



ANABRANCH
BURONGA
COOMEALLA
CURLWAA
DARETON
ELLERSLIE
GOL GOL
MONAK
PALINYEWAH
POMONA
POONCARIE
RUFUS RIVER
TRENTHAM CLIFFS
WENTWORTH

Candidate Information

WHS and Risk Officer

Join Wentworth Shire Council for a career in a progressive, community-focused work environment that prioritises the interests of the Shire. Wentworth Shire Council is committed to becoming a child safe organisation by embedding the NSW Child Safe Standards across our organisation. An advocate of Equal Employment Opportunity, Council offers outstanding working conditions and a team-oriented, positive culture.

Employees at Wentworth Shire Council are provided with a range of benefits:

- ▶ Accrued Rostered Days Off throughout the year (for eligible roles), in addition to four weeks of Annual Leave
- ▶ Long Service Leave entitlements after five years of service
- ▶ Professional development opportunities

Applications are encouraged from individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people of different ages, those with disabilities, and members of the LGBTIQIA+ community, as well as candidates from various cultural and linguistic heritages.

Wentworth Shire, home to about 8,000 residents, offers a unique lifestyle by the Murray and Darling Rivers. A place of natural beauty and outdoor activities, the Shire is ideal for families. Nearby Mildura provides additional amenities and cultural experiences. This balance makes Wentworth Shire an attractive location for living, working, and exploring.

For further information on advertised positions and details on how to apply, contact Glen Norris, Manager Human Resources:
P: (03) 5027 5027
E: humanresources@wentworth.nsw.gov.au

At Wentworth Shire Council, we value:

Honesty & Integrity

- ▶ We deliver on commitments
- ▶ We act ethically

Accountability & Transparency

- ▶ We take responsibility for our actions
- ▶ We communicate openly and respectfully with our community

Respect

- ▶ We act professionally towards our community and our colleagues

Quality & Commitment

- ▶ We do our best to provide the highest standard of goods and services to our community
- ▶ We are responsive to the needs of our community and always look for ways to better serve our community
- ▶ We are dedicated to fulfilling the Shire's vision and goals



If you require assistance reading and understanding this document, please contact the Translating and Interpreting Service on 131 450 and ask them to call Wentworth Shire Council on 03 5027 5027.

Work Health & Safety (WHS) & Risk Officer

Directorate	Office of the General Manager
Location	Wentworth
Classification/Grade/Band	PS 3 Level 2
Position Code	5086
Date position description approved	March 2025

Council overview

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

Council values

- Honesty and Integrity.
- Accountability and Transparency.
- Respect.
- Quality.
- Commitment.

Primary purpose of the position

- This position will assist in the development and promotion of WHS and Risk Management systems that foster a participative, safe and compliant working culture, and incorporate sound risk management, principles and practices in the pursuit of organisational objectives.
- Providing professional WHS advice and effective support to the organisation so that it may meet legislative compliance with policy, legislative requirements, codes, regulations, procedures and practices.
- The position will develop, monitor and maintain WHS, Injury Management and Risk Management plans, policies and procedures.
- The position also involves assisting in Council's Return to Work functions including Workers Compensation claims and assisting in meeting organisational WHS & Wellbeing reporting requirements including to the Executive.
- The role will assist in developing and maintaining various reporting systems and databases including, but not limited to, Donesafe safety management system. It will measure, monitor and report on performance against specific Council Plans, Programs, Targets and KPI's.

Duties

Work Health & Safety:

- Develop, implement, monitor and review Council's Work Health and Safety Management system and safe systems of work.
- Develop, implement, monitor and review Work Health and Safety policies and procedures in accordance with legislative requirements.
- In consultation with supervisors, managers, prepare safety inspection calendars and coordinate safety/audit inspections of Council facilities/workplaces.
- Collaboratively assist, coach, influence and support Managers and Supervisors to make informed decisions which improve WHS performance.
- Identify risks in the workplace and participate in hazard identification, risk assessments and procedural reviews.
- Develop, implement, maintain and review Council risk assessment and hazard identification systems in accordance with WHS legislation.
- Lead, assist and ensure incident investigations are undertaken in a timely manner and effective in identifying root causes and suitable corrective actions implemented as required.
- Provide input into training needs in relation to WHS training requirements and liaise with the Manager HR, to ensure that appropriate WHS related training is carried out.
- Contribute to the maintenance of Council's existing training register to ensure WHS training compliance and currency for all staff.
- Develop and coordinate Council's evacuation procedures in accordance with WHS legislative requirements.
- Maintain Council's Accident and Incident Register in relation to personnel matter.
- Maintain and where necessary develop Safe Work Method Statements (SWMS) for Council.

- Develop and maintain Council's Asbestos Register.
- Review all incidents, accidents and near misses to ensure that actions are implemented by the appropriate officer and report via the established consultative process.
- Participate in the completion of internal & external audits and resultant action plans.
- Regular participation with Human Resources Staff on people related issues.
- Assist the work teams undertake inspection and audit of Contractor activities
- Maintain a current register of Council's preferred Contractors
- Ensure Contractors have current and sufficient insurance and WHS systems in place
- Obtain copies of Contractors insurances, licenses and WHS Policies and Procedures
- Attend state and regional WHS consultative group meetings, workshops, training or seminars as required.
- Undertake any required WHS training

Risk Management:

- Develop, implement and review risk management policies, procedures and systems to ensure best practice principles underpin strategies to minimise risk in Council operations.
- Assist Council to identify its highest risk exposures and implement strategies to manage these.
- Maintain risk management registers to assist in identifying and subsequently managing organisational and individual WHS risks.
- Ensure Council is compliant with legislative obligations under the WHS Act 2011 and Regulations 2019 and the Workplace Injury Management and Workers Compensation Act 1998.
- Develop, monitor and report on key performance indicators to measure the effectiveness of risk management strategies.
- Interpret relevant legislation and update the Executive Management Team in relation to changes.
- Attend state and regional risk consultative group meetings, workshops, training or seminars as required.
- Undertake any required risk training

Workplace Injury Management:

- Assist in Council's workers compensation claims, including handling initial claims.
- Ensure that all claim notifications and paperwork is completed within established time frames.
- Coordinate case management and return-to-work plans.
- Liaise with Council's insurer to ensure the effective and timely management of all claims.
- Liaise with doctors to ensure that medical certificates and assessments are complete and reflect the appropriate medical information.
- Liaise with supervisors and line managers in relation to staff return-to-work plans
- Prepare reports, when required, on workers compensation claims.

Note: Other duties within the skills, competency and qualification requirements for the position.

Key dimensions

Reports to

Manager Human Resources

Key Selection Criteria - Essential requirements

- Minimum of Cert IV in Work Health and Safety
- Demonstrated experience in a role directly related to Work Health & Safety and / or Risk Management
- Knowledge of Workers Compensation and Injury Management legislation
- Current class C drivers' licence
- Current First Aid certification or the willingness to obtain
- White Card
- Advanced written communication skills, including the ability to prepare complex reports, record relevant statistics and maintain accurate records
- Sound interpersonal skills with proven ability to influence others, manage conflict and negotiate effective outcomes (i.e. the applicant must be able to demonstrate the ability to relate to a diverse range of people), achieving required results.
- Ability to meet deadlines, either when working in a team environment or unsupervised

Key Selection Criteria - Desirable requirements

- Diploma or Tertiary qualification in Work Health & Safety of Risk Management
- Previous experience in a Local Government environment
- Knowledge of insurance and public liability claims management
- Return to Work Coordinator qualifications
- Mental Health First Aid
- Certification or relevant training and assessment qualifications

Acceptance of position

I have read and understood the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand the position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements (any changes be will be made in consultation) and the tasks and responsibilities outlined in the position description may vary from time to time.





.....

Date:

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrates accountability	Advanced	<ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crisis and identifies measures to avoid recurrence Takes responsibilities for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships Work collaboratively	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds.
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices.
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> Contributes quality information about council and community assets to assets register Prepares accurate asset maintenance and replacement costings in line with council plans and policies Is aware of asset management risks and actions to manage and mitigate.

Wentworth

at a glance



8.40% of our population identify as Aboriginal or Torres Strait Islander (State average is 3.44%)

Proclaimed a Shire on 23 January
1879

Area (sq. km)
26,256



7,688
Estimated Residential Population (Remplan)

Largest industry of Employment is Agriculture, Forestry & Fishing with **23.46%** of the population



28.81%
Mining is the largest industry sector with (\$445,500,000) gross revenue

3 Libraries

1 Hospital

8 Schools

1 TAFE Campus

2 Aerodromes



29.51% of homes are owned outright

33.32%

Working age Residents (25-64 yrs old)
(state average is 35.70%)

3,124

Employed Residents

4.20% Unemployment Rate (Sept 2024)



Year 12 education as the highest form of education

Wentworth Shire residents

31.40%

vs.

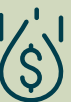
Other areas of NSW

21.40%

\$95,330
per capita Gross Regional Product



The Median Wage for Households:
Wentworth
\$1,987/wk



State (excl. Greater Sydney)
\$1,434/wk



Greater Sydney
\$2,077/wk

The individual median wage is **\$696** per week with **16.25%** of people earning over **\$1,500** per week.

43 years old

is the Median Resident age (State median is 39)

29.62% of Residents are aged under 25 (State average is 30.03%)

20.77% of Residents are aged over 65 (State average is 17.65%)



25.07% of families earn over \$130,000 vs. state average of 37.59%



422km
ADELAIDE

583km
MELBOURNE

1,044km
SYDNEY

662km of sealed road

1,360km of unsealed road

Organisation Overview

EXECUTIVE LEADERSHIP REPORTING STRUCTURE

Our Organisational Structure is designed to deliver on the Community’s Strategic Objectives as outlined in the Community Strategic Plan 2026-2036.



REPORTING STRUCTURE

As at 01 May 2024



Commenced journey with Council in November 2002.



KEN ROSS

GENERAL MANAGER

Appointed to role in May 2019

**OFFICE OF THE
GENERAL MANAGER**

BUSINESS SUPPORT

- Advocacy
- Executive Services
- Civic Service
- Mayor & Councillor support

HUMAN RESOURCES

- Human Resources recruitment
- Organisational training & development
- Work Health & Safety
- Workplace & Industrial relations

TOURISM & PROMOTION

- Events
- Library
- Marketing & Communications
- Tourism
- Visitor Information Centre

Commenced journey with Council in November 2008.



SIMON RULE

DIRECTOR

Appointed to role in May 2014

CORPORATE SERVICES

CUSTOMER SERVICES

- Bendigo Bank Agency (Midway Service Centre)
- Bridge lift bookings
- Cemetery reservations & burials
- Customer enquiries
- Receipting (rates, water accounts, applications)
- Venue hire bookings

FINANCE & ACCOUNTING

- Accounts payable/receivable
- Accounting services
- Payroll
- Procurement
- Rates

ECONOMIC & COMMUNITY DEVELOPMENT

INFORMATION TECHNOLOGY

- Business continuity
- Cyber security
- End-user support
- Geographic Information Systems (GIS)
- Hardware/software/maintenance acquisition

RECORDS

- Record management

RISK & GOVERNANCE

- Audit, Risk & Improvement Committee
- Corporate Compliance
- Corporate Strategic Planning & Reporting
- Internal Audit
- Risk management

STORES

Commenced journey with Council in October 2017.



GEORGE KENENDE

ACTING DIRECTOR

Appointed to role in January 2024

HEALTH & PLANNING

BUILDING SURVEYING/ ENVIRONMENTAL HEALTH

- Bonds and Permits
- Building Certification
- Food Safety – annual inspections & temporary permits
- Public Health/Skin Penetration/ Cooling Towers/UPSS

COMPANION ANIMALS

- Barking Dogs
- Nuisance/Aggressive Dogs
- Rehoming
- Shelter Management

DEVELOPMENT ASSESSMENT

- Development Determinations
- Planning Portal management & assistance
- Pre-lodgement advice

COMPLIANCE/REGULATORY SERVICES/LOCAL LAWS

- Alcohol Free Zones
- Development compliance
- Education & enforcement
- Noise
- Pollution & contaminated land

RESERVES & LAND TENURE

- Acquisition of land
- Crown land manager
- Native Title

STRATEGIC DEVELOPMENT

- Heritage Protection & Advice
- Planning Proposals & LEP Amendments
- Strategic Planning Projects & Strategies

Commenced journey with Council in November 2016.



GEOFF GUNN

DIRECTOR

Appointed to role in August 2019

ROADS & ENGINEERING

ENGINEERING TEAM

- Assets
- Engineering services
- Infrastructure
- Technical Services
- Water & Waste Water


WORKS TEAM

- Aerodrome operations
- Building maintenance
- Civil Works
- Fleet/Workshop
- Landfill/Waste
- Operations
- Parks & Gardens
- Roads



Contact

 **Main Service Centre**
61 Darling Street, Wentworth

 **Postal Address**
PO Box 81, Wentworth NSW 2648

 **(03) 5027 5027**

 **council@wentworth.nsw.gov.au**

 **wentworth.nsw.gov.au**

Have Your Say:
wentworth.nsw.gov.au/have-your-say