



Manager Environment & Sustainability

Position Number:	TBC	Department:	Community Planning & Sustainability
Level:	9	Award:	May be covered by Local Government Officers' Award
Remuneration:	\$137,111.99 Base Salary	PLUS superannuation, housing, vehicle and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications.	
Reports to:	Executive Manager Community Planning & Sustainability	Direct Reports:	N/A
Last Reviewed:	Senior People & Culture Officer	Date:	11/12/2025
Approved:	Executive Manager Community Planning & Sustainability	Date:	12/12/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Manager Environment & Sustainability provides strategic and operational leadership across the Shire's environmental health, public health, waste management and environmental sustainability portfolios. The position ensures compliance with Western Australian public health and environmental legislation while driving forward key sustainability initiatives that contribute to the long-term environmental resilience of the community.

This role also requires strong project management capability to lead strategic waste and sustainability projects from inception to completion, ensuring timely delivery, stakeholder engagement, and alignment with the Shire's strategic objectives.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.

- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE RESPONSIBILITIES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.

Environmental Health & Public Health

- ★ Ensure compliance with WA legislation including the Public Health Act 2016, Food Act 2008, Health (Miscellaneous Provisions) Act 1911, and associated regulations.
- ★ Support and coordinate environmental health services planning including Primary production and processing standards for leafy vegetables, melons, and berries, food premises inspections, public building assessments, water
- ★ Ensure statutory registers and reporting requirements in accordance with WA Department of Health obligations.

Waste Management & Sustainability

- ★ Lead planning, delivery and continuous improvement of waste management operations, including waste strategy development, kerbside services, waste minimisation programs and compliance monitoring.
- ★ Coordinate strategic waste projects, including feasibility studies, implementation plans, and performance reviews.
- ★ Develop and implement sustainability initiatives related to climate resilience, emissions reduction, environmental protection, biodiversity and community education.
- ★ Manage environmental contracts, tender processes, licensing and regulatory compliance with DWER under the Environmental Protection Act 1986.

Development & Planning Support

- ★ Provide specialist environmental and public health advice to Community Planning and Sustainability Staff regarding planning applications, building approvals, subdivisions, onsite wastewater proposals and development compliance.
- ★ Collaborate closely with Planning, Building and Ranger Services to ensure integrated and timely decision-making.

Leadership & People Management

- ★ Provide leadership, supervision and development to staff within Environmental Health, Sustainability, Waste and related service areas.
- ★ Build a collaborative team culture that prioritises safety, customer service and continuous improvement.
- ★ Effectively manage contractors, consultants, and project teams.

Strategic & Project Delivery

- ★ Apply formal project management methodologies to plan, execute, and monitor strategic waste and sustainability projects.
- ★ Prepare business cases, Council reports, grant submissions and project evaluations.
- ★ Develop project schedules, risk registers, and stakeholder communication plans.
- ★ Monitor risks, budgets and operational performance to ensure services are delivered efficiently and meet community expectations.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Provide a representative to WHS Committee meetings either as a member and/or as the Chairman of WHS Committee. Make determination (individually or at "ELT" meetings) in relation to relevant recommendations at or
- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Provide sufficient resources and ensure managers and supervisors reporting to them fully comply with their WHS responsibilities.
- ★ Ensure their directorate and department WHS procedures and guidelines are reviewed and updated at appropriate intervals.

- ★ Make regular assessments of WHS performance both in their directorate and strategically as part of ELT and make determination in relation to budgetary provisions for WHS related initiatives/ issues.
- ★ Assist in the maintenance of an effective 'Safety Management System', through effective leadership and consultation with all staff and stakeholders and providing the necessary time and resources.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.

ESSENTIAL CRITERIA

- ★ Tertiary qualifications in:
 - Environmental Science
 - Environmental Management
 - Public Health
 - Natural Resources Management
 - Engineering (Environmental or Civil)
 - Sustainability or Climate Change Studies
- ★ Demonstrated experience in delivering environmental health services in a local government context.
- ★ Proven project management capability, with strong organisational skills and a results-driven approach.
- ★ Experience leading teams, developing staff capability and managing multidisciplinary work programs.
- ★ Strong knowledge of WA public health, environmental and waste management legislation.
- ★ High-level written and verbal communication skills, with ability to prepare clear, professional reports and provide sound technical advice.

DESIRABLE CRITERIA

- ★ Formal qualifications in Project Management (e.g. PRINCE2, PMP or equivalent)
- ★ Experience in sustainability, climate adaptation or environmental program design.
- ★ Experience working in regional or remote local government.
- ★ Knowledge of DWER licensing processes and DER compliance frameworks.
- ★ Qualifications in leadership or related fields.

KEY ROLES AND TASKS FOR NEXT 12 MONTHS

- ★ Mesquite Project
- ★ Coordinate and Drive Coral Bay Waste Project
- ★ Coordinate and Drive Pelican Point Vegetation Planning
- ★ Assist with EHO role expansion - Shark Bay, Coral Bay and Leafy Green Audits

POSITION COMPETENCIES

Experience	
Focus of Role	Key Specialist / Management
Experience Level	Specialist knowledge with extensive experience relating to the more complex elements.
Tasks	
Context Method	Range of functions in a complex, specialised and broad environment.
Skill Level	Tasks require substantial theoretical, policy or technical knowledge.
Judgement and problem Solving	
Problem Solving	Solve problems requiring an assessment of a range of options with elements of complexity, and may
Judgement	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.

Supervision and Independence	
Level of Supervision	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
Organisational Relationships and Impact	
Work Area Relationships	Develop proposals or recommendations which co-ordinate the interests of separate work units or contributors around a particular program, function or objective. Liaise with senior management / executive
Public/Other Staff Relationships	Participate in technical discussions to resolve problems, explain policy and reconcile viewpoints or negotiate solutions with a range of interests to be accommodated. Write reports and external
Impact	Decisions made directly impact organisation
Interpersonal Skills	Highly developed (proficient) interpersonal skills for leading and motivating employees in different teams and levels. At this level, you will be expected to be attuned to the underlying messages,
Job Competencies	
Time Management	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
Conflict Resolution	Proficient: Able to resolve a range of conflict of opinions where resolution is not immediate, where a range of interests need to be accommodated and complex negotiation may occur.
Planning & Organisation Skills	Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Equipment Operation	N/A
Supervision Skills	Proficient: Line management responsibility for staff delivering a range of administrative, technical or professional services.
Project Management	Proficient: Technical and administrative employees manage minor projects involving employees in lower levels and other resources.
Policy and Procedure Development	Proficient: Develop, influence and implement policy matters across a function, department or work area
Policy or Legislative Interpretation	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
Report Writing	Highly Proficient: Provide expert advice, decision making and oversight of reports produced in work area.
Budgeting Skills	Highly Proficient: Manage budget for the Department, including formulating budget and monitoring expenditure. Will have scope to reset priorities or resources of functional areas to achieve budget requirements.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive.
Management Skills	Proficient: Management focus on the attainment of operational and strategic objectives across major

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old

- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Community Planning & Sustainability Team with a starting salary from \$ 137,111.99 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$	1,201.11	p/a District Allowance*
\$	7,654.13	p/a Housing Allowance*
\$	25,056.31	p/a Vehicle Allowance
\$	2,307.17	p/a Annual Leave Loading 17.5%
\$	20,522.82	p/a Superannuation (Statutory)
\$	3,420.47	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
\$	6,000.00	Retention bonus upon completion of 3 years of service*
\$	440.00	p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.