

# TRAINING & WHS OFFICER

INFORMATION PACKAGE  
JULY 2023



# COMMUNITY

Bounded on one side by the Warrumbungle National Park, and on the other by the Western Plains and Macquarie Marshes, Coonamble Shire offers the perfect combination of a rich history and country living. Coonamble is surrounded by many natural wonders making for great outdoor fun.

The Shire is renowned for its diversified agricultural industries, including broad acre cropping, and with large cattle and sheep production Coonamble Shire is one of the most productive agricultural regions in Western NSW.

The Shire comprises the towns of Coonamble, Gulargambone with the village of Quambone, and is less than two hours drive by road from Dubbo and six hours from Sydney. The main township of Coonamble has excellent facilities and services with a connected farming community, the district population is approximately 4,000.

In the town of Coonamble, Coonamble Public School and St Brigids Primary School both cater for students K-6, and Coonamble High School caters for students 7-12. In Gulargambone, Gulargambone Central School is a primary and secondary school in one, offering education for students K-12.

In Quambone, Quambone Public School caters for students K-6. Coonamble also has two great day-care facilities, Coonamble and Gulargambone also have Preschools.

Coonamble is famous for its June Long Weekend Rodeo and Camp draft. This event attracts competitors and spectators from across the country and has been running for over 60 years.

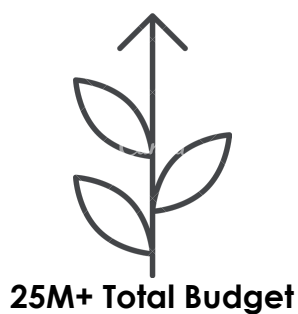
Sport is something the town has no shortage of; whether it be rugby union, rugby league, league tag, netball, oz-tag, swimming, athletics, tennis, golf, bowls or shooting. Each of these sports have fantastic clubs and are a great way to get to meet people in the community. The Coonamble Gym is open weekdays and CrossFit operates on a weekly basis. The town has something on offer to tickle everyone's fancy.

Our Shire has a range of cuisines to suit your tastes, in our brilliant cafes, clubs, pubs and takeaway restaurants. Our Shire is also lucky enough to have 2 grocery stores in Coonamble and 1 in Gulargambone.



# COUNCIL

Coonamble Shire covers an area of 9,955 square kilometres, and the Council is one of the town's major employers, with staff across its three departments.







### **Council's Vision**

"Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy"

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### **Council's Mission**

"Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs"

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### **Council's Goal**

"A prosperous and harmonious community, which enjoys a clean and healthy lifestyle with access to all services considered necessary in a modern society"

# THE POSITION

This is a fantastic opportunity for a person who has demonstrated experience in workplace safety, Work, Health and Safety Management systems who will also oversee Council's training programs. Qualifications in Work, Health & Safety or equivalent, are preferred. But this position would be suitable for those with extensive practical experience.

The role offers a comprehensive remuneration package consisting of the following:

- Salary Range \$75,978 - \$87,954 + Superannuation.
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Three (3) weeks sick leave per year.
- Long Service after Five (5) years.
- Access to carers leave, maternity and parental leave for supporting partners.
- Recognition of staff service.
- Employee Assistance Program providing external and confidential counselling.
- Corporate Uniform Allowance as per current policy.
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Ongoing training and development.
- Employee Social Club.
- Annual Union Picnic Day for relevant union members.
- ATSI employees are entitled to attend annual community NAIDOC Day events.

# THE PERSON

This role will suit a driven individual looking for a country style quality of life. The role allows for applicants with three or more years experience in similar roles, however for the right applicant for those interested in the challenge of a new career path, support for development and growth will be provided.

In return it is expected that you will bring with you a passionate, and positive attitude and be motivated to providing the best possible outcomes for your team and the community.



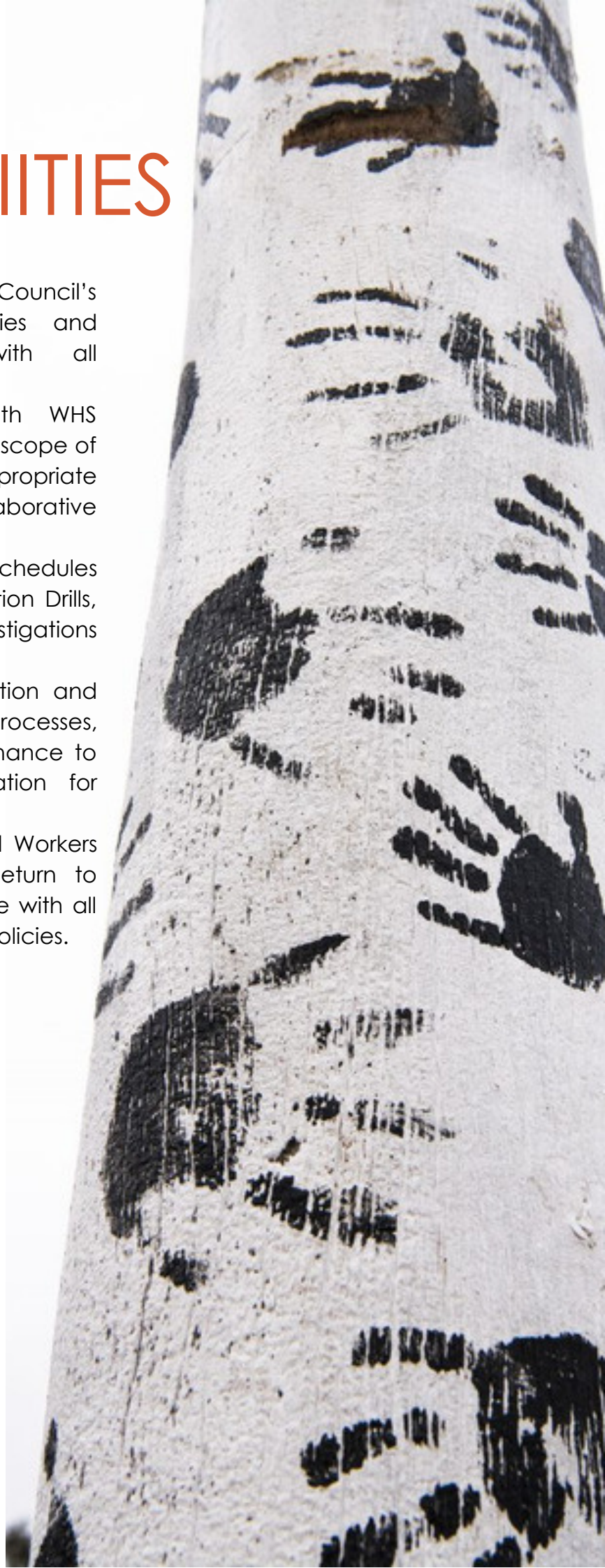
# KEY RESPONSIBILITIES

## WHS

- Development and oversight of Council's WH&S Management Plan, policies and procedures in conjunction with all departments.
- Guide Council's compliance with WHS legislation and regulations within the scope of the position, making appropriate recommendations with a collaborative approach.
- Co-ordinate WH&S programs and schedules such as: WH&S Inspections, Evacuation Drills, SWMS, Incident Reporting and investigations etc.
- Ensure a high level of documentation and data management in all WHS processes, ensuring data integrity and maintenance to produce timely accurate information for various reporting purposes.
- Effective claims management of all Workers Compensation claims, including Return to Work Programs, ensuring compliance with all legislation, regulations and Council policies.

## Training

- Development and implementation of Council's training policies and procedures.
- Collate and implement Council's Annual training plan, within identified budget constraints.
- Assessment and identification of relevant training needs for individuals and the organisation, working with management, to ensure an effective skill base.
- Research and analysis of the most effective way to address training needs.



# SELECTION CRITERIA

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Training and WHS preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Diploma in Work, Health and Safety and/or Training and Assessment or equivalent.
- Class P, P2 or C Drivers Licence (unrestricted) and WH&S Construction Induction (White) Card.
- Sound ability to organise, plan, develop and deliver programs and services, working in line with organisational goals, and with the ability to adapt to changing priorities.
- Proven experience to research and analyse information and develop logical solutions and utilising critical thinking.
- Capacity to effectively monitor, evaluate and report on progress and deliver results within allocated resources.
- Sound ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Sound ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Sound ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

# HOW TO APPLY



**Applications for this position must be received by 5:00pm Monday 8 August 2023.**

After the closing date, all applications received will be reviewed by the selection committee to establish a short list of applicants for interview. Applicants progressing to the interview stage will be required to undergo referee checks and psychometric testing prior to attending the interview.

Any offer of employment is subject to the successful completion of pre-employment and medical assessments. Prospective applicants should note that drug and alcohol screening is a condition of employment at Coonamble Shire Council.

Coonamble Shire Council is an equal opportunity employer who values diversity. Employment is based on qualifications, merit and operational requirements. The direct or indirect canvassing of any Coonamble Shire Councillor to support an application for a position at Council will result in that application becoming ineligible for further consideration.

## ENQUIRIES

For further information regarding the position please contact, Bruce Quarmby, Director - Corporate Services on 02 6827 1900. Enquiries will be dealt with in the strictest confidence.

## HOW TO APPLY

Please email your completed application to [jobs@coonambleshire.nsw.gov.au](mailto:jobs@coonambleshire.nsw.gov.au)

Your application should include:

- Signed application form
- Cover letter
- Response to the selection criteria
- Current detailed resume
- Two recent employment-based referees