



## Position Description

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|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>                    | <b>Compliance Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Position No.</b>                      | 10051                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Division</b>                          | People and Places                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Section</b>                           | Development                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Reports to</b>                        | Development Manager                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Current Status</b>                    | Full Time                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Band/Level</b>                        | TBC                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Grade</b>                             | TBC                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Step</b>                              | Entry Level to Step 4                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Last Reviewed</b>                     | December 2025                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Conditions of Employment</b>          | <p>The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> <li>* Council's Salary Administration System</li> <li>* Council's Code of Conduct</li> <li>* Equal Employment Opportunity</li> <li>* Equity &amp; Access to Training</li> <li>* Performance Appraisal</li> </ul> |
| <b>Workplace Health and Safety (WHS)</b> | <p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>                                                                |

## **Position Summary**

The Compliance Officer undertakes the delivery of inspections, investigations, and statutory enforcement activities by Council in relation to breaches of development consent, unauthorised and/or non-complying development, environmental and land use matters.

The compliance officer works is self-driven with a proven ability to work independently, manage time effectively, and proactively pursue goals with minimal supervision.

## **Specific Duties and Responsibilities**

- Undertake inspections, investigations, and statutory enforcement activities in response to customer and management requests, within delegated powers and legislative frameworks.
- Provide a high level of customer service in each interaction, including educating the community about development compliance matters.
- Gather evidence, undertake interviews and assess all information to initiate compliance actions including the issuing of Notices, Orders, Penalty Infringement Notices and legal proceedings, as necessary.
- Receive and investigate complaints and enquiries on development control and land use matters and instigate appropriate action.
- Monitor development control of existing sites/land uses/development activities to ensure compliance with consents, Planning Instruments (i.e. Local Environment Plan) and relevant regulations and legislation.
- Identify and understand provisions relevant to the position under the *Local Government Act 1993*, *Environmental Planning & Assessment Act 1979*, *Building & Development Certifiers Act 2018*, *Protection of the Environment Operations Act 1997*, *Swimming Pools Act 1992* and other relevant legislation.
- Issue Notices and Orders under the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Protection of the Environment Operations Act 1997, Swimming Pools Act 1992 and other relevant legislation.
- Assist with inspections of swimming pool safety barriers to ensure compliance with statutory requirements.
- Create and maintain full and accurate records in Council's systems accurately recording inspections, investigations, compliance actions and outcomes and prepare draft reports to Council.
- Maintain skills and knowledge in respect to current practices and/or legislation relevant to the position.
- Ensure the principle of 'procedural fairness' is universally applied to interactions with customers
- Represent Council as an investigating officer and assist Council's solicitors in legal proceedings and represent Council in Court as required.
- Any other duties as requested within the scope and expertise of the position

## **Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

### **Operational**

- Ensure compliance with Council processes and procedures.
- Provide clear, concise and appropriate advice and recommendations in a timely manner.
- Conduct adequate and timely research in order to provide quality and accurate advice and responses.
- Speak and deliver presentations in public situations.
- Overseeing works, proactive engagement with the community and liaising with a range of internal and external stakeholders.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Ensure transparency is inherent in undertaking duties and delivering projects.
- Flexibly respond to organisational requests for urgent work.

### **Workplace health and Safety**

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers, and others in regard to safety.

### **People Leadership**

- Role model the Lithgow City Council's values
- Be aware of the well-being of the team.
- Follow Defined Ethical Guidelines from Council, including Code of Conduct, Understanding of Code of Conduct and Public Interest Disclosures Act.
- Any potential conflicts of interest are reported immediately to the relevant Council officer.
- Support is given to other staff who may wish to report any potential conflicts of interest.

### **Business Performance**

- Set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes.
- Contribute to the integration of core services across Council.
- Maintain a current working knowledge of relevant industry developments, legislation and practice.

- Identify appropriate training needs and participate in training and other professional development.
- Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

## **Supervisory Responsibilities**

- Nil

## **Signatures**

I agree to the requirements of this Position Description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

## **Selection Criteria**

### **Essential**

- Qualification(s) in Development Control, Environmental Health, Building Surveying, Town Planning, Environmental Science, land use planning, or Local Government Investigations and/or possess relevant experience in a Compliance Officer role or similar.
- Effective investigation and interviewing skills and demonstrated ability to undertake compliance investigations under the Environmental Planning and Assessment Act 1979, Impounding Act 1993, Local Government Act 1993, Protection of the Environment Operations Act 1997, or similar legislation.
- Experience issuing Notices, Orders, and Penalty Infringement Notices under the relevant Acts and Regulations.

- Well-developed and professional written and verbal communication skills, including the ability to deliver high-quality customer service and to engage and negotiate with stakeholders regarding unauthorised works.
- Proficiency with IT systems, including Microsoft Suite and electronic records management systems.
- Ability to undertake inspections outside of normal office hours, including as part of the Compliance Team 'on-call' roster system.
- Ability to self-rescue from swimming pool, i.e get self out of water if accidentally fallen into pool.
- Ability to work constructively, including the ability to prioritise competing demands and meet deadlines, to achieve team and organisational outcomes.
- Possession and maintenance of a current Class C driver's licence.

### **Desirable**

- Knowledge of the Environmental Planning and Assessment Act.
- Experience in enforcing conditions of development consents.
- Previous experience working in Local Government.
- Experience giving evidence in relation to matters relevant to the position before the Local Court and Land and Environment Court.
- General Construction Induction (NSW).
- Training and experience in asbestos identification and management.