



# Winton Shire Council

LEGENDARY SAFE SCENIC

## INFORMATION PACKAGE

Community Health Manager

**Applications Close 5:00pm 8th March**

## Contents

SHIRE PROFILE .....	3
About Winton Shire Council.....	3
Towns of the Winton Shire .....	4
Winton.....	4
Opalton .....	4
Corfield .....	4
Middleton.....	4
THE COUNCIL ORGANISATION .....	5
MISSION STATEMENT .....	5
Vision.....	5
CORPORATE VALUES.....	6
Accountability.....	6
Effectiveness.....	6
Efficiency.....	6
Sustainability .....	6
Meaningful Community Engagement.....	6
Good Governance .....	6
Ethical and Legal Behaviour .....	6
CORPORATE STRUCTURE.....	7
RECRUITMENT PROCESS .....	13
Shortlisting and Interviews .....	13
HOW TO APPLY .....	13
FURTHER INFORMATION.....	13

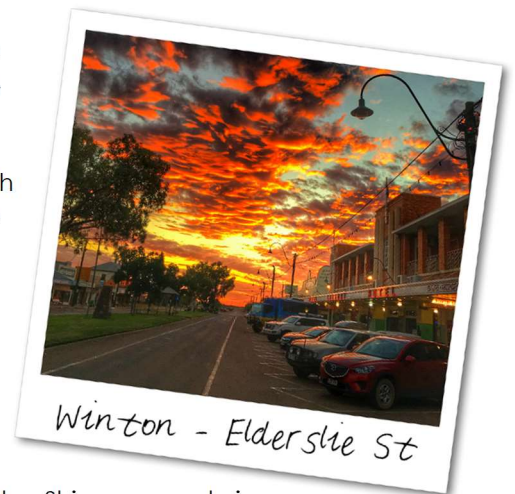


## SHIRE PROFILE

### About Winton Shire Council

Winton is located in Central Western Queensland on the Landsborough Highway, 180 kilometres northwest of Longreach and 472 kilometres south east of Mount Isa. Winton is approximately 1,500 kilometres from Brisbane, covering 53,935 square kilometres and boasting a population of around 1,600 people. Home to diverse landscapes with rolling Mitchell Grass Downs suddenly interrupted by mesa formations, starkly beautiful red earth and spinifex country, Channel Country and undulating plains as far as the eye can see with a myriad of dry channels, waiting for the wet season.

Winton has a rich history with links to the Great Shearers' Strike, Waltzing Matilda and QANTAS, but today the town is almost as well known for something far more ancient... dinosaurs.



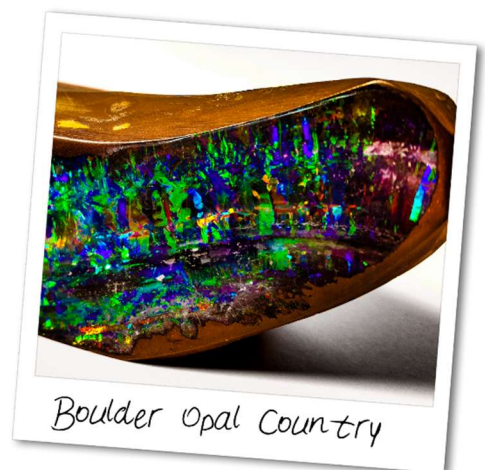
Winton - Elderslie St



Dinosaur Country!

The first official dinosaur discovery in Winton Shire was made in 1962, approximately 110km South-West of Winton – a fossilised footprint with the site later revealing a stampede with over 3,300 footprints. Later discoveries were the then largest dinosaur found in Australia a 20-30 ton Sauropod nicknamed "Elliot" discovered on a property outside Winton in 1999, and his friends, more Sauropods of the group called Titanosaurs (the largest dinosaurs to walk the earth) in varying sizes and types – and "Banjo", Australia's largest known carnivorous dinosaur. Winton is known as the home of Waltzing Matilda, with A B (Banjo) Paterson writing our national song in 1895, whilst visiting Dagworth Station. Legend has it that the first public performance of Waltzing Matilda happened at Winton's North Gregory Hotel on 6th April 1895.

Twenty-five years later, Winton became the birthplace of the Queensland and Northern Territory Aerial Service (QANTAS), registered as a company in Winton on 16th November 1920. This was followed by its first Board Meeting in 1921, held on the 10th February at the Winton Club. Later in 1921, the Winton Shire Council became the first local authority in Australia to support Commercial Aviation after subsidising by half the costs of establishing a landing field in Winton, to the sum of £20. The local expression is that QANTAS was conceived in Cloncurry, born in Winton and grew up in Longreach! When the area was settled in the late 19th century, the region's low annual rainfall made it ideal for sheep, and up to 1.5million sheep have been grazed during a past good season. In recent times, graziers have increasingly shifted from wool production to beef production. The opal mining industry also flourishes in Winton, and has for more than a century. Some of the best boulder opal has been found from claims within the Winton Shire.



Boulder Opal Country





## Towns of the Winton Shire

### Winton

Winton Township is located on the Matilda Highway, between Longreach and Kynuna and is the gateway to Australia's Dinosaur Trail and the Outback Way. Winton town is the Shire administration centre and is known for friendly hospitality and big smiles. The town boasts a selection of good affordable accommodation, caravan parks, great food outlets, Searles Outback Store, various retail outlets and general stores for all your travelling needs. There is opportunity to get involved in the local atmosphere during one of Winton's many events and festivals, including Waltzing Matilda Day, Diamantina Camp Draft, Turf Club Races, Drag Racing, Camel Races, Film Festival, Opal Festival and the Winton Outback Festival (bi-annually) to name just a few.



### Opalton

Is the home of Queensland Boulder Opal and lies 123 kilometres south-west of Winton. Opal was first discovered in Winton by George Cragg in 1888 and the first mine was worked in 1894. By the end of the 19th Century there was a bustling township of 600 and Opalton became known for the enormous quantity and quality of its opal. Notably, in 1899 the largest piece of opal ever recorded was mined from Opalton, a pipe opal that measured more than three metres long.



### Corfield

Is a tiny town located 90 kilometres north of Winton on the road to Hughenden. The town can be identified only by the small cluster of buildings on the rolling Mitchell grass downs. Once a busy railway siding, Corfield is now known for the annual "Corfield Cup" race meeting, when the population explodes with people visiting from near and far.



### Middleton

Located 164 kilometres along the Winton-Boulia Road, Middleton made history in 1862, when McKinlay and his search party for Burke and Wills, entered the area. In fact, Middleton's name is derived from this search party after a creek named for the man second in charge – Middleton.



## THE COUNCIL ORGANISATION

The Winton Shire Council Mayor and five (5) Councillors are the decision-making body and matters for consideration are directed through regular Council meetings. Ordinary meetings of council are held on the third Thursday of the Month. Special Meetings are convened when necessary to consider specific items such as budget, major projects and future directions.



Cr Gavin Baskett  
**Mayor**



Cr Tina Elliott  
**Deputy Mayor**



Cr Shane Mann



Cr Anne Seymour



Cr Cathy White

The Winton Shire Council is managed by its Chief Executive Officer and the Managers of:

- Governance and Finance
- Corporate and Community
- Works and Utilities



1150+

Population



+122

Staff



\$36M

Capital Budget



\$242M

Community Assets

There are 143 staff providing services and managing assets within an annual operating budget of more than \$ 35.5 million, Capital Budget of \$ 36 million and Net Community Assets of \$242 million.

## MISSION STATEMENT

Winton Shire Council's Mission Statement: "To lead and work in partnership with the Community, to improve our lifestyle whilst preserving our heritage for future generations.

### Vision

Winton, Legendary, Safe, Scenic.



## CORPORATE VALUES

### Accountability

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### Effectiveness

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### Efficiency

The concept that in the process of pursuing or effecting any program, procedures or task where all wastage is minimised.

### Sustainability

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### Meaningful Community Engagement

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### Good Governance

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

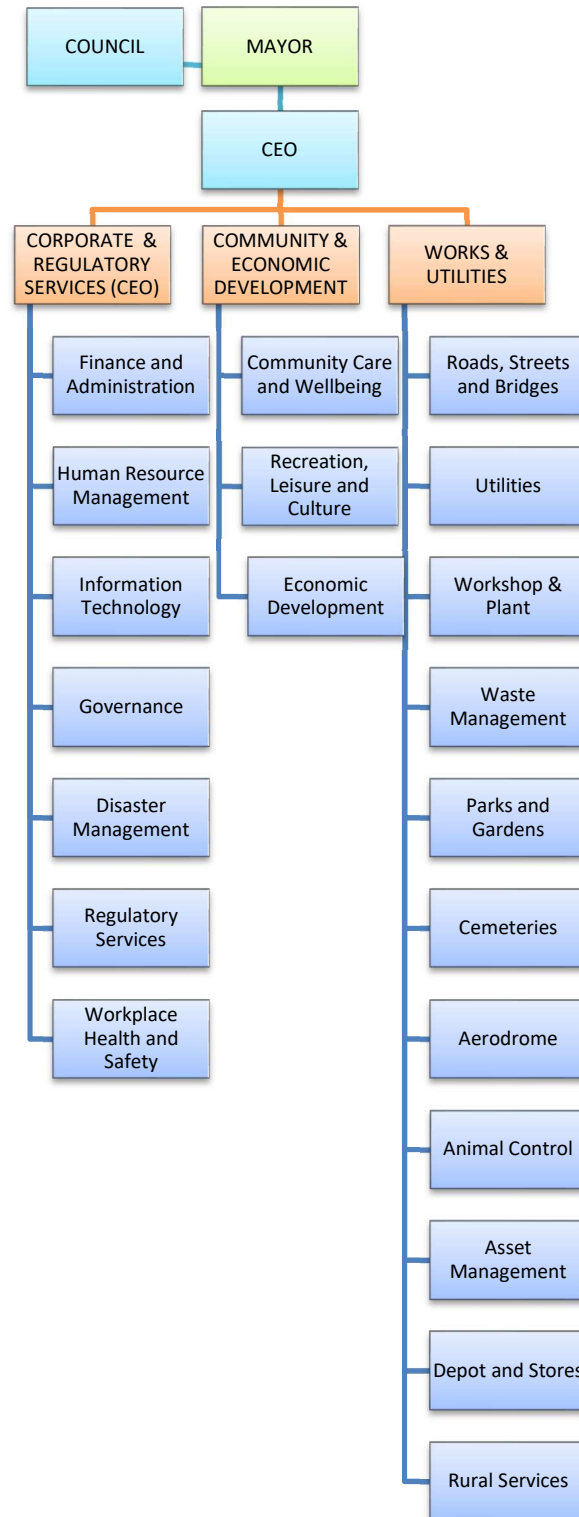
### Ethical and Legal Behaviour

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.





## CORPORATE STRUCTURE





## WINTON SHIRE COUNCIL POSITION DESCRIPTION

1. POSITION DESCRIPTION	
Position Title:	Community Health Manager
Position Number:	CE10312
Portfolio:	Community Health
Department:	Community and Economic Development
Location:	Winton Neighbourhood Centre
Classification Level:	Level 7, Year 1 Qld Local Government Industry (Stream A) Award 2017 and Winton Shire Council EBA 2019 as varied
Terms of Employment:	Temporary Full Time Contract 12 April to 8 October 2021
Supporting Documents:	Employee Code of Conduct Workplace Health & Safety Responsibilities Staff Induction Booklet WSC Drug and Alcohol Policy
2. ORGANISATIONAL ENVIRONMENT	
<p><b>Winton Shire Councils Mission Statement is:</b> ‘To lead and work in partnership with the community to improve our lifestyle whilst preserving our heritage.</p> <p><b>Winton Shire Councils Vision is:</b> “Winton Legendary Safe Scenic”</p>	
3. ORGANISATIONAL RELATIONSHIPS	
Reports to:	Director Community and Economic Development
Supervision of:	Client Care Coordinator, Community & Individual Support Coordinator, Family Support Coordinator, Sixties & Better Coordinator
Internal Liaisons:	All Council Departments
External Liaisons:	Winton Shire Community at large, committees relating to Aged, Disability and Community Service stakeholders and other Business, Government and Semi-Government Organisations as required.
4. POSITION OBJECTIVES	
<p>This position is responsible for the development, implementation, and coordination of the Community Health Services function of the Winton Shire Council in ensuring that Aged, Disability and Community Service consumers receive services that meet their individual and collective needs in a community setting.</p>	
5. ORGANISATIONAL COMMITMENT	





**CORPORATE**

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

**CONFIDENTIALITY AND IMPROPER USE OF INFORMATION**

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

**CONTINUOUS QUALITY IMPROVEMENT**

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

**WORKPLACE HEALTH AND SAFETY**

All employees have a duty under the Workplace Health and Safety Act 2011 Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

**6. QUALIFICATIONS/LICENCES/TICKETS REQUIRED****MANDATORY**

- Current Senior First Aid Certificate with CPR
- Clear Australian Federal Police Check
- Statutory Declaration for Workers in Aged Care
- National NDIS Worker Screening
- Positive Working with Children Blue Card and/or Advice of Positive Notice Exemption Notice
- Qualifications in Aged Care not limited to governance and/or risk management.
- Hold and maintain a "C" Class Manual drivers licence with the ability to drive in rural and remote locations

**DESIRABLE**

- Qualifications of Certificate IV in Workplace Trainer
- Certificate IV in Aged Care or Certificate IV in Disability or equivalent.
- Certificate IV and/or Diploma of Community Services
- Registered or Enrolled Nursing qualifications



## 7. REQUIREMENTS AND WORKING CONDITIONS

- Internal training for specific areas relating to the position is required.
- Attendance at relevant Seminars/Workshops relation to the position is required.
- Ongoing training in aged care, communities and disability services is required.
- Coordinate In-Service training of employees and volunteers.
- Travel and overnight stays away from home are necessary to the position.
- Council will supply a mobile phone for business related calls.
- Council will supply a vehicle for business use only.
- Out-of-hours weekend work in emergency situations.
- The nature of the work requires some out-of-hours duties and time in lieu (no overtime) is the normal arrangement.

## 8. STATEMENT OF KEY RESPONSIBILITIES AND DUTIES

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Plan and coordinate the operations and programs with the relevant managers/coordinators in line with the operational plan and in accordance with funding agreements where applicable, quality, risk and budget requirements.
- Required to meet the outcomes within the current Service Agreements between the Department of Communities, Department of Health, other funding bodies and the Winton Shire Council;
- Provide effective leadership, supervision, training and development to staff, trainees and volunteers to implement the operations and activities of the Community Health Service functions of Council.
- Develop and review operational systems and processes to achieve statistical, quality and risk management reporting requirements as required.
- Undertake marketing and public relations tasks to promote programs and facilities provided by the Community Health Service Functions of Council.
- Provide high quality customer service at all times with respect to the diversity and complexity of user needs in accordance with Council's customer service standards.
- Demonstrated ability to effectively engage with key stakeholders and understand their supports, service providers, community agencies and other stakeholders to identify collaborative arrangements to meeting community needs.
- Facilitate, coordinate and integrate a broad range of support service and key community stakeholders with a view to supporting positive ageing and social inclusion.
- The Community Health Manager must have the ability to analyse problems and difficult situations and seek solutions that accurately address the issues within resource constraints.
- Comply with the Workplace Health and Safety Act, Regulations, Codes of Practice, Australian Standards and Council's Workplace Health and Safety System Implement project quality control methods to ensure completion of works to relevant standards;
- Management of online portals for reporting, accepting referrals and managing consumers
- Undertake continuous improvement of all aspects of personal work performance



- Assist with strategic planning for future works, including providing advice on maintenance and renewal programs and asset management plans;
- Develop and implement relevant policies and procedures to meet the Aged Care Quality Standards and NDIS Practice Standards;
- Carry out duties impartially and with integrity, and with the overall aim of enhancing the reputation of Council;
- Maintain confidentiality of all Council operations;
- Deliver agreed outcomes, on time and in accordance with best practice principles;
- Ensure effective communication of corporate decisions, policies and directions to staff.
- Efficiently administer all home care services and to cater for the needs of consumers. This involves organising, supervising and monitoring employees, including Client Care Coordinator.
- Maintain close contact with the human and community care organisations serving the locality to ensure maximum sharing of available expertise and resources;
- Assess the needs of prospective consumers in accordance with the agreed assessment process and in accordance with the program objectives;
- Maintain close contact with consumers accepted into the program/s to ensure that their needs are constantly under review;
- Maintain data on consumers and as per the requirements of the Commonwealth and State service agreements ;
- Compile financial statements and prepare budget projections;
- Undertake all mandatory training within the allocated timeframe and apply for relevant training for personal development when applicable;
- Administer the home care services according to the Shire's Strategic Plan and within State and Federal Service Agreements for each service;
- Responsible for the review, monitoring and implementation of relevant industry practices;
- Responsible for matters pertaining to staff in consultation with the Director of Community & Economic Development. This includes engagement, training, appraisals and discipline;
- Responsible for the setting and monitoring of service budgets;
- Responsible for the checking of time sheets and submission to the Payroll Officer;
- Responsible for ensuring that the collection of monies/issuing receipts to consumers for services and submission to the Shire office for banking is undertaken by administration staff;
- Ensure processes and pathways for care planning, monitoring and review of client care service to achieve the optimum level of care within the existing constraints of resources;
- Prepare reports to Council and relevant Government Agencies;
- Ensuring reporting requirements to Government Departments is completed in a timely manner;
- Attend relevant functions, meetings, workshops, seminars and training courses as directed;
- Ensure processes are in place to provide holistic approach to client care such as case management by recognising and liaising with all stakeholders;
- Required to meet the outcomes within the current Winton Shire Council Operational Plan;
- Any other duties as directed by senior staff, relevant to the position and within the capabilities of the officer.





## 9. KEY SELECTION CRITERIA

**SC1** - Demonstrated experience in achieving results within a community development framework.

**SC2** - Demonstrated experience in stakeholder engagement and networking including marketing and promotion skills for the benefit of the service and our consumers.

**SC3** - Demonstrated ability to supervise, mentor and monitor staff.

**SC4** - Qualifications or demonstrated experience in health or social/community services or significant and pertinent experience in the fields.

**SC5** - Proven ability to rapidly acquire knowledge of policies, procedures and practices of Winton Shire Council's Aged Care, Community and Disability Service Streams.

**SC6** - An understanding of quality assurance, and relevant program standards.

**SC7** - Demonstrated management and coordination skills; eg. including control and monitoring of budgets, time management and general office procedures.

**SC8** - Demonstrated excellent communication skills, both verbal and written, characterised by patience, clarity, empathy and understanding.

## 10. OTHER RELEVANT INFORMATION

- The selected applicant may be required to undertake a pre-employment medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position.
- The selected applicant will be required to undertake an Australian Federal Police Check
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant will be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under [s 138A] of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty one days of termination of employment, unless the employee has a reasonable excuse.
- This is a description of the job as it is at present constituted. It is the practice of Winton Shire Council, periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each Director in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is Winton Shire Council's aim to reach agreement to reasonable changes where identified.

Whilst employment is in the position described in this document it is understood that employment is with Winton Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.



## RECRUITMENT PROCESS

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

### Shortlisting and Interviews

The Shortlisting of all applicants will be undertaken by the Selection Panel convened for the role which will include three participants. The Selection Panel will review all written applications and then short list for interview. First round interviews may be conducted via teleconference in the first instance and a second follow up interview will be undertaken in Winton prior to a decision being made on a suitable applicant. All unsuccessful applications will be notified in a timely manner.

## HOW TO APPLY

We invite you to lodge a formal application comprising three documents:

- a CV/Resume; and
- an application form/cover letter in Word Format
- a response to the Key Selection Criteria as outlined in section 9 of the position description. Please address the key selection criteria below by illustrating your responses with examples of how you meet the criteria – it is not sufficient to just indicate what you have done – we are more interested in the “How”. As a guide we need no more than one page on each criterion.

If appointed we will need to sight the original certificates or certified academic transcripts prior to commencement.

After preparing the response please direct your application (Cover Letter, CV and Response to Key Selection Criteria) to:

CEO – Winton Shire Council Email: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

The closing date for receipt of applications is **5:00pm 8th March**

## FURTHER INFORMATION

For further information in relation to this position please contact the Director of Community and Economic Development on 07 4657 2666.

