

# Information Package



## Planning, Landuse and Environmental Compliance Officer - Health and Environment

**APPLICATIONS CLOSE: Friday 30 January 2026**

### Position Overview

Are you ready to take on a role where your commitment to sustainable development, regulatory astuteness and passion for the environment come together? As the new Planning, Landuse and Environmental Compliance Officer, you will play a pivotal role in shaping how our Shire grows and evolves.

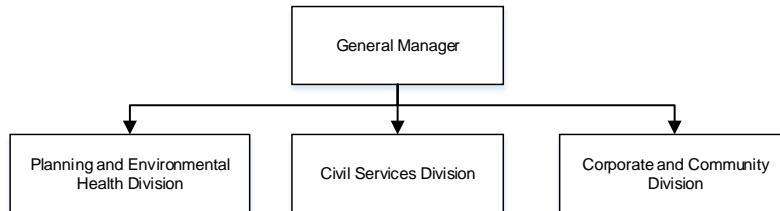
In this dynamic role, you will work with an experienced, committed and supportive team dedicated to making a positive difference in the community. Your role in the team will be to ensure compliance with planning and environmental legislation, investigating land use matters, and working proactively with property owners, developers and the community to achieve positive outcomes. A key focus of the role will be to undertake the assessment and determination of development proposals and carry out associated regulatory planning functions.

You'll gain valuable experience across a broad range of areas, making this a fantastic opportunity to broaden your skill set and advance your career in local government.

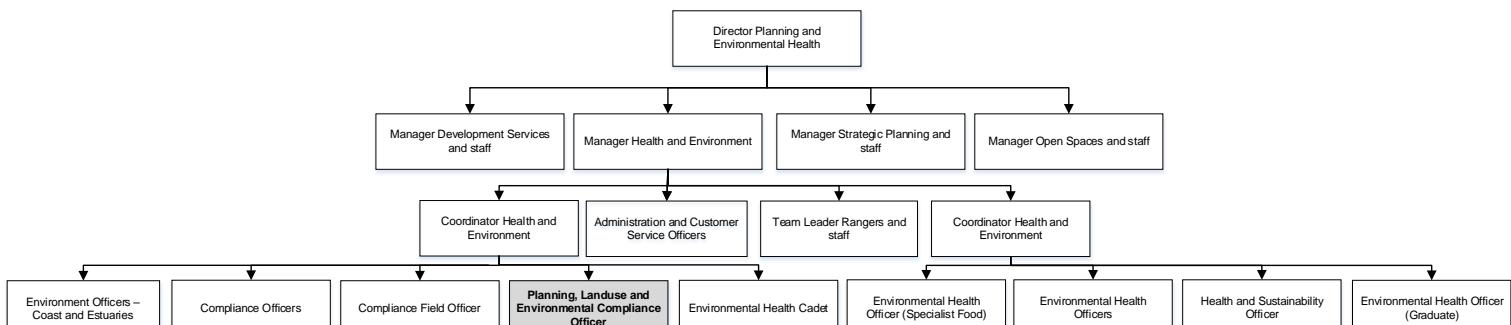
Council will consider both full time and part time working arrangements, and will discuss further with the preferred candidates and interview stage.

### Structure

#### Corporate Structure



#### Section Structure



### Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

**Vision:** Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

**Community Values:** Creative | Accessible | Respect | Energetic | Safe

## Why Work for Ballina Shire Council

Joining Ballina Shire Council means more than just a job—it's an opportunity to build a rewarding career while making a real difference in your community. We offer a range of benefits to support your wellbeing, growth and work-life balance, including:

- Flexible work arrangements to support your lifestyle, including a rostered day off working arrangement for full time staff (9 day fortnight or 4 day week).
- A leaseback vehicle for work and private use may be available for full time appointment.
- Support toward the cost of relocation associated with recruitment.
- Ongoing professional development and training opportunities.
- Job security and a supportive, values-driven workplace culture.
- Health and wellbeing initiatives, including Fitness Passport member options.
- Meaningful work that contributes to the sustainability and liveability of our region.

To learn more about the benefits of working with Ballina Shire Council and to discuss the remuneration for this position, please contact Kerri Watts, Manager Public and Environmental Health, on 02 6686 1265.

## Pre-employment Process

Prior to being appointed to the position of Planning, Landuse and Environmental Compliance Officer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Reference checks – to verify previous employment and assess past work performance, skills, reliability, and character.
- Pre-employment medical self assessment – the completion of Council's pre-employment medical self assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Qualification verification check.

## Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

## Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Planning, Landuse and Environmental Compliance Officer is as follows:

Closing date:	Monday 30 January 2026
Interview date:	Week commencing 9 February 2026
Candidates notified of outcome:	Week commencing 16 February 2026

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.

# Position Description



## Position Summary

<b>Position Title:</b>	Planning, Landuse and Environmental Compliance Officer
<b>Position Status:</b>	Permanent, full time
<b>Reports to:</b>	Coordinator Health and Environment
<b>Location:</b>	Administration Building   Corner Tamar and Cherry Streets, Ballina
<b>Band/Level:</b>	Band 3/Level 3
<b>Grade:</b>	Grade 16

## Position Objective

- To provide a high level of professionalism administering Council's enforcement and compliance functions to ensure Council meets its legislative and corporate requirements.
- To enforce the provisions of the Environmental Planning and Assessment Act, Local Government Act, Building Code/Regulations, Protection of the Environment Operations Act and other legislation under which Council has jurisdiction, in relation to development and compliance.
- To provide a high level of assistance and technical expertise to the Health and Environment section to meet statutory and community needs.
- To effectively provide development assessment and compliance services to Council to meet statutory and community needs.
- To undertake the assessment and determination of proposals for development and associated regulatory planning functions.
- To effectively deal with health and environmental matters of significant complexity and appraise development applications before Council to a high degree of professionalism.
- To work in a complementary manner within the operational framework of the Division.

## Organisational Relationships

<b>Within Division:</b>	Director Planning and Environmental Health Manager Health and Environment Coordinator Health and Environment Compliance Officers Health and Environment section staff Planning and Environmental Health Division staff	
<b>Within Council:</b>	General Manager Executive Team	All Council employees Councillors
<b>External to Council:</b>	Members of the public Solicitors Local businesses Public authorities	Developers Consultants Other professionals

## Our Vision

Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

## Our Community Values (CARES)

Creative \* Accessible \* Respect \* Energetic \* Safe \*

## **Key Duties and Responsibilities**

Key duties of the position include, but are not limited to, the following:

### **Customer Service**

- Provide professional and timely advice to management, staff and the public with respect to development and environmental compliance related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries and proactive compliance and enforcement action.

### **Technical Skills**

- Undertake the role of a regulatory officer in accordance with Council's policies and relevant Acts and Regulations.
- Undertake environmental, landuse and other compliance and enforcement functions within the responsibilities of the Division.
- Assess relevant development applications before the Council for adequacy in relation to matters relating to protection of public health and maintenance of environmental health standards and follow up any applied conditions.
- Prepare environmental assessment documentation.
- Investigate and respond as necessary and appropriate to the full range of environmental complaints/inquiries made to the Council which include those about air, water, noise or land pollution.
- Effectively provide development assessment and compliance services to Council to enable it to meet statutory and community needs.
- Assess and determine development applications and carry out associated regulatory functions according to relevant statutes, legislation and Council policies and procedures.
- Investigate complaints and non-compliance in an impartial manner and promptly respond to and manage identified problems.
- Seek to identify planning solutions and to undertake mediation between parties to a development related dispute.
- Investigate complaints and enquiries, instigate and undertake relevant action including correspondence preparation, reporting, evidence collection and documents and preparation of material for court.
- Undertake inspections, interviews, audits and information analysis to inform compliance and enforcement action and resolution of compliance matters.
- Issue approvals or serve notices and orders as required to support compliance and enforcement activities.
- Issue fines as required.
- Mediate the resolution of conflict in disputes and where possible, without resorting to litigation.
- Prepare correspondence and reports suitable to support legal proceedings and other compliance requirements.
- Prepare evidence, ensuring that all related information is collected, collated and recorded, whether admissible as evidence or not, in accordance with appropriate legal format.
- Monitor changes in legislation and ensure Council processes and procedures are contemporary and internal stakeholders are kept informed of changes.
- Develop and implement programs and education programs to ensure immediate and strategic goals are achieved.
- Participate in on-the-job training of less experienced staff, including trainees, interns, volunteers and work experience students.
- Carry out any other duties as may be necessary and within your skills, competencies and training.

## **Written Communication**

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on compliance issues, written to a level permissible in court.
- Prepare and distribute material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

## **Financial Management**

- Ensure works are undertaken within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.

## **Work Health and Safety**

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

## **Teamwork**

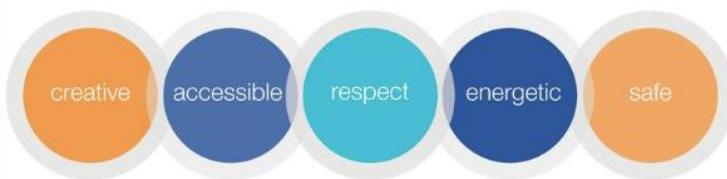
- Participate as a positive team member and contribute to the achievement of organisation goals and objectives.

## **Continual Improvement**

- Identify and contribute to process, systems and procedures improvements that deliver quality services and projects.
- Engage in proactive compliance and enforcement initiatives.

## Expected Behaviours and Standards of Performance

The table below highlights the behaviours and performance standards we expect from all staff and you can expect in return as a valued employee. These shared commitments are underpinned by Council's CARES values and are designed to create a positive and professional workplace.



Behaviour	Standards of Performance
<b>Promotes a positive safety culture and committed to safe work practices</b>	<ul style="list-style-type: none"> <li>Prioritise wellbeing and the prevention of harm to self and others.</li> <li>Proactively identify and control WHS risks.</li> <li>Adhere to Council's Safety Management System, Policies and Procedures.</li> <li>Promptly report all hazards, near misses, incidents and injuries to the immediate supervisor.</li> <li>Participate in any safety related incident investigation.</li> <li>Follow workplace procedures and instructions for controlling risks including undertaking Take 5s, Risk Assessments, SWMS and site inductions.</li> <li>Wear appropriate personal protective equipment.</li> </ul>
<b>Delivers exceptional customer service to colleagues and the community</b>	<ul style="list-style-type: none"> <li>Respond to enquiries and complaints in a timely, professional and friendly manner.</li> <li>Consult people on decisions that impact them.</li> <li>Ensure advice offered is correct, fair and aligns with Council policies.</li> <li>Set clear expectations regarding next steps and deliver on those commitments.</li> </ul>
<b>Communicates with clarity, purpose, and professionalism</b>	<ul style="list-style-type: none"> <li>Actively listen to others and be open to diverse and dissenting perspectives.</li> <li>Constructively raise concerns and work through disagreements, with a solution orientated approach.</li> <li>Offer regular positive and constructive feedback to encourage improvement and recognise success.</li> <li>Handle sensitive or challenging conversations with discretion and confidentiality.</li> </ul>
<b>Works inclusively and collaboratively with others</b>	<ul style="list-style-type: none"> <li>Promote a culture of respect and inclusion by valuing diversity of thought, background, and experience.</li> <li>Refrain from engaging in any discriminatory, bullying or harassing behaviour.</li> <li>Share knowledge, expertise, and resources to support team goals and organisational outcomes.</li> <li>Recognise and value the contributions of others.</li> <li>Participate in cross-functional projects and willingly assist colleagues outside of core duties when required.</li> </ul>
<b>Encourages creativity and innovation</b>	<ul style="list-style-type: none"> <li>Identify opportunities to improve processes and practices to enhance efficiency, save time and/or money, and deliver better outcomes for Council and the community.</li> <li>Be open to new ideas and support a culture of continuous improvement.</li> <li>Engage constructively in change initiatives by offering thoughtful input, embracing new approaches, and supporting others through transitions.</li> </ul>
<b>Meets statutory requirements</b>	<ul style="list-style-type: none"> <li>Comply with Council policies and procedures which are relevant to the position. These include but are not limited to Gifts and Benefits, Secondary Employment, Public Interest Disclosures, Bullying and Harassment Prevention, Fraud and Corruption Control Policy, Child Safety, Internal Reporting and Information Assets and Data Governance.</li> <li>Maintain all certificates, licences and operative training required for the position.</li> <li>Understand and comply with delegations within authority level.</li> </ul>

<b>Models ethical conduct</b>	<ul style="list-style-type: none"> <li>Comply with Council's Code of Conduct.</li> <li>Take action to ensure a workplace free from fraud, corruption, maladministration and serious and substantial waste.</li> <li>Work within budget and time constraints to optimise outcomes whilst balancing resource requirements.</li> <li>Ensure actual and perceived conflicts of interest are reported.</li> </ul>
<b>Complies with data governance and information practices</b>	<ul style="list-style-type: none"> <li>Accurately and ethically create and capture information and data.</li> <li>Use information responsibly and only for authorised purposes.</li> <li>Maintain the confidentiality, accuracy, and integrity of records and data systems used in daily work.</li> <li>Handle data and information as per Council policies and State Government privacy and data governance requirements.</li> <li>Report any data issues, breaches, or concerns to your supervisor.</li> </ul>

## Selection Criteria

Following are the essential and desirable criteria for the position.

### Essential

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications at degree level in planning, development assessment, building surveying, environmental health, compliance enforcement or a related discipline.
- Demonstrated working knowledge of relevant legislation such as Local Government Act 1993, Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act 1997, Public Health Act 2010 and Food Act 2003 and associated regulations.
- Demonstrated professional experience in development and environmental assessment, compliance and enforcement.
- Proven excellent time management and organisational skills with the ability to undertake a range of projects and tasks, address issues promptly and prioritise work to meet deadlines and performance targets.
- Proven excellent communication skills, both written and oral with the ability to deal with a broad range of customers and community representatives in a courteous and professional manner.
- Demonstrated capacity to work autonomously with minimal supervision, whilst also demonstrating a high level of collaboration across the team and with key stakeholders.
- Demonstrated experience and competence in Microsoft 365 and other corporate software.
- Current class C driver licence with a good and safe driving record.
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and an ability to apply them to the work practices.

### Desirable

- SEINS qualification or equivalent.
- Specialist knowledge and experience in relation to the POEO Act (Authorised officers Course) completed.
- Demonstrated experience in the serving of Orders and Notices across a range of Acts.
- Demonstrated knowledge in landuse based environmental and compliance matters.
- Proven experience in negotiation and conflict resolution.
- Demonstrated experience in public relations and public speaking.
- Commitment to continuing professional development.