



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
EMPLOYMENT ARRANGEMENT:	Contract position, subject to the applicable industrial instrument and individual employment contract.
REPORTS TO:	Director Infrastructure and Environment
DEPARTMENT:	Infrastructure and Environment
LAST REVIEWED:	July 2026

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 Manager Planning and Environment leads Council's planning, development assessment, environmental health, local laws, regulatory compliance and waste functions. The role provides strategic and operational leadership, manages employees and budgets, ensures statutory obligations and service standards are met, and coordinates local disaster management functions as directed.



POSITION DESCRIPTION

Manager Planning & Environment

REPORTING LINES

- This position reports to the Director Infrastructure and Environment.
- This position directly manages the employees and contractors assigned to the Planning and Environment function and works collaboratively with Council's Executive Leadership Team, managers, elected members and external service providers.

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 planning, development assessment, building and plumbing administration, environmental health, local laws, animal and pest management, regulatory compliance and waste functions in accordance with relevant legislation, delegations and adopted service standards.
- Operational responsibility for water, wastewater and dam safety remains with the manager responsible for the relevant asset or service. This position may coordinate regulatory assurance and reporting across those areas where formally assigned.
- This position requires a balanced combination of technical, negotiation, communication, leadership and team-building skills.
- Relationship building, liaison and negotiation with customers, elected members, government departments, other local governments and authorities, service providers, suppliers and key industry and business groups are key requirements of the position.

KEY RESPONSIBILITIES IN THIS ROLE

Management

- Provide leadership and guidance to the Planning and Environment team, ensuring it is appropriately resourced, skilled and supported to achieve agreed objectives and service standards.
- Manage employees, contractors, procurement activities and service agreements within the functional area.
- Ensure statutory delegations, authorised-person appointments, licences, registers, audits and corrective actions relevant to the functional area are maintained and reviewed.
- Lead, model and ensure that all organisational systems, policies and procedures are fully understood and adhered to by all employees within the functional area.
- Maintain proactive and open communication with the Director regarding progress against goals, objectives and strategies, including the early identification of issues and proposed corrective actions.
- Undertake strategic, corporate and operational planning of the Planning and Environment function of Council.
- Prepare, monitor and review operational and project budgets, ensuring expenditure remains within approved parameters, represents value for money and supports Council's financial sustainability.
- Keep the Director informed of activities within the functional area and promptly escalate matters likely to affect Council operations, statutory compliance, the community or Council's legal, financial or reputational risk.
- Manage employee performance, development and annual review processes for the functional area.
- Ensure the timely preparation of accurate, high-quality Council reports, briefings and correspondence.

Environmental Health, Local Laws and Waste

- Provide leadership and guidance to the environmental health and local laws functions to deliver licensing, inspection, education and regulatory activities, including:
 - Animal management and declared pest control



POSITION DESCRIPTION

Manager Planning & Environment

- Nuisance, overgrown allotments and stock routes
- Food business licensing and inspection
- Public health
- Local law administration and enforcement
- Oversee the efficient, safe and compliant operation of Council's waste facilities.
- Support Council to meet its environmental responsibilities by providing timely advice, guidance and relevant regulatory information.

Planning, Development and Building

- Maintain current knowledge of legislative and regulatory requirements affecting planning, development assessment, building and plumbing matters.
- Ensure planning, building and plumbing matters are managed within statutory and adopted service-standard timeframes.
- Ensure correspondence, assessment reports and Council reports are accurate, defensible and completed to a high standard within required timeframes.
- Manage external planning, building and plumbing service providers to ensure advice is appropriately scoped, timely and cost-effective.
- Provide timely and practical development advice to applicants, the community, elected members and internal stakeholders.

Compliance

- Oversee the administration and enforcement of Council's Local Laws.
- Lead the delivery of Council's objectives through the Planning and Environment team, ensuring functions are undertaken lawfully, consistently and in accordance with Council policy.
- Maintain a detailed working knowledge of relevant legislation and regulations.
- Conduct compliance assessments, audits and investigations and provide advice on appropriate actions.
- Provide advice on compliance-related prosecutions in consultation with the Director.
- Coordinate licensing, inspection and regulatory compliance for the functions directly managed by the position, including:
 - Development assessment and town planning
 - Building and plumbing administration
 - Environmental health and environmental authorities
 - Local laws and animal management
 - Regulated and general waste facilities
- Coordinate regulatory assurance and reporting across Council's water, wastewater and dam safety functions where formally assigned; operational compliance remains with the manager responsible for the relevant asset or service.
- Maintain statutory delegations, authorised-person appointments, registers, inspection programs, audit actions and evidence records.
- Recommend proportionate enforcement action, including warnings, notices, penalties and prosecution, in accordance with legislation, delegations and Council policy.

Engagement and Representation

- Build and maintain positive relationships with the community, government departments and agencies, and local and regional stakeholders based on respect, commitment and credibility. Engage in constructive discussion, resolve problems effectively and support the achievement of Council's vision.
- Represent Council at community meetings, industry networks, agency workshops and other relevant forums.
- Undertake effective and timely liaison, negotiation and consultation with other Council departments, public authorities and utilities, community groups, residents and other stakeholders.



POSITION DESCRIPTION

Manager Planning & Environment

Emergency Management

- Coordinate the development, review and implementation of Council's local disaster management arrangements, including planning, preparedness, response and recovery, as directed.
- Support Council to meet its statutory responsibilities for local disaster management.
- Coordinate Local Disaster Management Group meetings, records, exercises and stakeholder relationships with government and non-government agencies.
- Undertake other position-related duties as directed.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Strong understanding of local government planning, development, environmental health, local laws, waste and regulatory service functions.
- 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.
- High-level leadership skills with the ability to provide effective communication and guidance to a multidisciplinary team.
- High-level written, verbal and interpersonal communication skills.
- Well-developed time management skills.
- Demonstrated ability to manage budgets, contracts, statutory timeframes and competing priorities.
- Sound understanding of regulatory decision-making, evidence, enforcement and procedural fairness.
- Developed understanding of the business planning processes for a local government business unit.
- Demonstrated understanding of confidentiality, privacy, procedural fairness and records-management requirements in relation to Council business.

KEY SELECTION CRITERIA

- A relevant tertiary qualification in planning, environmental health, environmental science, law, public administration or a related discipline, together with demonstrated senior experience in local government regulatory services.
- Demonstrated experience interpreting and applying planning, building, plumbing, environmental health, local laws and environmental 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.
- Demonstrated experience managing employees, contractors, budgets and statutory service delivery.
- Ability to prepare and present high quality written and verbal reports to a variety of audiences.
- Demonstrated ability to coordinate, develop and support a multidisciplinary team within a local government and politically sensitive environment to achieve required outcomes.
- Experience in a comparable management role within local government would be highly regarded.



POSITION DESCRIPTION

Manager Planning & Environment

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A relevant tertiary qualification in planning, environmental health, environmental science, law, public administration or a related discipline.
- Demonstrated senior experience in local government planning, environmental or regulatory services.
- Ability to obtain and maintain a satisfactory criminal history check, as required by Council.
- Hold and maintain an unrestricted C class driver's licence.
- Eligibility for appointment as an authorised person under relevant legislation, where required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage the Planning and Environment work area, including employees, contractors, budgets and service delivery.
- Exercise delegated authority and authorised-person powers in accordance with legislation, Council delegations, policies and procedures.
- Select appropriate methods and techniques using sound professional judgement where guidance is not always readily available.
- Be accountable for statutory timeframes, regulatory decisions, inspection programs, licences, registers, audit actions and the quality of advice and reports.
- Make and recommend decisions that may materially affect Council programs, applicants, regulated parties, the community and Council's legal, financial and reputational risk.
- Escalate significant or emerging risks and matters outside delegated authority to the Director.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All employees must comply with the Work Health and Safety Act 2011, relevant regulations, Council policies and reasonable workplace instructions. Employees must take reasonable care for their own health and safety and that of others, report hazards and incidents, and actively participate in Council's risk-management processes.

The position is responsible for ensuring appropriate systems, resources and supervision are in place within the functional area to identify hazards, manage risks and respond to incidents.

Where the position holder is considered an officer for the purposes of the Work Health and Safety Act 2011, the position holder must exercise due diligence in accordance with section 27 of the Act.

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

Name

Signature

Date