Shire of Narrogin
Love the life



Employment Package

Regional Environmental Health Officer

Your Career. Our Community. A Shared Future

SHIRE OF NARROGIN | WESTERN AUSTRALIA

Shire of Narrogin

About Narrogin

Located approximately two hours southeast of Perth, the Shire of Narrogin is a vibrant regional community in Western Australia's southern Wheatbelt, surrounded by rolling hills, natural woodlands and rich agricultural landscapes. Situated on the traditional lands of the Noongar people of the Gnaala Karla Booja region, Narrogin is home to approximately 4,500 residents and serves as a key commercial, agricultural and service centre for surrounding communities. Combining country charm with modern conveniences, Narrogin offers an appealing regional lifestyle with easy access to Perth and neighbouring towns.

Narrogin offers excellent healthcare, education, retail and recreational facilities, complemented by a welcoming community and a strong regional economy. As a major service centre, the town provides diverse employment opportunities across local government, healthcare, education, agriculture and business. Working with the Shire of Narrogin offers the opportunity to build a rewarding career, develop professionally and make a meaningful contribution to the community. With its balance of career opportunities, essential services and relaxed country living, Narrogin is an ideal place to live, work and grow.

A thriving regional community

- Great location
- Strong community
- Lifestyle & recreation
- Excellent services
- Growing opportunities

Working with the Shire of Narrogin

Governed by a Council of seven elected members, including a publicly elected Shire President, the Shire of Narrogin is committed to delivering quality services, supporting community wellbeing and promoting sustainable regional development in accordance with the *Local Government Act 1995*.

As an Equal Opportunity Employer, the Shire fosters an inclusive and collaborative workplace guided by five core values: Accountability, Respect, Excellence, Trust and Teamwork. Our employees play a vital role in serving the community while enjoying opportunities for professional growth and work-life balance.

The Shire offers a range of benefits and opportunities, subject to position and employment eligibility, including:

Health and Wellbeing
Health and wellbeing programs, including confidential counselling support.

Recreation
Discounted gym and swimming pool memberships at the Narrogin Regional Leisure Centre.

Rostered Days Off (RDO)
RDO and flexible working arrangements to support work-life balance.

Superannuation
Up to 15% employer superannuation contributions (12% statutory plus up to 3% matching for eligible employees).

Leave Entitlements
Annual leave loading and long service leave entitlements.

Salary Packaging
Salary packaging options available for eligible employees.

Professional Development
Training, professional development and study assistance.

Career Opportunities
Career progression and internal advancement opportunities.

The Opportunity

This section outlines the position's key responsibilities, selection criteria, employment conditions and remuneration, together with information on the application process.

Position Overview

Position Title:	Regional Environmental Health Officer
Department:	Planning and Sustainability
Responsible To:	Manager Environmental Health Services
Employment Type:	Full-Time
Hours of Work:	76 hours per fortnight
Award Level:	LGIA 2020 – NSI Award Level 6
Location:	Shire of Narrogin and participating local government districts

About the Role

The Shire of Narrogin is seeking a qualified and motivated Regional Environmental Health Officer to deliver environmental health services across Narrogin and participating local governments. The role focuses on protecting public health through regulatory inspections, compliance monitoring, investigations and community education, while working collaboratively with stakeholders to promote safe and healthy environments in accordance with relevant legislation.

KEY RESPONSIBILITIES

- Conduct environmental health inspections and risk assessments of regulated premises, ensuring compliance with relevant legislation, regulations and local laws.
- Investigate public health complaints and incidents relating to food safety, pollution, noise, pests and environmental hazards.
- Assess health-related licences, permits and approvals, and undertake regulatory enforcement activities as required.
- Provide professional advice, education and support to businesses, residents and community groups, including public health promotion initiatives.
- Maintain accurate records, prepare reports and correspondence, and collaborate with participating local governments and relevant agencies to deliver effective environmental health services.

QUALIFICATIONS

- Tertiary qualification in Environmental Health or equivalent.
- Current Western Australian C-Class Driver's Licence.
- Demonstrated experience in environmental health inspections, investigations and regulatory compliance, with sound knowledge of relevant public health and environmental legislation, including the Public Health Act 2016, Food Act 2008 and associated regulations.
- Strong communication, interpersonal and conflict resolution skills.
- Ability to interpret legislation, exercise sound judgement and manage regulatory matters professionally.
- Excellent organisational and time management skills, with the ability to work independently and collaboratively.
- Competency in Microsoft Office and relevant administrative software.

The Package

SALARY PACKAGE

Component	$ Minimum (per annum)	$ Maximum (per annum)
Salary*	$56,276	$56,276
Over Award Payment	$33,118	$40,429
Total Salary Payable	**$89,394**	**$96,705**
Superannuation @ 12%	$7,363	$7,706
Matching Superannuation @ 3 %	$1,841	$1,927
Leave Loading 17.5% (not payable to contract or casual employees)	$826	$865

ADDITIONAL BENEFITS

Vehicle Provision**	Housing Allowance	Phone Allowance	Uniform Allowance	Gym Membership (full) 50% discount
Provided	**$10,400**	**N/A**	**$350**	**$606**

Rostered Day Off
19-Day Working Month (One accrued rostered day off every four weeks)

Notes:
* The package is calculated on a full-time wage of 76 hours per fortnight for a full year. Wages will be paid on actual hours worked.
** Unrestricted Private Use (radius if 250km) from Narrogin Townsite.

HOW TO APPLY

Application Requirements

- Current résumé.
- Cover letter outlining their interest and suitability for the position.
- Written response addressing the Selection Criteria in the Position Description.
- Contact details of at least two professional referees, preferably current or recent supervisors.
- Applicants must submit all required documents to be considered for the position. Candidates who demonstrate their suitability against the Selection Criteria may be shortlisted for an interview.

Pre-Employment Checks

The preferred applicant may be required to undergo qualification, identity and employment history verification, National Police Clearance, medical assessment and drug and alcohol screening.

Interviews

Applicants must provide a current phone number and email address. Shortlisted candidates may be invited to interview at the Shire Administration Office or the position's designated work location.

Equal Employment Opportunity

The Shire of Narrogin is committed to equal opportunity, inclusion and merit-based recruitment.

Application Submission and Enquiries

Email your application to hrpayrollofficer@narrogin.wa.gov.au. Applications will remain open until a suitable candidate is appointed.

For enquiries, visit www.narrogin.wa.gov.au or contact HR/Payroll Officer on (08) 9890 0900 or via email above.

Position Description

Regional Environmental Health Officer

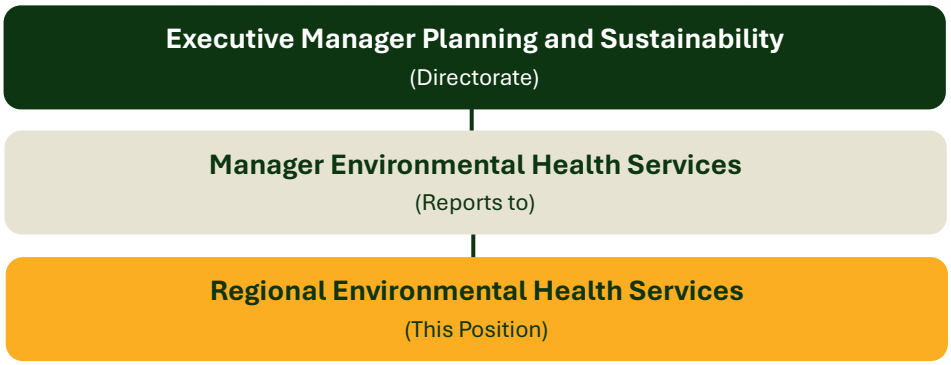
POSITION DETAILS

Position	Regional Environmental Health Officer
Directorate:	Planning and Sustainability
Department:	Environmental Health
Position Classification:	LGIA 2020 – NSI Award Level 6
Employment Type:	Full-Time
Location of Work:	Shire of Narrogin & other Local Government Districts including Shires of Wandering, Wagin, West Arthur, Wickepin, and Brookton as required.

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Manager Environmental Health Services
Supervision of:	Nil
Internal and External Liaison	
Internal:	Executive Leadership Team
	Departmental and Interdepartmental staff
External:	Ratepayers
	General Public
	Residents and Taxpayers
	State Government Authorities

POSITION WITHIN THE ORGANISATION



POSITION OBJECTIVES

- To protect and promote public health by delivering high-quality environmental health services across participating local governments. This includes compliance with relevant legislation, conducting risk-based assessments, managing public health risks, and engaging with the community to support safe, healthy living environments.

KEY DUTIES AND RESPONSIBILITIES

The Regional Environmental Health Officer is responsible for delivering a comprehensive range of environmental health services across participating local governments. Core responsibilities include:

Regulatory Compliance and Inspections

- Conduct risk-based inspections and assessments of food premises, public buildings, accommodation facilities, waste sites, water supplies, and other regulated activities.
- Monitor compliance with relevance legislation including the Food Act 2008, public Health Act 2016, Health (Miscellaneous Provisions) Act 1911, and associated regulations and local laws.

Public Health Protection

- Investigate complaints and incidents related to communicate diseases, food safety, pollution, noise, pests, asbestos, illegal camping, and unsightly properties.
- Oversee public health planning and implementation, including health promotion and education initiatives.

Licensing Approvals and Enforcement

- Assess and process applications for health-related licenses, permits, and event approvals.
- Enforce compliance through education, negotiation, and formal regulatory action where necessary.
- Confirm food recalls and ensure food safety programs are in place for vulnerable populations.

Community Engagement and Education

- Provide expert advice and support to ratepayers, businesses, and community groups on environmental health matters.
- Deliver food safety and public health education programs tailored to industry and community needs.

Administration and Reporting

- Maintain Accurate records of inspections, investigations, and enforcement actions.
- Prepare reports, correspondence, and recommendations for internal and external stakeholders.
- Perform duties as an authorised officer under relevant legislation.

Collaboration and Professional Conduct

- Work collaboratively with internal departments, external agencies, and other local governments.
- Uphold professional standards, ethical conduct, and contribute to a positive workplace culture.

Other Duties and Responsibilities

- Perform other duties as required by the Executive Manager Planning and Sustainability and Manager Environmental Health Services.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity

SELECTION CRITERIA

Qualifications

- Tertiary qualification in Environmental Health (e.g., Bachelor of Science in Environmental Health) or equivalent, as recognised by the Chief Health Officer (essential).
- Possession of a current Western Australian ‘C’ Class Driver’s Licence (essential).

Experience

- Demonstrated practical experience in environmental health, including knowledge of relevant legislation, standards, and compliance frameworks.
- Proven ability to deliver high-quality customer service and engage effectively with diverse community groups.
- Experience in conducting inspections, investigations, and enforcement activities in accordance with statutory requirements.
- Proficiency in using Microsoft Office and other relevant software applications in a professional setting.
- Experience working both independently and collaboratively within multidisciplinary teams.

Skills

- Strong written and verbal communication skills, including the ability to prepare clear and concise reports and correspondence.
- Well-developed interpersonal and conflict resolution skills, with the ability to manage sensitive issues professionally.
- Excellent time management and organisational skills, with the ability to prioritise tasks and meet deadlines autonomously.
- Analytical and problem-solving capabilities, with sound judgement in interpreting legislation and applying regulatory frameworks.
- Ability to educate and influence stakeholders on environmental health matters through effective communication and engagement.

Knowledge

- Comprehensive understanding of environmental health principles and practices across a broad range of public health areas.
- In-depth knowledge of relevant legislation including
- Health (Miscellaneous Provisions) Act 1911
- Public Health Act 2016
- Food Act 2008
- Environmental Protection Act 1986 (Part V)
- Australian Food Standards Code
- Associated regulations and local laws.
- Understanding the role and responsibilities of local government in environmental health service delivery.
- Awareness of judicial processes and enforcement protocols relevant to environmental health.
- Familiarity with local government administrative structures, procedures, and work practices.

EXTENT OF AUTHORITY

- Operates under general direction of the Executive Manager Development and Regulatory Services and Manager Environmental Health Services.
- Issue notices and directions in accordance with legislative authority and Shire policies.
- Conduct investigations and initiate enforcement actions where appropriate.

WORK HEALTH AND SAFETY REQUIREMENTS

- Comply with all requirements of the Work Health and Safety Act 2020, associated Regulations and Shire policies and procedures.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Identify, assess and report hazards, incidents, injuries and near misses.
- Participate in risk management processes and implement appropriate control measures.
- Use personal protective equipment safely and in accordance with training and procedures.
- Contribute to a safe workplace culture through active participation in safety initiatives and consultation.



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