POSITION DESCRIPTION

Date: 21 October 2026

1. Position Identification

Title:	Manager Development Services				
Position Number:	PE.RE.152	**Level:**	8-10/10b	**Agreement:**	Shire of Exmouth Industrial Agreement 2025
Department:	Development Services				
Section:	Development Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Chief Executive Officer
Direct Reports:	Development Services Officer Town Planner Coordinator Environmental Health Building Surveyor

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
  We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.

- **Accountability**
  We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.

- **Respect**
  We treat people with dignity, fairness and recognise their interests and rights.

- **Innovation**
  We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

The Manager Development Services is responsible for leading and coordinating the effective delivery of the Shire's statutory planning, building and environmental health functions.
Reporting directly to the Chief Executive Officer, the position provides professional leadership, regulatory oversight and strategic advice to support sustainable development, legislative compliance and positive community outcomes.
The scope of responsibilities and level of autonomy will reflect the classification and demonstrated capability of the successful applicant.

5. Classification Framework

Salary within the advertised range will be negotiated based on the successful candidate's skills, experience and leadership capability, with scope to recognise an applicant bringing substantial relevant expertise.

Employment conditions are in accordance with the Shire of Exmouth Industrial Agreement 2025.

6. Key Objectives

- Lead the management and delivery of the Development Services function, including Town planning, building services and environmental health services.
- Ensure compliance with all relevant statutory, regulatory and legislative requirements across Development Services functions.
- Support sustainable development outcomes that facilitate economic growth, environmental management and community wellbeing.
- Maintain appropriate public health, environmental and built form standards across the Shire.
- Provide high-level professional, technical and strategic advice to the CEO and Council on development, planning, building and environmental health matters.
- Lead, manage and develop a high-performing Development Services team.

7. Key Responsibilities

Leadership and Management

- Provide leadership and direction to the Planning, Building and Environmental Health teams.
- Develop and maintain a positive, professional, accountable and customer-focused culture within Development Services.
- Manage staff performance, workforce planning and capability development within the department.
- Prepare, monitor and manage the Development Services budget and resource allocation.
- Contribute to corporate planning, organisational priorities and continuous improvement initiatives .
- Provide oversight and coordination to senior technical officers to ensure effective delivery of planning functions.

Planning and Development

- Oversee the delivery of statutory and strategic planning functions including assessment and processing of development applications, subdivision referrals and planning proposals.
- Ensure effective administration of the Local Planning Scheme, Local Planning Policies and associated strategic planning documents.
- Provide professional planning advice and recommendations to the CEO and Council on development and planning matters.

- Coordinate the development and review of planning schemes, structure plans, local planning policy reviews and strategic planning initiatives in collaboration with technical officers.
- Ensure compliance with statutory planning frameworks, legislative requirements and timeframes.

Building Services

- Provide oversight of the building services function, including the administration of building permits, building approvals and compliance inspection activities.
- Ensure building control functions are delivered in accordance with relevant legislation, building codes, standards and approved documentation.
- Provide strategic and technical advice on building compliance, regulatory requirements and enforcement matters.
- Ensure the Shire meets its obligations under relevant building legislation and associated regulatory frameworks.

Environmental Health

- Manage environmental health services including food safety regulation, wastewater approvals, public health matters and environmental health compliance.
- Ensure environmental health functions are delivered in accordance with relevant public and environmental health legislation, standards and regulatory requirements.
- Support and enable initiatives that promote community health, environmental protection and public safety outcomes.
- Oversee and ensure appropriate management of investigation and resolution of complaints relating to environmental health, sanitation and public health matters.

Governance and Compliance

- Ensure Development Services operations and functions comply with relevant legislation including but not limited to:
    - Local Government Act 1995
    - Planning and Development Act 2005
    - Building Act 2011
    - Public Health Act 2016
    - Environmental Protection legislation

Ensure appropriate governance systems, delegations and compliance processes are maintained across Development Services.

- Oversee the preparation of reports and recommendations for Council meetings.
- Oversee the development, review and implementation of policies, procedures and local laws relating to Development Services functions.

Stakeholder Engagement

- Liaise with developers, contractors, consultants and government agencies on development matters.
- Provide clear guidance to applicants regarding development requirements and processes.
- Represent the Shire in regional planning and regulatory forums as required.
- Maintain effective relationships between Council, industry and the community to support positive development services outcomes.

Other duties as requested.

8. Leadership Capabilities

- Develop a culture of teamwork both within the department and across the organisation.
- Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Strategic plan.
- Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.
- High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

9. Risk Management and Workplace Health and Safety

Demonstrate a strong commitment to safe work practices and effective risk management in accordance with obligations under the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Ensuring, so far as is reasonably practicable, a safe working environment for employees, contractors, volunteers and visitors.
- Actively promoting and supporting a positive safety culture and leading by example in all work practices.
- Consulting and communicating with workers on matters relating to work health and safety.
- Identifying hazards within the workplace and ensuring appropriate risk assessments and control measures are implemented.
- Ensuring incidents, injuries and hazards are reported promptly and appropriately investigated to prevent recurrence.
- Ensuring workers are provided with appropriate Personal Protective Equipment (PPE) and that it is used where required.
- Ensuring safe systems of work are established, documented and followed.
- Ensuring employees are appropriately trained, competent and aware of their safety responsibilities.
- Ensuring appropriate supervision is provided to maintain safe work practices.
- Supporting and participating in injury management and return to work programs in accordance with relevant legislation and organisational procedures.

In addition, employees are expected to:

- Contribute to the effective implementation of the Shire's **risk management framework**.
- Identify, assess and report operational risks that may impact service delivery, safety, compliance or organisational objectives.
- Comply with all relevant legislation, policies, procedures and internal controls to support sound governance and risk management practices.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.

10. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's license.
- Valid Australian Work Rights
- Current Police Clearance (no older than 3 months)

Essential

- Relevant experience in one or more areas of development services, such as town planning, building, environmental health or regulatory services, with the ability to apply this experience across a broader service portfolio.
- Demonstrated leadership capability, gained through supervising staff, coordinating projects or services, or managing a team, with a commitment to supporting others and building a positive team culture.
- Understanding of local government development and regulatory functions, with the ability to interpret and apply legislation, policies and procedures and develop knowledge across unfamiliar areas.
- Sound problem-solving and decision-making skills, with the ability to assess complex matters and balance regulatory requirements, customer needs and community outcomes.
- Strong communication and relationship-building skills, including the ability to work collaboratively, manage differing views and prepare clear advice and reports.
- Ability to organise work, manage competing priorities and resources, and identify practical improvements to service delivery.

Desirable

- Relevant qualifications or professional development in planning, building, environmental health, management or a related field.
- An environmental health qualification approved for appointment as an Environmental Health Officer in Western Australia.
- Experience working within local government or a regional or remote community.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.