

POSITION DESCRIPTION

Position Title:	Planning and Development Compliance Officer
Position Number/s:	CCB-144
Employment Type:	Full Time, Permanent
Hours of Work:	72.50 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 4
Directorate:	Corporate and Community Building

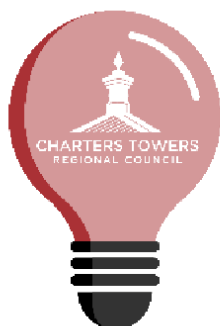
POSITION OBJECTIVE

Under general direction, the Planning and Development Compliance Officer is responsible for undertaking investigations, compliance monitoring and enforcement activities relating to planning, building, plumbing, environmental health and local laws. This position provides professional advice, promotes voluntary compliance, investigates alleged breaches, prepares evidence and documentation, and contributes to the effective delivery of Council's statutory regulatory functions.

ORGANISATIONAL RELATIONSHIPS

Reports to:	CCB-141 Senior Planner
Directly Supervises:	Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Undertake prompt and accurate investigations of complaints and obtain appropriate evidence and make recommendations for lawful proceedings in relation to compliance matters within statutory constraints.
2. Provide professional and technical advice on requirements for compliance relating to planning, building, plumbing, environmental health and local laws.
3. Investigate alleged breaches of, interpret and enforce the provisions of the *Planning Act 2016*, *Building Act 1975*, *Environmental Protection Act 1994*, *Local Government Act 2009*, Local Laws and other relevant legislation.
4. Prepare and issue correspondence, statutory directions, compliance notices and enforcement notices and other regulatory documentation ensuring timely follow up and appropriate enforcement action when required.
5. In conjunction with the Manager, assist in planning, implementation and tracking of specific short to medium term projects when required, including assessment of development applications.
6. Provide business support and administrative assistance to the Planning and Development team, including maintaining accurate investigation, evidence and compliance records, preparing routine correspondence and documentation, updating corporate information systems, monitoring statutory timeframes, processing requests and supporting the efficient delivery of planning, building, plumbing, environmental health and local laws functions.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in investigating and enforcing planning, building, plumbing, environmental health, local laws or other regulatory compliance matters including evidence gathering and regulatory processes.
- Well-developed computer skills including experience in the use of the Microsoft Office suite and corporate information management systems.
- Well-developed communication, negotiation and conflict resolution skills including the ability to manage difficult conversations and achieve practical compliance outcomes.
- Demonstrated high level of customer service skills, both face to face and electronic.
- Knowledge of relevant legislation relating planning, building, plumbing, environmental health, local government, local laws and other policies.
- Ability to work effectively as part of a small team in a highly active, deadline-driven environment.
- Ability to work unsupervised, with strong time management and organisational skills.

POSITION DESCRIPTION

| Education/Qualifications |

Essential:

- Tertiary qualifications in urban and regional planning, building, plumbing or environmental health or a related discipline, or the ability to obtain such qualifications, and/or a combination of relevant qualifications and demonstrated industry experience relevant to the role.

| Licences |

Essential:

- Possession and maintenance of a minimum Queensland 'C' Class Driver Licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is equally an indoor and outdoor role that requires a sufficient physical ability to work in a shared office setting, driving and walking which may involve long periods in any of the aforementioned.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____