



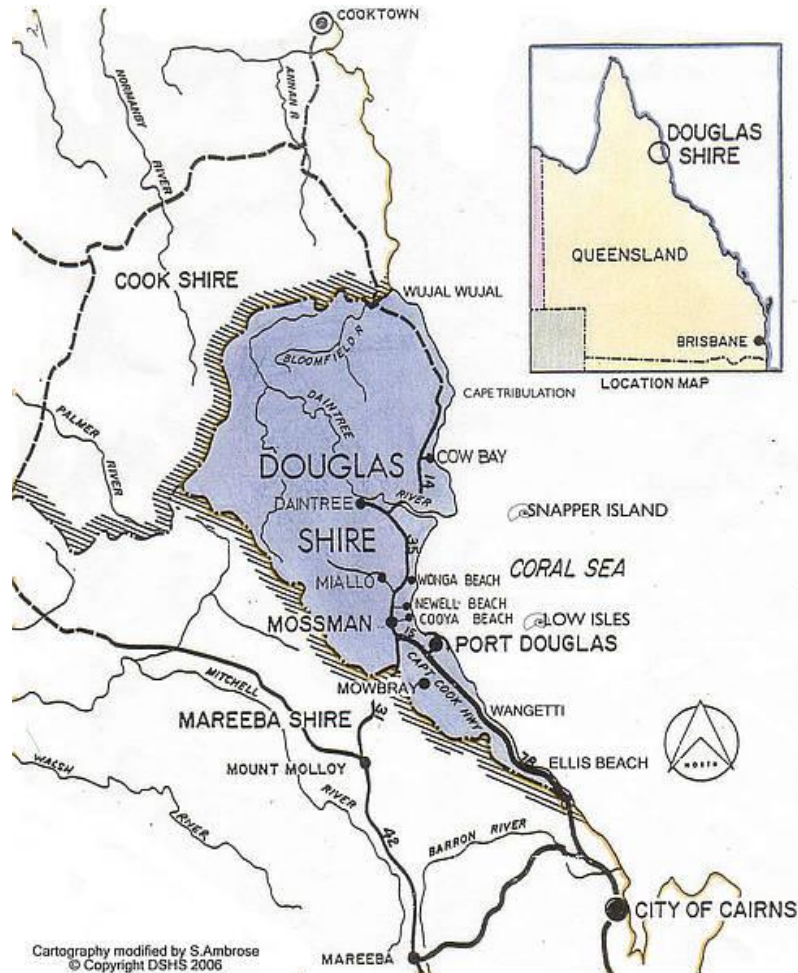
Candidate Briefing Document

Manager Infrastructure



ABOUT THE REGION

Where Rainforest meets the Reef Port Douglas | Daintree | Great Barrier Reef



The Douglas Shire covers an area of 2,445km² from north of Ellis Beach in the south to the Bloomfield River in the north.

The economy of the shire depends mainly on tourism, with 1.2 million visitors annually exploring the many natural wonders. and agriculture of sugar cane farming and processing, some cattle grazing and tropical fruit growing.

Douglas Shire includes significant areas of national park, rural areas and growing urban areas. Urban areas include residential, commercial, tourist and industrial land uses. Rural land is used predominantly for sugar cane farming, with some cattle grazing and tropical fruit growing.

Douglas is home to around 12,000 residents. About 70% of Douglas residents live in the two main population centres of Port Douglas and Mossman with smaller townships at Cooya Beach, Newell and Wonga. The remaining residents live in small, decentralised communities scattered along the 100km stretch of coast road; tucked into the rainforest or in small rural townships in the valleys of the Shire's hinterland.

Port Douglas is the tourist gateway to the region, while Mossman is the administrative, service, agricultural and industrial hub.

Major features

Major features of Douglas Shire include Daintree National Park, Wet Tropics World Heritage Area, Cape Tribulation, Mossman Gorge, the Coral Sea, the Great Barrier Reef, Low Isles, Mossman Central Mill, Cape Tribulation Exotic Fruit Farm, Daintree Discovery Centre, The Mossman Gorge Centre, Daintree Entomological Museum, The Bat House, Daintree Rainforest, Daintree River Cruise Centre, Daintree River Ferry, Hartley's Crocodile Adventures, Karnak Playhouse & Rainforest Sanctuary, The Wildlife Habitat Port Douglas, Mossman Town & Country Shopping Centre, Daintree Village, Cow Bay Primary Health Centre, Mirage Country Club, Palmer Sea Reef Golf Course, Bally Hooley Steam Railway, Mossman Showgrounds, the Bloomfield Track, the Daintree River, Cooya Beach, Four Mile Beach, Newell Beach, Oak Beach, Thornton Beach and Wonga Beach.

Indigenous background

The original inhabitants of Douglas Shire were the Kuku Yulanji and the Tjapukai Aboriginal people.

Further information on the region can be found [here](#)



ABOUT COUNCIL

History

The Shire of Douglas existed as a Local Government entity from 1880 until 2008 when it was amalgamated with Cairns City to create the Cairns Regional Council. The merger was not popular with the community and lobbying from a local action group led the Queensland Minister for Local Government to grant residents poll on 9 March 2013 in which a majority of electors (57.61%) voted in favour of de-amalgamation.

The Douglas Shire Council commenced operation for the second time on 1 January 2014 with a new Mayor and four new non-divisional Councillors.

Today

Following the recent Local Government Council Elections, a new Mayor and four Councillors were recently appointed. Mayor Michael Kerr is supported by Deputy Mayor Lisa Scomazzon, Cr Roy Zammataro, Cr Peter McKeown, and Cr Abigail Noli

Some highlights of last financial year include completion of the 20ML Port Douglas Water Supply Reservoir, a new crocodile themed pump track in Mossman, repairs to the Flagstaff Hill Walking Trail and a record-breaking Port Douglas Carnivale that injected \$1.7 million into the region over 10 days.

Council also provided huge support to the community and economy through sponsorship, grants, and external funding to the tune of \$840,206.

During the 2018-19 financial year, Council approved 73 development applications, with building approvals valued at about \$19 million.

Capital Works

Through the 2018-2019 FY capital works program, Council spent \$12.062M and a total of \$18.225M with the carry over projects from the previous year. An impressive 56 projects were delivered during this period.

Currently, Council officers are project managing 149 individual capital works projects with a combined value of approximately \$25 million. Additionally, there is approximately \$27 million in disaster recovery projects currently under management.

Further Detail on current projects and the Douglas Shire Council can be found [here](#)

ORGANISATION STRUCTURE

To be supplied

ABOUT THE ROLE

Position Title:	Manager Infrastructure
Reports to:	Mark Stoermer – CEO
Direct Reports:	3
Functional Areas:	Civil Operations, Public Spaces, Maintenance & Construction, Biosecurity, Fleet, Building Facilities
Total Staff Numbers:	90
Capital Works :	Up to \$45M
Location:	Mossman

OVERVIEW

This is an extremely important role and one in which the CEO and Councillors rely heavily upon to continue managing and driving the Council's infrastructure and maintenance program. With a solid team in place your focus will be to bring a sense of urgency, an ability to get into the detail and to understand the importance every aspect of your role plays from Councillors through to community members.

Understanding the customer service component at every level, getting out into the community, observing the challenges and then marrying the resources available against community expectations will be a key component for success.

Council are looking to bring in a professional Manager who is renown for their strong managerial, stakeholder and people management skills. Contributing to and acting as part of the Executive Team you will understandably play a role as 2IC to the CEO given your responsibility accounts for 50% of Council's staff numbers.

Not afraid to express your views you are keen and eager to step up and take on what is sometimes a difficult and challenging role. Rolling up your sleeves and putting in the effort to continue the great work that has gone before you will be the challenge you are seeking. Understandably, appropriate mentoring and/or coaching will be provided.

POSITION OBJECTIVE

The position is responsible for leading, developing and managing Council's infrastructure and public areas through the maintenance and construction of roads, bridges, drainage, parks, reserves, and community facilities.

This position will develop strategies that focus on effective service delivery, incorporating efficient business processes and optimising outcomes for Council and the community. These strategies must deliver maintenance, construction, and related services at the lowest lifecycle cost of assets and maximise use of existing infrastructure whilst meeting community, workplace health and safety and environmental requirements. The position will ensure that all strategies and programs are integrated across the organisation.

The position will work closely with the CEO Unit to ensure that all projects are communicated effectively to Councillors, stakeholders, and the broader community.

POSITION REQUIREMENTS

Duties and responsibilities include but are not limited to:

Leadership

- Developing and implementing the Infrastructure Branch's annual Operational Plan.
- Contributing to the development and implementation of planning to enhance and preserve the natural and built environment within the Council area.
- Facilitating effective interaction and provision of expert advice and technical support to the:
 - Community.
 - Councillors.
 - Staff and project teams within the organisation.
 - Relevant inter-government working and/or technical committees, state government departments/agencies.
- Representing Council in public situations where required, including community consultation meetings/workshops, court hearings, conference presentations and Council meetings.
- Providing excellent customer service, actively working to solve customer problems.
- Ensuring that continuous improvement of business systems and processes are applied to achieve and demonstrate an escalating value of the services provided to customers.
- Actively leading and maintaining a safe work environment.

People Management

- Effectively leading, coordinating and monitoring operational staff to achieve maximum performance and efficiency, developing and supporting a positive workplace culture
- The provision of training programs for staff within the Infrastructure Branch and the development of career paths
- Fostering an environment of teamwork and continuous improvement in the workplace.

Technical Responsibilities

- Managing assigned projects to agreed results, timelines, budgets and legislative requirements.
- Developing and implementing asset management strategies and plans, policies and procedures for all civil infrastructure assets to ensure the maximum lifespan and output capability in the lifecycle of those assets.
- Developing reports and briefs detailing works for Capital and Operational Works Programs based on grant income, asset condition, asset valuation, remaining life inspections, asset system reports, site validation inspections and corporate data bases.
- Assisting in the management of Council's Natural Disaster Relief Recovery Assistance (NDRRA) claims and delivery of works to restore essential public assets.
- Management of Infrastructure teams required for counter-disaster and recovery operations.

- Preparing and effectively managing Council contracts relating to maintenance and construction of roads, bridges, drainage, community facilities and public spaces, and the management of consultants and contractors as required.
- Managing Council's Fleet including the procurement and disposal of vehicles and machinery.

Budgeting, Reporting and Governance

- Preparing annual budget plans in consultation with General Manager Operations and Council's Finance Branch to ensure adequate provision to achieve the objectives of the Operational Plan.
- Providing monthly reports including: budget and budget variance reporting and service standards reporting to the General Manager Operations.
- Preparing high quality written reports for Council's consideration, including the presentation of these reports.
- Contributing to the effective operation of key Council control systems including workplace health and safety, asset management and risk management.
- Ensuring all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- To assist in the preparation of Emergency Contingency Planning within Council.

SKILLS AND EXPERIENCE

Essential:

Qualifications

- Tertiary qualifications in Civil Engineering, Project Management, Town Planning or related qualifications
- Possession of WH&S Competency Card for CPCCOHS1001A – Work Safely in the Construction Industry or 30215QLD – Course in General Safety Induction (Construction Industry), or a willingness to obtain this card before commencement.
- Ability to hold a Driver's Licence – Queensland "C" class.

Knowledge, Skills & Expertise

- Demonstrated management experience in the delivery of civil and community infrastructure, and public open spaces for local government or a multi-disciplinary organisation.
- Extensive knowledge of, or experience with local government service delivery.
- Demonstrated knowledge of the professional and legislative requirements within the scope of the role.
- High level of experience in contract development, tendering processes and contract management.
- Extensive experience in the engagement and effective management of consultants and contractors.
- Demonstrated skills in project management and project delivery at a senior level.
- Experience in financial control and planning of operational activities relating to infrastructure management and delivery.
- Demonstrated ability to achieve timely and cost-effective outcomes in a resource constrained environment with a focus on community satisfaction.
- Proven ability to evaluate processes and implement change in order to achieve efficiency.
- Proven ability to write persuasive and accurate business or Council reports, and other related documentation to a very high standard.

People Oriented Skills & Attributes

- Advanced communication and interpersonal skills that include the ability to lead and influence people and implement effective changes within an organisation.
- A genuine customer service approach with a history of proven delivery of high levels of internal and external customer service.

Desirable:

Qualifications

- Registered Professional Engineer Queensland or eligible to apply.
- Project Management, Emergency Contingency Planning and/ or GIS qualifications.

REMUNERATION

SALARY:	Range \$140,000 - \$150,000 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
AWARD:	Queensland Local Government Industry (Steam A) Award – State 2017
LEAVE:	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
SUPERANNUATION:	Contributions to Superannuation is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months

The Douglas Shire Council provides the opportunity to be part of an organisation with an energetic and collaborative approach and a commitment to meeting the expectations of customers and the communities of Douglas.

Council offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages employees with training and professional development opportunities.

Douglas Shire Council is an equal opportunity employer, promoting workplace diversity and a safety culture with a smoke-free environment.

RECRUITMENT TIMEFRAME

Application Period:	22nd May – Monday 15 th June 2020
Closing date for Applications:	10pm Monday 15 th June 2020
Initial Assessment:	16 th June – 19 th June 2020
Council Interviews:	w/c 22 nd June 2020

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

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

Working with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

CONTACT

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