

19 November 2021

PO Box 1472,
50-52 Auburn Street,
Wollongong NSW 2500
T. 02 4226 1622

Dear Applicant

**Re: WEA Illawarra
Manager, People and Culture
Full-Time (part-time hours considered), Ongoing**

info@weaillawarra.com.au
www.weaillawarra.com.au

Thank you for your inquiry regarding employment with Novo Education Space. Enclosed you will find information to assist you in deciding whether to submit an application, and if so, the things you need to do in order for your application to be considered.

WEA Illawarra

At WEA Illawarra our vision is to improve the lives of people by offering them appropriate education and training in a nurturing and caring environment. We believe that the power of learning can make a difference, throughout all stages of life, and no matter what an individual's circumstances. With a reputation built on over 100 years of service and a team of dedicated and qualified staff, WEA Illawarra helps people achieve their learning goals through a range of quality education and training services. WEA Illawarra is a Registered Training Organisation, part of the Community Colleges network and is also registered with the Australian Charities and Not-for-profits Commission as a Public Benevolent Institution and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.

Novo Education Space

Novo Education Space is a Special Assistance school operating under the auspices of WEA Illawarra since 2011. We were formerly known as Alesco Illawarra. Our campuses are currently located in Wollongong, Nowra, Vincentia and Bowral. Novo Education Space is registered with the NSW Education Standards Authority (NESA) as a non-government school for Years 9-12.

Many students enrolled at Novo Education Space have experienced trauma in their lives as a result of disrupted attachment, neglect, abuse, violence or being a witness to violence. Our students may have significant gaps in academic achievement and find it difficult to learn in a large group setting, while sometimes presenting with social-emotional problems in school. Novo Education Space staff are training in the Berry Street model of Trauma-Sensitive Positive Education which encompasses a structured vision of wellbeing in the school community with case management support for each student and a focus on education recovery. Our relationship-based practice is grounded in unconditional positive regard for our students. The use of restorative practices assists students and staff to build the capacity to self-regulate behaviour, improve learning outcomes and nurture relationships.

The Position

We have created the new position of Manager, People and Culture to assist the organisation with its next steps in growth and development as a positive, safe, innovative and high performing not-for profit organisation. Currently, basic HR functions are managed by the two operational leaders in the organisation – the Training and Operations Manager of WEA Illawarra and the Leader of Operations of Novo Education Space. The organisation has grown rapidly and in complexity over the last few years, primarily due to the expansion of our secondary school operations. While there are some regulatory and operational differences between the two sides of the organisation, we are all one entity and all governance, risk and HR obligations apply to the organisation as a whole.

An exciting opportunity now exists for a strong HR leader to:

- align the people and culture strategies and plans across the organisation;
- build on our initial work on the culture of the organisation;
- support this with robust, compliant and responsive employee relations systems; and
- help us to keep attracting, developing, supporting and retaining an excellent workforce.

The position will report directly to the CEO and will work closely with the two operational leaders and members of the Novo Education Space Executive and Leadership Team. Full-time hours are available, however part-time hours will be considered for the right candidate. The intended start date for the position is mid to late January 2022.

The key responsibilities of the Manager, People and Culture position and the qualifications, experience, knowledge, skills and personal attributes required to be successful are detailed in the attached **Position Description**. Together, these constitute the inherent requirements of the position.

About You

WEA Illawarra-Novo Education Space is a purpose-driven organisation. Your values, your skills and your mindset will determine your success in this role in line with what we are trying to achieve for our students and learning communities, and how we work together in our teams.

To be successful in this role you will:

- have a strong values-base for the work you do as a HR professional which aligns with our not-for-profit values and our focus on community service and support for vulnerable individuals;
- be a skilled and motivated professional with a continuous improvement mindset who is able to lead, influence and contribute strategically to organisational development but is also willing and able to carry out the day to day aspects of all HR operations.
- be the kind of person who thrives in working collaboratively with a team of diverse professionals in an open and self-reflective community of practice.

Working With Children Check

This position is designated as child-related employment. In accordance with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>.

National Police Check

WEA Illawarra may also request a National Police Check to determine suitability for employment when a person is identified as the preferred candidate for a position after interview.

COVID-19 Vaccination Public Health Order

On 23 September 2021 the NSW Government introduced the *Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021* (the PHO) which prevents people working in schools after 8 November 2021 unless they are fully vaccinated against COVID-19 or have an approved medical contraindication certificate. This position is located on our Wollongong school campus premises and the position will be in services to our secondary school. Therefore, the position falls under the scope of the PHO. To work in this position, you will be required to provide evidence of two doses of an approved COVID-19 vaccination or supply a medical contraindication certificate.

Adjustments at Work – Rights of People with a Disability, Pre-existing Illness or Injury

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the Pre-Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing info@weaillawarra.com.au.

1. In applying for this position you will be providing WEA Illawarra with personal information.

2. If you provide us with personal information, for example, your name and address, information contained on your resume, or your COVID-19 vaccination status, we will collect the information in order to assess your application for employment. We may make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.
6. WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.
7. If you provide WEA Illawarra with the personal information of others, eg referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that WEA Illawarra does not usually disclose this information to third parties.

How to Apply

Employment will be offered on the basis of merit. The applicant considered to be the most capable of meeting the inherent requirements of the position will be selected. To decide this, we will look at your qualifications, experience, skills and personal attributes based on your responses to the selection criteria, performance at interview and referee checks.

For your application to be considered you MUST include all of the following:

- A covering letter** which includes your name and contact details and the position for which you are applying. In your covering letter please give us a brief description of your experience and suitability AND tell us how your values align with employment with WEA Illawarra.
- Your "claim" for the position.** The attached position description details the selection criteria (highlighted in yellow), both essential and desirable. You should write a statement about how you meet **each** of the selection criteria. The best way to set out your claim for the position is to list every selection criterion as a heading. Under each heading **clearly explain how you meet the criterion**, using examples where applicable. Limit your response to one or two paragraphs per criterion or write in point form.
- Your CV.** You should tell us about your education and qualifications and what type of work, including voluntary or unpaid work, you are doing now or have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. There is no need to include work you did more than 10 years ago unless it is particularly relevant to the position.
- Referees.** Please provide the names and mobile phone numbers of at least two professional referees who can comment on your past work responsibilities and performance. A current or recent supervisor should be included if possible. If you are successful in gaining an interview, we will ask your permission to contact your referees.
- Send your application** to us so that it arrives by the closing date and time. **WE WILL ONLY RECEIVE APPLICATIONS VIA E-MAIL.** Your application should be submitted using **MS Word or in PDF format only**, preferably with all aspects combined into a single document. Ensure your name and contact phone number is in the header or footer of each page of your application. **Email your application to lraft@novo.nsw.edu.au.** Please be sure to include everything from the "How to Apply" checklist.

Applications Extended: Now closing 11.59pm MONDAY 3 JANUARY 2022

Applicants successful in progressing to interview will be contacted by phone within a week of the closing date.

Interviews are expected to be held between 9-15 December 2021.

Expected start date for the position is late January 2022.

If you would like any further information regarding the position, please contact Louisa Raft, Leader of Operations Novo Education Space, e-mail lraft@novo.nsw.edu.au or phone 02 4208 3091 or mobile 0466 656 079 Tuesday to Friday, between 10am and 5pm.

Thank you once again for your interest in WEA Illawarra.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Louisa Raft', written in a cursive style.

CEO WEA Illawarra
Principal Novo Education Space

<p>Position Title: Manager, People and Culture Full-Time (part-time considered), ongoing Location: WOLLONGONG 50-58 Auburn Street Wollongong NSW Work at other WEA Illawarra locations and travel to other Novo Education Space campuses in the Southern Highlands and Shoalhaven as required</p>		
<p>Remuneration Commensurate with qualifications and experience plus employer contribution to Superannuation (10% increasing to 10.5% July 2022) Annual Leave Loading (17.5%) WEA Illawarra is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum for general living expenses plus \$2,650 meal/entertainment allowance, which has the potential to increase an employee's take home pay by reducing the amount of tax paid. Other terms and conditions: National Employment Standards Letter of Appointment Six month probation period</p>	<p>Other Benefits: Professional learning opportunities supported throughout the year Access to Employee Assistance Program and other wellbeing support Motor vehicle allowance of \$0.78/km for approved work-related journeys (conditions apply) Flexible working arrangements including</p> <ul style="list-style-type: none"> • possibility to work part of the week from home after onboarding and probation period • support for a positive work-life balance with part-time hours considered for the right candidate if needed <p>Work mobile phone</p>	<p>Organisational Relationships: Reports to the CEO Works closely with the Novo Education Space Executive (including Leader of Operations, Leader of Teaching and Learning and Leader of Health and Wellbeing) and the WEA Illawarra Training and Operations Manager Direct reports: Nil Other key stakeholder relationships include WEA Illawarra employees and contracted trainers, Novo Education Space employees, and the professional representative organisations Community Colleges Australia and the Association of Independent Schools NSW</p>

Key Objectives of the Position

- Drive the culture of the organisation.
- Provide strategic direction to WEA Illawarra's Human Resource and Industrial Relations practices.
- Develop and implement HR policies, procedures and practices that promote and sustain a culture of wellbeing, high performance, innovation, flexibility and teamwork, as well as ensuring compliance with relevant legislative obligations.
- Be the subject expert to the organisation on the full range of HR, IR and workforce management issues.
- Deliver the People and Culture operational workforce management functions including recruitment, orientation, continuing employment, on boarding and induction, learning and development, performance management, staff grievances and work health and safety.

Scope of Responsibility

The Manger, People and Culture:

- works with the CEO, Novo Education Space Executive and WEA Illawarra Training and Operations Manager to nurture a culture that will positively contribute to the vision, mission and values of the organisation;
- identifies areas for improvement in relation to their role, the teams and at an organisational level and collates information, develops appropriate responses and implements solutions;
- makes recommendations to the CEO regarding decisions outside delegated authority.

Personal Attributes

- Excellent interpersonal skills and ability to communicate effectively (verbally and in writing) with employees, volunteers and contractors, senior management, Board members and other stakeholders.
- Ability and desire to work collaboratively with others in a multidisciplinary team as well as work independently.
- Enthusiasm, self-motivation, adaptability and ability to use initiative.
- Emotional resilience and an ability to foster positive attitudes in an environment of continuous change and competing priorities.

- Respect for diversity with inclusive and culturally safe practice.
- Highly proficient with ICT in a MS Windows environment.

Key Accountabilities and Responsibilities

Culture

- Lead the organisation in establishing, growing and maintaining a positive culture that:
 - enables WEA Illawarra-Novo Education Space to fulfil its purpose and reach its mission objectives;
 - prioritises the wellbeing of the workforce;
 - is reflective, asks curious questions and celebrates growth and continuous learning and improvement.

Workforce Planning and Consultancy

- Lead HR and workforce planning and contribute to business planning as a member of leadership team.
- Provide guidance and support to the leadership team on the full scope of HR issues.
- Provide change management and HR advice and support team leaders and their teams with organisational change.
- Manage Industrial Relations issues and assist with the management of staff grievances, including conducting investigations, mediations and restorative practices with team leaders, obtaining appropriate legal advice and counsel where required.

Recruitment, Selection, Appointment and Continuing Employment

- Manage all aspects of recruitment, selection, appointment and continuing employment across the organisation including:
 - providing support, guidance and advice to selection committees, the CEO, Novo Education Space Executive and Leadership Team and WEA Illawarra Managers in recruitment;
 - collaborate in the development of position descriptions, prepare vacancy advertisements, applicant information packages and screening tools, interview questions and coordinate interview arrangements;
 - organising and conducting induction of new works and assisting team leaders with their contribution to the induction process;
 - employment contract development, negotiation and renewal;
 - conducting regular employee satisfaction and feedback surveys and other evaluation processes, staff exit interviews and analysing and reporting on results of questionnaires/surveys/feedback with recommendations for organisational improvement areas;
 - Ensuring accurate record keeping and reporting as required.
- Guide the ongoing evaluation and improvement of the new staff orientation/induction program.
- Ensure all employment policies, systems and practices comply with relevant legislation (eg, National Employment Standards, Workplace Gender Equity, WHS, Working with Children and National Child Safe Standards, NESAs Non-Government School Registration, ASQA RTO Registration etc).

Remuneration

- Conduct bi-annual benchmarking of staff classifications and recommend revised salary ranges if appropriate.
- Establish processes to monitor and ensure salary payments of all staff are consistent with the Enterprise Agreement.
- Support Team Leaders to monitor, analyse and recommend individual/group salary reviews based on performance (as identified via an annual performance review), equity, benchmarking or CPI consistent with approved salary ranges.
- Participate as an organisation representative in the Enterprise Bargaining process at time of renewal of Enterprise Agreement.

Organisational Development and Performance Management

- Develop, implement and evaluate systems in collaboration with WEA Illawarra and Novo Education Space Executive, with associated tools to support a culture of learning and development.
- In collaboration with Executive teams and team leaders, identify the training and development requirements of the organisation in the short, medium and long term, and establish an organisation development plan.
- Coordinate mandatory training and support team leaders to identify and source appropriate training and development opportunities.
- Coordinate the Performance Management System and support team leader implementation and staff participation.

- Guide the ongoing evaluation and improvement of performance management and development systems and tools.
- Provide assistance, tools, resources and training in change management processes.

Employee Assistance Program and Other Wellbeing Initiatives

- Liaise with contracted Employee Assistance Program (EAP) provider to maximise the relationship and proactively share available resources and tools for the wellbeing benefit of staff members.
- Work collaboratively with team leaders to implement staff wellbeing at work plans and to monitor and respond to any emerging mental health concerns amongst staff.

Diversity, Inclusion and Cultural Safety

- Work with the CEO and Board to develop, implement, monitor and evaluate an organisation diversity, inclusion and cultural safety strategy, providing regular reports to the Board as agreed.
- Support team leaders and employees with implementation of diversity, inclusion and cultural safety strategies.
- Oversee the completion of Workplace Gender Equality Agency reporting as required.

Work Health and Safety

- Develop, implement and review WHS policies and procedures ensuring consultation and communication with staff and compliance with WHS legislation.
- Oversee the establishment and operation of a Health and Safety Committee and provide support to site based health and safety representatives as required.
- Manage processes for WHS induction for new employees and ongoing WHS training for all employees.
- Oversee the WHS risk and incidents register, supporting team leaders and staff with the reporting and resolution of risks and incidents.
- Manage all aspects of worker's compensation and injury management programs.

Other HR responsibilities

- Develop, implement and review HR policies and procedures.
- Maintain knowledge of workplace relations and other relevant legislation and key issues and identify issues and make recommendations accordingly.
- Investigate opportunities to improve HR systems, including moving HR functions to electronic systems, in consultation with finance team and other stakeholders.
- Provide reports to the CEO, Board and relevant sub committees as required against agreed HR Key Performance Indicators.

General Accountabilities

The Human Resource Manager is accountable for:

- demonstrating leadership in the workplace by ensuring the organisation's standards and values are maintained, providing a clear sense of purpose and direction and fostering a positive and high performing culture;
- building and maintaining positive internal and external relationships with key stakeholders;
- establishing efficient and effective systems for collecting, analysing and reporting information that contributes to informed decision-making;
- facilitating and capitalising on change and innovation;
- identifying and appropriately managing strategic and operational risks within in the organisational risk management framework and reporting system;
- implementing and monitoring continuous improvement systems and processes and ensuring accreditation requirements are achieved;
- developing a culturally safe workplace for Aboriginal employees and clients;
- ensuring a safe and healthy workplace is maintained by implementing organisational policies and procedures, consulting workers and addressing identified risks;
- ensuring compliance with relevant regulatory and legal issues (including any HR related accreditation requirements) relevant to the organisation; and
- operating within the formal delegations framework of the organisation and in accordance with organisational policies and procedures.

Selection Criteria – Education and Experience**PLEASE ADDRESS****Essential**

- Relevant tertiary qualifications or a combination of relevant qualifications, training and experience deemed appropriate.
- Experience in a generalist HR management role, or extensive experience in a HR consultancy role with demonstrated readiness to take on a management role.
- Experience in the development, implementation and review of employment-related policies, systems and resources and demonstrated capacity to identify areas for improvement and recommend/implement enhancements to existing practices.
- Experience in development of organisational strategies for diversity, inclusion and cultural safety.

Desirable

- Experience working in a not-for-profit organisation or understanding of values, context, challenges, constraints and opportunities in the NFP setting.

Selection Criteria – Knowledge and Skills**PLEASE ADDRESS****Essential**

- Demonstrated ability to work collaboratively with senior management, contribute strategically to organisational development as well as a willingness and ability to carry out day to day aspects of HR operations.
- Demonstrated knowledge of relevant legislation including equal opportunity, industrial/employee relations and work health and safety.
- Demonstrated knowledge and understanding of contemporary HR issues and practice, including performance management, employee engagement, recruitment, organisational development and change management, management of employee mental health and wellbeing, with ability to translate knowledge into practice.
- Excellent written and verbal communication, influencing, negotiation and coaching skills and the ability to build strong long-term relationships with key stakeholders.
- Highly organised with demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting emotional resilience and self-care strategies.

Selection Criteria – Other**PLEASE ADDRESS****Essential**

- Valid NSW Working with Children Check Clearance (please provide Clearance number and date of birth for verification purposes).
- Evidence of two doses of an approved COVID-19 vaccine plus additional doses as required, or approved medical contraindication certificate for all COVID-19 vaccines in order to comply with *Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021*.
- Unrestricted NSW driver's licence with access to own registered and comprehensively insured motor vehicle and willingness to travel across Illawarra, Shoalhaven and Southern Highlands.

Other Requirements**Child Protection**

This position is classified as child-related employment. Employment is conditional upon obtaining and maintaining a valid employment Working With Children Check Clearance and giving a Child Protection Undertaking as outlined in your letter of offer of employment. For information on how to apply please visit <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>.

Use of Private Motor Vehicle

You may be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to WEA Illawarra's Policies and Procedures. Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others' health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment, unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
Work environment	Manage demanding and changing workloads and competing priorities and in an environment where uncertainty and unpredictability are a feature	Daily
	Work collaboratively in a team environment with people from differing professional backgrounds	Daily
	Work in different geographic locations and unstructured environments (eg, outdoor team, student or professional development activities)	Occasionally
	Work within the span of ordinary hours of work (8.00am-8.00pm)	Daily
	Work outside the span of ordinary hours of work or in the evening or be on call after hours	Occasionally
	Work in buildings which are two-storey and may be co-located with other agencies/organisations	Daily
	Work in an open plan office or other environment with distractions and noise	Daily
	Sit or stand and participate in meetings, workshops or other professional learning activities for extended periods	Regular
	Manual handling	Sit for extended periods at a computer, using screens/monitors, keyboard and mouse continuously throughout the day
Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources of varying weight and size over short distances, pulling, pushing, twisting, restraining, supporting, moving		Daily
People contact	Work with staff or students/clients who may have a physical, sensory or intellectual disability	Occasionally
	Work with staff or students who may have a mental health disability	Regular
	Liaise with government, non-government, community, cultural and law enforcement organisations	Regular
	Interact with students and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates	Occasionally
	Interact with students and members of the public who could display verbally challenging behaviours	Occasionally
	Interact with students and members of the public who could display physically challenging behaviours	Occasionally
	Be exposed to information regarding student or staff personal history and experiences that could be emotionally distressing requiring you to	Daily

Element	Key Activity	Frequency
	respond effectively and manage your own emotional regulation and resilience	
	Support students and participate with students in recreational activities (eg gardening, ball games, swimming, walking, sports)	Occasionally
	Facilitate access to specialist, generic and community services	Regular
	Participate with colleagues in the giving and receiving of feedback for the purposes of improving skills and professional practice	Daily
	Undertake performance planning, training and professional development activities	Regular
Administrative tasks	Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, writing reports, case notes/plans and student records, participate in meetings, concentrating for long periods of time, managing resources, researching and analysing information and data.	Daily
	Undertake intensive administrative tasks which required extended focussed attention, concentration and attention to detail	Daily
	Use technology, including photocopier, printer, telephones, DVD players, computers, laptops, iPads, fax machine, data projector, televisions, speakers	Daily
Transport	Use public transport, including trains and buses	Occasionally
	Drive vehicle possibly over long distance and in all traffic and weather conditions	Occasionally

Workplace Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the WEA Illawarra and School community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- Comply with any reasonable policies and procedures of WEA Illawarra including the reporting of hazard or incidents using the organisation's reporting processes.