



**Edward
River**
COUNCIL

Applicant Pack

Director Corporate Services
Edward River Council

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ACKNOWLEDGEMENT

The Edward River Council acknowledges and embraces the Traditional Owners of the Lands within the Edward River Council area – the Wamba Wamba/Perrepa Perrepa Peoples – and pay our respects to their elders, past, present and emerging.

The Edward River Council also recognises the diversity of different cultures within our community and their contribution.

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MESSAGE FROM THE CEO

WELCOME

It is with a great level of excitement I invite you to apply for the role of Director Corporate Services of Edward River Council. We are seeking a passionate and experienced leader to join us in our journey to build a thriving and resilient community. This is an extraordinary opportunity to help shape the future of our region, working closely with an engaged Council and a dedicated team.

As the CEO, I work closely with the Mayor and Councillors who are keen to work collaboratively with each other and the successful applicant. Collectively, we are enthusiastic about the future of Edward River Council.

Edward River Council is in a strong position with no debt, a very committed staff, and a vibrant community keen to embrace opportunities to flourish.

Edward River is a community with a rich heritage, a dynamic economy, and a remarkable sense of place. We are proud of our diverse landscape, our welcoming towns and villages, and the people who make this region truly unique. As a Council, we are committed to creating opportunities that improve the quality of life for our residents, enhance our local environment, and support sustainable growth. We believe that with the right leadership, Edward River can continue to flourish and meet the challenges and opportunities of the future.

In seeking our next Director Corporate Services, we are looking for someone with not only the technical expertise and strategic vision but also the heart and dedication to serve the people of Edward River. We are searching for a person who values collaboration, transparency, and the importance of community relationships. We envision a leader who is adaptable, forward-thinking, and committed to making a positive impact on the lives of those who call Edward River home.

As you consider this role, know that you will be joining a Council that values integrity, inclusivity, and innovation. We are dedicated to fostering a supportive environment where our leaders can make a lasting impact and drive real change. We encourage you to review the accompanying information pack, which provides an in-depth look at our strategic goals, current initiatives, and community priorities.

Warm regards,
Jack Bond
Chief Executive Officer





ABOUT COUNCIL

Join an organisation where you're on a fast track for growth... whatever that looks like for you. Whether you are focused on growing your career, your family or yourself Edward River Council is wide open for opportunity.

OUR COUNCIL

Nestled in the heart of the stunning Riverina Murray region, Edward River Council is a naturally beautiful location, with vast open spaces. At the heart of Edward River lies Deniliquin, a vibrant epicentre surrounded by six rural villages – Blighty, Booroorban, Conargo, Mayrung, Pretty Pine and Wanganella. All of this spans across 9,000km² which strategically positions us in the South-West Riverina, with highways seamlessly linking us to Melbourne (approximately three hours north), two hours west of Albury, under an hour from Echuca and seven hours southwest of Sydney. Commercial flights are available within a two to three hour trip from regional airports at Bendigo, Albury, Melbourne and Wagga Wagga.

Our economic vitality thrives on the pillars of agriculture, tourism, offering a rich tapestry of opportunities for businesses to flourish. We acknowledge the need for growth and we eagerly welcome fresh ventures and investments. As we look forward, we are committed to preserving our economy and enhancing our liveability, understanding that sustaining growth is essential for our collective future. All of these characteristics make our region an ideal place to live, work, invest and play.

Edward River provides for boundless recreational activities including water sports, bushwalking, bike-riding, fishing and birdwatching. With a welcoming community, solid educational and medical facilities, and a range of large local employers, Edward River offers an authentic rural lifestyle in an idyllic riverside setting.

OUR COMMUNITY AND REGION

The region has a population of approximately 8,500 with residents mainly employed in agriculture, forestry and fishing, health care and social assistance and retail trade. The Edward River Council area is predominantly rural with the land used largely for agriculture, particularly sheep and cattle grazing and rice, wheat and canola growing, with some forestry. The climate in Deniliquin is conducive to our year-round outdoor lifestyle with hot dry summers, sunny springs, mild autumns and cool winters. The town is adapted to its climate and the abundance of water, cool green spaces and large shady trees make for pleasant living whatever the season.

OUR TEAM

Council's governing body includes the Mayor, Deputy Mayor and seven Councillors who have commenced their induction journey in a collaborative manner with the community front and centre of their focus. Edward River Council currently has 124 staff across the various service provisions.

OUR FINANCES

We manage an annual budget of \$34.09 million (2023) with management of 1,600km of roads and a rate base of a touch over 5000 assessments. Our 2023/24 financials validate that Council remains debt-free and with a financial sustainability review conducted in 2023 our day to day vigilance ensures a continued focus on ensuring our longevity.



LIVING IN THE EDWARD RIVER REGION

HOUSING

Choose from a house on the river, an easily maintained modern unit, a five-acre block five minutes from work, or a sprawling rural property. It's all within reach.

EDUCATION FACILITIES

There are excellent schooling options in the Edward River region, with one secondary school (7-12), four K-6 primary schools (including one Catholic school) and additional primary school options in some of the nearby villages.

For families with older children or partners wishing to further their education, NSW TAFE has a campus in Deniliquin, offering courses from bachelor's degrees through to various vocational Certificates and short courses.

HEALTHCARE

Deniliquin has its own excellent public hospital, a Community Health Centre and mental health service, along with large public and private hospitals within easy reach in Echuca, Bendigo, Shepparton and Albury. The region is well served by a number of medical centres, private health centres, dental practices and aged care facilities.

SHOPPING & DINING

Deniliquin is the main hub for shopping featuring two major supermarkets and a range of independent stores, with a variety of popular chain stores and specialty boutiques. You will find dining options that range from local pubs and cafes to more refined local restaurants. Good coffee is everywhere, and when the town comes to life at night, you can experience a whisky bar, muso jam sessions and open mic nights.

ARTS & CULTURE

A move to the country doesn't mean moving away from the arts and cultural activities you enjoy. Edward River has a thriving regional arts scene and is home to the highly regarded Outback Theatre for Young People, South West Arts and the South West Music Regional Conservatorium.

SPORT & RECREATION

Sport is a fantastic way to become a part of your new community. The Edward River region boasts a number of excellent sport and recreational facilities, including the Deniliquin Sports Stadium which plays host to basketball, indoor netball, cricket and many other sports. Sporting clubs abound in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local waterways, bush walks and local parks and gardens. Deniliquin has an outdoor pool open seasonally and an indoor heated pool open year round.



OUR VALUES

We live our values every day, and they guide our decisions, actions, and the way we interact with each other and our community. Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that affect our customers and community.

ORGANISATIONAL STRUCTURE

Edward River Council's organisational structure comprises the Office of the Chief Executive Officer and two Directorates: Corporate Services and Infrastructure. Together, the CEO and two directors are responsible for providing the organisation with strong effective leadership in delivering a diverse range of Council services to the community.



CHIEF EXECUTIVE OFFICER

DIRECTOR CORPORATE SERVICES

- Corporate Performance and Strategy
- Customer Experience
- Financial Services
- Governance, Safety & Risk
- People and Culture

- Advocacy, regional partnerships and government relations
- Civic events and citizenship ceremonies
- Community and Economy
- Council business and meeting support
- Mayor and Councillor support

DIRECTOR INFRASTRUCTURE

- Development Services
- Facilities & Open Spaces
- Projects and Capital Works
- Transport
- Utilities



THE OPPORTUNITY

OVERVIEW OF THE ROLE

As Director Corporate Services of Edward River Council you will be responsible for leading a strategic partnership approach to corporate services, ensuring collaboration across Council's departments, external agencies, and stakeholders to enhance operational efficiency, governance, and service delivery. You will maintain the sound financial position of the Council and ensure Council's governance obligations are met. You will Lead Council's Finance, Governance, People & Customer Service, and Information Management teams.

PEOPLE AND CULTURE	COMPLIANCE AND OVERSIGHT	FINANCIAL MANAGEMENT	COMMUNITY AND STAKEHOLDER MANAGEMENT
Culture of safety, accountability, responsiveness and enablement	Ensure compliance to the overarching legislative and regulatory frameworks	Ensure strong financial stewardship, considering operational, capital and sustainability	Advocate for the broader community, building strong relationships with government officials and industry leaders, pursuing opportunities for regional growth

Further information regarding the specific requirements of the role can be located within the Position Description at the end of this pack.

WHAT IS ON OFFER

TERM	<ul style="list-style-type: none"> • Full-time, permanent
PACKAGE	<ul style="list-style-type: none"> • \$240,000 inclusive of superannuation and vehicle allowance (full private use of vehicle). • Plus relocation expenses*
BENEFITS	<ul style="list-style-type: none"> • Focus on work / life balance • Employee Assistance Program • Training and Development Opportunities

* Reimbursement of reasonable relocation expenses up to a maximum of \$10,000 and based on at least two (2) quotations being obtained from reputable removal companies, with 50% being reimbursed upon the expenses being incurred and 50% after 12 months of satisfactory service.



EMPLOYEE BENEFITS

We are committed to fostering a workplace that is inclusive, diverse, and conducive to both personal and professional growth.

Council aims to provide a working environment where all employees are welcomed, valued and differences are respected. We have a diverse workforce with staff having varying personal circumstances. Council provides an Employee Assistance Program to provide staff and their immediate family members access to a free professional counselling service and wellbeing and health programs.

EEO & DIVERSITY

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.

WORK HEALTH & SAFETY

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors, or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures, and programs,
- Participate in any training and safety initiatives implemented by the Council,
- Comply with all safety directives and work instructions; and
- Immediately report any incident or potential hazard to their supervisor.

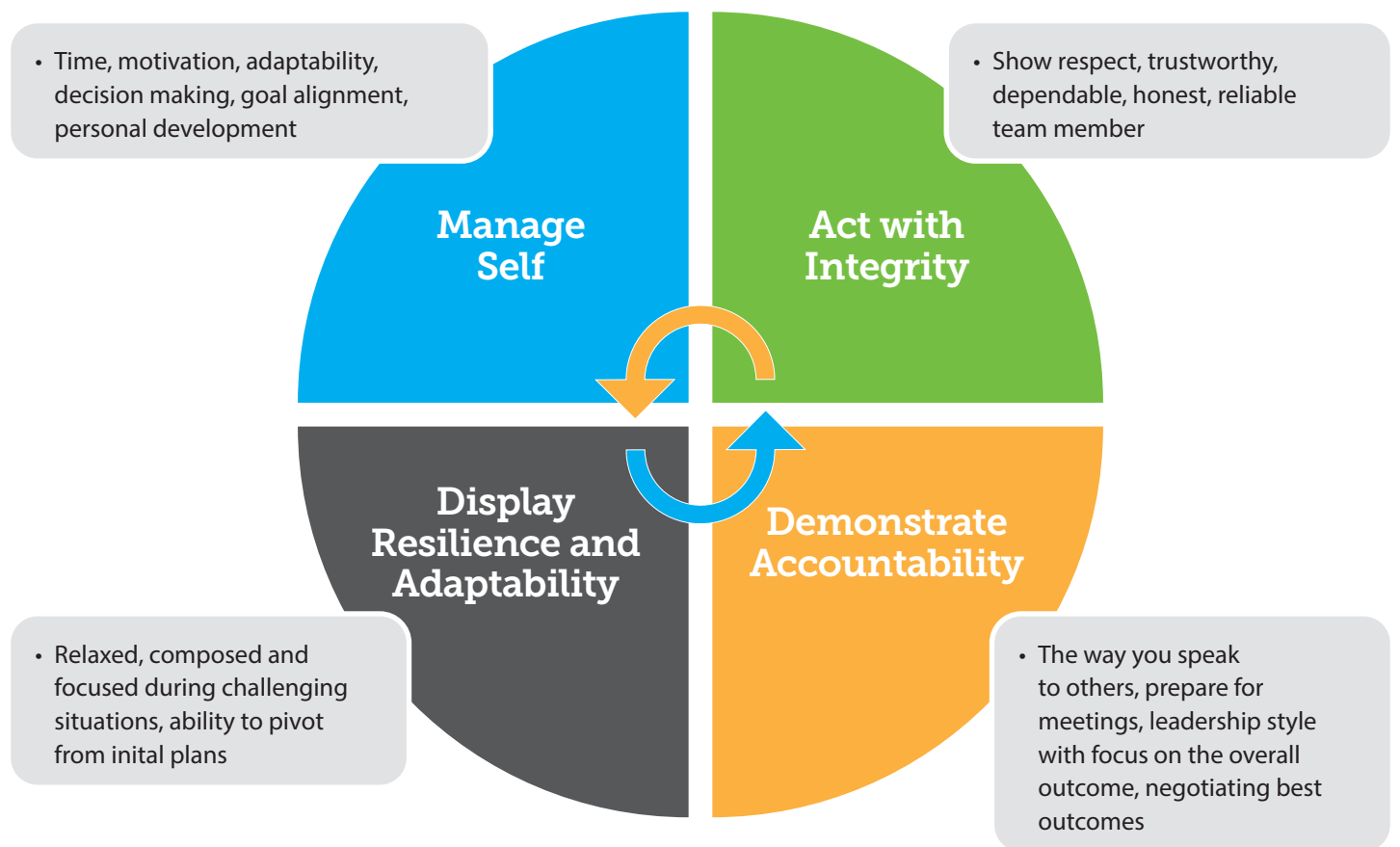


ABOUT THE PERSON

Edward River Council is seeking a forward thinking accomplished local government professional who will work alongside the CEO, Director Infrastructure and Council's elected members to achieve the community's and Council's goals and objectives.

YOUR QUALITIES

Key attributes of our new Director Corporate Services will include:





RECRUITMENT PROCESS

THE TIMELINE

	<p>Applications Open Any queries can be directed to Jack Bond at jack.bond@edwardriver.nsw.gov.au Phone: 03 5898 3000</p>	<p>21 February 2025</p>
	<p>How to Apply All applications to be emailed to careers@edwardriver.nsw.gov.au</p>	
	<p>Applications Close</p>	<p>10 March 2025</p>
	<p>Review of Applications and Shortlisting All applications will be reviewed against the defined Key Selection Criteria by the Interview Panel and shortlisted candidates will be contacted for interviews</p>	
	<p>Scheduling of Interviews All interviews will be scheduled by contacting your preferred phone number</p>	
	<p>First Interview – Interview Panel</p>	<p>17-19 March 2025</p>
	<p>Reference checking of preferred applicant/s The preferred applicant/s will have required reference checks completed to inform second interviews and final decision making</p>	<p>20-23 March 2025</p>
	<p>Second Interview</p>	
	<p>Preferred Applicant determined Post completion of second interviews, ERC will make a formal decision and then communicate the decision to the candidates in due course</p>	<p>24-26 March 2025</p>
	<p>Contract Negotiation and Commencement Negotiated Final contract negotiations, commencement date agreed, psychometric testing and pre-employment checks will begin in readiness for commencement</p>	<p>April 2025 with commencement approx end of April 2025</p>



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THIS IS YOUR OPPORTUNITY. WHAT ARE YOU WAITING FOR?

If you are passionate about local government and are driven by the desire to lead with purpose and integrity, we would be delighted to receive your application. Together, we can work to make Edward River a community of opportunity and prosperity for all.

Thank you for considering this incredible opportunity with Edward River Council. We look forward to the possibility of welcoming you into our community and are eager to see the vision and experience you would bring to this role.



POSITION TITLE	Director Corporate Services
GROUP / DEPARTMENT	Corporate Services
REPORTING TO	Chief Executive Officer
DIRECT REPORTS	Manager Finance Manager Governance, Safety & Risk Manager People & Culture Manager Customer Experience Executive Assistant (Director Corporate Services)
EMPLOYMENT BASIS	Full time, permanent
BAND / LEVEL	Contract
GRADE	Contract
APPROVED	Chief Executive Officer: Date:
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

- Responsible for leading a strategic partnership approach to corporate services, ensuring collaboration across Council's departments, external agencies, and stakeholders to enhance operational efficiency, governance, and service delivery. Responsible for the sound financial position of the Council and for ensuring Council's governance obligations are met.
- Lead Council's Finance, Governance, People & Customer Service, and Information Management teams.
- Provide advice to Executive Management and Councillors on a range of governance-related matters including compliance and statutory obligations.
- As a key member of Council's Executive leadership team, the Director will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments and will contribute to the long term strategic and financial direction of Council.

ACCOUNTABILITY, JUDGEMENT, SKILLS AND QUALIFICATIONS

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

- **Accountability and extent of authority**

This position is responsible for the development and provision of relevant financial, governance, communications and engagement, information management and HR processes ensuring that all Council policies, objectives and budgets are met. Position has direct responsibility for Council's financial activities, including annual budget, and for ensuring that those activities comply with the Local Government Act, relevant regulations and accounting standards. Position has authority to liaise with Councillors,

government officials, community groups, ratepayers and other key stakeholders. Decisions and actions taken will have a significant effect on the organisation and the image of Council. Position will develop strategies and policies and contribute to the Council Plan and Annual Reports.

- **Judgement and decision making**

This is an executive position that will be required to deal with complex problems on a regular basis. Position will contribute to the long-term strategic direction of Council. The position is also a specialist in their field of expertise and may need to seek guidance from outside of the organisation.

- **Specialist skills/knowledge**

Position requires an understanding of the long-term objectives of the organisation and the legal and political context in which it operates. High level knowledge of financial management is required. Research, analytical and investigative skills are required to enable the sound development of policy, strategy and solutions to complex problems.

- **Leadership skills**

Position will be a role model to staff and the community; actively demonstrating a collaborative, resourceful, innovative and flexible leadership style. Position will guide the Department ensuring the ongoing achievement of Council Plan objectives and all legislative and regulatory obligations.

- **Interpersonal skills**

Position must be able to communicate effectively at all levels within the organisation. Position will be required to effectively present both written and verbal information to the Executive team, Councillors and the community. Position will be required to represent Council to a range of external stakeholders, government departments and other Councils.

- **Qualifications/experience**

Degree in relevant field along with significant experience in the corporate services or related services industry. Post-graduate qualifications would be well regarded.

LINKS (INTERNAL)

- Chief Executive Officer
- Executive Management Team
- Leadership Team
- Managers
- Councillors
- Council staff

LINKS (EXTERNAL)

- Solicitors and other industry professionals
- Professional advisers retained by Council
- Local Government NSW
- Professional associations
- Government departments and agencies
- Office of Local Government
- Media organisations

KEY DUTIES AND RESPONSIBILITIES

- **Leadership**

- Contribute to high level discussion and decision making as a member of the Executive Leadership Team
- Champion a partnership-driven culture, ensuring corporate services align with and support operational decision-making across Council.
- Participate in monthly Council meetings and provide high level advice and leadership to Councillors and Mayor

- Participate in community meetings as required
- Foster cross-departmental collaboration to improve service integration and ensure strategic priorities are embedded in day-to-day operations.
- **Strategy**
 - Drive a partnership-focused approach in the development and execution of the Community Strategic Plan, ensuring alignment between corporate services and operational needs.
 - Ensure corporate services are positioned as a key enabler for Council operations, facilitating informed decision-making and integrated service delivery.
 - Contribute to other Department policies and strategies to ensure that all financial, governance, communications and engagement, information management, human resources and customer service aspects are identified and addressed.
- **Operations**
 - Set, monitor and report on Council's annual budget
 - Ensure Council's participation and adherence to relevant auditing processes
 - Provide relevant Information Management, Governance, Finance, Human Resources and Customer Service services to allow the daily conduct of Council business and to ensure Council's governance and legislative obligations are met
- **Relationship**
 - Actively build and sustain partnerships with internal stakeholders, other councils, industry bodies, and government agencies to drive innovative solutions, improve operational efficiencies, and respond to community needs.
 - Represent Council at relevant external meetings, functions, or on committees
 - Maintain relevant industry memberships to enable networking and relationship building, and awareness of industry developments relevant to local government

SELECTION CRITERIA

Essential

- Qualifications in Business, Management or Accounting is required. Relevant qualifications to allow CPA or CA membership designation would be an advantage.
- Knowledge of corporate services, particularly in relation to ongoing legislative, regulatory and budgetary obligations
- Knowledge of the political environment within which local government operates and an appreciation of the external factors that impact Council business
- Significant experience in a corporate environment, with local government experience an advantage
- Demonstrable experience in developing/contributing to long term corporate strategies and policies.
- Demonstrable ability to provide leadership to a diverse workforce; to lead change; to motivate staff; to resolve conflict; to encourage innovation and to actively demonstrate Council's values at all times - Leadership, Excellence, Accountability and Delivery.
- Current Drivers Licence.

COUNCIL RESPONSIBILITIES**Council Values**

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** - We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.