



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Principal Environmental Health Officer

FULL TIME

Applications will be accepted until Close of Business on **Friday 31 October 2025**

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Meg Symes - Human Resources on (08) 9761 0807 or via email to msymes@bridgetown.wa.gov.au.

VACANCY

Principal Environmental Health Officer

FULL TIME

Do you want to play a pivotal role in ensuring high standards of public health and safety in a small and vibrant community? Join a collaborative and close-knit team in this impactful role and take ownership of the environmental health function.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Negotiated salary between \$100k - \$110k plus super
- Negotiated restricted private use of a vehicle
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Leigh Guthridge - Director Development & Regulatory Services on 0429 686 903.

Applications close on Monday 27th October 2025.

POSITION DESCRIPTION

POSITION TITLE Principal Environmental Health Officer

DEPARTMENT Development and Regulatory Services

AWARD COVERAGE AND CONDITIONS

- Negotiated rate under the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.
- Permanent, full-time role
- Restricted use of a Council Vehicle (to be negotiated)
- Monthly RDO

POSITION OBJECTIVES

- Discharge statutory obligations in accordance with relevant legislation
- Report on and enact legislation amendments as required
- Assist in the formulation of policy development and strategic objectives and review under the direction of the Director of Development and Regulatory Services (or person acting in this capacity)
- Provide technical and professional advice to Council, Community, Business groups and Industry
- Assist with other duties as required for the efficient operation of the Shires Development and Regulatory services business unit

REQUIREMENTS OF THE POSITION

Skills

- Excellent verbal and written communication skills to interpret the needs of the community, builders, plumbers, food industry and other stakeholders
- Computer literacy and proficient in the use of the Microsoft Office suite of packages
- Developed self-organisation and analytical skills
- Developed interpersonal and public relations skills
- Possess a customer service focus and commitment to quality
- Sound investigation skills
- Excellent conflict resolution and problem-solving skills

Knowledge

- Working knowledge of the *Health (Miscellaneous Provisions) Act 1911*, *Public Health Act 2016*, the *Food Act 2008*, the *Environmental Protection Act 1986*, *Caravan Park & Camping Ground Act 1995* and the *Local Government Act 1995*
- Developed knowledge of gathering evidence and court procedures

Experience

- At least three (3) years' experience as an Environmental Health Officer

Qualifications

- Formal qualifications in Environmental Health or equivalent that is acceptable to the Chief Health Officer for gazettal as an Environmental Health Officer under the Public Health Act 2016
- Current "C" class driver's licence

KEY DUTIES/RESPONSIBILITIES

General

- Advise builders, plumbers, the general food industry and the community on aspects concerning the Health Act and Food Act and the relevant regulations
- Offer advice and information to customers on matters pertaining to health
- To assist in the preparation and implementation of a Public Health Plan once funded and directed
- To undertake noise and pollution investigation and monitoring
- Assist the Director of Development and Regulatory Services with the preparation of the annual budget and other integrated planning and reporting framework requirements relating to environmental health services
- Monitor and enforce compliance with environmental health legislation, including inspections, investigations, issuing notices, and initiating legal action where necessary.
- Prepare reports for Council on environmental health matters where required.
- Represent the organization at relevant meetings, forums, and inter-agency collaborations.
- Identify emerging environmental health risks and contribute to policy development and strategic planning.
- Oversee and manage data collection, record keeping, and the use of information systems for environmental health reporting and planning.

Water

- Conduct microbiological sampling of potable water from private supplies made available to the public from businesses, and to advise on remedial action if required
- Conduct microbiological sampling of environmental waters from natural water bodies under control of the local government (when required) and advise on remedial action if required
- Conduct routine chemical and microbiological sampling of public and semi-public swimming pools and spas, and advise on remedial action
- Conduct follow-up samples if potable or swimming pool results vary from the accepted standards

Food

- Administer the provisions of the Food Act 2008
- Develop and implement a food premises inspection program based on the risk profile of food premises within each Shire in line with best practice
- Assess and process plans of proposed food premises
- Inspect new premises for conformity for compliance with the Health Act/Food Act and associated standards
- Prepare food sampling programmes, and undertake food business inspections and food sampling
- Conduct microbiological food sampling
- Conduct routine sampling of foods for compliance with Food Standards of Australia
- Investigate food related complaints to gather evidence and prepare reports for the consideration of potential legal action
- Conduct testing of microwave ovens for conformance with Radiation Safety Regulations, and advice on remedial action

- Conduct food recalls and prepare certificates for food condemnation, and when required supervise the destruction of food

Buildings

- Conduct inspections of public buildings and assess against relevant legislation
- Inspection dwellings or buildings for compliance with the Health Act and local laws, and if necessary, prepare reports for the service of work orders

Effluent Disposal

- Process applications for Apparatus for the Treatment of Sewage inclusive of septic tank, aerobic treatment units (ATUs) and all other approved systems from the Department of Health, and inspect new installations for compliance with approved effluent disposal systems
- Conduct site inspections to assess soil suitability, water table constraints and to set and approved finished floor levels
- Investigate effluent disposal problems and advise or assist on remedial action.

Caravan Parks and Camping Grounds

- Conduct annual inspections Caravan Parks and Camping Grounds
- Process plans for building and ancillary uses on caravan sites
- Instigate remedial actions from inspections or prepare reports for the consideration by the Direct Report for potential legal action
- Investigate complaints and advise on remedial actions
- Process annual licensing

Events

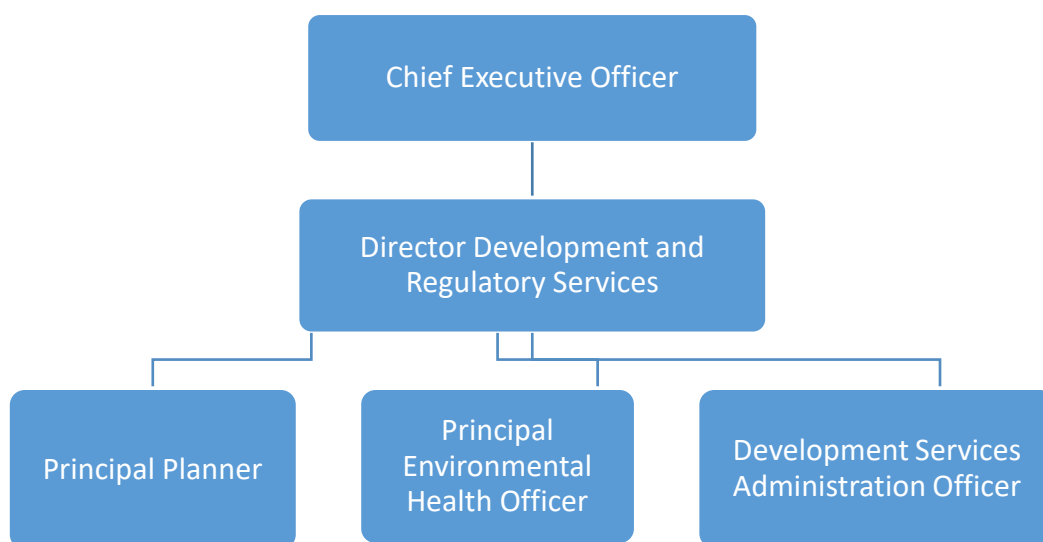
- Co-ordinate and process the Environmental health elements of event applications

Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues, and the general public

ORGANISATIONAL RELATIONSHIPS

- Reporting to
- Director Development and Regulatory Services – Shire of Bridgetown Greenbushes
- Supervision of
- None.



EXTENT OF AUTHORITY

Delegated authority to enforce:

- Local Government Act 1995
- Public Health Act 2016
- Health (Miscellaneous Provisions) Act 1911
- Environmental Protection Act 1986
- Food Act 2008
- Litter Act 1979
- Caravan and Camping Grounds Act 1995

SELECTION CRITERIA

Criterion	Essential	Desirable
Formal qualifications in Environmental Health or equivalent that is acceptable to the Chief Health Officer for gazettal as an Environmental Health Officer under the Public Health Act 2016	✓	
Ability to interpret, apply and enforce relevant legislation, codes of practice and standards relating to environmental health in a Local Government operational context	✓	
Possess strong analytical, problem solving and decision-making skills	✓	
Demonstrated ability to manage a wide range of complex environmental health Issues simultaneously through to resolution	✓	
Proven skills in negotiation and conflict resolution with stakeholders, applicants and community members	✓	
High level interpersonal and communication skills (written and verbal) and ability to manage stakeholder engagement and community education	✓	
Developed organisation and time management skills in a pressure work environment with competing priorities	✓	
Proven ability to contribute to a positive culture and work collaboratively within a development services team	✓	
Current "C" class drivers' licence	✓	
Authorised person as per Section 87(1) of the Environmental Protection Act 1986		✓
Three (3) years minimum experience in similar role or equivalent		✓
Local Government experience		✓
Knowledge of court procedures		✓

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education 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.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Meg Symes Human Resources on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au