

# Kingborough Council

## Information Package for Applicants



**Position Details:**

**Planning Compliance Officer, Position Number 000595**

**Employment Status:**

**Ongoing, Full-time**

**Department:**

**Governance and Community Services Department**

**Applications Close:**

**4pm on Friday, 23 October 2020**

**Further Information:**

**Mr Scott Basham, Compliance and Community Development Manager on 03 6211 8200.**



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls and community centres.

Council has recently launched a major project, Kingston Park, as the centrepiece for the revitalisation of the central business district in Kingston. Kingston Park aims to create public spaces that promote health, connectivity and well-being. The master plan includes a mix of commercial and residential uses, together with public open space and community and cultural facilities.

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## Position Advertisement

### Planning Compliance Officer

We are seeking an experienced investigator or a person with strong research and analytical background with a genuine interest in investigations, for the role of Planning Compliance Officer. The position works within Council's Compliance Unit and is responsible for undertaking statutory planning enforcement duties, as well as the enforcement of development legislation. The role is also responsible for the preparation of complex documentation including notices and briefs of evidence.

You will need to be self-motivated and demonstrate the ability to undertake investigative processes within a government environment. The ability to interpret and apply legislation and regulations and a strong administrative background are essential. Previous experience in a planning or regulatory environment would be well regarded.

The role is ongoing full-time and offers a salary in the range of \$77,785 to \$85,944 per annum, based on skills and experience.

**How to Apply:** For further information on this position, please contact Scott Basham, Manager Compliance and Community Development on 03 6211 8200. The Position Information Package for this role is available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria.

Applications can be submitted online through the Employment Portal on Council's website and close at 4.00pm on Friday 23 October 2020.

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## **Key Selection Criteria**

### **Planning Compliance Officer**

**Please address these selection criteria in your application**

#### **Essential**

1. Demonstrated experience in undertaking complex investigative or research processes.
2. Demonstrated ability to interpret and apply detailed legislation and regulations within a government environment.
3. Substantial experience in dealing with a range of people, including high level verbal, mediation, conflict resolution and interpersonal skills.
4. Sound judgement, problem solving and decision-making skills.
5. Good computer literacy and written communication skills, with demonstrated ability to research and prepare detailed documentation.
6. Proven effective organisational and time management skills, ability to work under limited supervision and a demonstrated capacity to work well in a coordinated team.

#### **Licences**

7. Current unrestricted motor vehicle driver's licence.

#### **Desirable**

8. Certificate IV in Government Investigations (or similar) or the ability to acquire this qualification.
9. Previous experience in a planning regulatory enforcement environment.

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## Position Description

### PLANNING COMPLIANCE OFFICER

#### POSITION DETAILS

<b>Position No.</b>	000595	<b>Department</b>	Governance and Community Services
<b>Employment Status</b>	Ongoing full time	<b>Location</b>	Civic Centre
<b>Unit</b>	Compliance	<b>Classification</b>	Technical/Inspectorial, Level 5

#### POSITION OBJECTIVE

This position is responsible for providing an efficient and cost effective planning enforcement service to Council, primarily ensuring compliance by individuals and organisations with the *Land Use Planning and Approvals Act 1993* and associated regulations, but also enforcing additional development legislation, by-laws, statutory requirements and conditions of approval when required.

#### KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake inspections and investigations on behalf of Council with respect to the *Land Use Planning and Approvals Act 1993* and associated regulations as directed.
- Attend in a timely manner to complaints and information from the public regarding potentially unauthorised activities.
- Report on the compliance or otherwise of potentially unauthorised activities and prepare file notes, correspondence, notices, briefs of evidence and detailed reports as necessary.
- As directed by the Departmental Manager, initiate statutory enforcement proceedings where appropriate and prepare required documentation for prosecution proceedings.
- Provide evidence or information on behalf of Council at the Resource Management and Planning Appeals Tribunal, Magistrates Court or any other Court or forum as required.
- Provide regular briefings to the Departmental Manager on the progress of enforcement action as required.
- Maintain up-to-date knowledge on the planning requirements within the current planning scheme, other related statutory instruments, and permit conditions.

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- Ensure that a record of all inspections and investigations is kept within Council's information databases.
  - Assist in the creation of or reviewing of planning compliance policies and procedures relevant to the role.
  - Provide public information on planning compliance requirements and provide a high level of customer service regarding all dealings with the public, other government agencies, industry and community organisations.
  - Participate in practical and educational campaigns to decrease the incidence of breaches of legislation, regulation, by-laws, etc.
  - Perform all duties of an Authorised Officer as delegated.
  - After-hours and weekend inspections may be required on occasions.
  - Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Authority and accountability:** Employees at this level provide specialist technical advice to complete assignments and projects in consultation with other employees.

**Judgment and problem solving:** Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Guidance is available from Council's established procedures and assistance is available from other professional and/or specialist technical employees in the work area.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** – This position mostly has contact with other staff members of the Compliance and Development Services Departments.
2. **External** - Members of the public, Government agencies, solicitors.
3. **Direct Reports** - This role reports to the Acting Manager Compliance and Community Development and has no direct reports.

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## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

1. Demonstrated experience in undertaking complex investigative or research processes.
2. Demonstrated ability to interpret and apply detailed legislation and regulations within a government environment.
3. Substantial experience in dealing with a range of people, including high level verbal, mediation, conflict resolution and interpersonal skills.
4. Sound judgement, problem solving and decision-making skills.
5. Good computer literacy and written communication skills, with demonstrated ability to research and prepare detailed documentation.
6. Proven effective organisational and time management skills, ability to work under limited supervision and a demonstrated capacity to work well in a coordinated team.

### **Licences**

7. Current unrestricted motor vehicle driver's licence.

### **Desirable**

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## Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- A **National Police check** will be required for this position.

### How to apply:

Your application should be addressed “**Confidential Job Application – Planning Compliance Officer Position No 000595** ” and submitted online through the Employment Portal on Council’s website at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au).

Thank you for your interest in employment with the Kingborough Council.



## Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, <a href="https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf">https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf</a>
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, <a href="http://www.fwc.gov.au">www.fwc.gov.au</a>
Classification and Salary:	This position is classified under the Enterprise Agreement as Technical/Inspectorial Officer Employee Level 5 with a salary range of \$77,785 to \$85,944 per annum.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 19 day per four-week cycle arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position. A

	<p>satisfactory National Police check is required for this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus)</p>
Leave	<p>Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.</p> <p>Our employees may also 'purchase' an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available for ongoing employees – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.</p>

Health and Wellbeing	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p> <p>Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.</p>
Relocation Costs	<p>Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.</p>
Corporate Wardrobe and PPE	<p>Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.</p> <p>An annual corporate wardrobe allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. The range is shown at:</p> <p><a href="https://www.nnt.com.au/local-government">https://www.nnt.com.au/local-government</a></p>
Other Employee Benefits	<p>Our employees have access to <b>discounted health insurance</b> options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a <b>novated lease for a personal vehicle</b> through Maxxia.</p> <p><i>LGAT Assist</i> also provide <b>low interest loans</b> to Local Government employees who are employed on an ongoing (permanent) basis.</p>

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Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on <a href="mailto:recruitment@kingborough.tas.gov.au">recruitment@kingborough.tas.gov.au</a> or (03) 6211 8200.