

The background of the page is a scenic landscape photograph. It shows rolling green hills in the distance, with a line of trees in the middle ground. In the foreground, there is a body of water, possibly a lake or a wide river, with tall reeds and grasses growing along the banks. The sky is bright and clear. A white, curved banner separates the landscape from the text below.

**ENVIROMENTAL HEALTH OFFICER /  
EVIROMENTAL HEALTH TECHNICAL OFFICER  
INFORMATION PACKAGE**

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# ADVERTISEMENT

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## ENVIROMENTAL HEALTH OFFICER / ENVIROMENTAL HEALTH TECHNICAL OFFICER

**Employment Type:** Permanent part-time position (8 Day Fortnight)

**Salary:** \$63,890.80 – \$83,798.12 per annum (pro rata), depending on experience and qualifications

**Classification:** Level 6 – Level 8, commensurate with skills, experience, and qualifications

**Superannuation:** 12% guaranteed employer superannuation, plus up to an additional 6% matching employer contribution

**Leave:** 4 weeks annual leave (pro rata), 2 days Public Service Leave

**Leave Loading:** 17% Leave loading

**Uniforms:** Shire-provided corporate uniforms

**Training and Development:** Ongoing professional development and training opportunities

**Health and wellbeing Programmes:** Access to an Employee Assistance Program (EAP), Free annual skin checks

**Work-Life Balance:** Flexible working hours and working from home options available (subject to operational requirements)

### About the Shire of Chittering

The Shire of Chittering is a growing local government committed to providing high-quality services to its community. We value diversity and are committed to creating a safe, respectful and inclusive workplace where our people feel supported to do their best work.

### About the Position

We are seeking an Environmental Health Officer or Environmental Health Technical Officer to join the environmental health team, assist with delivery of local government environmental health services and responsibilities (including although not limited to inspections, investigations and activities to assess compliance with relevant health legislation). To ensure that statutory requirements, and, where applicable, Council policies relating to health, meet with compliance and to provide advice, information and assistance to other departments to ensure all outcomes and services consider proactive community health principles.

### About You

We are seeking a team member who is motivated, has a people-first and positive attitude, attention to detail and willingness to learn and grow. The successful candidate will have (although not limited to):

#### Environmental Health Technical Officer

- Progress toward eligibility for appointment as an Environmental Health Officer under the Public Health Act 2016.
- At least 6 months previous experience as an Environmental Health Technical Officer in local government.

## **Environmental Health Officer**

- Qualifications and eligibility for appointment as an Environmental Health Officer in accordance with Section 18 of the Public Health Act 2016.
- Eligibility for appointment as an Authorised Person and Noise Inspector under the Environmental Protection Act 1986.
- Sound knowledge and understanding of environmental health and public health legislation relevant to local government.

More information about the positions and the requirements are in the Position Descriptions at the end of this document.

### **Applying for this Position**

If you are ready to be part of our diversely talented team and to build your future with an organisation that makes an impact, improves lives and inspires others click on the employment page below and apply.

Applicants are required to refer to the position's Information Package for position and application information at <https://www.chittering.wa.gov.au/employment>. Application must include a resume, a brief cover letter that addresses the selection criteria and an Employment Application Form.

### **Applications must be received by no later than 5pm, Monday, 25 May 2026.**

The Shire of Chittering is committed to diversity, inclusion and equal opportunity. We encourage applications from people of all abilities, backgrounds and experiences and are committed to providing a workplace that is inclusive, accessible and respectful. Reasonable workplace adjustments are available at all stages of the recruitment and employment process to support applicants and employees with disability. Late applications will not be accepted. We may commence interviews upon receipt and reserve the right to close the position early. For further information, contact Human Resources by email at [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au) or by phone on (08) 9576 4600.

**Melinda Prinsloo**  
**Chief Executive Officer**

# EMPLOYMENT CONDITIONS

<b>Position</b>	Environmental Health Officer / Environmental Health Technical Officer
<b>Location</b>	Shire of Chittering, 6177 Great Northern Highway, Bindoon
<b>Industry Award</b>	Local Government Industry Award 2020 – Industry Agreement
<b>Classification</b>	Level 6 - 8
<b>Gross Salary</b>	\$63,890.80 - \$83,798.12 per annum (Pro-rate)
<b>Tenue</b>	Permanent - Part time
<b>Hours of Work</b>	68 hours per fortnight (4 Days a week)
<b>Superannuation</b>	12% Guarantee fee plus up to an additional 6% employer matching contribution.
<b>Leave Entitlements</b>	Four (4) weeks annual leave per year (pro-rata)
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Policy.
	Other personal leave as set out in accordance with the Award.
<b>Uniforms</b>	Supplied as per Shire directive
<b>Probationary Period</b>	A three-month probationary period applies to this position.
<b>Pre-Employment Medical</b>	Candidates are requested to complete a medical questionnaire.
<b>National Police Clearance</b>	Required (dated within 3 months of the position closing date)

## WHY WORK FOR THE SHIRE OF CHITTERING?

Working for the Shire of Chittering offers a range of benefits that make it an attractive and rewarding workplace. With flexible working hours, an 8-day fortnight, and working-from-home options, you'll be supported to achieve a healthy work–life balance.

The Shire provides a generous superannuation scheme, including 12% employer superannuation with the opportunity to receive up to an additional 6% through an employer matching contribution. Employees also enjoy four weeks of annual leave per year (pro rata), plus two additional public service holidays during the Christmas and New Year period.

A uniform allowance is provided, and the Shire is strongly committed to the ongoing development of its workforce. You'll have access to a wide range of training and professional development opportunities, including programs, workshops, and courses designed to build skills and support career progression. Whether you're looking to deepen your expertise in your current role or explore new career pathways, the Shire offers the resources and support to help you achieve your goals.

# POSITION DESCRIPTION

## ENVIRONMENTAL HEALTH TECHNICAL OFFICER

<b>TENURE</b>	Part Time	<b>LEVEL</b>	6
<b>AWARD</b>	Local Government Industry Award (2020) -Industrial Agreement		
<b>DIVISION</b>	Development Services		

## POSITION OBJECTIVES

This position is responsible for assisting in the implementation, maintenance and the delivery of public health, environmental health services, including inspections, investigations, and administrative functions, under supervision and delegation as appropriate.

## KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
<b>Environmental Health Services</b>	<ul style="list-style-type: none"> <li>• Coordination and implementation of potable water, bore water and aquatic facilities sampling programs.</li> <li>• Coordinating and implementing food sampling programs.</li> <li>• Conduct low risk inspections including public buildings, lodging houses, caravan parks and low risk food premises in accordance with relevant legislation.</li> <li>• Conduct assessments and processing of onsite effluent disposal applications, including site inspections and preparation of recommendations for review and determination by the Principal Environmental Health Officer (PEHO).</li> <li>• Conduct assessments and processing of temporary food vendor applications.</li> <li>• Initial assessment of complaints in relation to community noise, pests, smoke, litter, illegal discharges, asbestos and other environmental health related matters as they arise.</li> <li>• Provide verbal and written advice and information on environmental health issues to owners of businesses, the community, and government departments in accordance with good customer service practices.</li> <li>• Providing support, education and information on a broad range of environmental health issues.</li> <li>• Assisting with the development and delivery of health promotion material.</li> <li>• Conduct, follow-up activities and data collection for infectious disease notifications in accordance with Department of Health and Shire procedures.</li> </ul>

<b>Administration, Record Keeping &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Maintain accurate, timely and compliant records in accordance with the Shire's records management policies and statutory requirements.</li> <li>• Prepare routine correspondence, inspection records and reports for review by the PEHO and management.</li> <li>• Assist in the preparation of reports and briefing notes to Council, management or external agencies as required.</li> <li>• Contribute to the development, review and improvement of operational procedures, work instructions and guidelines.</li> <li>• Ensure systems and documentation support effective service delivery and regulatory compliance.</li> </ul>
<b>Communication and Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide courteous and professional advice and information to customers, stakeholders and the community on environmental health matters within delegated authority.</li> <li>• Liaise with internal departments to support a coordinated approach to community health and regulatory compliance.</li> <li>• Refer complex, sensitive or enforcement-related matters to the Environmental Health Officer as required.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other duties as directed by the PEHO or authorised Executive Management, consistent with the level and responsibilities of the position.</li> </ul>

## EXTENT OF AUTHORITY

- Operates under the supervision and direction of the Principal Environmental Health Officer.
- Exercises authority in accordance with approved delegations, policies, procedures and applicable legislation.
- Does not make final statutory determinations or enforcement decisions unless formally delegated.

## ORGANISATIONAL RELATIONSHIPS

<b>Responsible to:</b>	Principal Environmental Health Officer Executive Manager Development Services
<b>Number of staff positions supervised directly:</b>	0
<b>Number of staff positions supervised indirectly:</b>	0
<b>INTERNAL</b>	<b>EXTERNAL</b>
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

## CORPORATE ACCOUNTABILITY

- Actively support and work towards achieving the Shire’s Community Vision and Strategic Community Plan.
- Demonstrate professional behaviour aligned with the Shire’s values and Customer Service Charter.
- Contribute to a positive, respectful and inclusive workplace culture.
- Comply with the Code of Conduct, policies, procedures and lawful management directions.
- Identify and appropriately manage conflicts of interest.
- Maintain confidentiality and exercise discretion when dealing with sensitive information.
- Use the Shire’s resources responsibly and achieve value for money

## WORK HEALTH AND SAFETY

- Take reasonable care for own health and safety and that of others.
- Identify, report and assist in managing workplace hazards.
- Use equipment, vehicles and resources safely and in accordance with instructions and training.
- Comply with all workplace health and safety requirements and procedures.

# SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Relevant qualification, diploma or tertiary study in environmental health, public health, environmental science or a related discipline, or demonstrated equivalent experience.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Current 'C' Class Driver's License.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience working in a regulatory, compliance or environmental health support role, preferably within a local government environment.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Current National Police Clearance (within 3 months of application).</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Progress toward eligibility for appointment as an Environmental Health Officer under the Public Health Act 2016.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Previous experience assisting with environmental health inspections, monitoring or investigations in local government.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Appointment or eligibility for appointment as an authorised officer (where required).</li> </ul>		✓

SKILLS, KNOWLEDGE & ATTRIBUTES	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Working knowledge of relevant environmental health and public health legislation and regulatory processes.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong organisational and time-management skills with the ability to manage competing priorities.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Well-developed written and verbal communication skills, including report writing.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Sound computer skills, including the Microsoft Office suite and the ability to use corporate systems.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment and demonstrate initiative, accountability and a positive attitude.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good interpersonal skills and the ability to engage respectfully with customers and stakeholders.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of Work Health and Safety and Equal Opportunity principles.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of local government structures, functions and governance frameworks.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Familiarity with records management systems used in local government (e.g. Synergy and Council First).</li> </ul>		✓

# POSITION DESCRIPTION

## ENVIRONMENTAL HEALTH OFFICER

<b>TENURE</b>	Part Time	<b>LEVEL</b>	8
<b>AWARD</b>	Local Government Industry Award (2020) -Industrial Agreement		
<b>DIVISION</b>	Development Services		

## POSITION OBJECTIVES

To deliver professional, customer-focused environmental health services that protect and enhance public health outcomes across the Shire of Chittering. The position is responsible for administering and enforcing relevant public health and environmental legislation, providing expert advice, responding to public health risks, and contributing to Council’s strategic and regulatory objectives.

## KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Environmental Health Services	<ul style="list-style-type: none"> <li>Administer, regulate and enforce compliance with relevant environmental health and public health legislation, regulations, local laws and Council policies, including but not limited to the Public Health Act 2016, Food Act 2008, Environmental Protection Act 1986, Health (Miscellaneous Provisions) Act 1911, and Caravan Parks and Camping Grounds Act 1995.</li> <li>Conduct risk-based inspections, audits and surveillance of food premises, public buildings, caravan parks, swimming pools and other regulated facilities.</li> <li>Undertake food sampling, environmental monitoring and follow-up inspections to ensure compliance with legislative standards, including the Australia New Zealand Food Standards Code.</li> <li>Investigate complaints and incidents relating to public health nuisances, environmental hazards, statutory compliance and noise, and provide directions, recommendations or enforcement actions as appropriate.</li> <li>Investigate and manage infectious disease notifications and public health incidents in accordance with legislative requirements and Department of Health protocols.</li> <li>Process applications for on-site effluent disposal systems, including site assessments and issuing determinations.</li> <li>Assess and process applications for temporary food vendors, events and other regulated activities.</li> <li>Inspect public swimming pools and spa facilities and undertake routine water sampling and monitoring.</li> </ul>

<p><b>Advice, Risk Management and Service Improvement</b></p>	<ul style="list-style-type: none"> <li>• Provide expert advice to internal stakeholders, applicants and members of the public on environmental health, regulatory requirements and public health risk management.</li> <li>• Contribute to proactive public health initiatives, education and prevention strategies to improve community health outcomes.</li> <li>• Identify emerging public health risks and contribute to continuous improvement of services, practices and procedures.</li> <li>• Support strategic planning and delivery of Council's public health objectives and regulatory responsibilities.</li> </ul>
<p><b>Administration, Record Keeping &amp; Reporting</b></p>	<ul style="list-style-type: none"> <li>• Deliver a high standard of customer service by responding to enquiries and complaints professionally, empathetically and in a timely manner.</li> <li>• Maintain accurate, complete and contemporaneous records in accordance with the State Records Act 2000, Council policies and statutory requirements.</li> <li>• Prepare written reports, correspondence, notices and briefing documentation for Council, Executive Management and internal stakeholders as required.</li> <li>• Contribute to departmental business plans, performance measures and key performance indicators.</li> <li>• Utilise Council systems and technology effectively, including regulatory and records management systems.</li> </ul>
<p><b>Communication and Customer Service</b></p>	<ul style="list-style-type: none"> <li>• Provide courteous and professional advice and information to customers, stakeholders and the community on environmental health matters within delegated authority.</li> <li>• Liaise with internal departments to support a coordinated approach to community health and regulatory compliance.</li> <li>• Refer complex, sensitive or enforcement-related matters to the Principal Environmental Health Officer as required.</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively with colleagues to support a positive, respectful and productive team environment.</li> <li>• Undertake other reasonable duties consistent with the responsibilities of the position as directed by the Principal Environmental Health Officer or Executive Management.</li> </ul>

## EXTENT OF AUTHORITY

The position operates with a high degree of professional autonomy under the general direction of the Principal Environmental Health Officer and the Executive Manager Development Services. The role exercises delegated authority to make regulatory decisions, issue notices and directions, provide expert advice, and carry out statutory functions in accordance with legislation, Council policies, procedures and approved delegations.

## ORGANISATIONAL RELATIONSHIPS

<b>Responsible to:</b>	Principal Environmental Health Officer Executive Manager Development Services
<b>Number of staff positions supervised directly:</b>	Nil
<b>Number of staff positions supervised indirectly:</b>	Nil
<b>INTERNAL</b>	<b>EXTERNAL</b>
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

## CORPORATE ACCOUNTABILITY

- Support and work towards achieving the Shire’s Community Vision and Strategic Community Plan.
- Behave in a professional and ethical manner that reflects the Shire’s values and commitment to quality customer service.
- Comply with the Shire’s Code of Conduct, policies, procedures and management directives.
- Foster a positive, inclusive and respectful work culture based on accountability, teamwork and cooperation.
- Maintain confidentiality and exercise discretion in the handling of sensitive information.
- Ensure the effective and responsible use of Council resources.
- Avoid conflicts of interest and comply with statutory and ethical obligations.

## WORK HEALTH AND SAFETY

- Take responsibility for maintaining a safe working environment by identifying, reporting and managing hazards.
- Comply with all workplace health and safety legislation, policies and procedures.
- Use equipment, tools and resources safely and in accordance with manufacturer and Council requirements.
- Act to protect the public, the environment, Council assets and colleagues from injury, loss or damage.

# SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications and eligibility for appointment as an Environmental Health Officer in accordance with Section 18 of the Public Health Act 2016.	✓	
Eligibility for appointment as an Authorised Person and Noise Inspector under the Environmental Protection Act 1986.	✓	
Current 'C' Class Driver's License.	✓	
Current National Police Clearance (within 3 months of application).	✓	
Demonstrated experience working as an Environmental Health Officer, preferably within a local government environment.		✓
SKILLS, KNOWLEDGE & ATTRIBUTES	ESSENTIAL	DESIRABLE
Sound knowledge and understanding of environmental health and public health legislation relevant to local government.	✓	
Well-developed inspection, investigation and enforcement skills, including sound professional judgement.	✓	
High-level verbal and written communication skills, including the ability to prepare clear reports and correspondence.	✓	
Strong organisational, time management and prioritisation skills.	✓	
Well-developed interpersonal, negotiation and conflict-resolution skills.	✓	
Demonstrated ability to work autonomously and as part of a collaborative team.	✓	
Proficiency in the use of computer applications, including Microsoft Office and regulatory systems.	✓	
Knowledge of work health and safety and equal opportunity legislation.		✓
Knowledge of local government structures, governance frameworks and decision-making processes.		✓

# IMPORTANT: APPLICATION GUIDELINES

## 1. CLOSING DATE

The Closing date and time for applications is **5pm, Monday, 25 May 2026**.

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon. We may commence interviews upon receipt and reserve the right to close the position early.

## 2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire's Website Employment page and the Current Vacancies Position's Information page.

## 3. COVER LETTER / SELECTION CRITERIA

### Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. For you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of three pages.

### Selection Criteria

The selection criteria are the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly except for items in bold which require more detail. It may be helpful to refer to the STAR (Situation Task Action Result) method in preparing your responses.

Please address your letter to:

### ***Confidential Application***

*Environmental Health Officer / Environmental Health Technical Officer*

***Mrs Melinda Prinsloo***

***Chief Executive Officer***

***Shire of Chittering***

***PO Box 70***

***BINDOON WA 6502***

#### 4. WORKPLACE ACCESSIBILITY AND ADJUSTMENTS

The Shire of Chittering is committed to creating a workplace that is accessible and inclusive. We recognise that employees and applicants may require workplace adjustments to perform at their best.

Adjustments may include, but are not limited to:

- Modifications to equipment or tools
- Adjustments to work practices or duties
- Flexible work arrangements where operationally feasible
- Support during the recruitment process

Applicants are encouraged to identify any adjustments they may require during the recruitment or employment process. All requests will be treated confidentially.

#### 5. RESUME

Your resume should include:

- Your personal details.
- Your contact details, including mobile number.
- Work history (with your current position first).
- Periods of employment.
- Position(s) held with details of the duties.
- Details of accredited and/or academic qualifications.
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application.

#### 6. SUBMITTING APPLICATIONS

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

Applications can be submitted by one of the four ways, as follows:

**Online:**

Applications can be submitted online via the Shire's Website

<https://www.chittering.wa.gov.au/forms/employment-application-form/52>

**Email**

chatter@chittering.wa.gov.au

### **Post**

Applications must be posted in a securely sealed envelope and clearly addressed to:

*Shire of Chittering*  
*PO Box 70*  
*BINDOON WA 6502*

### **In-Person**

Applications must be handed in to:

*Shire of Chittering*  
*6177 Great Northern Highway*  
*BINDOON WA 6502*

*Opening hours 8.30am to 4.30pm Monday to Friday.*

## **7. EMPLOYMENT INFORMATION & CONTACT DETAILS**

### **Equal Opportunity Employer**

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

### **Disability inclusion and workplace adjustments**

The Shire of Chittering is committed to providing a workplace that is inclusive and accessible. We encourage applications from people of all abilities, backgrounds and experiences. Reasonable workplace adjustments are available at all stages of the recruitment and employment process to support applicants and employees with disability.

### **Employment Requirements**

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon. Alternative arrangements, including accessible interview formats, can be provided upon request.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia.
- National Police Clearance (within 3 months of position closing date); and
- Pre-employment medical assessments are role-specific and designed to ensure employees can safely perform the inherent requirements of the position, with reasonable adjustments where appropriate.

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

## **8. SHIRE CONTACT**

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au).

## **9. APPLICATION CHECKLIST**

- Employment Application Form
- Brief Cover Letter Addressing Position Description
- Copies of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance.
- Retained a copy of the application for personal references.