



## Shire of Halls Creek

*Information for Intending Applicants*

# Position of Aboriginal Environmental Health Program Officer

*October 2021*

## **Halls Creek:**

The Shire of Halls Creek is a district comprising 143,025 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Kimberley region of Western Australia. As one of the largest and more isolated local governments in the State, the Shire faces unique challenges and opportunities. Halls Creek is the fourth fastest growing shire within the state of Western Australia and is currently benefiting from considerable attention and investment by the state and federal governments.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), retailing, and government and non-government services. There are a large number of remote aboriginal communities within the district.

Tourism features include Old Halls Creek (the original town was moved in the 1960s), Purnululu National Park with its astounding Bungle-Bungle rock formations, and Wolfe Creek Meteorite Crater (the second largest on earth with a diameter of 850 metres).

The area has a significant mining heritage, and some prospectors are still finding gold around the area.

The Shire administration is based in the township of Halls Creek, which is situated on the Great Northern Highway 288km from Fitzroy Crossing and 365km from Kununurra. Halls Creek sits on the edge of the Great Sandy Desert and has a population of around 2000 people, predominantly of aboriginal descent.

There are no shopping malls or MacDonalD's restaurants in Halls Creek; however, most goods can be purchased in local shops and there is a remarkable range of services for the size of the town. These include a well-staffed police station, a modern hospital with permanent medical staff, non-government health services, a local radio station, a childcare centre, a district high school, a TAFE campus, a hotel, a motel, and several churches.

There is also a recreation and aquatic centre.

Several State and Federal government agencies (in addition to those mentioned above) also have offices in the town.

There are four radio stations available on local FM transmission, and six "free-to-air" television channels. Pay TV is also available to subscribers, as is high speed ADSL internet access. Mobile telephone is available via Telstra's Net G network.

Halls Creek has a tropical monsoonal climate with two distinct seasons. The 'wet' season usually occurs from about October to April when most of the annual rainfall occurs and maximum temperatures increase into the 40s. The rest of the year is known as the 'dry' season that is typified by clear blue skies with day temperatures of low 30s, relatively cool evenings and brilliant sunsets.

The town is undergoing a boom and has a shortage of labour; consequently, employment is readily obtainable for spouses and family members. (Obviously, the range of jobs is somewhat more limited than is the case in a city).

Although Halls Creek undeniably has a number of social problems and many educationally and socially disadvantaged people, it is really a very liveable town offering good lifestyle opportunities.

**The Council:** A new Council will take office in October 2021. The Council is forward looking. New systems and business are being developed for implementation in the near future.

**The Position:** Reporting to the Director Health and Regulatory Services, this position will suit an appropriately qualified and experienced Environmental Health or Public Health Practitioner. The position is responsible for the implementation of the Shire's Aboriginal Environmental Health Program, which has a strong component of environmental health education and environmental health promotion.

More details about the position, including the selection criteria, are included in the position description which is appended at the end of this information pack.

**Remuneration:** To attract applicants of the calibre that we require, a competitive remuneration package will be negotiated with the successful applicant. In addition to a competitive salary, a modern accommodation is available at a very modest (subsidised) rent. Other benefits are open to negotiation, but typically include:

- 5 weeks' annual leave
- Matching Superannuation on top of Superannuation Guarantee Levy
- A 4 wheel drive vehicle with some private use
- A Halls Creek Allowance
- Free ADSL connection at residence
- Generous telephone call allowance
- Generous water allowance
- Generous electricity allowance
- Free uniform clothing
- Professional Membership subsidy
- Professional Development (conferences)

Superannuation contributions can be salary-sacrificed, and we are open to other salary sacrifice arrangements provided they comply with taxation legislation (eg. laptop computers).

Because of our remote location, the modest rent charged for staff housing can be salary-sacrificed so that it is paid from pre-tax salary deduction. Also our employees are eligible for the Special Zone A Tax Rebate provided that they live and work in the zone for 183 days or more during the tax year for which they are claiming.

**Applications:**

The successful applicant will be required to provide a *Police Clearance* prior to commencing duties or 3 weeks after commencing work. In addition, the successful applicant will be required to undergo a medical examination (at Council's expense) before confirmation of their employment.

**You should not include original documents in your application. Send copies only. If you are shortlisted for interview, bring your original documents with you to the interview.**

**Selection and Appointment Process:**

Due to COVID-19 prevention measures, interviews will be conducted through a video conferencing platform. It is anticipated that interviews will be held in Halls Creek on a date yet to be fixed.

Shortlisted applicants may be required to participate in tests to assess the extent to which they meet specific selection criteria, in which case the tests will be carried out before the interviews.

Any further queries should be directed to the Director Health and Regulatory Services, Musa Mono on telephone (08) 9168 6007 or email [dhrs@hcshire.wa.gov.au](mailto:dhrs@hcshire.wa.gov.au).



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	<b>Aboriginal Environmental Health Program Officer</b>
<b>Department:</b>	Health and Regulatory Services
<b>Responsible to:</b>	Director Health and Regulatory Services
<b>Position:</b>	Permanent Full time - 76 hours per fortnight
<b>Salary:</b>	Negotiable depending on experience and qualifications
<b>Classification:</b>	<i>Municipal Employees (Western Australia) Interim Award 2011</i> Level 6

### SECTION 2 - POSITION FUNCTION

#### **Purpose**

The Aboriginal Environmental Health Program Officer is responsible for providing a service that empowers the community to make choices that contribute to and influence outcomes promoting health and wellbeing. As part of a trans-disciplinary team approach to environmental health, contributes to strategic planning, implementation and evaluation of the Shire of Halls Creek Aboriginal Environmental Health Program Strategy and Community Environmental Health Action Plans and programs. The Aboriginal Environmental Health Program Officer is responsible for the development of an effective environmental health promotion program aimed at increased acceptance and adoption of **Healthy Living Practices**. This position is subject to continued grant funding from the Department of Health.

### SECTION 3 - KEY DUTIES & RESPONSIBILITIES

- 1. Develop a health education and health promotion plan in conjunction with the Health and Regulatory Services team and other stakeholders for the whole district of the Shire of Halls Creek, with an emphasis on rural and remote Aboriginal communities.**

Production and implementation of health education and promotion plans and activities for the whole Health and Regulatory Services Team.

- 2. Develop and implement a Community Environmental Health Action Plan (CEHAP) for each of the major communities and review each of the plans at least once every two years.**

Health promotion and education programs to be compliant to each of the CEHAPs.

- 3. Plan, implement and evaluate health projects for promoting health at community and shire level. Be prepared to camp out in rural and remote communities.**

Plan and implement health projects, considering the CEHAPs for each community.

- 4. Develop the health awareness of individuals, families, groups and communities and**

**empower them to make healthy choices;**

Establish healthy living behaviour baseline and measure performance regularly.

- 5. Run community training courses and workshops in areas such as hygiene, food safety, healthy housing, pest and vector control, accident prevention, communicable disease and chronic systemic diseases; support schools and clinics**

Carryout personal, home, community and food hygiene activities in all the communities.

- 6. Provide specialist advice and resources to other agencies, such as schools, Aboriginal Corporations, clinics and local communities; and follow-up referrals from medical centres**

Actively promote the establishment of partnerships with other organisations working on social determinants of health.

- 7. Write or design and produce leaflets, posters, videos and brochures to aid health education and health promotion in different environments.**

Produce health education and promotion materials for use by all age groups

- 8. Ensure that work is underpinned by sound, up-to-date knowledge of environmental health and health promotion theory and ensure programs and projects are based on evidence of effectiveness;**

Include the evaluation of the effectiveness or programs and projects in the planning stages.

- 9. Lobby for increased recognition of preventative and promotional measures that can take place at a community level and which have a positive impact on the health of a community.**

Increase the capacity of the Aboriginal Environmental Health Program by seeking increased funding from different sources.

- 10. Conduct an annual community survey to measure the environmental health conditions, healthy living practices and standards of each specified community.**

Implement an annual evaluation of all programs and projects. Monitor healthy living practices in the community against baseline data.

- 11. Implement statutory Environmental Health work in the absence of the Senior Environmental Health Officer and as and when directed by the Director Health and Regulatory Services.**

Assist the Snr Environmental Health Officer with statutory environmental health work in times of increased workloads. Provide statutory environmental health services when the Snr EHO is not available.

- 12. To ensure (in cooperation with the Records Manager) that all documents for which the Environmental Health/Health Promotion Officer has responsibility are registered and managed in accordance with the Document Management Plan approved by the Chief Executive Officer.**

Enter all records and correspondence into the Shire Records system regularly.

- 13. To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to the Director Health and Regulatory Services immediately.**

Implement and comply with the Shire's Occupational Safety and Health policy. Ensure the practice of high standards of safety and health for all Health and Regulatory team members.

## SECTION 4 – SPECIFIC DUTIES

- Conduct health promotion and health education activities in Aboriginal communities improve awareness of environmental conditions that lead to poor health outcomes
- Conduct health promotion and health education activities to improve and manage personal and family hygiene and the environmental conditions within the domestic home and community.
- Develop, implement and build on successful and sustainable community based environmental health programs
- Encourage communities to create healthy supportive living environments
- Prevention of environmental health factors that have the potential to adversely affect the health of Aboriginal communities.
- Management of change relating to the delivery of project outcomes.
- Implements prevention programs and strategies for communicable diseases, food safety, wastewater treatment and disposal systems, recreation and domestic water quality and any contaminated or hazardous substances in Aboriginal communities.
- Assisting in the day-to-day administration of the Health and Regulatory Services team.
- Ensure the Shire fulfills its statutory environmental health obligations.

## SECTION 5 - SELECTION CRITERIA

<b>Essential:</b>	<ul style="list-style-type: none"><li>• Tertiary qualifications in Environmental Health, Health Promotion or Public Health or equivalent</li><li>• Significant experience in planning, delivery and evaluation of health promotion activities</li><li>• Demonstrated experience working to address social determinants of health.</li><li>• Good verbal and basic written communication skills</li><li>• Hold a current “C” class motor drivers’ licence</li><li>• Awareness of Aboriginal culture</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to write successful funding applications and meet funding reporting requirements</li><li>• Experience working in Aboriginal Communities.</li></ul>

<b>Shire Policy Requirements</b>	<p><b>Police Clearance</b> It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Working with Children Clearance</b> It is a requirement to have a current WWC clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Medical</b> It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p><b>Drivers License</b> Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p>
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## SECTION 6 - APPOINTMENT FACTORS

<b>Location</b>	Shire of Halls Creek, HALLS CREEK, WA 6770.
<b>Organisational Relationships</b>	Internal and External Liaison: Internal                    All Council Staff External                    General Public, Other health service providers NGOs Dept of Health (Environmental Health Directorate)
<b>Extent of Authority</b>	Works in accordance with general direction from the Director Health and Regulatory Services
<b>Delegation Authority</b>	Authorised Officer according to relevant legislation as published in the WA Govt Gazette. Procurement and timesheets
<b>Employment Terms</b>	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

