

## Position Description

### Development Compliance Officer

<b>Division</b>	Planning & Environment
<b>Business Unit</b>	Environmental Services
<b>Location</b>	Council Administration Building, Yass
<b>Award Band</b>	Administrative/Technical/Trades Band 2, Level 2
<b>Position Number</b>	341011
<b>Salary Grade</b>	Grade 13-15
<b>Remuneration</b>	FY 2024-2025 – Grade 13 Entry \$72,101 to Grade 15 Step 3 \$83,415 per annum plus 11.5% Superannuation.
<b>Conditions</b>	Permanent Full-time 35 hours per week with a 9 day fortnight
<b>Date position description approved</b>	July 2024

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Divisions of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Division comprises of Development Control, Strategic Planning, Environmental Services and Recreational Assets. The role of Development Compliance Officer is located within the Environmental Services team.

### Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

### Council Values



## Primary Purpose of the Position

Undertake research, investigation and enforcement of building, planning and development compliance matters and/or other customer action requests, enquiries, complaints, incidents and regulatory matters relating to the Planning and Environment Division.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Work co-operatively and closely with the Development Control Team and Senior Compliance Officer to contribute to the enhancement of team outputs across all areas of the organisation.
- Undertake complex investigations relating to building and planning matters and implement regulatory actions in accordance with relevant legislation and council policies and procedures.
- Undertake research and analysis of information and prepare correspondence, submissions and reports on complex, specialist and or sensitive matters, in a timely, quality and professional manner.
- Issue standard and non-standard correspondence, directions, notices and orders, penalty notices and implement other regulatory requirements and process.
- Maintain and demonstrate a comprehensive knowledge and understanding of local government legislation, regulatory requirements and processes.
- Seek the cooperation of landowners, builders, developers, and the community to achieve compliance with the relevant legislation through a graduated enforcement approach.
- Contribute effectively to the efficient operation of the team and organisation and carry out any other duties and activities as may be required.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

Maintaining a sound knowledge of the statutory functions whilst keeping abreast in a changing legislative environment to provide a professional service to customers.

## Key Internal Relationships

Who	Why
Manager Environmental Services	Receive guidance and support, provide advice and exchange information.
Senior Compliance Officer	Receive guidance and support, provide advice and exchange information.
Development Control staff	Receive guidance and support, provide advice and exchange information.
Environmental Services Staff (including Biosecurity Weeds, Compliance Officer and Environmental Health staff)	Receive guidance and support, provide advice and exchange information.

## Key External Relationships

Who	Why
Customers and wider community	Communicate, engage and provide professional service.

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Senior Compliance Officer

## Essential Requirements

- Qualifications or experience in the building and construction industry and/or development and environmental compliance.
- Certificate IV Local Government Regulation (or equivalent) or willingness to obtain.
- Asbestos Identification and Management certificate or willingness to obtain.
- White card or willingness to obtain.
- Demonstrated negotiation, problem solving, conflict resolution and public relations skills.
- Demonstrated computer skills including the use of Microsoft suite of products and case management systems.
- Demonstrated high quality communication and report writing skills.
- A current class "C" driver's licence.
- Commitment to ethics, probity and transparency in decision making.

## Desirable Requirements

- Operational knowledge of legislation including but not limited to:
  - *Protection of the Environment Operations Act 1997*
  - *Environmental Planning and Assessment Act 1979*
  - *Roads Act 1993*
  - *Local Government Act 1993*
  - *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*
  - *National Construction Code*
  - *Swimming Pool Act 1992*

## Approval History

Stage	Date	Comment	MagiQ Reference
Reviewed	3 August 2022	Convert to LGCF format	7915
Change to title, Key Accountabilities, Essential Requirements and Grade Progression.	22 May 2024		TBC

## Ownership and Approval

Responsibility	Role
Author	Manager Environmental Services
Endorser	Director Planning & Environment
Approver	Executive Management Team