

# BULLOO SHIRE COUNCIL

## Roads Manager



# Information Package



# Contents

---

A message from the Mayor, Cr John Ferguson ..... 3

The Organisation ..... 6

Core Values..... 6

The Organisational Structure: ..... 7

The Position ..... 8

The Recruitment Process ..... 8

How to Apply for the Position..... 9

Further Information ..... 10

ATTACHMENT 1 – Advertisement ..... **Error! Bookmark not defined.**

ATTACHMENT 2 – Position Description ..... 11



## A message from the Mayor, Cr John Ferguson



Bulloo Shire is a modern-day Council, that is consistently focused on improving our facilities, venues, infrastructure and plant. We are committed to improving the liveability of our shire and strongly support and encourage business to establish here in the Shire. To support local economy Council follows a 'buy local' programme under which goods and labour are purchased where possible from within the shire. My council and I are committed to supporting growth and development in our Shire and not let our towns become a casualty of limited employment, and declining population.

This year, our works programme has continued with the TIDS programme sealing 6.21km of the Quilpie Road. Three million dollars in upgrades to Council roads including reseals, upgrades, new bitumen, and kerb and channel.

Council are still actively pushing both State and Federal Government to assist funding the complete seal of Warri Gate Road, this will create an inland corridor from Northern Australia to Southern Australia. This will open up so many avenues for easier access all being via Thargomindah.

We have completed the installation of solar panels on all Council buildings and facilities, this is our Shire doing our part towards a greener future. This will see a decrease in power consumption and greener energy.

Tourism, which is a large part of our year, was impacted by the COVID-19 pandemic and lead to the cancellation of events like the Quick Shears and Music Muster as well as most of the local community clubs' events such as gymkhanas and polocrosse.

Council has worked diligently to maintain financial sustainability and has paid out all existing borrowings in full, had no new borrowings, and has managed to maintain its cash reserves and for this year we were able to adopt a balanced budget. In doing so we were still able to deliver a plant replacement programme worth \$1.5 million, a roads maintenance budget of over \$5 million dollars whilst keeping a staff of 68 people gainfully employed. We are in a strong position regardless of the impact of the economic times and this is evident in our strong result for the year.



Finally, I would like to thank my Council for working together as well as we have during the year to achieve the significant outcomes that we have. Their commitment and support they have shown for me and the CEO has been the cornerstone for the success we have had.

Whilst as a Council we provide the direction on behalf of the community, my thanks also goes out to our committed staff who have worked well as a team and have shown a willingness to step up and takeover some of the more challenging co-ordinator and supervisor roles to support Council's goals to have more local people managing the organisation. Running the Shire is a collaborative effort. It involves, Community, Council and Staff combining our skills to meet compliance and achieve both legislative and strategic goals to ensure our future.

John Ferguson

**MAYOR**



**CR SHIRLEY  
GIRDLER -  
Deputy Mayor of  
Bulloo Shire  
Council**



**CR VAUGHAN  
COLLINS**



**CR GYLN DARE**



**CR STEWART  
MORTON**





## About Bulloo Shire Council

The Bulloo Shire is located in the far south west corner of Outback Queensland, and covers an area of 73,600 square kilometres (4.26%), making it the third largest Shire in the State. Lake Bindegolly National Park, and a large proportion of Currawinya National Park, together with its Ranger Headquarters, are located within the Shire. A diversity of industries, including beef, wool, opal, bee-keeping, tourism, service, oil and gas, all contribute to create the vibrant economy of the region.

Thargomindah, with a population of approximately two hundred and thirteen (213) people, is situated on the Bulloo River, 1000 kilometres due west from Brisbane along the Adventure Way. It is the Shire's major town, and serves as the administration centre for the Bulloo Shire Council. The Council is the largest single employer in the region and operates from a very modern and well-appointed Administration Centre and Council Depot. The Council also operates/administers the Thargomindah Visitor Information Centre, Library, Kullilli Room, Community Centre, Sports Oval, Rodeo Grounds, Cemetery, Bore and Cooling Ponds, Water and Sewerage, Golf Course and Club House, Council Yards, and the Town Common. Council is also a member of the Advisory Board which has been established to oversee the management of the Burke & Wills Dig Tree site, located at Nappa Merrie Station.

Thargomindah is serviced by the Royal Flying Doctor Service on a weekly basis, and a commercial passenger air service twice weekly. The town is the service centre for the whole region and boasts excellent education, health, law and order, and community facilities, as well as tourist accommodation facilities and services.

The township of Hungerford, which has a population of eleven (11), is located 164 kilometres south of Thargomindah along the Dowling Track, and lies near the Paroo River on the Queensland/New South Wales Border. The town has a Police Station, Post Office facility, Hotel, accommodation, meals and fuel. Council operates a small Depot and Caravan Park, and administers a modern Medical Facility, Community Hall, Tennis Courts, Rodeo Ground, and a sealed Airstrip.

The tiny town of Noccundra with a population of four (4) is situated adjacent to the Noccundra Waterhole on the Wilson River, 122 kilometres west of Thargomindah. The Waterhole and Hotel are both a popular stop-over for tourists on their way to visit the iconic Dig Tree or Innamincka. Although small, the town has an unsealed airstrip, Hotel, accommodation, meals, fuel, with camping grounds, Community Hall, Tennis Courts, Public Toilet facilities and Rodeo Ground, which are administered by the Council.

Cameron Corner is where the States of Queensland, New South Wales and South Australia meet. It is situated 402 kilometres from Thargomindah and has a population of four (4). The Cameron Corner Store offers accommodation, meals, groceries, fuel, and camping.

The Bulloo Shire has a long and colourful history of explorers and pastoralists, from the ill-fated Burke and Wills Expedition through to current expeditions searching for oil and gas reserves.

It covers vast distances, and offers landscapes of immense diversity and beauty; expansive river and lake systems; sites of historical significance; abundant bird and wildlife; and is subject to extreme seasonal weather conditions. Each town in the region has its own mix of community, sport and recreation facilities with swimming, tennis, squash, fresh water fishing, bird watching, camping, golf, opal fossicking, and other popular activities on offer. Although faced with the daily challenges of living in a remote and arid region of Outback Queensland, the Shire's communities and residents are nevertheless very resilient, resourceful, and hospitable.

For more information, go to [www.bulloo.qld.gov.au](http://www.bulloo.qld.gov.au)



## The Organisation

The Bulloo Shire Council Mayor and four (4) Councillors are the decision-making body and matters for consideration are directed through Council Meetings, held on the third Tuesday of the month. Special Meetings are convened when necessary to consider specific items such as budget, major projects and future directions.

The Bulloo Shire Council is managed by its Chief Executive Officer and the managers of five departments:

- Finance & Admin
- Tourism & Economic Development
- Road
- Infrastructure
- Rural Services

There are approximately 71 staff providing services and managing assets within an annual operating budget, legislative guidelines and Council Policies and procedures.

## Core Values

As an organisation we have adopted a set of values - developed by the people, for the people. We expect anyone who applies for a job with us to be aligned with these values.

### Communication - We are H.O.T

Honest, Open and Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community.

### Fun - We laugh together, We work together

Work is only work if you make it so. In every job that must be done there is an element of fun.

### Potential - We encourage growth

Giving everyone a chance to reach their full potential is the best work anyone can do.

### Courage - We plan to succeed

Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional.

### Safety - We think, act and promote safety

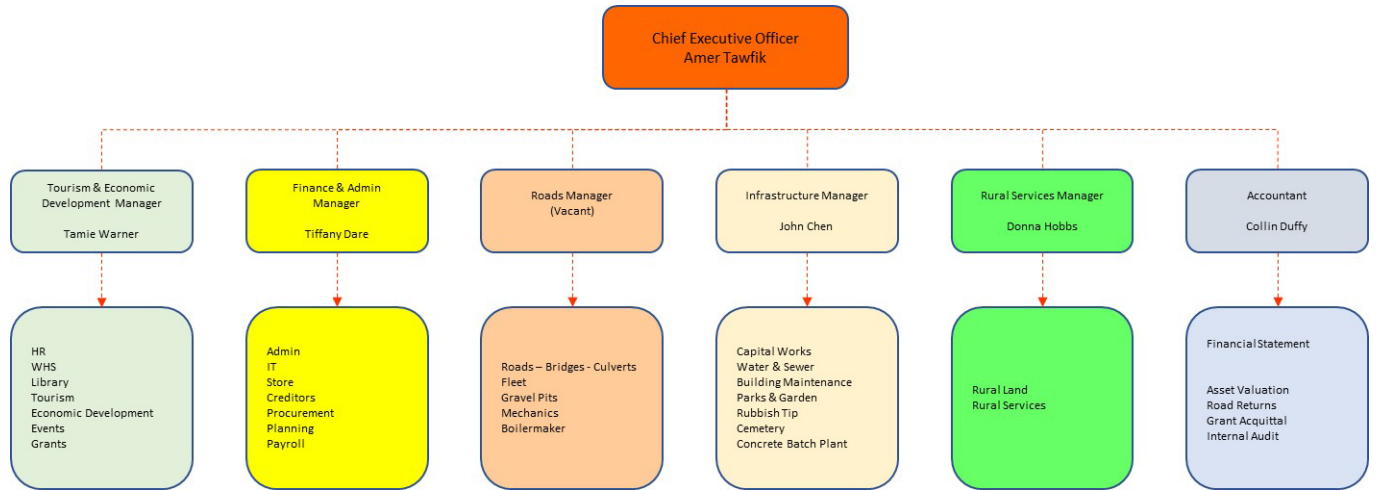
Safety isn't a slogan it is a way of life.

### Commitment - We are passionate & engaged

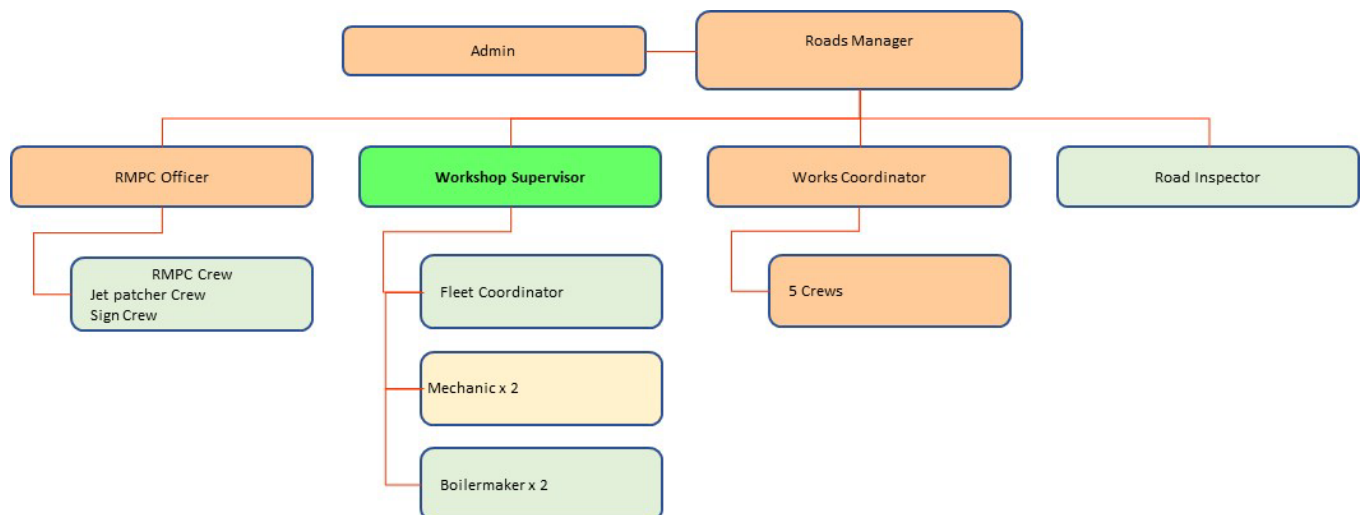
Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## The Organisational Structure:

### Executive Services Structure



### Roads and Town Services Department Coordinators





## The Position

The Roads Manager is responsible for providing effective and efficient leadership, direction and support to the Road Services Department. As a part of the Executive Management Team you will actively participate in, contribute to and implement the strategic planning and direction of the Bulloo Shire Council.

The **Total Remuneration Package (TRP)** for the position is offered for a term of 3 years, within the range of **\$130,000 per annum to \$150,000 per annum**, and is negotiable within that range based on the experience, skill set and attributes of the successful candidate. The TRP comprises salary, Council superannuation contribution and housing.

## The Person

The Council identified the following **desired skills** and **personal attributes** for the new Roads Manager:

- **Community minded** – is visible in the community, develops associations with the community, has a commitment to the Council and community, represents the Council organisation with distinction.
- **Passionate** – about their job and their community.
- **Relationships building** – can build a strong rapport with the Mayor, Councillors, staff community and other stakeholders.
- **Minimum ego** but maximum confidence – is self-assured, can confidently address difficult issues, but also has a sense of humility.
- **A Leader** – is value based and can deal with ingrained attitudes within the organisation and community, can build a new culture of service, can follow through on past programs commenced, and can lead in the face of change.
- **Impartial** – can deal with hot topics with a sense of fairness to achieve good community outcomes.
- **Visionary** – has a strong strategic focus, can see the way forward and provide sound strategic advice to the Council.
- **Strength of character** – and a resilience and maturity to handle the different pressures.
- **Customer focussed** – to improve the Council reputation in the community.
- **Outcomes focussed** – has “can-do” attitude and a keen eye for key performance indicators, delivers on performance and is intuitive and perceptive.

You will demonstrate strong communication, leadership and stakeholder engagement skills, have very strong project management and reporting experience and have expertise in leading operations from civil engineering operations for rural and regional Council, including roads and bridges management and construction to day-to-day operations of services provided in town such as parks and gardens and garbage disposal operations.

## The Recruitment Process

Candidates should lodge their application in accordance with the directions outlined in *How to apply for the Position* below.





### Shortlisting and Interviews

Council will review all applications received and do an initial “not suitable review” to establish a list of applications for the Council’s selection committee to review. A short-list of applicants will be invited to attend an interview.

### How to Apply for the Position

We invite you to lodge a formal application by submitting the following three documents:

- a CV;
- an application cover letter; and
- a response to the Key Selection Criteria outlined below.

Please email the above to Tamie Warner on [tamiew@bulloo.qld.gov.au](mailto:tamiew@bulloo.qld.gov.au)

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

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.



## Key Selection Criteria

### Essential

- Relevant tertiary qualification or equivalent in Civil engineering;
- Substantial work experience in road maintenance;
- Ability to prepare works programs and allocate required resources.
- Sound budgetary and financial management skills.
- Experience with the delivery of a diverse road construction program.
- Demonstrated leadership experience with the ability to drive and motivate staff;
- Effectively manage the delivery of external contractors.
- Construction Induction (White) card
- Computer literacy in Microsoft Office suite of programs particularly Word, Excel and Outlook

### Desirable

- Member or eligible for membership of Engineers Australia and RPEQ;
- Post graduate qualification;
- Experience with Department of Transport & Main Roads (TMR)

## Further Information

For further information on Bulloo Shire Council please access the Council website:

[www.bulloo.qld.gov.au](http://www.bulloo.qld.gov.au)

For any further information regarding the position please contact Tamie Warner, on 07 4621 8000.

## ATTACHMENT 2 – Position Description

COMMUNICATION

FUN

POTENTIAL

COURAGE

SAFETY

COMMITMENT

# POSITION DESCRIPTION



|                          |   |
|--------------------------|---|
| <b>TITLE</b>             | Roads Manager                           |
| <b>DEPARTMENT</b>        | Executive Services                      |
| <b>AWARD</b>             | Contract – 3 Years                      |
| <b>REPORTING OFFICER</b> | Chief Executive Officer                 |
| <b>DELEGATIONS</b>       | As per Councils Register of Delegations |

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behaviour, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community.

**FUN** We laugh together, we work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional.

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

To be an active and positive member of Councils Executive Management Team. The Executive Team is required to provide leadership and management to the Bulloo Shire Council, whilst implementing effective planning and delivery of Councils Corporate and Operational Plans.

The Executive Team is required to provide assistance to Councils skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle.

## OBJECTIVES

The Roads Manager is responsible for the efficient and effective delivery of leadership and management of the Road Services Department in order to successfully deliver Councils Civil and Capital works schedule, as well as provide day-to-day operations within the Bulloo Shire.



---

You will be an active and positive member of Councils Executive Management Team providing relevant advice and input whilst managing the effective implementation of operations to meet Councils Corporate and Community plans.

## KEY RESPONSIBILITIES

### **Management**

- Plan and implement systems that perform the work and fulfil the mission and the goals of Council and the Road Services Department efficiently and effectively.
- Manage the overall operational, budgetary, and financial responsibilities and activities of the Road and Town Services Department.
- Plan, evaluate, and improve the efficiency of processes and procedures to enhance speed, quality, efficiency, output and WHS compliance.
- Manage the preparation and maintenance of reports necessary to carry out the functions of the department.
- Establish and maintain relevant controls and feedback systems to monitor the operation of the Road Services Department.
- Ensure the regular evaluation of performance of both staff and department in accordance with established guidelines.
- Build sustainable relationships with Council and external stakeholders.
- Develop, in conjunction with the Chief Executive Officer, long term operational plans.
- Develop and present Departmental Budgets to the Chief Executive Officer for approval.
- Foster a culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards.
- Build teams with complementary skills and actively participate in workforce planning.
- Manage and support staff according to approved HR policies and procedures, set clear performance standards, deliver constructive feedback and manage all performance according to the Council's Performance Management System.
- Knowledge of Corporate and Operational Planning functions.
- Comprehensive knowledge of local government operations and procedures Comprehensive understanding of legislative requirements applicable to the role.
- Demonstrated ability to work as a member of the Executive Management Team and contribute to corporate outcomes.
- Experience in developing relevant departmental plans and frameworks which align with organisational strategy and support business operations.
- All other management duties as required.

### **Road Services**

- Provide leadership and good governance through personal example ensuring the performance and behaviours demonstrate Councils direction and Core Values.
- Delivery Councils civil works schedule and associated roads programs ensuring all activities in the Road and Town Services Department are carried out in a technically sound manner and are managed within identified timelines, budgetary provisions and legislative guidelines.

- 
- Ensure the TMR (TIDS, RMPC and Flood Damage) program is delivered efficiently and effectively and in accordance with contract and meets TMR requirements.
  - Respond and submit NDRRA applications when relevant including active management and reporting.
  - Ensure councils roads are managed in accordance with Councils Asset Management Plans.
  - Finalise road strategy.
  - Develop and deliver forward works schedule.
  - Deliver R2R program.
  - Deliver Local Government road network maintenance.
  - Maintain all relevant asset data.
  - Develop and present Departmental Budgets to the Chief Executive Officer for approval including monthly reporting in relation to progress against annual budget.
  - Monthly reporting to Council through to the Chief Executive Officer about the progress of all Departmental Programs and plans.
  - Foster a positive culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards.

#### **Workshop & Fleet Management**

- Oversee councils plant operations to ensure safety and compliance to meet the needs of users.
- Deliver plant schedule including workshop maintenance program.
- Renew plant as per capital works schedule as part of annual budgetary processes.
- Support Councils Asset Management Officer to ensure councils infrastructure is managed in accordance with Councils Asset Management Plans.

#### **Other Duties**

- To contribute actively to the requirements and achievements of the Corporate and Operational Plan.
  - Ensure a high level of compliance to minimize risks to the Council's finance operations, people and resources.
  - Provide leadership and governance through personal example, ensuring the performance and behaviours demonstrate Councils direction and Core Values.
  - Contribute to the efficient and productive operation of the Council and to maintain and foster a team spirit amongst those in the working environment.
  - Contribute towards the development and input of strategies and actions as part of Councils Corporate plan and Operational Plan.
  - Develop and present Departmental Budgets to the Chief Executive Officer for approval including monthly reporting in relation to progress against annual budget.
  - Monthly reporting to Council through to the Chief Executive Officer about the progress of all Departmental Programs and plans.
  - Manage and support staff according to approved policies and procedures, set clear performance standards, deliver constructive feedback and manage all performance according to the Council's Performance Management System.
-

- Foster a positive culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards.
- Update procedures, checklist and action plans as required.
- Ensuring all filing and archiving is up to date.
- Perform other duties as requested with reference to your skills and qualifications.

### **Work Health and Safety**

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

## **REQUIREMENTS OF THE POSITION**

### **NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):**

#### **(R) - Required / (D) - Desirable (training could be provided)**

- Knowledge of Local Government Corporate and Operational Planning functions **(R)**
- Comprehensive knowledge of the legislative and contractual obligations associated with the range of activities and functions undertaken by the Town Services Department **(R)**
- Knowledge of Environmental Management practices **(R)**
- Sound leadership skills with relevant knowledge and experience in managing high performing teams and change management **(R)**
- Demonstrated capacity in project management and work planning with the ability to plan, prioritise and organise work to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks **(R)**
- Possession of a current Queensland "C" Class Drivers Licence **(R)**
- Comprehensive knowledge of grant funding sources and application methodologies **(D)**
- Comprehensive knowledge of the legislative and contractual associated with the range of activities and functions undertaken by the Road and Town Services Department. **(R)**
- Demonstrated capacity in project management and work planning with the ability to plan, prioritise and organise work to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks. **(R)**
- ♦ Extensive knowledge and practical experience in civil construction and maintenance principles and procedures **(R)**
- ♦ Sound knowledge and experience in developing operational budgets and financial reporting **(R)**
- ♦ High level communications and interpersonal skills including written communication and negotiation skills with the ability to establish working relationships and negotiate favourable outcomes with internal and external stakeholders. **(R)**
- ♦ Demonstrated capacity with 5 years' experience in Local Government civil works delivery or related industry **(R)**
- ♦ Tertiary qualification in Civil engineering or equivalent recognised experience **(R)**
- ♦ 30215 QLD – Course in General Safety Induction Certificate **(R)**
- ♦ Traffic Management Design Qualification **(R)**
- ♦ Formal qualification in Frontline Management **(D)**



## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
- (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
- (3) The worker must not intentionally misuse or damage the equipment.