



## Position Description

### A. POSITION PROFILE

**Position:**

**WHS & Risk Officer**

**Position Evaluation:**

*Salary System Grade: 13*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award 2023  
Permanent Full-time*

**Additional Benefits:**

*35 Hour Nine Day Fortnight Agreement  
12% Superannuation*

**Position Occupant:**

*Vacant*

**Department:**

*Deputy General Manager - Operations*

**Section:**

*Engineering Gundagai*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Manager Engineering - Gundagai*

**Number of Staff Supervised by this position:**

Nil

### B. STATEMENT OF FUNCTION

Administer Council's Workplace Health, Safety and Risk Management policies and procedures, insurances, audits and registers.

### C. KEY RESPONSIBILITIES

1. Ensure Council's policies and procedures in relation to Work Health and Safety and the management of public liability and risk comply with legislative requirements, reflect industry best practice and are consistent with AS/NZS ISO 13000:2018 Risk Management – Principles and Guidelines.
2. Manage and administer Council's suite of insurance policies.
3. Develop and maintain Council's asset data bases and registers for risk management, insurance, WHS and asset management purposes.
4. Ensure periodic risk management, asset and WHS audits are routinely undertaken.
5. Ensure employees and external contractors are inducted and trained in WHS policy and procedures and are informed of their responsibilities under the relevant legislation and training records kept up to date.
6. Ensure public liability and WHS risks and hazards are controlled and minimised through continual monitoring and review of Council's Risk Management and WHS policies and procedures.
7. Perform the role of WHS Committee Secretary and promote a culture of continuous improvement in WHS awareness and practice at all levels within Council.

POSITION NUMBER

DATE ADOPTED:  
September 2019

APPROVED BY:  
Acting Deputy  
General Manager

LAST REVIEWED:  
May 2026

## C(ii). JOB COMPLEXITY

The Risk and Officer works within Council policy and procedures and within legislative guidelines, reporting directly to the Manager Engineering - Gundagai, who is authorised to implement decisions. The Risk and Officer is required to use available information, procedures and policies to provide solutions to problems, and to make judgments and interpretations based on analysis of this information. Unusual problems should be referred for clarity of policy or direction.

The jobholder will monitor budgetary spending within their work area and weigh up options on a cost basis, in order to make recommendations and continuously look for greater work efficiencies. They will also assist with identifying requirements as an input to budget development.

The jobholder requires broad interpersonal and communication skills to develop and maintain both internal and external relationships as follows:

**Internal Liaisons:** All Staff in the role of educating and promoting a positive WHS culture, and ensuring appropriate consultative processes are in place. This requires both one-on-one and group communication and training.

**External Liaisons:** Other Government agencies (Federal, State & Local)  
Insurance Companies, Brokers, Assessors, Risk Adjusters,  
Insurance Investigators & Claims Agent(s)  
Solicitors  
Community Groups and Council s355 Committees  
The general public  
External Contractors  
Equipment and service providers, service agents and sales representatives

The position is not responsible for supervising other employees, however input will be sought in identifying training needs, and to respond to employee concerns.

## D. DUTIES

### Risk Management

1. Identify risk to the safety of employees or members of the public using Council's facilities and develop methods to eliminate and/or minimise these.
2. Assess residual risk and identify appropriate strategies and PPE to further reduce risk to staff, contractors, visitors and the public.
3. Provide input into the development and review of Risk Management policies and procedures; assist with their implementation and actively encourage the use of risk minimisation strategies across all of Council.
4. Conduct incident investigation of internal incidents, or incidents occurring on/at Council facilities or along footpaths and/or roads within the LGA boundary; particularly where there is a reasonable assumption that a compensation claim may be made against Council at some time in the future.
5. Provide practical assistance and advice to the managers of Council departments regarding risk management matters and implementing aspects of Risk Management and process improvements.
6. Develop risk management plans for new projects, as required.

7. Assist Council with identifying and minimising risk across all areas of operation, including but not limited to, business activities, leasing and subcontracting, public and legal inquiries, promotion and events management.
8. Liaise with Council managers to develop and review Council's Business Continuity Plan.
9. Assist community groups with insurance and risk management initiatives and support them with their management of risk during community events.
10. Routinely review and update events management documentation to ensure it is comprehensive but "user-friendly".
11. Attend Regional (Insurer hosted) risk management meetings, training and field days to enhance skills and provide ideas for the continuous improvement of risk management activities of Council.

## **WHS**

12. Actively develop and promote health, safety and environmental awareness, and drive a positive WHS&E culture within the organisation through the provision of educational and training programs for staff, contractors and the general public, and by providing direction to the WHS Committee.
13. Develop, promote and monitor injury prevention and management strategies along with Rehabilitation and Return to Work Plans across the organisation to ensure compliance with legislative requirements and best practice standards and to provide early return to duty and effective long term outcomes for injured staff.
14. Maintain staff training and competency records and organise training courses to meet WHS legislative needs.
15. Co-ordinate the Workplace Health and Safety Committee as its Secretary by providing administrative support, including arranging of meetings, chairing of meetings, preparation of agendas, minutes and action items from the committee.
16. Assist engineering staff with the annual review of work, health and safety requirements and risk assessments for the Road Construction Safety Management Plan for RMS works.
17. Routinely develop and review Safe Work Method Statements (SWMS), risk assessments and safety procedures in consultation with staff and contractors undertaking works.
18. Distribute, discuss, train and monitor the use of SWMS.
19. Provide input into the development and review of policies and procedures relevant to the WHS Management function within Council and facilitate policy and procedural implementation.
20. Conduct new employee, external contractor and visitor safety inductions, and provide group inductions to meet TfNSW requirements. Conduct ongoing WHS refresher inductions/updates.
21. Conduct on-site safety training in manual handling, safe work practices, use of Personal Protective Equipment (PPE), equipment operation, SWMS and risk assessments in consultation with workplace supervisors.
22. Maintain registers of hazardous substances, Material Safety Data Sheets (MSDS), electrical equipment testing and tagging, lifting gear, height safety and confined spaces equipment, and staff immunisation and where applicable, organise routine testing and maintenance.
23. Maintain Council's annual Dangerous Goods Licence(s).
24. Maintain the Small Mines Manual as required to ensure the compliance of Council Quarries with legislative requirements.

### **Insurance**

25. Administer Council's insurance programme; including preparation of reports and lodgement and follow up of claims in a timely and effective manner.
26. Complete annual verifiable self-assessment compliance audits and review of same with Council's insurance agencies. These audits cover public liability exposure and Workplace Health and Safety management.
27. Maintain accurate asset registers of all Council property for insurance, risk management and WHS&E. This includes, but is not limited to, buildings, parks, gardens and sporting facilities, motor vehicles, electronic equipment, machinery, road, water and drainage assets.
28. Maintain a liaison with Council's insurer(s) and their agents to the benefit of Council.

### **Public Liability**

29. Attend as required to accident and incident complaints from emergency services and/or members of the public for damages and/or injuries.
30. Maintain inspection registers for footpaths, sporting fields, parks and playground equipment.
31. Provide post inspection reports to managers highlighting defects and defect rating.

### **General**

32. Provide monthly activity, development and improvement reports to Executive and/or Council regarding WHS and Risk Management.
33. Routinely undertake the periodic and annual audits of Council's activities and recommend remedial action and improvements to procedures where identified.
34. Undertake routine asset inspections (e.g. Footpaths) and assist with the development of maintenance activity schedules.
35. Maintain all documentation relating to WHS and Risk Management policies and procedures, ensuring it is readily accessible and recorded promptly and routinely in Council's Electronic Data Records Management System (EDRMS).

### **Other Duties**

36. Attend community meetings on behalf of Council in a Risk Advisor capacity.
37. Adhere to all Council's policies and procedures as relevant to this position.

## **E. ESSENTIAL CRITERIA**

1. Certificate IV in Workplace Health and Safety or equivalent experience.
2. Minimum of four year's relevant workplace experience in applying WHS legislation, Codes of Practice and Regulations, including conducting and/or participating in Safety Committee meetings and training.
3. Demonstrated experience in auditing procedures of WHS and risk management policies and practices.
4. Demonstrated interpersonal and communication skills including negotiation and conflict resolution, with the ability to interact in a professional manner with staff at all levels of the organisation, members of the public and external agencies and service providers.
5. Demonstrated leadership and proven ability to work effectively in a team environment.
6. Demonstrated keyboard and computer skills and ability to manage records, prepare reports, data bases and other documentation as required.
7. Demonstrated problem solving capabilities, including the ability to achieve results in situations where information may be unclear and a variety of outcomes possible.
8. Ability to organise work to achieve specific and set objectives within required timeframes.
9. Drivers Licence Class C (Car).
10. WHS Construction Induction (NSW White card).

## **F. DESIRABLE CRITERIA**

1. Knowledge of the Workers Compensation system and demonstrated experience in the claims management and return to work processes.
2. Knowledge and understanding of Australian Standards (particularly AS/NZS ISO 13000:2018).
3. Safework NSW Traffic Control Certification (Traffic Controller/ PWZTMP Prepare work zone traffic management plan).
4. Confined Spaces Certificate.
5. Senior First Aid Certificate.