



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Development Compliance Officer	Level	5/6
Business Unit	Regulatory Services	Position Numbers	00119, 00120, 00155, 00614
Directorate	Planning & Community Development	Date Established	February 2011
Reporting to	Senior Development Compliance Officer	Date Updated	March 2026

2. KEY OBJECTIVES

- Coordinate investigations and commence actions to ensure compliance in relation to breaches of planning and building approvals granted by the City.
- Coordinate investigations and commence actions to ensure compliance in relation to breaches of The Planning and Development Act and Building Act (including related Regulations and Australian Standards).
- Administer the Local Government Act (where delegated relating to private property) and take appropriate actions to ensure compliance.
- Provide specialist technical advice and high level administration for the Compliance Services sub-unit.
- Deliver high level customer service to internal and external customers.

3. KEY ACCOUNTABILITIES

- Assessments, advice and information is provided in accordance with the City's protocols, procedures and relevant legislation.
- Administrative duties are undertaken efficiently and accurately.
- Correspondence and other written material is of a high standard in accordance with the City's writing guidelines.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

Outcome: Compliance

- Conduct site inspections throughout specific stages of approval, building construction and demolition process.
- Ensure compliance with the Planning and Building Legislation.
- Research, prepare and provide documentation and reports to the Senior Development Compliance Officer for action or infringement procedures.
- Proactively work with the Building Surveyors and relevant parties to ensure that buildings comply with relevant Codes, Schemes, Standards and Local Laws.
- Proactively work with the Urban Planners and relevant parties to ensure that developments comply with planning approvals issued by the City.
- Liaise with customers to achieve mediated outcomes.
- Prepare draft statements of evidence when legal action is required.
- Liaise with the City's solicitors in consultation with the Senior Development Compliance Officer in the preparation of prosecution proceedings.
- Liaise with the Building Commission and private certifiers regarding compliance issues.
- Attend court hearings or enquiries to give evidence on the City's behalf.

Outcome: Administration

- Undertake research and information gathering relating to building and planning compliance.
- Investigate and report to the Senior Development Compliance Officer regarding responses to Councillor and Mayoral requests.
- Generate CRM's regarding compliance matters.
- Contribute to continuous process improvement.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Customer Service

- Provide a high level of advice and information to residents and the general public regarding compliance matters.
- Respond to customer queries and complaints in line with corporate standards.
- Liaise with City employees as required ensuring a coordinated approach to Compliance Services activities.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:

High Level Skills in:

- The interpretation, application and administration of Local Laws, the Local Planning Scheme, Residential Design Codes, the Building Code of Australia and the Building Act 2011.
- Interpreting building plans including technical drawing and technical specifications.
- Written and verbal communication.
- Interpersonal, including the ability to liaise effectively and courteously with all customers.
- Organisation and time management, with proven ability to effectively prioritise multiple tasks.
- Computer literacy with Microsoft Office.
- Demonstrated research and analytical skills.
- Demonstrated problem solving and conflict resolution to effectively liaise and negotiate with internal and external parties.
- Ability to work in a team environment or independently with limited supervision.

Knowledge:

- High level knowledge of current building practices, procedures and principles.
- Working knowledge of the Building Regulations, the Building Code of Australia, Building Act 2011, the Australian Standards, the Residential Design Codes and the role and application of a local planning scheme.
- Working knowledge of the building and planning approvals processes.

Demonstrated Experience in:

- The building or planning industry and/or compliance related field.
- Interpreting Acts, policies and building legislation.
- A customer service environment engaging with a range of stakeholders.
- Dealing with high conflict situations.

Qualifications / Clearances:

- Completion of or progression towards obtaining a relevant tertiary qualification and/or relevant experience.
- Current Western Australian 'C' Class driver's licence.
- Current National Police Certificate.

6. **EXTENT OF AUTHORITY**

- Exercise a degree of autonomy.
- Freedom to act governed by clear objectives.
- Provides specialist technical advice.
- Establish work priorities and monitor work outputs.
- Solutions to problems generally found in precedents, guidelines, or instructions. Assistance available.
- Required to exercise judgment and/or contribute critical knowledge and skills where procedures are not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- All Business Units.

External:

- Residents, ratepayers and the general public.
- Building Commission.
- State Administrative Tribunal.
- City's legal advisers.
- Other Local Governments.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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