



CANDIDATE PACK

Director Planning & Development

Moree Plains Shire Council



CONTACT

Belinda Walker
Executive Talent Consultant
Leading Roles

 0411 449 447

 belinda.walker@leadingroles.com.au

Message from the GM

Kelvin Tytherleigh

Thank you for considering joining Moree Plains Shire Council.

I have recently been appointed to the position of General Manager and am very much looking forward to working alongside the Mayor and elected members as Moree Plains enters a period of significant growth and development.

Moree Plains is one of the NSW State Government's Special Activation Precincts bringing with it the inland rail and significant investment opportunities in the form of gas, clean energy, and agricultural projects. After engaging with the community and stakeholders, the Moree Special Activation Precinct Master Plan and the new Planning Framework have been successfully completed. These key strategic documents, along with the 10-year community plan, will serve as a clear roadmap towards a promising and transformative future for our region.

We are now seeking a Director Planning and Development to join our Executive Leadership Team. We look forward to welcoming an experienced professional to lead the future of planning and development in our region as we navigate this exciting chapter of our growth. As Council's principal planning officer, you will lead the Planning, Environmental, Building Control, Ranger, Noxious Weeds, Building and Maintenance services for Council.



We welcome applications from candidates who value a positive workplace culture and enjoy active participation in the community.

This role presents an exceptional opportunity to grow the services, housing, prosperity, and vitality of the Moree Plains region.

Please consider joining the team and becoming part of our leadership group. I look forward to reading your application.

Kelvin

Contents

<u>The Role</u>	4
<u>Benefits of the Role</u>	13
<u>About Moree Plains Shire Council</u>	14
<u>Living in the Region</u>	17
<u>Recruitment Process</u>	20
<u>Recruitment Timeframes</u>	20
<u>Contact</u>	22
<u>Attachment: Position Description</u>	

We respectfully acknowledge the Traditional Owners, the Kamilaroi people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Moree Plains is known as the Spa Capital of Australia. The Shire is located in northern NSW on the banks of the beautiful Mehi River and shares a border with Queensland. It is approximately five hours to Brisbane and eight hours to Sydney. The main seat is Moree with other towns and villages spread through the region.

Moree Plains is a region rich in culture, agriculture, heritage and natural assets. It is the most productive agricultural shire in all of Australia. It is home to a strong and vibrant rural community that enjoys a vast amount of space and inland rural lifestyle.

The Moree region is experiencing a once-in-a-generation investment boom with billions of dollars' worth of projects across gas, agriculture, clean energy, and inland rail coming to the region. To lead Council's response to this period of growth, the Council is seeking a progressive and innovative Director Planning and Development, to form part of the high performing Executive Leadership Team.



Position Overview

Reporting to the General Manager, the Director Planning and Development is Council's principal planning officer, and is responsible for leading the Environmental, Planning, Building Control, Ranger, Noxious Weeds, Building and Maintenance services.

Key responsibilities include:

- Being an active and contributing member of the Executive Leadership Team.
- Efficiently leading the strategic direction and operations of the Planning and Development Directorate within the budgetary framework established by the Council.
- Working with a wide range of internal and external stakeholders including other levels of government, developers, diverse community groups, and staff.
- Leadership of a high performing, multidisciplinary and diverse workforce.



Special Projects

This position will have oversight of a number of projects that will strengthen services and liveability for the community.

- The Special Activation Precinct, covering an area of 430ha of land just outside of Moree, is expected to bring new investment and commercial opportunities to the region and up to 4,000 new workers over a 10-year period.
- This precinct will require infrastructure such as housing, roads, water, waste and telecommunications services and is expected to amount to \$1.5B worth of infrastructure development over a 5–10-year period.
- The State Government inland rail project will bring economic development to the region.
- The Civic Memorial Hall is undergoing a \$5M upgrade and is expected to bring commercial and social opportunities to the region such as conferences and live music festivals.



Opportunities and Challenges

- This role presents an exceptional opportunity to grow the services, housing, prosperity and vitality of the Moree Plains region.
- Council looks forward to economic growth opportunities that will flow from the special activation precinct and increased housing. Therefore, a hands-on approach to managing DA and compliance is required.
- Work with an engaged and highly experienced General Manager & Mayor.
- Council recently welcomed seven new councilors who are collaborative and highly engaged.
- Council is open to redesigning the structure of the directorate to best meet Council and community needs.
- Council services a large and diverse geographic region. Strong communication and engagement skills are required to ensure representation of a diverse community group.
- Like many regional Councils, Moree Plains struggles to attract qualified staff to the region. An innovative approach to the attraction and retention of staff will be required.
- While the team are motivated, they will benefit from a strong and engaged leader who will support their growth and build their capability.



Key Stakeholders

The Director will be tasked with developing high level stakeholder relationships with internal and external stakeholders including other levels of government, developers, the Executive Leadership Team, councillors, staff and the community. The ability to build strong and mutually beneficial relationships will be critical to the success of this role.

Workforce Leadership

The Director Planning and Development will lead four direct reports and approximately 35 staff across Planning and Building, Building Maintenance, Waste, and Environment and Compliance.

The team are performing well and will further grow their capability by reporting to an engaged and strategic leader who has a consultative approach to the delivery of services.

Personal Attributes

Moree Plains Shire Council is seeking a highly experienced, engaged Director who is motivated to develop and lead a high performing directorate.

The Director will promote a culture that encourages innovation and initiative and emphasises the value of exceptional customer service. Superior communication, consultation and negotiation skills will be required as well as critical thinking and analytical skills. Personal integrity, ethics and a track record in the delivery of quality services will be essential to the success of this role.





Success Factors

- Experience in a position of a similar scale and scope including working collaboratively with a diverse range of internal and external stakeholders.
- Demonstrated senior management experience, including ensuring compliance with, and awareness of, key legislation governing the Planning and Development operations of Council as a local government entity.
- Experience examining and foreshadowing population growth and development impacts.
- Experience leading a multidisciplinary team and creating a high-performance culture.
- Qualifications in Urban and Regional Planning, Social Sciences, Human Services, Business Administration, Local Government or similar.



Council Employee Benefits

Joining Moree Plains Shire Council will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. You will be part of a community that values courage, honesty, and leadership, with a strong customer focus on the delivery of services. In return for your hard work and dedication, the successful candidate will be rewarded with a senior staff contract and an attractive TRP based on your qualifications and experience.

Further benefits for this role include:

- Attractive Salary Package of \$220K - \$230K TRP based on qualifications and experience.
- Full private use of Council vehicle including fuel.
- Travel benefit of up to \$1000 per year.
- Relocation assistance as negotiated.
- \$5000 educational assistance.





About Council

Moree Plains, known as the Spa Capital of Australia and home of the black soil plains, is the most productive agricultural shire in all of Australia.

- 
Population
13,261 (2019, ABS)
- 
Families
3,164 (2016, ABS)
- 
Employed
6,897 (Dec 2019, ABS)
- 
Unemployment
5.2% (Dec 2019, ABS)
- 
Gross Regional Product
\$967.2 million (2018-19, ABS)
- 
Number of Businesses
1,944 (2019, ABS)
- 
Agriculture
25.5% (2018-19 AEC)
- 
Health Care & Social Assistance
10.5% (2018-19 AEC)
- 
Education & Training
10.0% (2018-19 AEC)
- 
Retail trade
8.2% (2018-19 AEC)

With a population of 13,261 people, the Shire boasts a large indigenous population (21.6%), and the Moree Plains Shire Council is committed to leading the way in reconciliation. Moree is a town rich in culture, heritage, agriculture, and natural assets with each component intertwining to define the characteristics of both the town and the community. It is home to a strong and vibrant rural community that enjoys the vast amount of space and inland lifestyle it has to offer.

There are a number of exciting projects happening in Moree that offer great transformational potential for the community. These projects include the Special Activation Precinct and Inland Rail which aim to create sustainable jobs, attract business and investors, and drive economic growth. This intricate growth and development plan will provide a real legacy that we can leave for our future generations.

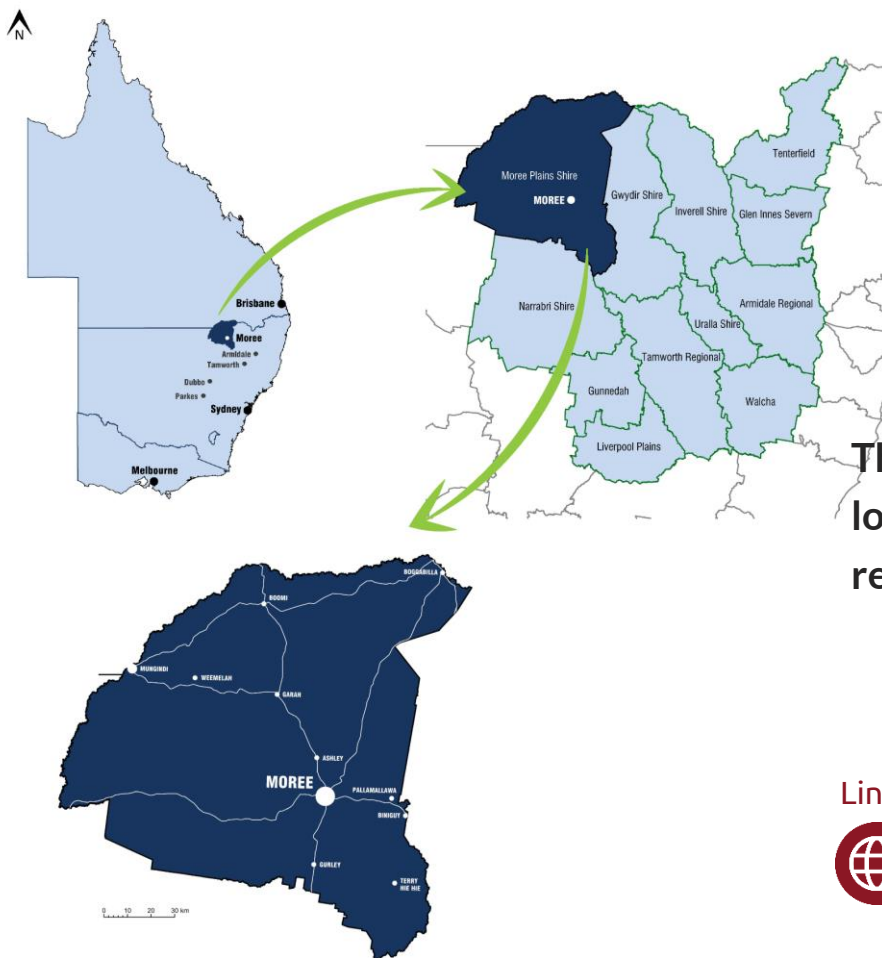


About Council

The northern boundary of the Shire is located adjacent to the border between New South Wales and Queensland. The main town seat is Moree and other towns and villages include Ashley, Boomi, Boggabilla, Bullarah, Garah, Gurley, Mungindi, Pallamallawa and Weemelah.

Moree Plains Shire is the most productive agricultural Local Government area in Australia, averaging around A\$1 Billion per year in agricultural primary production. The major industry for the shire is agriculture with wheat, barley, citrus, sorghum, pulses, cotton, maize, beef, sheep, olives, pecans and canola production.

The council consists of nine councillors and a mayor.

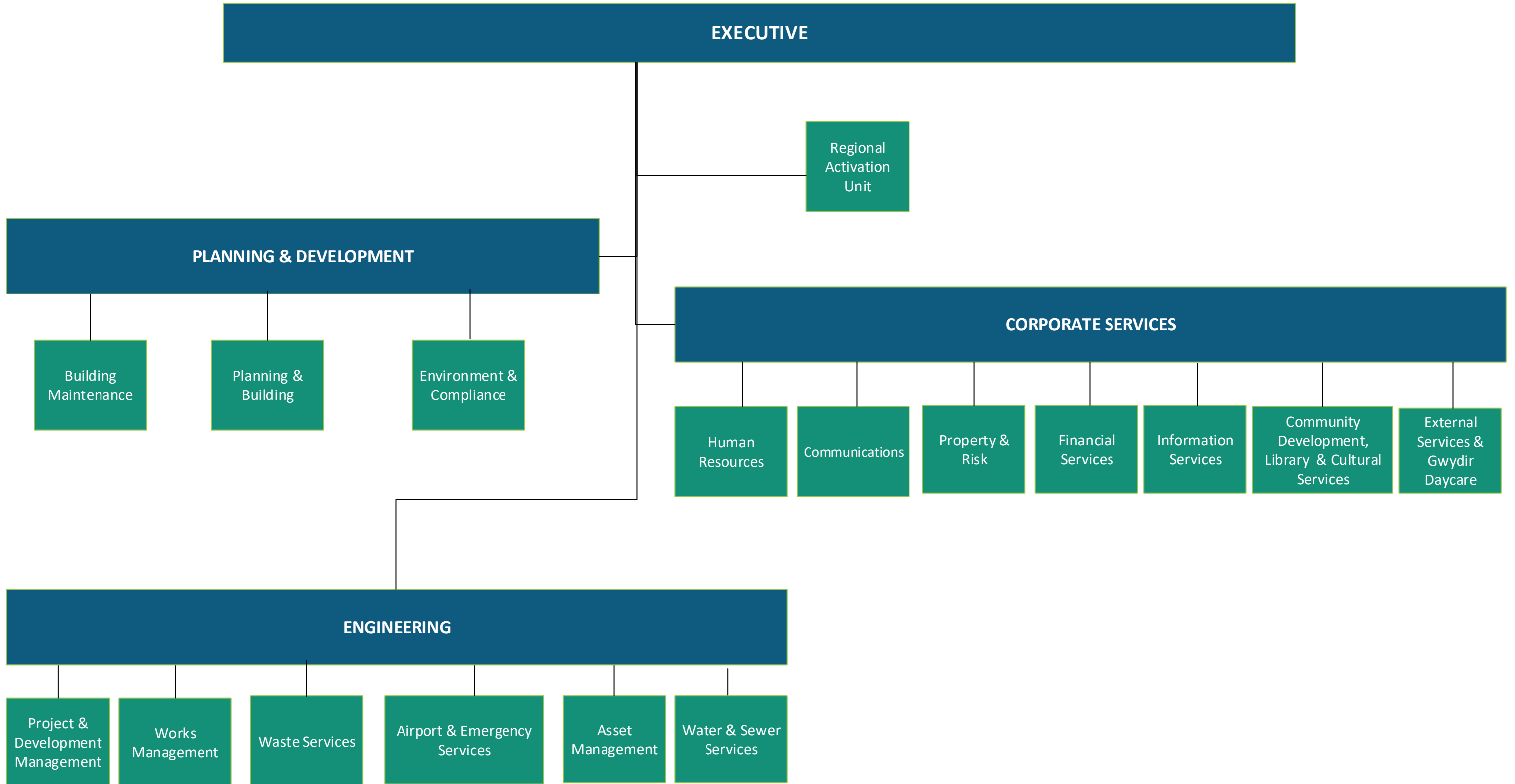


The Moree Plains Shire Council is located in the North-West Slopes region of New South Wales.

Links to Council Information



Organisational Structure





Living in the Region



Housing

The current median housing price is \$260,000 with median rental price of \$330 per week.



Educational Facilities

The Moree Plains Shire is well-serviced by both state and private school facilities. For those wishing to further their education, NSW TAFE, Moree Community College and the Country Universities Centre are all located within the Shire with easy access.



Healthcare

There are excellent medical facilities in the region including Moree District Health Service and Mungindi Hospital. The region is home to medical centres, private health centres, dental practices and aged care facilities.



Living in the Region



Shopping & Dining

Moree Plains Shire has easily accessible shopping facilities for everyday needs, and a vast array of specialty stores. The region is home to a variety of art galleries where you will find a treasure trove of gifts. Eating out in the region ranges from cafes to restaurants, where you will be served locally sourced and produced cuisine.



Sports & Recreation

The Shire boasts a wide variety of leisure and recreational activities throughout the region, including golf club, water ski park, and fishing, just to name a few. There are many sporting clubs in the region including football, netball, rugby union and tennis. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local Gwydir Wetlands, Moree Botanic Gardens, and fantastic bird viewing of seasonal and migratory birds.



Getting Around

The major routes are the Newell Highway which connects Victoria with Queensland and the Gwydir Highway which connects the east coast with western New South Wales. Moree Regional Airport is located 6 kilometres south of Moree and currently has approximately 12 flights per week from Sydney.

Discover Moree Plains



Recruitment Process

How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below

Selection Criteria

- Experience in a position of a similar scale and scope including working collaboratively with a diverse range of internal and external stakeholders.
- Demonstrated senior management experience, including ensuring compliance with, and awareness of, key legislation governing the Planning and Development operations of Council as a Local Government entity.
- Experience examining and foreshadowing population growth and development impacts.
- Experience leading a multidisciplinary team and creating a high-performance culture that meets the needs of council and community.
- Qualifications in Urban and Regional Planning, Social Sciences, Human Services, Business Administration, Local Government or similar.

Applications Open

- Week Commencing
Monday 29 May 2023

Closing Date of Applications

- 5pm Monday 19 June 2023

Initial Assessment

- Week Commencing 19 June 2023

Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Belinda Walker

Executive Talent Consultant



Belinda is our executive talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

☎ 0411 449 447

✉ belinda.walker@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Director of Planning and Development
Position Number:	412
Department and Section:	Planning and Development
Band/Level:	Senior Staff Contract
Reports to:	General Manager
Direct reports:	Planning and Development staff
Indirect reports:	Nil
Basis of Employment:	5-Year Senior Staff Contract, Full-Time 35 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Full Private Use of Council Vehicle Including Fuel Travel Benefit up to \$1000 per year Relocation Assistance as Negotiated \$5000 Educational Assistance

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.

POSITION OBJECTIVE

The Director Planning and Development is Council's principal planning officer, exercising overall management responsibility is responsible for staff working in the following areas: Environmental, Planning, Building Control, Ranger Services, Noxious Weeds, Building Maintenance Services. The Director will be responsible for resourcing the section and create a culture of delivering for the community. All Directors are required to undertake the position of Acting General Manager in the absence of the General Manager from time to time.

ABOUT YOU

Moree Plains Shire Council is seeking a highly experienced, engaged Director who is motivated to develop and lead a high performing directorate. The Director will promote a culture that encourages innovation and initiative and emphasises the value of exceptional customer service. Superior communication, consultation and negotiation skills will be required as well as critical thinking and analytical skills. Personal integrity, ethics and a track record in the delivery of quality services will be essential to the success of this role.

KEY DUTIES AND RESPONSIBILITIES

Moree Plains Shire Council (MPSC) has established a set of plans that outline the long-term vision for the future of our Shire, which has been created in partnership with our community. The Community Strategic Plan provides the core vision for Moree Plain's future and the key community outcomes that form the basis of Council's planning.

The Delivery Program (incorporating Council's Annual Operational Plan) establishes a rolling program of actions and priorities outlining how Council will work toward delivering the strategies contained within the Community Strategic Plan.

Through the Integrated Planning and Reporting regime, the Director of Planning and Development is responsible for (either directly or through the supervision of staff):

- Ensuring that the Planning and Development department completes timely progress reports in relation to the Operational Plan.
- Leading MPSC's position on State Environmental Planning Policy and State Significant Developments
- Providing guidance to the organisation on grant funding opportunities, supervising the preparation of such applications and seeking Council endorsement of the same.
- Being fundamentally involved with social planning of the Shire and interagency coordination.
- Supervising coordination and implementation of crime prevention plans and meetings of these Committees.
- Ensuring building certification services to A1 accreditation level are provided ➤ Ensuring the provision of regulatory enforcement services.
- Supporting the Urban Advisory Committee and its initiatives.
- Ensuring the provision of high-quality development assessment services.
- Ensuring the provision of high quality strategic land use planning services.
- Overseeing the development of the Shire's Strategic Transport Plan.

- Ensuring the implementation of the Southwest Moree Master Plan.
- Ensuring the provision of noxious weeds control
- Preparation and publication of the State of Environment Report
- Implementing MPSC's Improvement Action Plan initiatives as they carry into the future including in relation to:
 - Monthly budget management
 - Annual budget preparation
 - Early identification of budget variations
 - Community engagement in relation to service levels
 - Identification of revenue generation opportunities

PERFORMANCE MANAGEMENT PLAN

- **Works with the General Manager (GM) and Council – Advise and support the Council, Mayor and GM.**
 - This includes supporting Council, the Mayor and GM in carrying out their duties and provide advice on policy matters.
- **Works with the GM and Council – Provides the link between the Department's employees, the GM and Council.**
 - This is to ensure and facilitate the flow of required information between staff, the GM and Council.
 - Also, contributes to the overall management of the organisation.
- **Manages the Department – Provides planning and reporting.**
 - Ensures preparation of required plans and reports, including consultation, within required timeframes.
 - Ensures the Department's elements of the Operational Plan are achieved, and the GM is informed of projects not on schedule and/or budget
- **Manages the Department – Provides people management.**
 - Ensures the departmental structure is appropriate to achieving the Operational Plan and Delivery Program and that associated formal delegations are in place.
 - Ensures appropriate staff management and development systems, equitable work practices and a safe work environment are in place and used in the Department.
 - Provides leadership by being visible and positive,
- **Manages the Department – Provides management oversight of the operational functions of the Division.**
 - Ensures the Department provides and maintains community infrastructure, in line with Council objectives, priorities and community needs as defined by the Community Strategic Plan.
 - Ensures the Department provides effective project and contract management and that its assets are utilised effectively.
- **Manages the Department – Provides financial management.**
 - Ensures effective financial management and reporting.
 - Ensures revenue management processes maximise council income.
 - Develops and maintains the Department's contacts with community, governmental and business bodies and functions as a spokesperson for the Council in line with Council's media policy and

subject to consultation with the GM and Mayor.

Specific KPI's are formulated in conjunction with the General Manager for each 12-month period with the initial KPI's will be agreed to within the 3-month probationary period for the role. Performance against these KPI's is measured through the following mechanisms:

- Monthly probationary reviews within the first 3 months of employment with the General Manager.
- Monthly outcome meetings with the General Manager.
- The completion of quarterly reporting on budgets through "Power Budget" and against the Delivery and Operational Program.
- Optional completion of the 360 Degree Feedback Program following the first 12 months of employment with a commitment to an annual professional development plan to compliment this feedback.
- At least annual overall performance review completed with the General Manager.

ESSENTIAL CRITERIA

- Relevant qualifications in Urban and Regional Planning, Social Sciences, Human Services, Business Administration, Local Government Management or similar.
- Demonstrate well-developed business acumen through professional experience with sound evidence of outcomes achieved.
- Proven ability to proactively review work processes and priorities to deliver outcomes.
- A strategic outlook to examine and foreshadow population growth and development impacts.
- A demonstrated track record of leadership with staff and organisation.
- Demonstrated understanding of the principles of working in a political environment
- Highly developed interpersonal skills including the ability to lead and create a cohesive team environment, the ability to maintain positive relationships with internal and external stakeholders and the ability to learn new skills and adapt to changing situations.
- Demonstrated ability to exercise sound judgement, with a high degree of initiative and sensitivity while maintaining confidentiality.

Literacy, Numeracy, and Record Keeping:

- Excellent written and verbal communication skills with the ability to facilitate effective communication across a diverse range of audiences.

Tickets and Licences:

- Criminal History Clearance
- Current Class C Drivers Licence.
- General Construction and Induction Card.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. 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 acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: