

# Position Description

| 1. Position Details            |                                                                                                                                                                                                                                                                                                                                                               |                                  |    |                                                                                                                                                                                                                                                         |                                               |
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| Position Title:                | Compliance Officer                                                                                                                                                                                                                                                                                                                                            | Code:                            | CO | Classification level:                                                                                                                                                                                                                                   | ASU Level 4                                   |
| Division:                      | Assets, Infrastructure & Regulatory Services                                                                                                                                                                                                                                                                                                                  | Date Issued:                     |    |                                                                                                                                                                                                                                                         | October 2026                                  |
| Reports to:                    | Regulatory Coordinator, Assets, Infrastructure & Regulatory Services                                                                                                                                                                                                                                                                                          | Date Reviewed:                   |    |                                                                                                                                                                                                                                                         | October 2027                                  |
| Supervising:                   | Nil                                                                                                                                                                                                                                                                                                                                                           | Location:                        |    |                                                                                                                                                                                                                                                         | Port Broughton Office, Bay St, Port Broughton |
| 2. Position Context            |                                                                                                                                                                                                                                                                                                                                                               |                                  |    |                                                                                                                                                                                                                                                         |                                               |
| Summary:                       | The Compliance Officer reports to the Regulatory Coordinator and is responsible for undertaking a range of activities with the primary objective of ensuring the compliance of relevant legislation, Acts and Council policies, by-laws and statutory obligations, including assisting developing and implementing internal policies, procedures and systems. |                                  |    |                                                                                                                                                                                                                                                         |                                               |
| Key Performance Areas (KPA's): | <ul style="list-style-type: none"><li>• Compliance</li><li>• Animal Management</li><li>• Noice Management and Parking</li><li>• Fire Prevention</li><li>• Emergency Management</li></ul>                                                                                                                                                                      | Key Interactions / Relationships |    | <ul style="list-style-type: none"><li>• Regulatory Coordinator</li><li>• Governance Officer</li><li>• Manager Assets, Infrastructure &amp; Regulatory Services</li><li>• All Council departments</li><li>• Other relevant Government Agencies</li></ul> |                                               |
| Special Conditions:            | <ul style="list-style-type: none"><li>• Some out of hours work and travel may be required</li></ul>                                                                                                                                                                                                                                                           |                                  |    |                                                                                                                                                                                                                                                         |                                               |

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- Maintain a current South Australian driver's license
- A national police clearance will be required before commencing in the position

## 3. Primary Outcomes and Accountabilities

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| <b>Compliance</b>        | <p>Manage Council's Compliance function with the effective and efficient discharge, which may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with legislation, associated acts, regulations, codes of practice, Australian standards, Council policies and by laws to ensure compliance and to minimise risk to staff, the organization and most importantly the general public.</li> <li>• Investigate, report, resolve and/or undertake appropriate enforcement action regarding complaints relating to health, traffic, animal management, fire prevention and other regulated activities within Council in accordance with relevant legislation, Council approvals and policy. Undertake development compliance and enforcement functions under the Planning Development and Infrastructure Act, Council Policy, Building Code of Australia and other relevant legislation.</li> <li>• Completing and issuing warnings and notices and maintaining records that may be used in legal proceedings.</li> <li>• Apply judgement, experience and knowledge in the assessment of contravention issues for which there is no set procedure. Facilitate the analysis of Council's risk exposures.</li> <li>• Advise management of compliance risks arising from legislation and standards and advise of control options to manage these risks.</li> <li>• Provide accurate research, reports and recommendations relating to governance and compliance matters.</li> <li>• Give evidence in the event of Court or Tribunal proceedings on behalf of the Council when required.</li> </ul> |
| <b>Animal Management</b> | <ul style="list-style-type: none"> <li>• Implement, review and develop Council's Animal Management Plan.</li> <li>• Ensure that responsible animal ownership is actively promoted throughout the Council area and up-to date, accurate information and advice is available to Council, employees and the community on animal management. Proactively control the keeping of animals within the Council area, including registrations, permits, infringements, investigations and destruction of dangerous animals.</li> <li>• Respond to complaints in relation to nuisance animals in compliance with legislation and Council policy.</li> <li>• Assist with the development, coordination and implementation of a plan for the effective control of problem animals &amp; pests (eg. corellas).</li> <li>• Ensure that all Dog and Cat Management Board statutory reporting responsibilities are completed on time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Parking &amp; Vehicles</b>                           | <ul style="list-style-type: none"> <li>• Undertake inspection and issue expiations to ensure the community compliance with parking regulations</li> <li>• Assist in the review of parking expiations as required, including advice, recommendations and communication with complainants</li> <li>• Investigate and action abandoned vehicles in accordance with the Local Government Act 1999 and other relevant legislation to ensure compliance</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Environment, Local Nuisance &amp; Litter Control</b> | <ul style="list-style-type: none"> <li>• Assist in ensuring compliance with relevant local nuisance and litter control and environment related legislation, regulations, codes of practice and bylaws</li> <li>• Provision of information to the Council's community in relation to their environments</li> <li>• Prepare enforcement notices and orders</li> <li>• Investigate and assist in the resolution of complaints</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Fire Prevention</b>                                  | <ul style="list-style-type: none"> <li>• Inspect properties for flammable growth and, where necessary, issue notices for clearance</li> <li>• Undertake fuel curing inspections and relevant reporting to the Country Fire Service (CFS)</li> <li>• Develop, coordinate and implement Council's Bushfire Mitigation Program to ensure flammable growth in public reserves and parklands is controlled.</li> <li>• Participate as a member of the Flinders Mid North Yorke Bushfire Management Committee.</li> <li>• Support the issue of fire permits during the prescribed period.</li> <li>• Liaise with Country Fire Services (CFS) and keep informed about leading best practice and legislative change</li> <li>• Assist with the identification and securing of grants or other funding source</li> </ul> |

## 4. Position Skills / Experience / Knowledge Profile

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| <b>Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• Ability to communicate with a broad range of customers and stakeholders and navigate sensitive situations</li> <li>• Ability to interpret Acts and Regulations</li> <li>• Demonstrated ability to manage conflict situations and possess tact, diplomacy and negotiating skills</li> <li>• Ability to work both autonomously and collaboratively and exercise sound professional judgement</li> </ul> |
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|                            | <ul style="list-style-type: none"> <li>• Effective time management and organizational skills with the ability to prioritize and meet deadlines</li> <li>• High level of computer literacy</li> <li>• Highly developed skills in solving complex problems and identifying appropriate solutions</li> <li>• Sound written and oral communication skills</li> </ul>                                                                                                                                                                              |
| <b>Experience</b>          | <ul style="list-style-type: none"> <li>• Previous experience in Local Government legislative compliance and enforcement functions is desirable</li> <li>• An understanding of the legal system supported by experience in presenting evidence in court</li> <li>• Experience in manage difficult or sensitive situations</li> <li>• Experience in front line customer service delivery</li> </ul>                                                                                                                                             |
| <b>Knowledge</b>           | <ul style="list-style-type: none"> <li>• Thorough knowledge of administrative and general office processes, procedures and practices</li> <li>• Sound knowledge of customer service principles</li> <li>• Sound understanding of the importance of confidentiality</li> <li>• Knowledge of relevant provisions in the Local Government Act 1999, the associated Regulations and other applicable legislation</li> <li>• A general understanding of the legal system, court procedures and the law process relevant to the function</li> </ul> |
| <b>General</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Training</b>            | <ul style="list-style-type: none"> <li>• Training will be provided where required.</li> <li>• Undertake training or attend conferences, as appropriate, to maintain competencies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Qualifications</b>      | <ul style="list-style-type: none"> <li>• A certificate IV in Regulatory Services/Local Government compliance ora willingness to obtain one. Or other relevant experience in a similar role.</li> <li>• Construction Induction White Card or willingness to obtain</li> <li>• Current drivers licence</li> </ul>                                                                                                                                                                                                                               |
| <b>Extent of Authority</b> | <ul style="list-style-type: none"> <li>• Financial Delegations - \$2,000</li> <li>• Works under limited direction</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>WHS / Risk Management</b> | <p>As per the legal requirement of the WHS Act 2012, all workers are responsible for ensuring work, health and safety is a core commitment and investment whilst engaged at the Barunga West Council.</p> <ul style="list-style-type: none"> <li>• Comply and ensure compliance with Councils Work Health and Safety and Injury Management Policies and Procedures;</li> <li>• Ensure engagement and involvement in Emergency Management activities and training</li> <li>• Take all reasonable care to protect their own and their colleagues health and safety while at work or travelling to and from the workplace;</li> <li>• Ensure that they don't endanger any other person or worker through any act or omission or deliberate breach of requirements whilst at work;</li> <li>• Ensure that correct use of all provided personal protective equipment;</li> <li>• Follow all safety instructions issued to protect personal health and safety and that of their colleagues;</li> <li>• Attend fit for work and not be affected by the consumption of alcohol or the use of social or prescription drugs;</li> <li>• Immediately report all accidents, near miss events, any incidents or hazards to their immediate Supervisor;</li> <li>• Maintain all work areas, plant or equipment in a clean and tidy state;</li> <li>• STOP any activities where they deem persons or plant/equipment to be at risk.</li> </ul> |
| <b>Special Requirements</b>  | <ul style="list-style-type: none"> <li>• Employees are required to participate in the Personal Development Planning system (PDP) as determined by management.</li> <li>• This position description is not to be interpreted as totally prescriptive in nature. It is indicative of the type and range of duties and responsibilities which can be expected of the employee, he/she may be required to undertake any other duties and responsibilities deemed necessary for operational reasons.</li> <li>• Some out of hours work will be required on occasion</li> <li>• Although staff may initially be employed at the Barunga West Council in a particular department, team or position, it should be understood that this placement may vary from time to time. The fundamental principle is that staff are employed by Council for their particular skills and knowledge and may be utilised wherever their skills and knowledge can best contribute to the achievement of Council objectives. As a consequence, the actual duties and responsibilities undertaken by staff and their structural and reporting relationships may vary.</li> </ul>                                                                                                                                                                                                                                                                         |

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| <b>Medical</b>                            | In order to achieve our objective of creating, promoting and maintaining a safe and healthy working environment, the Barunga West Council requires, as part of the selection process, employees to undertake a pre-employment medical examination inclusive of drug testing. |
| <b>Records Management</b>                 | All employees are responsible for accurately entering and recording their own records, as per the Councils Records Management Policy and the State Records Act, 1997.                                                                                                        |
| <b>Equal Opportunity Responsibilities</b> | Demonstrate and promote equal employment opportunity principles in the work place and ensure legislative equal opportunity requirements are adhered to.                                                                                                                      |
| <b>Employee Code of Conduct</b>           | Adhere and comply with the Council's Employee Code of Conduct Policy.                                                                                                                                                                                                        |

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## 6. Approved

|                        |       |
|------------------------|-------|
| Employee Signature:    | Date: |
| Employee Name:         |       |
| Approved by:           | Date: |
| Approver Name:         |       |
| Reviewed by Signature: | Date: |
| Reviewer Name:         |       |