

<b>Position Title</b>	Building Compliance Officer
<b>Department</b>	Planning
<b>Unit</b>	Development
<b>Team</b>	Building Compliance Team
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Building Compliance
<b>Grade</b>	G
<b>Date Prepared</b>	22/09/2023
<b>Date Last Updated</b>	22/09/2023

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

### Primary purpose of position

Responding to complaints relating to unauthorised building work, non-compliant building work and dilapidated buildings work by completing investigations and undertaking enforcement actions as a investigations officer as defined under the Environmental Planning and Assessment (EP&A) Act 1979 in relation to Council's role.

Undertake a range of enforcement actions to address unauthorised building work, non-compliant building work and dilapidated buildings as appropriate including issuance of development control orders, penalty notices and various written and verbal directions and correspondence in accordance with the provisions of the EP&A Act and relevant Council policy.

Educate and direct the community regarding applicable planning and building controls as required when carrying out the role, including but not limited to; Environmental Planning and Assessment Act 1979 and associated regulations, Canterbury Bankstown Local Environmental Plan 2023, Canterbury Bankstown Development Control Plan 2023, relevant State Environmental Planning Policies and the National Construction Code

### Accountabilities



- Undertake site inspections, gather evidence and undertake interviews with relevant persons to investigate breaches to the Environmental Planning and Assessment Act 1979 in a timely, professional and well-documented manner.
- Investigate reported non-compliance with development consents and undertake appropriate enforcement action in a timely manner including liaison and coordination with appointed Principal Certifiers where applicable.
- Undertake timely Investigations of dilapidated structures or buildings to evaluate risks to public safety and undertake appropriate enforcement action as required.
- Assist other members of the Building Compliance team with investigation and enforcement of building compliance matters as required.
- Review available enforcement actions such as issuance of penalty notices, issuance of development control orders, issuance of cautions or other regulatory controls prescribed by the EP&A Act and undertake such enforcement actions to address breaches to the EP&A Act to bring unauthorised, non-compliant or unsafe buildings in line with applicable planning and/or building

- Prepare correspondence, reports and memorandums in relation to development, building compliance and other matters as required.
- Prepare statement of evidence in relation to building compliance matters and attend the Land and Environment Court as an expert witness as required.
- Coordinate comments from other areas, both inside and outside Council, relating to building compliance and related matters and liaise with relevant stakeholders to provide updates on building compliance investigations as required.
- Assist and provide professional input to the Certification and Building Compliance unit regarding building compliance matters and inspections.
- Meet relevant timeframes nominated by Council for the efficient delivery of key accountabilities and compliance outcomes.
- Undertake general duties as directed by Manager, Coordinator and Team Leader and provide feedback to management as required.
- Liaise with other departments of Council to cooperate and collaborate to seek good outcomes in relation to building compliance related objectives.
- Assist Certifiers & Principal Certifiers (PC's) with enforcement action as required to address non-compliant developments in accordance with Council's role as the enforcement authority under the EP&A Act 1979.
- Handle complaints against PC's in relation to Council's role including making reports to Fair Trading in regards to PC misconduct as required.
- Correspond with members of the public who had lodged complaints in relation to building compliance matters to provide feedback on outcomes of investigations to ensure that they are informed.
- Stay up to date with relevant legislation and compliance requirements, assist to implement changes to internal processes as required.
- Collaborate and communicate with Building Compliance team members to maintain an enthusiastic and motivated atmosphere where staff work to deliver quality outcomes in a timely manner.
- Undertake training that is relevant to a building compliance investigators role and complete other mandatory training as required by Council.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	Intermediate
 <b>Results</b>	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	<b>Deliver Results</b>	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Results</b>		
Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Relationships</b>		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer- focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> </ul>

		<ul style="list-style-type: none"> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Relationships</b>		
Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Builds a network of work contacts across the organisation</li> <li>• Approaches negotiations in the spirit of cooperation</li> <li>• Puts forward a valid argument using facts, knowledge and experience</li> <li>• Asks questions to understand others' interests, needs and concerns</li> <li>• Works with others to generate options that address the main needs and concerns of all parties</li> </ul>
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Tertiary qualifications in building surveying or development compliance or similar qualifications in a related field
- Current Class C Driver Licence
- High level computer literacy skills

### Essential Experience

- Experience in undertaking investigation and enforcement actions relating to unlawful building and development activities in accordance with the Environmental Planning and Assessment Act (1979).
- Ability to collaborate and coordinate within a team to deliver outcomes
- Demonstrate excellent verbal and written communication skills
- Well developed conflict resolution skills and interpersonal skills
- Managing competing task or project deadlines with good time management skills
- Effectively handling customer enquiries and concerns which vary in complexity in a timely and professional manner.
- Extensive knowledge and understanding of relevant planning and building legislation including the National Construction Code.

### Desirable Qualifications and or Experience

- Previous experience in providing reports and presenting expert advice to higher management.
- Ability to present complex issues in a way that is easily interpreted by Council and the wider community.
- Sound knowledge of Local Government operations and business drivers related to planning and building roles.
- Experience in building certification and assessment.
- Experience working in a political environments such as government, regulating authorities or similar roles.

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>