

APPLICANT PACK

Business Manager Works

Goulburn Mulwaree Council



CONTACT

Angie Simmonds
Principal Talent Consultant
Leading Roles

☎ 0476 861 300

✉ Angie.Simmonds@leadingroles.com.au

Contents

 The Role	3
 About Goulburn Mulwaree Council	9
 Living in the Region	11
 Recruitment Process and Timeframes	14
 Contact	16
 Attachment: Position Description	

We respectfully acknowledge the Traditional Owners, the Gundungurra and the Ngunnawal people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Goulburn Mulwaree Council is located in the Southern Tablelands of New South Wales and is perfectly positioned just two hours from Sydney, an hour from Canberra and just under two hours to the coast – a world rich in heritage, culture, natural beauty and adventure is ready to be explored. Embrace relaxed country living, with city benefits.

The region presents a unique and balanced lifestyle opportunity to enjoy stunning rural landscapes, heritage architecture, contemporary art, modern boutique shopping, relaxed casual dining, affordable housing, excellent schooling options and plenty of fresh air. For more information about living in the region, please visit the Goulburn Australia website.

Position Overview

The Business Manager Works for Goulburn Mulwaree Council is responsible for overseeing the management and maintenance of the road network, bridges, carparks, drainage systems, footpaths, cycleways and fleet. This role will ensure that all capital and maintenance projects are delivered according to asset management plans, technical specifications and budgetary provisions, while adhering to WHS and environmental regulations. Additionally, the Business Manager will manage Council's operational responses, external funding applications and fleet replacement programs, as well as leading and developing staff and teams.



Key Responsibilities

- Apply civil infrastructure expertise to oversee capital and maintenance projects, ensuring quality, cost and timing of projects and compliance with industry standards and regulations.
- Lead and mentor teams, setting goals and driving high-quality outcomes through active engagement and strong leadership.
- Manage and maintain the road network, bridges, carparks, drainage systems, footpaths, cycleways and fleet, ensuring adherence to plans, specifications and budgets.
- Deliver cost-effective services, focusing on optimising operations and closely managing costs.
- Oversee fleet replacement programs with a hands-on approach, ensuring efficient and timely implementation.
- Ensure adherence to WHS and environmental regulations, managing external funding applications effectively.

Key Projects

The Business Manager Works will play a pivotal role in delivering projects for the community, with a strong focus on infrastructure asset management, project development and disaster recovery. Key projects include:

- Grant-funded projects
- Annual work programs averaging \$35-45M, sometimes higher based on grant availability
- Management of bridges, roads, footpaths and responses to natural disasters
- Coordination of recovery efforts for a backlog of projects associated with natural disasters experienced by the region in recent years.

Opportunities and Challenges

The Business Manager Works position offers a unique chance to enhance the organisational culture by fostering strategic thinking, planning and improving processes. This position provides the opportunity to rebuild and streamline fragmented processes, drive significant improvements and contribute to the sustainability and development of Council's infrastructure.

A key challenge will be addressing financial constraints and improving culture to shift towards more strategic thinking. The role involves working with existing team structures and processes which will require careful coordination and collaboration with key stakeholders within Council's leadership team. Balancing these challenges while adapting to a new lifestyle and environment will require strong leadership and strategic problem-solving skills.





Stakeholder Engagement

The role involves engaging with a range of stakeholders, including community members, regulatory and government bodies and internal directors. The Business Manager will also work with other Council divisions, including planning, utilities, corporate and operations, ensuring effective collaboration and communication across all levels. The Business Manager Works will:

- Engage with the community on project-related matters.
- Interact and represent Council with regulatory and government bodies, such as the Department of Primary Industries, Transport for New South Wales, State and Federal Elected Members, and central agencies.
- Act as an advisor to the broader leadership team within Council.
- Collaborate closely with the corporate division on budgets, utilities for relevant projects like stormwater and the planning team for land use and private road access, ensuring cross-divisional interaction.

The Team

4 direct reports.

The team is highly capable and brings a wealth of experience to their work. They are accustomed to working independently and are eager to adapt to new structures and local government regulations. Their strong skills and willingness to embrace change make them a valuable asset to the organisation.

The Culture

The team is characterised by a welcoming and engaging culture, with a strong sense of camaraderie in a small organisation. Although there are some vacancies and contract roles, including a senior asset and development engineer, senior assets engineer and senior technical officer, the overall atmosphere remains positive and supportive. The culture is highly valued, with a focus on collaboration and a friendly work environment that makes it an enjoyable place to work.



Qualifications, Skills & Attributes

- Tertiary qualifications in Civil Engineering or a related field, or significant experience in a similar role.
- Strong communication skills and the ability to provide clear structure and direction.
- Demonstrated strong and collaborative leadership experience.
- Proven capability in change management and ensuring compliance with regulations.



Salary Package Information

Goulburn Mulwaree Council is a fantastic place to work, with amazing benefits, an inclusive culture and an Equal Employment Opportunity environment.

- Base Salary: \$165,064 - \$185,776 (incl 3.5% Civil Liability Allowance and 11.5% Super)

YOUR WORKING ENVIRONMENT

- Work 35 hours per week, over a 9 day fortnight
- Access to a fully maintained leaseback vehicle as a discretionary benefit
- Flexible working arrangements under Council's Flex First Procedure including access to an individualised hours agreement
- Access to 2 health and wellbeing leave days for your Christmas break
- Access to 3 weeks sick leave per year, cumulative where unused
- Access to long service leave after 5 years of employment
- Salary packaging options available including novated leasing
- Generous paid parental leave arrangements for both parents
- Generous reward and recognition programs and initiatives

YOUR CAREER

- A supportive environment to assist you to reach your career goals
- Access to ongoing professional development and individual development plans
- Ongoing training and support through Council's cultural development program
- Mentoring and coaching programs
- Opportunities for secondments and higher-grade duties arrangements
- Access to e-learning platforms

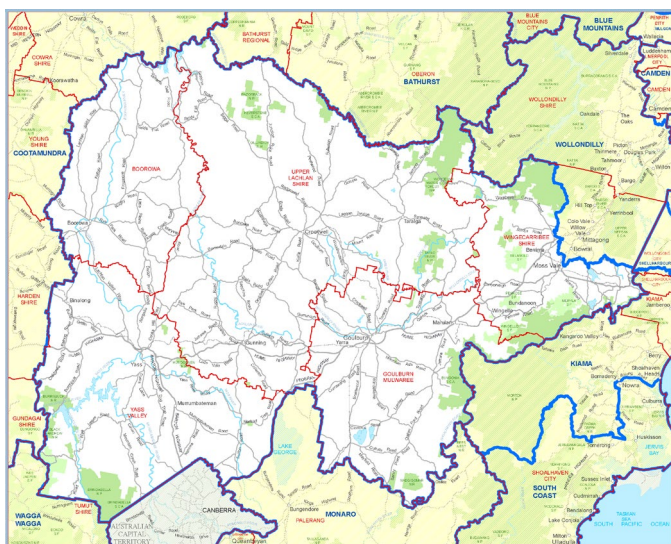
YOUR WELLBEING

- A suite of health and wellbeing programs offered each year
- Free vaccinations and health checks
- A supportive and inclusive workplace and culture where your opinion is valued
- A range of mentally healthy workplace initiatives and support from mental health champions
- Access to a confidential counselling service for you and your family
- Staff fitness initiatives



About Council

Goulburn Mulwaree Council is situated in the picturesque Southern Tablelands of New South Wales, covering an expansive area that includes Goulburn, Marulan, Tarago, Towrang and several other villages. The council area spans 3,223 square kilometres and is home to approximately 32,138 residents.



The region thrives on diverse industries, including agriculture, forestry, fishing, construction and professional, scientific and technical services. Centrally located in New South Wales, Goulburn Mulwaree Council is well-connected, situated 200 kilometres southwest of Sydney and 95 kilometres northeast of Canberra.

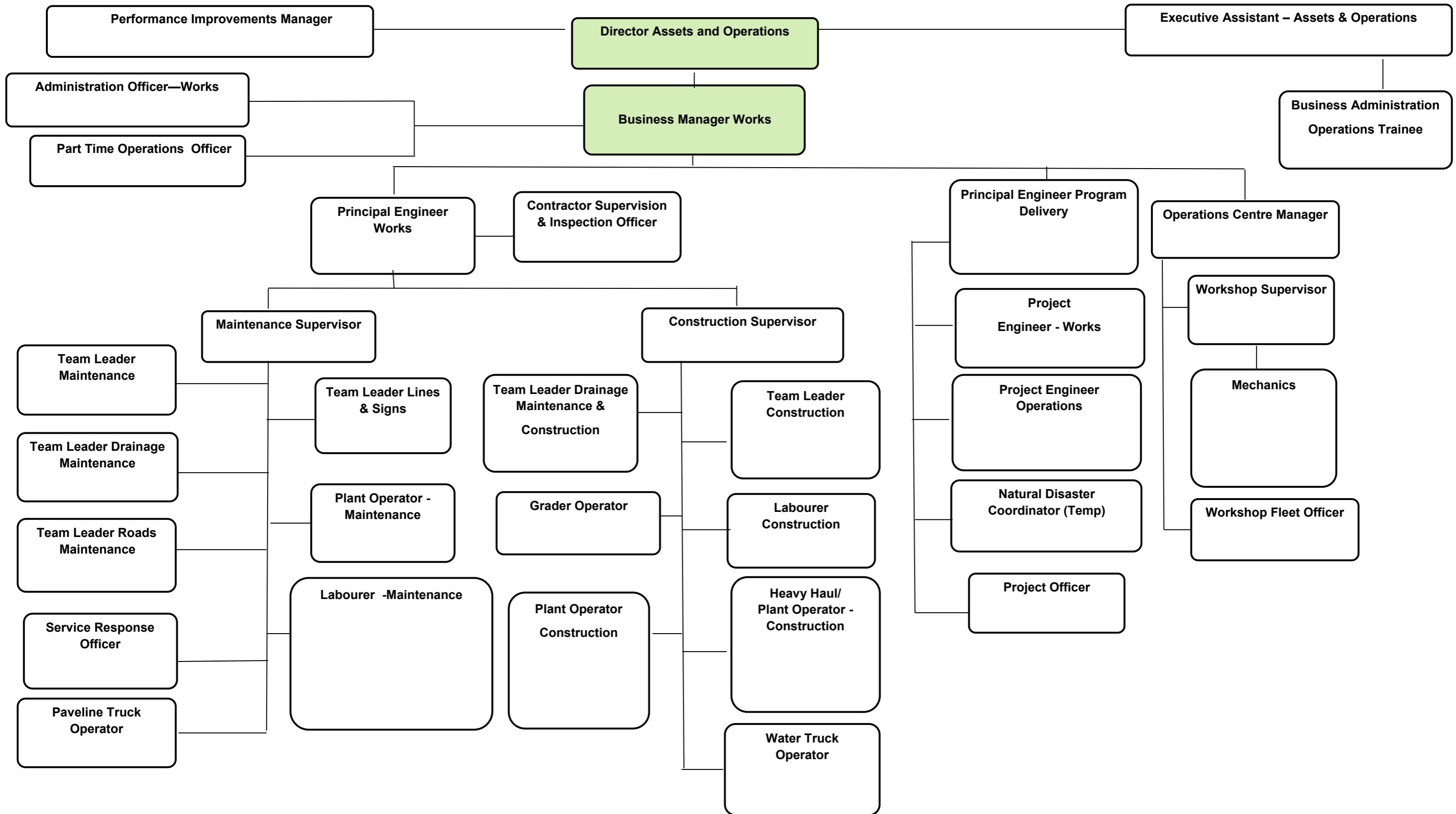
Despite economic challenges, the Council remains steadfast in its commitment to community development and infrastructure. Prioritising essential services, the Council focuses on maintaining country roads, addressing potholes and ensuring reliable water and sewer services. A strategic investment of \$13 million is directed toward upgrading the Marulan Water Treatment Plant and Sewer Treatment Plant for improved services and future growth. An additional \$6.5 million supports vital rural road projects, enhancing regional connectivity. The Council also prioritises community well-being through investments in outdoor facilities, netball court upgrades and a new pavilion at Carr Confoy sporting fields.

Committed to fiscal responsibility, the Council supports diverse economic sectors, particularly agriculture, fostering sustainable growth. Key projects, including the Goulburn Waste Management Centre and water treatment plant upgrades, highlight the Council's dedication to environmental sustainability and essential infrastructure improvement.

Links to Council Information



Organisational Structure





Living in the Region



Housing

Living in the Goulburn Mulwaree region offers a distinctive rural lifestyle characterised by the potential for spacious living. Housing options in the area encompass a variety of choices, ranging from detached houses to rural residential properties and larger homes on acreage. Residents can enjoy expansive properties, open spaces and a profound connection to nature. The region's housing landscape caters to those seeking a tranquil environment, with the allure of larger homes set against the picturesque backdrop of the Southern Tablelands, fostering a lifestyle that harmonises with the natural beauty of the surroundings.



Educational Facilities

The Goulburn Mulwaree region is distinguished by its array of high-quality education facilities spanning from early childhood to high school education. Residents benefit from a comprehensive educational journey that encompasses various stages of learning. Beyond traditional schooling, the region is a hub for further education, hosting prominent institutions such as a TAFE NSW campus, the NSW Police Academy and the Goulburn Country Universities Centre, among others.



Healthcare

The Goulburn Mulwaree region boasts outstanding healthcare facilities, prominently anchored by the Goulburn Base Hospital. Residents have access to a comprehensive healthcare network, encompassing medical centres, private health facilities, dental practices and aged care facilities. This wide range of healthcare options ensures that the community's medical needs are well-catered for, promoting both preventative care and specialised services.



Living in the Region



Shopping & Dining

Auburn Street in Goulburn beckons with its contemporary boutiques and specialty stores, creating a unique shopping experience. Additionally, Goulburn and its surrounding villages host vibrant weekend markets, providing an excellent opportunity for exploration. The region is a sensory delight, offering an array of food and beverage options. Local dining establishments pride themselves on showcasing high-quality, fresh, regionally grown produce and they tantalise taste buds with a variety of exotic cuisines.



Sports & Recreation

Goulburn is a central hub for a range of sports and recreational activities. Beyond the city, outdoor enthusiasts can enjoy bushwalks through unspoiled bushland. History enthusiasts will find cultural exploration opportunities in museums, homesteads and heritage architecture. The region's facilities, such as the aquatic centre, community and performing arts centres, museums and well-maintained sporting fields, cater to a range of interests, providing residents and visitors with abundant recreational options.



Getting Around

Situated a two-hour drive from Sydney via the Hume Highway and just one hour from Canberra via the Federal and Hume Highways, Goulburn is well-connected for those travelling by car. For air travel, Goulburn Airport accommodates light aircraft, providing an alternative mode of transportation. The Goulburn Railway Station serves as the southern terminus of the Southern Highlands Line, offering railway connectivity to the broader region. Within Goulburn itself, public transport options are available, including taxi services and a bus service operated by PBC Goulburn.

Welcome to Goulburn Mulwaree Region



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Demonstrated ability to lead and mentor a multi-disciplinary team, providing clear direction and fostering a collaborative environment to achieve high-quality outcomes.
- Proven experience in developing and implementing strategic plans to improve operational efficiency, address financial challenges and drive process improvements.
- Tertiary qualifications in Civil Engineering or a related field, or substantial experience in a similar role.
- Effective track record in managing change, including implementing new processes, adapting to evolving requirements and ensuring compliance with regulations.
- Exceptional written and verbal communication skills, with the ability to engage with diverse stakeholders, provide structured guidance and convey complex information clearly.



Applications Open

- Week Commencing
Monday 26 August 2024



Applications Close

- 5pm Monday 16 September 2024



Initial Assessment

- Week Commencing 16 September 2024



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the Council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and Council staff availability.

The Council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the Council may require further checks including reference checks, criminal history checks, financial checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

📞 0476 861 300

✉️ Angie.Simmonds@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

Position Description

Date Reviewed:	March 2024	
Position:	Business Manager Works	
Business Unit:	Works	
Directorate:	Assets & Operations	
Location:	Operations Centre	
Reports to:	Director Assets and Operations	
Direct Reports:	4	
Remuneration:	15 (plus 3.5% Civil Liability Allowance)	
Award Classification:	Band 4 Level 2	
Designated Person:	Deemed Designated Person in accordance with clause 4.8 of the Model Code of Conduct for Local Councils in NSW (the Code). This requires an annual disclosure of interests return in accordance with clauses 4.10 and 4.21 of the Code.	
Hours of Work:	35 Hours Per Week 8:30am – 5pm 43 minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council’s Flex First Procedure.
Vehicle:	Vehicle provided with option of leaseback arrangement as a discretionary benefit	

Council Vision & Mission

PRIDE
 PASSION | RESPECT | INNOVATION | DEDICATION | EXCELLENCE

OUR VISION: A resilient, vibrant and connected community.

OUR MISSION: Provide infrastructure and services that meet the changing needs of our community.

Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Council Overview

Goulburn Mulwaree Council is a local government area located in the Southern Tablelands of New South Wales, encompassing Goulburn, Marulan, Tarago, Towrang and other villages.

The council was formed in 2004 as the Greater Argyle Council as an amalgamation of Goulburn City and parts of the former Mulwaree Shire. It was renamed in 2005 to Goulburn Mulwaree Council. Goulburn Mulwaree Council encompasses a land area of 3223 square kilometres and has a current population of 30,852 people.

The region produced over \$1.45 billion in Gross Regional Product in 2018 with our largest employing industries being Health Care & Social Assistance, Retail Trade, Public Administration & Safety and Construction.

Council is responsible for the provision of water, sewer, and waste services along with maintenance of the region's road networks and construction of an exciting capital works program which is delivering projects such as a redeveloped Aquatic Centre, new Performing Arts Centre and the popular Adventure Playground. Council also manages the Goulburn Library, Community Centre, Water Works, Museums, Visitor Information Centre and other cultural facilities.

Position Statement

This position is responsible for managing road network, bridges, carparks, drainage systems and structures, footpaths, cycleways, kerb and gutter, and fleet in accordance with Council's service and delivery plan. To manage the delivery of the Works capital works program and to manage the application process of all works functions.

Position Duties

- Manage the operations and maintenance of the road network, bridges, carparks, drainage systems and structures, footpaths, cycleways, kerb and gutter ensuring all works are carried out in accordance with Council procedures.
- Ensure all capital works are delivered in accordance with asset management plans, design plans, project plans, to appropriate technical specifications, scope of works and budget provisions.
- Ensure all maintenance works are delivered in accordance asset management plans, maintenance schedules, project plans, to appropriate technical specifications, scope of works and budget provisions.
- Ensure all work is carried out in accordance with WHS and Environmental legislation and regulations and quality assurance processes
- Ensure the completion of returns to recover funds from external funding sources (Roads to Recovery, Regional Road Repair Program, Block Grants, Blackspot Funding, plus other external grants as they become available)
- Manage the planning and implementation of capital and maintenance projects including the completion of all Council procurement requirements, design, construction and commissioning
- Manage Council's operational response and functions during wet weather events.
- Ensure the management of Council's fleet is administered, maintaining a sustainable ten year and annual plant replacement program.
- Prepare annual and 5-year budgets in accordance with Council's annual budgetary process including all plant, material, labour and contract costs.
- Prepare Council reports to Council on all major projects and other issues as required
- Prepare environmental assessments for capital and maintenance works within the area of responsibility.
- Ensure that all works comply with WHS legislative and associated acts and regulatory requirements.
- Manage the completion of service response procedures according to Council requirements.
- Management and leadership of staff including training, mentoring, discipline and recruitment
- Carry out other duties that are within the limits of the employees skills, competence and ability as required by Goulburn Mulwaree Council.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct.

Essential Selection Criteria

- Tertiary level qualifications in Civil Engineering or related field and/or significant experience in a similar role
- Demonstrated experience in leadership of operational and construction teams to achieve efficient and safe performance results and continually improve productivity.
- Demonstrated experience in delivering capital works and maintenance contracts for works infrastructure
- Highly developed strategic, communication, budget management and interpersonal skills
- Proven leadership and change management skills, with the ability to foster teamwork, innovation, and the achievement of objectives
- Demonstrated knowledge and understanding of roles and responsibilities of WHS, quality and environmental management for infrastructure works and maintenance.
- Class C Drivers Licence
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission.

Desirable Selection Criteria





- Post graduate management qualifications
- Local Government experience in a similar role
- Project management qualifications

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	<ul style="list-style-type: none"> • Assist Business Manager Assets and Design with development of Council's Asset Management Plan with focus on transportation infrastructure. • Establish risk registers for construction and maintenance works with a focus on effective risk control and implementation.
Level 2:	<ul style="list-style-type: none"> • Completes the procurement requirements for a specific capital project including all procurement documentation, RFT documents, advertisement, evaluation, evaluation report, contract award, contract management and contract completion • Prepare a detailed 5 year and 10 year capital works and maintenance plan for construction and maintenance activities within the works section.
Level 3:	<ul style="list-style-type: none"> • Develop and implement new formal procedures to improve works delivery and safety • Demonstrated ability to set the strategic direction for the Works Business Unit
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

LGNSW Capability Framework

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>

Capability Group	Capability Name	Level Required
 Personal attributes	Manage Self	Advanced
	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Choose Level
	Assets and Tools	Choose Level
	Technology and Information	Choose Level
	Procurement and Contracts	Choose Level
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

WHS Performance Measures & Responsibilities

Business Managers	
Responsibilities:	Performance Measures:
All Managers are also considered as, and hold the WHS responsibilities of Workers	Refer to sheet, WHS Responsibilities and Performance Measures, All Employees / Workers.
Ensure all appropriate actions are taken to implement the WHS Policy, procedures to satisfy legislative requirements.	WHS Policy is appropriately displayed in the workplace and staff is aware of WHS management systems.
Maintain suitable records for monitoring of the organisational performance of Council against WHS goals and KPIs in the Management Plan.	Staff are aware of WHS Policies, procedures and management systems.
Monitor the performance of Superintendents, Supervisors etc and staff in relation to WHS responsibilities and KPIs	A reporting process to the relevant Director has been developed for performance monitoring purposes.
Ensure staff are provided with WHS training.	WHS performance measures are incorporated into performance reviews.
Ensure staff are provided with suitable personal protective equipment (PPE).	Superintendents, Supervisors etc and staff have met WHS performance targets
Hold regular meetings with staff and include WHS as standard agenda item at those meetings	Induction and ongoing training has been provided to Superintendents, Supervisors and staff.
Undertake incident investigation and report findings and recommendations to relevant Director.	Evidence sighted that staff have appropriate PPE for job function.
Ensure risk assessments for duties performed by staff are carried out and Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) are developed where required.	Regular team meetings conducted to discuss WHS requirements. Documented minutes provided.
Ensure audits (internal) are undertaken of work sites and review site specific risk assessment (for employees and contractors) and report findings to relevant Director.	Evidence of documented and signed accident investigation forms.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Evidence that risk assessments for all duties has been completed.
Knowledge of WHS and related legislation	Evidence that Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) have been developed where required.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	√				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				√	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.			√		
Standing	Tasks involve standing in an upright position without moving about	√				
Driving	Tasks involve operating any motor powered vehicle	√				
Driving	Tasks involve driving vehicle on unsealed roads.	√				
Sitting	Tasks involve remaining in a seated position during task performance				√	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	√				
Walking/Running	Tasks involve walking or running on even surfaces	√				
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects					√
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees			√		
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	√				
	1. Light lifting/carrying (0-9 Kg)	√				
	2. Moderate lifting/carrying (10-15 Kg)					√
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.					√
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					√
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.				√	
Sensory Demands						

Demands	Description	Frequency				
		O	F	C	R	N/A
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night.				√	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					√
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)				√	
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability	√				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight					√
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					√
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					√
Manual Handling	Tasks involve manual handling.					√
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	