

MANAGER, DEVELOPMENT & REGULATORY SERVICES

POSITION DESCRIPTION

Department: Urban Planning & Environment
Unit: Development & Regulatory Services
Section:
Reports To: Reports to the General Manager, Urban Planning & Environment

The Position is also expected to work in collaboration with the Urban Planning & Sustainability Unit, the Citizen Service Unit, the Manager, Traffic & Integrated Transport, the City Arborist and various staff within the Infrastructure & Major Projects Department.

Direct Reports: Team Leader, Regulatory Services
 Team Leader, Development
 Senior Development Officer, Building
 Development Officer, Building
 Public Realm Compliance Officer

Classification: South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement
 Senior Officer Level 7

Special Conditions: Out-of-hours work and attendance at Council Assessment Panel meetings and Council meetings, as required.

PURPOSE

The Manager, Development & Regulatory Services is responsible for the accurate and timely delivery of Development Assessment functions. The Manager, Development & Regulatory Services is responsible for the management of a team of Urban Planners, Development Officers, Building and Compliance Officers and Planning Assistants, with the primary function of assessing and determining Development Applications in accordance with requirements set out in the *Planning, Development & Infrastructure Act 2016 (the PDI Act)*, the Planning & Design Code and any other relevant legislation.

The Manager, Development & Regulatory Services also undertakes the role of Assessment Manager on behalf of the Council, under the terms set out in the PDI Act and Regulations. The position also has responsibility for the assessment and determination of Outdoor Dining and Outdoor Trading Applications, Liquor Licence Applications, the investigation and resolution of Local Nuisance Complaints, the co-ordination of advice and procedures in relation to these matters, the assessment and issuing of permits for development-related works in the public realm, the processing of hoarding applications and the preparation and timely review of Council policies relevant to the Development Assessment and Regulatory Services function.

In managing the Development Assessment function, the Manager, Development & Regulatory Services is expected to develop and periodically review, appropriate systems and procedures for monitoring outputs and outcomes, ensuring compliance with Development Approvals, improving public awareness and the provision of information to applicants.

Other responsibilities include management of the Council Assessment Panel and Building Fire Safety Committee meeting, as well the ongoing administration of the Council's Heritage Advisory Service and periodic public forums on heritage related matters.

The Manager, Development & Regulatory Services also assists in the delivery of robust and effective development assessment procedures which will contribute to the achievement of high-quality urban design and built form outcomes for the City of Norwood Payneham & St Peters and its citizens.

The Manager, Development & Regulatory Services provides advice and support to Elected Members, Staff and the community, with respect to functions associated with Parking Controls, Animal Management,

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By-Laws and other regulatory functions and oversees the delivery of the Council's responsibilities regarding Regulatory Services.

Position Objectives

- Lead, manage and oversee the effective and efficient delivery of the Council's Development Assessment functions.
- Provide timely and accurate development authorisations and/or advice to the Council, the Council's Assessment Panel, State Commission Assessment Panel, applicants, the community and other Council staff as well as expert advice before the Courts.
- Contribute to the overall good governance on issues associated with urban development and planning related procedures.
- Provide leadership, management, input and coaching in order to achieve good urban design and built form outcomes across the City.
- Contribute to and support the development and monitoring of policy formulation through Code Amendment processes under the Planning, Development & Infrastructure Act 2016.
- Ensure development compliance and local nuisance matters are investigated and resolved in a timely, equitable and reasonable manner.
- Assist the Council to meet its obligations in respect to the Work Health and Safety (WHS) Act 2012 and to manage staff in accordance with the relevant legislative and organisational policies and procedures.
- Lead, manage and oversee the effective and efficient delivery of the Council's Regulatory Services functions.

KEY RESPONSIBILITIES

Development Assessment

- Lead and manage the Development Assessment function and responsibilities of the Council and report to the General Manager, Urban Planning & Environment.
- Undertake all duties required as the Council's appointed Assessment Manager, under the Planning, Development & Infrastructure Act, 2016.
- Plan, establish and monitor work outcomes for the assessment duties undertaken by the Team Leader, Development; Senior Urban Planner; Urban Planners; Senior Development Officer – Building; Development Officer, Building Compliance Officers, and Planning Assistants.
- Prepare well-researched reports, including analysis, evaluation and appropriate recommendations to the General Manager, Urban Planning & Environment, Council's Assessment Panel, other Assessment Bodies and the Council, on development applications and related matters.
- Prepare and review instruments of governance including delegations, appointments to the Council's Assessment Panel and Building Fire Safety Committee, as well as the Terms of Reference and Code of Conduct for the Panel and Committee.
- Co-ordinate and oversee the operation of Council Assessment Panel and Building Fire Safety Committee meetings, including the preparation of agendas and minutes of meetings and the provision of high-level advice to the Presiding Members.
- Provide high quality and accurate advice to all stakeholders and act as the principal reference point for staff and the public on development assessment and related planning matters.
- Manage and co-ordinate proceedings relating to appeals before the Environment, Resources and Development Court, including the preparation of evidence statements, co-ordination of technical specialist advice and legal representation and appearance before the Court as an expert witness.
- Research and prepare correspondence and reports on matters, such as the issuing of notices, suggested enforcement proceedings, recommended changes in policy, procedures or delegated authority and interpretation of legislation.
- Maintain up-to-date and efficient operational procedures and policies relating to the development assessment function and relevant compliance matters and identify any need for and undertake the review of procedures as required.
- Monitor the delivery and performance of the Development Assessment function including statutory and internal reporting requirements.
- Co-ordinate and oversee the implementation, management and periodic review of the Council's *Outdoor Dining Code* and *Outdoor Trading Policy*.
- Oversee the delivery of the Council's Heritage Advisory Service.
- Ensure the effective delivery of Building Fire Safety requirements as part of the Building Rules
- Consent process and the Building Fire Safety Committee.

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- Coach staff and provide feedback and support to assist the on-going professional development of staff.

Compliance & Enforcement

- Co-ordinate and undertake investigation, follow up and enforce action in relation to unlawful land use and development activities and local nuisance matters.
- Identify and implement pro-active measures and initiatives to achieve increased development compliance including random compliance inspections and public education and awareness-raising initiatives.
- Ensure the timely assessment and determination of applications under Division 6 of the *Local Government Act 1999* for matter including, but not limited to, driveway cross-overs, service trenches and temporary footpath closures.
- Ensure buildings and property owners have a clear understanding of their obligations in respect to the management of the public realm whilst undertaking private development.
- Ensure dilapidation reports on development sites are conducted pre-development and post-development and ensure re-instatement of any damage.

Policy Development & Review

- Provide input into policy review, including those which relate to State and Federal Government initiatives.
- Provide feedback and recommendations to Council on development trends, interpretation of case law and planning policy issues and input into Planning Code Amendments.

Regulatory Services

- Lead and manage the Regulatory Services function and responsibilities of the Council and report to the General Manager, Urban Planning & Environment.
- Ensure the efficient and effective delivery of high-quality Regulatory Services functions including Parking Enforcement, Animal Management, Council By-Laws and other Regulatory Services
- Ensure compliance with relevant Legislation and Council Policies and Procedures, which govern the Regulatory Service Function.
- Plan, establish and monitor work outcomes for the Team Leader, Regulatory Services and provide coaching and direction to the Team Leader.

General

- Manage budgets for the development assessment, compliance and regulatory services functions.
- Keep abreast of current development trends and ensure relevant information is disseminated to staff and other stakeholders.
- Investigate and implement new technologies and best practices related to the development assessment, compliance and regulatory services functions, within budget parameters.
- Provide information on general planning matters to the community, including via articles in *LookEast*.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualifications in Urban & Regional Planning.
- Eligibility for Corporate Membership of the Planning Institute of Australia
- Level 1 Accreditation as part of the Accredited Professionals Scheme under the *Planning, Development & Infrastructure Act 2016* or demonstrated progress toward obtaining Level 1 Accreditation (through relevant studies or relevant experience).
- Extensive knowledge of the *Planning, Development & Infrastructure Act 2016* and the *Planning & Design Code and Local Nuisance legislation*.
- Extensive knowledge of all aspects of the development control process.
- Working knowledge of the current policy, procedures and legislation in the areas of the *Real Property Act*, Local Government administration, environmental protection, water management, public and environmental health and infrastructure provision.
- Demonstrated skills in leading, supporting and co-ordinating a team to produce effective outputs.
- Excellent interpersonal skills including the ability to communicate effectively at all levels with staff, the public and Government agencies.
- Excellent organisational and time management skills including an ability to manage competing priorities and oversee workloads of staff.

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- Project management skills including the co-ordination of consultants and various technical specialists.
- High level negotiation and conflict resolution skills including the ability to deal with conflicting points of view and devise strategies for negotiation and compromise.
- Ability to apply the principles of good urban design to influence quality development outcomes.
- Ability to undertake comprehensive research and to clearly and concisely report the findings.
- Ability to identify problems and procedural blocks and to develop strategic solutions.
- Experience in the assessment of a range of development applications, including large-scale and complex proposals.
- Experience in the provision of expert evidence statements and appearance before the *Environment, Resources and Development Court*.

DESIRABLE CRITERIA

- Post-graduate qualifications in Urban Planning or an associated field and/or a Certificate in Business Administration, Regulatory Services or Local Government.
- Experience managing budgets including preparation of budget submissions, monitoring of income and expenditure and reporting on financial matters.
- Experience in Local Government and its operations.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.
- Out-of-hours work and attendance at Council Assessment Panel meetings and Council meetings, as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

Leaders As a leader, you are also responsible for:

- Implementing the Council's WHS Management System and ensuring team compliance.
- Leading the development, implementation and monitoring of WHS policies and procedures.
- Identifying, assessing, and controlling workplace hazards to minimise risks.
- Investigating hazards and incidents and implementing control measures.
- Reporting work-related injuries promptly.
- Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.

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- Providing workers with information, instruction, supervision and training, particularly during workplace changes.
- Actively participating in WHS initiatives, audits and discussions.
- Supporting workers in the Return-to-Work process.
- Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.

WHO WE ARE



AGREEMENT

- By accepting this position, you acknowledge and agree to the following:
- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
 - I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
 - I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
 - I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
 - I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Date _____

Insert Name of Incumbent.
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Date _____