



Position Description

Manager of Planning & Environmental Services

Department	Infrastructure & Planning Services
Reports to	Director of Infrastructure & Planning Services
Position Code	MPES1
Classification	Band 4 Level 2, negotiable
Employment Status	Permanent (35 hours per week)
Other conditions & benefits	Accommodation and the opportunity for a leaseback motor vehicle (both incl. in TRP)
Pre-employment checks/legislative requirements	Qualifications, Police and Medical Checks.
Location	70 Market Street Balranald, NSW.
Date position description approved	25 June 2025

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1-hour drive from the regional city of Swan Hill and 1¾ hours' drive from the major centre of Mildura.

Mildura has QANTAS and REX airlines offering flights to and from Sydney and Melbourne, and beyond. Balranald is well located to take advantage of these flights.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

To provide health, building, planning and other services to ensure Councils adopted levels of service and regulatory requirements are satisfied efficiently.

Key accountabilities

Within the area of responsibility, this role is required to:

1. Provide advice, leadership and technical expertise to assist in the facilitation of the regulatory development approval system.
2. Oversee the preparation of complying development, development approval, subdivision and building and land certificates;
3. Manage the administration of companion animals and livestock through Council policy and become familiar with the requirements of the Companion Animals Act and Impounding Act;
4. Manage the administration of Biosecurity Act through community education and Biosecurity Officer interface with stakeholders;
5. Assist the Director of Infrastructure & Planning Services to liaise with the public on a broad range of Council policies and legislation concerning Planning, Environmental, Health, Land use, National Construction Code, Companion Animals, Bio-Security Act and so on;
6. Support Building Surveyor with statutory inspections in accordance with the National Construction Code and residential and commercial building inspections and approvals;
7. Oversee Councils program to inspect public entertainment centres and food shops, and educate food shop owners in respect to food safety legislation;
8. In consultation with the Director of Infrastructure & Planning Services, oversee the management, maintenance and renewal of Council owned buildings and building programs;
9. Provide assistance to the Director of Infrastructure & Planning Services in researching and drafting reports for Committee/Council meetings and where required;
10. Oversee water sampling and reporting in accordance with Australian Drinking Water Guidelines;
11. Manage the implementation of Councils trade waste inspection program
12. Provide high level assistance with regulatory compliance for Council waste management facilities;
13. Oversee sampling at Councils sewerage treatment plants in accordance with legislation and
14. Other duties within the context of the position as required by the Director of Infrastructure & Planning Services or the General Manager.
15. To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures
16. To support Council objectives in the public forum;
17. To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council;
18. To provide a positive professional contribution in the exchange of information between team members, across business departments and with customers;
19. To identify areas where additional training is required and advise Director of Infrastructure & Planning Services and Human Resources

20. Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers.
21. Maintain confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers.

Key challenges & complexities

- Managing the appropriate allocation of resources in a cost saving environment
- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations.

Key relationships

Internal	Why
Employees, Coordinators, Directors	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee manage major sections of Council and act as the most senior subject-matter-expert. Significant judgement and independent research may be required when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the Directors, General Manager and/or elected Council. Please see delegations list for full description of authority.

Key decision-making requirements of the position include:

- Provide leadership, direction and support to staff, effectively communicating relevant policies, procedures and decisions of Council to staff.
- Ensure efficient and effective structures and processes are in place to ensure staff have a clear understanding of their roles, responsibilities and accountability, and that staff meet those requirements.
- Monitor and manage team performance and accountability and delivery of corporate functions, working with the team and the broader organization to identify and implement improvement opportunities.
- Undertake regular performance appraisals of direct reports to ensure their performance development, ongoing training and personal development to meet operational needs.
- Provide support and guidance to supervisory staff to undertake performance development of their staff.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies & Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience and Qualifications

1. Tertiary qualifications relevant to the position, e.g. Diploma, Degree or Post Graduate qualifications in Urban & Regional Planning or a related discipline;
2. Competence in program budgeting, activity based costing and financial modeling and use of account keeping software.
3. Demonstrated ability to interpret plans and drawings relating to domestic, commercial and industrial construction.
4. Ability to plan, schedule and coordinate resources to ensure efficient output.
5. Class C Driver's License.
6. Strong inter-personal skills and good oral and written communication.
7. Demonstrated personal computer literacy.
8. High level interpretation of Occupational Health and Safety in the workplace.
9. Working knowledge and or understanding of the following:
 - Local Government Act 1993
 - Environment Planning & Assessment Act 1979
 - State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
 - Biosecurity Act 2015
 - Conveyancing Act 1919
 - Public Health Act 2010
 - National Construction Code 2025
 - Companion Animals Act 1998
 - Impounding Act 1993
 - Planning Institute Australia
 - Work Health & Safety Act 2011
 - Water NSW Act 2014 and
 - Protection of the Environment Operations Act 1997.
10. Proven knowledge and experience in Statutory Planning;

11. Proven ability to schedule and co-ordinate work programs across a range of activities;
12. Demonstrated high level interpersonal skills including proven leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the achievement of goals and the completion of activities / projects in an environment which encourages performance excellence and a customer focus;
13. Proven high-level attention to detail and accuracy, with the demonstrated ability to research, think analytically and plan work utilising proven problem-solving skills and the ability to apply industry experience;
14. Proven ability to communicate clearly and effectively both verbally and in writing with a high degree of confidentiality and discretion including the ability to prepare and interpret routine reports and business correspondence;
15. Proficient computer literacy with demonstrated aptitude in data entry and management, working with Microsoft Office - particularly excel and word, email and internet, with the capacity to adapt from other software applications;
16. Willingness for ongoing professional development;
17. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia;

Desirable Requirements

1. Current NSW Workcover Construction Induction Certificate (White card);
2. Local Government industry experience;
3. Hold or be eligible to hold Membership with Planning Institute Australia.

Note: this position may be subject to change following a review of Council's Organisational Structure.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

Attachments:






- Local Government Capability Framework

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: “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

<https://www.lgnsw.org.au/Public/Public/Advocacy/Capability-Framework.aspx>

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
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

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
Personal Attributes Display Resilience and Adaptability	Highly Advanced	<ul style="list-style-type: none"> • Is comfortable with constant change, and able to adjust accordingly • Provides sound rationale for agreed positions while remaining open to valid suggestions for change • Creates a climate which encourages openness and debate around critical issues • Raises critical issues and makes tough decisions • Persists in the face of significant, complex and novel challenges • Manages own emotions and acts as a stabilising influence in emotionally charged situations
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Community and Customer Focus	Advanced	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/region

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> Ensures that organisational policy on procurement and contract management is implemented Applies knowledge of procurement and contract management risks to decisions Ensures others understand their obligations to manage and mitigate risks in procurement Implements effective governance arrangements to monitor provider, supplier and contractor performance Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> Translates organisational vision and strategy into operational goals to help staff understand their own contribution Builds a shared sense of purpose through involving people in defining priorities and cascading goals Regularly communicates progress against business unit and organisational goals Creates opportunities for recognising and celebrating high performance at the individual and team level

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Lead and Manage Change	Advanced	<ul style="list-style-type: none">• Translates change initiatives into practical strategies, including the role of staff in implementing them• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders• Develops appropriate approaches to involve staff and stakeholders at various stages of the project• Implements structured processes to manage structural, system, process and cultural barriers to change• Provides coaching and leadership in times of uncertainty and difficulty for staff