

<b>POSITION TITLE</b>	<b>Compliance Investigation Officer</b>
<b>DEPARTMENT</b>	<b>Corporate &amp; Community Services</b>
<b>GROUP</b>	<b>Development &amp; Governance</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 4</b>
<b>REPORTS TO</b>	<b>Supervisor Building &amp; Plumbing Compliance</b>

### **Department Summary**

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Information Systems
- Development & Governance
- Human Resources
- Customer & Community Services

### **Position Summary**

Our Compliance Investigation Officer delivers building and planning compliance and advisory services to ensure compliance with legislative requirements and take or recommend appropriate action to be taken on behalf of Council. Additionally, this position will assist with the annual Trade Waste inspection program.

### **Key Responsibilities**

- Undertake building and planning compliance and enforcement inspections including receiving and responding to complaints which may include investigating offences under the Queensland Building and Construction Commission (QBCC) Act 1991, Local Government Act 2009, Mareeba Shire Council Local Laws, Planning Act 2016 and other applicable legislation
- Assist with the inspection and assessment of existing premises with the aim of having permits/agreements in place for businesses that generate trade waste and assist with rectification actions related to non-compliance
- Undertake inspections to determine if development application conditions have been appropriately satisfied and report non-compliances accordingly
- Document evidence and draft reports, statutory show cause, enforcement and infringement notices, recommendations and correspondence in relation to compliance issues
- Maintain appropriate records of building, planning and trade waste inspections, enforcement actions etc. for possible court action and to meet Council's governance requirements
- Provide staff with building and planning related advice, support, guidance and assistance in the performance of their compliance functions
- Provide consumers, contractors and industry stakeholders with advice regarding building and development industry regulation
- Other reasonable duties as directed from time to time

## **Skills and Knowledge**

- Demonstrated highly developed verbal and written communication skills including the ability to negotiate positive outcomes with stakeholders
- Highly developed self-management skills including organisational, time management and problem-solving skills
- Demonstrated capacity to think and act appropriately under pressure
- Demonstrated understanding and experience working with the laws and policies relating to building and development, including interpretation of Planning Schemes and associated documentation, the Building Act 1975 and Building Code of Australia or the demonstrated ability to quickly acquire this knowledge and skills
- Knowledge of, or the ability to rapidly acquire skills in use of, computer programs relevant to execution of duties

## **Qualifications and Experience**

### **Essential (Mandatory for the position)**

- Current Queensland C Class driver's licence
- Queensland Construction White Card, or national equivalent, or be eligible to acquire
- Experience in the building industry, typically sheds and dwellings
- Trade qualification or substantial experience in building construction or in a compliance related position

### **Desirable**

- Queensland Building and Construction Commission (QBCC) licence as a Building Certifier
- Experience in compliance enforcement including carrying out on-site inspections, investigations, evidence gathering, report writing, drafting of statutory show cause and enforcement notices and issuing of infringement notices

## **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation. All employees must comply with any Environmental Authority issued to Council to carry out activities.

Worker's responsibilities for environmental protection include:

- An employee must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (*the General Environmental Duty*)
- An employee must no later than 24 hours after becoming aware of an event that causes or threatens to cause environmental harm, notify the employer of the event, its nature and the circumstances in which it happened (*Duty to Notify*)
- An employee must not cause an offence of environmental nuisance, environmental harm or depositing prescribed contaminants in waters

## **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

## SCHEDULE S3

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks, or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>	

Last updated: 25 May 2023