



Candidate Briefing Document Manager Water and Wastewater Douglas Shire Council

Douglas Shire Overview



Located in the Tropics of Australia, Douglas Shire is the only place in the world with two adjoining World Heritage listed areas: the Great Barrier Reef and the Wet Tropics – which includes the ancient rainforest of the Daintree. With spectacular rainforest covered ranges, beautiful beaches, and a diversity of vibrant communities, Douglas Shire combines the best of a laid-back tropical lifestyle with world-class attractions and facilities. The Shire covers an area of 2,445km² from Wangetti Beach in the south to the Bloomfield River in the north.

The economy of the shire depends mainly on tourism and welcomes an average of 426,000 overnight visitors and 262,000 day visitors each year, generating \$574 million while supporting over 2,500 jobs.

Douglas is home to over 12,000 residents, with almost 60% living in the two main population centres of Port Douglas and Mossman. Port Douglas is the tourist gateway to the region, while Mossman is the administrative, health, industrial and agricultural hub.

Other principal urban centres include the beachside communities of Wonga Beach, Newell Beach and Cooya Beach.

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.

Spanning 120,000 hectares, the magnificent Daintree Rainforest is the largest remnant of tropical rainforest in Australia and the oldest continuously surviving rainforest in the world.

To access Douglas Shire Economic Data please click [HERE](#)

Making Douglas Shire Home



Douglas Shire is home to many of community groups and organisations working to create a sense of belonging and inclusiveness in their community. A link to the Community Directory is [HERE](#) where you can find local groups, community services, sports clubs, facilities, and more.

Education

There are a range of options across the Shire from early childhood centre's through to the Mossman High School. Details can be found [HERE](#)

Medical

While walking through the historic front doors may feel like a step back in time, once inside the revamped Mossman Hospital Emergency Department, there is no mistaking it for anything other than a modern medical facility. The recent \$10.1 million upgrade has delivered a modernised Emergency Department and offers significantly improved health facilities to the local community.

There are also a number of medical Centre's, pharmacies and allied health services across the shire.

Sport and Recreation

A recent master plan recommended upgrades and new facilities on both the Port Douglas Sports Complex and Coronation Park and will form part of a region wide sport and recreation facility network. Attracting high level competitions and events, contributing to the local sports tourism market is a focus of Council.

A list of the extensive sporting facilities across the Shire can be accessed [HERE](#)



History of Douglas Shire

- The First Peoples of the Douglas region are the Kuku Yalanji whose country extends from the Mowbray River in the South to Cooktown in the North and Palmer River in the West. From the Mowbray River, south to Cairns are the traditional homelands of the Yirrganydji people. The Kuku Yalanji and Yirrganydji are rainforest people whose connection to the region extends back 50,000 years to be among the earliest human occupations in Australia.
- European habitation in the Douglas Shire began in the 1870s as George Elphinstone Dalrymple led the first extensive exploration of the region. Dalrymple thought the country “surrounded by a panorama of great beauty ... a perfect picture of rich tropical country”.
- Within the decade gold miners supplied from Port Douglas, timber cutters logging the much-prized red cedar, and farmers of cattle, vegetables, maize and sugar had all begun to make their mark.
- Farming expanded along the coastal belt as extensive areas of lowland rainforest were cleared and settlements were established throughout the area.
- Cultural diversity has been integral to the history of the Douglas Shire. According to the 1886 census almost two-thirds of the district’s population was of Chinese heritage.
- By the 1890s the Douglas sugar cane industry was dependent for its survival upon Chinese and South Sea Islander (Kanaka) labour. In the 1900s these populations grew and were joined by Hindu, Punjabi and Japanese migrants.
- 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 a 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.

Mayor and Councillors



Mayor
Cr Michael Kerr



Deputy Mayor
Cr Lisa Scmazzon



Cr Peter McKeown

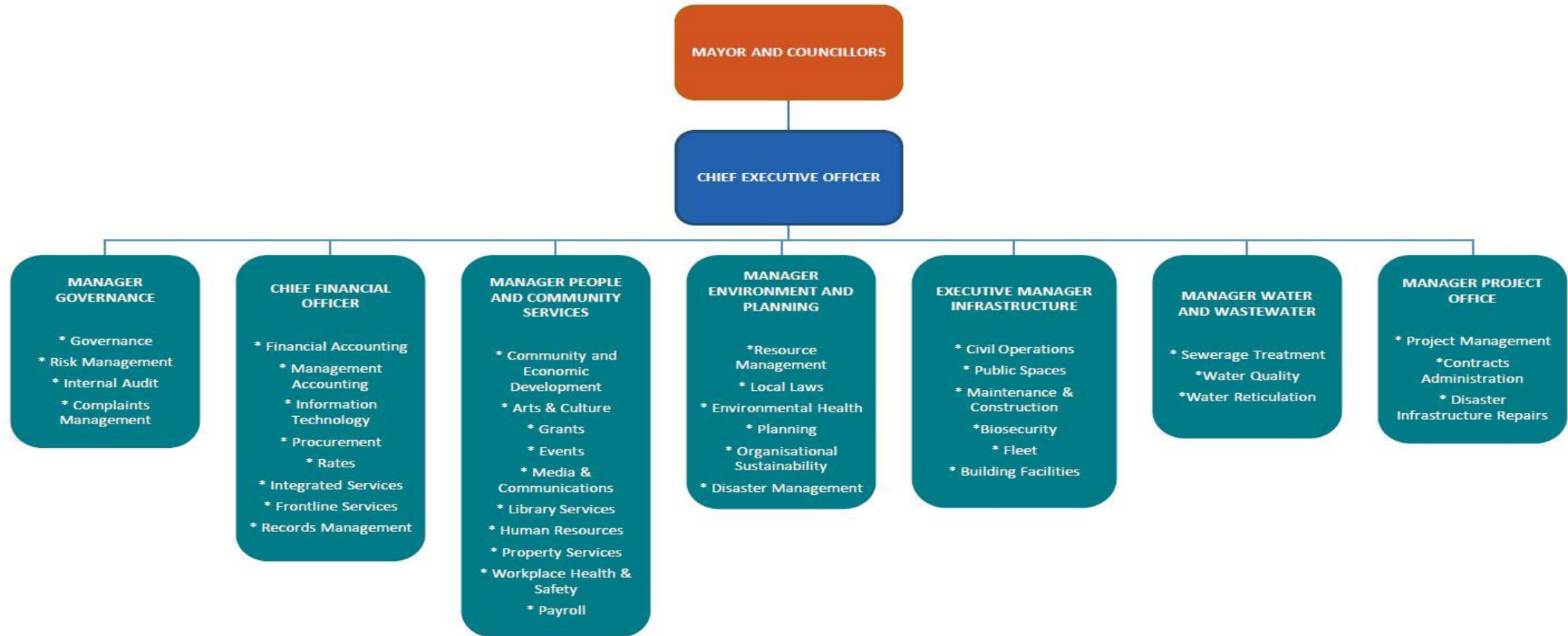


Cr Roy Zammataro

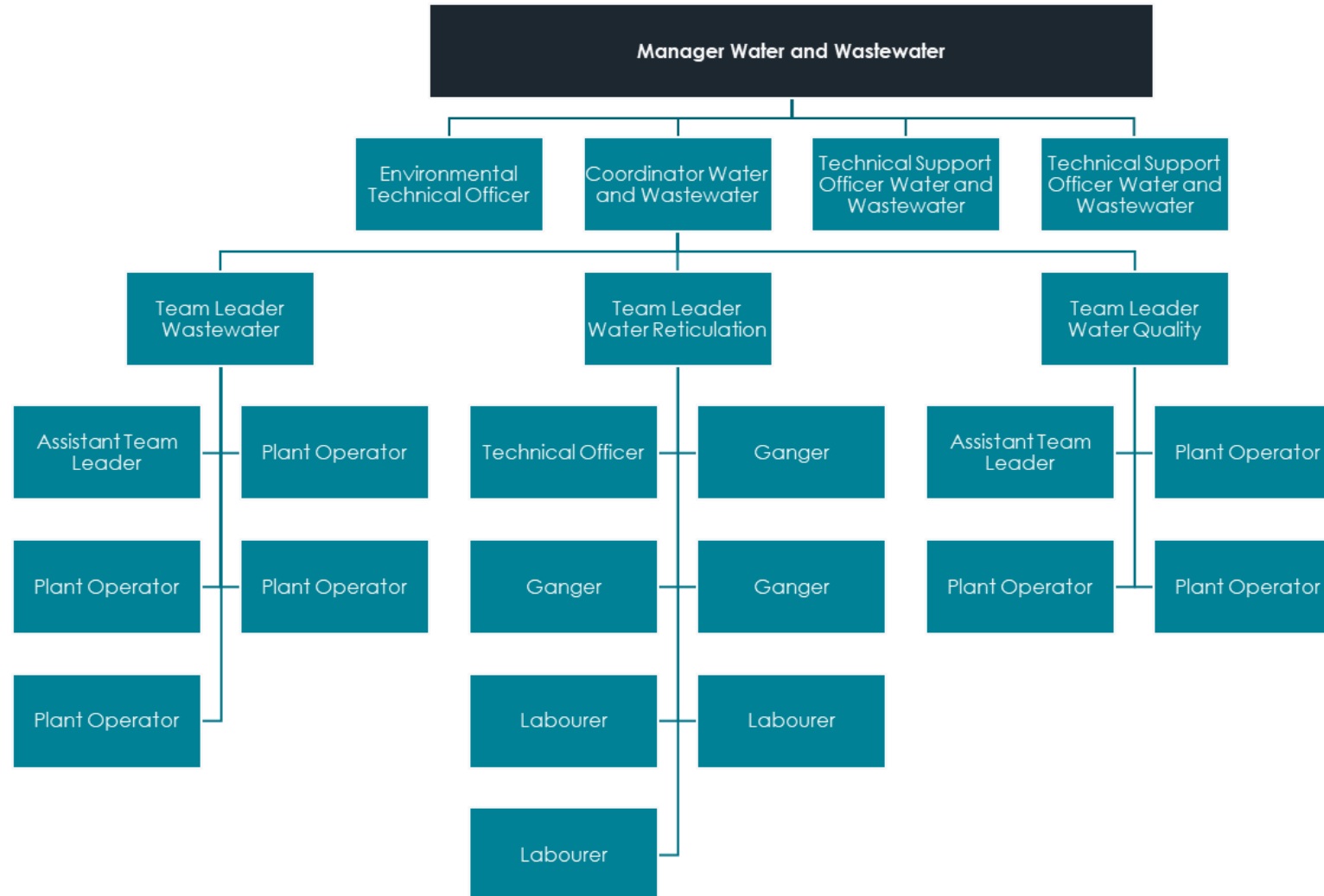


Cr Abigail Noli

Organisation Structure



Water and Wastewater Structure



Council Information

[Douglas Shire Corporate Plan 2019 - 2024](#)

[Douglas Shire Operational Plan 2021-2022](#)

[Douglas Shire Economic Development Strategy 2021-2024](#)

[Annual Budget 2021-2022](#)

For further information please visit www.douglas.qld.gov.au



Manager Water and Wastewater

Location:	64-66 Front Street, Mossman
Reports to:	Chief Executive Officer
Employment Status:	Executive Contract – three (3) year term

Direct Reports:

- Coordinator Water and Wastewater Operations
- Technical Support Officer x 2
- Environmental Technical Officer

Staff of 25 in the team



Primary Objectives

- The incumbent is responsible to the Chief Executive Officer for leading, planning, organising and controlling all water, wastewater and trade waste functions of Council.
- Protect the interests of Douglas Shire Council Water & Wastewater Operations, Executive Management and the public in the event of an emergent situation arising;
- Compliance with all legislative and statutory requirements associated with Local Government water, wastewater and trade waste operations. This position will develop strategies for the delivery of water wastewater and trade waste services that incorporate efficient business processes and optimise outcomes for Council and the community. These strategies must deliver water, wastewater and trade waste services at the lowest lifecycle cost of assets and maximise use of existing infrastructure whilst meeting community, health and environmental requirements.

Position Responsibilities

- Ensure the efficient and effective management of activities within the Water and Wastewater Section.
- Prepare and effectively manage Council contracts relating to water wastewater and trade waste.
- Effectively manage the development of Strategic Asset Management Plans and Asset Management Plans across the group and translate the strategy into tactical and operational initiatives;
- Develop and review Drinking Water and Recycled Water Quality Management Plans;
- Represent Council on the Far North Queensland Regional Organisation of Councils FNQ Water Alliance Committee;
- Core member of the Local Disaster Management Group;
- 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 Water and Wastewater teams required for counter-disaster and recovery operations;
- Core member of the Asset Management Steering Committee;
- Core member of the Capital Program Project Control Group;
- Core member of the Work Health and Safety Management Committee;
- Chair the Emergency Water Action Group (EWAG) for Council;
- Respond immediately and implement actions to address emergent situations where drinking water quality does not meet the accepted NHMRC drinking water quality guidelines / Recycle water does not meet Class A+, A & C quality or where environmental damage or potential harm to public health or receiving waters may occur.
- Conduct ongoing performance reviews of operations, services, equipment and infrastructure and ensure appropriate asset management / replacement programs are in place.

Position Responsibilities

- Prepare annual budget plans in consultation with Chief Executive Officer and Council's Finance Section to ensure adequate provision to achieve the objectives of the Operational Plan.
- Provide on a monthly basis reports including; budget and budget variance reporting and service standard reporting to the Chief Executive Officer.
- Manage assigned capital and operational projects to agreed results, timelines and budgets.
- Ensure contracts are delivered in accordance with contract requirements including legislative requirements.
- Effective interaction and provision of expert advice and technical support to the:
 - Community
 - Councillor's
 - Staff and project teams within the organisation
 - Relevant inter-government working and/or technical committees, state government departments/ agencies.
- Ensure the continuous improvement of business systems
- Ensure that Council's assets are operated and maintained to a level which ensures the maximum lifespan and output capability in the lifecycle of those assets.
- Contribute to the effective operation of key governance control systems such as corporate workplace health and safety, asset management and risk management.
- Monitor Council's risk exposure in relation to compliance with relevant legislation governing the supply of drinking water, waste water and licence requirements under the Environmental Protection Act 1994.

Position Responsibilities

- Manage the State Government Compliance report including but not limited to:
 - SWIMS;
 - Drinking Water Quality Management Plan;
 - DES compliance reports.
- Foster an environment of teamwork and continuous improvement in the workplace.
- Ensure staff appraisals and staff development programs are completed and implemented in accordance with agreed time frames.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Any other duties as directed by the Chief Executive Officer.



Selection Criteria - Essential

Qualifications

- Tertiary qualification in Civil (Water & Wastewater), Process, Environmental Engineering or similar and/or extensive experience in management of water and wastewater systems in local government environment.
- Possession of WH&S Competency Card for – Work Safely in the Construction Industry or General Safety Induction (Construction Industry).
- Knowledge and understanding of the legislation relating to the operation and management of water supplies, waste water treatment and recycle water systems.
- Current Queensland “C” class drivers licence.

Knowledge, Skills & Expertise

- Demonstrated management and operational experience in a similar role for a local government or multi-functional organisation.
- Extensive experience and knowledge in the operation and maintenance of water & waste water treatment systems
- Working knowledge of relevant Legislation associated with supply of drinking water, environmental legislation and reporting requirements for water, wastewater and recycled water.
- High level of experience in contract development, tendering processes and contract management.
- Experience in financial control and planning of operational activities in the water and wastewater industry.
- Demonstrated skills in project management and project delivery
- Working knowledge of hazard identification and risk management in drinking water and waste water treatment and supply systems.

People Oriented Skills & Attributes

Demonstrated ability to lead and manage a multidisciplinary team with a focus on efficiency, achievement and innovation in an environment of continuous improvement.

Demonstrated high level communication, consultative, interpersonal and negotiating skills.

Selection Criteria - Desirable

Qualifications

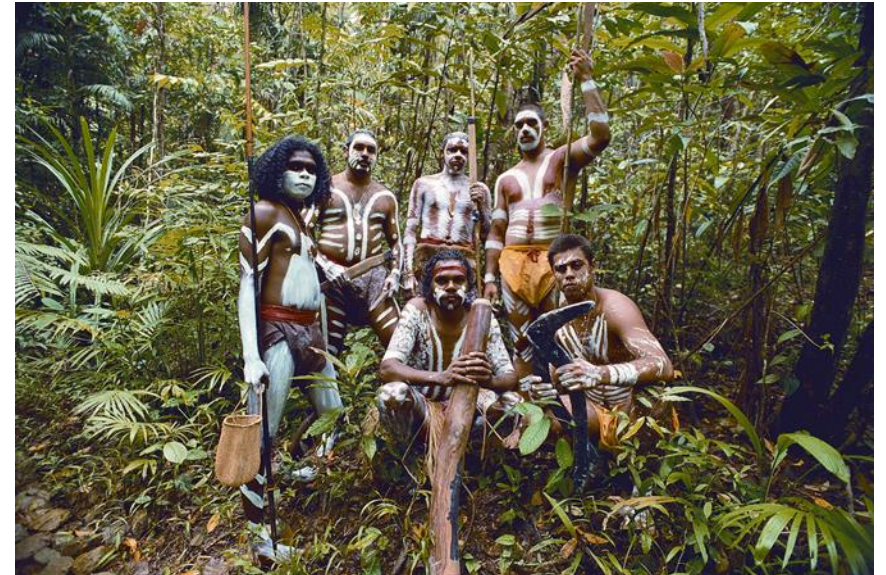
- Registered Professional Engineer of Queensland or eligible to apply;
- Relevant qualifications in Project Management;
- Relevant qualifications in Emergency Contingency Planning;

Knowledge, Skills & Expertise

- Experience in developing business opportunities to increase revenue streams

People Oriented Skills & Attributes

- Experience in developing and promoting a focus on customer service.



Performance Indicators

It is expected the incumbent will:

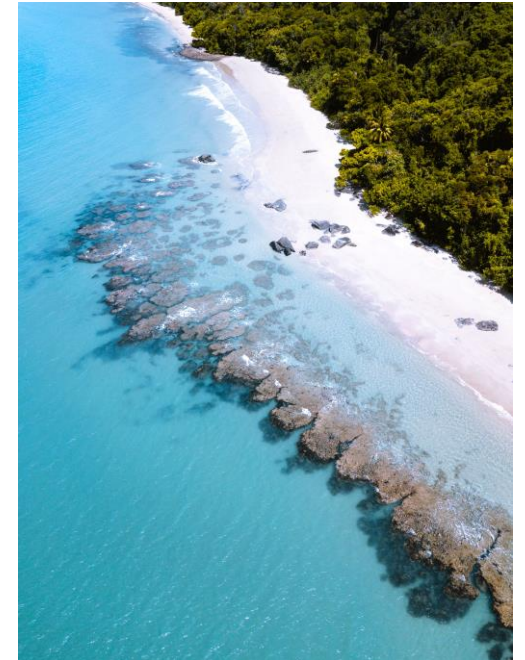
- Demonstrate strong leadership behavioural practices that foster professional development through coaching, mentoring and providing opportunities for staff to increase skills.
- Manage the Water and Wastewater section ensuring a team orientated culture that provides highly effective and integrated customer service across all parts of the organisation and the community;
- Manage the Water and Wastewater Section within budget and relevant operating plan as adopted by Council.
- Manage assigned projects to agreed results, timelines and budgets.
- Achieve and deliver performance targets to agreed quality standards and timeframes.
- Effectively participate in Council's Corporate Management Group.
- Meet all compliance with statutory requirements associated with the provision of water, wastewater and trade waste services. Develop and implement strategies for the delivery of water wastewater and trade waste services that incorporate efficient business processes and maximise use of existing infrastructure whilst meeting community, health and environmental requirements
- Supply drinking water and recycled water that meets customer quality requirements and agreed service standards
- Monitor the systems, workplace environment and procedures to ensure equipment, plant and machinery is safe to operate and work processes comply with workplace health and safety legislation and standards
- Develop and maintain an effective risk management system and culture within the Water and Wastewater Section to mitigate health and environmental risks to Council.

Performance Indicators

- Serviceability and appearance of Water and Wastewater System Assets.
- Respond immediately and implement effective actions to address emergent situations where drinking water quality does not meet the accepted NHMRC drinking water quality guidelines and/or recycle water quality or where environmental damage or potential harm to public health or receiving waters may occur from assets under the control of the Water and Wastewater Section
- Effective interaction, timeliness and quality of advice and technical support to:
 - Chief Executive Officer
 - Councillor's
 - Staff and project teams within the organisation

Additional Information

- Bringing fresh energy and eyes to the role you will advocate on the strategy for Water and Wastewater and evaluate several different ideas already on the table to address planning for an alternative water source.
- Like most Councils there will be the need to address ageing infrastructure – whilst there are no \$'s currently allocated you will have the opportunity to think differently and bring ideas to the table that allow for future planning to be realized in time. In doing so you will 'lift' the profile of water within the Council. There is a grants person who will drive funding but proper planning and process is required to make informed decisions around operational costs.
- Smart Water Meters are about to commence being rolled out across the Shire (2 year program)
- You will be a Manager that is keen to get out on site and have a presence and visibility with the team and ensure there are regular meetings and feedback provided in one on one sessions.
- Across the Shire there are 3 x Water treatment plants, 2 x Sewerage Treatment Plants and 9 reservoir's.
- Capital expenditure is approximately \$5.3M for water and wastewater and operational budget is approximately \$9.1M



Why this role?

- Reporting to the CEO, you will be able to make the role your own and actively take the reigns of something that will continue to underpin the way Council strives to manage Water and Wastewater across the Shire.
- With several exciting projects currently being evaluated from Wave Parks through to subdivisions and involvement in the Mossman Botanic Gardens - this represents a great opportunity to have a 'lifestyle and/or sea change' and join a progressive Council where you can truly make your mark and continue developing your career.



Recruitment Process

Application Period:	Monday 20 th December 2021 – Monday 10 th January 2022
Closing date for Applications:	10pm Monday 10 th January 2022
Initial Assessment:	11 th January – 14 th January 2022
Council Interviews (first round):	Week commencing 17 th January 2022

Assessing Applications

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

In consultation 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. There will be a requirement to provide referees and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services 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 that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits



- The cash component is \$154,176 + Super
- Provision of a fully maintained motor vehicle for official Council use and commuter use within the Shire in accordance with Council's prevailing policy. Or alternatively, a vehicle allowance of \$5,000
- Provision of a laptop and mobile phone for work purposes.
- Five (5) weeks annual leave per annum + 17.5% leave loading.
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Professional development, conference attendance & professional membership
- Relocation Assistance will be provided to the successful candidate.



Principal Consultant Recruitment – Rona Horsfall

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www.wearePeak.com.au