

APPLICANT PACK

# Director Development and Compliance

Narrabri Shire Council



RECRUITING FOR:



CONTACT

**Angie Simmonds**  
Principal Talent Consultant  
Leading Roles

☎ 0476 861 300

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We respectfully acknowledge the Traditional Owners, the Gamilaraay/ Gamilaroi/Gomeroi/Kamilaroi Nation and their Elders 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

Narrabri Shire Council is seeking a Director Development and Compliance to lead a portfolio central to the Shire's future growth and liveability. The role spans statutory and strategic planning, regulatory compliance and economic development, with a focus on delivering sustainable growth, responsive customer service and trusted planning outcomes.

Reporting directly to the General Manager and forming part of the Executive Management Team, the Director will shape direction, improve performance and work closely with Councillors, government, industry and the community. The emphasis is on practical, solution-oriented leadership that makes it easier to invest, develop and live well in Narrabri.



## Context for the Role

Narrabri is entering a period of strong investment and growth. Council is positioning the Development and Compliance Directorate to guide this phase, ensuring planning, regulation and development outcomes are both robust and responsive. With a skilled team and clear strategic direction, the opportunity now exists for a leader to encourage innovation, collaboration and high-quality outcomes.

The Director will play a key role in:

- Activation of the industrial port precinct, from planning through to enabling infrastructure and industry attraction.
- Delivery of a major residential land release of around 2,100 homes over the next 20 years, aligned with infrastructure planning.
- Ensuring statutory functions and compliance activities are delivered efficiently, fairly and in line with community expectations.

The role also involves targeted advocacy, supporting the Mayor and Councillors to advance issues of regional and state significance.

## Leadership Opportunity

The Director will lead a team of 15, with three direct reports. Clear direction, accountability and professional development are central to the role, as is fostering a culture of collaboration and customer service.

Council is seeking a leader who is visible, approachable and skilled at translating complex planning and compliance matters into clear, accessible communication. A practical, empathetic style that motivates staff and builds capability will be well suited to this role.



# Key Responsibilities

- Lead and develop a multidisciplinary team to deliver planning, compliance, and economic development services aligned to Council's strategic priorities and statutory obligations.
- Provide accurate and timely planning advice, ensuring development applications, certificates, and inspections are delivered within statutory timeframes and to a high standard.
- Progress major projects including the industrial port precinct, securing funding, master planning, and engaging with industry to attract investment and jobs.
- Partner with the Infrastructure Directorate to enable the residential growth area, aligning planning controls and infrastructure staging to deliver quality urban outcomes.
- Provide strategic oversight of land use policy, contributions frameworks, and related instruments, ensuring coherent and forward-looking planning.
- Oversee regulatory compliance in areas including environmental health, building and premises management, animal control, parking, and waste, applying proportionate and educational approaches to enforcement.
- Enhance customer service standards, ensuring the Directorate is accessible, responsive, and trusted by the community and development industry.
- Support advocacy efforts by preparing submissions, briefing materials, and representing Council in forums with government, industry, and regional partners.

## First 12 Months Priorities

- Improve statutory planning performance and embed consistent service standards.
- Strengthen customer experience, ensuring timely, responsive and solution-oriented engagement.
- Lead activation of the industrial port precinct, advancing planning, infrastructure and industry engagement milestones.
- Progress the residential land release in partnership with Infrastructure, aligning controls and staging with infrastructure delivery.
- Build strategic planning capacity within the team, broadening focus from daily assessments to long-term place outcomes.





# Leadership Qualities

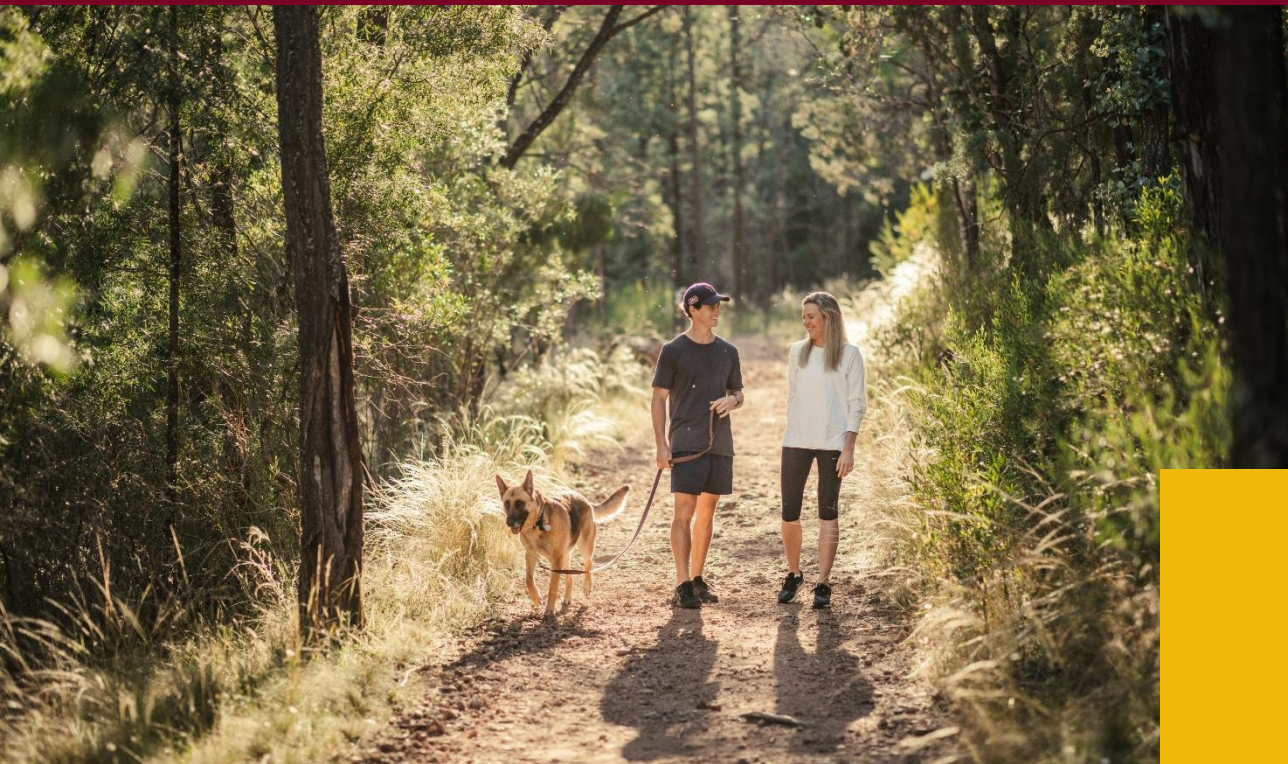
Narrabri Shire Council is seeking a leader who is:

- Approachable and visible, confident in engaging with staff, residents and developers.
- Practical and creative in applying legislation and identifying pathways to achieve outcomes.
- Strong on culture, coaching and performance, able to set clear expectations and build team capability.
- Strategic and delivery-focused, skilled at moving major projects from planning to implementation with partners.

# Skills and Experience

- Tertiary qualifications in a relevant field such as Urban and Regional Planning, Economic Development or related discipline. Postgraduate qualifications will be highly regarded.
- Senior leadership experience managing multidisciplinary teams and delivering organisational improvement.
- Detailed understanding of statutory planning, regulatory compliance and strategic land use planning frameworks, with knowledge of relevant State and Federal legislation.
- Strong communication and interpersonal skills, with the ability to engage effectively with staff, community, Councillors and external stakeholders.
- Demonstrated capability in project delivery, planning process improvement and managing competing demands to meet statutory and business deadlines.
- Experience progressing major development or economic activation projects in partnership with industry and government.

**Note:** 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 the offer stage.



# Remuneration and Benefits

The total remuneration package is in the range of \$220,000 to \$240,000 per annum inclusive of salary, superannuation, motor vehicle allowance and related benefits. Fully subsidised accommodation will also be provided for a period of 6 months.

Narrabri Shire is a thriving regional centre in north-west New South Wales, known for its agricultural strength, growing energy and resources sector and position as a hub for transport and logistics.

The area offers affordable housing, excellent schools and a welcoming community. Residents enjoy access to outstanding natural assets, including Mount Kaputar National Park, the Namoi River and the Pilliga Forest. Narrabri combines the benefits of regional living with modern amenities, making it an attractive location for professionals and families seeking both career challenge and quality of life.

## Key Selection Criteria

- Tertiary qualifications in Urban and Regional Planning, Economic Development or a related discipline.
- Senior leadership experience managing multidisciplinary teams and driving organisational improvement.
- Knowledge of statutory planning, regulatory compliance and strategic land use planning.
- Strong communication and interpersonal skills with the ability to engage effectively with stakeholders at all levels.
- Capacity to deliver economic development outcomes and progress major projects with industry and government partners.



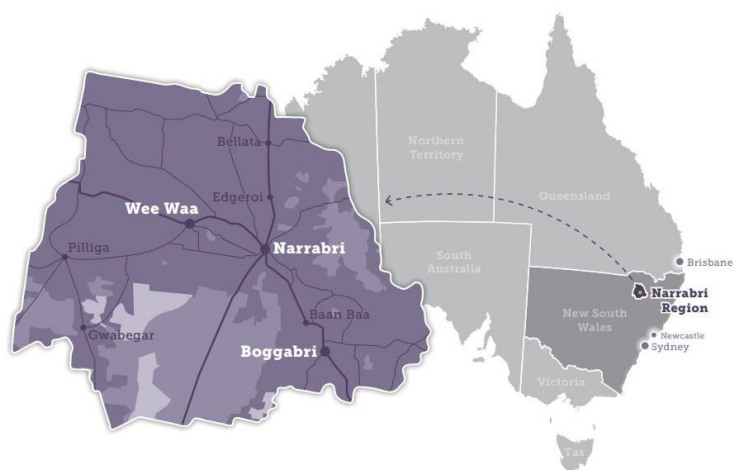


# About Council

**Narrabri Shire Council was awarded the 2018 AR Bluett Memorial Award in recognition of being the most progressive Council in the State. The AR Bluett Memorial Award is “the greatest accolade a council can achieve” and “the pinnacle of local government achievement”.**

Narrabri Shire Council serves a vibrant community of 12,703 people (ABS 2021) across a vast area of 13,031 square kilometers in northwestern New South Wales. The Shire encompasses major towns such as Narrabri, Boggabri, Wee Waa, and Pilliga, alongside smaller villages and rural communities.

The region’s economy thrives on mining, which contributes 62.3% of its \$5.671 billion economic output, as well as agriculture, manufacturing and renewable energy. The Boggabri area alone generates \$2.5 billion annually. With a Gross Regional Product of \$3.544 billion, Narrabri Shire represents a significant portion of the Northern Inland region’s economic activity.



Council employs over 227 staff to manage an extensive portfolio of infrastructure and services, including 2,344 kilometers of roads, 60 bridges, 44 public buildings, three libraries, three aquatic facilities and 221 hectares of open space. Additionally, the Shire boasts 352,674 hectares of national parks and forestry, contributing to its natural beauty and recreational opportunities.

Financially, the Council has reduced its outstanding loans from \$4 million in 2021/2022 to \$2.88 million in 2023/2024 and achieved a robust cash position of \$68.6 million. Over the past three years, Council has invested \$61.7 million in capital works to enhance the Shire’s infrastructure and services.

## Links to Council Information



Guided by its mission to foster a strong and vibrant regional growth centre, Narrabri Shire Council is led by a Mayor and eight councillors dedicated to delivering a high-quality living environment for its community.



# Corporate values



## **We possess the ability to confront challenges, take calculated risks and speak up for what is right.**

- **Fearless:** Courage is demonstrated by taking bold risks, pushing boundaries and implementing ideas despite potential setbacks or uncertainties.
- **Voice of Change:** Courage is advocating for positive change, challenging the status quo and initiating positive changes within the workplace.
- **Resilience:** Courage is persevering through tough situations or setbacks, displaying bravery in overcoming challenges and inspiring others by their example.



## **We are honest, do what's right and stick to moral values.**

- **Accountability:** Integrity is when colleagues are accountable for their actions and decisions, they openly acknowledge mistakes and rectify errors. Additionally, it involves implementing measures to prevent similar issues in the future, this then creates a culture of improvement and learning.
- **Leadership:** Integrity is demonstrating leadership when a leader in the workplace continuously sets an example, leading to a culture of trust, they make decisions based on ethical principles rather than opting for the easy approach.
- **Core Values:** Integrity is shown when a team member consistently upholds the Council's core values and incorporate these values into their everyday tasks and interactions.



## **We are connected and work together harmoniously.**

- **Team Collaboration:** Unity is when a group of people work together as a team towards a common goal. Each person has a role and supports each other to achieve this goal.
- **Open Communication:** Unity is present when everyone talks and listens to each other. People feel free to share ideas, thoughts and information, and accept differing perspectives.
- **Celebrating Success Together:** Unity is shown when something good happens at the workplace, like finishing a big project or reaching a goal. Everyone shares in the joy and celebrating of this achievement.



## **We value people's contribution and opinions, leading to an environment of inclusiveness.**

- **Inclusive:** Respect is shown through inclusivity, diversity and equal opportunities for all, creating a culture where everyone feels valued.
- **Empathy:** Respect is having genuine care for your colleagues, community and customers, and creating a supportive environment where all feel listened to.
- **Collaboration:** Respect is encouraging open dialogue and creating a collaborative atmosphere where everyone's input is valued.



## **You believe someone will do what they say, be honest and act in a way that aligns with your expectations.**

- **Timely Follow Through:** Trust is built when colleagues consistently follow through on their commitments and complete tasks as promised. This reliability creates a sense of trust within the team.
- **Transparent Communication:** Trust is present when there is clear and open communication. Colleagues openly share information, ideas and feedback, creating an environment where everyone feels valued and informed.
- **Support During Challenges:** Trust is demonstrated when team members support each other during challenges. Whether it's offering help, sharing resources, or providing encouragement, this mutual support strengthens trust within the workplace.



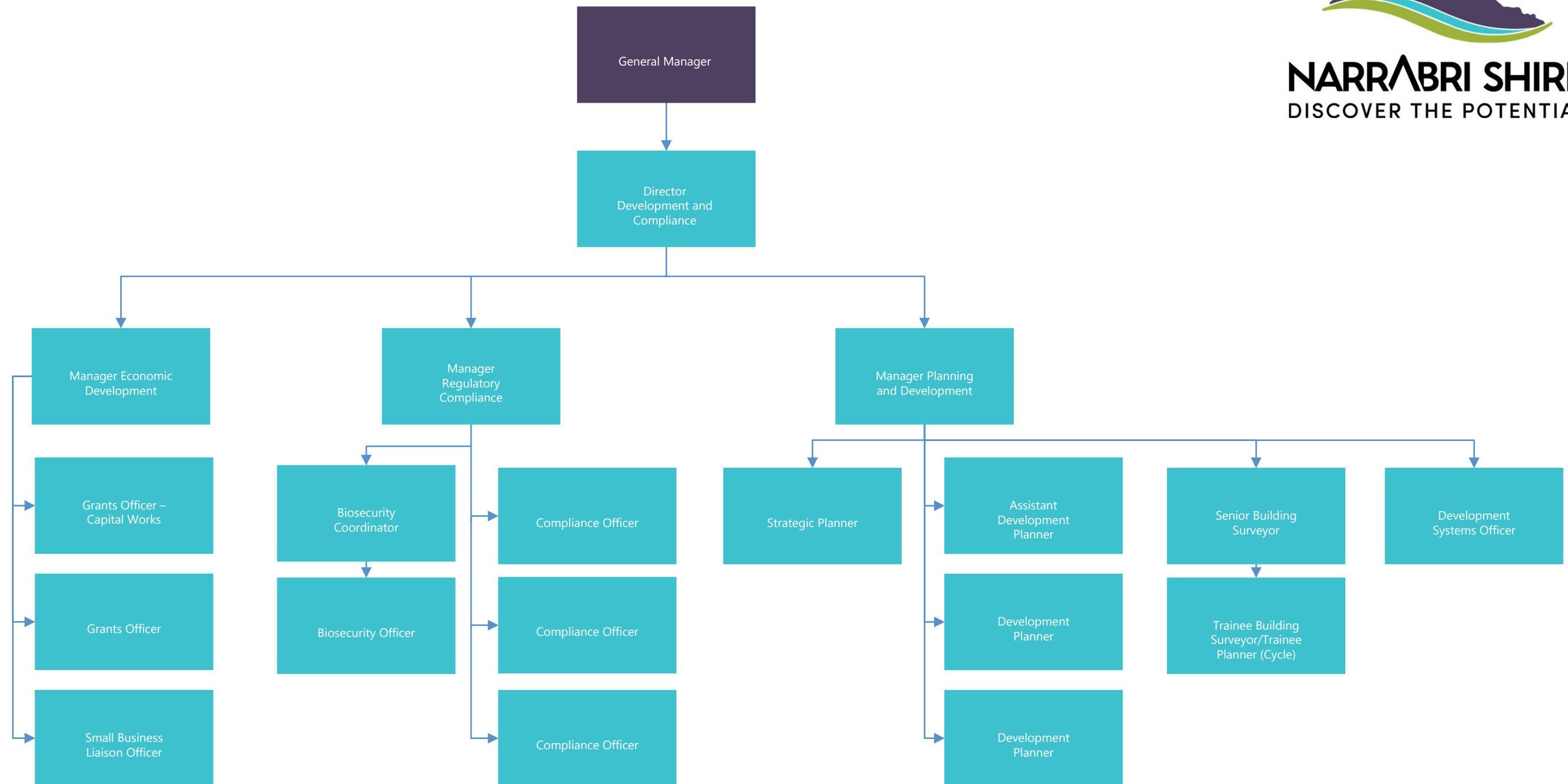
## **We work together to achieve the same goals, share ideas openly and celebrate successes as a team.**

- **Dedication:** Commitment is when a colleague demonstrates dedication to their work, surpassing expectations to achieve objectives, such as willingly taking on extra responsibilities to guarantee a project's success.
- **Team Player:** Commitment is demonstrated by actively supporting colleagues and making substantial contributions to team goals and achievements.
- **Reliability:** Commitment is shown through meeting deadlines, delivering high-quality work, and seamless task execution, such as a team member hitting a critical deadline.

# Organisational Structure



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL







# Living in the Region



## Housing

Narrabri Shire offers a range of affordable housing options, including modern family homes, rural properties and rental accommodations. The region's towns and villages provide diverse living environments, from vibrant urban centres to peaceful rural settings. With a relatively low cost of living compared to metropolitan areas, Narrabri Shire is an attractive choice for individuals and families seeking quality housing and a relaxed lifestyle in a welcoming community.



## Educational Facilities

Narrabri Shire provides excellent educational opportunities with a total of 12 schools, including primary and secondary schools across its towns and villages. The Shire is home to both public and private schooling options, ensuring families have access to quality education. For tertiary education, the region offers access to a TAFE NSW campus in Narrabri, delivering a range of vocational training and skill-building courses. Additionally, universities in nearby regional centres, such as the University of New England in Armidale, offer further study options within a few hours' drive.



## Healthcare

Narrabri Shire is well-equipped with healthcare facilities to meet the needs of its community. The Narrabri District Hospital provides essential medical services, including emergency care, inpatient services and maternity care. Additional medical centres in Narrabri, Wee Waa and Boggabri offer access to general practitioners, allied health professionals and specialist services. The Shire also has aged care facilities and pharmacies, ensuring comprehensive healthcare coverage. For more advanced medical needs, larger hospitals in Tamworth and other regional centres are within a few hours' drive.



# Living in the Region



## Shopping & Dining

Narrabri Shire offers a variety of shopping and dining experiences, blending the convenience of modern retail with the charm of local businesses. Shoppers can find everything from supermarkets and specialty stores to boutiques and artisan markets in towns like Narrabri, Wee Waa and Boggabri. Dining options range from cosy cafés and bakeries to pubs, family-friendly restaurants and takeaways. The region is also known for its local produce and farmers' markets, offering fresh, high-quality ingredients and a true taste of the community.



## Sports & Recreation

Narrabri Shire boasts a vibrant sporting culture with a wide range of clubs and facilities catering to all ages and interests. Residents can enjoy team sports such as rugby, cricket, soccer, netball and tennis, as well as individual pursuits like golf, swimming and athletics. The region features modern sporting complexes, aquatic centres and community gyms, providing excellent facilities for fitness and competition.

For outdoor enthusiasts, Narrabri Shire is a gateway to stunning natural wonders, including the iconic Mount Kaputar National Park, Sawn Rocks and the Pilliga Forest, offering hiking, camping, birdwatching and scenic drives.



## Getting Around

The Narrabri Airport offers direct flights to Sydney, providing convenient connections for business and leisure travellers. Additionally, Tamworth Regional Airport, located a few hours away, offers further flight options. For road travel, the Newell Highway runs through the Shire, linking Narrabri to major cities and regional centres.

Within the Shire, public transport options include local bus services and community transport is available for residents requiring additional support. The towns and villages are also well-served by taxi services, making it easy to move around the region.



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the [Key Selection Criteria](#) (Page 7)



## Evaluation Process

Leading Roles and Narrabri Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Narrabri Shire Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes, and potential fit to the role. Financial Probity, Police Checks and Right to Work checks will also be undertaken prior to offer stage.



## Indicative Timeframes



### Applications Open

- Week Commencing Monday 25 August 2025



### Applications Close

- 5:00 pm Monday 15 September 2025



### Initial Assessment

- Week Commencing 15 September 2025



### Council Interviews

- Mid – Late September 2025 (TBC)

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

## 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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
Week 4 Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with client. Feedback provided to applicants.</li> </ul>
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interviews:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
Week 5 & 6 Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including:               <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
Post Placement	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>





## ANGIE SIMMONDS

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

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🌐 [leadingroles.com.au](http://leadingroles.com.au)

Client Rating



Candidate Rating





ATTACHMENT

# Position Description



## POSITION DESCRIPTION

### DIRECTOR DEVELOPMENT AND COMPLIANCE

#### Position Description

<b>Directorate:</b>	Development and Compliance
<b>Reports to:</b>	General Manager
<b>Position Number:</b>	PS1
<b>Classification:</b>	
<b>Location:</b>	Narrabri Shire
<b>Award:</b>	<i>Local Government (State) Award</i>

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

#### Position Objective

To lead a team responsible for effective delivery of statutory and strategic town planning and compliance services that support the effective development from a community and regulatory perspective.

To encourage sustainable business, industry and economic growth through the planning and development of economic and business initiatives and programs which respond to the needs of the community, industry and promote the Shire's competitive advantages.

#### Key Responsibilities

#### Management and Leadership

- Formulate, implement, control, monitor and report on performance against Council's Integrated Planning and Reporting suite of documents as well as other relevant strategies and action plans.
- Formulate, implement, control, monitor and report on performance against Council's adopted asset management plans.
- Establish and ensure relevance of adopted service delivery methods and associated levels of service.
- Lead the development and implementation of key programs and projects to achieve the Council's and community's vision for the Shire.
- Effectively communicate with, lead, develop and motivate staff.
- Provide accurate and timely information and advice to the General Manager.
- Proactively participate as a member of the General Manager's executive management team.
- Ensure awareness of management standards, industry reform and innovation.

- Provide support to Council's and business continuity functions as required.

## Economic Development

- Ensure that market trends regarding the Shire's full employment, stability and economic growth and its position within the broader regional economy are forecasted.
- Provide strategic advice to Council and oversee the management of Council's economic development function.
- Ensure the implementation of Council's Economic Development Strategy actions and review and monitor outcomes and relevance.
- Facilitate economic development activities in Narrabri Shire through the provision of support and assistance to new businesses wishing to establish, relocate or expand their activities in the Shire, specifically in relation to businesses such as solar farms, manufacturing, large employment opportunities.
- Provide strategic organisational oversight to Special Activation Precinct (SAP) and related activities.

## Statutory & Strategic Planning

- Ensure that the Councils' statutory town planning functions are implemented in accordance with the State Government legislation framework, including Councils' policies and procedures.
- Proactively oversee the process of assessment of development applications, construction plans, issuing of certificates and undertaking of inspections.
- Provide leadership to Council and community on wider environmental issues including environmentally sustainable development.
- Ensure the strategic objectives of the Shire are achieved by the development and implementation of policies, strategies and plans.
- Oversee the management of planning applications and ensure their processing is undertaken within the statutory timeframes.
- Provide accurate advice to Council and all customers in relation to strategic planning matters in a professional and timely manner.
- Provide strategic oversight to the management of the development contributions plans, Voluntary Planning Agreements (VPAs) and infrastructure delivery framework.

## Regulatory Compliance

- Proactively manage the process of on-going management of buildings and premises across areas of licensing, emergency management and enforcement.
- Ensure that Council's environmental health functions are implemented in accordance with State Government legislation and Council's policies and procedures in such areas as food premises, skin penetration and performance of premises.
- Provide a proactive service that includes education and strong working relationships with customers.
- Ensure a programmed approach across such regulatory areas as animal management, parking, abandoned vehicles and dumped waste.
-



## Customer Focus

Provide exceptional customer service through:

- Setting high standards for quality and quantity of work.
- Monitoring and maintaining quality and productivity.
- Responding to customer enquiries effectively and efficiently.
- Working with stakeholders and wider community on means to achieve continuous service development.

## General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the *Work Health and Safety Act* employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others; and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

## Reporting Relationships

Direct Reports	3
Indirect Reports	15

## Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

## Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

## Selection Criteria

### Essential

- Post Graduate qualifications in an area that is relevant to the position, such as Economic Development or Urban/Regional Planning.
- Exceptional leadership and change management skills.

- Significant senior leadership experience with demonstrated experience in managing a multi-disciplinary team.
- Demonstrated understanding of the statutory planning, regulatory compliance and strategic land use planning landscape and how to meet the challenges facing the Narrabri Shire.
- Demonstrated understanding of relevant State and Federal Government legislation applying to Local Government.
- Excellent interpersonal and communication skills (both written and verbal) with the added ability to positively influence and change organisational culture.
- Demonstrated strong commitment to and genuine interest in the provision of quality customer service and community engagement.
- Demonstrated experience and ability in planning and work review, process improvement and quality with a strong focus on strategic outcomes.
- Demonstrated ability to handle the pressures of the role and to work under constant pressure to meet statutory requirements and business management deadlines.
- Demonstrated ability to apply EEO, WH&S and ethical practice principles and to act with probity at all times

**Document Review Date**

**May 2025**

I hereby agree that this role statement accurately reflects work requirements.

### Authorisation

**General Manager:**

**Employee:**


Name

Signature

Date (dd/mm/yyyy)





# Leading Roles

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