



APPLICATION PACKAGE

Position: Executive Manager Development and Regulatory Services

Closing Date: 4:15pm, Friday 5 July 2024



Shire of Plantagenet
22-24 Lowood Road, Mount Barker WA 6324
PO Box 48, Mount Barker WA 6324
Telephone: (08) 9892 1111
Email: info@sop.wa.gov.au
Website: www.plantagenet.wa.gov.au

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WELCOME FROM THE CEO

Thank you for your interest in working at the Shire of Plantagenet.

This application package provides details about the Shire and the employment opportunity you may be interested in.

Over the next few years, the Shire has a number of exciting projects which will significantly enhance our community, making Plantagenet an even more attractive place to live, work and visit.

We are seeking committed, passionate individuals who can bring experience and enthusiasm to the organisation. Being able to deliver excellent customer service is critical to any role. We are a values driven organisation who believe in our people to work in the best interest of the community.

We believe our staff are our most important asset and seek to provide a contemporary workplace focused on professional development and business improvement.

If you would like to be part of an organisation which values community engagement, thrives on continuous improvement and is committed to saying yes as often as possible, we would welcome your application.



Julian Murphy
CHIEF EXECUTIVE OFFICER

ABOUT OUR SHIRE

The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully and Porongurup.

The main economic activities of the region revolve around agriculture, processing and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.

Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, silviculture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.



Serving a population of approximately 5,500 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.



Our Vision

Plantagenet, building a sustainable and respectful community, where the environment is preserved, and natural beauty and diversity provide opportunities for all.

Our Mission

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

Our Values

- Integrity through honesty, ethical behaviour and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.

Executive Manager Development and Regulatory Services

The Shire of Plantagenet is seeking to appoint an Executive Manager Development and Regulatory Services who will be responsible for managing and providing leadership to a broad and diverse range of development, regulatory and compliance services, ensuring the efficient and effective operation of all divisional operations including:

- Planning Services
- Building Services
- Environmental Health Services
- Ranger Services
- Emergency Services
- Regulatory and Compliance Services
- Mount Barker Regional Saleyards

Located in Mount Barker in Western Australia's Great Southern Region, and encompassing the communities of Kendenup, Narrikup, Rocky Gully and Porongurup the Shire of Plantagenet is home to outstanding wineries, the Porongurup Range, National Parks and unique natural attractions.

Competitive conditions of employment are offered including a salary package up to \$201,150, including private use of a motor vehicle, housing assistance and 11% superannuation with a matching co-contribution of up to 5%.

For a copy of the Information Package, please visit the Shire's website, www.plantagenet.wa.gov.au or phone (08) 9892 1111.

Applications addressed to the undersigned, including a cover letter and resume, should be sent to hr@sop.wa.gov.au or mailed to PO Box 48, Mount Barker WA 6324 by 4.15pm, Friday 5 July 2024.

The Shire of Plantagenet is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Julian Murphy
CHIEF EXECUTIVE OFFICER

Employment Conditions

Location	Shire of Plantagenet Administration Office
Industrial agreement	Minimum Conditions of Employment Act 1993 (WA)
Salary Package	\$201,150 inclusive of cash, housing, vehicle, superannuation and clothing allowance
Employment basis	3–5 year performance based contract
Hours of work	76 hours per fortnight
Superannuation	Superannuation of up to 16 % based on 11% superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary Sacrifice is available on the employee's contributions.
Annual leave	5 weeks' leave paid annually
Personal/carer's leave (recognised as sick leave)	Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care.
Clothing allowance	\$550 per financial year
Probationary Period	A six (6) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
Pre-Employment Medical	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.

Position Description

POSITION TITLE	Executive Manager Development and Regulatory Services
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DEPARTMENT	Development and Regulatory Services
LOCATION	Administration Office
CLASSIFICATION	Contract – Negotiated Salary
DATE	10 June 2024

POSITION OBJECTIVE

The Executive Development and Regulatory Services is responsible for managing and providing leadership to a broad and diverse range of development, regulatory and compliance services, ensuring the efficient and effective operation of all divisional operations including:

- Planning Services
- Building Services
- Environmental Health Services
- Ranger Services
- Emergency Services
- Regulatory and Compliance Services
- Mount Barker Regional Saleyards

POSITION RELATIONSHIPS

Executive Manager	Chief Executive Officer		
Manager / Supervisor	N/A		
Position(s) Under Supervision	<table border="0"> <tr> <td style="text-align: right;">Direct</td> <td> <ul style="list-style-type: none"> • Manager Development Services • Ranger • Community Emergency Services Manager • Bush Fire Risk Mitigation Officer • Manager Saleyards • Administration Officer </td> </tr> </table>	Direct	<ul style="list-style-type: none"> • Manager Development Services • Ranger • Community Emergency Services Manager • Bush Fire Risk Mitigation Officer • Manager Saleyards • Administration Officer
Direct	<ul style="list-style-type: none"> • Manager Development Services • Ranger • Community Emergency Services Manager • Bush Fire Risk Mitigation Officer • Manager Saleyards • Administration Officer 		
Position(s) Under Supervision	Development and Regulatory Services Staff		

KEY RESPONSIBILITIES

1.	Work with the Chief Executive Officer and other members of the senior management team, members of Council and other Shire of Plantagenet employees to ensure effective leadership and management of the Development and Regulatory Services department.
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2.	Oversee strategies to achieve and maintain effective and efficient services and facilities.
3.	Attend all Council and Committee meetings as required by Council.
4.	Ensure engagement with regional bodies and government agencies.
LEADERSHIP & MANAGEMENT	
6.	Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness.
7.	Monitor and develop the staff performance, undertake performance appraisals, and provide performance counselling and advice to team members where appropriate.
8.	Ensure that ethical and informed decisions are made based on the Shire of Plantagenet's Code of Conduct
9.	Promote and facilitate a quality customer service culture across the organisation.
10.	Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all internal and external customers.
11.	Ensure appropriate records management for department and ensure all relevant internal stakeholders are appropriately trained and resourced to meet their responsibilities in this area.
12.	Develop, promote, and encourage positive, productive, and cohesive teams throughout the organisation that value interdisciplinary engagement and communications.
13.	Effectively manage all health, building, planning, ranger, saleyards and emergency services in line with Council policies and relevant legislation.
PLANNING & DEVELOPMENT SERVICES	
15.	Oversee the development of the administration of the Town Planning Scheme amendments ensuring compliance with relevant provisions and statutory requirements.
16.	Provide high level management and support to the planning, building and development team to ensure applications for developments, subdivisions and rezoning meet legislative requirements and services are delivered in a professional and timely manner.
17.	Contribute to the management, compliance and administration of extractive industry licences.
18.	Oversee the strategic management of the Shire's land portfolio including use, tenure and disposal.
19.	Assist the Chief Executive Officer with all economic development initiatives with relation to Development Services and ensure that any opportunities are highlighted and acted upon when available.
ENVIRONMENTAL HEALTH	
21.	Ensure the Shire's environmental health obligations are met to a high standard and in accordance with relevant legislation.
22.	Contribute to reviewing programs, policies and procedures for implementing environmental health strategies, inspection and reporting.
23.	Provide support and guidance to the Environmental Health employee/s with regards to their activities and the Shire's compliance with the Food Act, Health Act and associated relevant Acts, Regulations and Local Laws.

RANGER & EMERGENCY SERVICES	
25.	Oversee the provision of fair, effective and professional ranger services within the Shire in accordance with relevant policies, legislation and guidelines.
26.	Ensure the Shire complies with all the requirements of the Western Australian Emergency Management legislation and guidelines, including the Emergency Management Act 2005, and Bush Fires Act 1954.
27.	Maintain high-level oversight of the seasonal bush-fire preparation, prevention and mitigation activities.
SALEYARDS	
28.	Oversee the operations of the Mount Barker Regional Saleyards
29.	Ensure compliance with license and reporting requirements for the saleyards operations.
30.	Ensure that adequate processes and procedures are in place to deliver a high-level service, compliance with relevant legislation and animal welfare standards for the meat processing industry.
WORK HEALTH AND SAFETY AND RISK MANAGEMENT	
31.	Manage WHS & Risk Management programs within the Development and Regulatory Services department
32.	Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions, and safety management practices.
33.	Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
34.	Participate in activities associated with the management of workplace health and safety.
35.	Use appropriate personal protective equipment as directed.
36.	Comply with the Shire's Risk Management Policy Procedures
37.	Comply with the Council Work Injury Management Program.

SELECTION CRITERIA

Essential Requirements

- Leadership and management skills with demonstrated ability to generate enthusiasm and commitment to guide their team to optimise outcomes.
- A tertiary qualification in relevant discipline or substantially advanced towards a qualification or equivalent relevant experience.
- Effective time management skills.
- Developed verbal and written communication skills.
- Developed interpersonal, problem solving and conflict resolution skills.
- Developed analytical and interpretive skills.
- Working knowledge of Local Government legislation and meeting procedures.
- Working knowledge of Synergy Soft financial software system.
- Sound knowledge of computer and software systems including Microsoft Office suite.

- Demonstrated senior management experience in a development and/or regulatory position within Local Government, or the commercial or public sectors with an understanding of the workings of Local Government.
- Current 'C' class Driver's Licence.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under the broad direction of the Chief Executive Officer.

Provides support and supervision to

- Planning Services
- Building Services
- Environmental Health Services
- Ranger Services
- Emergency Services
- Regulatory and Compliance Services
- Mount Barker Regional Saleyards

Degree of control of activity is governed by:

- Work practices
- Standards
- Procedures
- Policies
- Regulations and Acts

Problems at this level may be complex at times.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Work Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established policies, procedures and guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour and trustworthiness
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence

- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer focus by understanding needs, being proactive and responsive

POSITION DESCRIPTION APPROVED

CHIEF EXECUTIVE OFFICER

Julian Murphy

Signature

Name

Date

HUMAN RESOURCES COORDINATOR (Classification Assessed and Approved)

Faye Smith

Signature

Name

Date



WORK / LIFE BALANCE

- 3-5 year performance based contract
- 76-hour fortnight
- 5 weeks annual leave
- 10 days personal leave/12 days after completion of 3 years

HEALTHY LIFESTYLE

- Flu Vaccinations
- Health Assessments
- Skin Cancer Screenings
- 50% reimbursement on an annual recreation centre or pool membership
- Albany beaches only 30 minutes away
- Close to Stirling and Porongurup Ranges

ATTRACTIVE SUPERANNUATION

- An extra 5% on top of statutory 11% contribution for contributing members

EMPLOYEE ASSISTANCE PROGRAM

- All employees have access to free, confidential professional counselling via the Shire's Employee Assistance Program (EAP)

STUDY LEAVE

- Study leave and financial assistance is available to employees undertaking work related study

OTHER BENEFITS INCLUDE

- Training opportunities
- Private use of a motor vehicle or novated lease arrangement
- Uniform allowance
- Housing Assistance
- 13 weeks long service leave after 10 years' service in Local Government. Pro rata long service leave is available after 7 years' service on termination of employment (long service entitlements are transferable within Local Government).

INFORMATION FOR APPLICANTS

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter addressing the selection criteria for this position. This letter should be no longer than two pages.

Resume (Curriculum Vitae) which includes:

- Personal details – name, address, and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance, and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your application:

Closing Date: 4.15pm, Friday 5 July 2024

Email: hr@sop.wa.gov.au

By Hand: Shire of Plantagenet – 22-24 Lowood Road, Mount Barker WA 6324

Attention: Julian Murphy, CEO

Post: PO Box 48, Mount Barker WA 6324

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.

All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.

The successful applicant will be required to provide a National Police Clearance.

CANVASSING OF ELECTED MEMEBERS WILL DISQUALIFY APPLICANTS