

Coordinator Environmental Health and Event Approval

Classification:	Level 7
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Health, Emergency and Rangers
Directorate:	Development & Community
Location:	Administration Office
Date reviewed:	October 2025
Approved by:	Director Development & Community

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To lead and coordinate Environmental Health and Event Approval staff to deliver a high quality and efficient service to the Shire of Broome

Position Key Responsibilities and Duties

Corporate / Organisational:

- Develop programs, set priorities, plan and organise own and team's work.
- Establish sectional systems and procedures
- Contribute to directorate's strategic and business planning, and budgeting processes as required.
- Monitor workflow and generate monthly reports on Environmental Health for distribution to the Manager Environmental Health, Emergency and Rangers, Executive and Council.

Environmental Health

- To ensure the Shire regulates compliance with the provisions of the Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Food Act 2008, Caravan Parks and Camping Grounds Act 1995, Local Government Act 1995, Health Local Laws 2016 and where appropriate give advice on applicable associated legislation and other legislative requirements.
- Maintain Environmental Health inspection and sampling programs. Ensure the programs are completed in accordance with statutory requirements and organisational time frames.
- Ensure the effective surveillance and management of mosquitoes and mosquito borne viruses in accordance with the Mosquito Management Strategy.
- Research and provide environmental health information for the Manager Environmental Health, Emergency and Rangers and other officers of the Shire.
- Prepare Council Policies and Reports as required.
- Provide comment, review, amend, update relevant Council policies, and communicate changes to legislation and local laws.
- Where required, provide environmental health advice on development applications and correspondence in accordance with the relevant legislation and Council's policies.
- Liaise with developers, landowners and consultants in providing advice on acceptable methods of achieving compliance and approval with environmental health legislation.
- Prepare written reports for agenda settlement. Implement resolutions of Council and report on progress of action taken.
- Attend to telephone, public counter and general enquiries and advise the public and developers on a wide range of environmental health matters.
- Provide evidence at Court as required.
- Conduct notifiable disease outbreak investigations as required

Customer Interface

- Coordinate daily functions of the Environmental Health and Event Approval team, to deliver exceptional internal and external customer service.
- Investigate environmental health related complaints for compliance with legislation and issue rectification notices as required.
- Maintain effective and co-operative communication with businesses, ratepayers and other stakeholders in accordance with Council policy.
- Provide information and advice on environmental health issues to the community, Shire staff and Councilors.
- Conduct promotional and educational programs for the Community on Environmental Health issues as required.

General Duties

- Provide guidance and assist the Administration Officer – Environmental Health and Events to assess and approve incoming event applications.
- Prepare reports and provide advice for Committee and Council meetings as required.
- Undertake emergency response and associated duties as required from time to time.
- Other duties as directed.

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations if required

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Budget:

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Development Services.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Manager, Environmental Health, Emergency and Rangers
Supervises:	Environmental Health Officers, Water Sampling Technical Officer – Environmental Health Administration Officer – Environmental Health and Events
Internal Contacts:	All Shire Staff
External Contacts:	Councilors Public/Ratepayers Shire's Solicitors Other Local Governments Business operators and professional groups Government agencies Land developers
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually
Delegated Authority:	This position has delegated authority from the Chief Executive Officer detailed in the Instrument of Delegation Register as amended from time to time
Authorisations	This position has authorisations under the following legislation: Food Act 2008, Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Local Government Act 1995, Caravan Parks and Camping Grounds Act 1995 and Health Local Laws 2016.

Selection Criteria

Essential:

- Demonstrated knowledge of Environmental Health legislation, principles and practices.
- Highly developed written and verbal communication skills.
- Demonstrated interpersonal, negotiation and conflict resolution skills.
- Well developed management skills with the ability to delegate, build capacity and effectively manage competing priorities.
- Demonstrated research and analytical skills with the ability to interpret and communicate health related issues, legislation, policies and procedures to a wide audience.
- A minimum of three years experience working in a local government Environmental Health role.
- Experience in regulatory enforcement including the issuing of Notices, Orders, Directions, Improvement and Clean-up Notices and the issuing of Penalty Infringement and Court Attendance Notices.

Qualifications and/or Training:

- Bachelor of Science (Environmental Health) or other qualification approved by the Chief Health Officer under section 18 of the Public Health Act 2016.
- Membership of or eligibility for membership of Environmental Health Australia.
- Current unrestricted "C" class national driver's licence.

Desirable:

- Mosquito management training and/or experience.
- Experience in the delivery of health promotion and community education initiatives to a wide range of target audiences.
- Experience in a regulatory function involving events, trading licenses and mobile food vans will be highly regarded.

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.