



Leading Roles

›Executive ›Management ›Professional

Executive Briefing Pack for the role of Director Infrastructure Services

Banana Shire Council



Closing date for Applications is 5pm, Friday 1 February 2019

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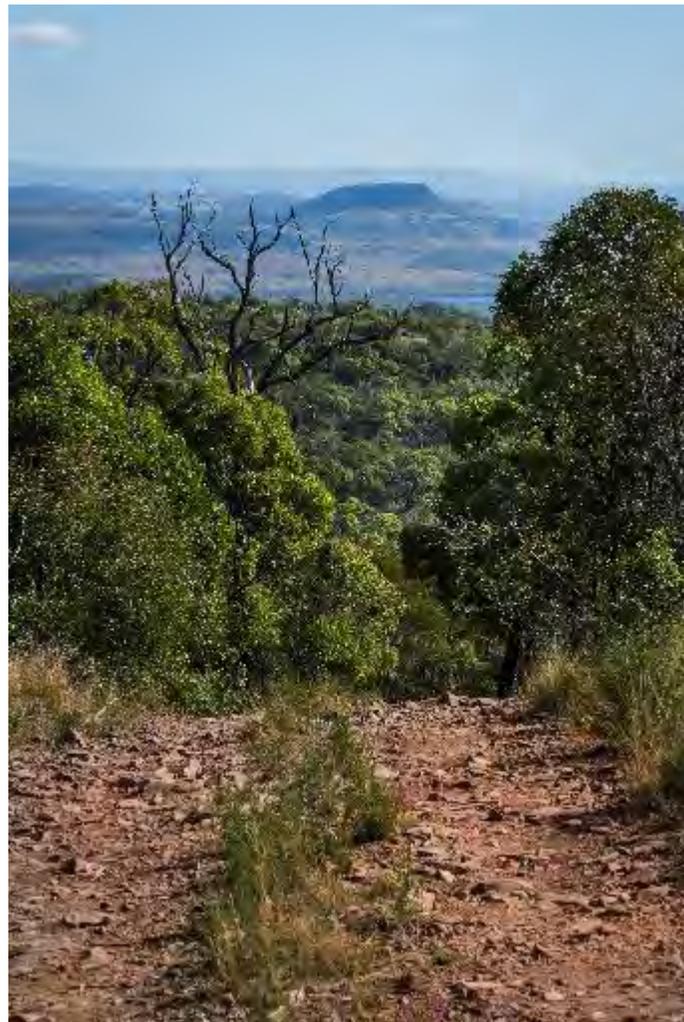
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Kroombit Tops National Park, TEQ

THE POSITION, ITS OPPORTUNITIES AND CHALLENGES

The Director Infrastructure Services will provide effective leadership of Council's Infrastructure Services Directorate to meet Council's key Corporate and Operational Plans in service of the Banana Shire community.

Key departmental responsibilities include

- Operational management
- Technical and infrastructure Operations
- Financial and WH&S Management
- Disaster Management

This is a diverse portfolio of responsibilities, and Council is seeking candidates that have strong leadership, project and programme management skills and have a track record of achievement in a senior local government position.

Applicants must demonstrate

- Previous experience working in local government in a similar level position.
- Strategic leadership capabilities and an inclusive, engaging management style.
- Experience leading a diverse, multidisciplinary team.
- Experience in developing and maintaining key stakeholder relationships, including with the community.
- Strong commitment to corporate governance frameworks, financial management, project management discipline, and workplace health and safety.
- Degree level qualifications in Engineering or other related discipline.
- RPEQ registration, or ability to obtain.

Opportunities

- This position manages a budget of approximately \$32.5M opex and approximately \$10M capex, with capital budget about 50% of that total.
- The functions are primarily Roads, bridges, drainage assets construction and maintenance, Disaster Management, Engineering Design, and Parks and Gardens.
- Managing NDRRA funding while balancing this work and the general operational work priorities of the Directorate.
- The new Director will have an opportunity to come in and participate and contribute in the direction of the Directorate, to refocus on core business, to right-size the structure, to ensure effective management of assets, and to achieve better value in the management of council's assets.
- Contract Transport and Main Roads (TMR) and other external works.

Challenges:

- Significant land area with 4000km of Council roads, 27500km² total area- need to be very capable at delivering services over a wide geography
- Dispersed workforce - team culture needs further work to become more homogenous.

- Safety performance – this is a priority for the Council.
- Need experience and ability to handle the political landscape when working with elected members.
- The ability to deliver works programs within budgetary constraints.

The Council is offering an excellent executive remuneration package, reflecting the significance of this role to the organisation and to attract the highest calibre candidate to this key position in the council and community of the Banana Shire.

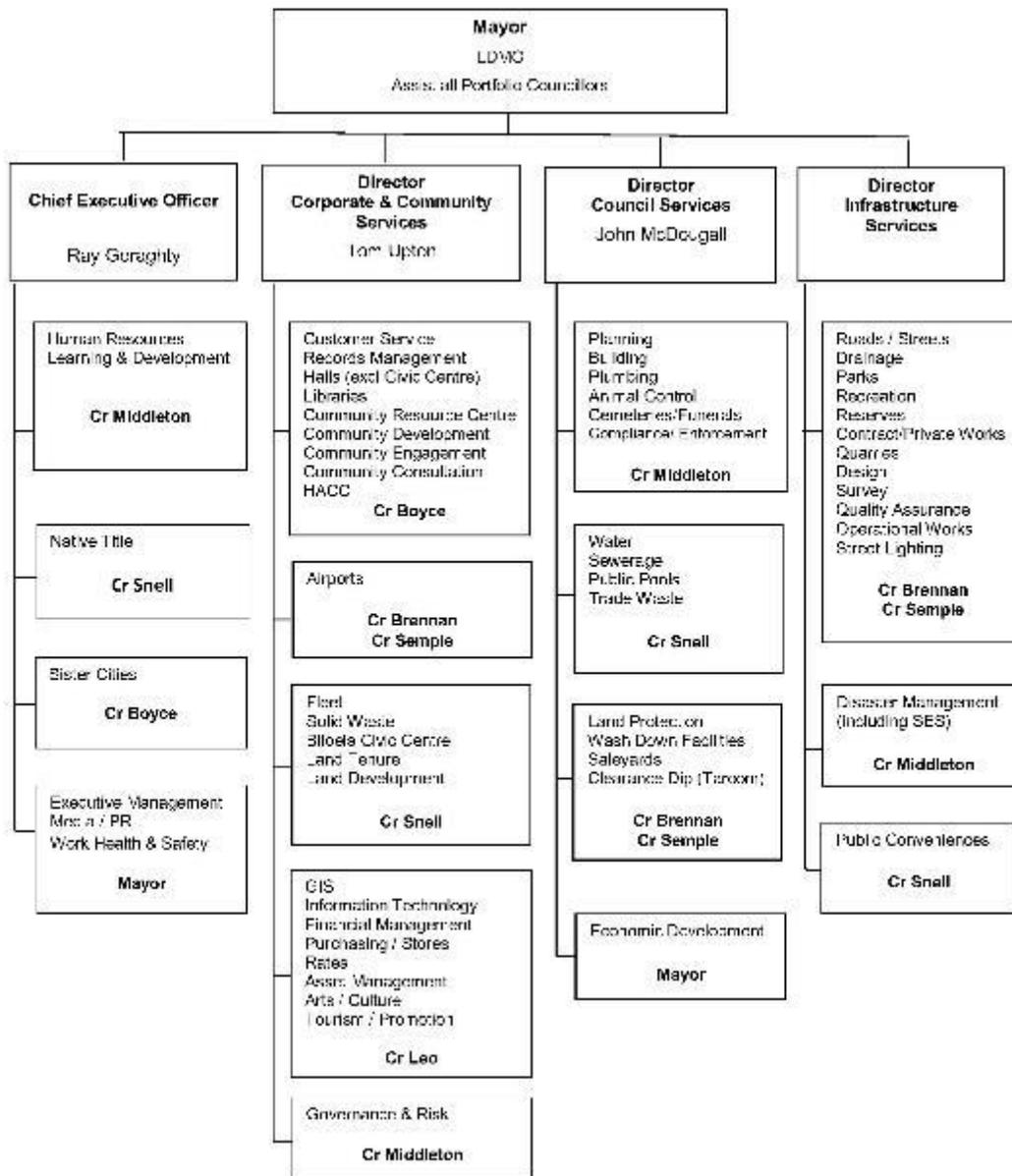
Further detail is available in the **Position Description**, attached below in **Attachment 1**.

ORGANISATIONAL PROFILE

The Council consists of the Mayor Cr Nev Ferrier and six councillors, who are elected by residents for four-year terms. Further information about the elected representatives is available here:

<http://www.banana.qld.gov.au/councillors>

A copy of the organisational structure, and the structure of Council’s Directorates is included here:



You may review the Corporate Documents for Banana Shire, including Annual Reports and the Community Plan here:

<http://www.banana.qld.gov.au/corporate-documents>

Council's Vision, Mission & Values

The stated vision for Council is:

“To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities”

Council's Mission Statement

“Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.”

Values

Banana Shire Council values as identified in its Corporate Plan are:

- Advocacy for our people;
- Effective and responsive leadership;
- Integrity and mutual respect;
- Honesty, equity and consistency in all aspects of Council's operations;
- Quality of service to our citizens;
- Work constructively together, in the spirit of teamwork; and
- Sustainable growth and development.

Why work for Council?

In addition to the benefits of local government employment which include: flexibility in work arrangements and prioritization of work/life balance, Banana Shire Council is considered an employer of choice for its:

- Job security and above average salary levels;
- Very generous superannuation scheme;
- Salary sacrifice arrangements;
- Learning and development opportunities;
- Motivated employees and management team;
- Modern working environment;
- Welcoming community;
- Rental & relocation assistance for identified position.

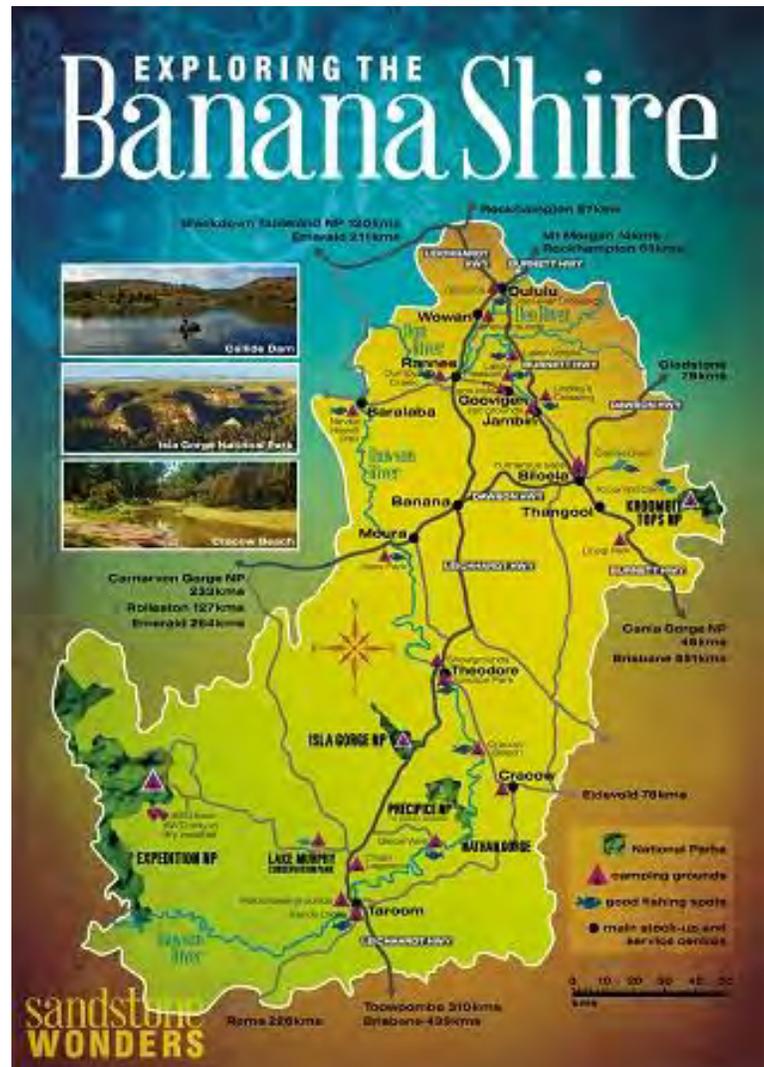
THE BANANA SHIRE – REGIONAL PROFILE

Banana Shire is situated in Central Queensland, Australia. It is 120 km west of the growing industrial city and port of Gladstone and an easy drive to the city of Rockhampton. It has rail and road links to both of these cities and is serviced by the Leichhardt, Dawson and Burnett Highways. Direct flights to the Shire from Brisbane arrive at Thangool Aerodrome.

Resources

Coal mining, gold mining, gas extraction, beef production and processing, power generation, dryland cropping and irrigation cropping such as lucerne and cotton are the Shire's major industries.

A variety of soil types suitable for the production of a wide range of crops, together with some of the best grazing, farming and irrigation land in the State, give the Shire enormous agricultural potential, with further potential for processing and value-adding.



The Banana Shire is rich in natural resources with extensive undeveloped coal deposits in the Theodore, Taroom, Moura and Baralaba area. There are abundant supplies of coalbed methane gas, which is utilised for power production and other industrial uses. The Shire has a number of LNG (Liquified Natural Gas) pipelines running from the Surat and Bowen Basins through to Gladstone.

Industry

The Banana Shire has become the largest commodity producer in the Fitzroy Statistical Area, contributing \$123 million dollars to the State's economy in 1998 from rural industries alone. The Biloela meatworks is the third largest in Queensland and processes meat for export throughout Australasia. The Callide power stations produce about 20% of the State's electricity.

Population

The town of Biloela (pop. 5371) is the main population and administration centre in the Shire and the dormitory town for the Callide power stations, Callide Coal Mine and Teys Meatworks and is the service centre for the Callide Valley. Moura (pop. 1774) and Taroom (pop. 629) are two of the larger urban centres in the Dawson Valley. The Banana Shire is sparsely populated, with its population of approx. 15,742 people spread over 28,577 square kilometres, of which only 27 square kilometres is urbanised. Banana, Baralaba, Dululu, Goovigen, Jambin, Thangool, Theodore, Wowan and Cracow comprise the remaining towns of the Shire.

Moura has the second largest wheat dump in Queensland and is the location for the Queensland Cotton Gin, Queensland Ammonium Nitrate Plant and Dawson Coal Mine.

Taroom is richly endowed with natural attractions, a thriving rural sector and a wide range of quality community and business facilities. The town is well known historically for the Leichhardt Tree. Situated in the main street, this tree bore the initials of explorer, Ludwig Leichhardt, as he travelled through the district in the mid-1840s.

Theodore supports a diverse rural sector with its main industry being cotton. Almost 80 percent of the Shire's cotton is grown in the Dawson Valley Area. The other townships are Banana, Goovigen, Jambin, Wowan, Dululu, Cracow, and Thangool all of which have their own individual characteristics and attractions.



Cotton, TEQ



Fern Tree Pool. Photo R Ashdown, NPSR

Services

These include numerous child care facilities, eleven public primary schools, three private primary schools, two high schools, 3 prep to year 10, one TAFE, most churches and their associated groups, five public hospitals, and most business and sports. Biloela has an excellent PCYC complex.

Banana Shire provides a variety of recreation, employment, education and lifestyle options. Sport and recreation play a major role in the lifestyle of Banana Shire residents with over 470 community and sporting groups to choose from.

Tourism

The Shire has many natural attractions including gorges, rivers and National Parks such as the Glebe Weir and Expedition National Park, Lake Murphy, Kroombit Tops and Mt. Scoria Conservation Parks, and Isla and Cania Gorges.



Dragon Cave. Photo R Ashdown, NPSR

The Dawson River and Callide Dam provide opportunities for fishing and water sports. The Shire can also provide many adventures for the 4WD enthusiast.



Kroombit Park on Lochenbar Station, TEQ

RECRUITMENT PROCESS

How to Apply

Please submit your application via the Leading Roles website: <https://www.leadingroles.com.au>.

Please upload:

- A covering letter addressing the *Position, its Opportunities and Challenges* section of this information pack.
- Your CV, preferably in Microsoft Word or PDF format.

Recruitment Process timeframes

<i>Application Period:</i>	Friday 11 January – Friday 1 February 2019
<i>Closing date for Applications:</i>	5pm on Friday 1 February 2019
<i>Initial Assessment:</i>	Week commencing 4 February 2019
<i>Council Interviews:</i>	Week commencing 11 February 2019

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

Assessing Applications

Initial interviews

Leading Roles will review all applications received and identify suitable candidates to conduct initial interviews with. These interviews will be conducted by Leading Roles via an online web conference or by telephone.

We will assess your application against Council's Selection Criteria as detailed in the Position Description in these initial interviews.

Shortlisting and Council Interviews

Council will determine a shortlist of suitable candidates, and will arrange interviews with Council's interview panel, depending on candidate and council staff availability.

The interview panel will consist of three members including the Mayor, Deputy Mayor and CEO.

Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes.

Following selection of a preferred candidate Council may require a number of further checks including reference checks, criminal history 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 offer stage.

Please note that persons being offered employment with Council will be required to undertake a criminal history check.

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. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.*



CONTACT



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Cania Gorge. Photo: R Ashdown, NPSR

ATTACHMENT 1 – POSITION DESCRIPTION



BANANA SHIRE COUNCIL

POSITION DESCRIPTION

Position Title:	Director, Infrastructure Services
Employment Status:	Permanent, Full Time
Award Classification:	Contract
Department:	Infrastructure Services
Location:	Biloela (with site visits across the Shire)
Reports to:	Chief Executive Officer
VRN and Position No:	

Purpose of the Role

- To provide effective leadership of Council's Infrastructure Services Directorate to meet Council's key Corporate and Operational Plans.
- To identify and develop strategic plans and formulate policies ensuring compliance with infrastructure, technical and works requirements.
- To build and maintain a collaborative culture, which delivers successful whole of organisation outcomes.
- To effectively work with key stakeholders, including the community, to ensure that the cost / value equation is well understood in terms of Council's operations.
- To optimise the efficient and effective use of resources, in the delivery of Directorate services.
- To establish and maintain appropriate productive working relationships with relevant internal and external parties, in order to deliver the works program in a timely and cost efficient manner.

Key Role Functions

This position is responsible for the following functional areas:

- Operational Management
- Technical Operations
- Infrastructure Operations
- Directorate Financial Management

- Directorate WH&S Management
- Disaster Management

Key Duties

Operational Management

- Responsible for the management and review of Council's Infrastructure Services operations
- Provide leadership to the Directorate
- Provide high level of service standards to meet Industry Best Practice
- Develop and maintain relationships with key stakeholders including development and participation in industry alliances
- Preparation of Directorate reports for Council
- Responsible for policies and procedures related to the Directorate
- Assist the Chief Executive Officer and undertake duties as directed

Technical Operations

- Responsible for the operation and delivery of Council's Technical Services function
- Responsible for meeting Council's quality assurance requirements

Infrastructure Operations

- Responsible for the operation and delivery of Council's Infrastructure Services portfolio
- Ensure long-term sustainability of Council's roads, streets, drainage and parks and open spaces
- Ensure infrastructure is designed to, constructed to, and meets Australian and Council standards
- Responsible for Council's Contract and Private Works operation

Departmental Financial Management

- Develop Directorate budget annually in line with Council's Corporate Plan and Operational Plan
- Responsible for monitoring and compliance with approved Directorate budget

Disaster Management

- Ensure effective and efficient response to natural and man-made disasters within the Shire
- Ensure responses are in accordance with legislative requirements
- Oversee Council's overall Disaster Management function
- Fulfil all responsibilities of the role of Council's Local Disaster Co-Ordinator
- Participate in training exercises and responses to Disaster Management and Recovery as required

Departmental WHS Management

- Responsible for the management of Council's Workplace Health & Safety activities / functions
- Drive WH&S outcomes in line with Council's Safety Management System, demonstrating high personal commitment and performance in safety outcomes

Specific Requirements

Specific requirements of the position may include:

- Bachelor degree or postgraduate studies in Engineering, or a related discipline would be highly regarded, combined with extensive experience in an equivalent position, preferably in a similar sized organisation operating a diverse range of functions / operations
- Eligible for corporate membership of IEAUST [Institute of Engineers Australia]
- Demonstrated ability to lead a multi-disciplinary team to achieve the objectives of Council
- RPEQ registration in Civil Engineering
- Current 'C' class Driver's Licence

Organisational Commitments

Workplace Health and Safety

- High level demonstrated commitment to Banana Shire Council's Workplace Health and Safety Management system
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

Corporate

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Comply with all legislative and regulatory requirements
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

Key Performance Indicators

- Effective completion of all activities contained within the Corporate and Operational Plans
- Operate within budget constraints

- Ensure business practices meet legislative compliance
- Ensure the administration of Council's services within the Directorate are managed effectively and expeditiously consistent with relevant legislation
- High level of participation and commitment to EMT outcomes
- Effective in the Directorate's delivery of outcomes through leading and supporting your team, including the personal demonstration of commitment to organisational change and Organisational Values
- Effective management of stakeholder expectations with a Local Government environment
- Commitment to Council's Human Resources policies and procedures, eg. Performance reviews completed effectively (quality and on time)
- WH&S compliance achieved for the Directorate, including contribution to the broader organisation
- Delivery of services within budget and within approved / agreed timeframes
- Provision of an effective whole of organisation disaster management function
- Ensuring funding agreements are completed and acquitted in a timely manner
- Establish and maintain effective communications within the Directorate, and with other operational sections of Council and other stakeholders
- Timely preparation of Directorate budgets and subsequent budget reviews

Note: These key performance indicators will form the annual performance review associated with the position.

Delegations of Authority

- As per Council's Delegations of Authority
- Authorise timesheets and leave for employees within the approved budget
- Sign correspondence in relation to particular areas of control/service
- Other delegations as approved

Direct Reports (4)

- Manager Technical Services
- Manager Infrastructure Works
- Personal Assistant
- Disaster Management Co-ordinator

Organisational Reporting Arrangements

This position reports directly to the Chief Executive Officer

Selection Criteria

The details of the Selection Criteria may be found in Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p>SC1 Bachelor degree or postgraduate studies in Engineering or a related discipline would be highly regarded with extensive experience in an equivalent position, preferably in a similar sized organisation operating a diverse range of businesses.</p> <p>Current "C" Class Licence</p>	<p>MANDATORY</p>
<p>SC2 Demonstrated effective strategic leadership and management experience within a technical and Infrastructure Services environment.</p>	<p>25%</p>
<p>SC3 Highly developed and demonstrated understanding of strategic business and operational planning methods and processes, in a technical and infrastructure environment.</p>	<p>15%</p>
<p>SC4 Demonstrated and proven experience in managing projects, contracts and private works operations and functions.</p>	<p>20%</p>
<p>SC5 Experience in the management of the effective and efficient response to natural and man-made disasters, including the management of a disaster management function.</p>	<p>15%</p>
<p>SC6 High level and effective skills in verbal, written and interpersonal communication, with the ability to write and present reports to Council and key stakeholders, as well as successfully interact with the community.</p>	<p>25%</p>

ATTACHMENT 2 - INFRASTRUCTURE SERVICES DEPARTMENTAL ORGANISATION CHART

