



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Assistant Building Surveyor	Level	4/5
Business Unit	Regulatory Services	Position Number	01068
Directorate	Planning & Community Development	Date Established	June 2008
Reporting to	Senior Building Surveyor	Date Updated	February 2026

2. KEY OBJECTIVES

- Provide administration for the Building Approvals sub-unit.
- Review submitted applications for completeness and accuracy within agreed timeframes.
- Undertake assessment of minor building applications, ensuring they meet the relevant standards and statutory requirements.
- Provide customer service to both internal and external customers and stakeholders.

3. KEY ACCOUNTABILITIES

- Ensure the pre-assessment, assessment and provision of building related advice on applications and other building related matters are undertaken within agreed timeframes.
- Administrative duties undertaken efficiently, effectively, within agreed timeframes and with rigour applied in all circumstances.
- Correspondence and other written material is of a high standard and content is accurate and error free, and in accordance with the City's writing guidelines.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES
Outcome: Service Delivery <ul style="list-style-type: none">• Review submitted building applications for completeness prior to acceptance.• Assess and process minor building applications in accordance with statutory requirements, Council policies and sound building principles.• Prepare reports and correspondence pertaining to building proposals and enquiries.• Carry out site inspections during specific stages of the approval, building construction and demolition process.• Monitor unauthorized and non-complying building activity and inspect dangerous or dilapidated structures.• Liaise with other government agencies, such as the Department of Energy, Mines, Industry Regulation and Safety and other local government regarding advice and building applications.
Outcome: Administration <ul style="list-style-type: none">• Participate in a team environment by undertaking the administrative functions associated with processing applicants and building policies.• Prepare and review documentation relating to decisions on building applications.• Contribute towards the development, implementation and maintenance of City protocols and procedures.• Accurately update the City's property database.• File note all communication with applicants in the City's Records Keeping System.• Generate standard letters when required.• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.
Outcome: Customer Service <ul style="list-style-type: none">• Provide advice to residents, the general public, developers and consultants regarding building application requirements.• Liaise with City employees as required ensuring a coordinated approach to Building Approvals activities.• Respond to written correspondence and enquiries made by the general public.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Ability to interpret building legislation, local laws, information sheets, policies and procedures.
- Interpersonal, verbal, written communication and telephone skills, including the ability to liaise with internal and external customers.
- Ability to use Microsoft Office.
- Time management and organisational skills.
- Demonstrated research and analytical skills.

Sound Knowledge of:

- Current building practices, procedures and principles.

- Building Regulations, Building Code of Australia, Australian Standards, Residential Design Codes, Access to Premises Standards and any other relevant legislation.
- Requirements of Local Government Acts, Building Act 2011 and the building approvals process.

Demonstrated Experience:

- A similar building approvals role.
- Local Government and/or the building industry.
- Interpreting Acts, policies and building codes.
- A customer service environment dealing with a range of people in person, on the phone and by written correspondence.

Qualifications / Clearances:

- Completion of or progression towards obtaining a relevant tertiary qualification and/or relevant experience.
- Current Western Australian 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card).

6. EXTENT OF AUTHORITY

- Required to set outcomes within defined constraints.
- Freedom to act governed by clear objectives.
- Work outcomes are regularly monitored.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.
- May be required to exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Work under general direction.

Internal:

- All other business units.

External:

- Department of Energy, Mines, Industry Regulation and Safety.
- Other local governments.
- Ratepayers and general public.
- Building practitioners (such as building companies, private certifiers).

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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