



APPLICANT PACK

Manager Water Utilities

Central Highlands Regional Council



CONTACT

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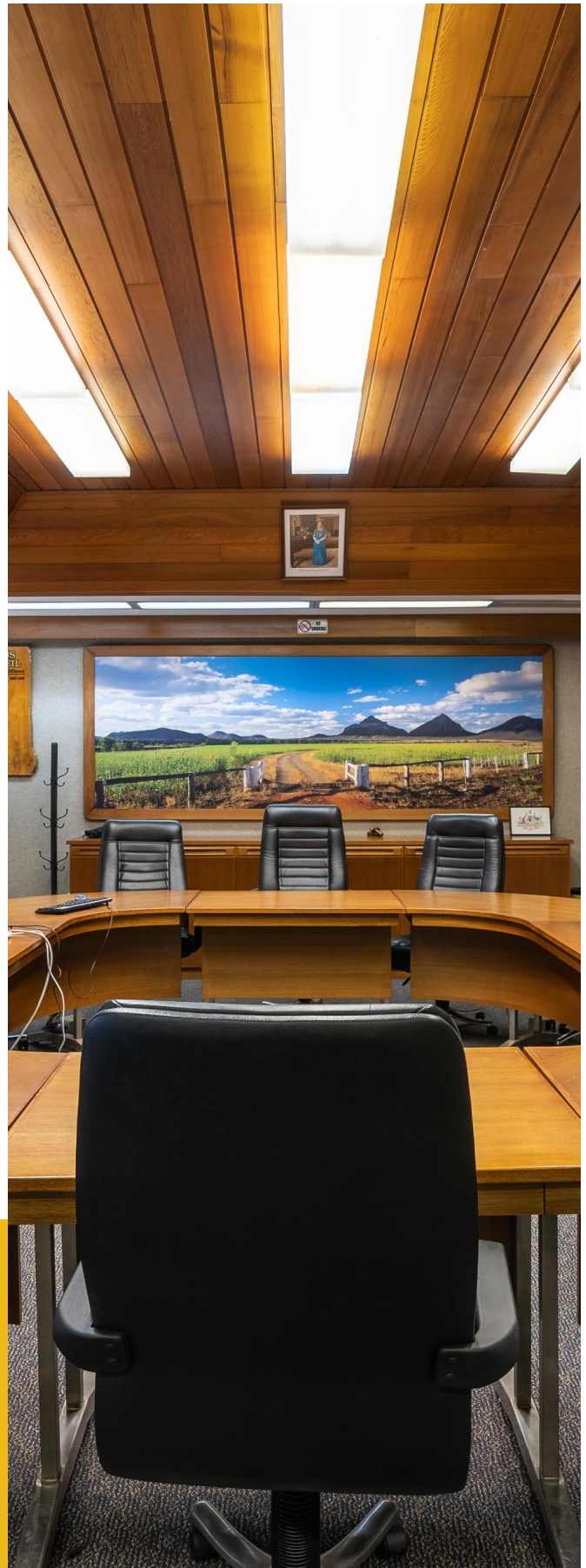
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We respectfully acknowledge the Traditional Custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.

The Role

Central Highlands Regional Council is seeking an experienced and visionary Manager Water Utilities to lead the Water Utilities Branch. This role presents an exciting opportunity for a strategic and hands-on leader to oversee critical water and wastewater services across the region. With a strong focus on operational excellence, infrastructure investment, and workforce development, this position is ideal for a driven professional looking to make a meaningful impact on local government water operations.

As Manager Water Utilities, you will be responsible for ensuring the delivery of safe, sustainable and compliant water and wastewater services. You will play a crucial role in managing large-scale infrastructure projects, shaping long-term strategic planning and fostering a high-performing team. Reporting to the General Manager Infrastructure and Utilities, this position offers a rare combination of leadership autonomy, career progression, and the chance to drive positive change in a well-resourced and forward-thinking council.





Key Responsibilities

The Manager Water Utilities will be responsible for overseeing all aspects of the Water Utilities Branch, including:

- **Strategic Planning:** Develop and implement long-term service delivery plans that balance affordability, service levels and future-proofing infrastructure, ensuring a strong foundation for operational success.
- **Operational Excellence:** Focus on getting the basics right by optimising day-to-day operations, ensuring efficient service delivery and embedding best practices in water and wastewater management.
- **Compliance:** Ensure compliance with all regulatory and legislative requirements governing water and wastewater operations.
- **Asset and Infrastructure Management:** Oversee major capital works projects, infrastructure upgrades and proactive maintenance to sustain water security and service reliability.
- **Financial Oversight:** Manage budget planning, financial modelling and operational cost efficiencies to optimise service delivery.
- **Stakeholder Engagement:** Build strong relationships with key internal and external stakeholders, including Queensland Health, Department of Environment and Science, SunWater, neighbouring councils and the local community.
- **Workforce Development:** Continue the council's strong focus on developing local talent and growing internal capabilities, including overseeing training programs for water treatment operators.
- **Crisis and Risk Management:** Lead the team through unexpected infrastructure failures, power outages, and reactive operational demands while maintaining strategic focus.



Why This Role?

This is a leadership position that offers the opportunity to step into an established yet evolving role with a clear vision for the future. The previous incumbent made significant progress in workforce development and infrastructure planning, setting a strong foundation for the incoming Manager to refine and expand upon while increasing operational efficiencies.

Key Opportunities

- Managing a large and diverse water network, including 15 water treatment plants and 7 wastewater treatment plants—a scale rarely found in local government.
- Exposure to state-of-the-art treatment processes alongside more traditional systems, providing a breadth of technical challenges and professional development.
- Leading the next phase of operational improvements, shifting focus to optimising day-to-day efficiencies and ensuring value for money for ratepayers.
- Playing a key role in business improvement initiatives, identifying opportunities for innovation, and embedding best practices in water utilities management.
- The chance to mentor and develop a growing workforce, with 13 staff currently undertaking formal qualifications in water treatment.
- Being part of a supportive leadership team that values autonomy and strategic thinking.

This role is also backed by a strong investment in infrastructure, with \$6 million in current upgrades and a fully allocated 5–10-year capital works program.



Challenges and Expectations

As with any leadership role, this position comes with its challenges, but these are met with strong support from the Council and leadership team. The key challenges include:

- Aging infrastructure that requires ongoing investment and careful prioritisation of upgrades.
- Balancing strategic and reactive operations, as unexpected failures can impact planned projects.
- Filling key middle management roles, with recruitment underway for additional operations and process managers to provide support.
- 24/7 operational responsibility, though structures are in place to manage on-call duties and reduce individual workload.

Candidates should be resilient, adaptable and capable of making decisions under pressure while maintaining a strong focus on strategic priorities.

What We Are Looking For

We are seeking a highly skilled leader with expertise in water and wastewater operations, strong commercial acumen and the ability to develop high-performing teams.



Essential Skills and Experience

- Extensive technical knowledge of water and wastewater treatment processes, infrastructure management and regulatory compliance.
- Demonstrated experience in project and contract management, particularly in large-scale capital works.
- Strong financial management skills, including budgeting, cost control and financial modelling.
- Ability to engage and influence stakeholders at all levels, from technical teams to councillors and regulatory bodies.
- A leadership style that balances strategic oversight with hands-on problem-solving, particularly in managing operational crises.
- Experience leading cultural and operational change, with a commitment to workforce development.

Desirable Qualifications

- A tertiary qualification in a relevant engineering or science discipline (e.g., Chemical, Environmental or Civil Engineering).
- Registered Professional Engineer Queensland (RPEQ) (desirable but not essential).
- Certificate IV in Workplace Health and Safety (WHS) (or willingness to complete via workplace arrangement).

Candidates without a formal engineering qualification but with significant experience in water utilities will also be considered.



Culture and Leadership Style

Central Highlands Regional Council prides itself on a collaborative and values-driven culture. The Council has recently undergone positive workforce growth, securing 20 additional roles in water operations over the past two years—an achievement rare in local government.

The successful candidate will be expected to:

- Lead by example, inspiring a team to deliver excellence in water service provision.
- Bring a balance of technical expertise and people leadership, particularly in developing and mentoring staff.
- Work closely with Council's People and Culture team to support ongoing workforce development.
- Embrace change, as the new CEO implements a refreshed strategic direction.

The General Manager Infrastructure and Utilities, to whom this role reports, adopts a hands-off leadership style, offering autonomy and backing for decision-making while providing support as needed.

Location and Lifestyle

Located in the Central Highlands region of Queensland, this role offers an exceptional lifestyle in a thriving regional community. With a strong sense of community, excellent work-life balance and access to stunning national parks and outdoor activities, the region is perfect for those who enjoy a relaxed yet fulfilling lifestyle. Family-friendly amenities and growing infrastructure investment make it an exciting time to be part of the area's development.



Remuneration and Benefits

This is a permanent position with a competitive salary package:

- Base salary: \$177,646 – \$195,551 per annum
- Total remuneration (inclusive of benefits): \$227,150 – \$242,000 per annum
- 14.25% superannuation
- 17.5% leave loading
- Private use of a motor vehicle
- Housing allowance (approx. \$10,000 per year, negotiable)
- Relocation assistance available under Council policy

The Council is committed to offering competitive compensation and supporting candidates through relocation, making this an attractive opportunity for professionals looking to transition into regional leadership.



About Council

Central Highlands Regional Council stands out for its strategic location and significant contribution to Australia's inland transport network. Positioned on major freight routes, including the north-south link between Charters Towers and northern New South Wales, the region serves as a crucial inland transport alternative between Cairns and Melbourne.

The Central Highlands region covers approximately 60,000 square kilometres and extends from Arcadia Valley in the south to the Peak Ranges in the north, and from Boolburra in the east to Bogantungan in the west. The region encompasses 13 communities, including Capella, Tieri, Bluff, Duaringa, Blackwater, Dingo, Comet, Emerald, Gemfields, Springsure, Rolleston, Bauhinia and Arcadia Valley, serving a population of approximately 29,000 residents.

The council administers over \$1.1 billion in assets, which include nine library branches, six aquatic centres and seven customer service centres. They maintain 5,163 km of roads and 191 parks and open spaces, including the botanical gardens in Emerald, the linear parkland in Capella and the Japanese Gardens in Blackwater.

Central Highlands Regional Council is structured into five operational departments: Communities, Infrastructure & Utilities, Commercial and Corporate Services, the CFO Office, and the Office of the CEO. The council is governed by a Mayor and eight Councillors, who represent various districts within the region. The council employs 441 staff members dedicated to maintaining and enhancing the region's infrastructure and services.

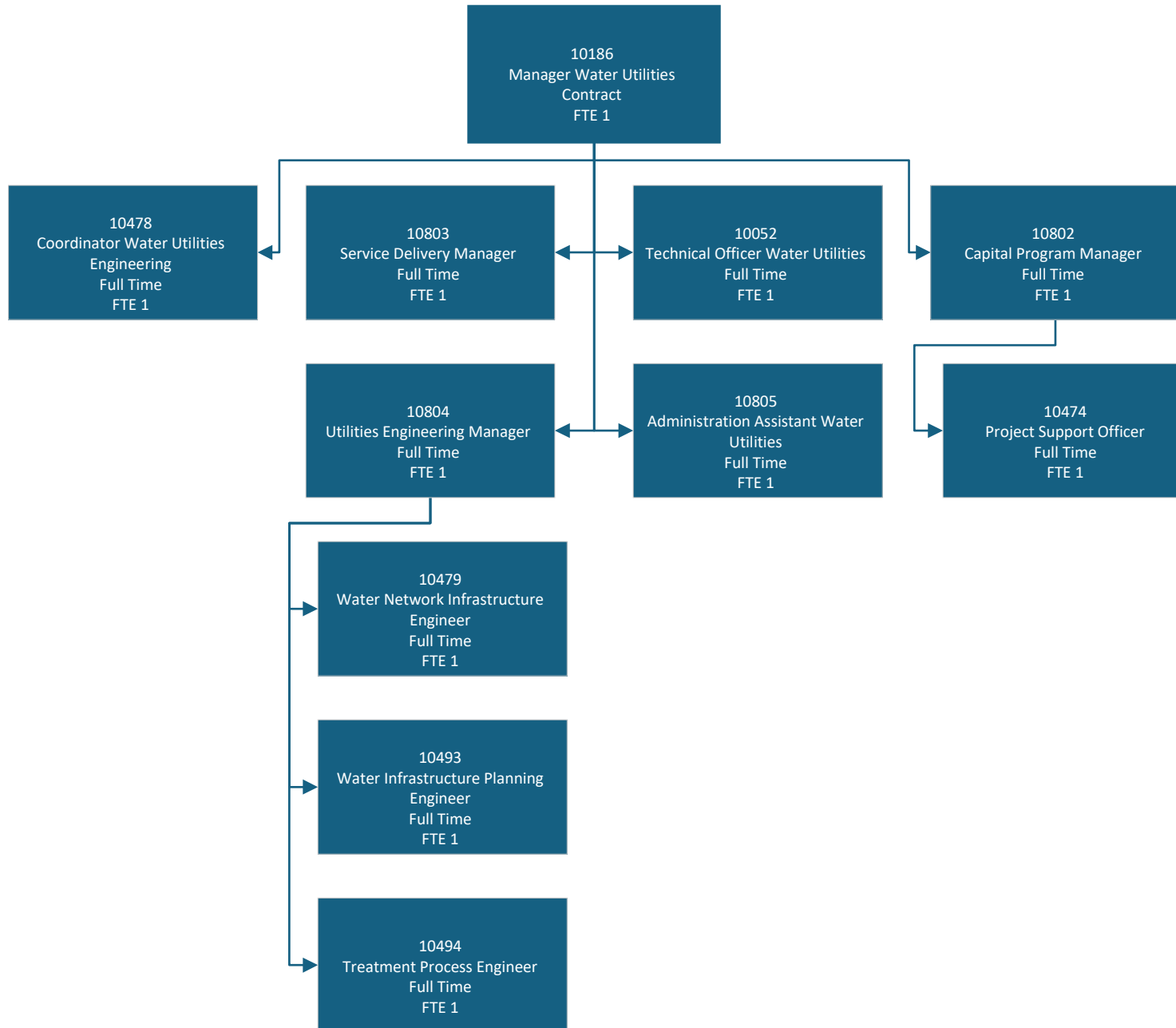
The council's financial position, as reported in the 2022-23 annual report, includes \$1.705 billion in equity, \$1.832 billion in total assets, and \$127 million in liabilities.



Links to Council Information



Organisational Structure





Living in the Region



Housing

Housing in the Central Highlands region offers a variety of options to suit different lifestyles and needs. Residents can choose from urban living in towns like Emerald and Blackwater, which provide a range of modern homes, apartments, and rental properties, to more rural settings in communities like Capella, Springsure and Rolleston, where larger properties and pastoral lands are available.



Educational Facilities

The Central Highlands region boasts a comprehensive range of educational facilities, ensuring quality education for all age groups. There are numerous primary and secondary schools spread across the region, including in towns like Emerald, Blackwater, Capella and Springsure, providing accessible education close to home. Emerald hosts the region's largest secondary school, offering diverse programs and extracurricular activities. For higher education, Central Queensland University has a campus in Emerald, delivering tertiary education and vocational training programs.



Healthcare

The area is served by multiple hospitals, including Emerald Hospital, which offers a range of medical services and emergency care. Additionally, there are healthcare centres and clinics in towns like Blackwater, Capella and Springsure, providing general medical services, specialist care and allied health support. Community health programs and services, such as maternal and child health, mental health and aged care, are also available to meet diverse healthcare needs. The region is dedicated to delivering quality healthcare through well-equipped facilities and a network of skilled healthcare professionals..



Living in the Region



Shopping & Dining

Emerald serves as the main retail hub, featuring major supermarkets, specialty stores and shopping centres, ensuring access to a wide variety of goods and services. The smaller towns, including Blackwater, Capella and Springsure, provide local shops and markets for everyday needs. Dining options in the region are equally varied, with an array of cafes, pubs and restaurants serving everything from casual meals to fine dining. Local eateries often showcase regional produce, offering a taste of the local flavors and hospitality that make the Central Highlands a unique place to live and visit.



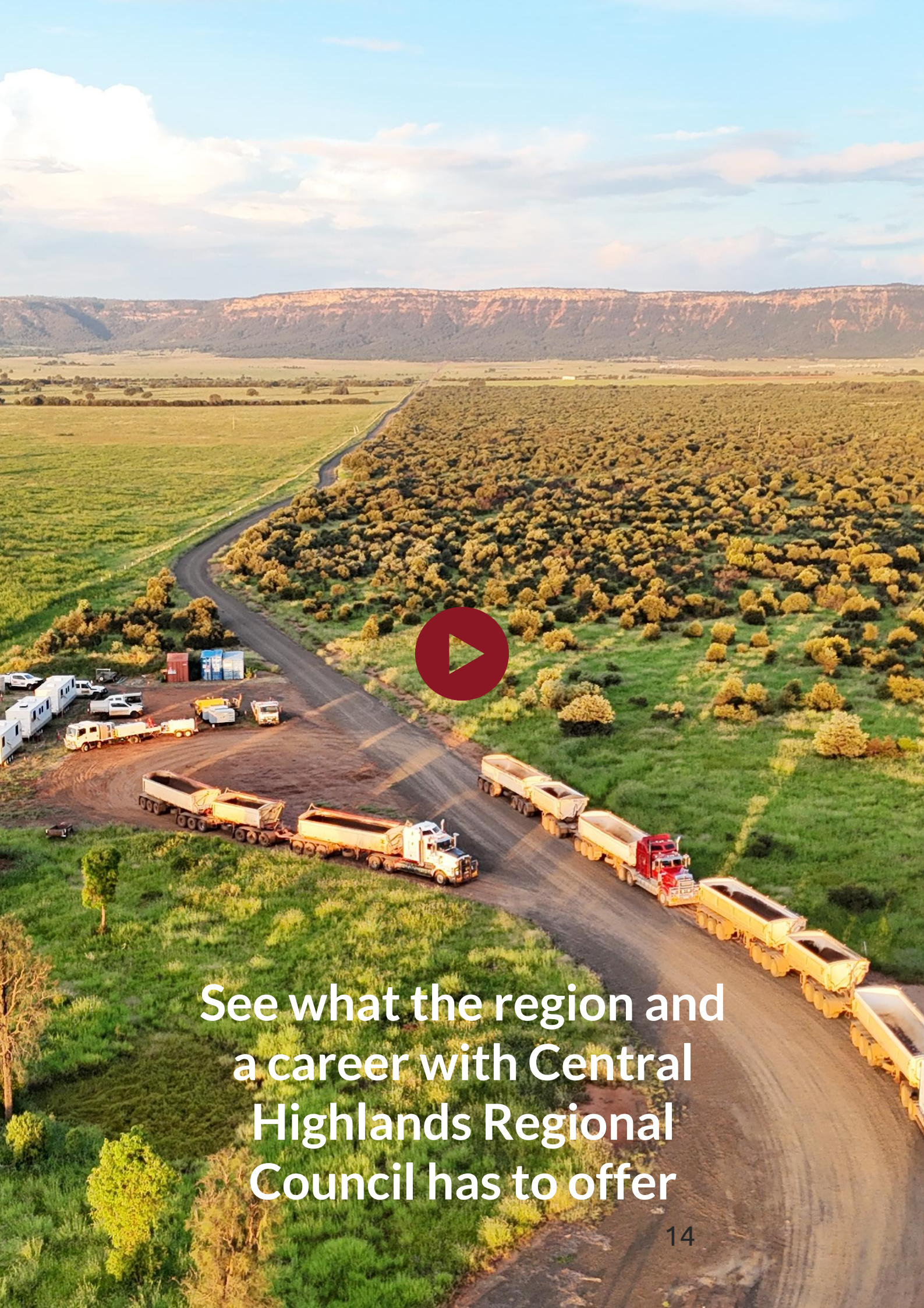
Sports & Recreation

The region boasts a variety of modern sporting facilities, including well-maintained sports fields, swimming pools and fitness centres. Local clubs cater to diverse interests, offering everything from soccer and netball to cricket and rugby. For those seeking more leisurely pursuits, the Central Highlands provides numerous parks, walking trails and outdoor spaces perfect for hiking, picnicking and relaxation. Community events and sports competitions further enrich the recreational landscape, fostering a strong sense of camaraderie and active lifestyle in the region.



Getting Around

The region is well-served by major roads and highways, making it easily accessible by car. For those traveling from further afield, Emerald Airport offers regular flights connecting to major cities. Public transport within the region includes bus services that connect key towns and communities, though services may be limited outside peak times. Additionally, regional rail services provide another option for travel, linking the Central Highlands with broader Queensland.



See what the region and
a career with Central
Highlands Regional
Council has to offer

Recruitment Process



How To Apply?

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

- Your CV
- A covering letter addressing the Selection Criteria



Selection Criteria

- Demonstrated ability to lead, mentor and develop high-performing teams while fostering a strong workplace culture.
- Proven experience in senior water utilities management, with a relevant tertiary qualification in engineering, science or business highly regarded.
- Extensive knowledge of water and wastewater treatment processes, regulatory compliance and infrastructure management.
- Strong capability in overseeing capital works, budget planning and operational cost control to ensure efficient service delivery.
- Excellent communication and negotiation skills, with experience collaborating across government agencies, industry regulators and the local community.



Evaluation Process

Leading Roles and Central Highlands Regional 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. Central Highlands Regional 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.

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

Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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People ▶ Performance ▶ Partners

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ATTACHMENT

Position Description

POSITION TITLE:	Manager Water Utilities
POSITION NUMBER:	10186
AWARD:	Contract
AWARD CLASSIFICATION:	N/A
REPORTS TO:	General Manager Infrastructure and Utilities
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Manager Water Utilities will be responsible for managing all aspects of the Water Utilities Branch including strategy development, operational and environmental compliance, asset management, financial modelling, budget and operational plan preparation including monitoring, safety in the workplace and stakeholder engagement.

KEY RESPONSIBILITIES IN THIS ROLE

1. Strategic Management

Provide and manage quality and efficient services for the Water Supply and Sewerage functions including.

- Develop and maintain strategies to meet Best Practice Management Guidelines.

- Take action to ensure that best practice in accordance with the Australian Drinking Water Guidelines and Queensland government guidelines is implemented and continually achieved.
- Undertake strategic planning to determine service levels, ensure effective service delivery and provide the most efficient life cycle cost for the required asset benefit.
- Be the sponsor of improvements within the section, such as drought proofing Council, plant optimisation and integrated water cycle management.
- Undertake risk management practices as part of fulfilling asset management responsibilities.
- Identify existing and future demands for water and sewerage assets and reflect these within policies, plans and procedures.
- Write technical reports on the strategic aspect of the Water Supply and Sewerage section as well as preparing reports to Council and other agencies.
- Provide strategic direction, advice and support in areas including but not limited to:
 - Water Supply and Sewerage Systems;
 - Integrated Water Cycle Management Planning;
 - Water Supply and Sewerage Strategic Business Planning and Financial Planning;
 - Water Supply and Sewerage Asset Management Planning;
 - Water Supply and Sewerage Developer Service Planning;
 - Water Conservation Measures; and
 - Drought Management Planning.

2. Operational Management.

- Undertake project management of all major upgrades of Councils Water and Wastewater Assets including management of major capital upgrades
- Effectively and efficiently manage the operation of the various potable water supply systems of Council
- Effectively and efficiently manage the operation of the various sewerage systems of Council
- Oversee the service delivery of Water Supply and Sewage compliance programs, including backflow prevention, water metering, fire service certification, water theft, and water restrictions.
- Deal effectively with a broad range of client and customer expectations, enquiries and issues.
- Prepare and manage Councils Water and Wastewater annual budgets
- Manage Council Trade Waste requirements in conjunction with Councils Planning and Environment team
- Review and approve Water and Wastewater Plans for the Environment and Planning Department as part of any Development Approval Process.

3. Finance and Budget Development

- Develop the capital budget required for the provision of drinking water, sewage treatment and reticulation services.
- Reporting on the allocated budget and recommending actions to meet the budget allocations.
- Ensure Council's procurement policies and procedures are followed, including the development of scopes for RTQ's or RFT's.
Ensure the team provides value for money outcomes when making procurement decisions.

4. Team / People Management

- Manage and coordinate the Water Utilities team and their duties ensuring that individual accountabilities and performance are monitored and achieved.
- Lead, motivate, mentor, develop and support the team to service delivery excellence.
- Develop resourcing strategies to ensure successful delivery of service.
- Ensure employee performance is meeting expectations and managing these expectations successfully.

5. Managing Contractors and Consultants

- Manage and coordinate Contractors and consultants including monitoring performance to ensure objectives are met within agreed timeframes and legal framework.

6. Stakeholder Engagement.

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including other levels of government, councillors, management, peers, fellow workers and the general public.

7. Training and Development.

- To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council.

8. Safety.

- Taking reasonable care for health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure per 'Duties of Worker' contained in the Work Health and Safety Act as amended.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting supervisor and/or manager in line with the limits of the employee's skill, competencies and training.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated leadership ability in a senior management role of more than 5 years, preferably within Local Government.
- Proven highly developed managerial and supervisory skills including the use of contemporary techniques such as team building, quality assurance, total quality management and time management.
- Highly developed communication, negotiation and conflict resolution skills, including demonstrated interpersonal, oral and written ability.
- A high level understanding of the legislative and regulatory requirements pertinent to Local Government and management and operation of water and sewerage services.
- Extensive knowledge of water and sewerage treatment plant processes, network design and management, risk and asset management.
- Knowledge of project and contract management methodologies.
- Solid experience and knowledge of the concepts, principles and practical applications of strategic and total asset management of water supply and sewerage assets.
- Demonstrated knowledge of the strategic, technical and operational aspects of providing water and sewerage services to geographically dispersed populations.
- Ability to develop and maintain strategic relationships with all stakeholders, both internal and external to an organisation.
- Strong leadership skills with ability to work in a multi-disciplinary and diverse team, coupled with an ability to drive and implement a performance based culture.
- Strong commercial acumen and contract management skills with the ability to organise and manage conflicting work priorities.
- Ability to liaise with government bodies and the general public

Desirable:

- Experience in financial management in a medium to large organisation.
- Experience in management and operations of a commercial water and sewerage business; and
- Political acumen and a capability to interpret the political environment.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED**Mandatory:**

- Minimum of Queensland C class provisional drivers licence.
- A relevant tertiary qualification in engineering or science or significant demonstrated experience in contract management and/or operations management.

Desirable:

- Registered as a Registered Professional Engineer Queensland; and
- Certificate IV WHS (or equivalent)

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work indoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, occasional squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 15kg, carrying up to 15kg.

Additionally, this position will be required to perform work where environmental factors may include air conditioning, heat/cold, wind, rain, sun, noise and effluent.

IMMUNISATION REQUIREMENTS

Council's Health Risk Assessment has identified this position as having exposure to biological hazards as they may encounter raw water, sewage aerosols and biosolids. Council offers an immunisation clinic to all workers who are in roles that have exposures to biologicals to provide protection against vaccine preventable diseases such as Tetanus, Hepatitis A and Hepatitis B.

KEY SELECTION CRITERIA

1. Proven experience, ideally of more than 5 years, in successfully leading Water and Wastewater operations in a medium sized multi-faceted organisation.
2. Extensive knowledge and understanding of regulations relating to Water and Wastewater operations, including ability to prepare, oversee implementation, monitor and report on regulatory plans and to rigorously assess performance against those plans.
3. Ability to work collaboratively and to effectively influence staff, the management team and other key stakeholders, and well developed communication skills including experience in

preparing and presenting high level reports and presentations to a variety of forums and key stakeholders.

4. Demonstrated ability in project and contract management of a wide range of Water and Wastewater infrastructure projects.
5. Demonstrated ability in building a strong team culture aligned to values and with a strong focus on safety.
6. Qualifications in a relevant field will be well regarded.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Criminal history check.
- Qualification check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	4

Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	4
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	4
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	4
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment, and having a can do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.

5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
