



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Building Compliance Officer

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

|                                    |                                                                                                   |               |
|------------------------------------|---------------------------------------------------------------------------------------------------|---------------|
| Directorate:                       | Sustainable Development                                                                           | Level: 6 to 7 |
| Reports to:                        | Manager Building Services                                                                         |               |
| Supervision of:                    | Nil                                                                                               |               |
| Significant Working Relationships: | Community, business, agency stakeholders<br>Directorate team members<br>Key internal stakeholders |               |

### 2. Position summary

Assist Building Services with ensuring compliance of the Shire's Building and Local Law functions, including investigating community complaints, interpreting and enforcing legislation, and preparing legal briefs to ensure that buildings, building activity, swimming pools barriers and development within the Shire are compliant with the relevant Acts, Regulations, Codes, and Council Local Laws.

### 3. Community strategic objectives



Diversified  
Economy



Connected  
Communities



Protected Natural  
Environment



Sustainable Built  
Environment



Effective Civic  
Leadership

## 4. Our Values

**Teamwork** - We are a united team who works together towards a common goal.

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**Leadership** - We are adaptable and responsive in our leadership.

**Excellence** - We are committed to an exceptional customer experience.

**Respect** - We are respectful of our history and work together to build our future.

## 5. Key duties and responsibilities

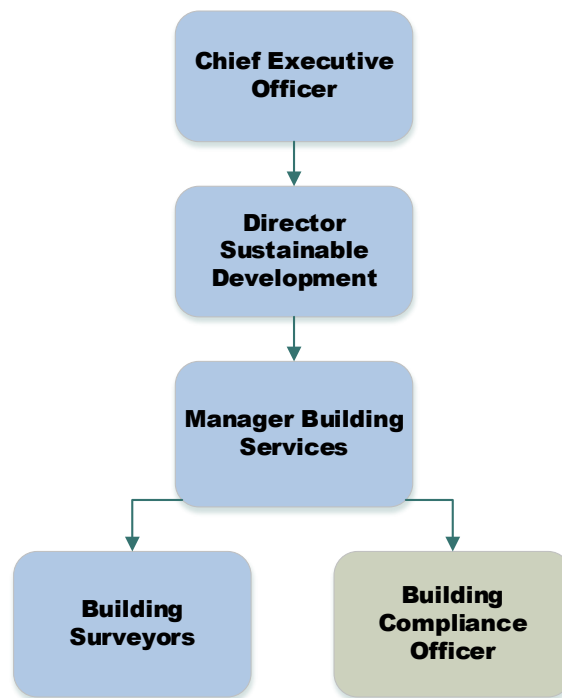
| Key functions              | Specific duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer service           | <ul style="list-style-type: none"><li>• Respond to enquiries and complaints from internal and external customers on matters of non-compliance and provide advice on the Shire's actions to rectify and ensure compliance.</li><li>• Assist the community to understand the Shire's compliance role and compliance action.</li><li>• Ensure the timely resolution of non-compliance matters.</li><li>• Provide professional accurate advice and information to internal and external customers in relation to matters for demolition, buildings and private swimming pool and spa barriers within the Shire.</li><li>• Ensure compliance with relevant legislation and contribute to the achievement of the organisation's objectives.</li></ul>                                                     |
| Inspections and Compliance | <ul style="list-style-type: none"><li>• Maintain the Shire's building compliance programs, including enforcement of various Acts and the Shire's Local Laws.</li><li>• Investigate and resolve complex building compliance issues and customer complaints with respect to legislation, Australian Standards and Shire policies.</li><li>• Carry out a variety of compliance inspections, including demolition, buildings and swimming/spa pool barriers.</li><li>• Issue statutory notices, orders and infringement notices, in accordance with relevant legislation and Shire policy and procedures.</li><li>• Liaise with the Shire's solicitors with respect enforcement options and provide all appropriate documentation to support the Shire's solicitors with enforcement actions.</li></ul> |
| Administration             | <ul style="list-style-type: none"><li>• Prepare relevant correspondence and reports on compliance matters.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | <ul style="list-style-type: none"> <li>• Ensure enquiries, investigations and evidence are appropriately documented and recorded.</li> <li>• Maintain an accurate electronic register of non-compliance matters including inspections and enforcement actions.</li> <li>• Maintain records of pool/spa locations and inspection data within the Shire and prepare a range of notices and correspondence concerning compliant and non-compliant barrier inspections.</li> <li>• Perform other duties as requested within the scope of this level in accordance with the skills, knowledge and experience.</li> </ul>                                                                                                                                                                                                                                         |
| Representations | <ul style="list-style-type: none"> <li>• Attend State Administrative Tribunal or Court proceedings when required to give evidence as necessary in appeals or prosecution proceedings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Other           | <ul style="list-style-type: none"> <li>• Reasonable duties commensurate with classification level.</li> <li>• National Crime Check.</li> <li>• Current “C” Class Drivers Licence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Organisational  | <ul style="list-style-type: none"> <li>• Work in accordance with the Shire’s Work Health and Safety and risk management principles.</li> <li>• Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.</li> <li>• Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> </ul> |

## 6. Extent of authority

The position operates under the general direction of the Manager of Building Services and Director Sustainable Development within established guidelines, procedures and policies of Council.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Tertiary qualifications in a related discipline or extensive experience combined with formal learning and development.
2. Specialist knowledge of the Building Code of Australia, *Building Act 2011*, Building Regulations 2012 and relevant Australian Standards.
3. Highly developed communication skills (both verbal and written) and an ability to follow instructions, procedures and policies as they apply to the position.
4. Previous experience in a similar compliance role.
5. Ability to support a culture of quality customer service and respond professionally to situations with appropriate solutions.
6. Ability to work under pressure, both as a team member and independently with minimal supervision, with comprehensive time management skills including proven ability to prioritize and manage own workloads to achieve organisational requirements.
7. Effective negotiation and conflict resolution skills.

### Desirable

1. Registration as a minimum Level 3 Building Surveyor or above with the Building Services Board of Western Australia.
2. Demonstrated knowledge of local government processes.
3. Understanding of ethical decision making and commitment to corporate governance and compliance.