



# Shire of Carnarvon Employment Package

## Environmental Health Officer (re-advertised)

**Position No 04/2019**



**Applications Close  
4pm WST  
Friday 7th June 2019**

Shire of Carnarvon  
PO Box 459, Carnarvon WA 6701  
Phone (08) 9941 1000  
Fax (08) 9941 0099  
Web [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)  
Email [lymn.d@carnarvon.wa.gov.au](mailto:lymn.d@carnarvon.wa.gov.au)

## **INDEX**

---

Advertisement	Page 3
Position Description and Selection Criteria	Page 4
Conditions	Page 8
About Carnarvon (including pictorial)	Page 10
Council Information	Page 16

## **APPENDICES**

---

Notes for Applicants	Page 17
Employment Acknowledgement Application Form	Page 18

## ADVERTISEMENT

---

**SHIRE OF CARNARVON**  
*'Catch a Taste of the Great Life'*

**ENVIRONMENTAL HEALTH OFFICER**  
**(re-advertised)**  
**POSITION NO. 04/2019**

Based in Carnarvon, the gateway to Australia's Ningaloo Coast, this position provides exceptional career opportunities, and the benefits of living within very close proximity to the Ningaloo Reef and World Heritage areas. Equally, the vast Australian outback will beckon you and a visit to the majestic Kennedy Range is not to be missed. With an exceptional climate (average yearly temp of 26°C), and a vibrant and diverse community which offers exciting culinary delights, you need to come to Carnarvon and 'Catch a Taste of the Great Life'.

The position will suit an officer with a minimum of 2 years environmental health experience in local government. The successful applicant will be required to have the following key requirements/qualifications –

- Practical experience in the implementation of a diverse range of environmental health services and programs common to local government including delivery to people of diverse cultural backgrounds and minority groups.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite.
- Qualification in Bachelor of Science Degree – Environmental Health or equivalent qualifications suitable to the Executive Director Public Health for appointment as an Environmental Health Officer under the Health Act 1911. However, persons with qualifications in a similar health related discipline and who may be suitable to perform non-statutory functions of the Environmental Health Officer position will be highly regarded and are encouraged to apply.

Depending on your qualifications and experience, a base salary of \$75,448. per annum (total salary package approx. \$88,804 pa) is offered including five weeks annual leave with loading.

**Interested?**

An information package can be obtained by contacting the Organisational Development Advisor by email [lymn.d@carnarvon.wa.gov.au](mailto:lymn.d@carnarvon.wa.gov.au) or on 9941 0064, or Council's website at [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au).

The selection criteria must be address and written applications can be forwarded to the Organisational Development Advisor, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701, or by email – [lymn.d@carnarvon.wa.gov.au](mailto:lymn.d@carnarvon.wa.gov.au) by no later than 4pm Friday 7<sup>th</sup> June 2019.

The Shire of Carnarvon is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

David Burton  
**CHIEF EXECUTIVE OFFICER**

<b>POSITION TITLE</b>	ENVIRONMENTAL HEALTH OFFICER
<b>DIVISION</b>	DEVELOPMENT SERVICES
<b>AWARD LEVEL</b>	Local Government Industry Award 2010 – Shire of Carnarvon Band 6
<b>DATE EFFECTIVE</b>	OCTOBER 2018
<b>REPORTS TO</b>	EXECUTIVE MANAGER DEVELOPMENT SERVICES

## POSITION DESCRIPTION

---

### Our Organisation

The Shire of Carnarvon is a customer service organisation that provides services and facilities to a large regional area. The measurement of our success and our reputation depends on good customer service – from everyone.

### Our Values

Shire of Carnarvon Values:

- Courage
- Authenticity
- Excellence
- Respect and Inclusion
- Humility
- Passion
- Cohesion

By defining and communicating our values we will:

- Be consistent in our customer service delivery
- Have a shared agreement about our behaviour with each other and with our customers
- Build on loyalty, trust and our reputation
- Recruit the right people into our organisation
- Promote, recognise and reward people who demonstrate these values

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

We ask that all employees demonstrate these values in the work they do and in the way they do it. What we do is important. How we deliver our service is even more important!

## Section A: Position Summary

### Organisational Relationships

<b>Responsible to</b>	Executive Manager Development Services
<b>Supervision of</b>	N/A
<b>Internal Liaison</b>	Council, All Staff.
<b>External Liaison</b>	General public, Local businesses, Local government authorities, State government authorities, Consultants, Contractors

### Position Overview

Practical experience in the implementation of a diverse range of environmental health services and programs common to local government including delivery to people of diverse cultural backgrounds and minority groups.

### Position Objectives

- Administer the Carnarvon Shire Council's role and function in delivering and managing public and environmental health programs and services within the Shire;
- Maintaining and ensuring high standards of public and environmental health within the Shire; and
- To assist Council and staff in the good governance and administration of the Shire.

## **Section B: Specific Functions and Key Tasks**

### **Key Duties and Responsibilities**

- Assist in the monitoring, review, revision (where necessary) and implementation of the Shire's Environmental Health Plan;
- Assist in administering and enforcing relevant requirements and provisions of the Health Act 1911, Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997 (WA) and other relevant statutes pertaining to the Shire's public and environmental health role and function;
- Assist in the initiation, formulation, implementation, monitoring and review of relevant Shire public and environmental local laws, policies, and program;
- Inspect and monitor premises to ensure compliance with relevant health related legislation;
- Assist in the registration and licensing of premises as required under relevant legislation;
- Investigate and report upon complaints received from the public to the PEHO and take remedial action as directed;
- Maintain environmental health records as required;
- Perform food & water sampling for the purpose of analysis as required;
- Assess land use and development (including building) proposals for compliance with relevant health legislation and standards.
- Undertake inspections of the Shire's land fill sites and carry out other duties related to waste management.
- Any other duties as directed by the Manager.

### **OSH Responsibilities**

The following responsibilities are intended to be used as a guide only to assist you in identifying the responsibilities within your organisation.

- Work with care for their own safety and health and that of others
- Participate in developing safe work procedures and follow them
- Participate in training
- Use equipment properly and report any faults/damage
- Use personal protective equipment as directed
- Report hazard and incidents to their Supervisor/Manager
- Participate in your return to work plans

### **Extent of Authority**

- Works, under the supervision of the Executive Manager Development Services within the established guidelines, procedures and policies of Council as well as statutory provisions of the Health Act 1911 (WA) and other legislation.

**PLEASE NOTE:** Employees may be required to undertake other duties within the limits of their skill, competence and training, consistent with their band level, in any area of the Shire administration. All Shire employees will be required to provide support during natural disasters/emergency events.

## Section C: Key Selection Criteria

### Essential Criteria

- Bachelor of Science (Environmental Health) or equivalent qualifications acceptable to the Executive Director of Public Health for appointment as an Environmental Health Officer under the *Health Act 1911*.
- Noise qualifications suitable for appointment as an authorised officer under the *Environmental Protection Act 1986*.
- Holder of a Western Australian (or equivalent) current 'C' class driver's licence
- Three (3) years previous experience as an environmental health officer within Federal, State, or Local Government. This experience is to include demonstrated experience of a basic understanding of regulatory processes and procedures; community and intergovernmental liaison and consultation; and involvement in public and environmental health promotion.

### Desirable Criteria

#### Knowledge

- Sound knowledge of the *Health Act 1911 (WA)*, and the *Local Government Act 1995 (WA)*, and subsidiary legislation, where they pertain to public and environmental health;
- Sound knowledge of the *Environmental Protection (Noise) Regulations 1997 (WA)*;
- Working knowledge of Federal governance pertaining to public and environmental health;
- Working knowledge of tools, practices and techniques that will assist in the carrying out of Council's role and function in the delivery and management of public and environmental health programs and services;
- General knowledge of governmental processes and procedures;
- General knowledge of trends and initiatives in the delivery and management of public and environmental health programs and services;
- Basic knowledge of the municipal district.

#### Skills

- Excellent verbal and written communication
- Analytical and problem-solving
- High level of customer Service
- Interpersonal
- Report keeping
- Conflict resolution/negotiation and time management
- High level of Computer literacy especially in Microsoft suite of programs

## CONDITIONS OF EMPLOYMENT

---

Conditions of employment may include but not limited to the following:

- Employed under the conditions of Local Government Industry Award 2010
- Shire of Carnarvon Band 6
- A 6-month probationary period will apply
- 76 hours per fortnight (Flexi Time option available).
- 5 weeks annual leave, plus 17 ½ % loading per annum.
- 10 days (approximately) sick leave per annum.
- Council subsidises the cost of uniforms – As per Council Policy.
- No housing is provided for in the position however a housing subsidy applies – As per Council Policy.
- A district allowance of \$1,020 pa is payable. Should your partner be either unemployed or not claim a district allowance from their employer, you may claim a further \$1,020 for your partner.
- Superannuation: -
  - Superannuation Guarantee (SGC) payable at 9.50% of Employee Salary is offered – payable by the Council.
 Optional Superannuation in addition to the above is payable on the following basis:
  - Employee Contribution 5% or greater.
  - Council Contribution 2% (current and subject to Policy)
- A single return economy airfare from Carnarvon to Perth will be provided annually.
- Direct banking of pays.
- Parental leave.
- Council maintains a smoke free working environment.
- The Shire of Carnarvon is an Equal Opportunity Employer.
- Employees are required, and at their own expense as a condition of employment, to have completed a medical examination prior to appointment.
- All employees are required as a condition of employment to have signed the Confidentiality Agreement.
- Employees will be required to have Federal Police clearance prior to appointment (less than 6 months old).
- The choice of whether you wish to join the Union is yours. Membership of unions is not compulsory.
- Arrangements for payroll deductions are available.
- Council is extremely safety conscious and the employee as a condition of their employment will be required to abide by Council's safety management systems and procedures.
- Shire of Carnarvon has an Injury Management Policy.
- Shire of Carnarvon has a Customer Service Charter which all employees must adhere to as a condition of their employment.
- Attending work under the influence of alcohol and/or drugs is strictly prohibited.
- All moneys owed to the Shire of Carnarvon will be reimbursed by the employee upon termination of employment. Such reimbursement can be by way of (yet not limited to) deductions from employee's termination payments.
- You are responsible for attaining and maintaining all relevant Western Australian motor vehicle driver's licences of the classes as stated in the Position Description. Failure to attain and maintain such licences may jeopardise continuing employment with the Council.



## WHERE IS CARNARVON?



Carnarvon is the Regional Centre for the Gascoyne

- Carnarvon to Perth (904km)
- Carnarvon to Karratha (632km)
- Carnarvon to Denham/Shark Bay (323km)
- Carnarvon to Geraldton (480km)

## ABOUT CARNARVON

---

Carnarvon is famous worldwide for its varied and amazing attractions exclusive to this part of our State – Mt Augustus, the biggest rock in the world, beautiful wildflowers and a fishing paradise along our coast.

The scenery is spectacular, and our best natural asset is our weather. Average maximum of January is 31°C and July 22°C. Highest recorded temperature 47.7°C. Average yearly rainfall 229mm. Average yearly temperature 26.6°C. Population of 4426 as of Census report 2016.

Carnarvon, the hub of the Gascoyne, has grown in stature over the years as a popular base to shop and sample locally grown produce and fish.

The CBD comprises a wide range of retail Outlets – Woolworths, a newsagency, variety of shops, electrical stores and more.





Carnarvon is located on the Gascoyne River Delta. The Gascoyne River is 764km long and supplies water to both the plantations which align both sides of the river and the town water supply. When in flow, the Gascoyne River also provides some ideal swimming areas for the family including Chinamans Pool and Rocky Pool.



**Ten Mile Bridge and Gascoyne River in flow.**



**Aerial of bridge and Plantations.**

Note that when the river bed is dry, water still runs beneath and is contained within the aquifers located beneath the river bed.

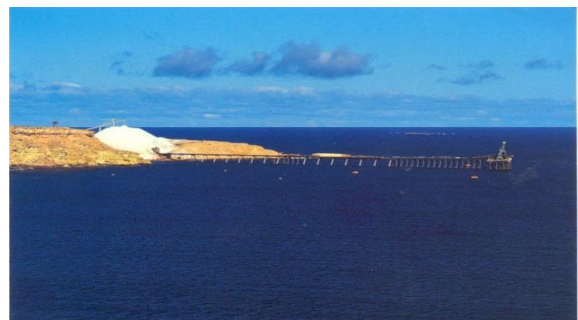
### **Industries**

Carnarvon's major industries are tourism, RIO Tinto, pastoral, fishing and horticulture. Our seafood industry produces over \$56m per year.

The Carnarvon Plantation area comprises 176 plantations with the industry valued at \$73m with an export of 30,000 tonnes per year. Produce ranges from bananas, tropical fruits, vegetables, citrus, stone fruit and avocados and many more. Along with Bananas, table grapes are also a major export for Carnarvon.



Rio Tinto located out on Lake MacLeod, 65kms north of Carnarvon Lake MacLeod measures 2072 square kilometres; 110km long and 40km wide.



Fishing is also a predominant industry in the Gascoyne with the region's catch dominated by prawns, however scallops, lobster, crabs and a variety of wet line fish are also caught in the area and processed in Carnarvon.



Pastoral stations take up 115,800kms of the Gascoyne with the production of meat and wool being its primary activities however many stations are diversifying into goat domestication, aquaculture and outback tourism.

There are also many stations throughout the Gascoyne that cater for both the locals and the tourists. Some stations offer personalised tours or will provide directions on where to explore some of the most beautiful country in Australia



### **Recreation**

Carnarvon is a very sport minded community with every sport being catered for including soccer, cricket, basketball, netball, and many more.

We have two premier sporting ovals – Town Oval and the Festival Grounds. The Festival Grounds also includes premier football oval, netball courts, soccer fields, pavilions and toilet facilities.

Carnarvon also caters for the swimming fraternity with both a 25m swimming pool and toddler's pool.



### **Education**

Education is also well catered for in Carnarvon.

Carnarvon Community College operates levels from Kindy to Year 12.

Carnarvon Christian School accommodates Kindy to Year 7, and St Mary Star of the Sea Catholic School from Kindy to Year 10. Geraldton's Nagle Catholic College has a Carnarvon campus for Year 11 and 12 students.

Durack Institute of Technology – TAFE, located in Carnarvon offers a wide range of adult courses.



## Medical and Ancillary

Excellent medical facilities exist with a Regional Hospital including general, children's and maternity wards. You can either see a doctor on call or make an appointment with one of the private doctors at the Carnarvon Medical Centre or Aboriginal Medical Centre. A dental surgery is located within the CBD and open 5 days a week.

## Sites and Attractions

We also have some of the most beautiful coastline in Australia. You can swim at one of many of our beaches within the town area, travel 40kms north to the 'Blowholes' or travel 237.8km to the pristine Coral Bay north of Carnarvon. Below are some of Carnarvon's scenic destinations. Check out the Carnarvon Visitors Centre website <https://www.carnarvon.org.au/> for more information on the Gascoyne Region.



Blowholes.



Coral Bay.



Rocky Pool, 48.3km from Carnarvon.



Chinaman's Pool.

## **Carnarvon OTC**

The Overseas Telecommunications Base is situated on Brown's Range and ceased to operate as an earth satellite base on 31st March 1987. Carnarvon was the site of Australia's first earth station for satellite communications and during the 'Gemini' and 'Apollo' space missions, it was the station that transmitted the first live TV from Australia to the outside world (to London) on 25th November 1966. The OTC station also relayed the first live TV into WA on 21st July 1969. This second event was Neil Armstrong's first steps on the moon received in Canberra and transmitted via a Pacific communications satellite to the Carnarvon station and along a new coaxial cable to Perth TV stations and into the homes of West Australians. The Carnarvon Space and Technology Museum was opened in June 2012 by Dr Buzz Aldrin and documents the town's role in the space race.



## **Carnarvon Library and Art Gallery**

Officially opened in October 2013 by the Premier of Western Australia, the Hon. Colin Barnett, the new Regional Library and Art Gallery was funded through several sources of Royalties for Regions grants. The modern and contemporary space has improved access to information, knowledge, art, skill development, cultural awareness, technology, workshop space, historical information and a social hub and provides the Shires of Exmouth, Upper Gascoyne, Shark Bay and Carnarvon communities with both a library and art gallery that will meet and address current and future needs.





## Developments

Northwater Estate – Stage One and Stage Two of this Estate has been completed. Waterfront lifestyle and central location are major attractions to this area.



Northwater Estate.



Aerial view of the Fascine waterway.

## COUNCIL INFORMATION

---

The Shire of Carnarvon is one of the largest local authorities in the state and is situated some 904kms north of Perth. The Shire is recognised as the centre of the Gascoyne Region, which comprises the Shires of Carnarvon, Exmouth, Shark Bay and Upper Gascoyne, and accordingly is located within the town as is many regional offices for many government departments.

Office Location	Francis Street, Carnarvon
Website	<a href="http://www.carnarvon.wa.gov.au">www.carnarvon.wa.gov.au</a>
Email	<a href="mailto:lymn.d@carnarvon.wa.gov.au">lymn.d@carnarvon.wa.gov.au</a>
Area of Municipality	53,000 square kilometres
Total Revenue	\$14.3 million
Population	4426
Length of Roads	Sealed – 670kms Unsealed – 1243.37kms
Number of Employees	Main Office (44) Depot (23) Library (4) Civic Centre & Visitors Centre (6) Airport & Waste Facility (6) Rangers (4)



## NOTES FOR APPLICANTS

**Thank you for your interest in the position advertised by the Shire of Carnarvon. Please read the following information to assist your application.**

### **Selection on the Basis of Merit**

The Shire of Carnarvon is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience and ability to perform the advertised position.

### **What to include in your application**

Your application should include:

1. A covering letter introducing yourself and explaining why you are applying for this position.
2. A detailed response to the selection criteria (see below for hints).
3. A current resume with the details of your past employment experience, and other information including skills, experiences etc which you feel are relevant to the position, e.g. involvement in community activities. Also include names and contact details of at least 2 employment references. (Please provide written permission in your application for the Shire to contact your nominated referees as required by the Federal Privacy Act 2000).
4. Other information about you as an applicant e.g. address, contact numbers; and
5. Any other information about your skills, experiences etc. which you feel are relevant
6. Do not include original documents e.g. References, certificates etc.

### **Statement Addressing Selection Criteria**

To be eligible for consideration, a person must meet all essential selection criteria. Although there is no right or wrong way to format your written application, you must address each selection criteria. Shortlisting (or selection for interview) is based on how well your knowledge, skills and abilities meet the selection criteria. Write your application so that the selection panel can fully appreciate your capabilities against each selection criteria.

As an applicant, it is your responsibility to demonstrate to the panel how you meet the selection criteria. The following information is a guideline to the type of information required in your detailed response to the Selection Criteria:

Statements should concisely describe how you meet each of the selection criteria, starting with the "essential" criteria.

The statements, in paragraph form, should include examples of the type of work, be it paid or unpaid work that you have completed. In other cases, details of your qualifications may be applicable. Do not include irrelevant information or "padding"- be clear and concise.

### **One copy only**

You should provide us with only one copy of your complete application.

### **Address for Applications**

Applications should quote the position number and be addressed to:

Organisational Development Advisor  
Shire of Carnarvon  
PO Box 459  
CARNARVON WA 6701  
or Email: [lymn.d@carnarvon.wa.gov.au](mailto:lymn.d@carnarvon.wa.gov.au)

### **Late Applications**

Late applications may be accepted 5 days after closing, but only in exceptional circumstances. If accepted, a late application will only be considered up to the close of short listing and in all cases the selection panel will assess each late application on its merits.

### **Application Process**

Receipt of your application will be confirmed by email. Shortlisted applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing once the preferred applicant has accepted the offer of employment. **Canvassing of Councillors or staff will disqualify an applicant.**

### **Further Information**

Should you require further information about the position, please contact the staff member nominated in the advertisement by telephone on (08)99410030 or Email: [lymn.d@carnarvon.wa.gov.au](mailto:lymn.d@carnarvon.wa.gov.au)

Shire of Carnarvon  
**EMPLOYMENT APPLICATION  
ACKNOWLEDGEMENT**



PO Box 459  
CARNARVON WA 6701  
Phone – 9941 0030 Fax – 9941 0099  
Email – [lymn.d@carnarvon.wa.gov.au](mailto:lymn.d@carnarvon.wa.gov.au)  
[www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)

**PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION**

<i>PLEASE PRINT IN BLOCK LETTERS</i>		
SURNAME		
GIVEN NAMES		
ADDRESS		
DATE		
CONTACT NUMBERS	Mobile	Home
POSITION APPLIED FOR		

.....

It is Council's practice to shortlist, interview, and make a job offer within six weeks of the advertised closing date for the vacancy. Your application is currently being assessed against the selection criteria and I anticipate that interviews for shortlisted applicants will be conducted within the three weeks after the closing date. If you have not been contacted within that time your application may have been unsuccessful. In the meantime, please do not hesitate to contact the Organisational Development Advisor on (08) 9941 0030 should you have any queries relating to the lodgement of your application.

Your interest in the Shire of Carnarvon and this position is appreciated.

David Burton  
**CHIEF EXECUTIVE OFFICER**