



# RECRUITMENT INFORMATION PACKAGE

## PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

Applications will be accepted until a suitable candidate is identified



## PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description  
*(Note this document contains the selection criteria for the position)*
- Information for Prospective applicants

If you have any queries regarding the position please contact Leigh Guthridge, Manager Development Services on (08) 9761 0800 or via email to [LGuthridge@bridgetown.wa.gov.au](mailto:LGuthridge@bridgetown.wa.gov.au)

TIM CLYNCH  
**CHIEF EXECUTIVE OFFICER**



# VACANCY

## PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

The Shire of Bridgetown-Greenbushes is recruiting for a suitably qualified and experienced individual to fill the role of Principal Environmental Health Officer. The full time position is shared between the Shire's of Bridgetown-Greenbushes and Nannup;

- 3 days at the Shire of Bridgetown-Greenbushes; and
- 2 days at the Shire of Nannup.

Under the direction of the Manager Development Services, the position is responsible for managing environmental health services for both Shires.

Remuneration is offered between \$80,000 - \$90,000 in line with the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement, dependant on skills and experience. This position attracts an additional 1 weeks paid annual leave (pro-rata) per year.

The Shire will make available a fully maintained vehicle for business use, with private use of the vehicle to be negotiated with the successful applicant.

If you have any queries regarding the position please contact Leigh Guthridge, Manager Development Services on (08) 9761 0800 or via email to [LGuthridge@bridgetown.wa.gov.au](mailto:LGuthridge@bridgetown.wa.gov.au).

## HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au). Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**NOTE:** Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate or pool is identified. You are therefore encouraged to submit an early application.

1. **POSITION TITLE:** Principal Environmental Health Officer
2. **RESPONSIBLE TO:** Manager Development Services
3. **DEPARTMENT:** Development, Community and Infrastructure
4. **AWARD COVERAGE AND CONDITIONS**
  - Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes Enterprise Agreement 2019
  - Split role between the Shire of Bridgetown-Greenbushes and Shire of Nannup

5. **POSITION OBJECTIVES**

To assist in the proper functioning of the Environmental Health Services

6. **KEY DUTIES/RESPONSIBILITIES**

General

- To perform, as authorised by the provisions of the Health Act, or under direction of the CEO, all duties imposed by statute, regulation, and local law.
- To ensure that the Health Act 1911, Public Health Act 2016, Environmental Protection Act 1986 and Food Act 2008 and their regulations are enforced.
- To assist and advise occupiers of food businesses on matters pertaining to the Health legislation.
- Advise builders, plumbers, the general food industry and the community on aspects concerning the Health Act and Food Act and the relevant regulations.
- Offer advice and information at the customer service counter on matters pertaining to health.
- To prepare and implement a Public Health Plan.
- To undertake noise and pollution investigation and monitoring.

Water

- Conduct monthly biological sampling of potable water at strategic locations.
- Conduct monthly biological sampling of potable water from private supplies made available to the public from businesses, and to advise on remedial action if required.
- Conduct routine chemical and biological sampling of public and semi-public swimming pools and spas, and advise on remedial action.

- Conduct follow-up samples if potable or swimming pool results vary from the accepted standards.
- To conduct environmental sampling (chemical and biological) when required.

### Food

- Administer Provision of Food Act 2008.
- Routinely inspect existing premises, and advise on remedial action.
- Assess and process plans of proposed food premises.
- Inspect new premises for conformity for compliance with the Health Act/Food Act.
- Prepare food sampling programmes, and undertake food business inspections and food sampling.
- Conduct regular inspections of school canteens.
- Conduct microbiological food sampling.
- Conduct routine sampling of foods for compliance with Food Standards of Australia. Prepare report for the consideration by the Manager Development Services and if instructed, instigate legal action.
- Investigate food related complaints; to gather evidence and prepare reports for the consideration by the Executive Manager Development & Infrastructure, for potential legal action.
- Conduct testing of microwave ovens for conformance with Radiation Safety Regulations, and advice on remedial action.
- Conduct food recalls and prepare certificates for food condemnation, and when required supervise the destruction of food.

### Buildings

- Conduct annual inspections of public buildings and prepare reports for the consideration by the Manager Development Services for remedial actions.
- Conduct, inspections of child health clinics, and liaise with Manager Development Services to undertake remedial actions.
- Process Health Act and Local Law applications and approvals.
- Liaise with owners/builders to ensure that Health Act requirements are understood.
- Inspection dwellings or buildings for compliance with the Health Act, and if necessary, prepare reports for the service of work orders or condemnation orders.

### Effluent Disposal

- Process applications for Apparatus for the Treatment of Sewage inclusive of septic tank, aerobic treatment units (ATUs) and all other approved systems from the Department of Health, and inspect new installations for compliance with approved effluent disposal systems.
- Conduct site inspections to assess soil suitability, water table constraints and to set and approved finished floor levels.
- Investigate effluent disposal problems and advise or assist on remedial action.

### Caravan Parks and Camping Grounds

- Conduct annual inspections Caravan Parks and Camping Grounds.
- Process plans for building and ancillary uses on caravan sites.
- Instigate remedial actions from inspections or prepare reports for the consideration by the Executive Manager Development & Infrastructure for potential legal action.
- Investigate complaints and advise on remedial actions.
- Process annual licensing.

### Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls.

## **7. REQUIREMENTS OF THE JOB**

### Qualifications

- Formal qualifications in Environmental Health or equivalent that is acceptable to the Chief Health Officer for gazettal as an Environmental Health Officer under the Public Health Act 2016.
- Current "C" class driver's license.

### Knowledge and Experience

- At least three (3) years' experience as an Environmental Health Officer.
- Working knowledge of the Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, the Food Act 2008, the Environmental Protection Act 1986, Caravan Park & Camping Ground Act 1995 and the Local Government Act 1995.
- Developed knowledge of gathering evidence and court procedures.

### Skills

- Good verbal and written communication skills to interpret the needs of the community, builders, plumbers and the general food industry.
- Computer literacy and proficient in the use of the Microsoft Office suite of packages.
- Developed self-organisation and analytical skills.
- Developed interpersonal and public relations skills.
- Customer service focus and commitment to quality.
- Investigation and problem solving skills.

## 8. ORGANISATIONAL RELATIONSHIP

Responsible to      Manager Development Services

Supervision of      None

## 9. EXTENT OF AUTHORITY

- Delegated authority to enforce:
  - Local Government Act 1995
  - Public Health Act 2016
  - Health (Miscellaneous Provisions) Act 1911
  - Environmental Protection Act 1986
  - Food Act 2008
  - Litter Act 1979
  - Caravan and Camping Grounds Act 1995

## 10. SELECTION CRITERIA

### Essential

- Formal qualifications in Environmental Health or equivalent that is acceptable to the Chief Health Officer for gazettal as an Environmental Health Officer under the Public Health Act 2016.
- Ability to interpret and apply relevant legislation and practices relating to health in a Local Government.
- Experience with enforcement of laws concerning environmental and health legislation.
- Demonstrated ability to manage a range of Environmental Health Issues / cases simultaneously.
- Demonstrated skills in relation to conflict/complaint resolution.
- Good written and verbal communication skills.
- Current "C" class drivers licence.

### Desirable

- Authorised person as per Section 87(1) of the Environmental Protection Act 1986.
- Three (3) years minimum experience in similar role or equivalent.
- Local Government experience
- Knowledge of court procedures



## INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

### **Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

### **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*



### **Lodging your Application**

1. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or
2. Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

### **Acknowledgment of Applications**

All applicants will be notified (after the closing period) that their applications have been received within the required time-frame.

### **The Interview Process**

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (3) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

### **Preferred Applicant**

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate, driver’s licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia.
- Produce **original or certified copies** of all relevant qualifications and licenses.

**Other Requirements**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

**Queries**

If you have queries with regards to completing your application, please contact Natalie Kais, Human Resources Officer on (08) 9761 0807 or [NKais@bridgetown.wa.gov.au](mailto:NKais@bridgetown.wa.gov.au).

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)