

Position Description

Development Compliance Officer



Current Incumbent:	
Position number:	050-1
Department:	Regulatory and Emergency Services Department
Directorate:	Sustainable Development
Classification:	Within Band 6 of the Moira Shire EA
Award:	<i>Victorian Local Authorities Award 2001</i>

Role Purpose and Objectives

The Planning and Building Compliance Officer plays a critical role within the Regulatory and Emergency Services Department, ensuring compliance with the Planning and Environment Act 1987, Building Act 1993, permit conditions, the Moira Planning Scheme, Building Regulations, and other relevant legislation. This position supports community amenity and promotes sustainable development outcomes across the Shire.

The role delivers comprehensive compliance activities through a balanced approach of enforcement, education, and community engagement. It applies risk-based compliance strategies to prioritise activities and resources effectively, aiming to achieve voluntary compliance through proactive education and early intervention, with formal enforcement used where necessary.

As a key liaison between Council and the community, developers, and industry stakeholders, the officer provides expert advice and guidance to foster understanding of planning and building requirements. The position contributes to a culture of compliance that aligns with Moira Shire's vision of sustainable growth, while preserving the character and livability of our communities.

The role involves considerable field work across the Shire's diverse urban and rural areas, requiring flexibility, strong problem-solving skills, and the ability to work independently whilst maintaining collaborative relationships with internal teams and external stakeholders.

Organisational Relationships

Reports to:	Manager – Regulatory and Emergency Services
Supervises / Manages:	Nil
Internal Liaisons:	Directors, Managers, Team Leaders, Coordinators and Council staff
External Liaisons:	Developers Landowners & Occupiers Other Local Governments Government Departments and Agencies Service Authorities Public Solicitors

Key Responsibilities and Functions

General Responsibilities

- Provide excellent customer service to the community and external stakeholders.
- Maintain communication between various parties, both internal and external to the Moira Shire.
- Consult with government departments, authorities, and the private sector regarding planning & building development issues.
- Undertake dealings with the public in a confidential and tactful manner to ensure

Position Description

Development Compliance Officer



compliance and achieve good outcomes.

- Support development of risk-based procedures for both planning and building compliance.

Planning and Building Compliance

- Promptly investigate and resolve alleged breaches of the *Moirā Planning Scheme, Building Act 1993, Building Regulations, and relevant Acts*.
- Undertake inspections and ensure compliance with Council's planning scheme and building regulations.
- Investigate planning and building compliance complaints and resolve issues in conjunction with relevant Council departments.
- Develop and deliver compliance education programs for the community.
- Participate in pre-application meetings and provide compliance advice.
- Contribute to corporate and departmental reporting on compliance related matters.
- Undertake research, inspections and interviews and initiate formal enforcement proceedings on behalf of Council as directed.
- Prepare reports, briefs of evidence and other evidential documentation necessary for enforcement proceedings.
- Prepare infringement notices and complete follow-up procedures as required.
- Assist in briefing Council's legal counsel on enforcement matters as required.
- Review planning and building permits to ensure compliance with permit conditions.
- Investigate unauthorised building work and ensure compliance with building standards and regulations.
- Monitor building sites for compliance with approved building permits and building regulations.
- Represent Council at formal proceedings including the Magistrates Court and VCAT.
- Maintain registers of enforcement matters for both planning and building compliance.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Position Descriptors

Accountability and Extent of Authority

- Investigate matters of non-compliance related to the Moirā Planning Scheme, Building Regulations, Permits, Section 173 Agreements and on occasions the *Environment Protection Act, Liquor Control Reform Act, Local Government Act* and Local Laws.
- Provide verbal and written advice to customers and assist with dispute resolution.
- Consult with the Manager of Regulatory and Emergency Services and relevant Council officers when preparing documentation or providing advice.
- Conduct site inspections, prepare statements and gather evidence professionally.
- Record details of verbal advice and site inspections appropriately.
- Manage enforcement correspondence and permit files effectively.
- All delegate, Council reports and appeal submissions or preparations for Magistrates Court proceedings to be approved by the Manager of Regulatory and Emergency Services.
- Maintain confidentiality and adhere to Council's Values and Code of Conduct.
- Act within clear objectives, budgets, and regular reporting frameworks.

Position Description

Development Compliance Officer



Judgement and Decision Making

- Obtain authorisation to commence formal enforcement proceedings.
- Seek advice when representing Council in Magistrates Court or Tribunal matters.
- Avoid media comments without explicit consent from the Chief Executive Officer.
- Access regular guidance and advice from the Manager Regulatory and Emergency Services

Specialist Skills and Knowledge

- Sound knowledge of relevant Acts, Regulations and Victorian Planning System.
- Computer literacy skills including document management and GIS systems.
- Ability to interpret maps, plans, building plans and specifications.
- Strong evidentiary and investigative skills.
- Understanding of natural justice principles.
- Knowledge of building construction methods, materials and building standards.

Management Skills

- Plan, organise, and manage time effectively.
- Work independently on and off site.
- Initiate and facilitate meetings to resolve disputes.

Interpersonal Skills

- Excellent oral and written communication skills.
- Empathy and respect in interactions.
- Effective complaint handling and customer management skills.
- Excellent collaborator.

Key Selection Criteria

Essential qualifications and experience

- Relevant qualifications and/or substantial experience in enforcement or investigations.
- Experience interpreting and enforcing planning and building legislation.
- Ability to conduct risk assessments and prioritise compliance activities.
- Effective judgement, communication, and critical thinking skills.
- Knowledge of GIS, document, and complaint management systems.
- Ability to work autonomously and collaboratively.

Desirable qualifications and experience

- Experience in a regional Council.
- Membership in relevant professional associations.
- Commitment to professional development.
- Ability to innovate, review and improve processes.

Licenses and mandatory requirements

- A current driver's licence.
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Position Description








Development Compliance Officer



Inherent physical requirements

- High
 - Extended periods of sitting, computer, keyboard, and mouse work.
- Medium
 - Periods of standing. Attendance onsite and building / construction sites
- Low
 - Bending and lifting.

Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> • Community and customer focus • Plan and prioritise 	Tier E Tier E
 Honesty	<ul style="list-style-type: none"> • Communicate and engage • Display resilience and adaptability 	Tier E Tier E
 Accountability	<ul style="list-style-type: none"> • Demonstrate accountability • Deliver results 	Tier E Tier E
 Teamwork	<ul style="list-style-type: none"> • Create, innovate and solve problems • Work together 	Tier E Tier E
 Integrity	<ul style="list-style-type: none"> • Manage self • Act with integrity 	Tier E Tier E
 Safety	<ul style="list-style-type: none"> • Actively contribute to the protection of the workforce's health, safety and wellbeing 	Tier E
 People Leadership	<ul style="list-style-type: none"> • Manage and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose 	- - - -

Position Description

Development Compliance Officer



Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the *OHS Act* or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moirā Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.
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Position Description

Development Compliance Officer



[Review of this Position Description](#)

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

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