

APPLICANT PACK

# Director Council Services

Banana Shire Council



RECRUITING FOR:



## CONTACT

**Belinda Walker**

Executive Talent Consultant

Leading Roles

 0411 449 447

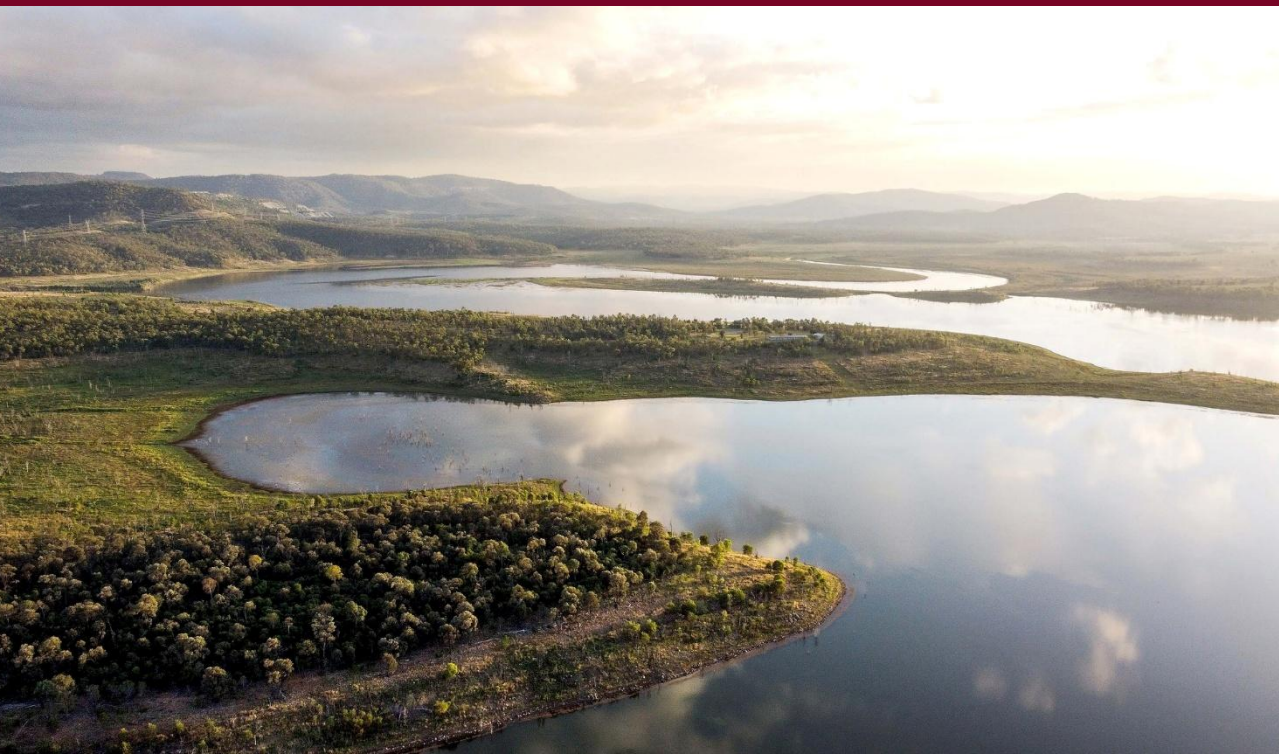
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The traditional owners for the Banana Shire Council region are the Darumbal, Gangulu, Wadja, Wulli Wulli, Wakka Wakka, and Iman peoples. We respectfully acknowledge these groups, along with other First Nations people across Australia, as the traditional custodians of the land. We pay respects to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



## The Role

Banana Shire Council supports a growing and diverse region in Central Queensland, centred around Biloela and extending across rural townships and resource-producing communities. Known as the Shire of Opportunity, the region offers a welcoming lifestyle, affordable living, schools and essential services; and outstanding outdoor recreation including lakes, national parks and wide-open landscapes.

Council employs approximately 320 staff and is committed to delivering high-quality services that support community liveability, environmental sustainability and regional economic development. A strong values-driven culture and supportive Executive Team make Council an attractive organisation for leaders who want to make a tangible community impact.

## The Opportunity

The Director Council Services is a critical leadership role reporting directly to the Chief Executive Officer. The portfolio is broad and high-impact - overseeing development services, regulatory services, water and wastewater utilities, waste operations and resource recovery, environmental health, building services, local laws, and cultural heritage obligations.

With major infrastructure investment planned - including water security upgrades and a new landfill facility — this position plays a pivotal role in ensuring sustainable service delivery and community confidence. It also represents Council frequently to elected members, customers and major industry stakeholders across development, energy and land use matters.

The incoming Director will join a cohesive and collaborative Executive Leadership Team, stepping into a well-established role as the current incumbent transitions to retirement.



# Key Responsibilities

- Provide strategic and operational leadership across a multidisciplinary portfolio
- Oversee major capital works including landfill development, water treatment plant upgrades and ongoing water security planning
- Strengthen governance, risk, regulatory compliance and service accountability
- Advise Council on development and regulatory decisions, presenting clear recommendations
- Maintain strong relationships with State agencies, resource sector partners and local communities
- Lead continuous improvement, data-driven decision-making and cultural uplift across the workforce
- Support the Chief Executive Officer to deliver the Corporate and Operational Plans
- Represent Council in high-visibility community, regulatory and political settings

# Challenges & Opportunities

- Progress and deliver major capital works to secure long-term sustainability of water and waste services
- Support community expectations while navigating regulatory constraints and contested views
- Improve service maturity and customer experience across regulatory and development services
- Strengthen succession planning and workforce capability
- Ensure balanced focus on compliance and community-centred service outcomes
- Contribute strongly to executive strategy and enterprise leadership





# Workforce Leadership

You will lead approximately 80 staff across technical, professional and field operations. The teams are resilient, capable and highly committed, but workloads and resourcing require careful prioritisation and performance management.

A key leadership requirement is building capability - modernising structures, improving customer-focused service delivery and strengthening accountability for outcomes. Council is seeking a confident, visible leader who supports teams through change while maintaining operational reliability and morale.



# Stakeholder Engagement

This role engages closely with:

- Elected Members — regular Council workshops and briefings
- Queensland Government regulators — water, environmental authority and planning compliance
- Resource sector and major developers — impacts on housing, infrastructure and land use
- Community groups and local businesses — leasing, service accessibility and quality
- Traditional Owner groups — native title and cultural heritage considerations

*Political acumen, evidence-based recommendations and effective influence are essential.*





# Key Projects

Council has several significant initiatives underway that the Director will lead or strongly influence, including:

- Landfill transformation and resource recovery improvements to ensure long-term environmental compliance and operational sustainability.
- Water security and treatment upgrades, including forward planning for renewals, network resilience and growth-driven infrastructure needs.
- Regulatory and development services capability uplift, improving customer experience and processing efficiency for industry and residents.
- Strengthening environmental health and compliance frameworks, ensuring reliable service delivery and risk-based enforcement.
- Engagement with major resource sector stakeholders, supporting coordinated responses to workforce, housing and community infrastructure pressures.





# The Successful Candidate

You will be an inclusive and accountable leader who brings strong judgement, operational discipline and trusted relationships with executives, staff and stakeholders. A commitment to community service and practical decision-making in a regional local government context is essential.

## Selection Criteria

- Executive leadership of a broad multidisciplinary portfolio (e.g., development assessment, regulatory services, water & wastewater, environmental health, local laws) within a community-focused public sector environment.
- Capability in delivering major capital and operational programs, including water security, waste/landfill transformation and infrastructure supporting community growth.
- Strong governance, financial and risk management, ensuring compliance and reliable service delivery.
- Outstanding stakeholder engagement and political acumen, working constructively with Elected Members, State agencies, industry and community.
- Proven workforce leadership that uplifts capability, culture and performance through change.
- Relevant tertiary qualifications, with experience in planning, engineering or environmental disciplines highly desirable and significant local government leadership preferred.

**Note:** You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.





# Remuneration & Benefits

Banana Shire Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

Benefits directly related to this role include:

- Four-year contract
- Total remuneration: \$261,100.00 (attractive package including: Car Allowance, Super 12%, Laptop, Phone, Professional Membership, Professional Development and Rent Salary Sacrifice)
- Relocation support available

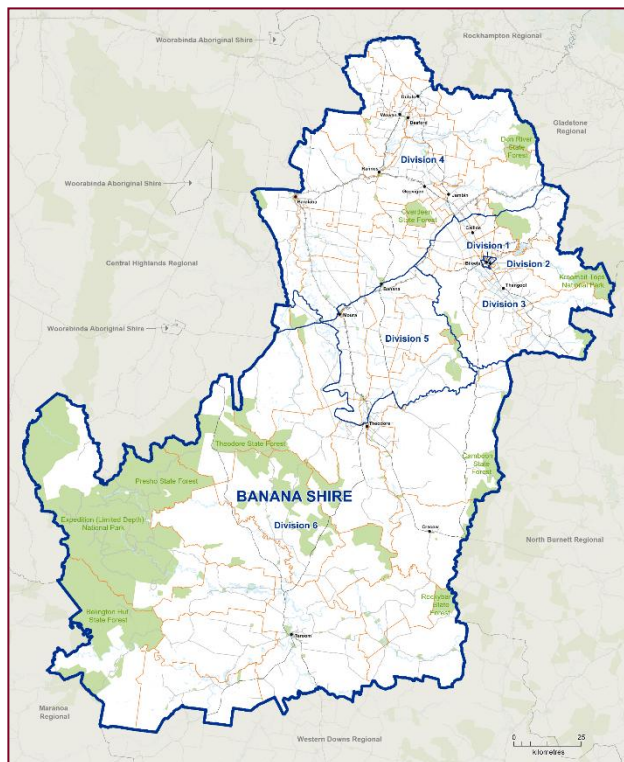
Council also provides a variety of flexible work options which might include:

- Career Development - Study Assistance
- Learning and Development opportunities
- Employee Assistance Scheme



# About Council

**Banana Shire stands at the forefront of Queensland’s evolving energy sector, hosting major coal, gas and emerging renewable projects. A region where traditional industry meets future-focused innovation.**



## Links to Council Information



Banana Shire governs a large and economically diverse region in Central Queensland, covering 28,610 square kilometres and supporting a population of 14,513 residents across a network of rural towns, villages and agricultural communities.

The Shire’s major centres include Biloela, Moura, Taroom and Theodore, each contributing to the region’s strong industrial, agricultural and service base.

The Shire has a long history of pastoral, cropping and resource activities, and today its economy is anchored by beef production, cotton, broadacre cropping, coal mining, gas development, manufacturing, energy generation and a growing number of speciality agricultural enterprises. Its strategic location and industrial diversity provide a stable employment base and a platform for emerging opportunities in renewable energy, circular economy industries and defence-related supply chains.

Banana Shire is governed by a Mayor and six Councillors, each representing one of the Shire’s six electoral divisions. Council’s operations are delivered through three directorates; Corporate & Community Services, Council Services and Infrastructure Services, supported by Executive Services and led by the Chief Executive Officer. The organisation employs staff working across administration, technical, operational, community, regulatory and infrastructure functions.

Banana Shire continues to focus on sustainable growth, responsible financial management and strong community engagement. With a diverse economy, strategic regional partnerships and major infrastructure investment underway, the Council is well positioned to support future development and enhance the quality of life for its communities.





# Corporate Plan Summary

Banana Shire's Corporate Plan 2021–2026 (updated October 2024) sets the strategic direction for the organisation and community over a five-year period. Recognising the Shire's diverse economy, dispersed rural communities and emerging opportunities in energy, agriculture and tourism, the Plan articulates Council's long-term goals and the values that guide decision-making.

## Strategic Pillars

The Corporate Plan centres on five themes that shape Council's priorities and activities:

- 1. Communities** - Strengthening community wellbeing and liveability by advocating for access to essential services, supporting arts, culture and recreation, enhancing safety and empowering communities through engagement and collaboration.
- 2. Environment** - Managing the Shire's natural assets responsibly through waste minimisation, expanded recycling, waterway protection, pest and weed control, disaster preparedness and integrated land-use planning.
- 3. Economy** - Building a diverse and sustainable economy that provides secure employment and supports population retention. Council is committed to developing an Economic Development Plan, supporting industry transition, improving telecommunications, strengthening tourism and events and promoting Banana Shire as a business-friendly region.
- 4. Infrastructure** - Providing safe, affordable and sustainable transport, water, sewerage and community infrastructure. The pillar emphasises long-term asset planning, road and drainage upgrades, disaster resilience and efficient delivery of capital works.
- 5. Organisation & Customer Service** - Fostering a values-driven organisation that delivers efficient, financially sustainable services while supporting a capable, safe and engaged workforce. This includes strong governance, customer-focused service and continuous improvement across operations.

## Key Projects and Initiatives

Across the five-year life of the Plan, Council has committed to major initiatives that reflect community priorities and economic opportunities, including: Delivery of significant road construction, rehabilitation and maintenance programs, supported by state and federal funding.

- Expansion of renewable energy and resource transition initiatives, including partnerships with major developers and industry bodies.
- Implementation of the Major Projects Housing Demand and Levy Policy, securing investment from large-scale developments to support permanent housing.
- Development of the Banana Shire's Clean Economic Future – Action Plan, responding to national and global shifts toward circular and low-carbon economies.
- Telecommunications advocacy to improve internet access and reduce mobile blackspots across the Shire.
- Continued upgrades to water, sewerage, waste and recreational facilities to support existing communities and planned growth.

## How the Plan Will Be Delivered

Council will deliver the Corporate Plan through targeted partnerships, effective advocacy and securing grant funding and industry contributions to support major projects. Collaboration with government, industry and community groups will help advance economic initiatives, infrastructure upgrades and environmental priorities.

Delivery is guided by long-term financial and asset plans, annual Operational Plans and regular performance reporting. Continuous improvement, community engagement and strong project management ensure initiatives remain affordable, achievable and aligned with community needs.

### References:

- [Banana Shire Council Corporate Plan 2021–2026 \(Updated October 2024\)](#)
- [Banana Shire Council Annual Report 2023–2024](#)



# Financial Performance & Long-Term Financial Plan

Banana Shire Council's financial strategy focuses on long-term sustainability, disciplined budgeting and targeted investment in essential infrastructure. The 2025–2026 Budget and Long-Term Financial Plan (LTFP) position Council to maintain strong service delivery while supporting major capital works and the Shire's economic transition.

## Financial Performance

Council's financial position continues to strengthen, with the Queensland Audit Office assessing Banana Shire as a low financial sustainability risk in 2024. Operating revenues have grown significantly over the past five years, and Council is forecasting an operating surplus of \$41,768 and a net surplus of approximately \$19.51 million for 2025–2026. Total operating revenue is budgeted at \$88.62 million, supported by rates, utility charges, grants and recoverable works, with a 4.42% average increase in rates and utilities for the year.

The 2025–2026 Budget includes a \$46.1 million capital works program, funded through \$16.24 million in external grants, \$25.9 million in depreciation funding and a modest draw on cash reserves. Major projects include road upgrades, landfill and waste improvements, water and sewerage treatment enhancements and community infrastructure.

## Long-Term Financial Plan

Council's Long-Term Financial Plan (LTFP) supports sustainable service delivery over the next decade and aligns closely with the Corporate Plan and asset management strategies. Key elements include:

- Maintaining core services such as roads, water, sewerage, waste and community facilities through efficient resource allocation.
- Targeted capital renewal to ensure ageing assets remain fit-for-purpose, with strategic investment in growth infrastructure where supported by demand and external funding.
- Debt management, with Council currently holding no loans and having no borrowings planned over the forecast period, subject to annual review.
- Sustainable revenue settings, ensuring rates remain affordable while supporting necessary infrastructure renewal and service delivery.
- Operational efficiency initiatives, including process optimisation and digital improvements to manage cost pressures and enhance customer service.

## Overall Financial Outlook

Council's outlook is stable and resilient, supported by strong cash reserves, zero debt and consistent external funding. The alignment of long-term financial planning, asset management and the Corporate Plan ensures Banana Shire Council can continue delivering essential services and infrastructure while maintaining financial sustainability.

### References:

- [Banana Shire Council 2025–2026 Budget Book – Budget Report and Financial Statements](#)
- [Banana Shire Council Annual Report 2023–2024 – Community Financial Report and Corporate Planning Sections](#)





## Summary of Economic Development Strategy

Banana Shire Council’s economic development approach is shaped by the Corporate Plan’s focus on building a diverse, resilient and sustainable economy. The strategy centres on strengthening the Shire’s traditional economic base—agriculture, resources, tourism and construction—while supporting transition to new industries and emerging opportunities. Council aims to create long-term employment, retain population and position the Shire as an attractive place to invest, live and work.

A key priority is the development and implementation of an updated Economic Development Plan, supported by the review of place-based community plans and ongoing promotion of the Shire as a business-friendly region. Council advocates for improved telecommunications and digital access, recognising that connectivity is critical for rural business, industry growth and community wellbeing.

Council also plays an active role in industry transition, working with legacy sectors and new proponents in renewables, resource recovery and defence-related supply chains. This includes the Clean Economic Future Action Plan, engagement with renewable energy developers, and participation in regional and national forums such as the AUKUS network. These partnerships help attract investment, diversify employment and build capability across the local economy.

Tourism development remains a strategic focus, particularly events-based tourism and the creation of marketable local experiences that showcase the Shire’s natural and cultural assets. To support future workforce growth, Council has introduced a Major Projects Housing Demand and Levy Policy, enabling contributions from large-scale developments—especially renewable projects—to expand permanent housing supply.

Taken together, these initiatives provide a structured pathway for diversifying Banana Shire’s economy, strengthening resilience and ensuring the region is well positioned for long-term, sustainable growth.

### References:

- [Banana Shire Council, Corporate Plan 2021–2026 \(updated October 2024\) – Theme 3 Economy.](#)
- [Banana Shire Council, Annual Report 2023–2024 – Theme 3 Economy and Economic Development.](#)



## Organisational Culture & Community Satisfaction

Banana Shire Council’s organisational culture is anchored in its vision of a “Shire of Opportunity” and mission to pursue continuous improvement and innovation for the benefit and growth of the whole Shire. Core values - advocacy for people, effective and responsive leadership, integrity and mutual respect, honesty and equity, quality of service, teamwork and sustainable growth and development - underpin how Council works with its community, partners and staff.

The Corporate Plan’s Theme 5 – Organisation & Customer Service captures the cultural ambition “to strive for continuous improvement in all that we do, and deliver efficient, effective and financially stable council operations that improve the quality of life for our communities.” Strategies emphasise efficient and effective operations, financial sustainability, active community contribution to decision-making, a strong focus on continuous improvement, maintaining a safe and healthy workplace and ensuring integrity and respect are central to organisational behaviour.

Council’s workforce comprises around 320 positions across Executive Services, Corporate & Community Services, Council Services and Infrastructure Services, with a mix of full-time, part-time, fixed-term and casual roles. This multi-disciplinary workforce is supported by internal functions such as Human Resources, Learning & Development, Work Health & Safety, Governance & Risk, Customer Service, Process & Performance and Quality Assurance, reflecting a strong emphasis on staff capability, safety, governance and service quality.

Organisational culture is also shaped by robust corporate planning and accountability processes. The Corporate Plan is implemented through annual Operational Plans, with the Chief Executive Officer reporting quarterly to Council on progress; the Annual Report provides a comprehensive assessment of delivery against the Corporate and Operational Plans. These mechanisms reinforce performance, transparency and continuous improvement and support informed decision-making by Councillors and the community.

While Banana Shire Council does not currently publish the results of a single, shire-wide community satisfaction survey in the documents provided, community sentiment and satisfaction are monitored through extensive community engagement and regular feedback. The Corporate Plan and community planning processes were founded on wide-ranging engagement across all 12 towns and villages, resulting in place-based community plans and a whole-of-shire Community Plan reflecting local needs and aspirations. Ongoing engagement through civic events, review of place-based plans, and open reporting on strategic and operational performance helps Council remain responsive to community expectations and maintain trust in service delivery and governance.

### References:

- [Banana Shire Council, Corporate Plan 2021–2026 \(updated October 2024\) – Vision, Values, Theme 5 and Workforce.](#)
- [Banana Shire Council, Annual Report 2023–2024 – Corporate Planning and Communities Sections.](#)





## Council Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

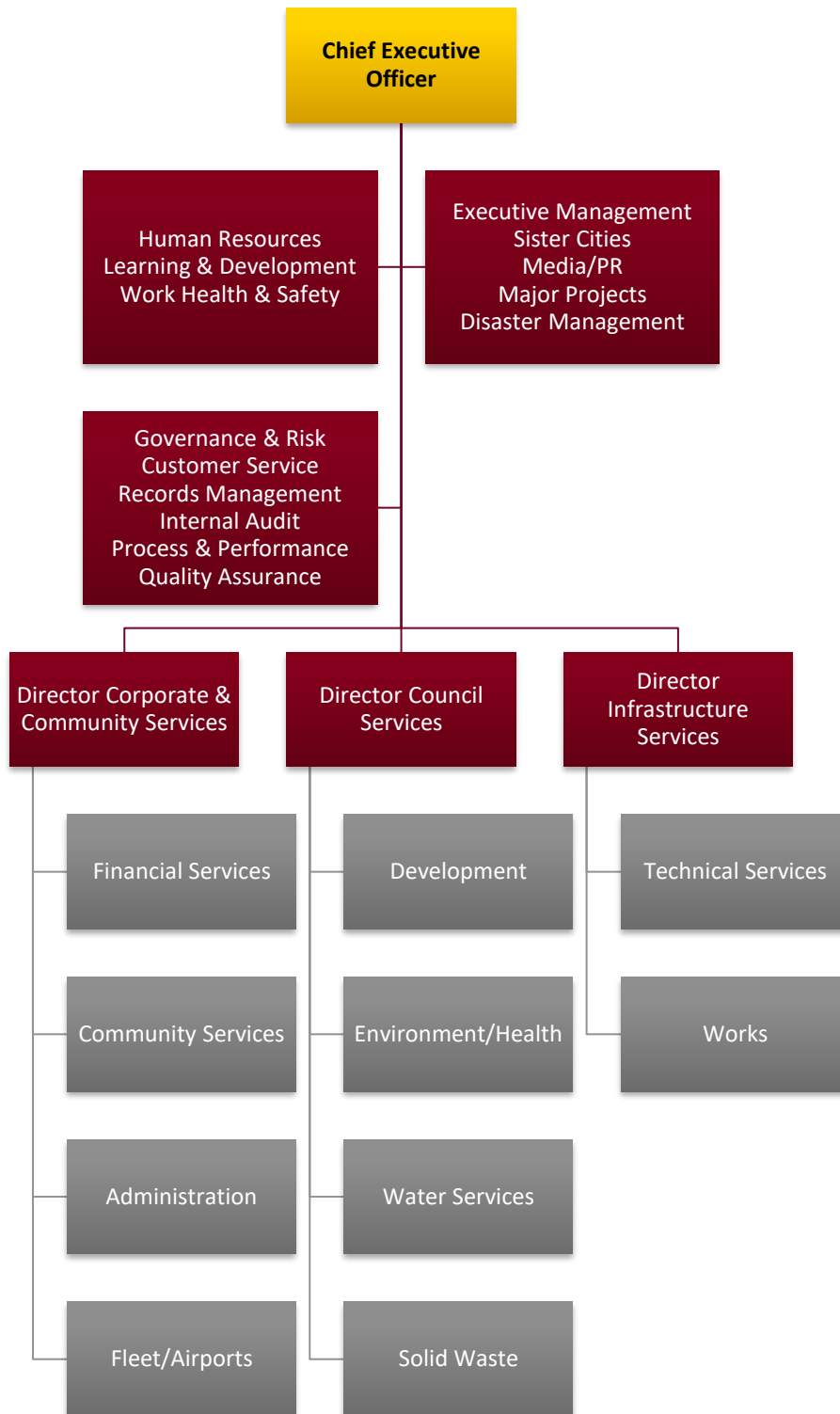
## Council Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## Council Mission Statement

Our Council is committed to promoting and striving for continuous improvement and innovation in all that we do, for the benefit and growth of the whole of our Shire growing existing strengths and identifying and developing new opportunities.

# Organisational Structure







# Living in the Region



## Housing

Banana Shire offers a wide range of housing options across its major centres and rural communities, including standalone family homes, rural residential properties, acreage living and modest rental accommodation. Biloela and Moura provide the broadest mix of established homes and modern developments, while smaller townships such as Taroom, Baralaba and Theodore offer affordable housing and a relaxed rural lifestyle. The region's stable property market and competitive prices make home ownership accessible and Council's housing levy initiatives are helping expand long-term housing supply in growth areas.



## Educational Facilities

Families have access to a network of public and private schooling options throughout the Shire. The region supports nine public primary schools, three public P–10 schools, two state high schools and several private schools, including a private P–12 campus in Biloela. Early childhood centres and out-of-school care are available across major communities. Post-secondary education is supported by vocational and training providers such as TAFE Queensland (including delivery in nearby Gladstone and Rockhampton), with universities in Rockhampton and Central Queensland offering higher education within accessible driving distance.



## Healthcare

Banana Shire is well supported by a network of public hospitals and community health services located across its major towns. The region includes Biloela Hospital, Moura Hospital, Theodore Hospital, Taroom Hospital, and Baralaba Hospital, each providing general medical care, emergency services and access to visiting specialists. These facilities are complemented by local GP practices, pharmacies, dental clinics, allied health providers and aged care services. For higher-level specialist care, residents have convenient access to major regional hospitals in Rockhampton and Gladstone, both within a two-hour drive, ensuring comprehensive health support for individuals and families.





# Living in the Region



## Shopping & Dining

Essential retail, groceries and everyday services are available throughout the Shire, with Biloela functioning as the primary commercial centre. The town features supermarkets, specialty shops, homewares, pharmacies, banks and service providers. Smaller centres such as Moura, Taroom and Theodore offer convenient local retail and community stores. Dining options range from cafés and bakeries to pubs, clubs, takeaways and family-friendly restaurants, providing relaxed and practical choices suited to regional living.



## Sports & Recreation

Banana Shire boasts a strong sporting culture with more than 390 community and sporting groups across the region. Facilities include sports fields, swimming pools, netball and tennis courts, rodeo grounds, golf courses and a high-standard PCYC complex in Biloela. Residents enjoy access to national parks such as Isla Gorge, Expedition and Kroombit Tops, as well as popular fishing and boating locations including Lake Callide and the Dawson River. The region offers opportunities for hiking, camping, birdwatching, motorsports and local sporting competitions, supporting an active and family-oriented lifestyle.



## Getting Around

The Shire is well connected by major road networks linking communities to Rockhampton, Gladstone and the wider Central Queensland region. While public transport is limited, local bus services operate in some towns, and driving remains the most common mode of travel. The nearest commercial airports are in Rockhampton and Gladstone, each offering regular services to Brisbane and other destinations, while Biloela's Thangool Airport provides regional air services. Banana Shire's central location places it within easy reach of major coastal centres, making travel for work, education or leisure straightforward.



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the **Selection Criteria (Page 8)**



## Evaluation Process

Leading Roles and Banana Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Banana Shire Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



## Indicative Timeframes



Applications Open

- Week Commencing Monday 8 December 2025



Applications Close

- 5:00 pm AEST Monday Monday 19 January 2026



Initial Assessment

- Week Commencing Monday 19 January 2026



Council Interviews

- Week Commencing 2 February 2026

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

## Privacy Information

Leading Roles 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 you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with client. Feedback provided to applicants.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interviews:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including:               <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>





# BELINDA WALKER

## Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

### CONTACT

☎ 0411 449 447

✉ [belinda.walker@leadingroles.com.au](mailto:belinda.walker@leadingroles.com.au)

🌐 [leadingroles.com.au](http://leadingroles.com.au)

Client Rating



Candidate Rating





ATTACHMENT

# Position Description



# Director Council Services POSITION DESCRIPTION

## POSITION DETAILS

Position Title:	Director Council Services		
Classification:	Contract	Position Status:	Full time
Employment Conditions:	Contract		
Department:	Council Services	Location:	Biloela (with site visits across the shire)
Reports to:	Chief Executive Officer	Number of reports:	6

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

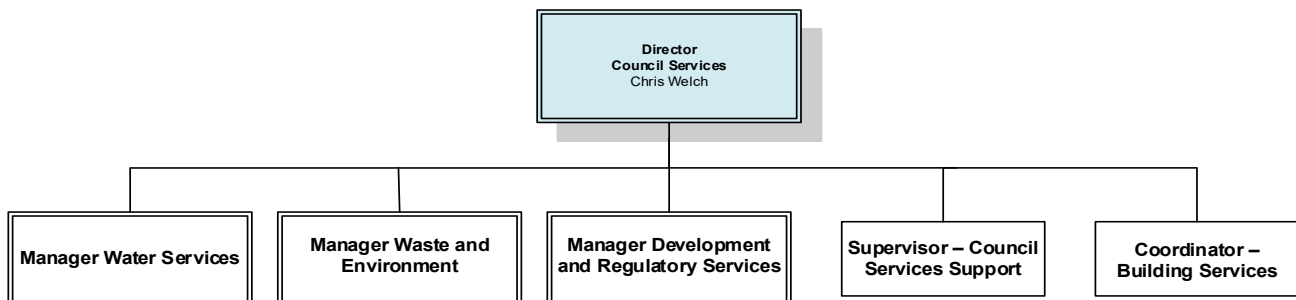
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To provide effective leadership of Council's Council Services Directorate to meet Council's key Corporate and Operational Plans.

## ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

### Operational Management

- Responsible for the management and review of Council's Services operations
- Provide leadership to the Directorate
- Provide high level of service standards to meet Industry Best Practice
- Develop and maintain relationships with key stakeholders including development and participation in industry alliances
- Preparation of Directorate reports for Council
- Responsible for policies and procedures related to the Directorate
- Assist the Chief Executive Officer and undertake duties as directed

### Development Services

- Responsible for the management and review of Council's Planning Scheme development
- Responsible for priority infrastructure plans and charges
- Undertake representation of Council at the Planning & Environmental Court and other legal matters
- Responsible for compliance of statutory planning and development assessments

### Regulatory Services

- Responsible for the management of Council's Building Regulatory Services including building certification
- Responsible for the management of Council's Plumbing and Drainage Regulatory Services including plumbing and drainage certification
- Responsible for the management of Council's Swimming Pool Regulatory Services including swimming pool certification and approved inspection program
- Responsible for the management of Council's Development Application responsibilities for planning, building and plumbing matters
- Responsible for the management of Council's Local Laws Services, including animal control

### Financial Management

- Prepare Departmental budget in line with relevant Council Plans
- Monitor performance against budget and identify budget variances and take appropriate actions
- Undertake budget reviews as required/directed
- Manage staff levels and costs

### Health & Environmental Management

- Responsible for ensuring pest management and land protection strategies are in place
- Responsible for the operations of Council's cemeteries, weed wash down facilities, cattle dip and stock sale yard operations
- Ensure ERA's compliance and enforcement measures are in place
- Ensure Council Environmental Authorities (EA) are managed
- Ensure Public Health & Food Premises compliance and enforcement measures are in place
- Responsible for the management of Council's swimming pools

### Water, Sewage and Waste Services

- Responsible for Council's water supply, waste water, trade waste and solid waste operations
- Ensure compliance with relevant licenses, regulations, standards, policies and guidelines
- Provide effective and efficient services to Council's customers
- Manage current reserves of raw water, treatment processes, agreements for supply and treatment of raw water and distribution of treated water
- Management of Council's Waste facilities and services and resource recoveries strategies
- Ensure continued treatment of waste water in compliance with regulatory standards





# Director Council Services POSITION DESCRIPTION

## **Economic Development**

- Lead the development, maintenance and implementation of economic development strategies

## **Building Services**

- Provide professional advice and support regarding planning, construction and maintenance of all Council buildings
- Responsible for delivering building maintenance services for all Council's buildings (excludes operation and day to day management)
- Responsible for capital works
- Oversee Council's Land and Leasing function

## **Native Title & Cultural Heritage**

- Coordinate Council negotiation on Native Title obligations and Indigenous Land Use Agreements
- Coordinate Cultural Heritage assessments with traditional Owner Groups for Council Projects
- Other liaison with Traditional Owner groups

## **Departmental WHS Management**

- Responsible for the management of Council's Workplace Health & Safety activities / functions
- Drive WH&S outcomes in line with Council's Safety Management System, demonstrating high personal commitment and performance in safety outcomes

## **QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS**

### **Compulsory**

- Bachelor degree and/or post graduate studies within a relevant discipline associated with the responsibilities as above and extensive management experience in Local Government or similar organisation. Eligibility to hold membership of an appropriate professional body
- Demonstrated ability to lead a multi-disciplinary team to achieve the objectives of Council
- Current class 'C' Driver's Licence

## **ABILITIES, SKILLS AND KNOWLEDGE REQUIRED**

### **Compulsory**

- Demonstrated effective strategic leadership and management experience
- Demonstrated experience in the management of technical planning projects including:
  - Operational management
  - Development services
  - Regulatory services
  - Financial management
  - Health and environment management
  - Water and wastewater services
  - Building services
  - Stock routes
  - Pest management
- Proactive member of Council's Executive Management Team
- Well developed skills in budget management
- Manage and monitor the key activities within the Department ensuring accountability for outcomes achieved
- Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
- Excellent interpersonal skills, verbal and written communication skills, together with high level negotiation and conflict resolution skills.
- Good understanding of and commitment to EEO and WHS principles and practices.



# Director Council Services POSITION DESCRIPTION

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environment and Sustainability policy and procedure
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' drivers licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available for work on weekends and public holidays as required

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date:





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