



POSITION DESCRIPTION

Development Compliance Officer

Incumbent:	Vacant
Department:	Development & Regulation
Reports to:	Manager Development & Regulation
Employment Status:	Fulltime
Award Classification:	Band 7
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The Development Compliance Officer is responsible for investigating, assessing, and resolving planning and development compliance matters in accordance with the Planning and Environment Act 1987, relevant legislation, Council policies and regulatory requirements.

A key focus of the position is to engage, educate and work constructively with landowners, developers, businesses and community members to achieve voluntary compliance wherever possible. Through effective communication, stakeholder engagement and professional judgement, the position seeks to resolve issues proactively while balancing regulatory obligation and community expectations.

The role manages complex compliance investigations, prepares enforcement and legal documentation where required, and supports Council's statutory responsibilities through the effective regulation of land use and development. The position operates with a high degree of autonomy, professional judgement and stakeholder engagement to achieve sustainable outcomes and protect the municipality's amenity, safety and integrity.

Key Responsibilities

Compliance and Enforcement

- Investigate alleged breaches of planning legislation, permits, agreements, planning scheme provisions and other development-related requirements.
- Assist with building and development compliance matters through inspections, investigations, information gathering and referrals as required.
- Conduct inspections, audits, and evidence gathering activities.
- Manage complex enforcement matters and determine appropriate compliance or enforcement response.
- Prepare and issue enforcement documentation, including Notices to Comply, infringement notices, and warning letters.
- Monitor compliance outcomes and maintain accurate records.

Statutory Advice and Legal Support

- Provide specialist advice on planning compliance matters and interpretation of legislation, regulations and case law.
- Prepare reports, briefs of evidence, witness statements and legal documentation.
- Liaise with legal representatives, regulatory agencies and represent Council in hearings or proceedings as required.



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- Contribute to the review and continuous improvement of compliance policies, procedures and systems.

Stakeholder Engagement and Continuous Improvement

- Manage complaints, enquiries and sensitive stakeholder matters professionally and effectively.
- Develop productive relationships with internal and external stakeholders to support compliance outcomes.
- Identify emerging risks, trends and opportunities to improve planning compliance services.
- Contribute to organisational projects, reporting and service improvements initiatives.

General

- Maintain regular attendance and actively participate in performance review, feedback, coaching and development discussions to support accountability, continuous improvement and the achievement of role expectations.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Operates with a high degree of autonomy and professional judgement in managing planning compliance investigations.
- Exercises delegated authority in accordance with legislation, Council policies and procedures.
- Provides specialist advice and recommendations that inform regulatory and legal decisions.
- Ensures all investigations and enforcement actions comply with legislative and evidentiary requirements.

Judgement & Decision Making

- Independently assesses complex planning compliance matters and associated risks.
- Interprets legislation, planning controls and legal precedents to determine appropriate enforcement responses.
- Resolves complex matters where solutions require analysis, investigation and professional judgement.

Specialist Knowledge & Skills

- Extensive knowledge of planning legislation, planning schemes and permit processes.
- Experience conducting investigations and managing regulatory compliance matters.
- Ability to prepare evidence and documentation for enforcement and legal proceedings.
- Knowledge of local government governance and regulatory frameworks.
- Experience appearing before VCAT or courts.

Management Skills

- Ability to manage competing priorities and deadlines.
- Experience managing complex projects or investigations.
- Capacity to influence and guide stakeholders in achieving compliance outcomes.
- Ability to contribute to team planning and service improvement initiatives.

Interpersonal Skills

- Highly developed analytical, communication, negotiation and stakeholder management skills.
- Ability to deal with difficult and sensitive situations professionally.
- Ability to prepare clear and concise reports, correspondence and presentations.



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Qualifications & Experience

- Degree qualification in Town Planning, Environmental Planning or a related discipline.
- Several years' experience in statutory planning, planning enforcement, compliance, regulation or a related field.
- Current Victorian driver's licence
- Qualification in investigations, compliance, regulation, enforcement or law would be advantageous.

Key Selection Criteria

1. Demonstrated experience investigating and resolving planning, development or compliance matters in a regulatory environment.
2. Sound knowledge of planning legislation, statutory planning processes and enforcement frameworks, together with the ability to interpret and apply legislative requirements.
3. Experience preparing statutory notices, enforcement documentation, reports and evidentiary material to support compliance and legal proceedings.
4. Proven ability to analyse complex issues, exercise sound judgement and determine appropriate compliance, enforcement and resolution strategies.
5. Highly developed communication, negotiation and stakeholder engagement skills, including the ability to influence, educate and work collaboratively with diverse stakeholders to achieve compliance outcomes.
6. Demonstrated ability to independently manage a complex and varied caseload while maintaining accurate, timely and legally defensible records.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Lead		
Approved by the CEO		