



APPLICANT PACK

# General Manager

Kyogle Council



**Leading  
Roles**

People ▶ Performance ▶ Partners



## CONTACT

Belinda Walker  
Executive Talent Consultant  
Leading Roles

📞 0411 449 447

✉ [Belinda.Walker@leadingroles.com.au](mailto:Belinda.Walker@leadingroles.com.au)



# Message from the Mayor

Hello

It is with real pleasure and sense of excitement for the future that I welcome all candidates interested in joining our Council as General Manager.

Kyogle Council takes immense pride in our community vision of "Working together to balance environment, lifestyle and opportunity". We are a small, but vibrant Council that is consistently punching above its weight in terms of delivering services to, and for, our diverse community.

The council has come through a turbulent four years of natural disasters (droughts, bushfires and floods), and is justifiably proud that as an organisation it has maintained its reputation of being a high-performing, innovative and progressive Council. We have an experienced workforce that is committed to the community it serves and an collaborative, professional executive team that fosters a cohesive, inclusive and supportive culture.

The elected member group has a strong vision for the continued growth of the LGA to ensure its continued development as a strong, vibrant, self-sustaining community. Our new General Manager will demonstrate integrity, ethical and honest behavior, will set clear performance and behavioural expectations, and demand accountability at all levels of the team. Ideally, you will have an understanding of the issues facing rural councils in Regional NSW.

Joining Kyogle Council gives you the opportunity to collaborate with passionate communities to plot a pathway for the Kyogle region to reach its true potential.

If you are in search of more than just a job—if you aspire to make a difference in people's lives, and transform communities—I invite you to explore the opportunities awaiting you at Kyogle Council. Together, we can shape the future of the Kyogle LGA.



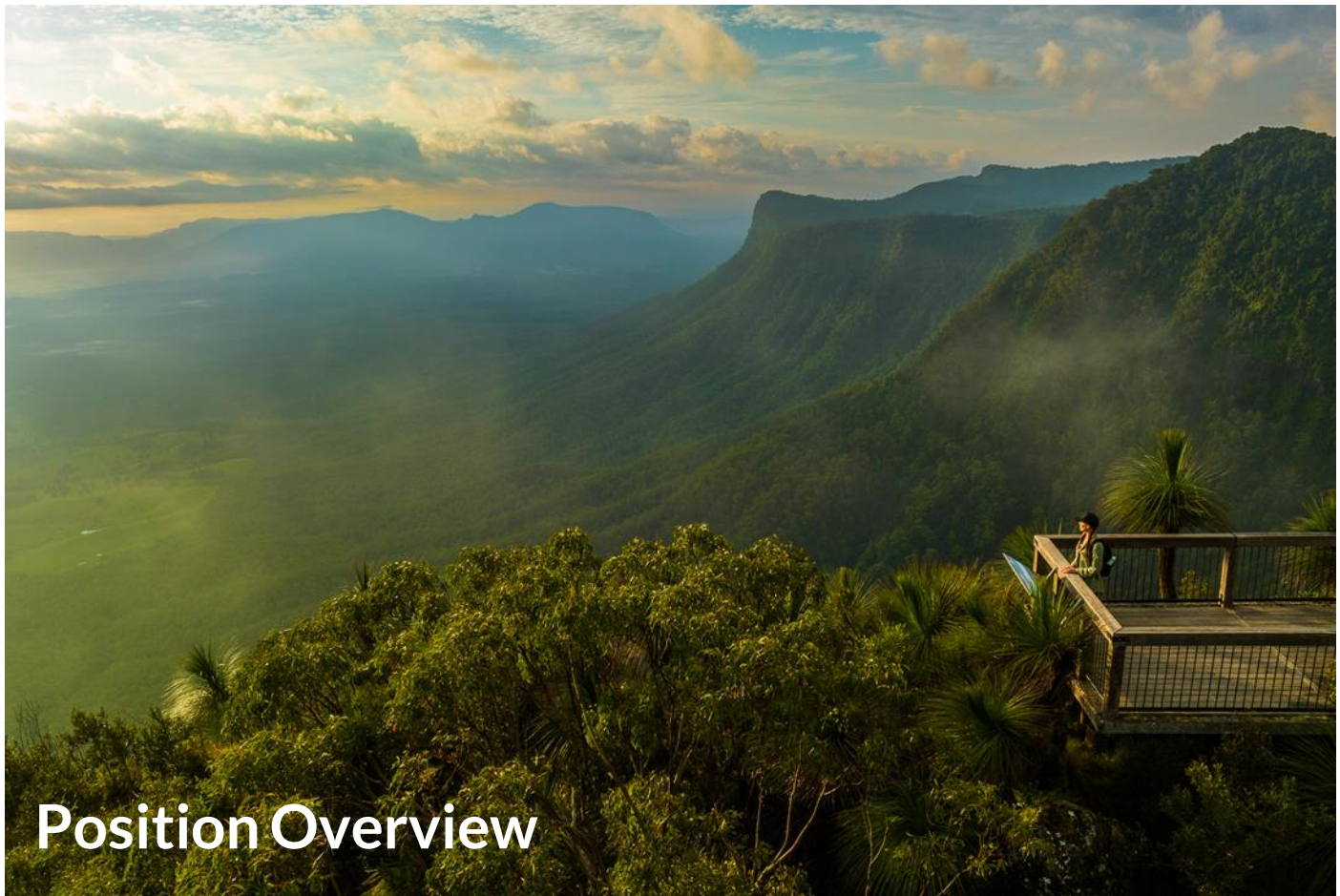
**Cr Kylie Webster**  
**MAYOR**



# Contents

<a href="#"><u>The Role</u></a> .....	4
<a href="#"><u>Benefits Of The Role</u></a> .....	9
<a href="#"><u>About Kyogle Council</u></a> .....	10
<a href="#"><u>Living In The Region</u></a> .....	13
<a href="#"><u>Recruitment Process</u></a> .....	16
<a href="#"><u>Contact</u></a> .....	18

We respectfully acknowledge the Traditional Owners, the Bundjalung people as Traditional Owners of the land in which the Kyogle Council situated. We pay respect 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.



## Position Overview

Kyogle Council is seeking an experienced and engaged General Manager (CEO) to lead organisational effectiveness in alignment with community needs and expectations.

## Organisational Performance

Reporting to the Mayor and Councillors, the ideal candidate will be an outstanding local government leader, with strong financial acumen, who will strengthen the sustainability of the organisation and build engagement with diverse stakeholders. Council is seeking a collaborative and engaged leader to work alongside the Elected Member group while also creating a positive organisational culture.

## Key Responsibilities

- Ensure alignment between the Council, elected members and the community ensuring strategic and operational focus areas reflect community priorities, fostering collaboration and innovation.
- Provide high level advice to the Mayor and elected members.
- Oversee council operations, ensuring efficient service delivery and compliance while also managing budgets and resources to fund and support key projects and initiatives.
- Develop and maintain constructive relationships and partnerships with key internal and external stakeholders.
- Lead the workforce to deliver the Community Strategic Plan while building a positive, future focused organisational culture that aligns to Council's values.



## Opportunities and Challenges

Council has experienced a recent change in leadership which has led to some community unrest. The Elected Member group are seeking an experienced General Manager who will work with the community and the diverse stakeholder group to foster stability and rebuild trust.

- **Community Expectations Management:** Address community expectations and perceptions regarding service delivery, infrastructure development and organisational performance. Communicate effectively with the community to manage expectations, build trust and foster collaborative partnerships for sustainable development.
- **Financial Sustainability:** Manage financial resources effectively, balancing competing priorities and funding constraints. Explore alternative revenue sources, grant opportunities and cost-saving measures to support key projects and initiatives while maintaining long-term financial sustainability.
- **Change Management:** Guide the organisation towards becoming a progressive and innovative entity that actively responds to community expectations.

## Special Projects

Kyogle Council is deeply connected to its community and has been dedicated to flood recovery efforts following the 2022 flood events, which caused substantial infrastructure damage. Notably, the successful completion of the "Fixing Country Bridges" program, aided by NSW Government support, involved replacing 94 wooden bridges, showcasing the Council's commitment to lasting impact and sustainability.

Managing a range of high-profile, complex infrastructure projects will require continued responsiveness to community expectations and advanced and transparent communication skills.

**Key infrastructure projects include:**

- Progressing initiatives such as water and waste supply to the three villages and upgrading sewerage plants will be a project that will significantly support community development and growth. While funding has been identified, managing the inception and implementation stages of these projects offers opportunities for impactful contributions to community well-being.
- Council's largest single road infrastructure upgrade project: 45km of Clarence Way between Sandilands and Urbenville – \$50 million
- Replacement of Council's last remaining bridge as part of the Timber Bridges Program – \$20 million
- Once in a generation upgrade to Kyogle's Wastewater Treatment Plant
- Kyogle's Main Street Redevelopment and Beautification - \$5 million
- Natural Disaster Restoration and Resilience Projects for Road, Water and Wastewater Infrastructure – approximately \$200 million





## Stakeholder Engagement

Central to this role will be the ability to engage effectively and transparently with a broad range of internal and external stakeholders such as elected members, other levels of government, the business sector, local authorities, committees, the community and staff. Interacting and engaging with the community in a proactive and positive manner will be critical to success in this role.

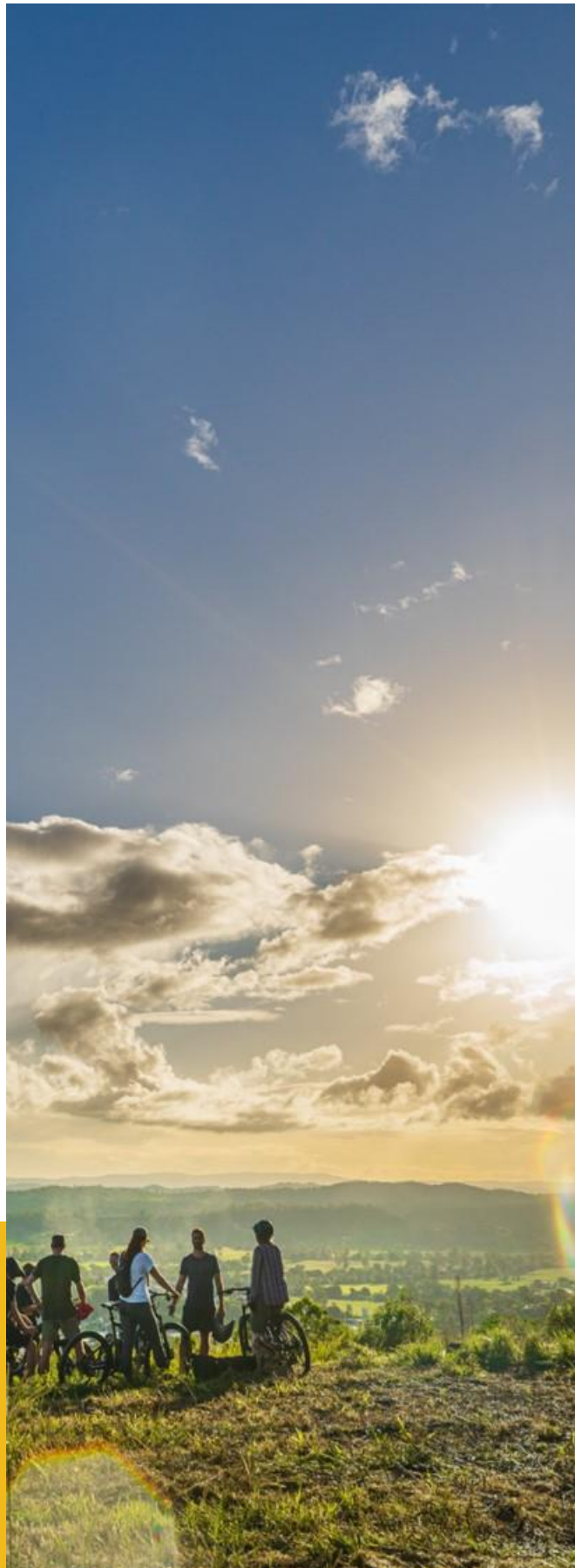
## Workforce Leadership

Council is seeking a visible, people focused leader to further develop the capability of the organisation while building an engaged and service orientated culture. The General Manager will lead a team of approximately 130 staff, with the support of three direct reports, Director Assets and Infrastructure Services (currently vacant), Acting Director Planning and Community Development and Executive Manager Corporate Services.

# Personal Attributes

Kyogle Council is seeking a strong, decisive and collaborative local government leader who is aligned to Council's values who will become a trusted advisor to the Mayor and Elected Members. Strong leadership skills, a strategic mindset and effective communication skills are crucial.

The ideal candidate will be an engaged and dynamic leader of people, who enjoys being a present, visible leader. Council will benefit from a General Manager who fosters a culture of innovation and empowerment, modelling a future focus orientation. Council values a leader who demonstrates integrity while having a strong community focus. Exceptional verbal and written communication skills are crucial for effective influence and collaboration among a diverse range of stakeholders.





## Qualifications, Skills & Attributes

- Experience in a similar role in local government utilising strategic management frameworks to guide organisational direction and decision making.
- Demonstrated understanding of local government legislation and the challenges facing the local government sector, particularly in rural communities.
- Demonstrated ability to develop and maintain constructive relationships and partnerships with internal and external stakeholders that contribute to the delivery of organisational goals.
- Demonstrated experience in Local Government Financial Management including project management finances and reporting.
- Strong leadership, communication and interpersonal skills with demonstrated ability to inspire purpose, lead people and build capability to effectively deliver outcomes for the community.
- An appropriate qualification in Finance/Business/Management or related discipline.





## Council Employee Benefits

Kyogle is a vibrant area located in the Northern Rivers Region of New South Wales and is known for its natural beauty and outstanding lifestyle opportunities. The town enjoys a strong sense of community with regular cultural events. Only a short distance to the larger centres of Lismore and Byron Bay, Kyogle offers the opportunity to enjoy a tranquil lifestyle surrounded by rolling hills, lush rainforests and beautiful waterfalls.

### The Kyogle Council employee benefits include:

- Generous Salary Package.
- Relocation Assistance negotiable.

Further benefits of this role include:

- Professional development through numerous learning and development courses.
- Generous leave entitlements, including health and wellbeing leave and paid superannuation.



# About Council

## Community Vision

*“Working together to balance environment, lifestyle and opportunity.”*

## Council Mission

*“To meet the challenges of our unique and diverse region.”*

The Kyogle Council is located in the Northern Rivers region of NSW. With an area of approximately 3,632 square kilometres a population of 9,228 residents call the area home. Kyogle is located 760kms north of the Sydney CBD and 180kms south of the Brisbane CBD.

Key employment sectors include agriculture, forestry and fishing, manufacturing, construction, health care, and retail trade.

The Kyogle Council area is a rural and rural-residential area, including national parks and rainforests. Rural land is predominantly used for dairy, beef farming, and timber production, with some vegetable and grain growing.

The elected Council is made up of 9 Councillors.

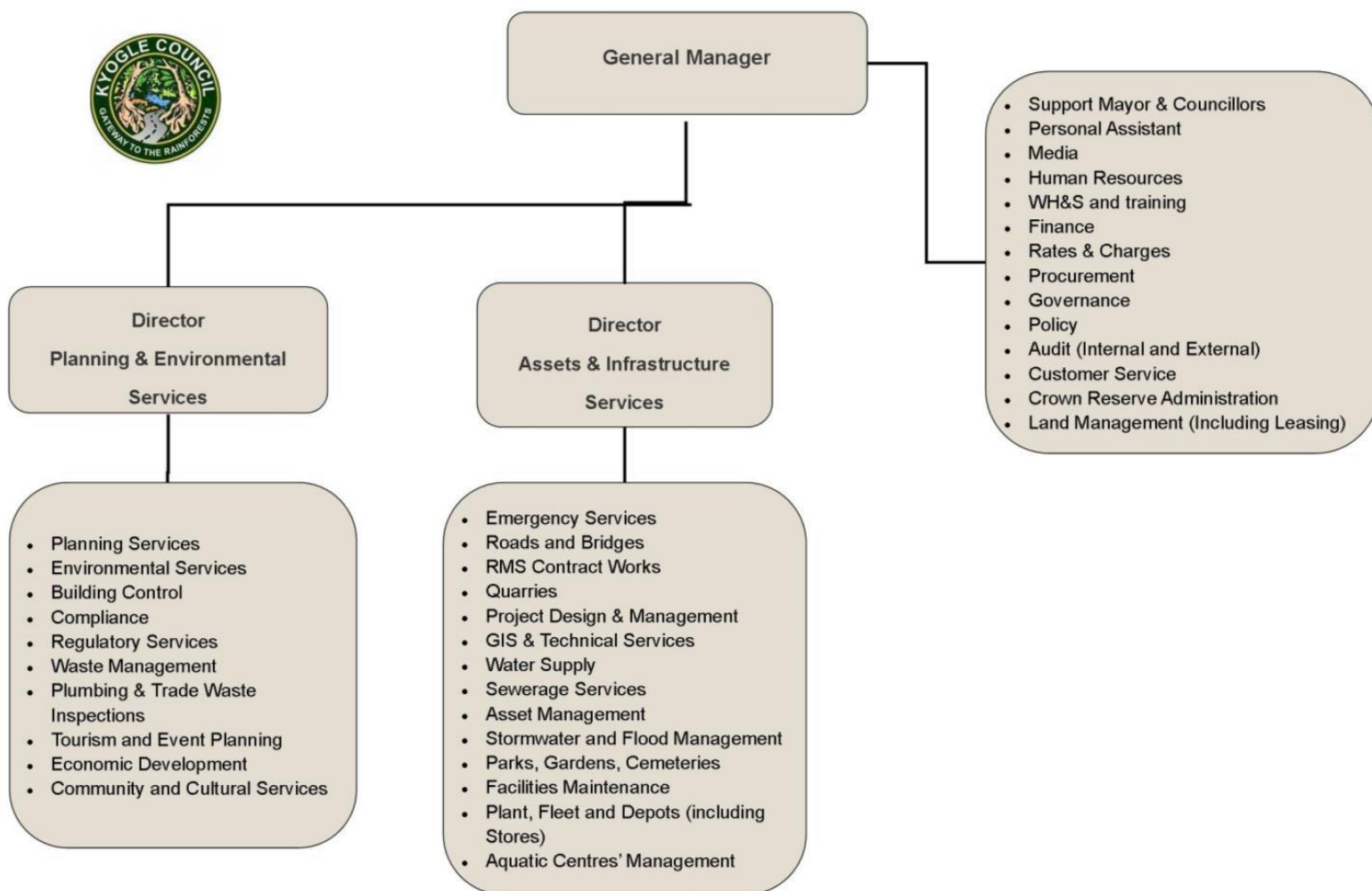


Links to Council Information





# Organisational Structure





- Respect and **respond** to community needs.
- Improve the quality of our services.
- Be **open** and **accessible**.
- Act with **honesty** and **integrity**.
- **Value** people's contribution.
- Support the culture of **teamwork**, **cooperation** and **safety**.





### **Housing**

The cost of housing in the Kyogle Region is affordable with the median housing price of approx. \$470,000. Rental prices average \$450 per week.



### **Educational Facilities**

There are several schooling options in the Kyogle Region, with three secondary schools and 14 public primary schools. Private school options are also available in Kyogle. The Northern Rivers University Centre for Rural Health and the Southern Cross University are located a short drive away in Lismore.



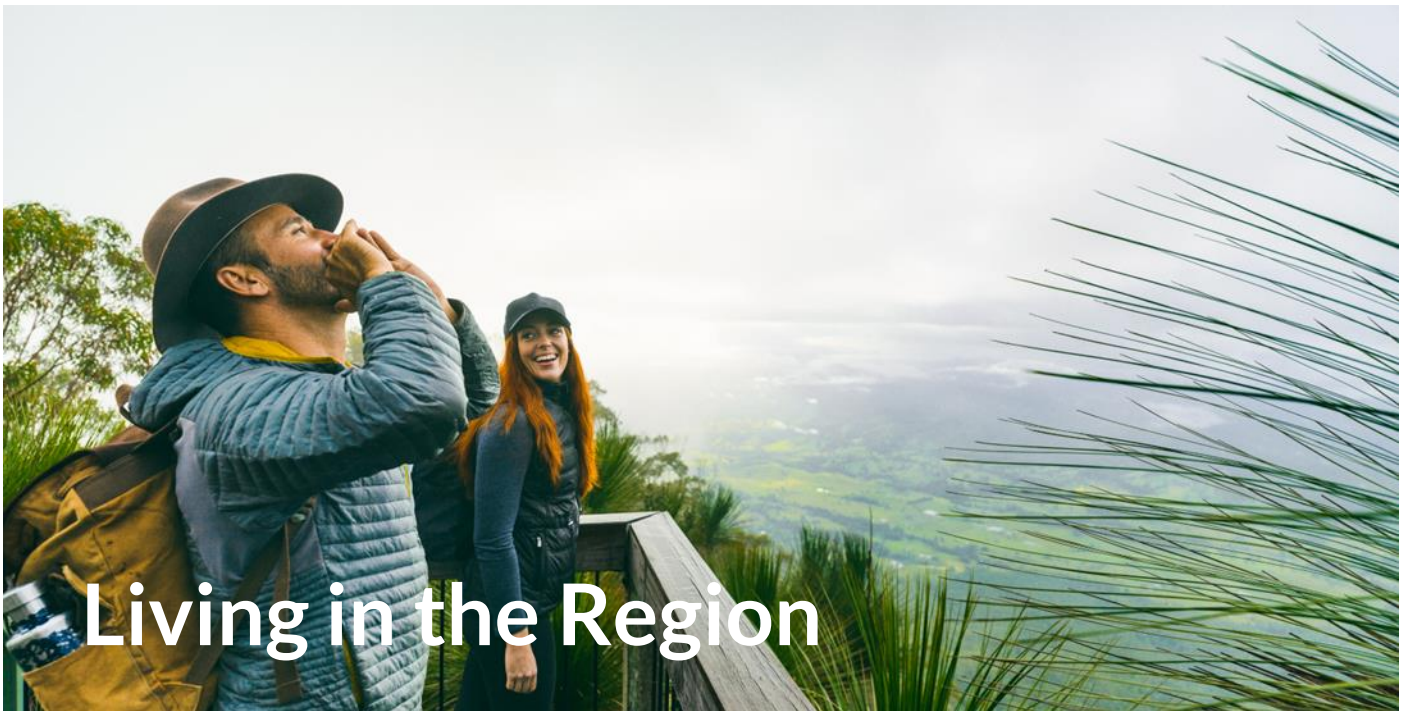
### **Healthcare**

There are excellent medical centres and two local hospitals; Kyogle and Bonalbo Hospitals that service the residents of the Kyogle Council region.



### **Getting Around**

The region is serviced by a public service bus system. The main Sydney to Brisbane railway passes through Kyogle with two commuter services daily. The Lismore Airport is a short 40-minute drive from Kyogle.



## Recreation

Kyogle has easy access to the Border Ranges National Park, which has amazing lookouts, walking trails and picnic areas. If you love the beach, it's about a 1 hour and 20-minute drive. The Woodenbong Seasonal "Yowie Country" Market is held on the last Saturday of the month at the end of each season (Feb, May, Aug and November). Kyogle also hosts the Writers Festival every 2 years as well as the Annual Pumpkin & Watermelon Festival.



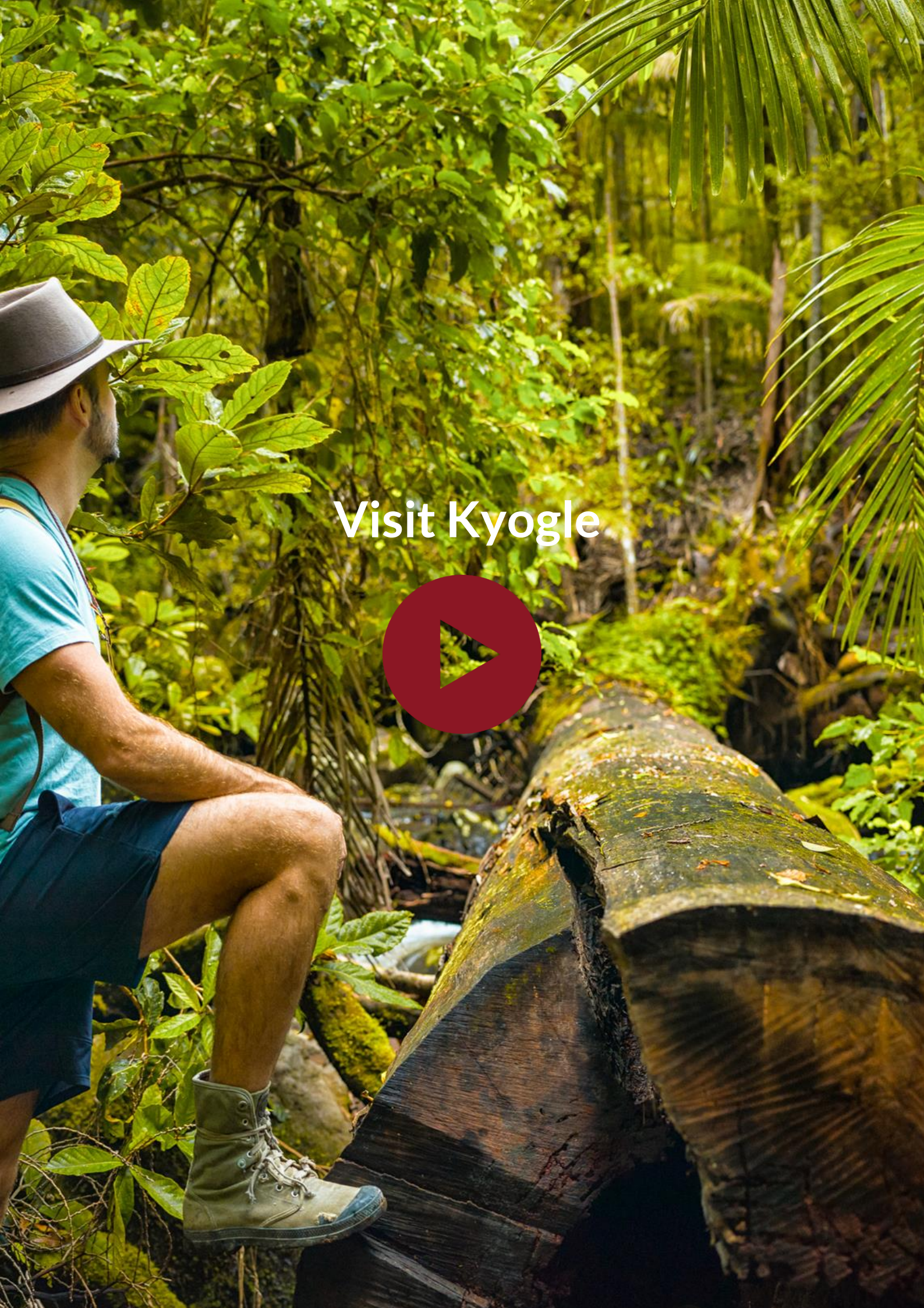
## Sports & Leisure

Kyogle has a range of quality sporting facilities for swimming, cycling, and golf. There is a swimming pool in Kyogle, the Roxy Art Gallery, a Community Centre, a Library, and plenty of playgrounds, including a skatepark. The Commercial Hotel has a great bowling alley as well. There is also a Mountain Bike Park that routinely hold regional and SEQ events as well as annual Dirt Bike competitions.

As with many rural communities Kyogle has their signature festivals and events, with a very strong small town "traditional country show", many horse events such as campdrafting and rodeo, active industry based groups such as Beef Cattle, Dairy and cottage farming.

Council is a key player in supporting most of the Events and is needing to strengthen this relationship in order to build capacity to self guide in the villages.





Visit Kyogle





# 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 similar role in local government utilising strategic management frameworks to guide organisational direction and decision making.
- Demonstrated understanding of local government legislation and the challenges facing the local government sector, particularly in rural communities.
- Demonstrated ability to develop and maintain constructive relationships and partnerships with internal and external stakeholders that contribute to the delivery of organisational goals.
- Demonstrated experience in Local Government Financial Management including project management finances and reporting.
- Strong leadership, communication and interpersonal skills with demonstrated ability to inspire purpose, lead people and build capability to effectively deliver outcomes for the community.
- An appropriate qualification in Finance/Business/Management or related discipline.



### Applications Open

- Week Commencing Monday 20 May 2024



### Applications Close

- 5pm Monday 10 June 2024



### Initial Assessment

- Week Commencing 10 June 2024



### Council Interviews

- Week Commencing 24 June 2024

\*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.



## Your Executive Recruitment Team

We are pleased to introduce our senior recruitment team as your designated point of contact for this executive role. Should you require additional information or have any inquiries, we warmly encourage you to reach out to them. They will be more than happy to assist you throughout the process



### MARK OGSTON, CHIEF EXECUTIVE

☎ 0407 674 412  
✉ [mark.ogston@leadingroles.com.au](mailto:mark.ogston@leadingroles.com.au)



### BELINDA WALKER, EXECUTIVE TALENT CONSULTANT

☎ 0411 449 447  
✉ [belinda.walker@leadingroles.com.au](mailto:belinda.walker@leadingroles.com.au)





# Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT [WWW.LEADINGROLES.COM.AU](http://WWW.LEADINGROLES.COM.AU)

