

TORRES SHIRE COUNCIL

- TO LEAD, PROVIDE & FACILITATE



***INFORMATION FOR APPLICANTS FOR THE
POSITION OF
DIRECTOR PLANNING & ENVIRONMENTAL
SERVICES***

The Director Planning and Environmental Services exercises management responsibility for the planning and environmental services functions of the Council, as outlined in Council's Organisation Chart, including:-

- ❖ Determining, assessing, supervising, managing and motivating the Planning and Environmental Services Department staff.
- ❖ The exercise of statutory powers, duties and responsibilities associated with the position.
- ❖ Compilation, completion and presentation of statutory and internal reports within legislative and other known time constraints.
- ❖ Enhancing and projecting the image of Council through appropriate standards of service delivery, customer service, internal and external communications and effective management systems.
- ❖ Adopting a culture of innovation and continuous improvement.
- ❖ Oversight and management, in an efficient and effective manner, of all Contractors, Consultants and other functions servicing the Planning and Environmental Services Department.

Skills

1. The ability to integrate activities and functions within the Planning and Environmental Services Department.
2. The ability to select, retain, manage, motivate and lead staff both individually and in groups.
3. The ability to analyse and solve problems.
4. The ability to use modern management tools and to develop a culture of continuous improvement.
5. Good strategic planning and management skills.
6. The ability to interface with, respond to and advise Elected Members.
7. Ability to interface and negotiate with senior management in State and Federal Government Departments and senior management in the private sector.
8. Sensitivity to all stakeholders, with a strong customer service and public relations emphasis.
9. Excellent oral and written communication skills.

Knowledge

1. Thorough knowledge of local government legislation and of other areas of legislation which do or may impact on Council's operations.
2. Thorough knowledge of Award / Workplace Agreements requirements and Industrial Relations matters.

3. A good understanding of the process of planning by evaluating revenues, establishing goals and strategies and formulating a sound decision making process.
4. A good understanding of organisational processes and human resource management.
5. Extensive knowledge and understanding of Council's policies and procedures.
6. A hands-on knowledge of planning & environmental techniques relevant to the position.
7. An extensive knowledge of contractual matters.

Experience and /or qualifications

Tertiary qualifications in Town Planning or a field relating to any of the functional areas of the Department and/or management. Significant management experience, particularly in local government.

Training

1. Continuing professional development in the areas of management and local government.
2. Attendance at appropriate senior management courses following the satisfactory completion of a 3 month probationary period.

PERFORMANCE STANDARDS

- i) The Director and the CEO shall sign a performance agreement within three (3) months of the commencement of this contract and thereafter annually on a financial year basis.
- ii) The performance agreement shall set strategic objectives and performance measures consistent with the position description and responsibilities of the employee.
- iii) Performance shall be monitored on a six (6) monthly basis and reviewed annually by the CEO.
- iv) The CEO shall give the employee at least seven (7) days notice in writing that a performance review is to be conducted.
- v) Within one (1) month of the conclusion of a performance review the CEO shall prepare and send to the employee a statement which sets out:-
 - a) The CEO's conclusions about the employee during the period subject of the performance review;
 - b) Any proposal by the CEO to vary the performance criteria as a consequence of the performance review; and
 - c) Any directions or recommendations made by the CEO to the employee in relation to the employee's future performance of the duties of the position.

COUNCIL RELATIONSHIPS

A very pleasing aspect of this Council is that harmonious relationships have existed for many years between Elected Members, Elected Members / staff and staff themselves.

Accordingly, the successful applicant is required to have a co-operative and human relations conscious attitude.

WORKING CONDITIONS

Council's Office provides excellent working conditions.

ORGANISATION STRUCTURE

Council's current Organisational Structure is attached.

STAFF MANAGEMENT EXECUTIVE TEAM (MGT)

The MGT comprises the CEO and the three (3) Department Heads, with all members having power to co-opt other staff as required.

Meetings are conducted generally monthly or as required. Minutes are kept showing the topic discussed, officer responsible for action, and completion time.

MANAGEMENT MANUAL

A Management Manual has been developed and contains:

- Organisation Structure
- The Community / Council Profile
- Current Corporate and Operational Plans
- Current Budget
- Policies and Procedures Register
- Other Plans / Documents / Instruments / Correspondence, etc as required by Council.

ANNUAL REPORT

A copy of Council's Annual Reports are on Council's website: www.torres.qld.gov.au

CORPORATE PLAN

Council's Corporate Plan 2006 – 2010 is on Council's website.

OPERATIONAL PLAN

Council's Operational Plan 2008/2009 is on Council's website.

REMUNERATION, RELOCATION PACKAGE & PROCEDURES

REMUNERATION:

The total remuneration package comprises:-

a) Salary

The salary shall be offered (depending on experience & qualifications) between \$80,000.00 to \$85,000 per annum plus a remote area locality allowance of \$3,526.00 single or \$7,053.00 with dependants per annum.

Subject to satisfactory performance reviews the base salary will be increased annually on the anniversary of appointment by the same percentage increase as applies to TSC staff employed under the Employee Collective Agreement 2006 or other such agreements that apply to the administrative staff. Where an agreement has expired the annual % increase shall be at the rate of the last annual increase.

b) Motor Vehicle

The employee shall have the private use and care of a fully maintained council motor vehicle including periods of paid leave where the employee remains in residence on Thursday Island. Where the employee takes leave away from Thursday Island the motor vehicle will be returned to the motor pool until the employee returns to Thursday Island.

c) Housing

Council will provide a furnished house on Thursday Island at a highly subsidised weekly rental of \$33.00.

d) Telephone

A telephone is connected and line maintenance and services charges as well as costs of any calls made from home on Council business will be met by the Council. A mobile telephone is also provided on that basis.

e) Staff Relocation Policy

Council Staff Relocation Policy provides that the Removal Expenses for an appointed employee from outside Torres Shire will be met for the employee and dependant family members from their existing place of residence to Thursday Island.

Provided that his/her new employer does not cover the employee's removal cost from Thursday Island, all Relocation Expenses for following items shall be paid for the employee's return to place of residence (or equivalent destination) upon completion of the appropriate contract or term of employment.

Expenses shall not be met if contract or term of employment is not completed.

f) Remote Area Living Allowance

An annual allowance of \$1,200 net of PAYG for single employees or \$2,400 net of PAYG for employees with dependents payable as a lump sum on an annual basis (first pay period in November), with those employees with less than 12 months entitlement being paid on a pro rata basis.

g) Superannuation

Superannuation contributions shall be in accordance with the Queensland Local Government Act 1993.

h) Annual Leave

As per contract, five weeks annual leave applies per annum. Leave Loading at the rate of 17.5% of base salary is also an entitlement.

j) Probation

The employee will be on an initial 3 month probation period until the signing of the annual Performance Agreement. The contract maybe terminated during this period by Council where the employee does not meet the position responsibilities and performance criteria.

k) Conference Attendance and External Training

It is not expected that during the initial 3 month probation period that the employee will attend any external conferences or training course at Council expenses except at the express direction of the Chief Executive Officer.

l) Hospital and Medical Services

Residents of Thursday Island receive medical, hospital and prescriptions at no cost. For most referred treatment away from Thursday Island is required, transport and treatment are also provided at no cost.

m) Salary Sacrifice

Council provides fro Salary sacrifice for employee superannuation contributions, Council housing rent and Council Child Care Centre fees.

RELOCATION:

VEHICLE

Council will allow one (1) Motor Vehicle to be transported to Thursday Island within six (6) months of appointment, unless other arrangements are made with the Chief Executive Officer.

Please note that this option is not available if a boat is transported.

A motor vehicle or boat must be in lawfully functional condition and must be registered at the time of transfer.

BOAT

A boat up to 5.5 metres in length will be accepted with or without trailer.

Please note that this option is not available if a motor vehicle is transported.

PERSONAL EFFECTS

EMPLOYEE & DEPENDANT FAMILY MEMBERS:-

Council may meet the cost of a container up to a maximum of 30 cubic metres for transport of personal effects from place of existing residence to Thursday Island. The maximum limit is only applied in exceptional circumstances where family numbers justify.

SINGLE:-

Council may meet the cost of a container up to a maximum of 15 cubic metres for the transport of personal effects from existing place of residence to Thursday Island. The maximum limit is only applied in exceptional circumstances.

A list of personal effects required to be transported must be submitted to the Chief Executive Officer for verification of the required volume.

STORAGE

The employee is responsible for the cost of storing surplus personal effects in a storage facility.

INSURANCE

Household and personal effects must be insured to cover loss or damage in transit or storage. Insurance coverage is to be effective from the time they leave the employee's residence until they are delivered to Thursday Island.

Premiums for insurance cover of personal effects, motor vehicle or boat in transit are to be borne by the employee.

PACKING

Packing of all personal effects will be the employee's responsibility.

Three (3) quotes must be obtained from reliable removalists and forwarded to Torres Shire Council's Human Resources Officer for determination.

ANIMALS:-

Please note that freight for permitted pets is the responsibility of the employee.

AIRFARES

On commencement of duties, airfares will be provided to the employee and dependants from place of existing residence to Thursday Island. Return flights will be provided subject to satisfactory completion of the employment contract or term of appointment.

REMOVAL AND TRAVEL EXPENSES REIMBURSEMENT

If the employee ceases employment with Torres Shire Council within the first 12 months from commencement, the employee must refund the following % of total removal and travel expenses incurred by TSC as follows:

- Up to 3 months from commencement – 100% of total expenses.
- Between 3 to 6 months from commencement – 75% of total expenses.
- Between 6 to 12 months from commencement – 50% of total expenses.

OTHER PROCEDURES

CONTRACT:

The Remuneration Package will be included in a performance based renewable contract for a term of three years. If lesser period is desired, please state this in your application. Those chosen for interview will be provided with the proposed contract prior to the interview.

INTERVIEWS:

Applications are to be received by due date as detailed in the advertisement and Council's web site. The Interview Panel is expected to comprise the Mayor, one other Councillor and the CEO.

COUNCIL:

Torres Shire Council was not affected by the amalgamations legislated in the 2008 Queensland Local Government Reform. The Council is comprised of a Mayor and four elected Councillors. The current Mayor is full-time and has been on Council for 18 years with 15 years as Mayor. He is extremely well respected throughout the community generally and by the staff. Ordinary Meetings are held on the third Tuesday of the month, commencing at 9.00am.

TORRES SHIRE COUNCIL

ORGANISATION CHART

