

Banana Shire Council

Job Application Package

Position Title:	Manager Environment and Planning
Vacancy Reference Number:	VRN19/20-058
Department:	Council Services
Location:	Biloela
Employment Status:	Contract – 4 years
Recruitment Commences:	Friday 29 November 2019
Recruitment Closes:	Monday 16 December 2019
Enquiries to:	 <p>Human Resources Section Phone: (07) 4992 9500 Fax: (07) 4992 3493 Email: enquiries@banana.qld.gov.au</p>
How to Apply:	<ul style="list-style-type: none"> • Complete this Job Application Package • Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description) • Submit a detailed Resume • Attach copies of any relevant qualification/tickets/licences
How to submit your Application:	<p>Email: enquiries@banana.qld.gov.au</p> <p>Post: Attention: Ray Geraghty Chief Executive Officer Banana Shire Council PO Box 412 Biloela QLD 4715</p> <p>Fax: (07) 4992 3493</p> <p>In person: Banana Shire Council Admin Office, Valentine Plains Road, Biloela</p>

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS			
POSITION APPLYING FOR: Manager Environment and Planning		VRN: 19/20-058	
FAMILY NAME:		GIVEN NAME(S):	
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____			
MAILING ADDRESS:		MOBILE NO:	
POSTCODE:		TELEPHONE NO:	
EMAIL ADDRESS:			
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?			
<input type="checkbox"/> The Central Telegraph	<input type="checkbox"/> Gladstone Observer	<input type="checkbox"/> Brisbane Courier Mail	
<input type="checkbox"/> Rockhampton Morning Bulletin	<input type="checkbox"/> Chinchilla News	<input type="checkbox"/> Western Star	
<input type="checkbox"/> Other Newspapers _____	<input type="checkbox"/> Posters/Mail outs	<input type="checkbox"/> The Australian Local Government Job Directory	
<input type="checkbox"/> Banana Shire Council Website	<input type="checkbox"/> On-Line (Please specify website) _____		
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>			
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR
	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC
	<input type="checkbox"/> RE/R		
<input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland	<input type="checkbox"/> Another State/Territory	<input type="checkbox"/> Another Nation
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):			
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No			
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)			
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School			
Course Name:		Year Qualification Obtained:	
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School			
Name of Establishment: _____ Country (If outside Australia): _____			

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

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PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Council is an Equal Employment Opportunity Employer



BANANA SHIRE COUNCIL

POSITION DESCRIPTION

Position Title:	Manager Environment and Planning
Employment Status:	Permanent Full Time
Award Classification:	Contract
Department:	Development and Environmental Services
Location:	Biloela Office
Reports to:	Director Council Services
VRN and Position No:	19/20-058

Purpose of the Role

To coordinate, implement and administer matters of Environment, Environmental Health, Compliance and Development throughout the Banana Shire in accordance with Council Policies, Local Laws and the relevant legislative requirements.

Key Role Functions

This position is responsible for the following functional areas:

- Regulatory Assessment and Compliance (including local laws)
- Environmental Health and Sustainability
- Strategic Planning/Development for the Shire's future
- Building and Plumbing Certification
- Waste Management
- Council pools and cemeteries
- Land Protection
- Economic Development

Key Duties

- Supervise, lead and maximise the performance of the Environment, Environmental Health, Waste Management, Rural Services, Compliance and Development teams
- Assess and monitor activities that are administered by Council under environment and environmental health legislation to achieve sound public and environmental health objectives
- Coordinate the development, documentation and continuous review of practices, procedures, policies and systems, and monitor and evaluate service provision
- Actively contribute to the teams within the Department and workforce, promote best practice and maintain professional standards, integrity and good public relations
- Ensure compliance with statutory obligations including the Local Government Act and Regulations, Planning Act, Planning Schemes and other related current and repealed legislation
- Supervise the administration of the Food Act, Environmental Protection Act, Waste Reduction and Recycling Act, Stock Route Management Act, Biosecurity Act, other related Acts and Council's Local Laws
- Investigate and action regulatory matters including the authorisation and issuing of statutory notices, gathering of evidence (circumstantial and direct), taking of statements, drafting correspondence and reports, and make recommendations for and attend lawful proceedings as required
- Regularly research changes to Legislation, practices, and Policies
- Contribute to the development of Council economic development policy, represent Council at economic development functions within the region, liaise with economic development agencies and industry groups and facilitate access to business industry support services for local businesses
- Manage the development and operation of Council's pools and cemeteries
- Prepare and monitor the Section's budget, including providing quarterly reports and timely report on variations to the Director
- Develop, implement and review strategic, corporate and operational plans as required
- Prepare and present reports to Council
- Represent Council in government, business and community forums and meetings
- Participate in the recruitment, training and induction of employees and conduct Performance Reviews and training needs analysis for employees
- Participate in training, exercises and response to Disaster Management and Recovery as required
- Undertake a senior role, as directed, in Council's Disaster Management and recovery functions
- Undertake other relevant duties as directed, consistent with skills, competence and training, assisting the Director of Council Services as directed and acting in the position as required.

Organisational Commitments

Workplace Health and Safety

- Be aware of Banana Shire Council's Workplace Health and Safety Management system
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

Corporate

- Comply with Customer Service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

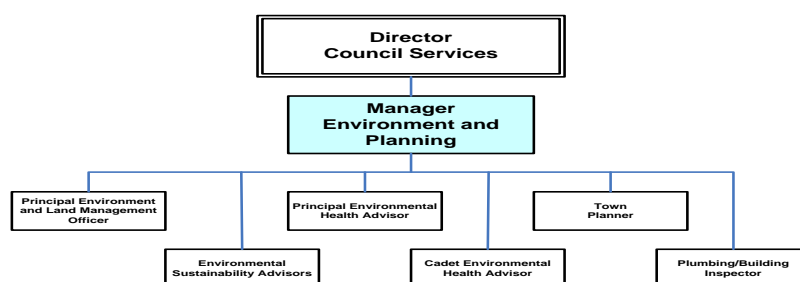
Key Performance Indicators

- Delivery of specified projects and programs is consistently within established guidelines and timeframes
- Conducted works meet required standards at all times
- All assigned tasks are completed professionally and within specified timeframes
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- High level of confidentiality maintained
- Ensure a minimum 90% of all Statutory Inspections are undertaken annually
- Supervision of staff is consistently effective and efficient, including responsibility and accountability for the health and safety of employees, contractors, visitors and volunteers
- Provision of professional advice is consistently in accordance with relevant legislation and recognised industry standards
- Budget targets are met both in terms of outputs and financial constraints
- Performance Reviews for the work team undertaken on time
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Consistently meets corporate obligations
- Council's Corporate and Operational Plans objectives implemented within agreed timeframes
- Council's policies and procedures are followed
- Other targets as outlined in the Performance Review are achieved.

Delegations of Authority

- Supervise employees within the responsibility area
- Authorise timesheets and leave for employees within the responsibility area
- Authorise expenditure within designated budget in accordance with Council's procurement Manual
- Other delegations as determined by the CEO or Council

Organisational Reporting Arrangements



SPECIFIC ENTITLEMENTS/CONDITIONS:

Administer "authorised person" powers under relevant Local Government Acts. The incumbent of this position has been identified as a person working in an "at risk work location" or is an "at risk" worker. It is mandatory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, hepatitis A and B.)

Selection Criteria

The details of the Selection Criteria may be found in Appendix A

Authorisation

Director	Chris Welch
Date	19 November 2019
Date originated	16 February 2016
Date reviewed	19 November 2019

Incumbent Signature

Position: Manager Environment and Planning

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name _____

Signature _____

Date _____

Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p>SC1 Possess a relevant tertiary qualification in the field of Environment Health Science or Urban and Regional Planning or hold full membership to Environmental Health Australia or Corporate membership with the Planning Institute of Australia (PIA), along with significant relevant professional experience in either field.</p> <p>Minimum requirement to hold and maintain a current C class manual drivers licence.</p>	MANDATORY
<p>SC2 A detailed understanding of:</p> <ul style="list-style-type: none"> a. environmental health and environmental management related legislation and the administration of regulatory compliance requirements, or b. land use planning legislation and the management of statutory planning projects, assessments and compliance, and the development of amendments to planning schemes and policies; 	40%
<p>SC3 Proven track record and success in improving service delivery and enhancing business performance and the demonstrated ability to build positive and effective partnerships with external and internal customers.</p>	30%
<p>SC4 Excellent oral and written communication skills, including the ability to:</p> <ul style="list-style-type: none"> a. Establish and maintain effective working relationships with a range of clients and stakeholder groups; b. Negotiate outcomes and effectively represent Council's interests in dealing with external parties; and c. Prepare and present clear, concise and accurate reports of a technical nature. 	15%
<p>SC5 Demonstrated high level of leadership, coordination and mentoring skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.</p>	15%