Brewarrina Shire Council

TRANSPORT MANAGER

Information Package
1. BACKGROUND INFORMATION

1.1 A message from General Manager

Brewarrina Shire Council is seeking to employ a new Transport Manager.

Welcome to the Shire of Brewarrina, a rural and remote community located in the outback region of New South Wales on the banks of the Barwon/Darling River. Brewarrina is situated 378 km NW of Dubbo, 96 km E of Bourke and 787 km NW of Sydney.

The township of Brewarrina was first settled as early as the 1830’s and the town was laid out in 1861 and proclaimed on 28th April 1863. The shire covers an area of 19,000 square km’s, borders the state line of Queensland and includes the towns and villages of Brewarrina, Goodooga, Weilmoringle, Angledool and Gongolgon. The Shire is surrounded by the local governments of Walgett, Warren, Bogan and Bourke and has an equivalent full time staff of 64.

Brewarrina is located amid the traditional lands of the Ngemba, Muruwari and Yualwarri peoples and has great historical significance to the Aboriginal people of the region as the town was one of the great inter-tribal meeting places of eastern Australia. The fisheries are elaborate man made stone constructions in the riverbed designed to trap fish. The Brewarrina Fish Traps are a National Heritage listed site and of spiritual significance to Aboriginal people.

The Shire boasts many other attractions like the Old Barwon Bridge, Culgoa National Park, Narran Lakes, Cobb & Co trails, Four Mile Skiing Reserve, Aboriginal Cultural Centre, Visitor Information & Exhibition Centre, Darling River Run, Ochre Bed Pits and the State Heritage Aboriginal Mission just to mention a few.

Many significant events occur in the Shire including the Brewarrina Races, Barwon River Rodeo, Agricultural Field Day, NAIDOC celebrations, Weilmoringle Cancer Council Tennis Day, Goodooga Wool Day, Bre Big Fish competition and the Bald Archy Art Prize Exhibition.

Educational institutions in Brewarrina include the Gainmara Birrilee Pre-School, Brewarrina Central School K-12, St Patricks Catholic School K-6 and the Brewarrina TAFE.

Medical Services include the Brewarrina Aboriginal Health Service, RaRMS Medical Centre and the Brewarrina Hospital.

Brewarrina Shire Council acknowledges and pays its respects to the traditional custodians of the land on which we live and work, and to Elders past, present and future

1.2 The Shire and Organisation

Council

Council is responsible for looking after public facilities and providing community services across the Brewarrina Shire. This includes:

- Strategic (town) planning;
- Construction and maintenance of local and regional roads, streets and bridges;
• Food and public health services;
• Waste management and recycling;
• Building and development control;
• Maintenance of parks, sporting fields, pools;
• Community facilities such as libraries and community centres;
• Pet registration and management;
• Tourism services;
• Promotion of economic development;
• Child care facilities; and
• Agency for RMS and Centrelink

Council is made up of:

The elected Council is made up of the Mayor and 8 Councillors. The Councillors are voted in by residents in Local Government elections every 4 years to represent the interests of the community.

Council administration is led by the General Manager who is responsible for the day to day operation of the Council and ensuring that the decisions of the elected Council are implemented. Council staff and Councillors are required to abide by the Code of Conduct.

Council meets on the 4th Friday of every month.

Our Vision: “Building on the economic and social sustainability in order to preserve the rich heritage of the community.”

Our Mission: “To provide local employment, investment opportunities, enhanced lifestyle and an improved social framework by encouraging the development of the local community and its infrastructure.”

Our Core Values:

• Service
• Communication
• Efficiency with effectiveness
• Equity
• Commitment
• Consistency
• Achievement
• Reliance
• Focus
• Pride
• Respect

Brewarrina Shire Council’s vision is to be a focused community valuing Brewarrina’s identity and quality lifestyle. Brewarrina Shire Council’s Mission Statement is to promote, enhance and sustain the quality of life in Brewarrina Shire through balanced economic, environmental and Social Management in partnership with the people.
Organisational Principles

Council promotes a comprehensive set of Organisational Principles that govern the behaviour of council officers, staff and other delegates. When applied in the workplace environment the attributes of integrity, trust, honesty, respect, teamwork, communication, support and focus play an integral role in the creation and maintenance of an organizational culture that is conducive to the highest level of performance and customer service.

Council’s Organisational Values:

- Equity
- Integrity
- Leadership
- Openness & accountability
- Customer satisfaction
- Commitment to Safety
- Efficient & Effective use of resources

Please follow the link http://www.brewarrina.nsw.gov.au/council.aspx to access information on Council’s website to learn more about the organisation and the region.
THE POSITION AND ITS CHALLENGES

2.1 The Person

The Utilities Manager will have a Diploma in Civil Engineering, Certificate 3 in Civil Construction or similar and minimum 5 years on the job work experience and a leadership style, personality characteristics and a skill set that demonstrates:

- Commitment to Council;
- Leading through Vision and Values;
- Analysis and Problem Assessment;
- Strategic Decision Making;
- Capacity to developing others;
- Influencing outcomes; and
- Building partnerships

The successful candidate will have hands-on experience in civil construction work and experience in managing an outdoor workforce (including scheduling and procurement) engaged in delivering Roads and Bridge construction and maintenance services with a focus on productivity and safety.

Reporting to the General Manager, you will be primarily responsible for the day-to-day management of Council's construction and maintenance programs including but not limited to:

- Road Crew
- RMCC
- Workshop
- Fleet Management (Motor Vehicles, Plant and Equipment);
- Tendering Processes
- Council Depot

2.2 Key Challenges

You will have the ability to implement high level strategies and ensure the key business strategies and initiatives meet the long term corporate strategies.

Through management initiatives and working closely with the General Manager you will ensure that services provided by Council are efficient, effective, sustainable and meet Council's agreed service standards and delivery plans.

2. REMUNERATION

The position has a total Remuneration Package (TRP) in the range of $102k to $120k plus Superannuation. This includes access to a leaseback motor vehicle and subsidised housing
in accordance with Council policy. The package will be negotiated to suit the skills and experience you will bring to the role.

3. RECRUITMENT PROCESS

4.1 Advertising

The position of Transport Manager is being advertised through a range of media including websites, Metropolitan and Rural Newspapers and Local Government Job agencies.

4.2 Application Guidelines

Your application should be in three parts:

1. Covering letter
2. Resume
3. Responses to selection criteria

Make each part of your application as visually attractive as possible, no tiny fonts, lots of white space.

Cover Letter

This should grab the reader's attention and make them want to read the rest of your application. Some of the things you could put in this letter are:

- Reasons why you are especially suitable for the position
- Summary of your specific qualifications relevant to the position
- Anything that makes you different from others who may be applying

The cover letter should never be more than two pages long and preferably on a single page.

Resume

Your resume should include:

- Name
- Address
- Contact Details
- Chronological (starting from most recent) history of employment including a brief outline of your duties in each position and a statement of any special achievements whilst in the position
- Qualifications (a list is adequate - you can produce proof when requested)
- Additional relevant skills (perhaps these were obtained through some volunteer work or hobby which does not show up in your employment summary)
- Contact details for referees or an offer to supply them

Your should make sure if you have an existing resume you are going to use, that it covers all the requirements of the position which are listed in the position description. Your resume should NOT include reference to gender, age, marital status, ethnicity, religion or political persuasion, unless it is requested specifically as a requirement for the position with
the relevant reference for exemption under Equal Opportunity legislation. Your resume might also include:

- a skills summary
- a statement about your career goals

If either of these is included, make sure they are relevant to the position for which you are making application.

**Responses to Selection Criteria**

Generally, it is a good idea to use each selection criteria as a heading followed by a *dot-pointed* list highlighting how you meet that specific criterion. Making a claim that you know something or have done something is inadequate. Take note of the *keyword* in the criteria - *demonstrated* is one which is frequently used and to address this you need to *demonstrate* how you meet the criteria. *Show* or *show understanding* suggests you should give examples of how you know what this criteria means.

**Summary**

Your whole application is an opportunity to sell yourself and convince the employer that you are the right person for the job. *Presentation counts! Content counts! Honesty counts!*

**Lodging your application**

Applications can be lodged

- in person - 57 Bathurst Street, Brewarrina NSW 2839
- via mail - PO Box 125, Brewarrina NSW 2839
- via email - hr@brewarrina.nsw.gov.au or beshire@brewarrina.nsw.gov.au
4. POSITION DESCRIPTION & SELECTION CRITERIA

Position Description
(including selection criteria)

Transport Manager

Shire of Brewarrina
PO Box 125 Brewarrina 2839
Telephone: (02) 6830 5100
Facsimile (02) 6839 2100
Email: breshire@brewarrina.nsw.gov.au

INFORMATION PRIVACY
Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (02) 6830 5100.
The Shire of Brewarrina, is located in the Outback region of NSW along the banks of the Barwon and Darling Rivers, and covers an area of 19,155 square kilometres in the north-west of New South Wales, with the northern border of the Shire is also the southern border of Queensland. The Shire of Bourke lies to the west of Brewarrina, and the Shire of Walgett to the east. The nearest major population and regional centre is the city of Dubbo, approximately 400 kms south-east of Brewarrina Town. The estimated population of Brewarrina Shire in 2011 was 1765 persons (based on 2011 census)

**Brewarrina Shire Council's Vision**

“Advancing Council’s sustainability, to be a leader in our community”

**Our Shire Council's Mission**

“Lead our community, through proactive Councillor representation, responsible asset management, fair resource allocation and provision of efficient and effective service delivery by our staff.”

**Brewarrina Shire Council’s Values**

- The way Council makes decisions, takes action and conducts business is defined by the following values.
- Honesty and integrity
- Meeting community expectations with resource constraints
- Open and transparent decision making
- Equity and fair dealings
- Mutual respect and reliance
- Accountability for our actions

**Council will apply these values to achieve the following;**

- Provide a safe and attractive working and living environment that will attract skilled people and help boost the population
- Ensure quality and well-maintained infrastructure
- A community that encourages vitality and leadership
- Provide quality and cost-effective services
- Partners with the community in decision-making
- Inclusive and encourages the development of young people

**Our Organisational Structure**

The Brewarrina Shire is represented by 9 councillors and managed by the General Manager in accordance with the Local Government Act and various other Acts and Regulations. The staff complement is approximately 64.
## POSITION DESCRIPTION

### POSITION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Transport Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Band 3, Level 3 Management</td>
</tr>
<tr>
<td>Department:</td>
<td>Transport Services</td>
</tr>
<tr>
<td>Employment Basis:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours of Work:</td>
<td>Nominal 70 hours per fortnight or 75 hours per fortnight to allow for RDO every three weeks subject to agreeing to a flexibility agreement (Clause 19B)</td>
</tr>
<tr>
<td>Responsible To:</td>
<td>General Manager</td>
</tr>
<tr>
<td>Responsible For:</td>
<td>Road Crew, RMCC, Workshop, Fleet Management and Depot Manage 2 direct reports (Rural Supervisor and Workshop Supervisor) and up to 30 personnel indirectly</td>
</tr>
<tr>
<td>Liaise with Internally:</td>
<td>All staff</td>
</tr>
<tr>
<td>Externally:</td>
<td>Community organisations and individuals, State and Federal agencies.</td>
</tr>
</tbody>
</table>

### ADDITIONAL BENEFITS

<table>
<thead>
<tr>
<th>Motor Vehicle:</th>
<th>Leaseback Option Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidised Accommodation:</td>
<td>Subsidised Rental Available</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td>Council Provided Mobile all private calls to be paid by the incumbent</td>
</tr>
</tbody>
</table>

Date Approved: May 2017  
Date Reviewed:  
Occupant:  
Prepared By: HR Manager  
Approved By: General Manager  
Reviewed By:  

---

Information Package Transport Manager
To contribute to the overall coordination & performance of Council’s road construction and maintenance services, through the application of technical and managerial expertise.

To effectively plan & implement the road construction and maintenance works programs in accordance with Council’s specified budgets and RMC or other funding source contracts and conditions.

Supervise and direct staff delivering road construction and maintenance, RMC Contract, Workshop, Fleet Management and Depot in a cost efficient and operationally effective manner to achieve the Council’s objectives,

To work co-operatively with the General Manager and the other Managers for the benefit of the community in Brewarrina Shire.

To comply with and implement all necessary measures to fulfil the requirements of the Work Health and Safety Act and associated Regulations.

To convey to the public an image of Council being both courteous and efficient.
KEY RESPONSIBILITY AREAS

- Lead, role model behaviour and maintain a management style that supports a team-based and customer-focussed culture within the Transport Services Section encouraging performance excellence, personal development, innovation and positive team values.

- Lead performance excellence by setting clear direction, performance standards and expectations for individuals and teams. Give and receive regular feedback to enable performance to be improved, complete annual assessments and ensure individuals obtain the development and support they need to perform to the best of their ability.

- Implement and report on the performance against the Management Plan’s objectives and the associated Operational Plan as approved by Council.

- Prepare and implement procedures, standards and operating systems within the area of responsibilities.

- Conduct periodical site meetings to discuss job requirements and safety, quality and environmental issues and report all non-conformances or incidents to the Work Health and Safety officer.

- Drive change and commitment to work health safety in Council’s operations.

- Supervise and assist employee performance, and ensure that tasks are carried out efficiently and effectively within specified guidelines.

- Review existing and prepare new or revised long term plant replacement and asset management plans for Council’s plant, road, and civil infrastructure.

- Oversee the work undertaken by contractors to ensure that Council is obtaining best value and undertake procurement processes as required to ensure both service delivery and compliance with legislative guidelines.

- Provide accurate and timely advice and recommendations to the General Manager, fellow Managers and Council on emerging issues, strategy, legislative requirements, and policies and other matters relevant to the Council’s Transport matters.

- Provide an effective link between the General Manager and staff to ensure that policies, procedures and decisions and other relevant matters are effectively communicated, understood and adhered to.

- Develop, maintain and implement a rolling works program for Council road works that reflects Council’s priorities contained in the annual Operational Plan and Budget, ensuring the plan is communicated and understood by staff.

- Maintain an effective relationship with customers, colleagues and Councillors to achieve the goals set out and in the Operational Plan and Budget by delivering effective and efficient customer service.

- Actively seek new funding opportunities relative to the Council’s forward works programme and prepare and submit applications with approval form the Council and/or General Manager.
• Demonstrate and role model personal integrity, ethical practices, self-organisation and personal accountability.

• Effectively represent Council’s policies and views on Transports matters in communication with other Councils, NSW Government and customers.

• Provide input into the Council's Operational Plan, Delivery Plan and Budget.

• Undertake and/or approve quotations for private works.

• Undertake monthly Council Reports relating to the area of responsibilities.

• Attend Council Meetings when required, to act in a technical advisory capacity to the General Manager.

• Carry out any other duties as required by the General Manager.

• Facilitate participative decision-making processes and participate in decision making on issues relating to the work area.

• Undertake job design and job redesign.

• Effectively present information and respond to questions from managers, staff, customers, community groups, and the general public.

• Responsible for monitoring or evaluating effectiveness of customer service provided by the Council, and recommending modifications to service.

• Ensure that a safe and healthy environment is maintained for everyone affected by the operations of the Community Services through appropriate risk management measures and the application of Councils Work Health and Safety Policy and the Work Health and Safety Act 2011

**COMMON SELECTION CRITERIA**

• Class ‘C’ Drivers licence.

• Abide by all legislation relevant to the position including, but not limited to Work Health & Safety Act, Equal Employment Opportunity, Anti-Discrimination Act, Privacy Act and Local Government Act.

• Undertake all activities in accordance with Council’s policies and procedures.

• Ensure when using Councils plant, vehicles and equipment that they used are in accordance with the Motor Traffic Act, Council’s Code of Practice for the Operation of Plant and Vehicles and relevant guidelines of the Workcover Authority and the Workplace Health & Safety Act.
## ESSENTIAL SELECTION CRITERIA

- Diploma in Civil Engineering, Certificate 3 in Civil Construction or similar and minimum 5 years on the job work experience,
- WorkCover Construction Induction Certificate.
- Demonstrated knowledge and experience in the design, supervision and delivery of Roads and Bridge construction & maintenance Programs.
- Ability to accurately calculate and / or estimate the volume, area and ratios of road making materials and to estimate the costs of jobs and provide quotes
- Ability to read, interpret, and apply survey plans and specifications, operating instructions and written procedures
- Ability to set out levels and profiles and carry out basic survey work
- Ability to accurately record work completed
- Management of Councils RMS, RMCC maintenance and construction programmes along with other civil construction projects on time and within budget.
- Familiarity with the operation and utilisation of heavy Plant & Equipment in road building applications.
- Experience in developing grant applications and managing road programmes & completion of necessary certificates and inspections.
- Advanced negotiation and problem solving skills,
- Demonstrated ability to use computer software Microsoft Office suite and other computer based regulatory and compliance reporting systems for Utilities applications
- Demonstrate your physical capabilities to meet the requirements of the role, including the safe operation of vehicles and equipment.
- Understanding of planning regulations and demonstrated ability to regulate building and development activities.
- A sound understanding of Work Health and Safety Principles and Equal Employment Opportunity Principles
- “Class C” (Car) Driver Licence.

## DESIRABLE CRITERIA

- Degree in Civil Engineering or Equivalent
- Corporate Membership of the Institution of Engineers, Australia
- Traffic Controller Certificate
• Heavy Vehicle Operators License
• Experience in Asset Management systems
• Experience in GIS software.

CONDITIONS OF EMPLOYMENT

• Employment is for permanent, full time work.
• Conditions of employment are in accordance with the Local Government (State) Award and the Brewarrina Code of Conduct and its policies.
• Core hours of work are Monday to Friday, 35 hours per week, with a minimum 30 minute meal break. The remuneration package includes provision for attendance to meetings and undertaking work out of hours as is reasonable for a managerial level position. Accordingly the employee shall work such reasonable hours as are necessary to carry out the duties and functions of the position and the employee’s obligations under their contract of employment.
• The employee must undertake any medical examinations required for the position at the cost of the Council as outlined in the letter of offer.
• The employee must at all times work safely and with consideration for others in the workplace.
• The employee must maintain confidentiality of information to protect Council’s interests and sign a deed of confidentiality.
• The employee must not take any Council equipment, stores or supplies away from the workplace without permission from the incumbent’s supervisor.
• The employee must undertake all reasonable routine maintenance of issued Council equipment and notify the Workshop Supervisor of upcoming servicing requirements or emergency repairs required.
• Four (4) weeks annual leave per year and other leave in accordance with the Local Government (State) Award provisions.
• Superannuation paid by Council in accordance with legislative requirements.
• Provision of employee uniform as per Council’s Employee Uniform and Clothing Policy.
• Shire Council provides a ‘smoke free’ work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.
• The employee must abide by Council policies and other conditions outlined in the letter of appointment.
• The employee shall work specific cycles as outlined in the letter of appointment, with one day as a rostered day off (RDO) as agreed with the General Manager.
WORKCOVER REQUIREMENTS

- As a condition of acceptance, the appointee **MUST** disclose pre-existing illnesses or injuries prior to employment; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

Please sign and return to the Human Resources Department.

Signed: ______________________________ Date: ___________________
5. ADVERTISEMENT

POSITION VACANT
Transport Manager

Applications are invited from suitably qualified and/or experienced individuals for the above position.

The Transport Manager is responsible for managing a range of road and infrastructure activities, including project delivery, budget control and contract management. Responsibilities also include management of RMCC, Workshop, Fleet Management and Council’s Depot operations.

You will be required to lead and manage a diverse department of professional staff in the delivery of a wide range of technical services to rural and urban areas of the Council.

The position has a total Remuneration Package (TRP) in the range of $102k to $120k including cash component of between $85k to $103k plus Superannuation.

Included in the package is a leaseback of a Council vehicle and subsidised Housing in accordance with Council policy together with an annual performance bonus of up to $5,000. The package will be negotiated to suit the skills and experience you will bring to the role.

A Diploma in Civil Engineering, Certificate 3 in Civil Construction or similar and minimum 5 years on the job work experience is essential.

For more information visit www.brewarrina.nsw.gov.au or by contacting Steve Scott HR Manager on (02) 6830 5119 or hr@brewarrina.nsw.gov.au

Written applications will be received by the undersigned until 4:00pm on Friday 16th June, 2017.

“Council is an Equal Opportunity Employer”.

Jeff Sowiak
General Manager

PO Box 125
BREWARRINA NSW 2839
About the Opportunity

*The Brewarrina Shire Council* is looking to employ a driven Transport Manager to join their dedicated team on a full-time basis.

Reporting to the General Manager, you will be primarily responsible for the day-to-day management of Council’s construction and maintenance programs (Road Crew, RMCC, Workshop, Management of Council’s Fleet (Motor Vehicles, Plant and Equipment) maintenance and replacement programs, tendering processes and Council Depot).

The successful candidate will have hands-on experience in civil construction work and experience in managing an outdoor workforce (including scheduling and procurement) engaged in delivering Roads and Bridge construction and maintenance services with a focus on productivity and safety.

You will need to demonstrate experience managing construction and maintenance projects and programs and a record of delivering projects on time and on budget.

Candidates must have a Diploma in Civil Engineering, Certificate 3 in Civil Construction or similar and/or equivalent work experience along with experience in a managerial role (including staff management) preferably within a Local Government environment.

A sound knowledge of computers including Microsoft Office Suite and other Engineering applications essential.

*Brewarrina Shire Council* is looking for an effective leader who can provide direction and transmit knowledge to direct report employees. You will display a high level of customer service and communication skills with the ability to liaise with stakeholders in a culturally diverse environment.
About the Benefits

You will be rewarded with an attractive remuneration package (TRP) (circa $102k to $120k) dependent on skills and qualifications, including:

- Subsidised accommodation
- Fully maintained vehicle with leaseback available
- Mobile phone

About the Organisation

The Shire of Brewarrina is a rural and remote community located in the outback region of New South Wales on the banks of the Barwon/Darling River. The shire covers an area of 19,000 square km’s and borders the state line of Queensland and is surrounded by the local governments of Walgett, Warren, Bogan and Bourke. Dubbo is our major centre in the region and is only a four hour drive away.

“Bre” as it is known locally, is a place where people come to work for a year but end up staying forever because of the range of opportunities and rich lifestyle. Brewarrina supports a wonderful outback lifestyle with yearly events such as the Bre Races, The Rodeo and Bre Big Fish Competition along with parks, sporting facilities and an Olympic size swimming pool.

Candidates must address the selection criteria outlined in the information package, available from the HR Manager on 02 6830 5119 or send your CV to hr@brewarrina.nsw.gov.au to obtain the Information package and discuss the position in confidence.

Applications close 4.00pm on Friday 16th June 2017.
6. ORGANISATIONAL STRUCTURE

- Community
  - Mayor & Councillors
    - General Manager
      - Community Services Manager
      - Finance & Administration Manager
      - Human Resources Manager
      - Transport Manager
      - Utilities Manager
      - Environmental Services Manager