



# Regulatory Field Officer

## October 2026

**Celebrating our diversity**



## Regulatory Field Officer – F260172

Part-Time (0.6 FTE) to Full-Time (1.0 FTE), \$79,012 - \$85,762 per annum (pro-rata for part-time), plus entitlements

### The Position

The Shire of Manjimup is looking for an enthusiastic and people-focused person with an interest in regulatory services to join our Development Services team as a Regulatory Field Officer. This role is responsible for:

- Assisting with regulatory, compliance, enforcement, inspection and investigative activities across Environmental Health, Planning and Building services.
- Conducting routine inspections of premises, land and activities to determine compliance with relevant legislation, local laws, approvals and Council requirements.
- Assisting with the assessment and processing of permits, licences, registrations and approvals.
- Investigating alleged breaches and gathering evidence, maintaining investigation records and preparing associated reports and correspondence.
- Responding to customer enquiries and complaints relating to Environmental Health, Planning, Building and compliance matters.
- Participating in food and water sampling, monitoring and surveillance programs, including mosquito and midge monitoring and sampling.
- Maintaining accurate records, registers and databases and assisting with regulatory and statutory reporting requirements.
- Working under the direction of Senior authorised officers within Development Services.

### Selection Criteria

To be successful in this role you will need:

1. Demonstrated experience in providing customer service and administrative support services.
2. Sound time management and organisational skills, with proficient computer skills, in particular Word and Excel.
3. Demonstrated customer liaison skills, including strong problem solving and negotiation skills.
4. High level of written and verbal communication skills, with the ability to maintain sensitivity and confidentiality when dealing with issues.
5. Basic knowledge of relevant legislation and ability to interpret legislation.
6. Current "C" class drivers' licence and ability to work in the field without supervision.

### To Apply

Head to [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au) for all the information about the position, including the position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community. To get further information, please contact Human Resources by email [hr@manjimup.wa.gov.au](mailto:hr@manjimup.wa.gov.au)

### Closing Date: 5.00pm Friday 6 November 2026

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

# How To Apply

## Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

### **1) Cover Letter**

- A short statement highlighting experience and expertise relating to the position.

### **2) Selection Criteria Statement**

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.

### **3) Resume (Curriculum Vitae)**

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

### **4) Supporting Documents**

- Please provide only copies of supporting documents.

## Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to [info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)
3. Mailed to

|                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|
| <p><i>Benjamin Rose – Chief Executive Officer</i><br/><i>Shire of Manjimup</i><br/><i>PO Box 1, MANJIMUP WA 6258</i></p> |
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## **Prior to appointment**

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check

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*The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*

### **Collection Notice**

*The Shire of Manjimup collects your personal information to assess your suitability for employment and manage the recruitment process. We may disclose your information to referees, recruitment agencies, and relevant Shire staff involved in the selection process.*

*This information is collected under the Local Government Act 1995 (WA) and related employment legislation. If you do not provide the requested information, we may be unable to assess your application.*

*You may request access to your personal information at [privacy@manjimup.wa.gov.au](mailto:privacy@manjimup.wa.gov.au)*

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## Regulatory Field Officer

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|-----------------------|------------------------------------------------------------|
| Directorate           | Development Services                                       |
| Department            | Environmental Health                                       |
| Reports to            | Principal Environmental Health Officer                     |
| Direct Reports        | Nil                                                        |
| Industrial Instrument | <i>Shire of Manjimup Enterprise Agreement (as amended)</i> |
| Classification        | Level 4/5                                                  |
| Primary Location      | Shire of Manjimup Administration Office                    |
| Position Benefits     | Mobile                                                     |

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### Position Objectives

Assist the Planning, Building and Health team in undertaking regulatory, compliance, enforcement, inspection and investigative functions across Environmental Health, Planning and Building services. This includes supporting the administration and enforcement of legislation, local laws, policies, approvals and statutory requirements administered by the Shire, including but not limited to the Health (Miscellaneous Provisions) Act 1911, Food Act 2008, Caravan Parks and Camping Grounds Act 1995, Local Government Act 1995, Planning and Development Act 2005, Building Act 2011, and associated regulations and local laws.

Contribute to ensuring compliance with public health, planning, building and local government requirements through inspections, investigations, monitoring, education, enforcement activities and stakeholder engagement.

### Key Duties and Responsibilities

#### OPERATIONS

- Assist with the assessment and processing of permits, licences, registrations and approvals relating to Development Services.
- Assist with inspections and assessments of accommodation premises, wastewater systems and other regulated activities.
- Assessment of lodging house premises and associated compliance requirements.
- Conduct routine inspections of premises, land and activities to determine compliance with relevant legislation, local laws, approvals and Council requirements.
- Undertake compliance monitoring and enforcement activities relating to Environmental Health, Planning and Building matters under the direction of Senior authorised officers within Development Services.
- Investigate alleged breaches of legislation, local laws, development approvals, building approvals, permit conditions and public health requirements.
- Gather evidence, maintain investigation records and prepare reports, correspondence, notices and recommendations relating to compliance and enforcement matters.
- Assist in the preparation and service of statutory notices, infringement notices, orders and other regulatory documents where authorised.

- Participate in field audits, inspection programs and enforcement initiatives across Environmental Health, Planning and Building functions.
- Respond to customer enquiries and complaints relating to environmental health, planning, building and compliance matters and undertake investigations as required.
- Participate in food and water sampling, monitoring and surveillance programs.
- Participate in mosquito and midge monitoring and sampling programs.
- Assist with the review of planning, subdivision and building applications from an environmental health and regulatory perspective.
- Contribute to the development, implementation and continuous improvement of compliance, enforcement and inspection procedures.
- Monitor, file and respond to correspondence relating to compliance, regulatory and environmental health matters.
- Undertake any other duties as required.

## **REPORTING**

- Report operational, inspection, investigation, compliance and enforcement activities to the Development Services leadership team.
- Maintain accurate records, registers and databases relating to Environmental Health, Planning, Building and regulatory services.
- Assist with reporting requirements for wastewater approvals, water management programs and other statutory functions.
- Prepare reports and correspondence relating to Environmental Health, Planning, Building and compliance matters.
- Monitor and report on compliance outcomes, inspections, investigations and enforcement activities.
- Assist in the preparation of activity and performance reports for the Director Development and Regulation.
- Provide information and reports to relevant government agencies and regulatory authorities as required.

## **Physical and Environmental Demands**

- Office and site based; sitting, walking and bending. Some site work year round where walking on uneven ground, up and down embankments will be required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

## **Extent of Authority**

Exercise initiative and/or judgement according to procedures/guidelines within the bounds of understanding with the Senior Authorised Officers within Development Services. Operate within the parameters of Council's policies, procedures, relevant guidelines and delegated authority.

## **Skills, Knowledge, Experience and Qualifications**

### Skills & Knowledge

- Proficient computer skills, in particular Word and Excel.
- Sound time management and organisational skills.
- Demonstrated customer liaison skills.
- Developed problem solving skills.
- Sound negotiation skills.
- Ability to work in the field without supervision.
- High level of written and verbal communication skills.
- Ability to interpret legislation.
- Ability to maintain sensitivity and confidentiality when dealing with issues.
- Developed knowledge of statutory requirements and Council policies within Local Government.
- Knowledge of Environmental Health Services and/or Planning, Building and Development Services.
- Basic knowledge of relevant legislation.

#### Experience & Qualifications

- Experience in an Environmental Health, Planning and/or Building area or a related field (desirable).
- Demonstrated experience in providing customer service and administrative support services.
- Willing to undertake training in aspects of Planning, Building and Environmental Health methods for legal food and water sampling.
- Willing to undertake training in the interpretation and application of the relevant Health, Building and Planning legislation and supporting codes and standards.
- Desire to complete additional training as required throughout the duration of employment.
- Current "C" class drivers' licence.
- National Police Clearance.

## **Selection Criteria**

### **Essential**

7. Demonstrated experience in providing customer service and administrative support services.
8. Sound time management and organisational skills, with proficient computer skills, in particular Word and Excel.
9. Demonstrated customer liaison skills, including strong problem solving and negotiation skills.
10. High level of written and verbal communication skills, with the ability to maintain sensitivity and confidentiality when dealing with issues.
11. Basic knowledge of relevant legislation and ability to interpret legislation.
12. Current "C" class drivers' licence and ability to work in the field without supervision.

### **Desirable**

13. Experience in an Environmental Health, Planning and/or Building area or a related field.
14. Knowledge of statutory requirements and Council policies within a Local Government setting.