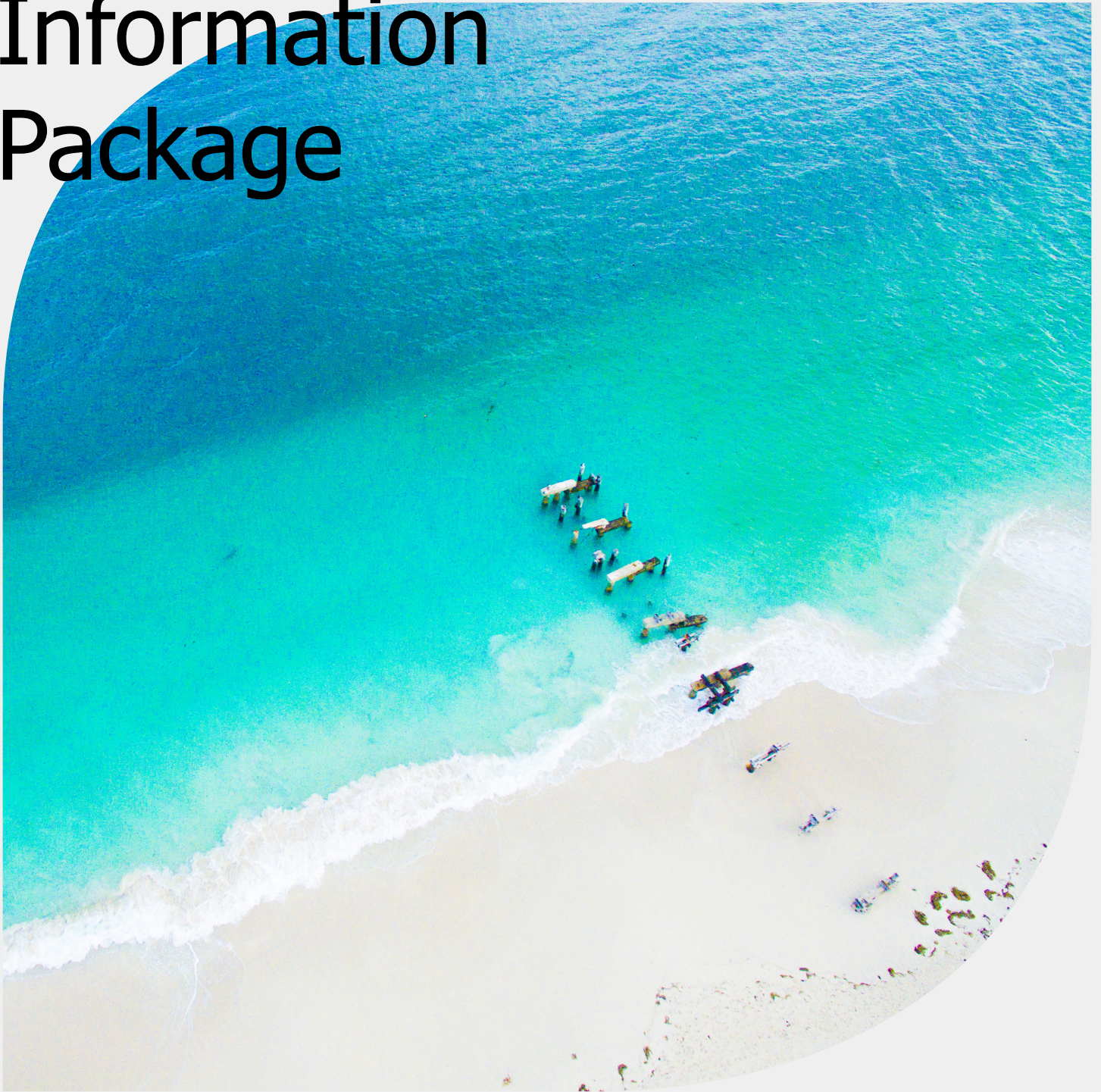


Employment Information Package



MANAGER ENVIRONMENTAL HEALTH

Enquiries:

Lauren Miles

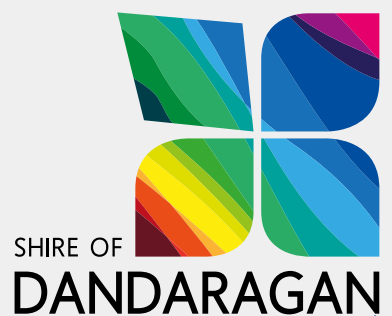
hr@dandaragan.wa.gov.au

08 9652 0800

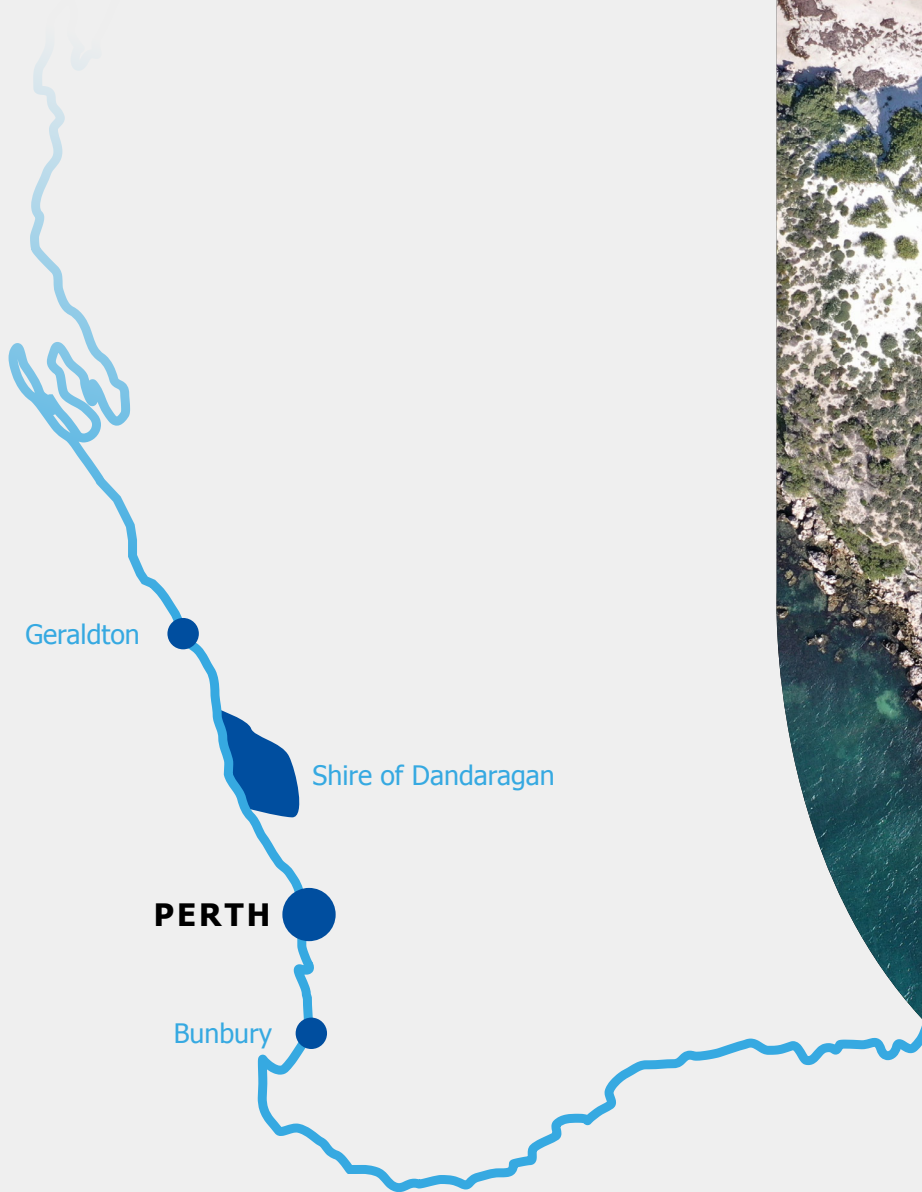
hr@dandaragan.wa.gov.au

Applications close 4pm Wednesday 16 October 2025

The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.



Introduction



Just 2 hours
from Perth



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at visitturquoisecoast.com.au

What makes Dandaragan a great place to work?



Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



**MANAGER ENVIRONMENTAL HEALTH
(PERMANENT FULL-TIME)
(LOCATION - JURIEN BAY)**

The Shire of Dandaragan is seeking a dedicated individual for the pivotal role of Manager Environmental Health. This is a fantastic opportunity to lead and shape our community's environmental and public health landscape in the beautiful seaside town of Jurien Bay. In this key position you will be responsible for a diverse range of crucial functions within our Development Services Department.

About The Role

The Manager Environmental Health will be responsible for ensuring the effective administration and enforcement of environmental and public health statutory requirements, providing expert advice and guidance on environmental protection and public health matters, leading the development and implementation of vital environmental health programs and policies, managing the statutory compliance of our waste disposal sites, providing positive leadership and development to our dedicated Environmental Health team and contributing to the strategic direction of the Shire as a member of the management group.

The remuneration for this role is \$100,000 to \$110,000 per annum plus superannuation and 5 weeks annual leave. Part-time work on a pro-rata basis, and hybrid working arrangements may be considered for the successful candidate.

How to apply:

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter**-outlining how you meet the requirements of the role
2. **A current resume**
3. **A completed application form** - found within this Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website www.dandaragan.wa.gov.au/employment or contact Lauren Miles, Human Resources Coordinator hr@dandaragan.wa.gov.au or on (08 9652 0800).

Applications close Wednesday 16 October 2025 4:00pm

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey

CHIEF EXECUTIVE OFFICER

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.

REQUIREMENTS OF THE POSITION:**General**

Skills	Essential	Desirable
Highly developed organisational and time management skills	✓	
Highly developed interpersonal skills particularly in relation to negotiation, public relations and problem solving	✓	
Highly developed oral and written communication skills	✓	
Developed technical interpretive and analytical skills	✓	
Knowledge	Essential	Desirable
Sound knowledge of information technology including computer systems and software operations	✓	
Working knowledge of local government governance, Council meeting procedures and agenda preparation		✓
Sound knowledge of local government budget and financial management procedures		✓
Experience	Essential	Desirable
Experience in the interpretation and application of relevant OHS Acts, Regulations, Australian Standards and Codes of Practice.		✓

Experience supervising staff and leading a team		✓
Qualifications and Training	Essential	Desirable
Completed or working towards completion of a Diploma or above in Occupational Health and Safety along with several years of relevant experience		✓
Hold a current "C" class motor drivers' licence	✓	

Environmental Health

Knowledge	Essential	Desirable
Extensive knowledge of the Health Act and other legislation in respect of environmental health	✓	
Knowledge of the Local Government Act, Liquor Licensing Act and Regulations		✓
Knowledge of Environmental Protection Act and Regulations including waste management		✓
Experience	Essential	Desirable
Experience in the programming and delivery of local government environmental health services	✓	
Experience in the delivery of public education initiatives i.e. Foodsafe	✓	
Experience and knowledge of environmental management		✓
Qualifications and Training	Essential	Desirable
Hold qualifications in the health discipline, i.e. Bachelor of Applied Science (Environmental Health), Diploma of Environmental Health or equivalent acceptable to the Executive Director of the Health Department for appointment to the position	✓	

Description		Salary Range	
Salary (cash component)	\$	100,000	\$ 110,000
Leave loading	\$	1,683	\$ 1,851
Superannuation Guarantee Charge (currently 12.0%)	\$	12,202	\$ 13,422
Superannuation (3% additional)	\$	3,050	\$ 3,356
Uniform subsidy	\$	500	\$ 500
Total	\$	117,435	\$ 129,129

APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS	
Position Advertised:	
Location:	Jurien Bay

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach copy of a Visa validating permission to work in Australia.
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.	
(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:

Contact No:	Contact No:
-------------	-------------

How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:
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EDUCATION / TRADE DETAILS

☐ **Refer to attached Resume for complete details (*please tick if attached*)**

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year Commenced	Name of School / Institution	Details

Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: ☐ Excellent ☐ Good ☐ Average ☐ Fair
 Are there any reasons you may be unable to carry out the full requirements of this position? ☐ No ☐ Yes, please give details:

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SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). ☐ No ☐ Yes Please provide details:

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A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie Facebook, Seek, Shire website, local paper etc)

CHECKLIST

<input type="checkbox"/> Application Form Completed	<input type="checkbox"/> Cover Letter
<input type="checkbox"/> Position Selection Criteria Addressed	<input type="checkbox"/> Current CV / Resume Attached
<input type="checkbox"/> Required Documentation Attached	<input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc)

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
3. I understand that Shire's recruitment and selection procedure involves a pre-employment medical examination by a Shire approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant:

Date:



69 Bashford Street
Jurien Bay, WA 6516
08 9652 0800
www.dandaragan.wa.gov.au/employment

