

POSITION DESCRIPTION

Development Compliance Officer

POSITION NUMBER	4069
DIRECTORATE	Environment and Planning
SECTION	Environment, Health and Regulatory Services
REPORTS TO	Coordinator Compliance
DIRECT REPORTS	Nil
GRADE	12
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	15 November 2017
DATE LAST UPDATED	1 May 2019

1. PURPOSE OF THE POSITION

- 1.1 To efficiently and effectively undertake inspections and investigations on behalf of Council, regarding health, building, planning and natural environment matters. To take action where necessary under the provisions of relevant legislation with respect to breaches of legislation, development consents or other Council approval processes.
- 1.2 This role provides professional advice to the public and staff on matters concerning the development building compliance and unauthorised works. It controls and regulates development matters in accordance with the objectives of Council and relevant legislation to ensure the orderly development of Georges River LG Area. The role is also required to take appropriate summary and civil proceeding in accordance with Council's adopted enforcement policy.

2. KEY ACCOUNTABILITIES

- 2.1 Fulfil Council's regulatory role to investigate complaints concerning unauthorised uses and development works including used and work non-compliant with development consent, unlawful building works, fire safety matters, swimming pool fencing and unlawful activities.
- 2.2 Conduct inspections and investigations with respect to health, building, planning and natural environment matters in a timely, thorough and consistent manner.
- 2.3 Apply and enforce the provisions of the Environmental Planning & Assessment Act 1979 & Environmental Planning & Assessment Regulation 2000, Local Government Act 1993 and Local Government (General) Regulation 2005, SEPP (Exempt & Complying Development Codes) 2008 and all other relevant Acts, Regulations, Codes, Standards, Controls, Council Policies and Procedures, issuing Notices, Orders, Penalty Notices and other legal correspondence on behalf of Council.
- 2.4 Liaise with Management as to the commencement and continuance of enforcement action as required.

- 2.5 Ensure Council records systems in relation to inspections and customer request management are maintained in accordance with Council requirements.
- 2.6 Prepare briefs of evidence for presentation to Council's legal team and provide evidence when required in the Land & Environment Court or any other Court on behalf of Council.
- 2.7 Assist in the creation of or reviewing of policies and procedures relevant to the role.
- 2.8 Provide a high level of customer service and assist in improving customer service levels within the Department.
- 2.9 Be a key link between the community and Council at an operational level.
- 2.10 Ensure response times to customer service requests are achieved in all areas of delegated responsibility.
- 2.11 Preparation and issue of Penalty Infringement Notices, Notice/Orders in accordance with relevant legislation, example: Environmental Planning and Assessment Act and Swimming Pools Act.
- 2.12 Preparation of correspondence to inform customers, property owners and applicants of actions taken.
- 2.13 Act as an expert witness on behalf of Council in legal matters.
- 2.14 Audit Approvals by Private Certifiers ensuring compliance with Development Consent and Complying Development approvals and standards.
- 2.15 Maintain an awareness of new developments, technical and legislative changes by appropriate training and review of amendments to regulation and technical standards.
- 2.16 Maintain appropriate databases and/or registers for notices, orders, penalty infringement notices and unauthorised works.
- 2.17 Carry out Swimming Pool Fencing Inspections under the Swimming Pools Act 1992.
- 2.18 Adhere to organisational improvements such as software and mobile applications as directed by management.
- 2.19 Other duties as required.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.



6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

10. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 10.1 Tertiary qualifications in a building or planning field or recent previous experience investigating Local Government development and planning compliance matters or related field.
- 10.2 WorkCover NSW White Card.
- 10.3 Class C NSW Driver's License.

Essential

- 10.4 Demonstrated understanding of the legislation, standards and policies relating to the investigation of development and planning compliance matters.
- 10.5 Demonstrated experience in planning and/or building surveying within local government / private sector or within an investigative field.
- 10.6 Demonstrated experience in undertaking investigations and evidence gathering.
- 10.7 Excellent verbal and written communication skills.
- 10.8 Sound conflict resolution and mediation skills.
- 10.9 Demonstrated analytical and problem solving skills.
- 10.10 Ability to be a self-starter and work autonomously with at times limited supervision.
- 10.11 Ability to work well within a team environment.
- 10.12 Flexibility to work outside of and in addition to normal working hours.
- 10.13 Sound expertise in Microsoft Office applications.
- 10.14 A demonstrated commitment to EEO and WH&S principles.

Desirable

- 10.15 Demonstrated experience in being involved in local court or Land & Environment Court proceedings.



EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

