

BULLOO SHIRE COUNCIL

Infrastructure Services Manager



Information Package



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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 and www.liveoutback.com.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 six departments:

- Administrative & Finance
- Tourism and Economic Development
- Executive Services
- Infrastructure Services
- Road Services
- Rural Services

There are approximately 65 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

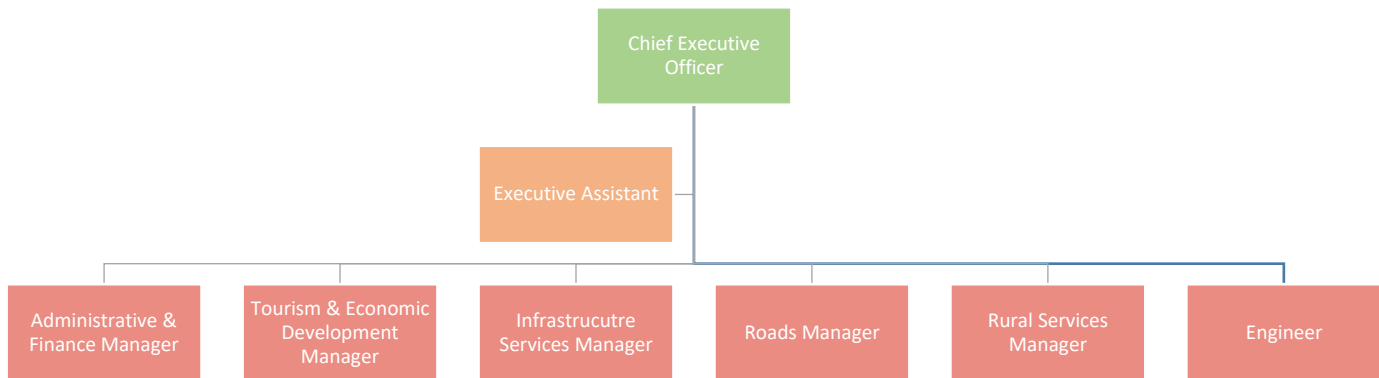
Safety isn't a slogan it is a way of life.

Commitment - We are passionate & engaged

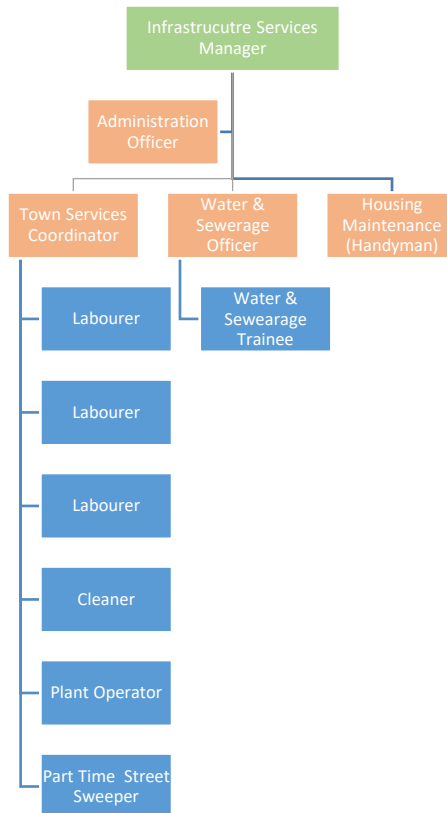
Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

The Organisational Structure:

Executive Services



Infrastructure Services Department





The Position

The Manager Project Services is responsible for providing effective and efficient leadership, direction and support to the Project 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 **\$115,000 per annum to \$135,000 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 Manager of Project Services:

- **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 a high level of reporting experience. Majority of projects will be grant funded and therefore it is essential that the applicant has experience in grant delivery and development projects. Qualifications in and/or experience in an engineering field, design, project management or water & sewerage operations will be highly regarded.

The Recruitment Process

The **closing date for receipt of applications is 4:00pm Wednesday 08th February 2023**. 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 long-list of applications for the Council’s selection committee to review. A short-list of applicants will be invited to attend a first interview. First round Interviews will be conducted via Zoom. If required, final interviews will be conducted the following week in Thargomindah and all unsuccessful applicants will be notified in a timely manner.

How to Apply for the Position

We invite you to lodge a formal application **by 4:00pm Wednesday 08th February 2023** comprising **three documents**:

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

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”**.



Key Selection Criteria

Essential

- Demonstrated experience in a similar role (Manager level or above)
- Demonstrated capacity with experience in Local Government related industry including the ability to prepare and implement significant work programs (using computer software where appropriate) including preparation of cost estimates for numerous multifaceted projects.
- Demonstrated experience in the planning and delivery of multiple infrastructure and capital works projects and activities including strategic advice to the CEO.
- Demonstrated ability to enhance positive development of a strong team culture and succession planning of employees within area of responsibility.
- Highly advanced organisational and planning skills, with the ability to continuously adapt, monitor budgets and financial reporting, manage the allocation of resources and be able to effectively monitor, evaluate and report on progress deliver results
- Demonstrated accountability including taking responsibility for own actions, commitment to safety and consistently acting in line with legislation and Policy.
- Strong ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional
- Experience and/or Qualifications: Significant industry experience relevant to the role, Tertiary qualifications in a relevant discipline (e.g. Engineering/Design/Project Management /Water & Sewerage), "C" Class Driver's License, 30215 QLD – Course in General Safety Induction (required), Authorised person, or equivalent recognised experience or related qualification.

After preparing the response **please direct your application (Cover letter, CV, and SC response) to:**

Tamie Warner

Email: council@bulloo.qld.gov.au

The closing date for receipt of applications is **4:00pm Wednesday 08th February 2023**


Further Information

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

www.bulloo.qld.gov.au

For any further information regarding the position please contact Tamie Warner: (07) 4621 8000

ATTACHMENT 1 – Advertisement




INFRASTRUCTURE SERVICES MANAGER


\$115,000 - \$135,000


Are you ready to:


- Make a Difference
- Be part of a progressive Council
- Enjoy a regional work-life balance



BULLOO SHIRE COUNCIL

 68 Dowling St, Thargomindah

 07 4621 8000

 council@bulloo.qld.gov.au

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We are a modern-day Council, that is consistently focused on improving our facilities, venues, infrastructure and plant. We are committed to improving the livability of our shire and strongly support and encourage business to establish here in the Shire. This Council is committed to supporting growth and development in our Shire and not let our towns become a casualty of limited employment, and declining population.

THE POSITION

This position requires a high level of interpersonal skills to assist in ensuring the strategic direction of Council is followed. It demands a high amount of autonomy for decision making and consideration of overall quality control of work, budget, schedule, plans, and performance.

The Infrastructure Manager is responsible for managing and leading Infrastructure Services Department staff. The Infrastructure Department incorporates the following functions:

- Water & Wastewater
- Facilities & Parks
- Council & Community Infrastructure
- Project Delivery

ABOUT YOU:

As the successful applicant you will have previous experience in providing leadership and management of the Infrastructure Services Department in order to successfully deliver Councils Infrastructure and Capital works schedule.

You will be required to be an active and positive member of Councils Executive Management Team providing relevant advice and input whilst managing the effective implementation of infrastructure to meet Councils Corporate and Operational plan

WHAT IS NEXT:

For more information and to apply, please visit <https://www.bulloo.qld.gov.au/>

If you are interested in this role and like more information please contact Tamie Warner on 07 4621 8000

Applications Close 4pm Wednesday 08 February 2023

ATTACHMENT 2 – Position Description

COMMUNICATION FUN POTENTIAL COURAGE SAFETY COMMITMENT

POSITION DESCRIPTION



TITLE	Infrastructure Services Manager
DEPARTMENT	Executive Services
AWARD/LEVEL	Contract
REPORTING OFFICER	Chief Executive Officer
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, 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 support Council to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

Provide leadership and management of the Infrastructure Services Department in order to successfully deliver Councils Infrastructure and Capital works schedule.

To be an active and positive member of Councils Executive Management Team providing relevant advice and input whilst managing the effective implementation of infrastructure to meet Councils Corporate and Operational plan.

OBJECTIVES

This position requires a high level of interpersonal skills to assist in ensuring the strategic direction of Council is followed, whilst operating under limited supervision. It demands a high amount of autonomy for decision making and consideration of overall quality control of work, budget, schedule, plans, and performance.

The Infrastructure Manager is responsible for managing and leading Infrastructure Services Department staff.

This Manager is responsible for managing all programs regarding building and project infrastructure in accordance with Councils policies and objectives to ensure Councils strategic outcomes are achieved and within agreed timeframes.

KEY RESPONSIBILITIES

Infrastructure

- Deliver and implement annual maintenance programs for Councils infrastructure including but not limited to:
 - Medical & Community Health Facilities;
 - Council Housing;
 - Tourism Assets;
 - Sport & Recreation Facilities;
 - Aerodromes;
 - Water, Sewerage & Waste systems;
 - Councils Works Depot and any other Council owned facilities.
- Conduct & deliver functional reviews & best management practices on Councils infrastructure within agreed timeframes.
- Analyse & review infrastructure renewal status as part of asset management planning process including efficiency improvements.
- Develop and deliver Councils infrastructure works schedule and associated programs ensuring all activities in the Infrastructure department are carried out in a technically sound manner and are managed within identified timelines, budgetary provisions and legislative guidelines.
- Support Councils asset management team to ensure councils infrastructure is managed in accordance with Councils Asset Management Plans.
- 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.
- Perform other duties as requested.

Project Delivery

- Liaise with consultative groups during project planning and delivery phases.
- Deliver a wide variety of projects majorly based around infrastructure maintenance projects and grant funded projects.
- Upgrade facilities through Council funded and grant funded projects while following preparations, scope, budget and reporting processes (these depend on the department funding the project).
- Ensure that all projects are delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical and resource feasibility.
- Delegate project tasks based on staff members' individual strengths, skill sets and experience levels.

Management

- Provide leadership and good governance through personal example ensuring the performance and behaviours demonstrate Councils direction and Core Values.

- To contribute to the efficient and productive operation of the Council and to maintain and foster a positive team spirit amongst those in the working environment.
- Provide effective mentoring and guidance to Infrastructure Services employees.
- Provide support to the Chief Executive Officer and liaise with all Department managers
- Fulfil obligations and responsibilities in relation to Council's Work Health and Safety Policy, Code of Conduct and any other Working Policies.
- Have customer-oriented perspective with regard to the rate payers and other external customers.
- Achieve harmonious co-operation with other personnel in Council's Organisation.
- Contribute towards the development and input of strategies and actions as part of Councils Corporate plan and Operational Plan.
- 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.
- 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.
- Actively manage and promote Councils operational WHS requirements and ensure compliance by all staff, and contractors (workers) in line with legislative and corporate policy requirements.
- Demonstrate professional courtesy at all times.

Administration and Other Duties

- Converse with the Chief Executive Officer to ensure that all performance and progress is assessed frequently and reports are completed as required.
- Manage future Capital Works priorities.
- Coordinate with Council employees and external suppliers as required to ensure the efficiency of the Works Program.
- Review performance against budget to ensure all requirements are met and take any remedial action for discrepancies identified.
- Ensure communications and interactions with employees, public and external bodies are of a high and respectful standard.
- Preparation of technical reports & the formation of recommendations to an "Executive" standard.
- Any other duties as required within the limits of the employee's skills, competence and training.
- 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

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

- Demonstrated knowledge of quality assurance compliance, asset management planning and Local Laws **(R)**
- High skills in oral and written communication with clients and other members of the public **(R)**
- Knowledgeable skills in computing i.e. Microsoft Office Word, Excel, Outlook **(R)**
- Possession of a current Queensland "C" Class Driver's Licence **(R)**

- Comprehensive knowledge of the legislative and contractual associated with the range of activities and functions undertaken by the Infrastructure 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)**
- Extensive knowledge and practical experience in broad range of infrastructure 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 favorable outcomes with internal and external stakeholders. **(R)**
- High level computer skills and competency in use of software relevant to the position. **(R)**
- Qualifications in and/or experience in an engineering field, design, project management or water & sewerage operations will be highly regarded. **(R)**
- Comprehensive knowledge of grant funding sources and application methodologies. **(D)**
- Local Government Corporate and Operational Planning functions. **(D)**
- Possession of a Queensland General Safety Induction (Construction Industry) Certification **(R)**

Key Selection Criteria

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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.

