



**LACHLAN SHIRE
COUNCIL**

Wiradjuri Country

Candidate Information

**Manager Town Planning
Lachlan Shire Council**

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Lachlan Shire Council acknowledges the Wiradjuri people as the Traditional custodians of this land.

We recognise their strength and resilience and pay respect to Elders past, present, and emerging and to all Aboriginal and Torres Strait Islander people who are part of the Lachlan Shire community.

Click to find out more about Council and our region

**Council's
Website**



**Plan &
Strategies**



**Annual
Report**



**Community
Strategic
Plan**





Welcome

A message from the General Manager, Greg Tory.

Thank you for your interest in the role of Manager Town Planning at Lachlan Shire Council. This is an exciting time for our community, and we are looking for someone who is ready to contribute to the growth and development of our Shire.

In this role, you will be at the forefront of shaping the future of our towns and villages, working on both statutory and strategic planning initiatives. While this position involves significant responsibilities, it also provides a wonderful opportunity for career advancement. Whether you are stepping into a managerial role for the first time or building on previous experience, you will find this position both challenging and rewarding.

Our Council values teamwork, respect, and a commitment to excellence, and we are excited to welcome someone who shares these values. You will be supported by a dedicated team and have the chance to make a real difference in our community.

We appreciate the time you are taking to consider this opportunity and look forward to potentially working with you

I invite you to contact Terrey at LG Services Group for a confidential discussion about our opportunity and come and make your own contribution to our exciting future at Lachlan Shire Council.

Regards

Greg Tory – General Manager

The Position

As the Manager Town Planning at Lachlan Shire Council, you will oversee the Council's statutory and strategic planning functions. This role involves managing the development application process, ensuring that all applications are assessed and processed in compliance with relevant Acts, Regulations, and Council policies. You will provide expert technical advice to both the public and internal departments, maintaining high standards of customer service and technical accuracy.

Key duties include overseeing master planning processes for the Shire's towns and villages and managing a range of other strategic land use planning projects, such as planning proposals. You will also maintain registers and databases for development applications and preparing necessary documents for Land and Environment Court appeals.

In this role, you will engage in regular community consultation, ensuring that the views and needs of the community are reflected in planning decisions. You will also mentor and coach members of the Environment and Planning Directorate, fostering a collaborative and efficient work environment.

Key Accountabilities:

- **Development Assessment:** Manage and oversee the assessment of all development and subdivision applications, ensuring compliance with relevant legislation and Council policies.
- **Strategic Planning:** Lead the implementation of key strategic land use projects, such as planning proposals and masterplans.
- **Community Engagement:** Facilitate community consultation processes, ensuring that community feedback is incorporated into planning and decision-making.
- **Legal and Compliance:** Prepare documentation for Land and Environment Court appeals and ensure that all planning activities meet legal and regulatory requirements.



Manager Town Planning

Nestled in the heart of New South Wales, the Lachlan Shire offers an authentic bush lifestyle filled with natural beauty, vibrant communities, and a welcoming atmosphere. The region is a blend of tradition and progress, where towns and villages each have unique charm and appeal.

As the Manager Town Planning, you will take on a pivotal role within the Environment and Planning Directorate. This position involves managing the Council's planning functions, both statutory and strategic, ensuring all development and subdivision applications are processed efficiently and in accordance with relevant legislation. You'll also lead strategic land use projects and contribute to shaping the future growth of the Shire.

This role is perfect for an individual with a town planning or related degree who is looking to take the next step in their career. It offers an excellent opportunity for those with strong technical and analytical skills to advance to a managerial position, even if you haven't held a manager title before. If you have a passion for community-focused planning and are ready to embrace the challenges of a leadership role, this could be your chance to make a significant impact. Joining Lachlan Shire Council means becoming part of a supportive and

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collaborative team, where your contributions are valued and your professional growth is encouraged. You'll also enjoy the benefits of living in a region that offers a relaxed lifestyle, affordable housing, and a strong sense of community.

We offer a very attractive remuneration package which includes:

- Subsidised Executive housing
- Attractive motor vehicle leaseback
- Financially stable and well managed organisation
- Friendly, caring and inclusive communities
- Council is transitioning to Electric Fleet vehicles which may result in additional benefits for employees

To Apply

Please visit our website lsgg.au/executive-vacancies to obtain a detailed Information Package about the role and the Application Form. Once you have read these please contact **Terrey Kias** on **0427 273 197** for a confidential discussion regarding the position.

Applications close 9am Monday 16 September 2024.



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- **Team Leadership:** Provide leadership and guidance to the planning team, fostering a collaborative and high-performing work environment.
- **Stakeholder Communication:** Liaise with internal and external stakeholders, providing clear and accurate technical advice on planning matters.
- **Data Management:** Maintain and update registers, databases, and records related to development applications, ensuring accuracy and accessibility.
- **Innovation and Improvement:** Identify opportunities for process improvements within the planning function, driving efficiency and effectiveness.

This position is not only about managing current planning needs but also about shaping the future growth of Lachlan Shire. You'll have the chance to influence significant strategic decisions that will impact the community for years to come. This role is ideal for those looking to transition into management, offering both challenges and opportunities for professional development.

Total Remuneration Package

\$130k + superannuation. We are negotiable for an exceptional candidate.

- Access to a Motor Vehicle Leaseback with full private use at an attractive rate.
- Subsidised housing with salary sacrificing available.
- 9 Day fortnight
- Generous Education Assistance Program
- Contribution to relocation expenses

The Person

We are looking for a motivated and technically skilled individual to join our team as the Manager Town Planning.

The ideal candidate for the role of Manager Town Planning at Lachlan Shire Council will have a tertiary degree in town planning or a related field, along with experience in development assessment and/or strategic planning. While previous management experience is beneficial, this role also offers a unique opportunity for those looking to step into a managerial position for the first time. If you have demonstrated leadership potential and are ready to advance your career, this position could be your next step.

Candidates should possess a thorough understanding of strategic policy development and be familiar with the *Environmental Planning and Assessment Act 1979*. Strong written and interpersonal skills are essential, particularly the ability to convey complex information in plain English and engage effectively with a diverse range of stakeholders.

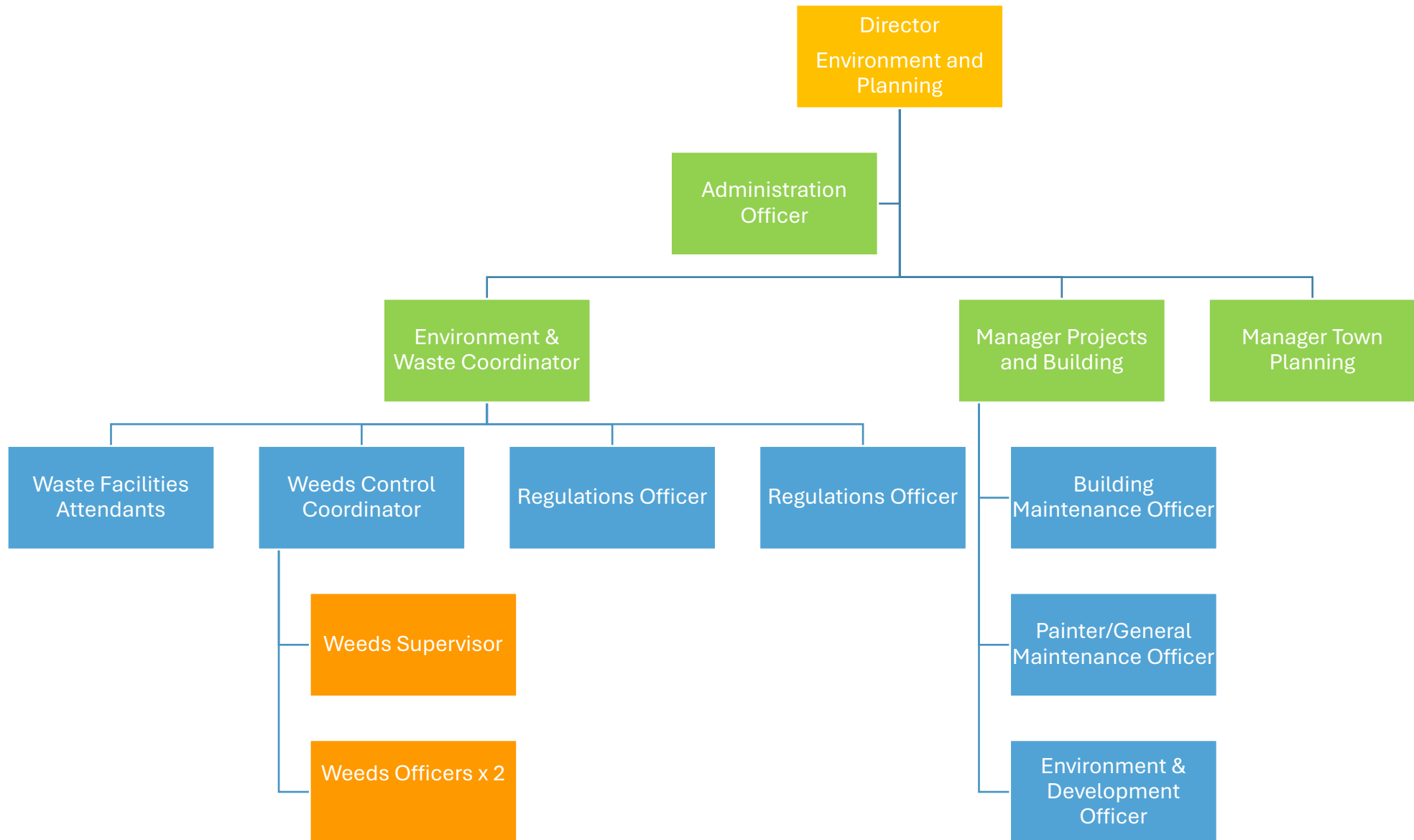
You will need to be comfortable working autonomously, managing multiple tasks simultaneously, and delivering results within deadlines. The role requires strong analytical and development assessment skills, as well as the ability to appear as a credible expert witness when required.

A current Class C Driver's Licence is essential, and while knowledge of compliance, enforcement matters, and local government practices are desirable, a willingness to undertake further training and development is equally valued.

Key Requirements:

- Relevant tertiary qualifications in town planning, urban planning, or a related discipline.
- Strong background in statutory planning and development assessment.
- Excellent communication skills, with the ability to engage effectively with a range of stakeholders.
- Demonstrated leadership potential, with a willingness to take on management responsibilities.

Organisational Chart





Key Selection Criteria

Within the application form you are required to provide a response to the following Key Selection Criteria:

Essential Criteria

1. Town planning or related tertiary degree or experience in development assessment / strategic planning
2. Understanding of strategic policy development procedures
3. Knowledge of the *Environmental Planning and Assessment Act 1979* and an ability to interpret legislation.
4. High level written, interpersonal and negotiation skills including the ability to write complex and/or technical reports in plain English
5. Ability to structure, prepare and compile expert legal evidence and appear as a credible expert witness
6. Well-developed development assessment and analytical skills
7. Ability to work autonomously on a range of simultaneous tasks, with superior organisational skills and as part of a multidisciplinary team
8. Ability to record and maintain accurate information within the Information Management System
9. Understanding of Work Health and Safety issues in the workplace and EEO principles and practices
10. Current Class C Drivers Licence

Recruitment Process

The position is being advertised in Aug/Sept with a closing date of Monday 16 September 2024

Initial Conversation



Prior to an Application being submitted, a discussion regarding the position, and determination of your suitability for the role will need to be undertaken with Terrey Kiss ph. 0427 273197

All enquiries will be dealt with in the strictest confidence.

Date

to Monday 16
September

Short Listing



A short list of candidates for interview with the Interview Panel will be selected.

From Tuesday 17
September

Hogan Assessment & Reference Checks



Will also be carried out for shortlisted candidates. You will need to nominate referees in your application or after being advised of being successful with an upcoming interview. That said, we do NOT contact referees without first confirming such with the applicant.

From Tuesday 17
September

Interviews



Interviews will be held in **Condobolin, on Friday 27 or Monday 30 September**. If you are selected for interview, Council will meet the reasonable cost of travel and accommodation, with meals and refreshments excluded should you be required to travel over 200km. You will be required to submit a claim to LG Services Group with accompanying receipts.

Friday 27 or Monday
30 September TBC

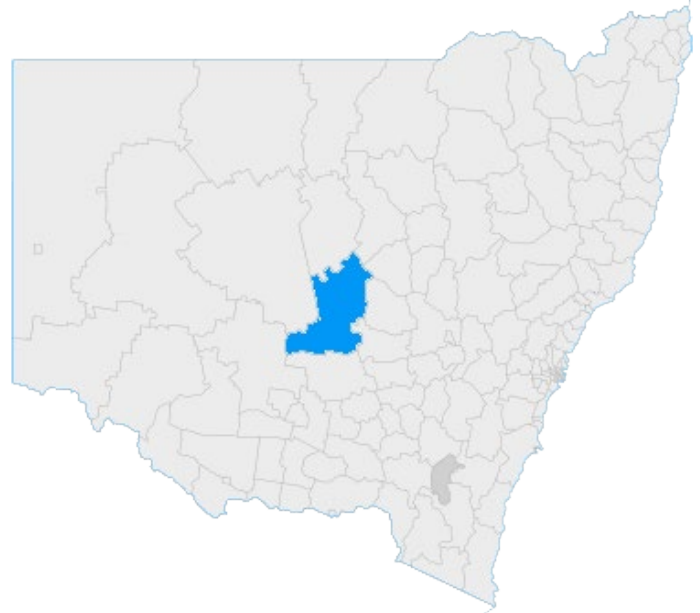
About Council

Council - Our Vision for the Future: For the Lachlan Shire to be a resilient community providing economic and social growth, through evolving agricultural, business, and mineral activities.

The people of Lachlan Shire are served by ten dedicated people as Councillors. These Councillors meet on the third Wednesday of each month to discuss the ordinary business of the Council, as well as meeting as required to discuss the more integral parts of Council business.

Councillors are elected once every four years. Currently the Shire is divided into wards with two representatives being elected from each ward. The Mayor is elected bi-annually and the Deputy Mayor is elected annually by the Councillors at the September Ordinary Meeting of Council.

There are 167 staff employed at the Council. The Capital and Operational expenditure budgets combined for 2023/24 is \$55.5 million.





Living in the Lachlan Shire Region

The Lachlan Shire is a progressive, vibrant and prosperous community in the heart of the Central West region of New South Wales. Located 200 kilometres west of Orange and 220 kilometres southwest of Dubbo, the Shire covers 14,973 square kilometres.

The three towns of Condobolin, Lake Cargelligo, and Tottenham and five villages of Albert, Burcher, Derriwong, Fifield, and Tullibigeal provide services to our 6,089 residents. The Shire is a rich agricultural area, upholding many traditional farming practices and being one of the largest grain-producing areas in NSW. In addition to grain, the Shire is a significant producer of sheep, wool, beef, and cotton.

There are some 920 (ABS 2019) businesses operating within the Shire with the highest number of these being in the Agriculture and Manufacturing sectors. Lachlan Shire produces large amounts of broadacre cereal crops such as wheat and oats and broadacre oilseed crops such as canola.

A successful light-manufacturing sector operates in both Condobolin and Lake Cargelligo with Council supporting further growth through the development of industrial estates.

Tourism is an emerging industry with the natural beauty of the Lachlan River, the picturesque Lake Cargelligo and Gum Bend Lake, and an abundance of birdlife. Lachlan Shire has some of the best free camping spots in Australia and is established on the tourist trails.

Main Centres

Condobolin

Condobolin is the largest centre in the Lachlan Shire, home to over 3,700 residents. The town lies on the banks of the Lachlan River, an hour from Parkes, Forbes, West Wyalong, Lake Cargelligo and Tottenham.

The Condobolin Central Business District is the main commercial



centre in the shire and provides a range of businesses and facilities. Condobolin has modern health, aged care and education facilities. The town hosts other facilities such as churches, racecourse, golf course, bowls, swimming pool, gymnasium, tennis courts and museums.

The Wiradjuri Study Centre is an important iconic centre for Aboriginal cultural understanding, learning, research, training and wellbeing in the region. The centre is a hub for training, development and employment, cultural appreciation, cultural awareness and heritage issues as well as a keeping place and a space for the community to connect. Local Indigenous art and products are available for purchase.

The Lachlan River and Gum Bend Lake are important attractions for locals and tourists. The town also hosts a great number of events throughout the year – Condo 750, picnic races, Christmas Carnival, Utes in the Paddocks, Yellow Mountain Cross Country Motor Bike Race and the Condo Show



Lake Cargelligo

Lake Cargelligo is an oasis in central NSW and has a resident population of approximately 1,380 people. Positioned on the edge of Lake Cargelligo, the town has a growing light manufacturing industry as well as a grains receival centre.

The lake itself, fed from the Lachlan River is an integral source of water for Lake Cargelligo’s residents and for all users along the lower Lachlan. The lake serves recreational uses as well

such as boating, fishing and water skiing and attracts bird watchers due to the incredible diversity of waterfowl and other rare birds in the district.

The town boasts a wide main street and services include a multi-purpose health service, an excellent school, bowling club and caravan park facilities catering for the RV market.

Tottenham

Tottenham is the closest town to the geographical centre of NSW. With a population of 300 residents, Tottenham boasts a Health Centre, Central School, pre-school, four churches, swimming pool, tennis courts, golf club, bowling club and a racecourse complex with a motor cross track.



Lachlan Shire Council

Position Description

Manager Town Planning

Directorate	Environment and Planning
Location	LSC Administration Office - Condobolin
Classification/Grade/Band	Grade 15, Band 3/Level 3
Position Code	3200022.1
Date position description approved	May 2024

Council Overview

The Heart of NSW encompasses the local government area of the Lachlan Shire and is well known for its natural beauty, friendly and welcoming locals and relaxed bush lifestyle. The towns and villages in the Lachlan Shire capture the essence of life in the bush. All our towns and villages have unique features and attractions to explore.

Council Values

COOPERATIVE

Team work is the key, all working together towards a common goal

RESPONSIVE

Committed to the needs of the Organisation and the Community

RESPECT

We treat others with kindness, fairness and tolerance in all our professional and personal interactions

EFFECTIVE

We accomplish a purpose; we produce the expected result and are effective workers without wasting time and effort

PROUD

We take pride in our work and doing the best job we can. We are proud of Council and its achievements

Primary purpose of the position

To manage Council's planning functions (both statutory and strategic).

Key Accountabilities

- Administer Council's statutory planning functions by ensuring that all development applications and subdivision certificate applications are dealt with in a timely manner in accordance with all relevant Acts and Regulations and with full consideration of all Council policies.
- Provide high quality technical advice to the public and applicants in respect of planning enquiries. Provide expert assistance to Council's customer service staff and other departmental referrals.
- Maintain the registers and databases of DA's, planning and subdivision certificate applications and preparation of Section 10.7(2) and (5) Certificates
- Prepare material for Land and Environment Court appeals, orders, panel hearings and represent Council at such appeals and hearings, as directed.
- Lead the preparation of master planning processes for towns and villages, as well as other strategic land use planning projects including the maintenance and review of land use policies, namely Council's Local Environmental Plan and Development Control Plan.
- Undertake, as necessary, and in line with Council's approved consultation protocols, community consultation concerning statutory and strategic planning projects for the Lachlan Shire.
- Prepare correspondence and advice, including to community and other stakeholder requests for information and prepare submissions, as directed.
- Assist the Director to drive commitment to a business transformation program
- Provide active leadership, mentoring and coaching to members of the Environment and Planning Directorate of Council
- In accordance with Clause 8 (ii) Local Government (State) Award, the employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Key Challenges

- Establishing rapport with key community stakeholders to build and promote positive image of Council
- Identifying and managing the many competing priorities and challenges relating to Council's interactions with its communities.
- Maintaining a balance between the needs of the community and Council
- Managing economic, environmental and social issues

Key Internal Relationships

Who	Why
Director	<ul style="list-style-type: none"> • Provide accurate technical advice and recommendations on status of assessment matters • Receive instructions and provide support required • Keep informed of emerging and contentious issues or conflicts • Contribute to implementation of business improvement • Keep informed of assessment performance against established standards • Work collaboratively to plan program of work and achieve team goals and objectives
Senior Staff and Managers	<ul style="list-style-type: none"> • Provide technical advice and recommendations on status of assessments • Keep informed of emerging and contentious issues or conflicts

Key External Relationships

Who	Why
State and Local Government agencies, owners/developers, private sector, industry and community stakeholders	<ul style="list-style-type: none"> • Establish and maintain effective relationships and communication networks • Engage and involve in the assessment process • Liaise to ensure effective coordination and cooperation to respond to enquiries, deal with complex issues, and resolve customer concerns. • Provide clear information and high quality planning advice on current planning matters • Manage expectations and resolve issues

Decision making

The Manager Town Planning will act in accordance with the Delegations to determine development applications and to establish the approach and methodology adopted in planning assessments. The Manager Town Planning will also prepare complex strategic planning documents and provide leadership in determining the strategic planning directions for the Shire.

Decisions made by the position have a significant and long term impact on the development of the Shire. Matters are referred to the Council where they represent significant departures from established policy, or that may be of a political nature.

The position holder acts and makes decisions based on broad policy direction and legislative requirements and will have extensive liaison with both internal and external stakeholders and service providers.

The Manager Town Planning has the authority of the Director to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

Director Environment and Planning

Direct Reports

Nil

Essential requirements





- Town planning or related tertiary degree or experience in development assessment / strategic planning
- Understanding of strategic policy development procedures
- Knowledge of the *Environmental Planning and Assessment Act 1979* and an ability to interpret legislation.
- High level written, interpersonal and negotiation skills including the ability to write complex and/or technical reports in plain English
- Ability to structure, prepare and compile expert legal evidence and appear as a credible expert witness
- Well-developed development assessment and analytical skills
- Ability to work autonomously on a range of simultaneous tasks, with superior organisational skills and as part of a multidisciplinary team
- Ability to record and maintain accurate information within the Information Management System
- Understanding of Work Health and Safety issues in the workplace and EEO principles and practices
- Current Class C Drivers Licence

Desirable requirements

- Knowledge/experience in compliance and enforcement matters
- Be willing to commit to further training and development, as required
- Sound knowledge of local government and/or administrative practices and policies

Capabilities for the role

Below is the full list of competencies adapted from the NSW Local Government Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies. Performance in the role will be assessed against these competencies.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

Focus capabilities

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
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
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning



Once you have reviewed the information pack, and if you believe your skills align with what Council is seeking, please phone

Terrey Kiss

P. 0427 273 197

E. terrey@lgsg.au

Prospective candidates must not contact Council unless to seek information that is readily available to members of the public.