



LATROBE AND KENTISH COUNCILS

INFORMATION PACKAGE FOR APPLICANTS

Position:	Development and Building Compliance Officer
Employment Status:	Full-Time
Department:	Customer and Business Services
Applications Close:	Monday, 16th March, 2020

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Attachment

Application for Employment Form

General Application Information

Thank you for your interest in the advertised Development and Building Compliance Officer with the Latrobe and Kentish Councils.

Application Format

All applications must consist of the following four documents:

1. Application Form
2. Cover Letter – 1 Page Limit
3. Resume including up to 3 referees – 4 Page Limit
4. Response to 'Selection Criteria' outlined in the position description – 5 Page Limit.

Applications will not be considered if Selection Criteria are not addressed.

Lodgement

Applications should be marked 'Private and Confidential' and can be submitted either by

Email (*preferred method*):

Cymone.deSchipper@kentish.tas.gov.au

or

Mail:

The General Manager
Latrobe Council
PO Box 63
LATROBE TAS 7307

Closing Date for Applications: **Monday 16th March 2020 at 4.00pm**

Process

Applicants will be notified in writing (email where possible) of the receipt of their application.

Post shortlisting applicants will be advised if they are required for interview. Up to two interviews may be required.

Upon an applicant accepting the role, unsuccessful applicants will be notified in writing (email where possible).

Pre-Employment Checks

All positions will require pre-employment checks of prospective employees because of the nature of duties and responsibilities attached to the positions.

These checks **may** include a conviction check and/or identity check, and **will** include a reference check and medical check including a drug screen. Applicants who do not agree to these checks should indicate this in their application cover letter.

Selection on the Basis of Merit

Latrobe and Kentish Councils are equal opportunity employers. All applications will be assessed against the same criteria. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

Further Information

Questions should be directed to Cymone de Schipper or Aleasha Goss on 03 6491 0200, or via email cymone.deschipper@kentish.tas.gov.au or aleasha.goss@kentish.tas.gov.au

For further information on either Council, please refer to the websites at www.latrobe.tas.gov.au or www.kentish.tas.gov.au

Position Advert

Latrobe and Kentish Councils are seeking a professional person to join the organisations in the role of Development and Building Compliance Officer.

In this full-time role, you will work to investigate, gather evidence and monitor unauthorised and non-complying development and building works within the municipal areas as well as enforce other various act, regulations and statutory requirements. The role also incorporates undertaking inspections, issuing penalty infringement notices and delivering educational initiatives to raise awareness of compliance requirements.

The successful applicant will possess tertiary qualifications in a building or planning related field and a minimum of three (3) years relevant experience or an equivalent combination of skills and experience.

Applications:

All applications must be in the prescribed format, address the selection criteria, and close on Monday, 16 March, 2020 at 4pm.

Position Description



Kentish and Latrobe

Councils



POSITION DESCRIPTION

PD Title	Compliance Officer
Position Title	Development and Building Compliance Officer
Department	Customer and Business Services
Team	Development and Regulatory Services
Reports to	Team Leader Planning and Regulatory Services
Work location	Kentish and Latrobe Council areas
Classification	Professional Level 1
Date	February 2020

This position is a shared position between Kentish and Latrobe Councils. Whilst the incumbent's primary employer is Latrobe Council, the position requires provision of services to both Councils.

PRIMARY OBJECTIVE

- To promote, educate, regulate and enforce to ensure adherence with planning, building and other relevant legislation

KEY FUNCTIONS

- Ensure development and building within the Council areas complies with relevant legislation, policy, local laws and operating procedures.
- Monitor and conduct inspections to ensure compliance with legislative requirements and approvals/permits issued.
- Provide reports and resolution recommendations on areas which are non-compliant.

ACCOUNTABILITIES

Development and Building

1. Fulfil Council's regulatory role to investigate unauthorised use and development including use and work non-compliant with development consent, unlawful building works and unlawful activities.
2. Conduct inspections, collate evidence and interview relevant parties with respect to alleged building and planning contraventions in a timely, thorough and consistent manner.
3. Negotiate or mediate the resolution of complaints and/or other matters being investigated.

4. Promote/educate development and building compliance practices to the general public.
5. Apply and enforce the provisions of relevant legislation, regulations, codes, standards, controls, by-laws and council policies (including camping by-laws, animal control and general compliance matters that may arise from time to time).
6. Issue notices, orders, infringements and other legal correspondence on behalf of Council.
7. Receive and investigate complaints from members of the public with respect of potential non-compliance in the relevant area in a timely manner and make findings accordingly.
8. Ensure a high standard of customer service in the provision of advice, response to customer enquiries and inspection services.
9. Work closely with administrative support to ensure all required processes are completed within timeframes.
10. Ensure Council's records management and corporate systems are updated with all correspondence.
11. Recommend to Development and Regulatory Services Team Leader if non-compliant matters remain unresolved or if matters relate to public danger.
12. Liaise with relevant authorities if matters pertain to work health and safety.
13. Prepare and present evidence in Tribunals or Court as required.

Other

14. Continually create opportunities to improve systems, processes and outputs.
15. Develop, prioritise, coordinate and deliver initiatives as identified in Council's plans and budgets.
16. Ensure all work practices are carried out in a safe manner and in accordance with Council work health and safety policy and procedure.

DIRECT REPORTS

Nil

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISONS:	Council management and staff.
EXTERNAL LIAISONS:	State and Commonwealth Agencies Other Local Government bodies Current and future businesses, residents and visitors

JUDGEMENT

The position provide a specialist service. The position requires the interpretation of information and development of suitable advice to achieve satisfactory outcomes. The nature of the work is specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.

CAPABILITY REQUIREMENTS

- Tertiary qualifications in a building or planning field and a minimum of three (3) years' experience in a similar role OR an equivalent combination of skills, experience and training.
- Demonstrated experience in building and development compliance and dealing with unauthorised works.
- Sound understanding of the legislation and frameworks as it relates to the area of compliance and local government requirements.
- Demonstrated experience in undertaking investigations and evidence gathering.
- A strong customer service orientation which is solution focussed and empathetic.
- A track record of being highly organised, timely and focussed to determine and deliver on priorities.
- High level of attention to detail and accuracy.
- Well-developed computer skills.
- Excellent communication, negotiation and conflict resolution skills.
- A current 'white' card for entry to construction sites.
- A current 'c' class drivers licence

Desirable

- Sound understanding of court and tribunal proceedings.

Employment Information

SALARY

This position is classified in the Indoor Stream, Professional Level 1 which carries a salary range of \$67,000 - \$72,000 depending on the incumbent's skills, qualifications and experience. Remuneration above the maximum of this range may be considered for an exceptional candidate.

AWARD

Local Government Industry Award 2010

ENTERPRISE AGREEMENT

Latrobe Council Enterprise Agreement 2015

LEAVE ENTITLEMENTS

Annual leave

Four weeks annual leave based on ordinary hours of work.

Annual leave loading

Annual leave loading of 17.5% calculated on the employee's minimum weekly rate of pay in addition to payment for annual leave provided.

Long Service Leave

90 days after 10 years continuous service based on ordinary hours of work.

Personal leave

Pro-rata of 10 days each year based on ordinary hours of work. Personal leave may be used when the employee is;

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

HOURS OF WORK

Ordinary hours of work are generally 8.00am to 4:40pm. The span of hours under the Council's Enterprise Agreement is 6am – 6pm.

ROSTERED DAYS OFF

Council staff operate on a 19 day month system whereby an extra 25 minutes is worked each day and accumulated during the month to enable an employee to take one day "off" per month.

SUPERANNUATION

Employer superannuation contributions of 9.5% of the employee's ordinary time earnings (as per the Australian Tax Office definition).

Employer contributions may be directed to any complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to TasPlan Superannuation as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

TRAINING AND DEVELOPMENT

Latrobe and Kentish Councils provide opportunity for employees to develop through the provision of training through in-house and external training courses or through study assistance for employees undertaking relevant qualifications. Access to training is determined by consultation between the employee's manager and the employee.

MEDICAL ASSESSMENT

Comprehensive pre-employment medical examinations are an integral step in the recruitment and selection process.

PROBATION PERIOD

The appointment to this position is subject to a probationary period of 6 months.

Information about the Latrobe Municipality

The Latrobe Municipality is located in the north-west of Tasmania and shares a municipal boundary with Kentish Council, Devonport City Council, West Tamar Council and Meander Valley Council. The Municipality covers a total area of 600 square kilometres including the townships of Latrobe, Port Sorell, Shearwater, Hawley, Wesley Vale, Sassafras, Moriarty and Tarleton.

The Municipality is one of the fastest growing residential areas in Tasmania, has an estimated population of 11,729 and of the 29 local government areas, Latrobe is one of ten projected to show the strongest growth over the next ten years.

There are six primary schools and two high schools in the Municipality and the Mersey Community Hospital is situated in Latrobe.

Information about Latrobe Council

The Latrobe Municipality comprises over 6,395 properties and the Council has an estimated income of \$17.1m. Council's 2019/20 Annual Plan and Budget and the Council's Strategic Plan are available from Council's website www.latrobe.tas.gov.au

Council employs around 47 FTE positions in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Major facilities owned by Council include Port Sorell Community Centre and Camp Banksia, Australian Axemans Hall of Fame, Latrobe Recreation precinct comprising sports ovals, sports stadium, gymnasium and swimming pool and skate park.

Information about the Kentish Municipality

The Kentish Municipality is located in the north-west of Tasmania, slightly inland from the coast. Kentish covers a total area of 1,187 square kilometres and has a population of approximately 6,481.

The landscape ranges from lush rural farmland to spectacular mountain scenery. One of Tasmania's key visitor attractions, Cradle Mountain, is located in the municipal area, as is the world standard Lake Barrington Rowing Course. Mount Roland watches over the town of Sheffield (population 1,538) which has developed as the "Town of Murals". The other major towns are Railton the "Town of Topiary" (population 1,231) which has a cement manufacturing industry and Wilmot "Valley of Views" (population 395). There are a number of outlying areas throughout the municipality with evocative names like Paradise, The Nook, Nowhere Else & Promised Land that are also visitor attractions.

Sheffield is the major commercial, retail and administrative centre for the Municipality. Local industries include agriculture, tourism and manufacturing.

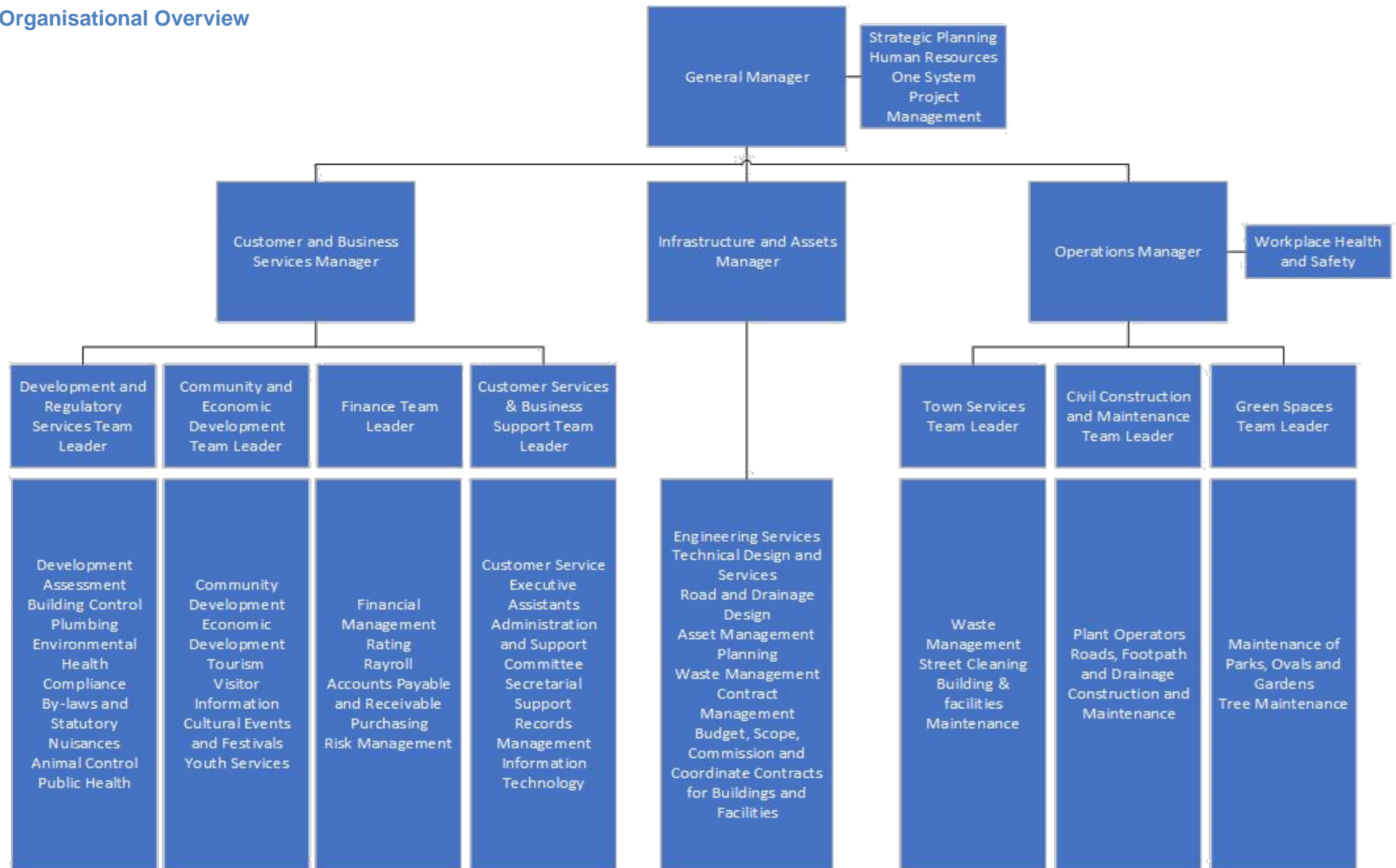
Information about Kentish Council

The Kentish Council's purpose is to serve the people of the Kentish municipality. It is Council's responsibility to undertake and be accountable for the planning, direction and management of resources to meet the present and future needs of the community.

The Kentish Municipality comprises over 3,678 rateable properties and the Council has an estimated income of \$10.9M. Council's 2019/20 Annual Plan and Budget and the 2014 – 2024 Strategic Plan are available from Council's website www.kentish.tas.gov.au

Council employs around 30 FTE positions in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Facilities owned by Council include a Medical and Health Centre, local halls and sports grounds and parks.

Organisational Overview



Information about Resource Sharing

Kentish and Latrobe Councils value collaboration and partnerships both within and outside their municipalities. As part of their business models, the councils have entered into a resource-sharing arrangement.

A resource-sharing business model allows both councils to deliver services and outcomes for their respective communities in a cost efficient and effective manner. Partnerships of this nature enable the communities to gain benefits that may have been otherwise unattainable.

The resource-sharing arrangement is governed by a Memorandum of Understanding which articulates all the terms and conditions for the parties to abide by. The arrangement has been and will continue to be managed on the basis of value to each Council.

Since the inception of the resource-sharing arrangements in 2010, the number of resources shared has steadily grown. The resources shared have typically been those which require more substantial investment, ranging from senior management roles, specialist roles or in securing plant, equipment and systems. Other opportunities for a mutual gain from a shared commitment, input and output have also been realised.

Kentish and Latrobe Councils are also seeking opportunities to develop partnerships with other Councils to build further on the benefits of this business model, provided all parties involved with Council receive value and gain as a result.

Both Councils have recently commenced an Embedding Shared Resources Program. The Program will;

- establish common policies, systems and ways of working between the two Councils
- Identify economies and efficiencies through cash savings and service uplift
- Ensure the workforces of both Councils meet the current and future needs of their communities in terms of numbers, skills and attributes
- Mitigate the risks of critical services required of the Council in the two communities being unable to be delivered
- Develop common, simplified ways of working.



KENTISH AND LATROBE COUNCILS



APPLICATION FOR EMPLOYMENT

Please print

Title Given Name/s

Surname

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

Phone H B M

Email address

Are you legally entitled to work in Australia? (Please ✓ box)

- ☐ Yes, I am an Australian/New Zealand citizen or permanent resident.
☐ Yes, I hold a valid work visa.

Are you applying for an advertised vacancy?

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Please state the title of the position: | Please state the type of work sought: |

Your application will be considered for the position and held for a maximum of two years.

Your application will be held on reserve file for six months.

Declaration

I confirm that all answers and statements on this application form and any attachments provided (including resume) are true and complete to the best of my knowledge. I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with Kentish Council may subsequently be terminated.

Signature

Date / /

Thank you for applying for employment with the Kentish and Latrobe Councils.