

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

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

- 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**

- 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**

- 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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