

STRATEGIC PLANNER

INFORMATION PACKAGE
JUNE 2022



COMMUNITY

Bounded on one side by the Warrumbungle National Park, and on the other by the Western Plains and Macquarie Marshes, Coonamble Shire offers the perfect combination of a rich history and country living. Coonamble is surrounded by many natural wonders making for great outdoor fun.

The Shire is renowned for its diversified agricultural industries, including broad acre cropping, and with large cattle and sheep production Coonamble Shire is one of the most productive agricultural regions in Western NSW.

The Shire comprises the towns of Coonamble, Gulargambone with the village of Quambone, and is less than two hours drive by road from Dubbo and six hours from Sydney. The main township of Coonamble has excellent facilities and services with a connected farming community. The district population is approximately 4,000.

In the town of Coonamble, Coonamble Public School and St Brigids Primary School both cater for students K-6, and Coonamble High School caters for students 7-12. In Gulargambone, Gulargambone Central School is a primary and secondary school in one, offering education for students K-12.

In Quambone, Quambone Public School caters for students K-6. Coonamble has two great day-care facilities, with Coonamble and Gulargambone also having Preschools.

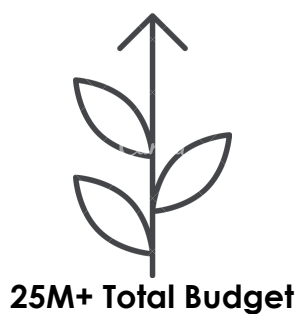
Coonamble is famous for its June Long Weekend Rodeo and Camp draft. This event attracts competitors and spectators from across the country and has been running for over 60 years.

Sport is something the town has no shortage of; whether it be rugby union, rugby league, league tag, netball, oz-tag, swimming, athletics, tennis, golf, bowls or shooting. Each of these sports have fantastic clubs and are a great way to get to meet people in the community. The Coonamble Gym is open weekdays and CrossFit operates on a weekly basis. The town has something on offer to tickle everyone's fancy.

Our Shire has a range of cuisines to suit your tastes, in our brilliant cafes, clubs, pubs and takeaway restaurants. Our Shire is also lucky enough to have 2 grocery stores in Coonamble and 1 in Gulargambone.

COUNCIL

Coonamble Shire covers an area of 9,955 square kilometres, and Council is one of the town's major employers.





Council's Vision

"Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy"



Council's Mission

"Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs"



Council's Goal

"A prosperous and harmonious community, which enjoys a clean and healthy lifestyle with access to all services considered necessary in a modern society"

THE POSITION

This is a fantastic full-time opportunity for a person who has demonstrated planning expertise in development and delivery of strategic and statutory planning projects. A Diploma in Environmental Science, Town Planning or relevant field preferred.

The role offers a comprehensive remuneration package consisting of the following:

- Salary Range \$74,489 - \$86,230 + Superannuation.
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Three (3) weeks sick leave per year.
- Long Service after Five (5) years.
- Access to carers leave, maternity and parental leave for supporting partners.
- Recognition of staff service.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

THE PERSON

This role will suit a driven individual looking for a country style quality of life. Supported by a highly experienced group of professionals, the role allows for applicants with three or more years of experience in similar roles to fast track their careers in a rewarding and collegiate atmosphere.

In return it is expected that you will bring with you a passionate, and positive attitude and be motivated to providing the best possible outcomes for your team and the community.

KEY RESPONSIBILITIES

IP&R and Strategic Planning

- Research, prepare, review, and update strategic and statutory plans and policies including local environmental plans and development control plans.
- Work collaboratively with the Environmental Services team to lead the updating of Council's statutory policies, forms, and procedures.
- Develop, implement, and manage Council's strategic plans, including Annual Reports and the Local Strategic Planning Statement.
- Oversee the Integrated Planning & Reporting Framework (IPRF) including annual review of Operational and Delivery plans to assure achievement of the outcomes set as part of the integrated planning and reporting process and revise achievement deadlines if necessary.
- Develop and coordinate relevant Expression of Interest (EOI), Requests for Proposal (RFP) and Request for Tender (RFT) processes in accordance with Council's Procurement Policy and legislation, including development of scope and specifications, applicant evaluation and appointment of appropriate consultants and/or contractors.
- Identification, development, and implementation of actions to implement departmental goals outlined in Council's Delivery and Operational Plan and Integrated Planning Process, including any other appropriate planning / reporting frameworks that are applicable to the scope of the position.



SELECTION CRITERIA

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Strategic Planning preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- Diploma in a relevant field including town planning or environmental science or relevant field.
- Sound organisational and planning skills, working in line with organisational goals, with the ability to adapt to changing priorities.
- Proven experience to research and analyse information and develop logical solutions and utilising critical thinking.
- Capacity to effectively monitor, evaluate and report on progress and deliver results within allocated resources.
- Sound ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Sound ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Sound ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

HOW TO APPLY

Applications for this position must be received by 5:00pm Monday 4 July 2022.

After the closing date, all applications received will be reviewed by the selection committee to establish a short list of applicants for interview. Applicants progressing to the interview stage will be required to undergo referee checks and psychometric testing prior to attending the interview.

Any offer of employment is subject to the successful completion of pre-employment and medical assessments. Prospective applicants should note that drug and alcohol screening is a condition of employment at Coonamble Shire Council.

Coonamble Shire Council is an equal opportunity employer who values diversity. Employment is based on qualifications, merit and operational requirements. The direct or indirect canvassing of any Coonamble Shire Councillor to support an application for a position at Council will result in that application becoming ineligible for further consideration.

ENQUIRIES

For further information regarding the position please contact, Noreen Vu, Executive Leader - Environment, Strategic Planning & Community on 02 6827 1900. Enquiries will be dealt with in the strictest confidence.

HOW TO APPLY

Please email your completed application to jobs@coonambleshire.nsw.gov.au

Your application should include:

- Signed application form
- Cover letter
- Response to the selection criteria
- Current detailed resume
- Two recent employment-based referees