



POSITION DESCRIPTION Manager Planning & Environment

MANAGER PLANNING & ENVIRONMENT

POSITION TITLE:	Manager Planning & Environment
POSITION NUMBER:	3022
AWARD:	Queensland Local Government Industry (Stream A) Award – State
AWARD CLASSIFICATION:	Contract Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Director Infrastructure and Environment
DEPARTMENT:	Infrastructure and Environment
LAST REVIEWED:	September 2025

ABOUT US

Our communities are famous throughout Australia for being the friendliest in Northwest Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The objectives of the Manager Planning and Environment is to lead and manage the town planning and environmental health functions of Council. The Manager Planning and Environment is responsible for driving the performance of a multi-disciplinary team of professionals who support growth and regulatory compliance within Cloncurry Shire Council.



POSITION DESCRIPTION

Manager Planning & Environment

REPORTING LINES

- This position reports to the Director of Infrastructure and Environment
- This position works closely with subordinates and other managers.

GENERAL DUTIES AND RESPONSIBILITIES

- Activities are generally governed by established organisational policies, specific delegations, procedures and within agreed service standards and established internal controls.
- Responsible for delivering Council's development, health and environment, waste and Uwastewater management and compliance functions in accordance with the provisions of the relevant Acts and Legislation.
- This position requires a unique balance of well-developed technical, negotiation, communication, leadership and team building skills.
- Relationship building, liaison and negotiation with customers, politicians, government departments, other municipalities and authorities, service providers, suppliers and key industry and business groups is also a key requirement of the position.

KEY RESPONSIBILITIES IN THIS ROLE

Management

- Provide leadership and guidance to the Planning and Environment team ensuring that it is appropriately resourced and skilled to allow the completion of set objectives.
- Lead, model and ensure that all organisational systems, policies and procedures are fully understood and adhered to by all employees within the functional area.
- Accountable for maintaining a proactive, open dialogue with the Director on the progress towards the achievement of goals, objectives and strategies identifying areas of concern and developing strategies to address these issues.
- Undertake strategic, corporate and operational planning of the Planning and Environment function of Council.
- Preparation and review of budgetary allocations for the Planning and Environment function of Council ensuring that operational and/or project budgets are within established parameters.
- Ensure the Director is kept informed on activities in the functional area and highlight any points likely to influence Council operations or relations with ratepayers and/or the public.
- Conduct annual staff reviews and performance management for the relevant area.
- Ensure timely preparation of Council reports.

Environmental

- Provide leadership and guidance to environmental health division to carry out licencing and regulatory requirements, including:
 - Animal and pest control
 - Nuisance and stock routes
 - Food businesses
 - Public health
- Oversee the efficient and compliant operation of Cloncurry waste (landfill) sites.
- Develop and maintain rigorous and accurate budgets and ensure that day-to-day financial management practices represent value for money, comply with Council policy and procedures and strengthen Council's overall financial sustainability.
- Support Council with its environmental responsibilities by providing advice, guidance and relevant information.



POSITION DESCRIPTION

Manager Planning & Environment

Planning

- Stay abreast of legislative and regulatory changes and potential changes that may impact Planning and Building matters.
- Ensure building and planning matters are conducted within industry timeframes.
- Ensure correspondence and reports are completed to a high standard in a timely manner.

Compliance

- Oversee the monitoring of Council's Local Laws.
- Lead the delivery of Council's vision and objectives through the Planning and Environment team, ensuring compliance with legal and statutory obligations.
- Maintaining a detailed working knowledge of relevant legislation and regulations.
- Undertake compliance assessments/audits and where necessary perform investigation and provide advice on actions.
- Provide advice on compliance related prosecutions in consultation with the Director.
- Coordinate and undertake effective licensing and regulatory requirement for Building, Town Planning and Environmental Health compliance, in particular:
 - Dam safety conditions
 - Australian Drinking Water Guidelines
 - Development and Town Planning
 - Building and Plumbing
 - Environmental Authorities
 - Water Treatment Plants
 - Sewerage Treatment Plants
 - Regulated and General Waste Sites

Engagement & Representation

- Build and maintain positive relationships with community, Government departments and agencies, local and regional stakeholders based on respect, commitment and credibility, which collaborates and engages in robust discussion, resolves problems effectively and achieves the vision of Council.
- Represent Council at a range of forums including community meetings, industry networks, agency workshops, etc.
- Undertake effective, timely liaison, negotiation and consultation with other Council departments, public authorities and utilities, community groups, residents and other parties/stakeholders.

Emergency Management

- Ensure the development, review and implementation of the Local Disaster Management functions including planning, preparation and response.
- Ensure council's statutory responsibilities in relation to emergency management are met.
- Arrange local disaster management group meetings and manage relationships with government and non-government agencies; and
- Other position related duties as may be directed.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Developed understanding of the functions of the Planning and Environment operations.
- Demonstrated knowledge of legislative requirements relevant to local government.
- Demonstrated knowledge of operational and organisational planning in accordance with relevant legislative requirements.
- Demonstrated knowledge of disaster management as it relates to the functions of local government.
- Demonstrated knowledge of regulatory compliance as it relates to the obligations of local government.
- Demonstrated ability to work cooperatively with the community and other stakeholders.



POSITION DESCRIPTION

Manager Planning & Environment

- High level of leadership skills with the ability to provide effective communication and guidance to a multi-disciplined team.
- High level of written, verbal and interpersonal communication skills.
- Well-developed time management skills.
- Developed understanding of the business planning processes for a local government business unit.
- Developed understanding for the requirement of confidentiality in relation to Council business

KEY SELECTION CRITERIA

- Tertiary qualification in the fields of Planning; Environmental Science; or related discipline.
- Demonstrated experience in interpreting and complying with relevant Planning, Building, Plumbing and Environment legislation.
- Inclusive leadership and management style with the ability to effectively engage with a wide range of stakeholders.
- Highly developed interpersonal, written, negotiation and communication skills.
- Sound analytical, problem solving and decision-making skills.
- Ability to prepare and present high quality written and verbal reports to a variety of audiences.
- Demonstrated ability to coordinate, develop and support a multi-disciplinary team within a political environment to achieve required outcomes.
- Experience in a similar role in a local government environment would be highly regarded and desirable.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Tertiary qualification in the fields of Planning; Environmental Science; or related discipline.
- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manages a work area of Council.
- Has significant delegated authority. Selection of methods and techniques are based on sound judgement (guidance is not always readily available within the organisation).
- Decisions and actions taken at this level may have a significant effect on programs/projects/work areas being managed.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information



POSITION DESCRIPTION

Manager Planning & Environment

5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date