Environmental Health Officer

Position Description

Position type	Permanent Full time
Remuneration level	Level 6
Primary work location	Shire of Halls Creek
Reports to	Director Health and Regulatory Services
Department	Health and Regulatory Services
Date last reviewed	15 July 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.

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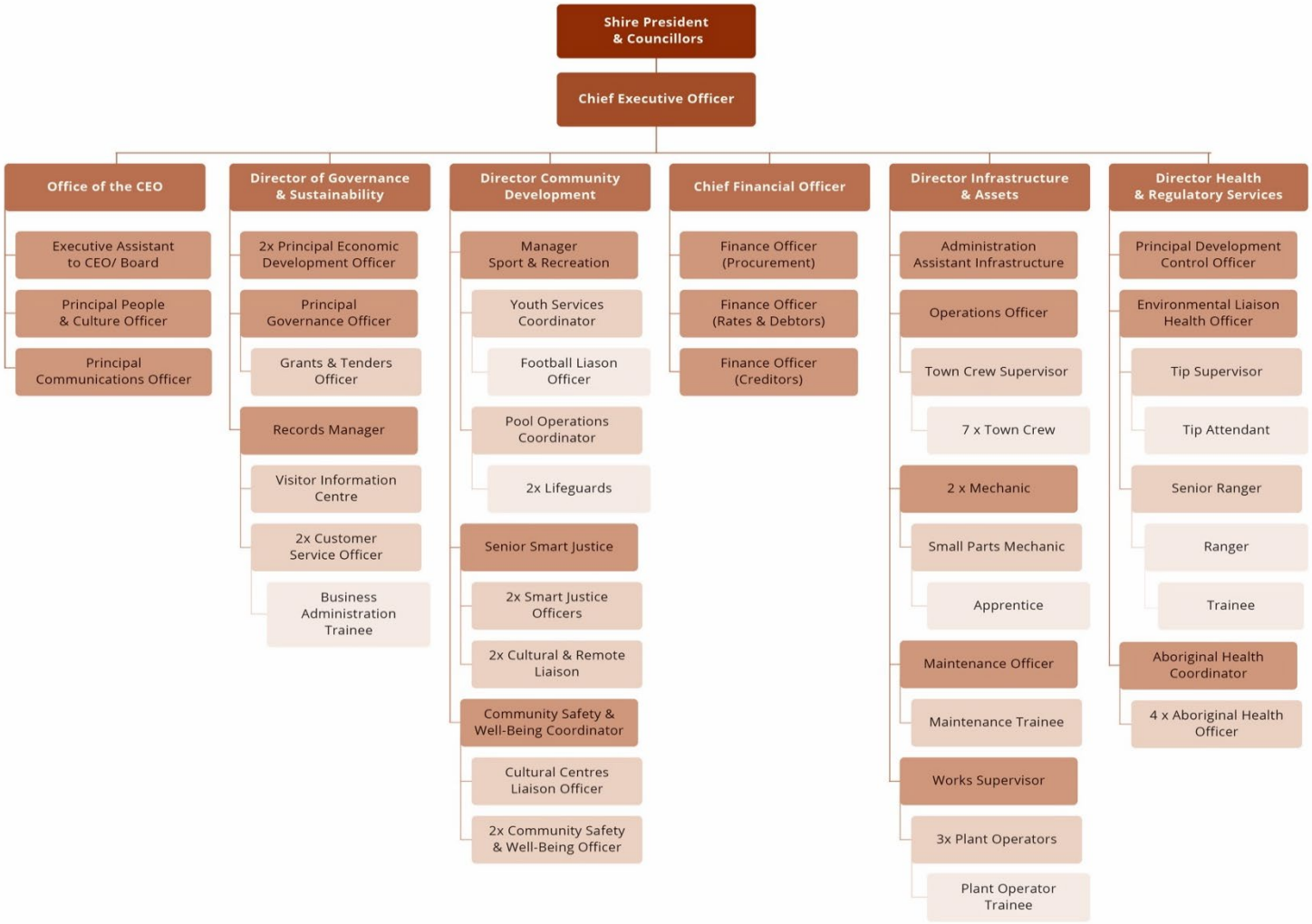
Access and Equity	Provides all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.
Celebration	Encourages pride and times of celebration relating to the town's heritage, uniqueness, cultures and achievements.

Our structure



Your role

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 Environmental Health Program Strategy and Community Environmental Health Action Plans and programs.

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The Environmental Health Officer is responsible for the development of an effective environmental health promotion program 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. Assist the Coordinator to develop business plans, budget, policies and objectives for the Health and Regulatory Services Department. (the Department) 2. Contributes to the development of the Strategic Plan and Principal Plan of Activities, identifying appropriate directions and goals for the Department, in consultation with the Coordinator and Director Health and Regulatory Services, CEO, staff and the community. 3. Develop and maintain a sense of commitment, cohesion, teamwork for the Environmental Health Team, and improve staff performance/potential aiming for a more effective team. 4. Plan, implement and evaluate health projects for promoting health at community and shire level. 5. Plan for and implement the prevention and control of endemic and epidemic diseases in the community.
Program Coordination	6. Build a positive workforce environment and culture through active participation and positive health leadership. 7. Assess environmental health conditions and services in communities in the Shire of Halls Creek region. 8. Coordinate and participate in the promotion of positive environmental health practices to individuals, families and communities. 9. Works closely with members of other Regional Environmental Health Teams and Department of Health 10. Provide support to the Aboriginal Environmental Health Officers. 11. Ensure compliance with various legislation under the jurisdiction of the Regulatory Services Department including but not limited to: • *Public Health Act 2016* • *Food Act 2008* • *Caravan Parks and Camping Grounds Act 1995* • *Tobacco Products Control Act 2006* • *Public Buildings Health Act 1911* • *Health Local Law 2002 Lodging House & Accommodation* 12. Assess plans and building applications for houses, shops and factories to ensure compliance with the provisions of the Food Standards Australia and New Zealand, *Public Health Act 2016* and *Food Act 2008* 13. Assess waste water applications: examine plans, inspect soils subject to building permits and determine suitability for effluent disposal.

	Assess, approve, final inspection and issue permits in line with *Public Health Act 2016* and *EPA 1986* 14. Undertake care, maintenance and sampling of the Sentinel Chicken Flock 15. Ensure (in cooperation with the Records Manager) that all documents for which the Environmental Health Coordinator, Rangers , waste management site and the cemetery are registered and managed in accordance with the Document Management Plan approved by the Chief Executive Officer
Health needs assessment	16. Assess environmental health conditions and services in all communities in the district. 17. Examine plans and building applications for houses, shops and factories to ensure compliance with health legislation.
Health Promotion	18. Design and deliver Environmental Health Promotion and Health Education activities for schools and the communities. 19. Promote positive environmental health practices to individuals, families and communities. 20. 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. 21. Write and design and produce culturally appropriate audio-visual education material, e.g. leaflets, posters, videos and brochures, to aid health education and health promotion.
Public Health	22. Undertake mosquito control duties as required under the Shire's vector control plan. 23. Investigate general complaints, noise, smoke and odour and pollution complaints and issue rectification notices as required *Environmental Protection (Noise) Regulations1997* 24. Investigate cases of notifiable diseases, Environmental Health Referrals and Outbreaks as required. 25. Assist in the management of the cemetery facilities in compliance with the Department of Environmental Regulation licensing requirements and other relevant legislation. 26. 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 Department.
Evaluate, Report and Record	27. Ensure that work is underpinned by sound, scientific and up-to-date knowledge of environmental health and health promotion concepts.

Networking and partnerships	28. Actively promote and maintain effective working relationships with other health and social service providers, e.g. Yura Yungi Aboriginal Medical Service, Jungarni Jutiya Aboriginal Service, Nirrimbuk Environmental Health and Services, WACHS Community Health Services and others. 29. 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 planning, delivery and evaluation of environmental health activities. • At least 2 years' experience as an Environmental Health Officer in local government, or similar work history
Skills	• 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 according to the *WA Public Health Act 2016*. • 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.
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 ☐ Laptop ☐ Tablet

☒ Staff Housing ☒ Vehicle- Business use only

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:

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

Signed…… Date…….

Employee