

Candidate Briefing Document  
Manager Sustainability and Strategy  
Southern Downs Regional Council



# Southern Downs Regional Council



The Southern Downs Regional Council was formed on the 15th of March 2008 as an outcome of the Queensland Local Government Reform process. The resultant governing body encompasses the areas previously occupied by the Warwick and Stanthorpe Shire Councils.

The Council comprises of the Mayor and eight Councillor's, who are elected by residents for a 4-year term.

Southern Downs Regional Council has released its 2022/23 Draft Budget for public consultation and is inviting the community to review and submit feedback. Building on the groundwork of the previous budget, the 2022/23 budget reinforces a 'no-frills' approach to long-term financial sustainability to contain costs and maintain high levels of customer service whilst still investing in a significant capital works program of \$46.1m as Council continues to address ageing infrastructure. Southern Downs Mayor Vic Pennisi said the draft supports a recovering community and is considerate to the increasing cost of living amid delivering essential services, with a minimal and reasonable rate rise to ratepayers.

Southern Downs can also look forward to strong economic growth following the adoption of the Southern Downs Economic Development Strategy 2022-2026 at Council's Ordinary Meeting on 13 April 2022. The Southern Downs Economic Development Strategy 2022 – 2026 recommends that Council pursues the four key pillars of Agriculture and Processing, Tourism and Events, Industry and Innovation and Population Attraction and Retention and provides the framework for how Council seeks to achieve the outcome of building the capacity and capability of the regional economy so as to protect and enhance the quality of life of residents now and into the future.

Council recently engaged with community members representative of almost all sectors of the population and it was through their insightful comments on how they believe the organisation is performing and what is important to them that Council developed and adopted the Corporate Plan 2021-2026. This plan lays down the foundation for the next five years and will guide how Council prioritises and delivers services, programs and facilities to the community. These will be delivered by utilising the four core themes: *People, Places, Prosperity & Performance*. The outcomes identified within this strategy will ensure the region's long-term sustainability, while also providing a great place to live, work, play and stay for the Southern Downs community.

The Southern Downs Regional Council area is bounded by: Toowoomba Regional Council, Lockyer Valley Regional Council, Scenic Rim Regional Council, Goondiwindi Regional Council and the New South Wales border (Tenterfield Shire Council)



# Southern Downs Overview



Encompassing the major centres of Warwick and Stanthorpe, Southern Downs is conveniently located within 2-2.5 hours from Brisbane and in the high growth region of Southern Queensland. The proximity of the Southern Downs to major centres makes it uniquely positioned to accommodate business growth with the perfect blend of available space, a willing and skilled workforce and a customer focused regional Council.

Southern Downs offers breathtaking natural landscapes, immersive wine experiences, a fresh local paddock to plate farm gate lifestyle and a calendar of exhilarating events celebrated across four distinct seasons.

The region's people, places, prosperity and organisational performance weaves together Council's strategic vision for the future as they strive to make Southern Downs a great place to work, live, play and stay.

The 'big five' industries in relation to Gross Regional Product (\$1.76 billion) input are agriculture, construction, manufacturing, retail and health care & social services. It is also uniquely home to Queensland's only cold climate wine region named the Granite Belt.

The Southern Downs boasts excellent education options with quality childcare and both public and private schooling options. Unlike larger cities, you do not have to live in certain catchments for your children to attend the school of your choice. The region is also home to a TAFE college, the Queensland College of Wine Tourism, a Griffith University health clinic and a University of Southern Queensland hub.

On weekends you'll be spoiled for choice, with a natural playground ready for you to explore, clubs for you to join and a calendar of exciting sporting and cultural events. The Southern Downs offers outdoor activities for everyone with dams and rivers for keen anglers, international quality sporting facilities, four-wheel drive tracks, cycling routes, four golf clubs and motorsport racing tracks. They also have a large range of sporting, social, cultural, artistic and historical clubs across the region.

# Making the Southern Downs Home



Choosing the Southern Downs is all about a better life for you and your family. It means affordable living in a stunning natural setting, getting ahead financially and having more time to enjoy life. With exciting career opportunities, inexpensive housing options, impressive education facilities and plenty of inspiration for weekend exploring, there couldn't be a better time to make the Southern Downs home.

Locals enjoy the benefits of a rural lifestyle with the reassurance of high-quality infrastructure, medical facilities, professional services, national brands and shopping centres and public transport. There are also major cities on the doorstep, with Toowoomba only 60 minutes away and both Brisbane and the Gold Coast around two hours away. The Southern Downs enjoys four distinct seasons, with their stunning landscapes changing throughout the year. In Autumn, crimson and gold leaves fill the parks, followed by a true winter you'll need to rug up for! Spring brings wildflowers and you'll enjoy sunny days and cooler nights during summer.

Stanthorpe and the Granite Belt are a premium food and wine destination renowned Australia wide. As well as many activities in the region, the Girraween National Park is important to the region's tourism attracting campers, bush-walkers and rock-climbers.

The town of Warwick is situated on the Condamine River with the Cunningham and New England Highways passing through the town and is the administrative centre of the Southern Downs Regional Council. It lies 130km southwest of Brisbane and 73km south of Toowoomba. At last census, Warwick had close to 16,000 residents.

Stanthorpe is a rural town of approximately 5,500 residents and is most well known for its wineries and variety of produce. The town lies on the NSW border, 223km from Brisbane and 60km from Warwick.

Allora, on the Darling Downs is located between Warwick and Stanthorpe on Dalrymple Creek and is known as 'the best little town on the Downs' with around 923 residents. Killarney, named for its strong resemblance to Killarney in Ireland, is located 35km southeast of Warwick and 8km from the NSW border. It is surrounded by waterfalls and is close to the source of the Condamine River. In the 2016 census, Killarney has a population of 954 residents.

A brochure covering all aspects of living in the region can be accessed [HERE](#)



# Organisation Structure



**SOUTHERN DOWNS  
REGIONAL COUNCIL**

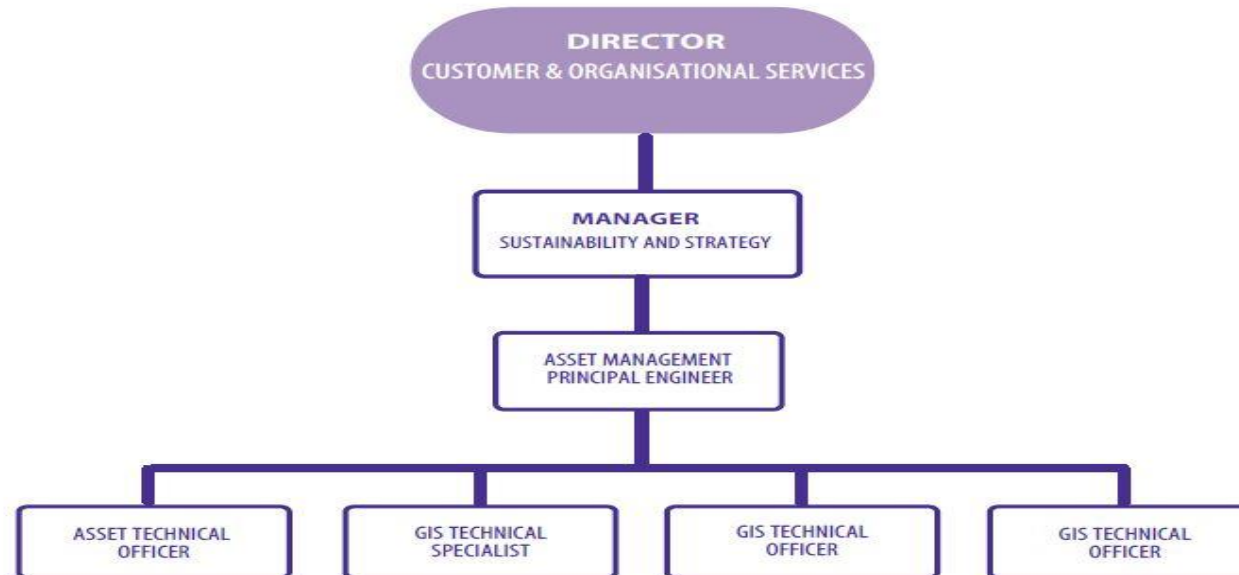
CUSTOMER & ORGANISATIONAL SERVICES ORGANISATIONAL CHART



**Southern Downs  
REGIONAL COUNCIL**



**SUSTAINABILITY AND STRATEGY  
DEPARTMENT**



Last Updated: 7 July 2022

**Southern Downs.**  
A great place to live, work, play and stay.



# Council Information

---

[SDRC Corporate Plan 2021-2026](#)

[Operational Plan 2021-2022](#)

[Annual Report 2020-2021](#)

For further information please visit <https://www.sdrc.qld.gov.au/>



# Manager Sustainability and Strategy

<b>Location:</b>	64 Fitzroy Street, Warwick
<b>Reports to:</b>	Director of Customer and Organisational Services
<b>Employment Status:</b>	4 year Contract

## Position Objective

Lead the establishment, implementation, maintenance and improvement of Council's asset management systems, consistent with Council's asset management policy and a whole of Council approach.

Drive an integrated asset management approach for Council across the organisation.

Manage the 10- year capital project development program.



# Key Responsibilities

---

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Provide advice, leadership and support to the Senior Leadership Team, Executive Leadership Team and to the Director Customer and Organisational Services on matters related to the Department.
- Lead and coordinate the activities and functions of staff within the Department to establish, implement, maintain and improve Council's asset management systems, consistent with Council's asset management policy and a whole of Council approach.
- Lead and coordinate the development of corporate asset management strategies, policies and improvement plans.
- Lead and coordinate Council's GIS capabilities.
- Collaborate with asset custodians in the development and implementation of asset management systems, models and plans, including a focus on the development of consistent long term financial forecasts for the various asset classes and enable informed decisions on level of service and pricing.
- Collaborate with the Finance Department to facilitate asset accounting that meets financial reporting requirements, accurately reflects the condition, service potential and consumption of Council assets, and is consistent with the data requirements for developing financial sustainability strategies.
- Collaborate with all Directorates to facilitate the sharing of knowledge, data and systems to ensure the functions of the Asset Management section are optimised and integrated across the organisation.
- Lead and coordinate planning of Council's major projects and capital project development program to ensure a robust forward planning framework.
- Support the Executive Leadership Team in delivering on key strategic projects.
- Provide regular reporting to the Executive Leadership Team on departmental responsibilities.
- Provide leadership in human resources utilisation ensuring a strategic approach is undertaken in relation to staff development and succession planning.



# Key Responsibilities (cont.)

---

- Manage the Department's budget development and ensure its ongoing monitoring and control across all areas.
- Ensure the Director is updated in a timely manner regarding issues and activities likely to influence Council operations or relations with Council's customers.
- Drive a culture of continuous improvement within the Department.

## Training

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position to ensure ongoing professional development.

## Work Health & Safety

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

## Organisational

- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Always ensure the security and appropriate intended use of Council information.

## Extent of Authority

- This position acts under broad direction and is expected to exercise judgment in all areas.
- To manage the operational aspects of the People and Culture Department.
- To implement and initiate change in area of responsibility within organisational goals and constraints.

# Selection Criteria

## **Qualifications/ Licences – Mandatory**

- Relevant qualification of at least degree level.
- Possession of a current open “C” class licence (Car).

## **Key Selection Criteria - Essential**

- Extensive experience in relevant functions within a local government environment or similar.
- Demonstrated leadership skills with the ability to manage staff and produce results consistent with Council’s strategic direction.
- High level demonstrated knowledge in and understanding of asset management planning and development of associated policies, strategy, processes and procedures.
- Demonstrated experience in project planning, management and delivery including the scheduling, implementation, evaluation and reporting of projects.
- Proven ability to develop policy, strategic and operational plans and achieve success in their implementation, including the successful management of financial resources.
- Highly effective written and verbal communication skills, with a capacity to develop and maintain effective working relationships throughout the organisation and with a diverse range of stakeholders.
- Highly developed research, analysis and problem -solving skills including proven ability to deal with complex issues to meet current statutory requirements.
- Demonstrated ability to identify outcome driven improvements combined with the leadership ability to implement such changes.
- Thorough knowledge of the work health and safety considerations relevant to the area and proven ability to limit risks in this type of environment.

## **Key Selection Criteria – Desirable**

- Experience and interest in local government operations.
- Demonstrated expertise and application of Asset Management Frameworks and Standards.

# Why this role?

- Reporting to the Director of Customer and Organisational Services you will be able to make the role your own and actively influence an important part of the business which will have impact on council's future sustainability.
- This is an opportunity to further develop your experience in asset management to help drive and coordinate the implementation of strategic initiatives across the business,
- This could be the lifestyle change you have been seeking and for the chance to have some work/life balance and to enjoy everything on offer in this beautiful region. Every facility is on your doorstep with the added bonus of Brisbane and the Gold and Sunshine Coasts being little more than 2 hours away.
- The appeal of the role is being able to make a difference in a smaller community and to have broader responsibilities than is possible in the larger Councils or Corporations in major capital cities.
- You will join a collaborative team with an appetite for doing things differently so you will have a voice and be supported as you continue taking the organisation forward in their approach to best practice asset management.





# Recruitment Process

<b>Application Period:</b>	Wednesday 17th August – Monday 5th September 2022
<b>Closing date for Applications:</b>	10pm Monday 5th September 2022
<b>Initial Assessment:</b>	6th – 9th September
<b>Council Interviews (first round):</b>	TBC

## 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 complete a criminal history check, qualification check and complete a drug and alcohol test 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 will be up to \$143K dependent upon skills and experience + 12 % Super
- Fully maintained vehicle valued at \$16,750
- Provision of a laptop and mobile phone for work purposes.
- Four (4) weeks annual leave
- 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 will all be considered in consultation with the CEO
- Relocation Assistance will be provided to the successful candidate.





Director Recruitment – Celia Jones

[cjones@wearepeak.com.au](mailto:cjones@wearepeak.com.au)

0409 119561

CAIRNS | BRISBANE

[www.wearePeak.com.au](http://www.wearePeak.com.au)