



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

WORK HEALTH AND SAFETY OFFICER

PART TIME

Applications will be accepted until **4.00pm Friday 26 September 2025**

WORK HEALTH AND SAFETY OFFICER PART TIME

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Meg Symes, Human Resources on (08) 9761 0800 or via email to msymes@bridgetown.wa.gov.au.

Garry Adams
CHIEF EXECUTIVE OFFICER

Advertisement: WORK HEALTH AND SAFETY OFFICER - PART TIME

Permanent Part-Time – 3 days per week (0.6 FTE), spread across mutually agreed days

Are you passionate about creating a safe, healthy, and supportive workplace? This is your opportunity to make a real difference while enjoying the lifestyle and community spirit of one of Western Australia's most vibrant regional towns.

The Shire of Bridgetown-Greenbushes is seeking a dedicated **Work Health and Safety Officer** to join our team.

In this role, you will:

- Manage, implement, and continuously improve the Shire's WHS Management System.
- Promote a positive safety culture across the organisation.
- Support staff and managers in meeting WHS responsibilities.
- Coordinate workplace incident reporting, injury management, and return-to-work processes in line with legislation and organisational policies.
- Ensure compliance with relevant legislation and regulations.

We are looking for an experienced WHS professional with a strong knowledge of Work Health and Safety legislation and proven ability to deliver practical, effective solutions.

Why Bridgetown-Greenbushes?

Nestled in the beautiful South-West, just three hours from Perth, the Shire of Bridgetown-Greenbushes offers a unique lifestyle with the perfect balance of country living and modern conveniences. Known as the "Winter Capital of WA," Bridgetown is celebrated for its rolling hills, festivals, art and music scene, boutique shopping, and welcoming community. Greenbushes adds to this richness with a proud mining heritage and thriving local industries.

Living and working here means being part of a supportive community, with access to excellent schools, recreational facilities, and an enviable quality of life surrounded by forests, rivers, and vineyards.

What's on Offer

- 12% Superannuation, plus an additional 3% when you contribute 5% (total of 15% from the Shire).
- 50% membership discount at the Bridgetown Leisure Centre.
- Salary Packaging available to all employees.
- A supportive, community-focused organisation that values wellbeing, balance, and professional growth.

To view the position description, click [here](#) If you are unable to access it or would like more information, please email msymes@bridgetown.wa.gov.au.

How to Apply

To be part of our committed team, please apply via:

- SEEK
- Email: careers@bridgetown.wa.gov.au
- In person: Shire Administration building -1 Steere St, Bridgetown
- Mail: PO Box 271, Bridgetown 6255

Applications close **4.00pm, Friday 26 September 2025**.

NOTE: Late applications will not be accepted, therefore you are encouraged to submit your details early.

The Shire of Bridgetown-Greenbushes is committed to creating an inclusive workplace that welcomes and values the unique contributions of all people.

POSITION DESCRIPTION

1. **POSITION TITLE** WORK HEALTH AND SAFETY OFFICER
2. **DEPARTMENT** EXECUTIVE SERVICES
3. **AWARD COVERAGE AND CONDITIONS**
 - Level 6-7 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.
 - Part-time position - 3 days per week (0.6 FTE), spread across mutually agreed days.
4. **POSITION OBJECTIVES**
 - Develop, implement and manage the Shire's Work Health and Safety (WHS) processes, procedures, and templates.
 - Provide specialist advice, support, and assistance to managers and supervisors to enable them to achieve their safety responsibilities.
 - Work with staff to ensure safety standards, procedures, and processes are upheld across all business areas.
 - Promote a culture of safety with a balanced and practical approach that ensures compliance with statutory and regulatory requirements while providing high standards of service to the organisation.
5. **KEY DUTIES/RESPONSIBILITIES**
 - Monitor and Review the Shire's Work Health and Safety program.
 - Act as an advisor and coach to management, the Safety Committee, Safety Representatives and employees on all aspects of WHS.
 - Monitor developments and legislative changes affecting WHS and apply to policy, procedures and the Shire's WHS Safety Management System Plan accordingly.
 - Coordinate and drive the proactive function of the Shire's WHS Committee, maintaining bi-monthly meetings and dissemination of information to all areas of the business.
 - Monitor progress of the WHS Safety Management System Plan.
 - Collate hazard/incident/injury reports, carry out investigations, follow-up appropriate actions and close out accordingly through implementation of appropriate controls.
 - Conduct audits and workplace inspections.
 - Create, implement and conduct appropriate WHS inductions for all new employees, volunteers and contractors.
 - Assist to implement, maintain and update where required, the Shire's electronic database of information in Skytrust.
 - Roll out Skytrust to employees and ensure employees use the system.
 - Maintain effective working relationships and liaise where appropriate with Worksafe and LGIS.
 - Within the scope of a part-time position, prioritise delivery of the Shire's key WHS functions, focusing on compliance, system maintenance, and proactive cultural initiatives.
 - Establish a cohesive and effective working group of first aid officers, fire wardens and WHS safety representatives.
 - Implement initiatives to develop a positive culture of work health and safety in the workplace.

6. WORK HEALTH & SAFETY

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.
- Analyse WHS data and prepare reports for the Executive Leadership Team, WHS Committee, and other relevant bodies.
- Identify potential areas of WHS risk, recommend and implement proactive measures for improvement.
- Promote a balanced, accountable, and positive safety culture across the organisation.
- Fulfil duty of care requirements at all times by taking reasonable care for own health and safety, and that of others.

7. ORGANISATIONAL RELATIONSHIPS

| | |
|----------------------|---|
| Reporting to: | Manager Executive Services |
| Supervision | No direct supervisory responsibilities. Works collaboratively with staff across the organisation to provide WHS guidance and support. |
| External | Worksafe, LGIS and relevant regulatory agencies |

8. EXTENT OF AUTHORITY

Operates under the direction of the Manager Executive Services within statutory requirements, Council policies, and delegated authority.

9. SELECTION CRITERIA

| Criterion | Essential | Desirable |
|--|-----------|-----------|
| Tertiary qualifications (minimum Cert IV) in WHS or related discipline and/or equivalent practical experience. | ✓ | |
| Demonstrated ability to establish rapport and maintain strong and productive working relationships to achieve work goals and influence cultural change. | ✓ | |
| Knowledge and understanding of the <i>Work Health and Safety Act 2020</i> , <i>Work Health and Safety Regulations 2022</i> and <i>Workers' Compensation and Injury Management Act 1981</i> and other relevant legislation. | ✓ | |
| Excellent interpersonal and communication skills, including the ability to use the computer (Microsoft suite), internet and email. | ✓ | |
| Demonstrated experience in WHS Contractor Management and Workers' Compensation Claims management. | ✓ | |
| Demonstrated skills in the development of cultural change and application of positive work health and safety practices including hazard and risk management, incident investigations and audits. | ✓ | |
| Ability to apply relevant legislation and best practice WHS advice within a local government environment. | ✓ | |
| Current 'C' Class Drivers' License. | ✓ | |

| | | |
|--|--|---|
| Awareness of work health and safety issues in infrastructure maintenance and construction work environments. | | ✓ |
|--|--|---|

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via:

- SEEK
- Email: careers@bridgetown.wa.gov.au
- In person: Shire Administration building -1 Steere St, Bridgetown
- Mail: - and addressed to the Chief Executive Officer and marked "**Confidential – Human Resources**" PO Box 271, Bridgetown 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidentiality Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Meg Symes, Human Resources on (08) 9761 0800 or msymes@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au