of the Manager Development Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the *Local Government Act 1995* and other legislation.

8. **Corporate accountabilities**

- 8.1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
- 8.2 Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- 8.3 Participate as required in all corporate and governance activities.
- 8.4 Maintain obligations described within the Shire of Waroona's Customer Service Charter.
- 8.5 Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
- 8.6 Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- 8.7 Deliver effective use of Shire resources within the level of accountability for this position.
- 8.8 Ensure the effectiveness of this role in alignment with the Shire of Waroona values.
- 8.9 Demonstrate a commitment to the safety, wellbeing and rights of children and young people by complying with the Shire's Child Safe policies, procedures and codes of conduct, relevant legislation, and mandatory reporting obligations. This includes maintaining appropriate professional boundaries, promoting a child-safe culture, and taking reasonable steps to prevent, identify and respond to child abuse or harm in the course of employment.

9. **Workplace, Health & Safety**

- 9.1 Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- 9.2 Comply with the safety policies and procedures as prescribed by Council and abide by relevant statutory requirements at all times.

- 9.3 Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's Work, Health and Safety policies and procedures, and the Work, Health and Safety Act. Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work, Health and Safety Act and their subsidiary legislation.
- 9.4 Take reasonable care to ensure your own safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work, Health and Safety Act 2020, and subsidiary legislation.

10. Selection Criteria

10.1 Essential

- 10.1.1 A tertiary qualification in environmental health, or an equivalent qualification recognised as suitable for environmental health practice and the statutory authorisations required for the position in Western Australia.
- 10.1.2 Relevant experience in environmental health, public health, food regulation or a comparable regulatory environment, or demonstrated capacity to apply the required professional knowledge in practice.
- 10.1.3 Demonstrated knowledge of relevant legislation and the ability to interpret and apply legislation, regulations, standards and local laws accurately, fairly and consistently.
- 10.1.4 Demonstrated ability to undertake inspections, assess public-health risks, investigate complaints, gather and document evidence and determine appropriate compliance action.
- 10.1.5 Demonstrated commitment to an education-first and risk-based approach to regulation, with the ability to encourage voluntary compliance and apply proportionate enforcement action when required.
- 10.1.6 Well-developed interpersonal, consultation and conflict-resolution skills, including the ability to communicate professionally with residents, businesses, applicants, event organisers, government agencies and other stakeholders.
- 10.1.7 Well-developed written and verbal communication skills, including the ability to prepare clear, accurate and legally defensible inspection records, reports, notices and correspondence.
- 10.1.8 Sound organisational and time-management skills, with the ability to assess priorities, manage competing demands, meet statutory deadlines and work effectively with limited supervision.
- 10.1.9 Demonstrated professional integrity, sound judgement and commitment to confidentiality, procedural fairness, accountability and ethical regulatory practice.
- 10.1.10 Sound digital literacy, including competence in Microsoft Office applications and the ability to learn and use environmental health, records-management and local government information systems.

- 10.1.11 Ability to work collaboratively within a multidisciplinary team and contribute positively to the Shire's values, workplace culture and continuous improvement.
- 10.1.12 Current unrestricted C-class driver's licence valid in Western Australia.
- 10.1.13 Ability to obtain and maintain a satisfactory National Police Certificate in accordance with the Shire's pre-employment requirements.

10.2 Desirable

- 10.2.1 Previous experience working as an Environmental Health Officer in local government.
- 10.2.2 Experience preparing statutory notices, infringement documentation, investigation files or briefs of evidence.
- 10.2.3 Knowledge of local government governance, delegations, authorisations, reporting and customer-service requirements.

11. **Demands criteria**

11.1 Understanding the demands criteria

The demands criteria describe the physical, cognitive, emotional and operational demands that are inherent requirements of this position. Employees are required to read and understand this section and seek clarification if they are uncertain about any requirement. This information is provided so employees understand the activities they may reasonably be required to perform and can undertake them safely.

Employees must follow safe work procedures, use the equipment and manual-handling aids provided, and promptly report workplace injuries, hazards and safety concerns. Employees must also advise their supervisor of any restriction or change in capacity that may affect their ability to safely perform an inherent requirement of the position. Employees are not required to disclose medical information that is unrelated to their ability to safely perform their duties.

Employees must be able to safely perform the inherent requirements of the position, with reasonable adjustments where required by law. Any identified restriction will be assessed individually, having regard to the inherent requirements of the position, workplace safety, operational requirements and the Shire's capacity to reasonably accommodate the restriction. A reasonable adjustment will not ordinarily require the permanent removal of an inherent requirement or the creation of a new position.

This provision does not limit the Shire's obligations in relation to workplace safety, injury management, workers compensation or return-to-work arrangements, including the provision of temporary suitable duties where required by law.

Demands code	N – Not at all	O – Occasional (0 – 32%)	F – Frequent (33 – 66%)	C – Constant (67 – 100%)
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Physical demand level	Occasional	Frequent	Constant
Sedentary	0 – 4.5 kgs	Negligible	Negligible
Light	4.5 – 9 kgs	0 – 4.5 kgs	Negligible
Medium	9 – 22 kgs	4.5 – 11 kgs	0 – 4.5 kgs
Heavy	22 – 45 kgs	11 – 22 kgs	4.5 – 9 kgs
Very heavy	> 45 kgs	22 – 45 kgs	9 – 22 kgs

11.2 Physical demands

Physical demands	N	O	F	C	Comments
Stair/Ladder climbing		S			Climbing stairs and occasionally using approved access equipment when inspecting buildings, facilities or other premises.
Squatting/crouching/ kneeling		L			Required during inspections of wastewater systems, food premises, equipment, drainage and other infrastructure.
Floor to waist lifting		M			Occasional lifting of sampling equipment, inspection equipment, records, supplies or other items weighing up to approximately 22 kg. Assistance must be used where required.
Waist to eye level lifting		L			Handling or storing sampling equipment, files, supplies and other lightweight items.
Sitting			S		Desk-based administration, report writing, research, meetings and travel between inspection locations.
Standing			S		Conducting inspections, meetings, customer discussions, events and site assessments.
Walking			S		Moving through premises, development sites, outdoor locations, events and other inspection areas.
Carrying		L			Carrying inspection, testing, sampling and personal protective equipment between vehicles and inspection locations.
Holding loads away from body		L			Handling equipment or samples during inspections and field activities.
Overhead reaching		L			Inspecting fixtures, accessing storage or observing areas above normal eye level.
Work bent over - stoop		L			Examining equipment, drains, wastewater systems, low fixtures and other areas during inspections.
Carrying bulky/large/ Awkward load		M			Occasional movement of equipment, eskies, sampling supplies or boxes. Team lifting or mechanical assistance must be used where appropriate.
Trunk rotation (standing)			S		Required when conducting inspections, operating equipment and moving through sites.

Trunk rotation (sitting)			S		Required during computer work, administrative duties and driving.
Neck movement			S		Required during inspections, computer work, driving and general administrative duties.
Pushing/pulling		M			Occasional movement of equipment, doors, access covers or other items during inspections. Assistance must be used where the load presents a manual-handling risk.
Shoulder movements			S		Required during inspections, computer work, driving and handling equipment.
Elbow movements			S		Required during computer work, inspections, sampling and equipment handling.
Jerky movements	S				Not ordinarily required.
Forward reach			S		Required during computer work, inspections, sampling and handling equipment.
Wrist movements			S		Required for keyboard and mouse use, writing, handling inspection equipment and collecting samples.
Grip type			S		Required when using computers, writing, operating testing or sampling equipment and handling containers or instruments.
Whole body vibration		S			May occur during travel to rural or unsealed locations.
Hand/arm vibration	S				Not ordinarily required.

11.2 Psychological demands criteria

Cognitive demands	N	O	F	C	Comments
Reading comprehension			X		Reading and interpreting legislation, regulations, standards, technical reports, applications, plans, correspondence, laboratory results and legal documents.
Oral comprehension			X		Understanding information provided by complainants, residents, business operators, applicants, technical specialists, government agencies and other stakeholders.
Oral expression			X		Explaining technical and legislative requirements, conducting interviews, providing advice and communicating regulatory decisions clearly and professionally.
Writing			X		Preparing inspection records, technical reports, statutory notices, correspondence, approvals, evidence briefs, Council reports and community information.
Numeric reasoning		X			Interpreting measurements, sampling results, laboratory data, plans, fees, statistics and technical calculations relevant to environmental health assessments.

Diagrammatic		X			Interpreting site plans, floor plans, wastewater designs, drainage information, maps and development drawings.
Critical thinking			X		Analysing evidence, legislation, technical information and public-health risks to determine appropriate advice, approvals or regulatory action.
Attention to detail				X	Maintaining accurate and legally defensible records, identifying compliance issues and ensuring notices, approvals and decisions are technically and procedurally correct.
Judgement & decision making			X		Assessing risks, balancing relevant evidence and determining proportionate education, compliance, enforcement or referral action within delegated authority.
Active listening			X		Clarifying complaints, understanding different perspectives, gathering reliable information and responding appropriately to customer and stakeholder concerns.
Complex problem solving			X		Resolving technical, regulatory and public-health matters where information may be incomplete, conflicting or subject to competing interests.
Memory			X		Retaining and applying knowledge of legislation, procedures, delegations, technical requirements, compliance history and statutory timeframes.
Concentration			X		Reviewing detailed applications, evidence and technical information and preparing accurate documentation in an environment subject to interruptions and competing priorities.

Emotional demands	N	O	F	C	Comments
Social perceptiveness			X		Recognising and responding appropriately to different communication styles, behaviours, sensitivities and levels of understanding when dealing with customers and stakeholders.
Stress tolerance			X		Remaining calm, objective and effective when managing competing priorities, urgent public-health matters, conflict, statutory deadlines and potentially contentious decisions.
Persuasion			X		Explaining the reasons for regulatory requirements and encouraging residents, businesses and applicants to take appropriate action and achieve voluntary compliance.
Dealing with customers			X		Providing advice and regulatory services to residents, complainants, business operators, applicants, event organisers and other community members.
Resolving conflict & negotiating with others			X		Managing competing expectations, disputed findings and resistance to regulatory requirements while maintaining procedural fairness and professional boundaries.

Dealing with unpleasant or angry people		X			Responding professionally to people who may be frustrated, distressed, verbally challenging or dissatisfied with regulatory requirements or decisions.
Emotional regulation			X		Maintaining composure, impartiality and professional behaviour when challenged, criticised or exposed to confronting circumstances.
Exposure to unpleasant or distressing conditions		X			Attending premises affected by insanitary conditions, waste, pests, odours, contamination, neglected buildings or other public-health concerns.
Managing personal safety concerns		X			Undertaking field inspections where people, animals, site conditions or environmental hazards may present a potential safety risk. Established safety and escalation procedures must be followed.
Exercising regulatory authority			X		Making and communicating decisions that may affect a person's activities, business operations, approvals or compliance obligations.
Maintaining impartiality and professional boundaries		X			Assessing matters objectively, protecting confidential information and avoiding personal involvement in disputes between parties.
Working in a group or team			X		Working collaboratively with Shire employees, government agencies, contractors, laboratories and other professionals to address environmental health matters.
Working independently			X		Conducting inspections, investigations and routine regulatory duties with limited direct supervision and recognising when assistance or escalation is required.
Accountability for decisions			X		Accepting responsibility for professional advice, records and regulatory decisions and ensuring actions can be explained and supported by evidence.

Role demands	N	O	F	C	Comments
Adaptability and flexibility			X		Responding to changing public-health risks, legislative requirements, customer needs, staffing arrangements and unplanned or urgent matters.
Time pressure			X		Managing statutory deadlines, customer-service standards, urgent complaints, inspection programs and competing operational priorities.
Time management				X	Planning and prioritising inspections, investigations, assessments, correspondence and follow-up action to meet statutory and organisational requirements.
Coordinate & lead others		X			Coordinating applicants, business operators, contractors, laboratories or agency representatives during inspections, investigations, incidents or joint activities. The position does not ordinarily have formal supervisory responsibility.
Instructing and educating			X		Explaining statutory requirements, corrective actions and public-health practices to residents, businesses, applicants, event organisers and other stakeholders.

Manage financial resources		X			The position does not ordinarily have budget-management responsibility but may process fees, arrange approved purchases or monitor expenditure associated with assigned activities.
Manage personal resources		X			The position does not ordinarily supervise employees or undertake formal performance-management responsibilities. It may assist students, trainees or other employees as directed.
Impact of decisions on co-workers or company results			X		Regulatory advice and decisions may affect public health, business operations, development proposals, customers, the work of other Shire teams and the Shire's legal and reputational risk.
Structured work			X		Work is guided by legislation, procedures, inspection programs and statutory timeframes, while requiring flexibility to respond to complaints, emerging risks and urgent matters.
Responsibility to outcomes and results			X		Responsible for the accuracy, timeliness and defensibility of professional advice, inspections, records and regulatory actions within the position's authority.
Independent fieldwork			X		Undertaking inspections, investigations and site visits with limited direct supervision, including at unfamiliar premises and outdoor locations.
Managing competing priorities			X		Balancing planned inspections and assessments with complaints, urgent public-health matters, customer enquiries and internal referrals.
Statutory accountability			X		Exercising authorised powers and delegated responsibilities in accordance with legislation, procedural fairness, evidentiary requirements and Shire procedures.
Inter-agency and multidisciplinary coordination			X		Working with Shire service areas, government agencies, laboratories, emergency services, contractors and technical specialists to resolve environmental health matters.
Continuous improvement			X		Maintaining current professional knowledge and contributing to improved procedures, customer information, regulatory practices and service delivery.

12. Areas of potential risk

12.1 Personal injury; and

12.2 Public safety.

13. Position and incumbent details

Both the employee and the employee's supervisor are required to sign and date this declaration to acknowledge their shared understanding of the position's duties, responsibilities, selection criteria and demands criteria. The original signed position description must be returned to the Workplace Services Officer for placement on the employee's personnel file.

Employee declaration

I acknowledge that:

- I have read and understood this position description, including the duties, responsibilities, inherent requirements and demands criteria;
- I have had an opportunity to ask questions and seek clarification about the position's requirements;
- the physical, cognitive, emotional and operational demands of the position have been explained to me;
- I am able to safely perform the inherent requirements of the position, with any reasonable adjustments identified and agreed in accordance with applicable legislation;
- I will comply with applicable safe work procedures and use the safety equipment, mechanical aids and personal protective equipment provided;
- I will promptly report workplace injuries, hazards and safety concerns; and
- I will advise my supervisor of any restriction or change in capacity that may affect my ability to safely perform an inherent requirement of the position.

I understand that signing this declaration does not limit any entitlement or obligation arising under applicable work health and safety, discrimination, employment, workers compensation or injury management legislation.

Position occupant	
Date appointed	
Employee Name	
Employee Signature:	
Reporting Manager	
Reporting Manager Signature	
Date	

14. Amendments

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Date	Details of Amendment	Reference	Record Number
27/02/2024	Update document to new format – No changes	ADCCS	PE.14
01/07/2025	Reviewed and amended.	DCDS	PE.14
18/09/2026	Reviewed and amended.	DCDS	HR.21