



POSITION DESCRIPTION

MANAGER PLANNING AND REGULATION

Department:	Development Services
Reports to:	Director Development Services
Location:	Coonabarabran
Grade:	18

COUNCIL OVERVIEW

The Warrumbungle Shire is a local government area in the central western region of New South Wales. The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. The Shire is traversed by the Newell Highway. The Warrumbungle mountain range and Warrumbungles National Park are major tourist attractions for the Shire. The history, traditions and culture are being recognised as an important part of the Shire's history. The Shire was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The Manager Planning and Regulation will lead the team responsible for the provision of statutory and strategic planning services, building services, waste and recycling services, and regulatory compliance across the shire. The job holder will be responsible for ensuring that all services and activities meet legislative and regulatory obligations, as well as Council policies and strategies.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Provide strategic and technical leadership on planning, building and regulatory services programs in partnership with key stakeholders across Council.
- Leadership in customer relations and community engagement in relation to planning, building, regulatory and environmental matters.
- Proactive strategic policy development, program delivery and expert advice on planning, building, regulatory and environmental matters.
- Develop and maintain sound partnerships and effective relationships with internal and external stakeholders, particularly in natural resource management and planning.

- Undertake regular reporting on the achievement of planning, building and regulatory services objectives and provide reports to Council on program activities.
- Oversee the preparation, monitoring and adjustment of budgets as required.
- Manage assets and facilities associated with the delivery of planning and regulatory services such as pounds and off-leash dog exercise areas.
- Proactively lead the on-going management of building services including certification and enforcement.
- Ensure that Council's environmental health functions are implemented in accordance with State Government legislation and Council's policies and procedures.
- Ensure a programmed approach across regulatory areas including animal management and abandoned vehicles.
- Ensure that the statutory town planning functions are implemented in accordance with the State Government legislation framework, including Council's policies and procedures.
- Manage all planning applications and ensure processing is undertaken within the statutory timeframes.
- Manage Council's waste and sustainability responsibilities in accordance with legislation, best practice and Council's plans.
- Ensure compliance with all legislative and statutory requirements and provide leadership in management of legislative change.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

KEY CHALLENGES

- Managing the organisational change programs while balancing change with potentially conflicting views.
- Maintaining awareness of strategic and operational demands and priorities, engaging with staff across the organisation and providing efficient and effective responses.
- Managing competing priorities, deadlines and inputs from multiple teams and stakeholders to deliver quality services guidance with a view to influencing positive outcomes.
- Operating with a high level of autonomy.
- Liaising across the organisation to maintain, promote and improve records management and customer service
- Act as the Director during their absence, as required.

KEY RELATIONSHIPS

Who	Why
Internal	
General Manager	The Manager is responsive to the General Manager's requests and will have an effective working relationship with the General Manager providing timely and reliable a.
Directors/Managers	The Manager has effective working relationships with Directors/Managers providing timely and reliable advice. To coordinate Planning and Regulation processes in accordance with individual requirements

Internal Stakeholders	The Manager enjoys cordial and professional relationships with staff of other Councils within the region, relevant regional and community organisations and business and industry groups. Manage expectations and provide services
External	
Councils	The Manager enjoys cordial and professional relationships with staff of other councils within the industry and particularly the region, relevant regional and community organisations and business and industry groups
Government Agencies Statewide Mutual Other Councils Consultants	Manage the flow of information; seek clarification and provide advice and responses; respond to queries, identify needs, communicate services and redirect, escalate or resolve issues. Develop and maintain effective working relationships and open channels of communication.

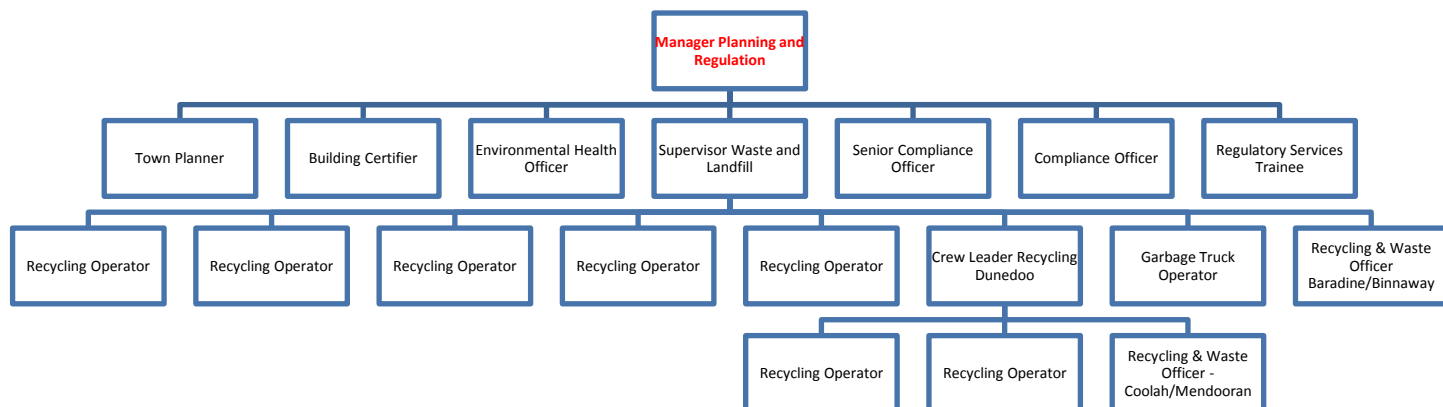
ESSENTIAL REQUIREMENTS

- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to:
 - a positive contribution to WHS in the workplace
 - compliance with Council and legislative requirements
- Relevant tertiary qualifications as a town planner or building certifier (A3 minimum)
- Demonstrated ability to lead a multi-disciplinary team with experience in the functional areas of regulatory, planning, building, environmental services and waste management.
- Proven ability to apply the relevant legislation, together with the associated statutory and strategic planning processes, certification requirements and regulatory enforcement processes.
- Demonstrated high level report writing skills
- Superior communication and interpersonal skills, including a proven track record in developing effective relationships with a diverse range of internal and external stakeholders
- High level conflict resolution, community consultation and negotiation skills.
- Class C Driver's Licence

DESIRABLE REQUIREMENTS

- Demonstrated ability to provide supervision and expert advice on complex technical matters relating to planning, building and regulatory matters.
- Experience in waste management and recycling practices
- Local Government experience in a similar role.






STRUCTURE



CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> Is flexible and readily adjusts own style and approach to suit the situation Adjusts tactics or priorities in response to changes in the organisational environment Gives frank, honest advice, even in the face of strong, contrary views Accepts criticism of own ideas and responds in a thoughtful and considered way Welcomes challenges and persists in raising and working through difficult issues Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Community and Customer Focus	Advanced	<ul style="list-style-type: none"> Demonstrates a thorough understanding of the interests, needs and diversity in the community Promotes a culture of quality customer service Initiates and develops partnerships with customers and the community to define and evaluate service outcomes Ensures that the customer is at the heart of business process design Makes improvements to management systems, processes and practices to improve service delivery Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Technology and Information	Adept	<ul style="list-style-type: none"> Selects appropriate technologies for projects and tasks Identifies ways to leverage the value of technology to achieve outcomes Ensures team understands their obligations to use technology appropriately Ensures team understands obligations to comply with records, information and knowledge management requirements

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Adept	<ul style="list-style-type: none">• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members• Defines and communicates roles and responsibilities and sets clear performance standards and goals• Coaches team members to help improve performance and development• Regularly discusses performance with team members and provides accurate, constructive reviews• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Hours of Work

Council's indoor staff normally work a 35 hour week, Monday-Friday 8.15am – 4.30pm

A ten minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day four weeks with one rostered day off per four weeks. In addition, employees accrue three RDOs which are available to be taken between Christmas and New Year. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee to the Local Government Superannuation Scheme.

Leaseback Vehicle

A fully maintained vehicle is available for business and private use on a leaseback arrangement.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position currently has no health monitoring requirements.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera surveillance and global positioning system (GPS) tracking

Reason for Surveillance

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

This vehicle is fitted with an
mTrax GPS system

mTrax

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