



City of  
Norwood  
Payneham  
& St Peters

# CITY ARBORIST

## POSITION & PERSON DESCRIPTION

September 2017

### GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes, align with the strategic and corporate directions of the City of Norwood Payneham & St Peters. The Organisational Values are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the Organisational Values.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

**DEPARTMENT:** Urban Services

**UNIT:** City Assets

**SECTION:** Natural Assets

**ORGANISATIONAL  
RELATIONSHIP:** Manager, City Assets

The Position is also expected to work in close collaboration with staff within Development Assessment, City Assets and City Services Teams, in order to deliver the key outcomes and outputs of the role.

**NO. OF DIRECT REPORTS:** Nil

**AWARD &  
CLASSIFICATION:** South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement  
General Officer, Level 7 – subject to minimum of five (5) years experience in this role.

### OVERVIEW

The City Arborist is accountable for the asset management responsibilities of the City's 30,000 urban trees ensuring the sustainable management of one of the Council's significant natural assets.

The City Arborist is responsible for all of the Council's arboriculture requirements and obligations.

The key requirements of the role include the implementation of the Council's tree policies, procedures and processes, tree assessments for Development Applications and requests received for tree removals and providing technical advice to various staff.

## ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the Business Excellence Framework as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below and attached to this document) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.

Our Values are:

<b><i>Our People</i></b>	We are passionate, committed, empowered and accountable and we recognise the contribution of others.
<b><i>Working Together</i></b>	A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.
<b><i>Leadership</i></b>	Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.
<b><i>Excellence</i></b>	We strive for excellence in everything we do and we encourage innovation and quality.
<b><i>Integrity</i></b>	We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.
<b><i>Service</i></b>	We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

## **POSITION OBJECTIVES**

- To act as the 'asset owner' of the City's 30,000 street and reserve urban trees, ensuring sustainable management of these significant natural assets.
- To provide expert arboriculture advice, to the Council's Development Assessment staff, regarding Development Applications received regarding trees.
- To provide expert arboriculture advice to the Council's City Assets staff regarding urban trees affected by the Council's capital works programs or capital projects.
- To provide expert arboriculture advice to the Council's City Services staff regarding urban trees affected by the Council's Parks & Gardens and Civil Construction operational works.
- Manage and mitigate the Council's known and/or perceived risks associated with its urban trees.
- To investigate, address and respond to enquiries received from citizens, Elected Members, Council staff and others regarding the removal of any of the City's urban trees.
- To engage and manage, as required, consultants and contractors to fulfil the requirement of the role and undertake the necessary and required associated contract management responsibilities.

## **KEY RESULT AREAS**

- *Operational Responsibilities*
  1. Arboriculture Services
  2. Contract Management
- *Organisational Responsibilities*
  1. Corporate Governance
  2. Environmental Sustainability
  3. Work Health & Safety and Injury Management
  4. Organisational Values

<b>OPERATIONAL RESPONSIBILITIES</b> <b>Key Responsibilities &amp; Key Tasks</b>
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<b>1. ARBORICULTURE SERVICES</b>
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- Implement the Council's Tree Policy to ensure the effective and sustainable management of the City's urban trees.
- Implement the relevant processes, procedures and practices relating to the management of the City's urban trees.
- Provide expert arboriculture advice to the Council's Development Assessment staff for all Development Applications relating to trees, as required under the Development Act, including undertaking the required tree assessments and providing the required technical reports.
- Provide expert arboriculture advice to the Council's City Assets staff regarding the impact on the City's urban trees which may result from the delivery of the Council's Capital Works Program or Capital Projects.
- Provide expert arboriculture advice to the Council's City Services staff regarding the impact on the City's urban trees which may result from the delivery of the Council's Parks & Gardens or Civil Construction maintenance works.
- Manage, respond and address enquires received regarding damage of private property or infrastructure caused by the City's urban trees.
- Manage and mitigate known and/or perceived risks associated with the City's urban trees, including managing regular inspections of known 'high risk' locations and implementing required actions to address identified issues.
- Undertake investigations regarding insurance claims lodged with the Local Government Association Mutual Liability Scheme, as required, including the development of the necessary and required technical reports.
- Investigate, address and respond to enquiries received from citizens, Elected Members, Council staff and others regarding the removal of any of the City's urban trees.
- Co-ordinate the development of the annual tree planting/replacement program, in collaboration with the Council's City Services staff and ensure the delivery of the annual program.
- Undertake community consultation and notification processes, regarding urban tree management issues, in accordance with the Council's Community Consultation Policy.
- Co-ordinate, manage and oversee all of the Council's requirements and responsibilities regarding SA Power Network's Vegetation Clearance within the City.
- Develop and manage Annual Budget for immediate work area.
- Obtain legal advice, as required, regarding arboriculture matters and undertake appropriate actions, regarding such advice received.

### **Performance Indicators**

- Timely, appropriate and professional advice is provided for all enquiries received and all issues dealt with regarding arboriculture matters.
- Exceptionally high level of customer service.
- Fostering and creating a collaborative team effort, ensuring open and effective communication with Council staff, to achieve desired outputs and outcomes.
- Effective and efficient management of resources (including budget) to achieve desired outputs and outcomes.
- Comprehensive reports are developed outlining all relevant issues and enabling informed decision to be made.

## **2. CONTRACT MANAGEMENT**

- Develop, administer and manage contracts, as required and directed for area of responsibility and in relation to engaging consultants and contractors to fulfil the requirement of the role.

### **Performance Indicators**

- Documentation and contractual agreements reflect the required objectives and obligations. Documents and processes are in accordance with the Council's relevant policies.

## **ORGANISATIONAL RESPONSIBILITIES**

### **Key Responsibilities & Key Tasks**

#### **1. CORPORATE GOVERNANCE**

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "customer first" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Fair Treatment and Equal Employment Opportunity Principles in the workplace.
- Contribute to the organisations continuous improvement program, Australian Business Excellence Framework (ABEF).
- Observe and uphold the Organisational Values and conduct all affairs in accordance with Our Values and Community Well-Being.
- Pursuant to the Local Government Act, Section 110, observe and uphold the Code of Conduct for Council Employees.

#### **Performance Indicators**

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in community satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Employment Opportunity Principles.
- Organisational values (Our Values) observed at all times.
- Participation in all ABEF programs as required.

#### **2. ENVIRONMENTAL SUSTAINABILITY**

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

#### **Performance Indicators**

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

<b>3. WORK HEALTH &amp; SAFETY and INJURY MANAGEMENT</b>
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- In accordance with Section 28 of the Work Health and Safety (WHS) Act 2012, while at work you must:
  - take reasonable care of your own health and safety; and
  - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
  - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
  - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
  - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
  - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
  - maintain their workplace in a tidy and safe condition;
  - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
  - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
  - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
  - ensuring that all workers (staff, contractors and visitors) who are required to enter an area under your control receive safety induction prior to commencing work;
  - providing advice, instruction and training all staff so that they can perform their role safely;
  - implementing, measuring, monitoring and reviewing WHS plan activities within your area of responsibility;
  - ensuring adherence to WHS policies and procedures through the provision of adequate supervision;
  - identifying, assessing and controlling hazards and WHS risks; and
  - coordinating, and participating in, local WHS consultation processes;
  - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
  - maintaining awareness of safety issues within your area of control;
  - regularly viewing working procedures and practices within your area of responsibility;
  - ensuring the issue, correct use and maintenance of personal protective equipment;

- assisting in the rehabilitation of employees who are, or have been absent from work due to injury or illness, by working in conjunction with the LGAWCS Rehabilitation Counsellor;
- responding promptly to hazards which may affect the health, safety or welfare of workers;
- responding immediately on receiving notification of a work related injury or illness, or the occurrence of a dangerous or hazardous situation;
- respond to changes in the workplace, where those changes may affect the health, safety or welfare of workers;
- ensuring safe access and egress to and from the workplace;
- recognising positive safety behaviour amongst your workers; and
- providing and collating data related to local WHS performance as required.
- promoting injury management awareness by setting a good example; and
- responding to changes injury management practices, policies and procedures that are to be followed in the workplace;

#### **Performance Indicators**

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

#### **4. ORGANISATIONAL VALUES**

- Responsible for ensuring that the Organisational Values (Our Values) are observed at all times in the discharge of all responsibilities, accountabilities and outcomes.

#### **Performance Indicators**

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.



## **PERSON SPECIFICATION**

### **QUALIFICATIONS AND/OR EXPERIENCE**

#### *Essential*

- Diploma in Arboriculture
- A current Class "C" South Australian driver's licence.

#### *Desirable*

- South Australian Local Government experience.

### **KNOWLEDGE**

- Expert knowledge of arboriculture theory (indigenous and exotic trees) to enable the development of suitable planning programs, including annual planting and pruning programs, to ensure the effective management of the Council's natural assets.
- Expert knowledge of arboriculture theory to provide sound advice to Development Assessment staff in relation to arboriculture matters.
- Expert knowledge and understanding of arboriculture pruning standards, in particular Australian Standards 4373 (Pruning of Amenity Trees).
- Sound knowledge of horticulture theory and practices relating to the planning of parks, reserves, open space and streetscapes.
- Sound knowledge of statutory requirements relating to the Electricity Act (1996), South Australian Water Corporation Act and the Development Act.
- Knowledge of sustainable urban tree principles.
- Demonstrated knowledge of Tree Risk Assessment methodology and practice.

### **SKILLS**

- Excellent standard of communications skills to interact and liaise with citizens and property owners, internal departments and negotiate and communicate on behalf of the organisation with clients or other organisations and stakeholders.
- Excellent time management and prioritising skills to achieve outcomes and meet deadlines.
- Excellent problem solving skills with analytical and lateral thinking skills and ability to take initiative when required.
- Exceptional interpersonal and relationship management skills.
- High level of verbal and written communication skills.
- Very good decision making skills with the ability to make considered decisions based on logical reasoning and a well thought out process.
- Very good project management skills.
- Very good report writing skills.
- Very good computer skills, particularly with the Microsoft Office suite (Word, Excel, etc).
- Ability to work in an office environment and communicate effectively with field staff, management and Elected Members.
- Ability to take direction and follow policy frameworks and processes.
- Willingness and ability to have a 'continuous improvement' outlook on direct work area.
- Willingness and ability to lead and contribute to continuously improving discipline areas.
- Ability to manage and report on budgets.
- Good research skills.

## **EXPERIENCE**

- Demonstrated significant arboriculture experience – minimum of five (5) years.
- Demonstrated experience in dealing with and resolving customer concerns regarding arboricultural and horticultural matters.
- Experience in dealing with consultants, contractors and external agencies including, utility companies and State Government departments in delivering arboriculture related works.
- Experience in consultancy and/or advisory experience on arboriculture matters.
- Experience in the preparation of reports and recommendations on arboriculture matters.
- Experience in preparing and managing consultants and contractors.
- Demonstrated understanding and application of Work Health & Safety (WHS) principles.
- Demonstrated understanding and application of Environmental Management Principles.
- High level of experience in the management of arboriculture matters.

## **PERSONAL ATTRIBUTES**

- Strong commitment to champion the City of Norwood Payneham & St Peters preferred culture.
- Committed to achieving excellence.
- Enthusiastic and achievement focussed.
- Ability to communicate with people at different levels clearly and effectively.
- Commitment to ongoing personal development.
- Ability to be innovative, flexible and creative in determining practical solutions.
- Collaborative, consultative and supportive in relation to organisational initiatives.
- Commitment to working with others to achieve agreed organisational outcomes.
- Strong commitment to champion the Australian Business Excellence Framework.

## **DELEGATION & AUTHORITY**

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

## **JOB REQUIREMENTS**

- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and other relevant staff development sources and maintain competency levels.
- Some out of hours work and attendance at Council meetings and other meetings may be required.
- Drivers licence must be maintained.

**CITY ARBORIST**  
**POSITION & PERSON DESCRIPTION**  
**September 2017**



**DATE POSITION CREATED:**

**DATE CURRENT INCUMBENT APPOINTED:**

**DATE CURRENT INCUMBENT TO COMMENCE:**

**EMPOWER REVIEW SCHEDULED FOR:**

**AGREEMENT:**

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of City Arborist.

**APPROVED BY:**

\_\_\_\_\_  
Mario Barone  
**Chief Executive Officer**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter Perilli  
**General Manager, Urban Services**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Claude Malak  
**Manager, City Assets**

\_\_\_\_\_  
Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of City Arborist has been read and agreed to by

\_\_\_\_\_  
**City Arborist.**

\_\_\_\_\_  
Date

# Our Values Behaviour Statements

## Individual Behaviour

## Organisational Behaviour

### Our People

We are passionate, committed, empowered and accountable and we recognise the contribution of others.

#### Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

#### Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.

### Working Together

A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.

#### Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

#### Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.

### Leadership

Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.

#### Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

#### Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.

### Excellence

We strive for excellence in everything we do and we encourage innovation and quality.

#### Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

#### Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.

### Integrity

We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.

#### Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

#### Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.

### Service

We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

#### Service

- I understand and uphold the 'big picture' service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

#### Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



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