

Applicant Information Pack

Position: Compliance Officer
Date: October 2025

Contents

Application Form – Administration Officer (Rates & Debtors).....	2
Pre-Employment Health Disclosure Form	3
Position Description	5
Recruitment and Selection Information.....	8

Application Form – Compliance Officer

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
Signature	Print Name
Date	

Pre-Employment Health Disclosure Form

Compliance Officer

October 2025

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above-mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above-mentioned role.

- | | |
|--|---|
| ☒ Use of visual display unit (IPad and Laptop) | ☒ Repetitive use of mouse/keyboard |
| ☒ Working under pressure | ☒ Sitting for extended period (1.5 + hours) |
| ☒ Standing for extended period (1.5 + hours) | ☒ Driving |
| ☒ Lifting less than 20kg | ☐ Lifting 20-35kg |
| ☐ Lifting more than 35kg | ☒ Climbing ladders |
| ☐ Working at heights (greater than 2 metres) | ☒ Sun exposure |
| ☒ Dust exposure | ☒ Noise exposure |
| ☒ Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details (Name injury/illness/medication, impact, treatment)
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i>		
Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i>		
Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i>		

Note to applicant: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above-mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

Print Name	
Signature	

Position Description

Compliance Officer

Glamorgan Spring Bay Council Enterprise Agreement

Band 3

Planning and Development

Triabunna

October 2025

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

PRIMARY OBJECTIVE

To ensure activities carried out by Council and in the municipality are compliant with the *Local Government Act 1993* (Tasmania) and related legislation, with particular reference to the *Dog Control Act 2000*. Undertake field work, compliance and enforcement activities (including administrative functions) associated with the following fields:

- Animal control
- Building and Plumbing
- Land use planning and development
- Environmental management and environmental health
- Fire risk abatement.

ORGANISATIONAL RELATIONSHIPS

Reports to: Compliance Coordinator

Direct Reports: nil

KEY ACCOUNTABILITIES/CHALLENGES

- Maintain contemporary understanding of the legislative and regulatory environment, including the preparation and dissemination of materials to support education and awareness of change over time.
- Tailor the explanation of legislation and regulation to a diversity of stakeholders and audiences to support compliance decision-making and behaviours.
- Effectively respond to and manage complex physical and social interactions between people and animals.

- The role supports all compliance and enforcement activities associated with all functions provided by the Planning and Development directorate.

PRIMARY RESPONSIBILITIES

- Enforcing the *Dog Control Act 2000*, investigating complaints such as dog attacks and nuisance animals, impounding, caring for lost or dangerous dogs, and educating the public on responsible dog ownership.
- Maintain Council's three (3) impounding facilities including daily feeding of impounded animals and weekly cleaning and disinfecting of facilities as required.
- Inspecting Kennel licence premises ensuring compliance with the *Dog Control Act 2000*.
- Actively patrol the municipality to identify non-compliance, to provide education where relevant, and to undertake enforcement where necessary.
- Receive and investigate complaints with respect to potential non-compliance in a timely and professional manner, and to report findings and make recommendations accordingly.
- Conduct routine inspections across the municipality, including commercial operations and residential properties, to support Council achieve compliance
- Develop, contribute, and deliver, education programs to increase stakeholder understanding of legislation, regulation and compliance, and enforcement processes.
- Liaise with other councils to develop a network of mentors and subject matter experts to support continual improvement in council related compliance and enforcement activities and approaches.
- Represent the Council as required at community group meetings, steering group committees, working groups, reference groups etc.
- Contribute as requested to the development to Council policies, bylaws and other documents used to deliver compliance and enforcement activities.
- Ensure all relevant administrative processes that support compliance activities are completed accurately and in a timely manner.
- Identify opportunities, and make recommendations, to improve business systems, policies and procedures, by-laws etc. that will deliver increased efficiencies for the Council and better support stakeholders.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.

- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS AND EXPERIENCE

Mandatory

- A certificate IV in Local Government (Regulatory Services) or equivalent
- A current 'C' class drivers licence

Desirable

- Local Government experience

SELECTION CRITERIA

1. Demonstrated ability to interpret legislation and regulation and to use this capacity to make informed decisions to plan and execute compliance and enforcement related activities – or the ability to acquire such.
2. High-level interpersonal communication and negotiation skills, including conflict resolution with a demonstrated ability to tailor communications to a diversity of stakeholders to maximise and promote compliance related obligations.
3. Experience in, and an ongoing commitment to, continuous improvement processes.
4. Demonstrated ability to prepare accurate written materials, and the use of record management systems to support compliance and enforcement activities.
5. A proven commitment to building and maintaining a positive, inclusive, and collaborative culture within your team, and across the wider organisation.

Recruitment and Selection Information

Compliance Officer - October 2025

The role is offered on an ongoing basis. The position would be full-time or possibly a 4-day week.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally, people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to people@freycinet.tas.gov.au with the subject header of Application: Compliance Officer.

Applications will be reviewed on a weekly basis in support of an appointment commencing as soon as possible. The advertisement will remain live until such time an appointment has been made.