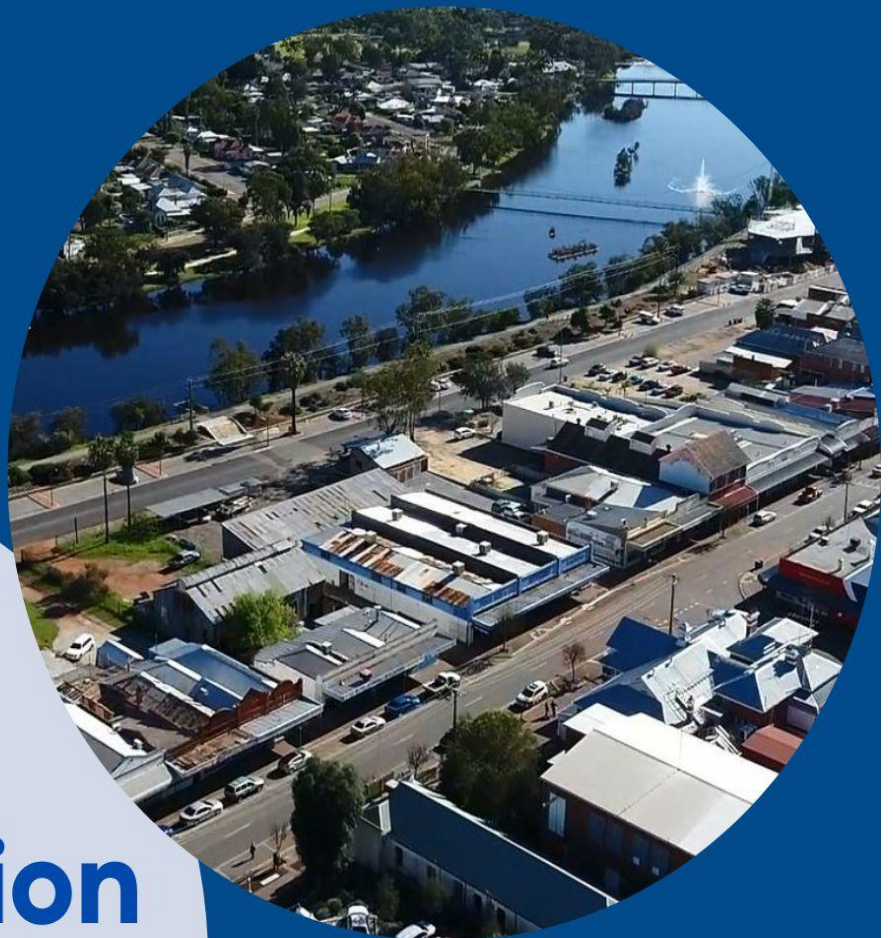
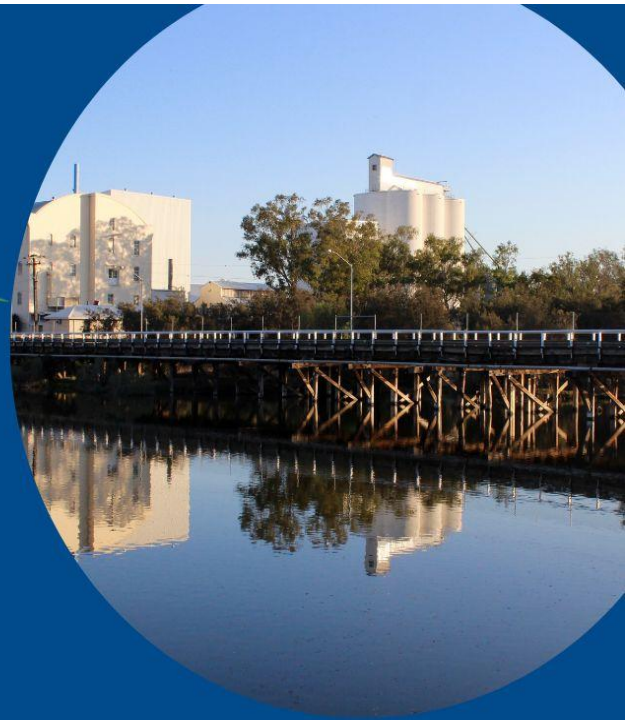




Shire of Northam  
*Heritage, Commerce and Lifestyle*

# Manager Planning and Environment



**Position  
Description**

# Position Summary

<b>Reports to:</b>	Executive Manager Development & Community Services
<b>Department:</b>	Planning and Environment
<b>Objective:</b>	<p>Implement and administer the planning, waste and environmental controls and projects for the Shire.</p> <p>Ensure growth and future development is undertaken efficiently, within relevant legislative controls and within community expectations.</p> <p>Undertake continuous business improvement to ensure the highest level of service and advice is provided.</p>
<b>Work Location:</b>	Shire Administration Building
<b>Award/Level:</b>	Negotiated
<b>Date Revised:</b>	June 2025

## **Our Mission:**

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

## **Our Corporate Values:**

- \* **Safe** - focus on importance of safety in the organisation
- \* **Open** - engage in two way communication, with transparency and trust
- \* **Accountable** - know what you are responsible for, take ownership and deliver
- \* **Respectful** - demonstrate respect for others skills, knowledge and differing value systems

## Outcomes

### **Service Delivery**

- Oversight and direction are provided to ensure all statutory planning processes are completed accurately, efficiently and on a timely basis, in accordance with the appropriate legislation and timelines.
- Robust and appropriate systems, processes and frameworks, linking Council's statutory planning requirements and corporate policies and procedures are developed, implemented, monitored and reviewed to ensure organisational accountability, transparency, legislative compliance and alignment with the strategic direction.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.

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### **Governance**

- Decision-making, action and behaviour is ethical, responsible, transparent and in accordance with legislation, policy, procedures, and service standards, and within limits of authority (delegation/authorisation).
- Personal responsibilities and performance expectations are understood and met.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council's Policies and Procedures.

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### **Leadership and Management**

- Leadership and development of the Planning and Environment service team is provided to encourage innovation and continual improvement through ongoing review of business processes.
- Effective communication and interpersonal engagement contribute to respectful and productive relationships between employees and with customers and consultants.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.

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### **Statutory Responsibilities**

- A safe workplace is maintained in accordance with legislative requirements and Shire policies, procedures, practices and plans.
- Risks are identified, assessed and managed to minimise any adverse effects on our business, our people and our community and to maximise risk opportunity.
- The Shire's Access and Inclusion Plan is understood, actively supported and implemented in the context of the role.
- Records are managed in accordance with the *State Records Act 2000* and Shire policies, procedures and practices.
- Assistance is provided in supporting emergency management and recovery activities following an emergency affecting the community.

### **Strategic**

- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- Individual work plan reflects corporate priorities and contributes to achievement of strategic initiatives.
- Active participation in activities of the Leadership team and working groups contributes to corporate development.
- Leadership is provided to influence a collaborative, innovative and values based organisational culture.

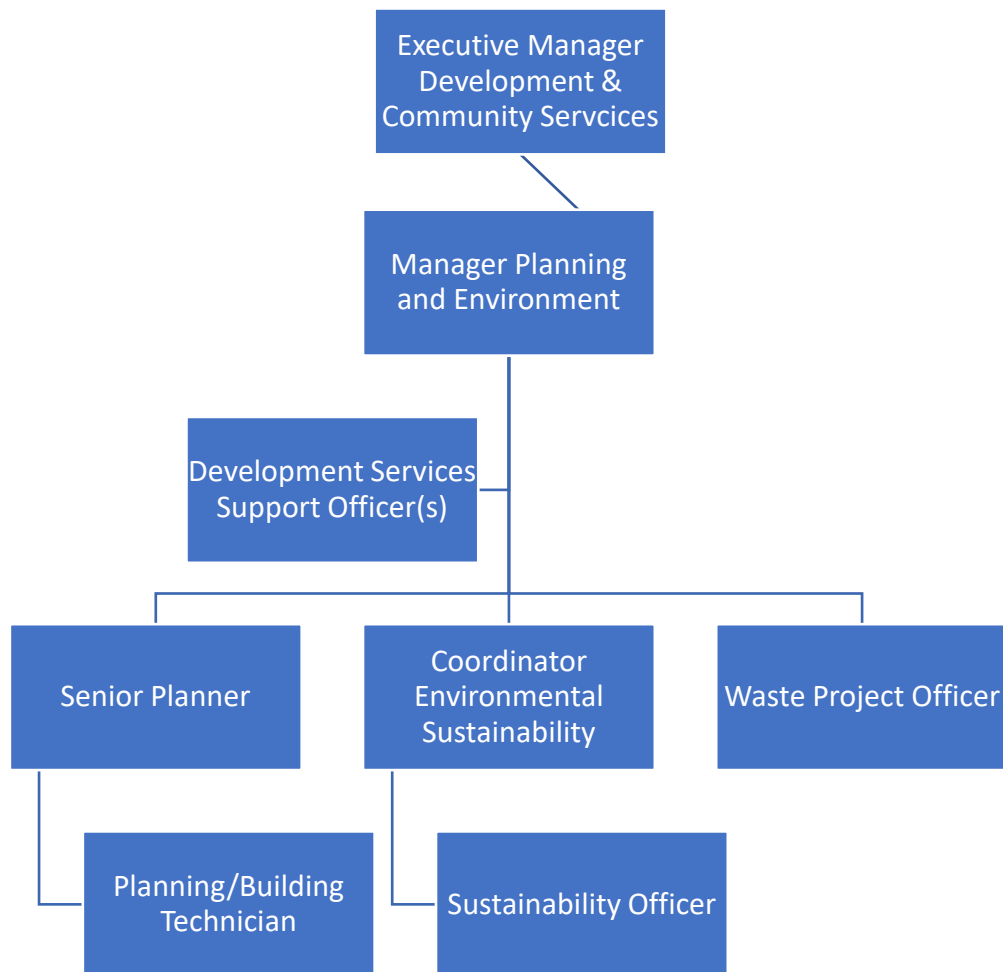
## Work Health and Safety, Employee Requirements

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Correct utilisation of appropriate personal protective equipment

<b>POSITION REQUIREMENTS</b>		
<b>Documents</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Degree Qualification in Urban and Regional Planning, Environmental Management/Science or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Hold a current unrestricted C Class national drivers licence</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Provision of a current National Police Clearance</li> </ul>	✓	
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>• Demonstrated management and leadership skills and abilities.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Demonstrated experience with managing staff, volunteers and external contractors and sound experience in the interpretation and application of Local, State and Federal Government Planning and Environmental Legislation, policies and practice.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Highly developed communication, interpersonal and negotiation skills with the ability to effectively consult and provide advice and support to relevant stakeholders.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Highly developed conceptual, analytical and evaluation skills with a proven ability in business process design, development and implementation.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Highly developed computer skills with particular focus on Microsoft Office products.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• Comprehensive knowledge of the Western Australian planning and environmental system/framework and sustainability principles.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Knowledge of Waste Management legislation, principals and current practices</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Demonstrated knowledge of the local government legislative framework, procedural requirements, policy, and local government budget process.</li> </ul>		✓
<b>Experience</b>		

<ul style="list-style-type: none"> <li>• Extensive town planning management, development control, urban design and appeal processes.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Experience in contemporary waste management practices, environmental licencing and controls</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• An understanding of and experience with environmental legislation, the Planning and Development Act, local planning schemes and State Administrative Tribunal.</li> </ul>	✓	
<b>Training / Qualifications</b>		
<ul style="list-style-type: none"> <li>• Possession of a relevant qualification in Urban and Regional Planning or Environmental Science or equivalent relevant experience.</li> </ul>	✓	



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## GENERAL PHYSICAL REQUIREMENTS

Task	Mainly	Frequently	Occasionally	N/A
Stand		√		
Walk			√	
Sit				
Handle			√	
Reach			√	
Climb/Balance			√	
Crouch/Kneel			√	
Talk/Hear		√		
Tast/Smell			√	

### Authorisation and Acknowledgement

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Employee Signature:

Date:



Shire of Northam  
*Heritage, Commerce and Lifestyle*



## Contact Us:



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