



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: Building and Planning Enforcement Officer

DIRECTORATE: Development Services

DEPARTMENT: Regulatory Services

CLASSIFICATION: Band 6

EMPLOYMENT STATUS: Temporary Full Time

CURRENT OCCUPANT: Vacant

DATE: August 2016

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT/TEAM

The Department of Regulatory Services is responsible for:

- Building
- Children's Crossings
- Local Laws
- Planning Enforcement

The department's annual operating budget is approximately \$ 1.1 m.

ORGANISATIONAL RELATIONSHIPS:

Reports To: Manager Regulatory Services



Direct Reports: Nil

Key Internal Relationships:

- Chief Executive Officer
- Director Development Services
- Manager Regulatory Services
- Manager Statutory Planning and Environmental Health
- Building and Enforcement Services Administration Officer
- Staff

Key External Relationships:

- Community
- Department of Victorian Building Authority
- Department of Transport, Planning and Local Infrastructure
- Contractors and Developers
- Consultants

1. POSITION PURPOSE

- Assist with the development and implementation of an enforcement and compliance program.
- Respond/investigate enforcement enquiries/complaints within agreed timeframes.
- Coordination of compliance inspection regime for approved planning permits – seek to undertake compliance inspection of 5% of planning permits issued (or as directed by the Manager Regulatory Services).

2. KEY RESPONSIBILITIES

- Provide building and planning compliance and enforcement resources to the Council and the community.
- Effectively enforce the provisions of the Building Act, the Planning and Environment Act, the Planning Scheme and ensure compliance with planning permits and Section 173 Agreements.
- Be involved in the preparation of policies and procedures relating to the implementation and enforcement of the Building Act and Planning and Environment Act.
- Communicate with all key stakeholders in an effective manner to encourage understanding of enforcement and compliance issues including participation in internal cross-functional working teams to develop a corporate approach to enforcement issues.



- Represent Council at the Magistrates Court, Victorian Civil and Administrative Tribunal and Building Appeals Board on building and planning enforcement matters.
- Ensure a high standard of service delivery in the entire range of building and planning enforcement functions and continuously improve service levels.
- Provide advice/education to other staff within Development Services (and other areas of Council operations as required i.e. Local Laws) in relation to enforcement and compliance matters.

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to/responsible for the following: -

- Assist in the preparation of policies, procedures and establish and maintain effective compliance and enforcement case management and audit systems.
- Responsible for the administration of Acts and Regulations for all relevant authorities and specific delegations within the building and planning process and other relevant Acts and Regulations.
- Responsible for dealing with enforcement and compliance issues in accordance with relevant Acts, Regulations and Council Policies.
- Represent Council at the Magistrates Court, Victorian Civil and Administrative Tribunal and Building Appeals Board on enforcement matters.
- Freedom to act is subject to legislation, regulations and policies and regular supervision.
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.



4. JUDGEMENT AND DECISION MAKING SKILLS

Judgment and decision making will be within the ambit of the following:

- This is a specialist professional role where the officer is expected to exercise sound judgment and decision making on complex enforcement and compliance issues, some problem solving and analysis of data may be required.
- Required to act under the Building Act, Planning and Environment Act, the Subdivision Act, the Liquor Control Act and other relevant Acts and Regulations under powers of delegation.
- Identify the need for changes or improvements to building and planning enforcement and compliance matters and the need for changes or improvements in administrative procedures.
- Guidance and advice is usually available.

5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.
- Experience in the use of Microsoft software packages.
- Ability to interpret and implement the Building Act, Planning and Environment Act, the Planning Scheme and various applicable Acts and Regulations relating to Council building and planning matters.
- Ability to carry out compliance and enforcement duties, having regard to and an understanding of the following legislation:
 - ❑ Building Act and Regulations
 - ❑ Planning and Environment Act and Regulations
 - ❑ Planning Appeals Act and Regulations
 - ❑ Victorian Civil and Administrative Tribunal Act
 - ❑ Subdivision Act
 - ❑ South Gippsland Planning Scheme
- Ability to maintain a working knowledge of:
 - ❑ Environment Protection Act
 - ❑ Liquor Control Act
 - ❑ Council's Local Laws.



- Working knowledge of the Magistrates Court, Victorian Civil and Administrative Tribunal and other relevant enforcement procedures.
- Good understanding of the legal and administrative context in which the South Gippsland Shire Council operates, and an ability to resolve breaches of building and planning legislation and regulations.
- Ability to gather evidence in relation to enforcement matters and to collate such evidence for prosecutions and Victorian and Civil Administrative Tribunal hearings.

6. MANAGEMENT SKILLS

The required management skills include:

- Excellent time management and organisational skills to produce timely and effective outcomes in a busy working environment.
- Ability to assist in improving efficiency and quality of service.
- Ability to participate in a cross functional working groups.

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- Ability to investigate, interview, make clear and comprehensive notes and initiate actions through the Magistrates' Court and/or Victorian Civil and Administrative Tribunal.
- Willingness to assist all interested persons in matters relating to compliance and enforcement with the Building Act, Planning and Environment Act, the planning scheme, Section 173 Agreements and Local Laws .
- Commitment to act impartially and in a professional manner, and be aimed at achieving appropriate and consistent outcomes and the corporate goals and objectives.
- Excellent interpersonal skills with the ability to deal with difficult customers to resolve complex issues.
- Ability to gain cooperation and assistance to enable successful resolution of breaches under the Building Act, Planning & Environment Act, the planning scheme, Section 173 Agreements and Local Laws.



- Ability to problem solve creatively; gain cooperation of public and property owners/occupiers.
- Proven record of making a positive contribution in a cooperative environment and establishing a positive working environment.
- Demonstrated strong customer service focus.
- Highly developed written and verbal communication skills.
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience required for the position include:

- Relevant tertiary qualification and relevant experience or a lesser qualification with substantial relevant experience
- Experience in the investigation, management and processing of compliance related matters under the Building Act, Planning and Environment Act and/or similar regulatory environment.
- Experience in the use of Microsoft Word, Excel and Outlook
- Experience in investigating building and planning breaches and attendance in the Magistrates Court and/or Victorian Civil and Administrative Tribunal.
- A current Drivers Licence is essential for this role.
- This position is subject to a satisfactory Police Check.

9. SELECTION CRITERIA

- A relevant tertiary qualification and relevant experience or a lesser qualification with substantial relevant experience.
- Experience in the investigation, management and enforcement of building and planning compliance related matters under the Building Act, Planning and Environment Act or similar regulatory environment.
- Ability to interpret and implement the Building Act, Planning and Environment Act, the Planning Scheme and various applicable Acts and Regulations relating to Council building and planning matters.



- Ability to assist in the preparation of policies, procedures and establish and maintain effective compliance and enforcement case management and audit systems.
- Ability to gain cooperation and assistance to enable successful resolution of breaches under the Building Act, Planning & Environment Act, the Planning Scheme, Section 173 Agreements and Local Laws.
- Ability to set priorities and manage own time in order to achieve allocated tasks within defined timeframes and procedures.
- Experience in the use of Microsoft Word, Excel and Outlook.
- A current Drivers Licence is essential for this role.

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.