



Information for Applicants

MANAGER ENVIRONMENTAL HEALTH SERVICES



Applications close
4:00 PM, 13 March 2026

For more information contact:
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The Package

Position:	Manager Environmental Health Services
Department:	Planning & Sustainability
Section:	Environmental Health
Position classification:	Local Government Officers' (Western Australia) Award 2021 – Level 8
Employment type:	Full Time
Location:	Shire of Narrogin & other Local Government Districts as required.

Per annum	\$ Minimum	\$ Maximum
Salary*	\$79,775	\$83,241
Over Award Payment	\$20,000	\$30,000
Total Salary Payable	\$99,775	\$113,241
Superannuation @ 12%	\$11,973	\$13,589
Matching Superannuation @ 3%	\$2,993	\$3,397
Leave Loading 17.5% (not payable to contract or casual employees)	\$1,343	\$1,524
Vehicle Provision**	\$12,500	\$12,500
Housing Allowance	\$10,400	\$10,400
Telephone Allowance	Mobile telephone supplied	Mobile telephone supplied
Uniform Allowance	\$350	\$350
Gym Membership (full) (50% discount)	\$520	\$520
Rostered Day Off	19 day month	19 day month
TOTAL	\$127,881	\$155,521

* The package is calculated on a full-time wage of 76 per fortnight for a full year. Wages will be paid on actual hours worked.

** Unrestricted Private Use (250km radius from Narrogin Townsite).

About Your Application

Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to enquiries@narrogin.wa.gov.au is preferred, if mailing or delivering the application, it should be stapled in the top left-hand corner. Note: Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

Addressing Selection Criteria

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g., name, address, contact number) relevant work history, education, training courses attended, qualifications 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.

Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

It is courteous to contact your referees for approval prior to nominating them in the application.

Closing Dates for Applications

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

Late Applications Will Not Be Accepted

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

Preparing for the Interview

To prepare for the interview questions, re-read the Position Description while focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

The Interview Process

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

After the Interview

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

All unsuccessful applicants will be notified in writing.

Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two-hour drive south east of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,200 residents and is the regional centre for nearby communities including Cuballing, Wickepin, Wagin, and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly.

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

Local Government Career

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

Hours of Work

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

Rostered Day Off (RDO)

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration, Library, Caravan Park, Narrogin Regional Homecare and Narrogin Regional Leisure Centre employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

Up to 15% Superannuation (combined contribution)

As well as the required 12% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 3%.

Annual Leave - 17.5% Leave Loading

For employees not defined as casual, four weeks annual leave is payable after 12 months' service. Leave Loading of 17.5% is paid on annual leave for permanent staff not on contract.

13 Weeks' Long Service Leave

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

Personal Leave

Personal/carers and bereavement leave is as per the National Employment Standards.

Employees Training and Development Opportunities

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

Probationary Period

A position may be subject to a probationary period.

Study Leave and Funding

Study leave assistance may be extended at the discretion of the CEO.

Competitive Salary

A competitive salary will be offered relevant to the position level within the Shire.

Salary Packaging

Salary packaging is available for permanent employees (e.g., package car and/or laptop).

Employee Incentive Scheme

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

Annual Performance Reviews

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

Internal Promotion and Acting Opportunities

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

Subsidised Corporate Uniform – Office Employees

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

Personal Protective Equipment

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

Smoke Free Working Environment

The Shire Administration office, Depot, Library, Homecare, Narrogin Regional Leisure Centre and all workplaces including vehicles are smoke-free working environments.

Health and Wellbeing Programme

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sunscreen checks and full health assessments. These programmes are free to employees.

Vaccinations

Vaccinations from time to time, such as COVID-19, may be compulsory under Government of WA mandates and Health Directions for certain classes of employees including environmental health officers, frontline employees that have regular and close direct contact with aged and vulnerable clients and customers. This is also due to Commonwealth funding requirements, with respect to all Narrogin Regional Homecare employees, whether permanent or casual.

In addition, in the event of a lock down or similar restrictions, all employees at the following work locations may be required to be fully vaccinated, to continue to attend work:

- Narrogin Regional Homecare
- Caravan Park
- Refuse Site
- Works Depot (Mechanical, Parks & Gardens, Construction & Maintenance, Depot Admin)
- Library
- Ranger Services
- Shire Administration Office.

Exemptions may be available through a General Practitioner, that confirms that to receive a vaccination, would compromise their health, due to an existing underlying health condition.

In limited circumstances, those that are not fully vaccinated, may receive temporary approval to work from home, on a case-by-case basis.

Equal Opportunity Employer

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Job Share and Part Time Opportunities

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

Modern Office Facilities

The Narrogin Shire Administration Office, Library, Narrogin Regional Leisure Centre, Narrogin Regional Homecare, and Works Depot Office are all modern, spacious, air-conditioned buildings.

Kitchen Facilities

The Shire Administration Office and Works Depot has a modern kitchen/lunchroom for employees use.

Employee Corporate Functions (e.g., Farewell & Christmas Functions)

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

Friendly Work Environment

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

Work Experience Programme

The Shire is dedicated to giving young people the opportunity to utilise the work experience programmes through their School, enabling them to work in their area of interest.

RRR – Reduce Reuse Recycle

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

Gymnasium or Swimming at lunchtime – Discounted Membership

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit as an occasional patron or take advantage of 50% discount to membership packages at the Centre.

Family Friendly Environment

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

Voluntary Employee Involvement in Community Events

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

Close to Early Education, Schools, and the Agricultural College

For those with children, all work locations are within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

Counselling Services

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

Free Parking

The Shire has free on-site parking facilities for all employees.

Electric Vehicle Charging Stations

Six (6) dedicated Hybrid or Electric Vehicle car parking / charging stations free for employees to park and use if based at the Administration Office.

For further information please contact the Payroll Officer on telephone 9890 0900 or email payroll@narrogin.wa.gov.au.

Organisational Structure





Position Description

Manager Environmental Health Services

1. Position Details

Position:	Manager Environmental Health Services
Department:	Planning & Sustainability
Section:	Environmental Health
Position Classification:	LGIA-NSI Award Level 11
Employment Type:	Full Time
Location:	Shire of Narrogin & other Local Government Districts as required

2. Organisational Relationships

Responsible to:	Executive Manager Planning & Sustainability
Supervision of:	Regional Environmental Health Officer, Waste Facility and Contractors
Internal and External Liaison:	
Internal:	Executive Leadership Team Departmental and Interdepartmental staff
External:	Ratepayers General Community State Government Authorities

3. Position Objectives

- Implement and maintain public and environmental health programs in accordance with statutory obligations under the Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911, Food Act 2008, Environmental Protection Act 1986, Caravan Parks and Camping Grounds Act 1995, relevant Local Laws, operational procedures and Council policies.
- Deliver preventative, proactive and compliance-based programs to ensure the Shire meets its duty of care in providing a safe and healthy environment.
- Develop and implement regulatory strategies aligned with the risk-based framework under the *Public Health Act 2016*, ensuring contemporary enforcement, monitoring and reporting practices.
- Provide professional, helpful and efficient service to Senior Staff, councillors, internal departments, contractors and the general community.
- Model behaviour consistent with Shire Values, Code of Conduct, Council Policies and the highest standards of ethics and integrity.

4. Key Duties / Responsibilities

Public & Environmental Health Regulation

Ensure compliance with the Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911, Food Act 2008, and all subsidiary regulations, including but not limited to:

- **Food Act 2008 and Food Standards Code activities**
 - Registration, assessment and monitoring of food businesses.
 - Food sampling, surveillance and investigation of food safety concerns.
 - Verification of Food Safety Programs for facilities serving vulnerable persons.
 - Confirming food recalls at point of sale.
- **Public Health Act 2016 responsibilities**
 - Administration of *Public Health Risk Activities* (once prescribed).
 - Enforcement of *Public Health Orders* and investigation of public health risks.
 - Managing notifiable infectious disease investigations in partnership with WA Health.
 - Implementing Environmental Health Emergency Management functions.
- **Health (Miscellaneous Provisions) Act 1911 areas**
 - Lodging houses.
 - Offensive trades.
 - Dwellings unfit for habitation.
 - Nuisances.
- **Specific operational functions**
 - Public building approvals and assessments.
 - Aquatic facilities: sampling, inspections and compliance under the *Aquatic Facilities Regulations 2023*.
 - Recreational water quality monitoring.
 - Caravan parks and camping grounds inspections and approvals.
 - Oversight of itinerant vendors, stallholders and trading in public places.
 - Assessment and management of contaminated sites in accordance with the *Contaminated Sites Act 2003*.

Environmental Protection & Waste Regulation

Ensure compliance with the Environmental Protection Act 1986, Waste Avoidance and Resource Recovery Act 2007, and associated regulations including:

- Noise investigation and enforcement (Environmental Protection (Noise) Regulations 1997).
- Management of controlled waste activities.
- Local air quality, dust and odour investigations.
- Oversight of waste management services, landfill facilities and transfer stations.
- Preparation, submission and compliance with:
 - Annual Monitoring Reports (AMR)
 - Annual Compliance Reports (ACR)
 - Waste and resource recovery reporting
 - National Pollutant Inventory (NPI)

Regulatory Approvals, Advice & Community Liaison

- Provide environmental health advice to staff, builders, architects, developers and the public.
- Attend to enquiries and manage correspondence relating to public and environmental health.
- Assess development applications for environmental health matters.
- Oversee the event approval process and conduct required inspections.
- Conduct site inspections, investigations and compliance actions under relevant legislation.
- Prepare reports to the Executive Manager Planning & Sustainability (or equivalent).
- Prepare and maintain Environmental Health Management Plans and Public Health Plans.

Education, Engagement & Enforcement

- Deliver public health promotion, community education and food safety training.
- Support emergency management functions relating to environmental health.
- Administer enforcement powers as an *authorised officer/inspector* under:
 - Public Health Act 2016
 - Food Act 2008
 - Environmental Protection Act 1986 (noise and discharges)
 - Caravan Parks and Camping Grounds Act 1995
 - Local Government Act 1995

Waste Facility Management

Responsible for ensuring the Shire's waste facilities operate in full compliance with Part V of the Environmental Protection Act 1986, the Environmental Protection Regulations 1987, DWER Licence/Works Approvals, and the Waste Avoidance and Resource Recovery Act 2007.

Regulatory Compliance

- Ensure compliance with environmental legislation, DWER licence conditions, controlled waste requirements and Waste Definitions.
- Prepare statutory reports (AACR, AMR, WARR, NPI where applicable).
- Maintain accurate records of waste volumes, special waste acceptance and resource recovery.

Operational Management

- Oversee daily operations including gatehouse control, traffic management, and waste placement/compaction.
- Manage waste cells, cover, capping and rehabilitation works.
- Manage recyclable stream separation, stockpiles and fire-risk controls.
- Oversee acceptance and burial of asbestos and other special wastes.
- Manage green waste processing in accordance with environmental requirements.

Environmental Monitoring

- Coordinate groundwater, surface water, gas, dust, odour and noise monitoring.
- Ensure data quality, compliance sampling and timely reporting to DWER.
- Identify and report environmental incidents; maintain stormwater and erosion control infrastructure.

Contractors and Staff

- Manage staff and contractors involved in gatehouse, plant, recycling and monitoring activities.
- Ensure WHS compliance, PPE use, SOP adherence and deliver required inductions/training.

Compliance & Continuous Improvement

- Conduct internal inspections and audits against licence conditions and operational procedures.
- Maintain and review the Landfill Operations Manual, Environmental Management Plan and emergency plans.
- Drive improvements in waste diversion, resource recovery and sustainability initiatives.
- Coordinate with regional waste groups, LGAs and State agencies on joint waste initiatives.

Community and Customer Service

- Provide clear guidance on waste acceptance, recycling and hazardous/problem waste.
- Respond to and resolve customer complaints regarding odour, dust, noise, litter or other operational impacts.

Other Duties

- Process matters arising through field responsibilities via personal contact, telephone, and internal/external correspondence.
- Promptly report risks, accidents and incidents.
- Undertake other duties as reasonably directed by the Executive Manager Planning & Sustainability (or equivalent) as prescribed by law.

5. Selection Criteria

Qualifications

- A degree acceptable to the Executive Director, Public Health (WA) for appointment as an Environmental Health Officer in Western Australia.
- Eligibility for appointment as an Authorised Officer under:
 - Public Health Act 2016
 - Food Act 2008
 - Environmental Protection Act 1986 (noise and discharges)
- Current "C" Class Driver's Licence.

Experience

- Extensive experience in environmental health regulation within WA local government.
- Strong practical understanding of environmental health principles across multiple domains.

- Demonstrated ability to manage complex investigations, compliance actions and regulatory enforcement.
- Experience with electronic record management, EH software, and Microsoft Office applications.

Skills

- High-level written and verbal communication skills.
- Strong interpersonal skills and ability to manage conflict professionally.
- Ability to interpret and apply complex legislation and provide expert advice.
- Effective time management and ability to work independently.
- Strong reporting, analytical, problem-solving and customer service skills.

Knowledge

- Comprehensive knowledge of all legislation affecting the Environmental Health function including:
 - Public Health Act 2016
 - Health (Miscellaneous Provisions) Act 1911
 - Food Act 2008
 - Environmental Protection Act 1986 (incl. Noise Regulations)
 - Waste Avoidance and Resource Recovery Act 2007
 - Contaminated Sites Act 2003
 - Local Government Act 1995
 - Caravan Parks and Camping Grounds Act 1995
 - Australian New Zealand Food Standards Code
- Understanding of local government structure and regulatory processes.
- Sound knowledge of court procedures relevant to compliance and enforcement.
- Understanding of WHS and EEO requirements.

6. EXTENT OF AUTHORITY

- Operates under general direction of the Executive Manager Planning & Sustainability (or equivalent).
- Exercises delegated authority as an Authorised Officer or Inspector under:
 - Public Health Act 2016
 - Food Act 2008
 - Local Government Act 1995
 - Environmental Protection Act 1986 (Parts III & V as gazetted)
 - Caravan Parks and Camping Grounds Act 1995
- Authority is subject to Council policies, procedures and legislative requirements.

7. WHS REQUIREMENTS

- Comply with all Work Health and Safety legislation, regulations, policies and procedures.
- Take reasonable care for own health and safety and that of others.
- Participate in hazard identification, risk assessment and control activities.
- Report all incidents, hazards and near misses promptly.
- Contribute to continuous improvement of WHS systems.



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