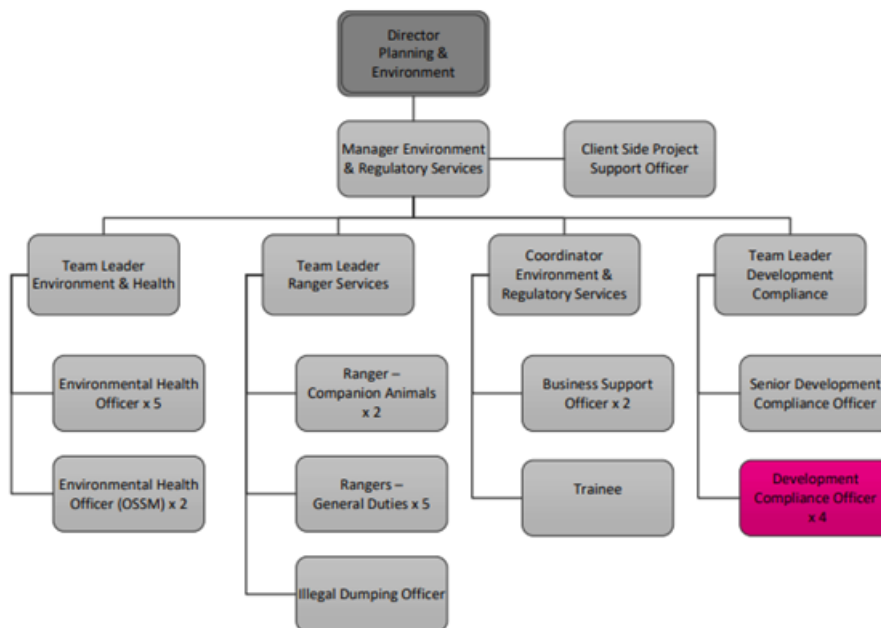


POSITION DESCRIPTION

Position Title	Development Compliance Officer
Position Number	44161
Division	Planning and Environment
Branch	Environment and Regulatory Services
Grade	14
Special Requirements	<p>Drivers Licence</p> <p>Ability to undertake inspections outside of normal office hours, including as part of the Compliance Team 'on-call' roster system</p> <p>Ability to self-rescue from swimming pool, i.e get self out of water if accidentally fallen into pool</p>
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	<p>Welcoming</p> <p>Balanced</p>

Reporting Structure



Position Purpose
To contribute to actively managing the growth of the Camden Local Government Area (LGA) through effective development control.
Key Result Areas
<ul style="list-style-type: none"> • Compliance • Policy and procedures • Branch activities • Customer service • Corporate Core Values
Key Duties & Responsibilities
<p>Compliance</p> <ul style="list-style-type: none"> • Exercise development/environmental compliance functions within the Branch, during business hours and after hours when required, including after hours as part of the Compliance Team “on call” roster system. • 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 and Council policy. • Administer and enforce Council's Swimming Pool Inspection Program, including the issuing of Certificates of Compliance, and/or enforcement action pursuant to the Swimming Pools Act 1992. • Investigate and report on activities which contravene the Environmental Planning and Assessment Act, Local Government Act, Protection of the Environment Operations Act 1997 and other relevant Acts. • Conduct site inspections. • Prepare and issue Notices of Intention to Serve an Order, Orders, issue infringement notices and to otherwise ensure compliance with conditions of development consent and to regulate unauthorised development and land use. • Assist Council's solicitors in legal proceedings and represent Council in Court as required. • Enforce Orders. <p>Policy and procedures</p> <ul style="list-style-type: none"> • Work cooperatively with the Team to help review, improve and integrate processes and procedures to appropriate development standards. • Ensure that decisions are in accordance with sound professional practice and within delegated authority. • Maintain current knowledge of legislation and policy and procedures that impact on the development process. • Communicate, educate and liaise with key stakeholders and promote Council's policies. <p>Branch activities</p> <ul style="list-style-type: none"> • Keep the Team Leader informed of relevant matters, submitting reports and making recommendations. • Provide reports to management and Council as required. • Prepare information to meet Council's reporting requirements. • Participate in Branch projects and policy review/formulation. • Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Customer Service

- Communicate and liaise with key stakeholders.
- Provide an efficient inspection service.
- Enhance customer service.
- Ensure effective, efficient and consistent outcomes are achieved.
- Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Qualification in a related discipline and/or relevant previous experience in Development Control, Building Surveying, land use planning, or Local Government Investigations.
- Broad understanding of the Environmental Planning and Assessment Act 1979, and other relevant Planning and Environmental legislation, including State Environmental Planning Policies.
- Sound understanding of the Swimming Pools Act, and Local Government Act.
- Previous experience and demonstrated ability to assess, investigate and take action regarding land use activities, and unauthorised building works in accordance with the Environmental Planning and Assessment Act, Development Consents, and State Policies.
- Effective oral and written communication skills, including well developed negotiation and conflict resolution skills.
- Experience in the Legal / Court processes as they relate to compliance functions.
- Class C drivers licence.
- Demonstrated ability to apply Equal Employment Opportunities (EEO), Work Health & Safety (WHS) and ethical practice principles and to act with probity at all times.

<p>Desirable</p> <ul style="list-style-type: none"> • A tertiary qualification in a related discipline (e.g Building Surveying, Planning or Environmental Management). • Experience or qualifications in the inspection, assessment and certification of Swimming Pool Barriers. • Broad understanding of the Protection of the Environment Operations Act 1997 • Experience in the preparation of documentation for, and presentation of evidence in Court proceedings relating to development compliance matters. 	
<p>Prepared By</p>	<p>Team Leader Development Compliance</p>
<p>Date Prepared</p>	<p>September 2023</p>
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<p>Employee Name:</p>	
<p>Employee Signature:</p>	
<p>Date:</p>	