

Lachlan Shire Council



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 Council's Local Strategic Planning Statement (LSPS) and 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