



# Candidate Briefing Document

*Cloncurry*  
Shire Council

**peak**  
services

Director of Operations  
and Maintenance

November 2020

# The Region

- Popularly known as the “*Friendly Heart of the Great North West*”, Cloncurry has the feel of a western town with the progressiveness of a modern community. The ‘Curry’, as it is affectionately known by locals, is 120km east of Mount Isa and 400km south of the Gulf of Carpentaria. Few places can claim to be as influential in shaping Australia, as Cloncurry. Cloncurry is a community that celebrates outback life, the true Australian way.
- Founded by Ernest Henry in 1867 with the discovery of copper, Cloncurry’s core industries include grazing, transport services, copper and gold mining.
- The Shire encompasses an area of 48,000 square kms with a population of approximately 3,000 people. Cloncurry has a rich history. In 1861 Burke and Wills, were the first known Europeans to come into the area on their ill-fated expedition to the Gulf of Carpentaria. In May 1867, Ernest Henry came this way searching for grazing land and instead discovered the vast mineral wealth of the district; he named this area ‘The Great Australia’ and to this day one of the oldest mines in the country, ‘The Great Australian Mine’ is still in operation.
- Cloncurry was involved with the beginnings of Qantas, and the original Qantas Hanger is still in use at the aerodrome. The Royal Flying Doctor Service was founded here in 1928 and is now recognised worldwide. The airport was also enroute for early planes coming from overseas and during the Second World War Cloncurry was the site of a major United States of America Air Base.
- Cloncurry is a progressive community with a diverse economy across the mining, agricultural, transport and tourism industries. Cloncurry is at the heart of Queensland’s transport hub with key rail, air and road links from the eastern seaboard through to the Northern Territory and its well establish cattle industry includes some of the largest pastoral leases in the country. Situated in the heart of the North West Mineral Province, the town has one of the richest and most established mining investments in Australia.
- Cloncurry has a new, state of the art airport which provides regular services to Brisbane, Townsville and Mount Isa. Residents have access to a wide range of general and specialist health; education (to Grade 12) and a kindergarten and childcare centre. There is an abundance of sporting clubs and activities to partake in along with a wide range of events and activities to entertain locals, visitors and tourists throughout the year.
- Cloncurry is truly a region of opportunity and a great place to live, work and play.



# About Council

- Cloncurry Shire Council is made up of Mayor and five Councilor's. The March 2020 local government quadrennial election occurred on March 28<sup>th</sup> 2020. Mayor, Gregory Campbell ran unopposed.
- Cloncurry Shire Council is a future-focused, community-responsive organization with a charter to enhance all facets of life in the Shire. They are focused on creating an improved future while remaining responsive to the current needs of the community as broadly defined. This identity shifts their focus from that of a provider or supplier of infrastructure including roads, water, sewerage, waste management and rates to one of articulating that Council has an increased focus on planning for the long-term needs of the community and coordinating the delivery and ongoing management of services, infrastructure and facilities.
- The Council is further committed to enhancing the livability of the greater Cloncurry Shire community through coordinating the provision of social facilities to make the Shire a more livable community.
- Cloncurry has experienced unprecedented growth as a result of the resources boom in recent years which has seen Council invest in a range of infrastructure projects, services and facilities that promote and enhance their community to make it an attractive place to live.
- Council manages its own Water treatment and Sewerage Plants, Airport, Childcare Centre, Sale Yards (.5M head of cattle pass through every year) to name a few.

Further information can be found on the Council Website [www.cloncurry.qld.gov.au](http://www.cloncurry.qld.gov.au)



# Services & Facilities

Cloncurry has a wide range of services provided to the community.

## Cloncurry Airport

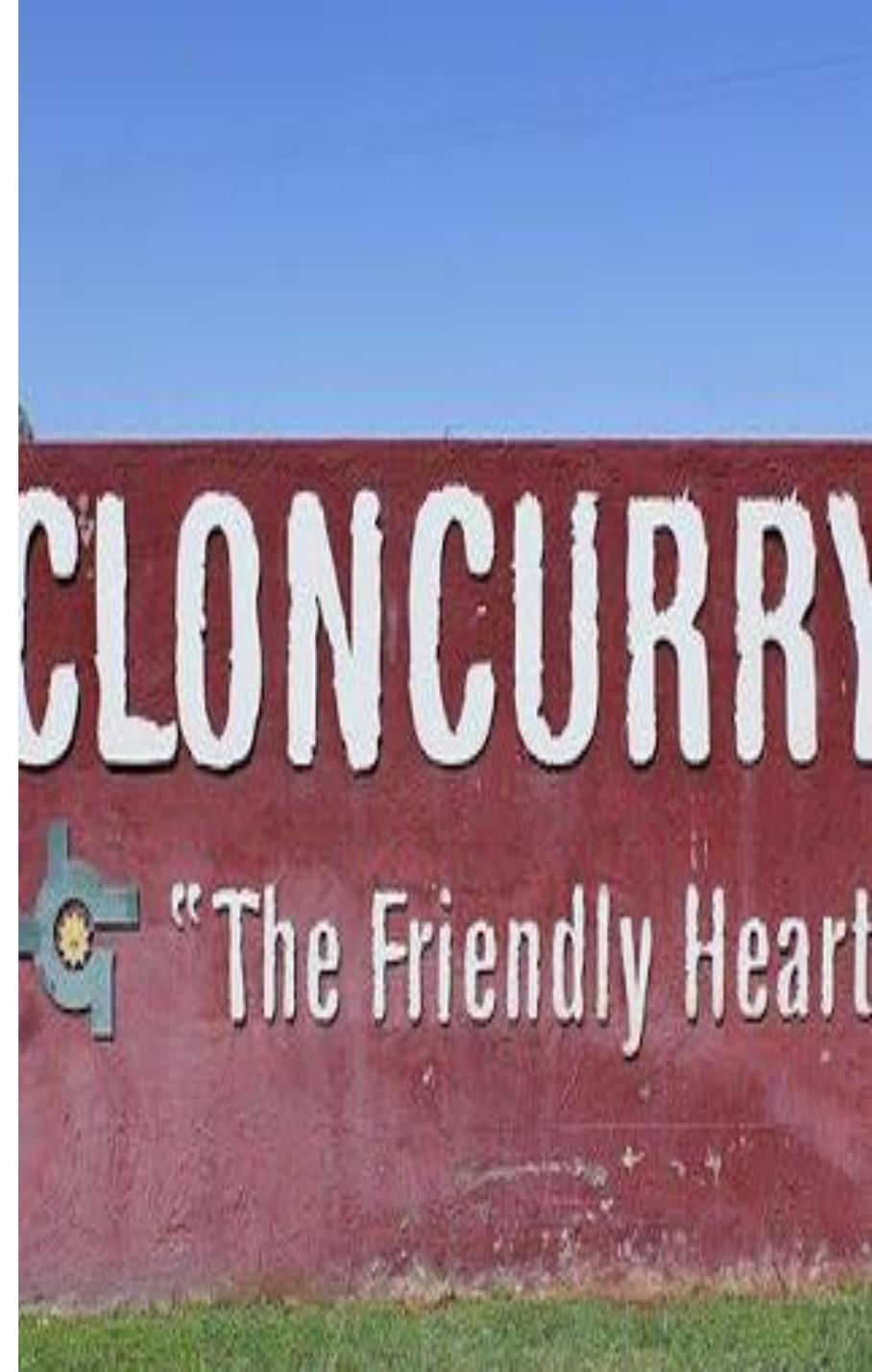
- Cloncurry is well-connected to the east coast by regular passenger transport flights. QantasLink has flights to Townsville daily and Virgin Australia provides direct flights to Brisbane Monday, Wednesday and Friday.

## Education

- Cloncurry State School is a well-established coeducational school providing education from Prep to year 12.
- St Joseph's Catholic School is a private coeducational school providing education from Prep to year 9.
- C&K kindergarten provides kindergarten care for ages between 3.5 and 4.5 years.
- Curry Kids Early Learning Centre is a 58-place long day care service for children from 3 months to 12 years.

## Health

- Cloncurry Public Hospital is a multipurpose health service that provides primary level of acute care, including emergency services, telehealth, aged care and other visiting specialist health services.
- Flinders Medical Centre is a well-established private practice providing general medical and visiting specialist health services to Cloncurry.
- Blue Care Community Care provides services and support for frail, aged and disabled people wishing to maintain independent living.
- Mitakoodi Aboriginal Corporation Home and Community Care provides basic support for people over 65 years, including Aboriginal and Torres Strait Islander people over 55 years, and people with a disability.



# Services & Facilities (cont. ..)

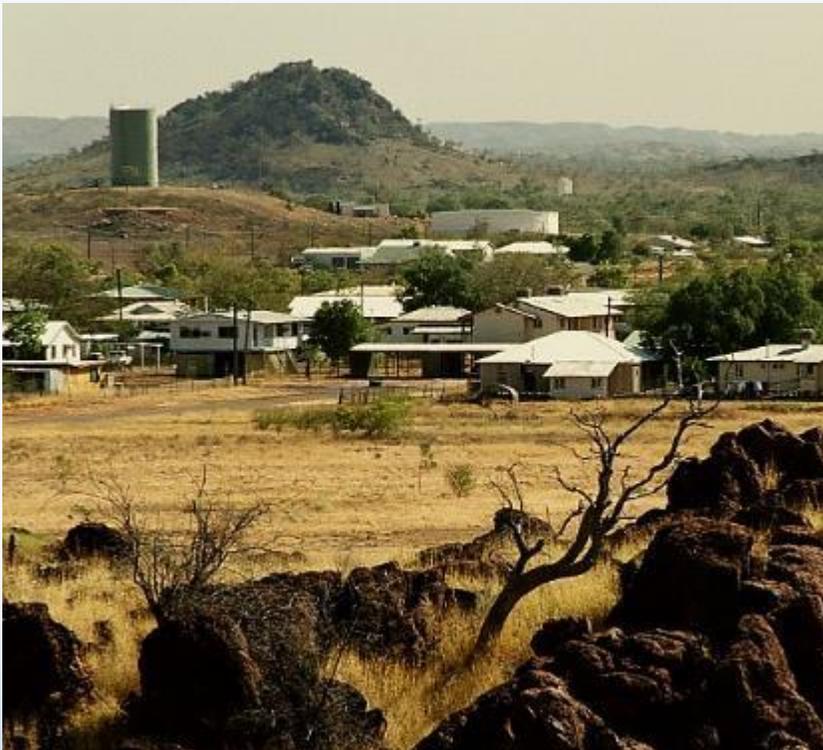
## Recreation & Tourism

- Bob McDonald Library is a vibrant and modern facility that is about more than books. The library has a large range of books, audiobooks, DVD's and periodicals but also hosts a wide range of activities from Story Time to Computer Skills Assistance. The Dr David Harvey Sutton Art Gallery is also situated within the library complex which can be accessed during library business hours. The gallery hosts many workshops, exhibitions and events.
- The Cloncurry Racecourse and Equestrian Centre is home to local racing events, camp draft and merry muster. The facility is also available for hire for special events, private functions and camping.
- Cloncurry Recreation Grounds is home to the annual Cloncurry and District Show and encompasses a skate park, netball and tennis courts, PCYC, football and soccer fields. The recreation ground is also available for booking for special events, private functions and camping.
- The Cloncurry Swimming Pool incorporates a 25m pool, toddler pool and water feature and is the home of the Cloncurry (Crocs) Amateur Swim Club.
- Cloncurry Unearthed Visitor Information Centre situated in the Mary Kathleen Memorial Park is home to memorabilia from the Mary Kathleen Uranium Mine as well as minerals and gems from the region.
- John Flynn Place Museum and Art Gallery showcases the rich history of the birthplace of the Royal Flying Doctor Service and collection of valuable artwork on display.
- Chinaman Creek Dam is both a sustainable water source to the town of Cloncurry but also provides for fishing and boating or just relaxing in the great outdoors.



# The Position

Title:	Director of Operations and Maintenance
Remuneration:	up to \$160000 per annum (excluding employer Superannuation contributions) provision of an unfurnished house rent free, FMV for Council use (including class 2 private use) and 5 weeks annual leave.
Status:	Full time, fixed term position for three (3) years
Reports to:	David Bezuidenhout - Chief Executive Officer
Location:	Cloncurry



Reporting to the Chief Executive Officer, the mandate of this role is to deliver quality, efficient and valued operational services for Council and the community.

Leading a large directorate, you will drive reform and efficiencies in the operational services directorate and actively contribute to the strategic management of the organisation; providing collaborative leadership and foster cooperation and communication across all departments.

Importantly, you will provide high level strategic and operational advice and be required to regularly engage with executives, councilors, the community and Government in through delivery of these services in accordance with regulations and council policies.

The Director of Operations leads and directs the following functions:

- Asset Management Department
- Operations Department
- Works Department

The full Position Description can be accessed [HERE](#)

# Key Selection Criteria

- A degree in engineering, business or a related discipline
- Demonstrated senior management experience, preferably including specialisation in one or more of the following areas: infrastructure/public asset management, water and sewerage, transport and fleet management.
- Success in leading teams in the development of sustainable solutions to strategic business problems and opportunities.
- Extensive senior leadership experience in a complex service environment, including proven ability to ensure the best use of resources (people, finance and assets) to get results.
- Demonstrated success in leading significant organisational and cultural change initiatives.
- Extensive experience in financial planning, management and reporting to a high level and across multiple disciplines.
- Warm and approachable interpersonal skills with the ability to communicate with a wide range of people, both orally and in writing, including strategic report writing experience.
- Conflict resolution and negotiation skills of a high order including extensive experience in stakeholder engagement including demonstrated public speaking, public relations and media skills.
- Extensive experience in developing, preparing and implementing strategic business plans in diverse and complex service environments to deliver successful outcomes.
- Experience in strategic planning, policy and procedure formulation and establishment of monitoring and reporting systems and budgets.



# Key Principles and Values

The following principles and values are considered to be key requirements for Cloncurry Shire Council. All Councilor's and staff are expected to demonstrate these values and principles in their dealings with each other and the community.

## **Integrity**

- We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

## **Leadership**

- We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty others in the Council and outside, by our own ethical behaviour.

## **Selflessness**

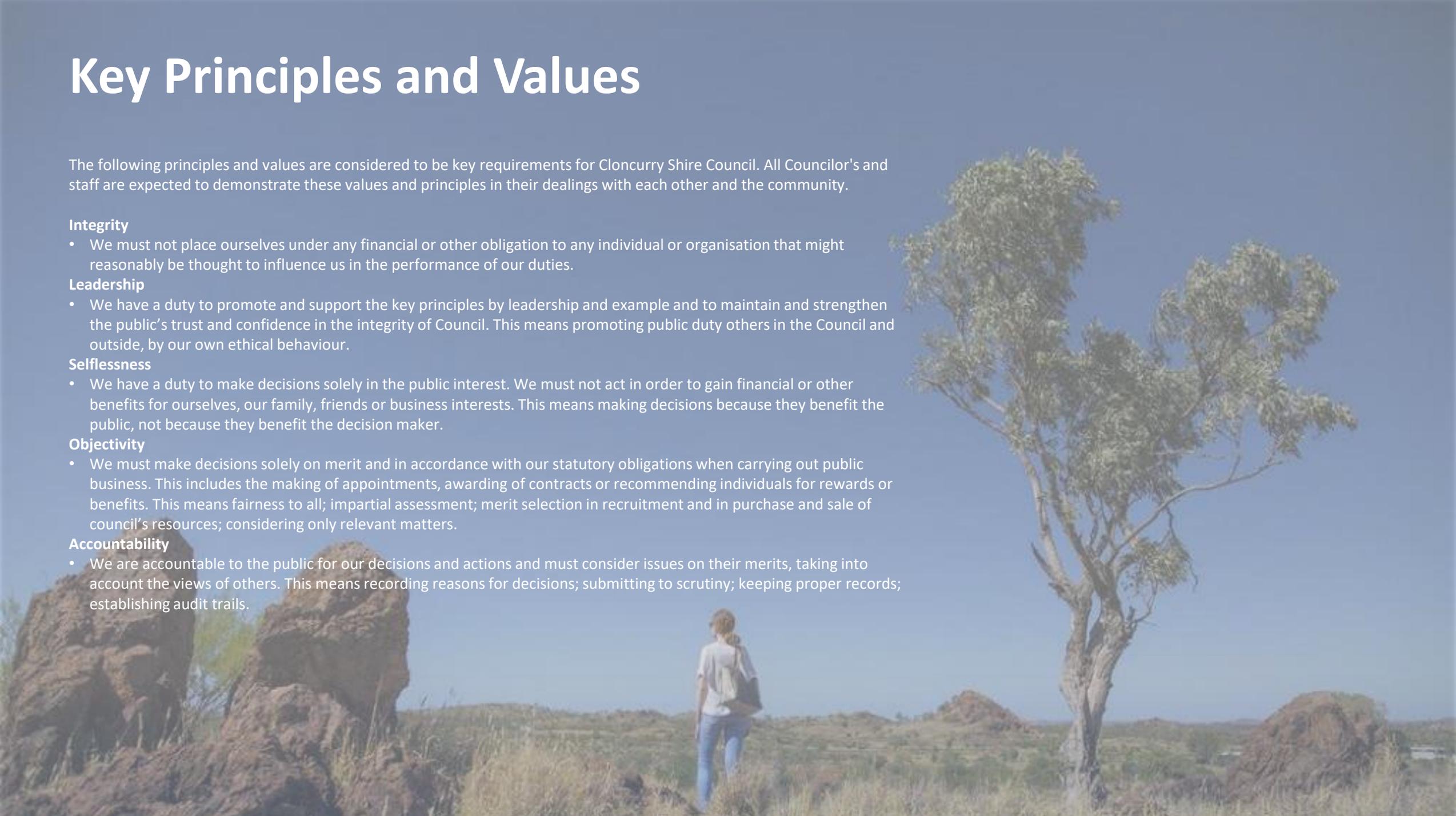
- We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

## **Objectivity**

- We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

## **Accountability**

- We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.



# Key Principles and Values (Cont ..)

## Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

## Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

## Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.

## Workplace Health & Safety Obligations:

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011 an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above and in addition any specific workplace health and safety issues that pertain to the type of work being performed (i.e. Work Health and Safety Regulation 2011).



# Why This Role?

- The diversity of the operation is substantial for its size and puts Council on par with several much larger Councils. This is a broad portfolio and will provide you with a springboard to further enhance your future career prospects.
- This is a Council who are striving for best practice in everything they do. Leading the way in several initiatives ensures you are joining a winning team whose endeavours mean your time in the role and the experience gained will no doubt help you 'stand out' in the local government arena.
- Size of budgets and complexity. Council will deliver 90% of a \$60M budget this FY and is considered as one of the top 2 Councils in QLD for how they are driving safety.
- This is a Council who are genuinely embracing asset management and building longer term maintenance plans to ensure infrastructure is looked after properly. Your contemporary skills, knowledge and passion for driving this will be encouraged and supported by management.
- They are the 1<sup>st</sup> Council in QLD to implement an Innovation Platform which other Councils are watching and starting to follow. Cloncurrys platform encourages anyone in the community to put forward ideas. 129 were put forward during last FY and several implemented. Engaging with and acknowledging ideas from community members has no doubt strengthened the community mindedness of the town.
- Voted friendliest town in QLD! There a strong community feel, and Cloncurry represents a great place for families to feel safe and to enjoy every advantage of living in outback QLD.
- Cloncurry run significantly more events than any other Council. There is literally not a month where there isn't something on and these are all run by Council so there is no time to feel you're missing city life.
- There is the Dam to ski and paddle board on and a Water park.
- Extensive park grounds, walking and cycling trails and many other activities for families to keep busy.
- The town is serviced by a large IGA and Foodworks. Mt Isa has a Woolworths and Coles.



# Recruitment Timeframe

<b>Application Period:</b>	9 <sup>th</sup> November – Monday 23 <sup>rd</sup> November
<b>Closing date for Applications:</b>	10pm Monday 23 <sup>rd</sup> November 2020
<b>Initial Assessment:</b>	24 <sup>th</sup> November – 27 <sup>th</sup> November 2020
<b>Council Interviews:</b>	w/c 30 <sup>th</sup> November 2020 onwards

\*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.

