

Don Bradley

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Statement of claims against the selection criteria

Technical Services Manager

Significant experience in local government engineering and management at a senior level with demonstrated knowledge of technical engineering standards, procedures and practices in all Council's Technical Services areas.

My 20 years as a Civil Engineer, including 14 in local government, have given me experience across a wide range of engineering projects and local government Technical Services areas including buildings, roads, bridges, drainage, sewerage, waste and park management. During this time I have earned a reputation for cost-effective yet structurally sound design and aesthetically pleasing completion.

- Under the guidance of the Manager, Engineering Services, designed and supervised a \$50 000 upgrade of the East Bridlington sewerage system, 1999-2000. The job was completed two weeks early and was on budget.
- With the Manager, Engineering Services, designed and implemented a waste transfer and recycling program covering the whole Shire, 2001. This program was awarded the Premier's Environmental Projects Award the following year.
- As a member of the State Emergency Service, helped prepare plans for flooding control and evacuation for the Curriedale region, 1995. Was involved in designing and directing training exercises to ensure the co-ordination of Police, Fire Brigade, Defence Force units and volunteers. These plans proved very effective during the massive floods of 2002.
- Initiated and co-ordinated emergency temporary repairs to the Belfoster Main Road within 7 hours of receiving a report of subsidence after heavy rain. Designed and implemented immediate improvements to drainage, strengthening of the embankment and resurfacing of the road. These were completed within 15 working days.
- Site Engineer, Bolton Constructions, overseeing the construction of a new \$257 000 road bridge over the Sparrowhawk River, 1995. This project manifested some interesting engineering challenges. The bridge carries heavy traffic including log trucks, milk tankers, etc and the newly introduced B-doubles.

When in flood, and the river did flood during the construction, the river can have a peak flow of 450 megalitres/second and it has been known to change its course through its banks of silt and sand. The bedrock is 10 metres below the surface.

Because of these factors, any inaccuracy or deviation from the carefully drawn plans could risk failure, partial or complete, of the structure. In spite of these difficulties, the bridge was completed on time and with less than a 5% overrun on the budget.

- Land use planning: a local dairy farmer sought planning permission to set up and operate a boutique cheese factory in 2012 while I was acting Manager, Engineering Services. I took the farmer through the whole process, ensuring that his proposals met all local government requirements as well as state and federal regulations. This included checking his building plans for structural soundness, food hygiene requirements, OH&S factors, water and sewerage, and transport access.

The factory has now been built and the cheeses produced there have already won medals at agricultural shows.

- Completed 1 week course in Park Management, Bond University, October 2003. Since January 2004 have overseen the maintenance of Bellevue Gardens, often considered the 'botanical gardens of the west' and an important tourist attraction.

Have developed sound financial management skills through:

- Completing a unit on Accounting and Financial Management as part of my Diploma of Business – Human Resources, 2007.
- Preparing the Engineering Services budget for the Wellington Shire Council under the guidance of the former ES Manager, in 2011 prior to his going on long service leave, and then on my own while he was on leave in 2012.
- Setting the budget, managing all receipts and payments, bookkeeping and acquittal for the Bridlington Wheel Cycling Carnival each year from 2005-present.

Sound knowledge of human resource management including Equal Employment Opportunity.

Under the direction of the Manager, Engineering Services, supervise and direct up to 70 employees, full-time, part-time and casual, in roads, drainage, gardens and reserves, shire buildings and infrastructure, water supply, quarries and waste management. The employees include 14 women and 5 people with disabilities ranging from missing 3 fingers of one hand to being wheelchair-bound. 21 employees claim Aboriginal descent.

- On the advice of the Manager, ES, completed the Diploma of Business – Human Resources through Productivity Training Pty Ltd in 2006. Selected 2 optional units on Team Leadership and Motivating the Workforce. The knowledge and skills developed through these 2 units have helped me develop highly productive teams.
- In performance appraisals over the past few years, have been described as an "excellent motivator." Delegate authority to maximise employee initiative and involvement. Ensure all employees are given the opportunity for appropriate training and development.
- Introduced the concept of self-directed teams, 2005. This has proved particularly effective in carrying out work in the more remote areas of the Shire.

Team leaders attended a 3-day leadership program run by Coulton Consultants Pty Ltd.

I work with the Team Leaders to set objectives, quality assurance procedures and to identify strategies for solving problems that are likely to occur on particular projects.

- Conscious of OH&S issues. Organised an in-house, one-day per month training program for team leaders in health and safety, 2012. This six-month program has resulted in a 22% drop in lost time through injury and an 8% reduction in workers compensation insurance premiums over the past two years.
- Drew up the position descriptions and selection criteria, wrote and placed the advertisements, received and shortlisted applicants and was a member of the interview panel for 22 different positions over the past 2 years. Three of the people I helped to select were of Aboriginal descent and one, a draughtsman, is in a wheelchair.

Demonstrated high level of interpersonal skills

Have always enjoyed working as a member of a team as well as being a team leader. Even when engaged on a major project away from base, I am very conscious of being part of a larger team. When supervising the construction of the bridge over the Sparrowhawk River, 120 km west of Curriedale, I was in constant contact with fellow team members back at base.

- Always enjoy good rapport with senior management, colleagues and the workforce. Was described by Brendan Huxworth, who with me organised last year's Bridlington Wheel cycling carnival, as someone who can "get anyone to do anything and think they're privileged to have been asked."
- Organise a barbecue or other social event for the workforce and their families about twice a year, often at the site of a recently completed major project. This has had the effect of building a strong sense of unity among the employees and a sense of pride in their achievements.
- As Assistant Manager, Engineering Services, I have been responsible for drafting all press releases and for arranging press conferences. Over the past 5 years, have built up and maintained an excellent relationship with both the *Wellington Times* and Radio 5 WB.
- Elected Secretary for the Bridlington Lions Club earlier this year.

Always treat residents and visitors with courtesy and respect. The residents are our clients and our employers, and visitors comprise an important element in the residents' business and social lives.

- When a burst water main required major excavations in front of the cinema during the school holidays, I had temporary raised wooden walkways constructed so as to ensure minimum inconvenience to cinema-goers. For this, I received a very warm thank-you letter from the cinema's Manager.
- Emailed daily bulletins to both the *Wellington Times* and Radio 5 WB so as to keep the community fully informed. Also left a pile of the daily bulletins at the cinema.

High level of oral and written communication skills in the English language.

During my years in supervisory and management roles, I have developed a very high level of oral and written communication skills. As Assistant Manager, Engineering Services, I am in constant contact with the Council's officers and workforce, neighbouring councils, State and Federal government agencies, residents, local businesses, community organisations and the media. I am known for clear, concise, accurate and diplomatic communication whether written or spoken.

- My manager, Colin Hammersley, trained me thoroughly in the processes and procedures for providing advice, documentation and reports to Councillors in sufficient time to allow proper perusal before Council and Committee meetings prior to his going on long service leave in 2012. As a result, the Mayor commented to Colin on his return on the accuracy, thoroughness and timeliness of the documentation I provided.
- Responsible for drafting fortnightly reports on all engineering activities for approval by the Manager and submission to Council meetings.
- Presented a paper on self-directed teams to the National Conference of Local Government Managers, Australia, Perth, 2010. This paper was very well received and it was subsequently published in the LGMA Journal.
- Announcer and press officer for last year's Bridlington Wheel cycling carnival. This carnival attracted some of the best riders in the state and several from interstate. Two of my press releases were published verbatim in *The Adelaide Advertiser*.
- Assistant coach for my elder daughter, Emily's netball team at Bridlington High School 2007-2013. Organised a holiday netball clinic in April 2012 and persuaded Annie Turner, Captain of the State Team, to coach the girls. The clinic was attended by 43 girls and was a great success.

Computer literacy

Have used computers on a regular basis both at work and at home for the past 30 years. Very competent on both IBM and Apple Mac systems. Accomplished at using:

- MS Word
 - MS Excel
 - Lotus 123
 - MS Outlook
 - MS Project
 - TurboCAD
- Used MS Project to plan and manage the creation of the waste transfer and recycling program covering the whole Shire, 2001.
 - Used MS Project to organise the Bridlington Wheel cycling carnival last year and MS Excel to manage the budget.
 - Draft press releases using MS Word and email to the *Wellington Times* and Radio 5 WB using MS Outlook.
 - Manage my work schedules using MS Outlook.
 - Studied for Certificate IV in CAD at Bridlington College of TAFE, 2001.

Good knowledge of the role and responsibilities of local government and of acts and regulations affecting it.

My 10 years in supervisory and management positions in local government have given me a very good knowledge of its roles and responsibilities as well as the acts and regulations that affect it.

This knowledge has been reinforced through my studies at QUT for the Graduate Certificate in Engineering (Local Government), 1999, and the Park Management Program at Bond University, 2003, as well as the many short courses on changes to regulations such as building specifications, OH&S, town planning etc.