



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# Position Description



## Development Services Technical Officer

### Position Summary

<b>Department:</b>	Development and Community Services
<b>Job Title:</b>	Development Services Technical Officer
<b>Reports to:</b>	Executive Manager Development and Community Services
<b>Objective:</b>	To provide advice and information to the development industry and public regarding statutory planning, building control, environmental health, and is responsible for ensuring compliance with the relevant legislative requirements with the planning/environmental health approvals and building permits that we issue.
<b>Work Location:</b>	Administration Building – Shire of Northam
<b>Award/Level:</b>	<b>Level 7/1 to 7/4 depending on experience</b> Local Government Industry Award 2020 (MA000112)
<b>Date Revised:</b>	September 2025

## Our Purpose:

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

## Our Corporate Values:

<b>Safe</b>	focus on importance of safety in the organisation
<b>Open</b>	engage in two-way communication, with transparency and trust
<b>Accountable</b>	know what you are responsible for, take ownership and deliver
<b>Respectful</b>	demonstrate respect for others' skills, knowledge and differing value systems



Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to SOAR (Safe, Open, Accountable, Respectful) high in our aspirations and work together as an organisation to achieve them.

## **Responsibilities and Duties**

### **Development Compliance**

- Enforces and maintains compliance with the statutory requirements of the Shire's ;
  - Planning scheme and local planning policies
  - Building regulations, building code of Australia
  - Environmental health policies
  - Local laws and
  - Other relevant legislative requirements relating to statutory planning, building and environmental health, with a strong emphasis on customer service
- Conduct site inspections and monitor private development projects to identify any compliance breaches of Shire of Northam approvals or legislation.
- Manage the private swimming pool enclosure inspection program and undertake regular inspections.
- Conduct site inspections in the area of swimming pool enclosures and associated construction.
- Conduct investigations into complaints regarding breaches of compliance with planning, environmental health or building approvals or relevant legislation.
- Assist in the preparation of infringement notices and prosecution documents, as necessary, for non-complying properties in regard to swimming pool barriers.
- Provide immediate on-site resolution of any identified breaches where possible, together with any other follow-up and the collection of evidence and the issue of any written warnings, directions, and/or orders (within delegated duties)
- Liaise with the Executive Manager Regulatory Services, Manager Planning and Environment, Manager Regulatory Services to prepare standard legal and technical reports and correspondence in response to various enquiries and complaints.
- Recommend the initiation of court proceedings to the Executive Manager Development and Community Services, liaise with solicitors when required, attend mediation sessions and hearings at the State Administrative Tribunal or court and give evidence as required.

### **Customer Service**

- Utilise initiative and sound judgment to provide a high level of customer service to both external and internal customers and draws upon the knowledge and experience in relation to development compliance matters to meet their needs. This will involve the resolution of issues by utilising problem solving and negotiation skills.

- Provide timely and accurate advice to members of the public and other stakeholders on various compliance issues.
- Make input into the review and update of team policies, procedures and systems to improve customer service.

### **Partnerships**

- Establish and maintain strong working relationships with internal and external stakeholders to ensure a collaborative and integrated approach to the work of the Development Services.
- Contribute positively to the effective operation of the Development and Community Services.

### **Corporate Responsibilities**

- Lead by example and take pride in role and responsibilities and the Shire of Northam generally. Report any behaviour, actions or activities that are contrary to this to relevant management.
- Maintain safe work practices in accordance with the occupational safety and health legislation and the Shire of Northam's policies and procedures.
- Other reasonably related tasks and duties as determined by the Executive Manager Development Services

### **Organisational**

- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Shire of Northam Policies and Procedures.

### **Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health & safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

- Correct utilisation of appropriate personal protective equipment.
- Promoting, maintaining and improving the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Shire of Northam Policies and Procedures.
- Ensuring that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

## Child Safety Responsibilities

The Shire of Northam has zero tolerance for child abuse, neglect, and maltreatment. We are committed to creating and maintaining a child safe organisation, where protecting children and preventing harm is embedded in the everyday thinking and practice of all employees and volunteers.

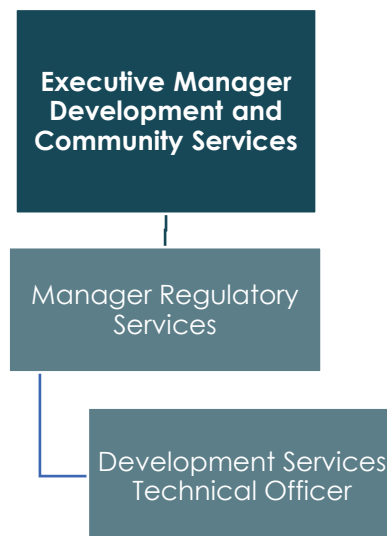
The Shire has specific policies, procedures, and training in place to support employees and volunteers to meet child safeguarding commitments. Please read our Child Safe Awareness Policy on the Shire website.

## Position Requirements

Documents	Essential	Desirable
Hold a current unrestricted C Class national drivers licence.	✓	
Provision of a current National Police Clearance.	✓	
Specialist Skills and Knowledge		
Developing ability to interpret codes, policies, acts and apply legislation	✓	
Experience reading building plans, and interest in the building, health and planning industry		✓
High level of computer literacy and proficiency including of Microsoft word, Excel and Internet applications.	✓	
working knowledge of Council's Local Laws and Policies, Building Act 2011, Local Government (Miscellaneous Provisions) Act 1960, planning and health legislation and		✓

the ability to gain general knowledge of the National Construction Code Series		
Previous local government experience		✓
Ability to gain working knowledge and understanding of health and building appeals process including the State Administrative Tribunal		✓

## Organisation Structure



## General Physical Requirements

Task	Mainly	Frequently	Occasionally	N/A
Stand		✓		
Walk		✓		
Sit			✓	
Handle			✓	
Reach			✓	
Climb/Balance			✓	
Crouch/Kneel			✓	
Talk/Hear		✓		
Taste/Smell			✓	

## Remuneration

As outlined within the Employment Contract associated with this position.

## Authorisation and Acknowledgement

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Employee Signature:

Date:



# Contact Us:

## Shire of Northam

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