

Position Description – Development Compliance Officer

Position Number:	4092
Directorate:	Planning and Sustainability
Business Unit:	Regulatory Services
Hours Per Week:	35
Award:	Local Government (State) Award
Grade (SAS):	17
Location:	Civic Centre
Position Reports to:	Manager Regulatory
Positions Reporting Direct to this One	Nil

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions, and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents' needs and situations



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships



Equity

We deal equally and honestly with customers and each other

Position Overview

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

Principal Accountabilities

List the areas of accountability of the position i.e. duties that they will be responsible for and areas they will be accountable to.

- Investigation of unlawful building and development works.
- Monitor and oversee Council's mandatory Swimming Pool Inspection program. Issue of

- Compliance/Non-Compliance Certificates under the Swimming Pools Act 1992.
- Carry out inspections, investigate complaints in relation to unauthorised land uses, unsafe structures, unauthorised building works, non-compliance with conditions of development consent.
- Issue of appropriate Penalty Infringement Notice and Notices/ Orders in accordance with relevant
- legislation, for example the Swimming Pool Act, Environmental Planning and Assessment Act and
- Protection of the Environment Act.
- Investigate matters referred to Council and take steps to address and remediate those issues.
- Prepare reports, file notes and Briefs of Evidence in support of actions and decisions taken in the enforcement of relevant legislation, codes and policies.
- Represent Council by preparing and giving evidence at Court including the Local Court, the Land and
- Environment Court or any other tribunal and court proceeding.
- Keep Principal Building Surveyor and Manager Development Assessment aware of issues and outcomes.

Key Organisational Accountabilities

- Abide by the principles of Council's Code of Conduct – and other Council policies and procedures – in the carrying out of all Council duties: integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Foster innovation through seeking to improve outcomes, processes and relationships.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Selection Criteria

Essential

Qualifications

- Tertiary Qualifications in Building Surveying or currently enrolled or relevant experience.

- A current class C Driver's Licence.

Skills/Experience

- Basic working knowledge of the relevant sections of the Environmental Planning and
- Assessment act, Regulations, Swimming Pool Act, Protection of the Environment Act and associated Regulations.
- Proven ability to write correspondence, reports and submissions including documentation for legal matters.
- Good verbal and written communication skills, analytical problem solving and the ability to advise and negotiate in a non-threatening manner.
- Demonstrated attributes of drive and initiative.
- Excellent interpersonal skills and the ability to work as a member of a team as well as independently.
- Have an understanding of customer service and quality deliverables.

Desirable

- Experience in the issue of Notices/Orders under the relevant pieces of legislation.
- Experience in the practical application of building surveying.
- E1 – Accredited Swimming Pool Certifier.

Other

- Position Holder in this position will be subject to relevant and ongoing probity checks as determined by Council.

Signature

Position Holder: _____ Date: _____

Reviewed and Finalised

Date: July 2025