

Compliance Officer

Operations Development Services

About the role

The **Compliance Officer – Development Services** ensures adherence to relevant planning, building, and environmental legislation, investigating potential breaches and promoting lawful and safe practices within the Burnie community. The role involves undertaking inspections, assessing evidence, preparing statutory notices, and coordinating enforcement actions to achieve compliant outcomes.

As the **Compliance Officer – Development Services** you will be an approachable, constructive member of the team ensuring that Council and the best interests of the community are always promoted positively. You will have the ability to self-manage your own workload, develop strong working relationships with stakeholders, and be able to effectively balance competing priorities to deliver timely responses or outcomes, all whilst pursuing continuous improvements in safety, quality, excellence, culture and engagement for your business unit.

Role specific accountabilities

- Planning Compliance
 - Investigate potential matters of non-compliance with *the Land Use Planning and Approvals Act 1993*, the Tasmanian Planning Scheme, and planning permit conditions, including alleged unlawful use or development.
 - Gather and assess evidence to determine whether use or development has occurred without approval or contrary to a permit and prepare recommendations for enforcement or resolution.
 - Undertake site inspections, collect photographic and written evidence, and maintain formal records suitable for potential enforcement or legal proceedings.
 - Prepare and issue statutory notices, including Notices of intent, Enforcement Notices and infringements, in accordance with legislative requirements.
- Building Compliance
 - Assist in the assessment of unauthorised building work and ensure compliance with the *Building Act 2016* and associated instruments.
 - Investigate complaints or referrals relating to unsafe or non-compliant building works, illegal occupancy, or failure to obtain building or plumbing approval.
 - Issue or assist in the preparation of statutory notices in accordance with legislative requirements and delegation.
 - Liaise with Council's Permit Authorities, private building surveyors, and other regulatory bodies to ensure coordinated rectification or enforcement outcomes.
- Environmental Compliance
 - Investigate environmental nuisances and pollution incidents under the *Environmental Management and Pollution Control Act 1994*.
 - Accompany Environmental Health Officers on site visits, food inspections and water sampling activities to support investigation and data collection.
 - Engage with residents and businesses to resolve minor environmental issues and promote awareness of statutory obligations.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.

- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including '*Making a Better Burnie 2044*'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

To be successful

- Certificate IV in Government Investigations and at least three years' demonstrated experience working in a regulatory or compliance environment.
- Experience in the application and interpretation of the *Land Use Planning and Approvals Act 1993*, *Building Act 2016*, *Environmental Management and Pollution Control Act 1994* and other relevant Tasmanian legislation
- High level negotiation and customer service skills with the ability to effectively manage difficult situations and achieve cooperative outcomes.
- Strong investigative and analytical skills, with the ability to maintain accurate and defensible records of investigations, correspondence and enforcement actions in accordance with Council's systems and procedures.
- Proven ability to work collaboratively within a multidisciplinary team to ensure coordinated and consistent regulatory outcomes.
- Strong written and verbal communication skills with the ability to prepare clear and concise reports, correspondence and notices.
- Competence in the use of Microsoft Office 365 and an ability to learn Council software systems for data entry, record keeping and reporting
- Knowledge and experience of Local Government and an understanding of Local Government and an understanding of issues affecting Council (desirable).
- Current drivers licence.

Who you will work with

Reports to:	Executive Manager Development Services		
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1-Up Leader:	Director Operations
Leads:	Nil direct reports

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

Other important information

Location: City Offices

Employment type: Full-Time

Hours: 38 hours per week

Employment Category: Enterprise Agreement Individual Contract

Classification: Grade 4, Levels 1 to 5

- *Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.*
- *From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.*

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Careers>