



Shire of Halls Creek

Information for Intending Applicants

Position of Senior Environmental Health Officer

January 2022

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 town sits on the edge of the Great Sandy Desert and has a population of around 2000 people, predominantly of aboriginal descent. The Shire's population is estimated at 4000 people.

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 took 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 Practitioner with a good understanding of Public Health. The position is responsible for statutory environmental health as well as the implementation of the 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. **The Shire will not consider applicants who are not vaccinated against COVID-19 for this position.**

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.

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.



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Senior Environmental Health Officer
Department:	Health and Regulatory Services
Responsible to:	Director Health and Regulatory Services
Position:	Permanent Full time - 76 hours per fortnight
Salary:	Negotiable depending on experience and qualifications
	<i>Local Government Officers' (Western Australia) Award 2021</i> Level 6

SECTION 2 - POSITION FUNCTION

Purpose

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, 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. 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.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

1. Assist the Director to develop business plans, budget, policies and objectives for the department.

Contributes to the development of the Strategic Plan and Principal Plan of Activities, identifying appropriate directions and goals for the Regulatory Services Department, in consultation with the Director Health and Regulatory Services, Councillors, staff and the community..

2. Assess environmental health conditions and services in all communities in the Shire of Halls Creek region. Coordinates and participates in the promotion of positive environmental health practices to individuals, families and communities. Works closely with members of other regional environmental health teams.

Implement programs to decrease in the incidence and prevalence of communicable diseases in the Shires' Aboriginal communities.

3. Undertake various environmental health inspections to ensure compliance with health legislation, including local laws, under the jurisdiction of the Regulatory Services Department

The Senior Environmental Health Officer (Snr EHO) is appointed an Authorised Officer

under various health related legislation. The officer is required to assist the public, industry and other groups to comply with legislation, Council policy and local laws through education, persuasion, instructions, orders and directions as appropriate.

4. Examine plans and building applications for houses, shops and factories to ensure compliance with the provisions of the Public Health Act 2016.

All development and building works are in accordance with applicable legislation and Shire policies

5. Examine plans, inspect septic tanks and issue Certificates of Completion. Inspect soils subject to building permits and determine suitability for effluent disposal

All septic tanks and other alternative waste disposal systems are installed in accordance with applicable legislation and Shire policies

6. Inspect and monitor public buildings in accordance with legislation, guidelines and procedures

Regular inspections and audits are conducted and identified problems are reported.

7. Investigate general complaints, noise complaints and pollution complaints and issue rectification notices as required

Issues resolved in accordance with the Shire's policies and procedures

8. Investigate cases of reportable and notifiable diseases as required

Investigate reportable and notifiable disease to establish the source of infection and implement or recommend control and preventive measures.

9. Undertake mosquito control duties as required under the Council's vector control plan

10. Manage and maintain the Council's waste management and cemetery facilities in compliance with the Department of Environmental Regulation licensing requirements and other relevant legislation.

Assist the community when preparing for burials in the Halls Creek Cemetery.

11. Maintain records of all food inspections, food sampling by Government Analyst, water quality test results and all mandatory trade licences as required by applicable legislation falling under the jurisdiction of the Regulatory Services Department.

Applications are processed as expeditiously as possible, so as not to unnecessarily impede economic development.

12. Ensure (in cooperation with the Records Manager) that all documents for which the Environmental Health 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. 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.

Ensure the practice of high standards of safety and health for all Health and Regulatory team members.

SECTION 5 - SELECTION CRITERIA

<p>Essential:</p>	<ul style="list-style-type: none">• Bachelor of Science (Environmental Health) degree or equivalent qualifications, able to be appointed as an Authorised Officer according to the WA Public Health Act 2016.• A passion for environmental and public health work and a desire to contribute to the health and wellbeing of our community• Exceptional customer service skills and an ability to negotiate positive outcomes that benefit our community• An ability to work effectively and add value to the team• Sound technical knowledge related to health inspections and audits, public health, health education, health promotion and enforcement processes• Hold a current clean 'C' class drivers licence.• Working with Children check or willingness and ability to obtain one.• Police check or willingness and ability to obtain one.
<p>Desirable:</p>	<ul style="list-style-type: none">• Experience working in Aboriginal Communities.

Shire Policy Requirements	<p>Police Clearance 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>Working with Children Clearance 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>Medical 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>Driver's License Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p> <p>COVID-19 Vaccinations It is a requirement for Local Government employees working with the public to have obtained the first and second dose of COVID-19 vaccination, and be prepared to have booster doses as recommended by the Department of Health.</p>
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SECTION 6 - APPOINTMENT FACTORS

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

SECTION 7 - CERTIFICATION

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

CEO

Date

Noel Mason
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed