Senior Environmental Health Officer

Position Description

Position type	Permanent Full time
Remuneration level	Level 7
Primary work location	Shire of Halls Creek
Reports to	Health and Regulatory Coordinator
Department	Health and Regulatory Services
Date last reviewed	3 November 2026

About the Shire of Halls Creek

Located in the Kimberley region of Western Australia, the Shire of Halls Creek (Shire) is one of Australia's iconic outback areas with a unique cultural and heritage environment.

The Shire covers 142,908 square kilometres of the Kimberley and is approximately 2,850 kilometres to the north east of Perth and 362 kilometres south of Kununurra. The Northern Territory forms the eastern boundary of the Shire with the Shire of Wyndham-East Kimberley to the north, the Shire of Derby-West Kimberley to the west and the Shire of East Pilbara to the south and west.

The remote communities of Balgo (Wirrimanu), Billiluna (Mindibungu), Mulan, Ringer Soak (Kundat Djaru), Warmun (Turkey Creek) and Yiyili are an integral part of the Shire with around 3,000 people residing outside of the Halls Creek town site. Throughout the Shire there are also a number of smaller communities.

The Shire is connected by 391 kilometres of sealed roads and 1,449 kilometres of unsealed roads requiring extensive maintenance work due to seasonal flooding.

Our operating environment

The Shire operates within a broad legislative framework that includes but is not limited to:

- *Disability Services Act 1993 (WA)*
- *Fair Trading Act 2010 (WA)*
- *Fair Work Act 2009 (Cth) and Fair Work Regulations 2009*
- *Financial Management Act 2006*
- *Income Tax Assessment Act 1936 (Cth) (as amended)*
- *Income Tax Assessment Act 1997 (Cth) (as amended)*
- *Work Health and Safety Act 2020*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*

The Shire is enabled by the *Local Government Act 1995* and its regulations. It operates under two industrial awards being Local Government Officers (Western Australia) Award and the Municipal Employees (Western Australia) Award.

Our vision and goals

Our 2015-2025 strategic community plan outlines a clear vision for the Shire to be economically diverse, caring and proactive with a strong sense of responsibility and pride. This vision will be realised through four strategic goals: Local Jobs, Local Economy, Local Social and Local Leadership.

Our values

As one of the biggest employers in the Shire, our goal is to be a great place to work where everyone matters and there are opportunities to grow. We have a strong commitment to well-being, health and safety, diversity and inclusion. Everything Council does is underpinned by our values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below and they are embedded in everyone's roles.



Community aspirations

Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

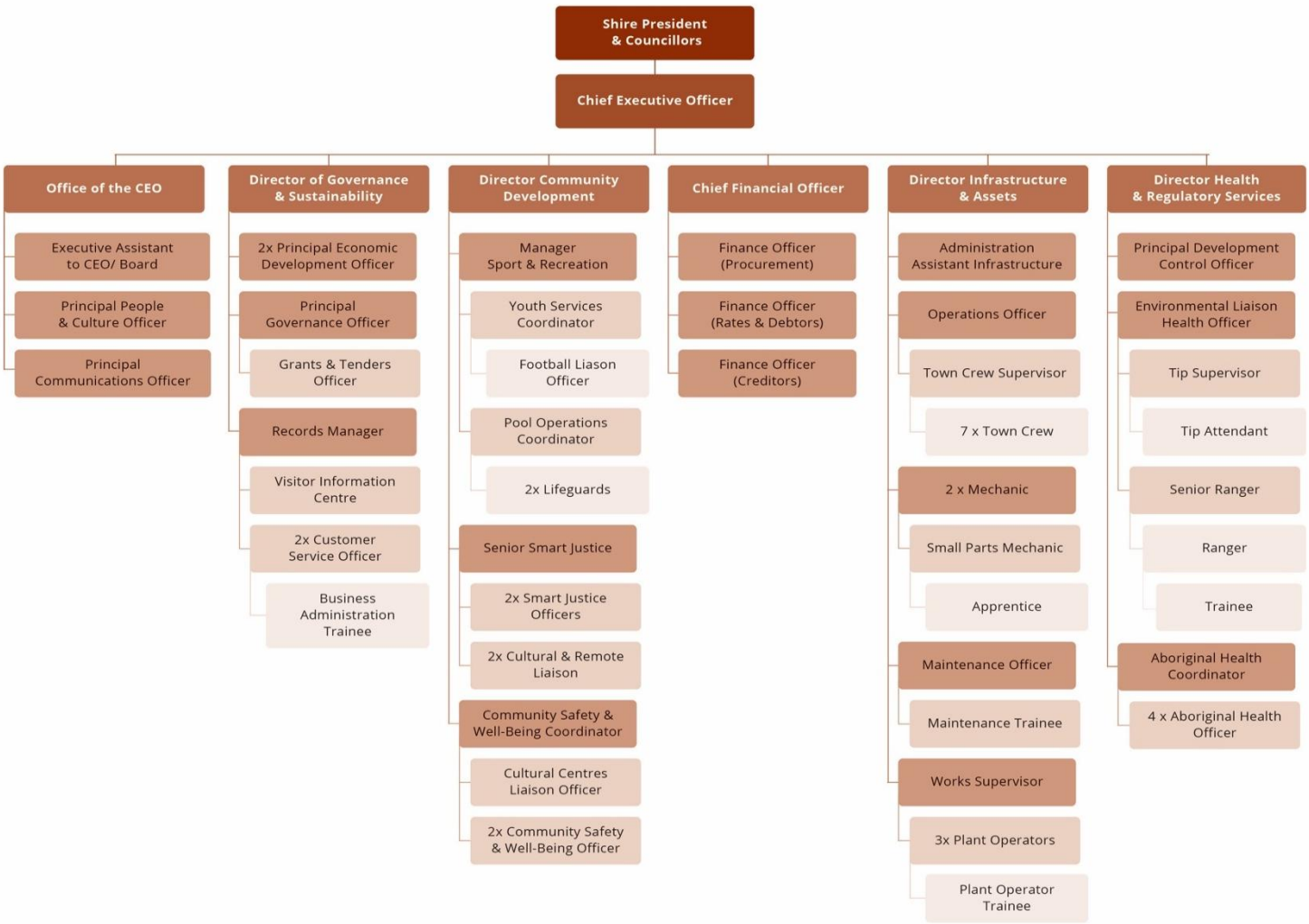
Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation by residents in planning and action.
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners.
Social inclusiveness	Promotes a future for all residents, actively strengthens the social fabric of the community, values diversity and responds to special needs and disadvantage.
Positive Mindset	Fosters community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness and the belief in the community being architects and builders of their social and economic future.

Senior Environmental Health Officer

Position Description

Access and Equity	Provides all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.
Celebration	Encourages pride and times of celebration relating to the town's heritage, uniqueness, cultures and achievements.

Our structure



Your role

You will contribute to delivering a range of public and environmental health services that aim to protect and promote health, prevent the incidence of infectious diseases, safeguard the environment and enhance quality of life in the community. As part of a trans-disciplinary team approach to environmental health, you will contribute to strategic planning, implementation and evaluation of the Shire of Halls Creek Local Public Health Plan and Community Environmental Health Action Plans and programs. The Senior Environmental Health Officer is the senior technical officer in the Health and Regulatory team. The position

delivers the Shire's statutory environmental health compliance functions, supports the Health and Regulatory Coordinator with planning, reporting and program delivery, and works alongside Aboriginal Environmental Health Workers to deliver health promotion aimed at increased acceptance and adoption of Healthy Living Practices.

All positions will be required to undertake roles and activities related to Business Continuity and Emergency Management in preparation for and during times of crisis.

Activities	Responsibilities
Plan	1. Support the Health and Regulatory Coordinator to develop and review the annual environmental health work program, inspection schedules, policies and procedures for the Health and Regulatory Services Department. (the Department). 2. Contribute environmental health data, risks and priorities to the Strategic Community Plan, Corporate Business Plan and Public Health Plan, as directed by the Health and Regulatory Coordinator. 3. Plan, implement and evaluate health projects for promoting health at community and shire level as delegated by the Health and Regulatory Coordinator. 4. Plan for and implement the prevention and control of endemic and epidemic diseases in the community.
Technical Leadership and Support	5. Act as the senior technical resource within the team, providing guidance on complex inspections, investigations, approvals and enforcement matters 6. Mentor and support Environmental Health Officers and Aboriginal Environmental Health Workers through joint inspections, on-the-job training and review of technical work, to build capability and consistency across the team. 7. Work with Aboriginal Environmental Health Workers to plan, deliver and record environmental health activities in remote communities. 8. Support the Health and Regulatory Coordinator to identify grant funding opportunities and to prepare funding submissions, progress reports and acquittals. 9. Contribute to a positive, respectful and culturally safe team culture.
Statutory Compliance	10. Undertake inspections, assessments, approvals and enforcement under legislation administered by the Department, including but not limited to: • *Public Health Act 2016* • *Food Act 2008* • *Health (Miscellaneous Provisions) Act 1911* and associated regulations (including the *Health (Public Buildings) Regulations 1992*) • *Caravan Parks and Camping Grounds Act 1995*

	• *Tobacco Products Control Act 2006* • *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997* • *Health Local Law 2002 Lodging House & Accommodation* 11. Undertake food business registration and notification, risk classification, routine and follow-up assessments and food sampling in line with the *Food Act 2008* and Department of Health guidance. 12. Lead complex investigations into noise, smoke, odour, pollution, asbestos, unsanitary conditions and other public health complaints, and prepare notices, infringements and evidence briefs in line with the Shire's enforcement procedures. 13. Examine plans and building applications for food premises, public buildings and other premises to ensure compliance with the Food Standards Australia New Zealand Food Standards Code, *Public Health Act 2016* and *Food Act 2008.*
Health Promotion	14. Work with Aboriginal Environmental Health Workers to deliver environmental health promotion and health education activities in schools and communities, in line with the program planned with the Coordinator. 15. Promote Healthy Living Practices and positive environmental health practices to individuals, families and communities. 16. Run community training courses and workshops in areas such as hygiene, food safety, good nutrition, healthy housing, pest and vector control, prevention of communicable and chronic systemic diseases. 17. Write or design and produce culturally appropriate education materials, e.g. leaflets, posters, videos and brochures, to aid health education and health promotion.
Public Health	18. Undertake mosquito control duties as required under the Shire's vector control plan, including care, maintenance and sampling of the sentinel chicken flock. 19. Investigate general complaints, noise, smoke and odour and pollution complaints and issue rectification notices as required under the *Environmental Protection (Noise) Regulations 1997.* 20. Investigate cases of notifiable diseases, Environmental Health Referrals and Outbreaks as required. 21. Undertake drinking water and aquatic facility sampling and follow up results in line with Department of Health requirements. 22. Provide environmental health advice on the Shire's waste management facilities and cemetery to support compliance with licence conditions and relevant legislation. 23. Assist the Coordinator with public health incidents, emergency responses and recovery under the Shire's Local Emergency Management Arrangements.

Evaluate, Report and Record	24. Ensure that work is underpinned by sound, scientific and up-to-date knowledge of environmental health and health promotion concepts. 25. Provide data for reporting, including the annual *Food Act 2008* report to the Department of Health, team key performance indicators, grant reporting and Council reports.
Networking and partnerships	26. Actively promote and maintain effective working relationships with other health and social service providers, e.g. Yura Yungi Aboriginal Medical Service, Jungarni Jutiya Indigenous Services, Nirrimbuk Environmental Health and Services, WACHS Community Health Services and others. 27. Provide specialist advice and resources to other agencies, such as schools, Aboriginal Corporations, clinics and local communities; and follow-up referrals from medical centres.

Mandatory requirements

Demonstrated Experience	• Experience working in Aboriginal communities and an awareness, understanding and appreciation of Aboriginal culture. • Significant experience in **environmental health compliance, including managing complex inspections, investigations and enforcement matters.** At least 2 years' experience as an Environmental Health Officer in local government, or similar work history.
Skills	• Demonstrated ability to provide technical guidance, coaching and support to Environmental Health Officers, Aboriginal Environmental Health Workers and Rangers. • Exceptional customer service skills and an ability to negotiate positive outcomes that benefit Shire communities. • Well-developed public relations and interpersonal skills. • Well-developed skills in computer use (especially MS-Word and MS-Excel). Magiq and Synergy.
Role Specific Requirements	• Able to be appointed as an Authorised Officer under the *Public Health Act 2016* and the *Food Act 2008.* • Knowledge of Environmental Health related legislation • A passion for environmental and public health work and a desire to contribute to the health and wellbeing of our community. • Sound technical knowledge related to health inspections and audits, public health, health education, health promotion and enforcement processes. • Ability to exercise sound judgement, manage competing priorities and work with minimal supervision, including extended travel to remote communities.

Qualifications	• Bachelor of Applied Science (Environmental Health) or equivalent acceptable to the Director of Public Health for WA for appointment to the position. • Proof of qualifications and registrations will be required prior to appointment. If your qualification/s are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying.
Licenses	• Proof of licences will be required prior to appointment. If your licences are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying. • Current 'C' class drivers licence.
Pre-employment Medical & Drug Test	It is a requirement for all employees of the Shire to undertake a medical examination with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.
National Criminal Clearance	It is a requirement for all employees of the Shire to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
Working with Children Clearance	This position requires the occupant to hold, and maintain during employment, a valid Working with Children Check (WWCC) or equivalent clearance as required under the relevant state or territory legislation. The successful applicant must: • provide evidence of a current WWCC prior to commencement or provide a valid application receipt of lodgement of WWCC; • maintain the clearance for the duration of their employment; • immediately notify the Shire if the clearance is suspended, cancelled, or subject to review.
Compliance and Work Health & Safety (WHS	All employees of the Shire are required to comply with statutory, regulatory and organisational obligations, including but not limited to: • comply with all Work Health and Safety legislation, regulations, codes of practice, and the Shire's WHS policies and procedures. • participate in safety training, consultation, and risk management processes. • use personal protective equipment (PPE) and safety equipment as required. • carry out duties in compliance with the *Local Government Act 1995*, associated regulations, and Council policies. • comply with all relevant legislation, awards, industrial instruments, policies, and procedures applicable to the role.

Corporate requirements

- Comply with the Shire of Halls Creek Code of Conduct.
- Commit to equity, diversity, and inclusion, with cultural awareness and respect for Aboriginal heritage and community priorities.
- Participate in staff performance and career development program.
- Commit to the wellbeing, health and safety of everyone.

Tools of trade

Please select the items that are required by the officer to do their job:

☒ Mobile Phone ☒ Desktop ☒ Access to Tablet ☒ Staff Housing

☒ Vehicle- Personal Use- East Kimberley only. Maximum fuel allowance of $3300 per annum (inclusive of GST)

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Susan Leonard
Chief Executive Officer

Date: 3 November 2026

I have read, understood, and agree to the requirements and responsibilities outlined in this Position Description.

Signed……

Date……..

Employee