



## POSITION DESCRIPTION

### MANAGER PLANNING AND REGULATION

<b>Department:</b>	<b>Environment and Development Services</b>
<b>Reports to:</b>	<b>Director Environment and Development Services</b>
<b>Location:</b>	<b>Coonabarabran</b>
<b>Grade:</b>	<b>18</b>

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which 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.

The Shire is also a meeting place for the nations of our traditional owners and custodians 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. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### 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.**

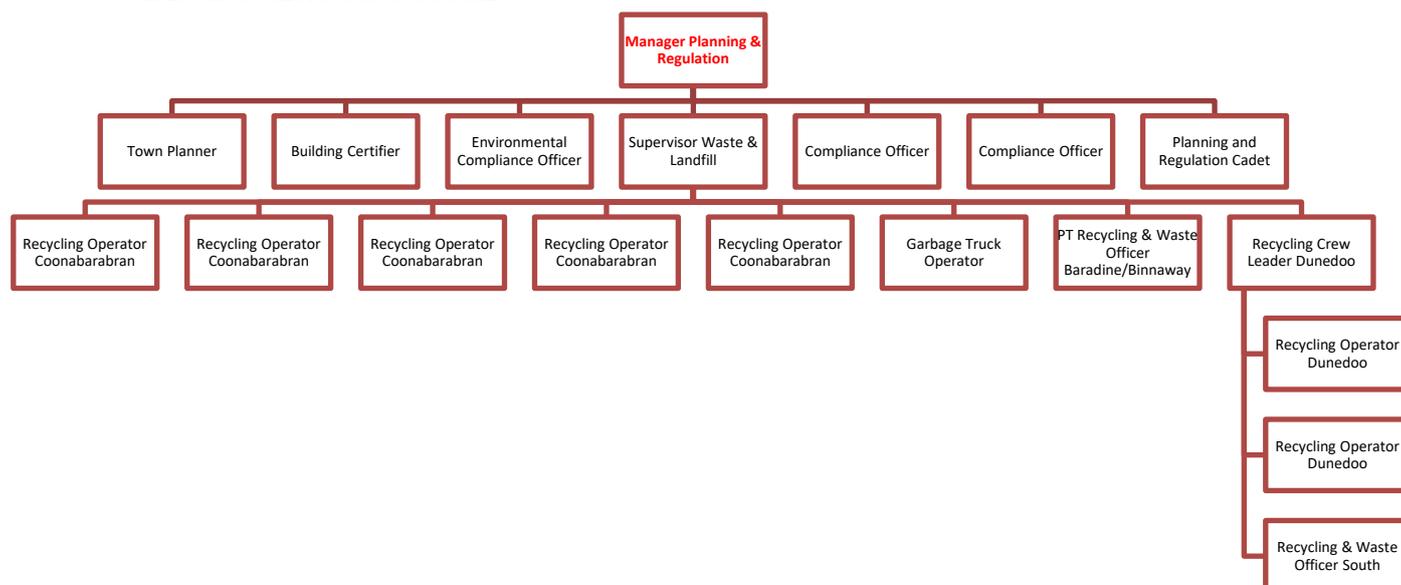
### **ESSENTIAL REQUIREMENTS**

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

### **DESIRABLE REQUIREMENTS**

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

## DEPARTMENT 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, ie. “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 [www.lgnsw.org.au/capability](http://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
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
<b>Personal attributes</b>	<b>Demonstrate Accountability</b>	<b>Advanced</b>
	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
<b>Relationships</b>	<b>Influence and Negotiate</b>	<b>Advanced</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Create and Innovate	Adept
<b>Results</b>	<b>Deliver Results</b>	<b>Adept</b>
	<b>Finance</b>	<b>Adept</b>
	Assets and Tools	Adept
	<b>Technology and Information</b>	<b>Adept</b>
<b>Resources</b>	Procurement and Contracts	Adept
	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	<b>Workforce Leadership</b>	Lead and Manage Change

## 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
<b>Personal Attributes</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"><li>• Is prepared to make decisions involving tough choices and weighing of risks</li><li>• Addresses situations before they become crises and identifies measures to avoid recurrence</li><li>• Takes responsibility for outcomes, including mistakes and failures</li><li>• Coaches team members to take responsibility for addressing and resolving challenging situations</li><li>• Oversees implementation of safe work practices and the risk management framework</li></ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"><li>• Contributes to a culture of respect and understanding in the organisation</li><li>• Creates an atmosphere of trust and mutual respect within the team</li><li>• Builds cooperation and overcomes barriers to sharing across teams/units</li><li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li><li>• Identifies opportunities to work together with other teams/units</li><li>• Acts as a resource for other teams/units on complex or technical matters</li></ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<ul style="list-style-type: none"><li>• Builds and maintains professional relationships inside and outside the organisation</li><li>• Makes a strong personal impression and influences others with a fair and considered approach</li><li>• Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li><li>• Identifies key stakeholders and tests their level of support in advance of negotiations</li><li>• Uses humour appropriately to enhance professional relationships and interactions</li><li>• Pre-empts and minimises conflict by working towards mutually beneficial outcomes</li></ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"><li>• Draws on numerous sources of information, including past experience, when facing new problems</li><li>• Demonstrates an understanding of how individual issues relate to larger systems</li><li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li><li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li><li>• Anticipates, identifies and addresses risks and issues with practical solutions</li><li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li></ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> </ul>
<b>Resources</b> Technology and Information	Adept	<ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes</li> <li>• Ensures team understands their obligations to use technology appropriately</li> <li>• Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members</li> <li>• Defines and communicates roles and responsibilities and sets clear performance standards and goals</li> <li>• Coaches team members to help improve performance and development</li> <li>• Regularly discusses performance with team members and provides accurate, constructive reviews</li> <li>• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals</li> <li>• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> </ul>

### 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.

## **Work Health and Safety**

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

**Supervisors** – are responsible for the application of Councils WHS Policies, procedures within their area of control:

- Demonstrate understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.
- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate / participate in the investigation of all incidents and accidents and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.
- Assist in the development and review of WHS management systems in their area of control.

**Officers** – are responsible for

- Directing any person under their area of responsibility to comply with Councils WHS Policies and procedures.
- Assigning and controlling allocated resources to resolve WHS issues within the financial allocation of their section.

- Conducting verification activities of the work activities and/or places of work under their area of control to ensure that WHS policies and procedures are being complied with.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### **Hours of Work**

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

### **Performance Agreement**

In accordance with Clause 10 of the Local Government (State) Award a performance agreement will be established between the employee and the Council. Targets will be developed and assessed from time to time but at the minimum of at least annually.

### **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 into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **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. Children's Services based at Bandulla Street and Robertson Street campuses are 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 as part of Council's Health Monitoring Procedure and WHS requirements.

**Council Induction**

Before commencing duties all workers must complete a Council induction.

**Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. 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 GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.