



POSITION DESCRIPTION

Principal Environmental Health Officer
REGULATORY & DEVELOPMENT SERVICES

APRIL 2026

POSITION	Principal Environmental Health Officer	DIVISION	Regulatory & Development Services
AWARD	Local Government Industry Award (IA) 2020	BAND	Band 9 (Contract 3 Years)

POSITION SUMMARY

The Principal Environmental Health Officer provides strategic leadership to deliver high-quality environmental health outcomes for the Shire of Gingin through the development, implementation, and evaluation of monitoring, compliance, and community education programs aligned with corporate objectives.

The role applies high-level technical judgement in interpreting and administering relevant legislation, including the Health and Food Acts, and leads the continuous improvement of regulatory and operational frameworks. It drives initiatives that improve community health outcomes and identifies emerging environmental health risks and appropriate intervention strategies.

The position ensures the effective planning, development, and management of the Environmental Health business unit and the achievement of the Shire’s statutory obligations.

The role provides authoritative advice to the CEO, Executive Management Team, Council, and stakeholders on complex environmental health and biosecurity matters, and influences organisational strategy through policy development, program evaluation, and service innovation.

VALUES STATEMENT

The Shire of Gingin’s corporate values are to be guided and informed by our belief in and Commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire’s Code of Conduct, management directives and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire’s resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire’s Strategic Community Plan, Corporate Business Plan, and Service Delivery Plans.
- Services are managed in-line with the Shire’s Customer Service Charter and in an efficient manner.

REQUIREMENTS OF THE POSITION

***Key Selection Criteria** – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree or postgraduate tertiary qualifications in Environmental Health accredited by Environmental Health Australia, or qualifications and experience that are substantially equivalent and appropriate to undertake the role of Environmental Health Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current "C" class driver's licence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current National Police Clearance (under 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
Strong understanding of Local Government legislative framework, particularly the application of the <i>Public Health Act 2016</i> , <i>Local Government Act 1995</i> , <i>Food Act 2008</i> and the ability to interpret legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with the intra-divisional functions of Environmental Health, Compliance, Planning and Building Development within Local Government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in preparing Council reports, and knowledge of Local Government protocols and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to deliver public health programs, projects, and resources in line with relevant departments within Local Government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of and experience in corporate decision-making processes and developing corporate strategy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated knowledge of relevant Local Government legislative and statutory requirements and/or contemporary governance principles and standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated knowledge in preparing and managing budgets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
High level organisational and time management skills with the ability to prioritise multiple projects and competing demands to meet deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level communication skills both verbal and written, with the ability to write reports and relevant communication where the audience can range from elected members through to community, key stakeholders, and delegated officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level initiative and lateral problem-solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly developed influencing and facilitation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to work both autonomously and as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to lead and supervise a small team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

KEY DUTIES

As directed by the Executive Manager Regulatory and Development Services, the Principal Environmental Health Officer shall:

Monitoring/Investigations

- Ensure compliance with the *Public Health Act 2016*, *Food Act 2008*, *Environmental Protection Act 1986*, associated Regulations and Local Laws adopted by the Shire.
- Lead and coordinate environmental health inspection, investigation, and compliance programs across the Shire, ensuring effective delivery of statutory functions and risk-based regulatory priorities.
- Manage and resolve complex environmental health complaints, providing authoritative interpretation of legislation and determining appropriate compliance, enforcement, or preventative strategies.
- Provide technical oversight and review of inspections undertaken across premises, ensuring consistency, quality assurance, and adherence to legislative and organisational standards.
- Oversee food safety compliance programs, ensuring effective monitoring, assessment, and enforcement within local businesses, events, and temporary operations.
- Direct and evaluate environmental monitoring programs, including water quality sampling and analysis, ensuring data informs risk management and policy development.
- Coordinate assessment of development applications, building plans, wastewater applications, and premises fit-outs, ensuring integration of environmental health requirements within statutory planning processes.
- Liaise at a senior technical level with external agencies including the Department of Health and the Department of Water and Environmental Regulation to influence outcomes and ensure alignment of regulatory approaches.
- Provide strategic input and technical oversight in relation to pest and vector management programs delivered by external providers or internal stakeholders, ensuring alignment with public health objectives.

Special Projects

- Provide oversight and strategic input into the development, implementation and continuous review of the Local Public Health Plan and associated initiatives.
- Identify, evaluate and implement strategic initiatives to address emerging environmental health risks and legislative changes and best-practice developments.
- Review and improve procedures and systems to support effective environmental health service delivery.
- Oversee and support the development and delivery of environmental health education and promotion programs, ensuring alignment with strategic health promotion objectives.
- Review and endorse educational materials, resources and publications relating to environmental health.
- Provide technical leadership, mentoring, and capability development for Environmental Health staff, supporting succession development and continuous improvement of professional practice.
- Ensure appropriate assessment frameworks and risk-based approaches are applied to community events to support compliance with public health legislation.

General Administration

- Provide high-level technical and scientific advice on Environmental Health matters to Council, Executive Management, staff, the community and external agencies.
- Ensure a high standard of customer service through responsive, professional and effective communication.
- Represent the Shire at meetings, forums, committees and working groups relevant to Environmental Health.
- Supervise Environmental Health staff, including Environmental Health Technician(s), providing guidance, mentoring and technical oversight.
- Provide leadership and oversight of Environmental Health staff, including technical supervision, performance development, and guidance on complex regulatory matters.
- Lead the development, monitoring, and reporting of Environmental Health budgets, ensuring alignment with corporate financial objectives and effective resource utilisation.
- Prepare and review reports for Council, Committees and Executive Management, ensuring accuracy, analysis, and strategic relevance.
- Ensure accurate and compliant record keeping, reporting and data management systems are maintained.
- Ensure governance standards are maintained through robust recordkeeping, data integrity, reporting systems, and compliance with statutory documentation requirements.
- Provide strategic oversight of environmental health administrative systems, ensuring efficient processing of applications, compliance records, and regulatory reporting.
- Perform other duties as directed by the Executive Manager Regulatory and Development Services within the scope of the role.

WORK HEALTH SAFETY & HEALTH

- Ensure adherence to WHS policies and procedures.
- Consult with workers and H&S representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of WHS information and systematically disseminate information to all workers.
- Ensure that workers, including volunteers and contractors, are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviour.

EXTENT OF AUTHORITY

Operates under broad direction of the Executive Manager Regulatory and Development Services, exercising significant autonomy within corporate policies, statutory frameworks, and legislative requirements. The role is responsible for interpreting and applying relevant legislation and organisational guidelines, and for exercising delegated authority to develop, implement, and adapt procedures and practices to achieve statutory compliance and organisational objectives

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Chief Executive Officer
- Executive Manager Regulatory and Development Services

Number of Staff Positions Supervised Directly: **2**

0

Number of Staff Positions Supervised Indirectly:

INTERNAL	EXTERNAL
Chief Executive Officer	Contractors
Executive Managers	Ratepayers
Other Shire Employees	Members of the Public
Elected Members	State & Federal Government Departments

POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Employee’s Name: _____

(BLOCK LETTERS)

Employee Signature: _____

Date: _____

Signature: _____

Date: _____

James Bayliss

ACTING CHIEF EXECUTIVE OFFICER



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