

Position Title:	Development Compliance Officer		
Position Code:	P180	Evaluated:	11/02/2021
Award Classification:	Band: 3	Level:	3
Salary System Grade:	Grade: 4	Minimum Level:	7
Approved:	Sharon Pope	Date:	28/04/2021

Primary Purpose of the Position

The Development Compliance Officer monitors and reports on the implementation of conditions of approval associated with local development and State Significant Development (SSD), coordinates responses to new SSD applications related to mining, quarrying and energy generation, attends Community Consultative Committee meetings, reviews and comments on environmental management plans required for approved SSD and engages with mine, quarry and power generating businesses and Natural Resources Regulator staff regarding the rehabilitation of sites.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:



1. Coordinate whole of Council responses to new SSD applications, or modifications, related to mining, quarrying and energy generation.
2. Conduct audits of mine, quarry, and energy generation sites and work with operators to assist them to meet obligations set out in planning approvals and to comply with endorsed plans and reports.
3. Work with other government agencies, where there are joint responsibilities, to ensure compliance with development approvals.
4. Investigate alleged unauthorised land use activities and non-compliance with development consents and resolve development compliance matters relating to local development and building work.
5. Act as an Authorised Officer and exercise delegated authority to issue notices, orders, directions and penalty infringements and undertake enforcement responsibilities under relevant legislation, in accordance with the instrument of delegation from the General Manager.
6. Negotiate, mediate and effectively resolve regulatory matters with parties to building, compliance and environmental disputes to achieve satisfactory outcomes.
7. Prepare reports and statements of evidence and represent Council as expert witness in the Land and Environment Court and Local Court, where required.
8. Prepare annual reports for Council and Manex summarising results of audits and Annual Environmental Reports submitted by mines, quarries and power generating activities.
9. Advise property owners and occupiers of their obligations under the provisions of land use planning and development legislation and planning permits.
10. Carry out research and provide specialist advice on the development of policies and procedures.
11. Investigate, assess and resolve service requests relating to Council's development functions in a professional, timely, accountable and customer focused manner.
12. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Ethical Behaviour – Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values	<ul style="list-style-type: none"> Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values Understand and act in accordance with legislative and policy frameworks Recognise, seek advice and report misconduct, illegal and inappropriate behaviour
	Effective Communication – Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> Present your ideas and views in a clear and respectful way Consider body language and facial expressions and adapt where necessary View concerns and disagreements as challenges to be solved, and follow issues through to resolution
	Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	<ul style="list-style-type: none"> Be accountable for your own actions Act within delegation of authority levels, and work within legislative frameworks and policies Understand the application of safe work practices, consider and address risks in daily operations

Key Tickets, Qualifications and Other Skills

1. Degree qualification in Engineering, Town Planning, Environmental Science, Environmental Law or similar discipline, or 5-10 years relevant experience in a related field.
2. Qualifications and extensive experience in a related field such as law enforcement, mining regulation, environmental rehabilitation, soil conservation, or related field may be considered.
3. Sound knowledge of the regulatory functions within the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979*, the *Water Management Act 2000* and other relevant legislation and policies.
4. Current Australian Class C Driver's Licence.
5. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
6. Demonstrated **Developed** key capabilities as defined in the Key Capabilities Table (above).