



POSITION DESCRIPTION FORM

File No: PDF-F0112718

POSITION IDENTIFICATION

Title:	Regulatory Enforcement/Development Compliance Officer	Level:	Level 5
Service Unit:	Development Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	26 June 2024
Reporting to:	Coordinator Planning, Building & Compliance	Date Last Reviewed:	26 June 2024

PURPOSE OF POSITION

- Provide guidance and support to enforce the Shire's development services obligations, improve operational efficiency and effectiveness, and create an environment of good compliance practice.
- Ensure that all action taken to achieve compliance with relevant approvals and legislation is in accordance with the Shire's policies, procedures and statutory obligations.
- To work with all stakeholders, internal and external, in a constructive, conciliatory manner to effectively deliver good governance, quality outcomes and exemplary customer service.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Implement compliance related policies, local laws, regulations, schemes and acts on behalf of the organization.
- Review reports and recommendations for compliance action in line with legislation, policies and procedures. Prepare recommendations and reports to Council on compliance matters as required.
- Investigate and respond to development and building compliance related matters and prosecutions across the Shire, in a proactive and effective manner.
- Provide accurate and professional advice associated with development in regard to compliance in accordance with the relevant statutory legislation and operational requirements.
- Provide accurate and professional advice to external and internal stakeholders associated with development in regard to compliance in accordance with the relevant legislation.
- Assist with the administration of Extractive Industry annual licensing and coordinate the auditing of approval conditions.
- Monitor and respond as necessary to achieve compliance with the Building Act 2011, National Construction code, Building Regulations and the Shire's Local Law which includes but is not limited to :
 - Negotiating with property owners to ensure compliance requirements are met;
 - Undertake swimming pool inspections for new and existing swimming pools and determine compliance in accordance with relevant legislation.
 - Providing specialist technical advice in all matters pertaining to swimming pool safety to builders and the general public.
- Issue infringement and direction notices to ensure they meet the necessary legal requirements. Ensure parties to a complaint are kept informed of progress and closure of an issue in a timely manner.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers and general public.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under the direction of Manager Development Services and under supervision either individually or in a team environment, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council's WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

CORPORATE ACCOUNTABILITIES

- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<p>TRUST</p>  <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p>	<p>RESPECT</p> <p>"We are committed to recognising and acknowledging each person's unique contribution."</p> 	<p>ACCOUNTABILITY</p>  <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p>	<p>CUSTOMERS & COMMUNITY</p> <p>"We are committed to providing a positive experience for our customers and our community."</p> 	<p>EXCELLENCE</p>  <p>"We are committed to being the best we can be within the organisation."</p>	<p>SUPPORT</p> <p>"We are committed to being a true team."</p> 
---	--	--	--	---	--

SELECTION CRITERIA

- Essential:
- Certificate IV Local Government (Regulatory Services) and/or previous experience in a similar role within a local government authority.
 - Highly developed ability to interpret and apply legislation and associated regulations or Codes of Practice.
 - Demonstrated public relations and interpersonal skills in a customer based business environment with an ability to influence, negotiate and resolve conflict.
 - Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.
 - Proven ability in problem solving or finding a solution with a willingness to use initiative and take ownership.
 - Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.
 - Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.
 - Sound research, investigative and analytical skills.

- Desirable:
- Tertiary qualifications in Law and/or Town Planning or a Building and Construction qualification.