DIRECTOR ENGINEERING AND ENVIRONMENTAL SERVICES

An opportunity exists for an enthusiastic and team oriented leader to lead the Council’s Engineering and Environmental Services Directorate.

Reporting to the General Manager, and as a member of the Executive Leadership Team, this position is responsible for the Council’s engineering, planning, environmental and regulatory functions.

With a growing population, Lockhart Shire is situated in the Eastern Riverina region of NSW and offers good health, educational, sporting and recreational facilities whilst also being close to the major regional centres of Wagga Wagga (65km) and Albury (105km).

The position represents an exciting opportunity to gain valuable management experience and progress a wide range of projects as the Council completes a significant capital works program including major road upgrades, flood mitigation construction works, LEP Review, as well as upgrading a range of recreational facilities.

An Information Package is available on the Lockhart Shire Council’s website at http://www.lockhart.nsw.gov.au/council/positions-vacant.aspx or may be obtained by contacting Council’s office on (02) 6920 5305.

Applicants are required to address the Selection Criteria with reference to the Key Responsibilities, as well as provide a detailed resume when submitting their application.

Applications may be lodged by email to PVeneris@lockhart.nsw.gov.au or by post to:-

Enquiries and Applications to:-

Peter Veneris
General Manager
Lockhart Shire Council
Telephone: 02 69205305
Email: PVeneris@lockhart.nsw.gov.au

Applications may be lodged by post to:-

Private & Confidential
General Manager
Lockhart Shire Council
PO Box 21
Lockhart NSW 2656

Applications should be received by 5.00pm on Wednesday, 28th August 2019
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1. BACKGROUND INFORMATION

a) About Lockhart Shire

Lockhart Shire nestles in the heart of the Riverina. With a population of approximately 3,300 and growing it covers an area of 2,895 sq. km and is one of the region’s most productive agricultural and pastoral areas. Of strong pioneering heritage and steeped in history, Lockhart Shire’s main towns and villages include Lockhart, The Rock, Yerong Creek, Pleasant Hills and Milbrulong. Each community has its own unique character and history, and the Shire offers visitors a relaxed country atmosphere steeped in history.

Lockhart is situated 65 km south-west of Wagga Wagga, 105 km north of Albury and 62 km east of Narrandera. Highlights of the town include the award-winning sculpture and heritage trail, Greens Gunyah Museum, the unique Doris Golder Wool Art Gallery and the colourful Spirit of the Land Festival. 30 km east The Rock is set on the Olympic Highway, 25 km south of Wagga Wagga, with Yerong Creek 15 km further south on the highway. The Rock Hill, 3 km from The Rock Township is a prominent landmark which attracts a large number of visitors each year, as does Galore Hill, 15 km north of Lockhart. The main streets of both Lockhart and The Rock are worthy tourist attractions, Lockhart for its verandahs and the tree lined avenue at The Rock, which is set amongst military memorabilia.

The number of facilities within our shire is an added bonus with services such as a community health centre and hospital, two medical centres and two aged care facilities. Preschool and primary school aged children are also well catered for with two kindergarten preschools and an out of school hours care centre available. There are private and central schools from Kindergarten to Year 12 as well as recreational and sporting opportunities for AFL football, netball, swimming, tennis, lawn bowls and golf enthusiasts just to name a few. There is an abundance of opportunity for business and residential growth within the Shire by the availability of residential and lifestyle blocks, and also a number of industrial blocks for development.

b) About Lockhart Shire Council

The Council has an elected body of nine members across three Wards. The next ordinary Council election is scheduled to be held in September 2020. Council meetings are held monthly on the third Monday commencing at 5.00pm.

The headquarters of the Shire are located in modern facilities in the historic town of Lockhart. Other towns in the Shire are The Rock, Yerong Creek, Pleasant Hills and Milbrulong. The Council’s main depot is also situated at Lockhart with a smaller sub-depot at The Rock.

The Council employs approximately 50 staff and has an annual budget in the order of $15.5mn. The organisation is structured into two departments namely Corporate and Community Services and Engineering and Environmental Services as shown in the Organisation Chart below.

There are many features which distinguish Lockhart Shire Council – strong financial management, excellent community facilities, stable staff and strong community relations. Having been declared financially “Fit for the Future” Council has embarked on an ambitious program of delivering enhanced services and infrastructure to the community.

c) Our Values

➢ Leadership  ➢ Integrity  ➢ Progressiveness  ➢ Commitment  ➢ Accountability  ➢ Adaptability
d) Organisational Structure

- Director Engineering and Environmental Services
  - Road/Bridge Construction and Maintenance
  - Drainage Construction and Maintenance
  - Sewerage Construction & Maintenance
  - Waste Management and Recycling
  - Traffic Management
  - Municipal Emergency Control
  - Asset Management - Swimming Pools, Roads, Cemeteries, Aerodrome, Caravan Park, Quarries
  - Parks and Reserves
  - Depots and Stores
  - Fleet Management
  - Land Management Plans
  - Advice, support, planning and communications
  - Environment and Pollution Monitoring
  - Building Regulation & Advice
  - Food Inspections
  - Animal Control
  - Subdivision & Development Control
  - Statutory Town Planning
  - Local Environment Plan

- General Manager
  - Integrated Planning & Reporting
  - Council Meeting Management
  - Human Resources
  - Work Health and Safety
  - Economic Development
  - Tourism
  - Land Sales
  - Organisation Development
  - Communication/Media Interface

- Director Corporate and Community Services
  - Financial Management (AAS27) and Corporate Planning
  - Finance and Internal Auditing
  - Statutory Reporting
  - Rates
  - Information Technology
  - Records Management
  - Purchasing
  - Maximising Potential Grant Income
  - Insurance Portfolio
  - Asset Management
  - Land Register
  - Youth Services
  - Advice, support, planning and communications
  - Payroll/Creditors
  - Property Management
e) Engineering and Environmental Services Directorate Structure
2. ORGANISATIONAL CHALLENGES AND OPPORTUNITIES

Lockhart Shire Council was declared financially “Fit for the Future” following the local Government reform process and since that time Council has embarked on an ambitious program of delivering enhanced services and infrastructure to the community. The Council’s 2018/19 capital works program totalled approximately $11 million and was double the historical average.

This is an exciting time to join the Council as Director Engineering and Environmental Services as a number of significant projects are continuing into 2019/20 including the following;

- Stage 2 flood mitigation construction works at Lockhart - $1,020,000
- Stage 2 flood mitigation construction works at The Rock are subject to confirmation of grant funding which should be known before the end of the calendar year - $1m approx. expected
- Rehabilitation and widening of 22.5km of MR59 (Lockhart to Urana Road) - $4,305,000
- Upgrade of nine bridges and culverts across the Shire to HML standard - $1,722,000
- A new all-inclusive playspace at The Rock Recreation Reserve - $175,000
- Review of the Lockhart Local Environmental Plan.

In addition to the more traditional local government projects outlined above, Council is also embarking on some unique ground breaking projects including:

- Council is working with a proponent to make Lockhart Township 100% self-sufficient on renewable energy by establishing a micro-grid that will also enable surplus energy produced to be sold back into the Grid. A grant of $1,000,000 has been secured from the Commonwealth Government to undertake feasibility analysis, financial modelling, grid connection agreements as well as planning and regulatory approvals.
- Council has also received EPA funding to trial the use of crushed glass in road base material that has the potential to reduce the amount of gravel used by council thereby extending the life of its quarries.
3. RELATIONSHIP MANAGEMENT SKILLS

Council has a well-developed view that a successful organisation is built on good relationships. The following relationships are important to the position of Director Engineering and Environmental Services (DEES):

- **Council** – The DEES is required to attend Council meetings and prepare reports and recommendations to Council in a timely, professional and unbiased way;

- **Community** – With this position being responsible for many of the service and regulatory functions of the Council the DEES will come into regular contact with residents, ratepayers and member of the general public and be required to represent Council’s position in a respectful manner.

- **Media** – Whilst the Mayor and General Manager are primarily the spokespersons for the Council the DEES may be required to respond to media enquiries from time to time.

- **Government departments and agencies** – Many of Council’s compliance obligations involve regular liaison with government departments and agencies. Council has also been successful in securing government grants and subsidies.

- **Regional Organisations** - Council is a member of the Riverina Joint Organisation (RIVJO) and the Riverina Eastern Organisation of Councils (REROC). The DEES is required to represent Council at the officer level working groups established under the auspices of RIVJO and REROC. The DEES also provides support to the Local Emergency Management Committee.

- **Management Executive** – The DEES is a member of the Executive Management Team comprising the General Manager and two Directors and will be required to actively participate in team meetings.

- **Council staff** – As a department head the DEES is required to be a conduit between the General Manager and departmental staff keep the General Manager and staff appropriately informed.
4. POSITION REQUIREMENTS AND SELECTION CRITERIA

The requirements of the position in terms of specialist knowledge and skills, management skills, judgement and problem etc. are outlined in the attached Position Description. In particular the successful application will be required to meet the following criteria.

a) Essential Criteria

Qualifications, Certificates and Licences
Degree in Civil Engineering or equivalent.
Class C Drivers Licence.

Experience, Skills and Knowledge
Three (3) years’ experience in local government at middle management or above.
Practical experience in compliance.
Demonstrated ability to work effectively in a team and independently.
Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
Highly developed communication skills (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills.
Demonstrated time management, planning and administrative and computer skills, including Microsoft Office and GIS.
Demonstrated understanding of Equal Employment Opportunity and Work, Health and Safety requirements relevant to the role including risk assessment activities.

b) Desirable Criteria

Qualifications, Certificates and Licences
Local Government Management qualifications.
Building Accreditation A4 or above.

Experience, Skills and Knowledge
Financial and project management.
Workforce co-ordination and leadership.
5. REMUNERATION

Employment will be in accordance with the Local Government (NSW) Award 2017. For the purposes of the skill descriptors outlined in the Award the position of Director Engineering and Environmental Services has been placed in Band 4 – Executive Band.

Pursuant to the Award the Council has adopted a Salary Structure comprising 26 Grades with five salary steps within each Grade.

The position of Director Engineering and Environmental Services has been placed at Grade 23 with a salary range of $2,496.76 to $2,796.37 per week. In addition the remuneration package will also include:

- Superannuation contributions (9.5%);
- A Council vehicle with private use subject to an employee contribution.
- Ten (10) work free days accrue every 1 July. Other full time staff have access to a 19 day month arrangement whereby one rostered day off is accrued every four weeks.
- If applicable, payment of the Civil Liability Allowance in accordance with Clause 15 (xv) of the Local Government (NSW) Award 2017
- Council residence available at a reduced rental.
6. THE RECRUITMENT PROCESS

a) Short Listing and Interviews

A short list of candidates for interview will be prepared after applications close. It is proposed that interviews will be held in Lockhart early September on a date to be confirmed.

Referee checks will also be carried out for short listed candidates prior to interview with the Interview Panel and you will need to nominate referees in your application or after being notified of being chosen for interview. Please ensure that the nominated referees are willing and able to assist if they are contacted by Council in relation to your application. It is your responsibility to ensure that the referee contact details are current.

b) How to Apply for the Position

After reviewing this information package, we invite you to submit the formal Application Form. In lodging your application we must be in receipt of the following:

▪ Curriculum Vitae providing details of your experience, qualifications, skills, achievements and ambitions.
▪ Formal Application Form, ensuring that you have given a detailed response to the Selection Criteria and Minimum Position Requirements.

When addressing the Key Selection Criteria, it is essential you give an illustration of how you meet the criteria – it is not sufficient to merely indicate what you have done – we are more interested in “how” you have demonstrated these requirements.

As a guide, we need no more than one page on each Key Selection Criteria.

▪ Academic qualifications including details the precise award, where obtained and what date.
▪ A head-shot photograph.

Applications close at 5pm on Wednesday 28th August 2019.

Applications should be marked “Private and Confidential” and forwarded to: -

Peter Veneris
General Manager
Lockhart Shire Council
65 Green Street
(PO Box 21)
Lockhart NSW 2656

Applications may also be emailed directly to the General Manager at: -

PVeneris@lockhart.nsw.gov.au
7. FURTHER INFORMATION

For further information on Lockhart Shire see the following websites:


For further information regarding the position of Director Engineering and Environmental Services or the recruitment process please contact:

Peter Veneris  
General Manager  
Lockhart Shire Council  
(02) 60920 5305  
0408 965 567  
P.Veneris@lockhart.nsw.gov.au