



Date: 1 July 2026

## 1. Position Identification

|                         |                              |               |   |                   |                                            |
|-------------------------|------------------------------|---------------|---|-------------------|--------------------------------------------|
| <b>Title:</b>           | Environmental Health Officer |               |   |                   |                                            |
| <b>Position Number:</b> | PE.RE.157                    | <b>Level:</b> | 8 | <b>Agreement:</b> | Shire of Exmouth Industrial Agreement 2025 |
| <b>Department:</b>      | Development Services         |               |   |                   |                                            |
| <b>Section:</b>         | Environmental Health         |               |   |                   |                                            |
| <b>Location:</b>        | Exmouth, Western Australia   |               |   |                   |                                            |

## 2. Reporting Relationships

|                        |                              |
|------------------------|------------------------------|
| <b>Reports to:</b>     | Manager Development Services |
| <b>Direct Reports:</b> | Nil                          |

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- Integrity**  
 We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- Accountability**  
 We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- Respect**  
 We treat people with dignity, fairness and recognise their interests and rights.
- Innovation**  
 We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the Manager Development Services, the Environmental Health Officer is responsible for undertaking environmental health inspections, assessing compliance, preparing reports and recommendations, responding to community enquiries and supporting the delivery of regulatory services. The role contributes to protecting public health outcomes while providing practical and professional advice to businesses, residents and stakeholders.

## 5. Key Objectives

- Deliver effective environmental health services through inspections, investigations and compliance activities that protect and promote public health.
- Monitor and assess compliance with relevant legislation, regulations, standards and local laws, providing practical advice and appropriate regulatory responses.
- Prepare accurate inspection reports, compliance documentation, records and recommendations that support informed decision-making and statutory obligations.
- Provide responsive, professional customer service by assisting businesses, residents and stakeholders with environmental health enquiries and compliance requirements.
- Contribute to the continuous improvement of Environmental Health services through effective collaboration, efficient administration and adherence to Shire policies, procedures and legislative requirements.

## 6. Key Responsibilities

### Environmental Health Inspections and Compliance

- Conduct inspections of food businesses, public buildings, accommodation premises, swimming pools, caravan parks and other regulated activities.
- Assess compliance with relevant environmental health legislation, regulations, standards and local laws.
- Identify risks to public health and recommend corrective actions.
- Undertake follow-up inspections and monitor compliance outcomes.
- Investigate complaints relating to environmental health matters.

### Reporting and Recommendations

- Prepare detailed inspection reports, correspondence and compliance documentation.
- Document findings, observations and recommendations arising from inspections and investigations.
- Maintain accurate records and evidence to support regulatory decisions.
- Provide professional advice and recommendations to management, businesses and members of the public.

### Customer Service and Community Engagement

- Respond to customer enquiries relating to environmental health matters.
- Provide information and guidance regarding legislative requirements and compliance obligations.
- Assist in the delivery of public health education and awareness initiatives.

### Regulatory Administration

- Process applications, registrations, permits and approvals associated with environmental health functions.

- Maintain records and databases in accordance with legislative and Shire requirements.
- Support compliance monitoring and statutory reporting activities.

#### **Team Contribution**

- Work collaboratively with Planning, Building and Development Services staff.
- Contribute to continuous improvement initiatives and service delivery outcomes.
- Participate in professional development and maintain knowledge of legislative changes.

## **7. Risk Management and Workplace Health and Safety**

Employees must carry out their duties in accordance with the requirements of the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Complying with safe work procedures, policies and reasonable instructions provided by the Shire.
- Identifying and reporting hazards, incidents, injuries and near misses as soon as practicable.
- Using equipment, tools and Personal Protective Equipment (PPE) in a safe and appropriate manner.
- Participating in safety training, inductions and safety initiatives as required.
- Cooperating with the Shire on matters relating to work health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided for health and safety purposes.

Employees are also expected to support the Shire's **risk management practices** by:

- Identifying and reporting risks that may impact safety, service delivery, compliance or organisational objectives.
- Complying with the Shire's risk management framework, policies and procedures.
- Taking reasonable steps to minimise risks within their work activities and reporting any issues that may affect the safe and effective delivery of services.

## **8. Qualifications and Work Experience**

#### **Mandatory Requirements**

- Current "C" Class Western Australian Driver's Licence
- Valid Australian Work Rights

#### **Essential**

- Experience undertaking inspections, compliance monitoring and report writing.
- Ability to interpret and apply relevant legislation, regulations, standards and local laws.
- Demonstrated ability to investigate issues, assess compliance and make sound recommendations.
- Well-developed written communication skills, including the preparation of reports, correspondence and records.
- Well-developed interpersonal and customer service skills with the ability to communicate effectively with a diverse range of stakeholders.
- Strong organisational skills with the ability to manage competing priorities and meet deadlines.
- Proficiency in Microsoft Office applications and electronic record management systems.

## Desirable

- Qualification in Environmental Health, Public Health, Health Sciences, Compliance, Regulatory Services or a related discipline.
- Experience working in a local government or regulatory environment.
- Knowledge of environmental health legislation and public health principles.
- Experience undertaking food business, accommodation, public building or other environmental health inspections.
- Experience preparing compliance documentation, notices or regulatory reports.
- Knowledge of local government processes and customer service practices.

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*