



POSITION DESCRIPTION/SPECIFICATION

1. **POSITION IDENTIFICATION**

Title	Building Surveyor	Level	6/7
Business Unit	Regulatory Services	Position Number	00150,00151
Directorate	Planning & Community Development	Date Effective	July 2010
Reporting to	Senior Building Surveyor	Date Updated	November 2025

2. **KEY OBJECTIVES**

- Provide services relating to the City's statutory building approvals function by examining, processing and reporting on a range of standard to moderately complex building applications, certificates of construction/building compliance, occupancy permits and strata developments.
- Provide professional building advice to the general community, other government agencies, developers, consultants and other City employees.

3. **KEY ACCOUNTABILITIES**

- Ensure building related advice and information is provided in an accurate and timely manner in accordance with relevant legislation, Codes, Policies, Standards and City's protocols/procedures.
- Ensure all building applications meet the relevant standards and statutory requirements.
- Prepare building assessments and/or reports for determination in consultation with the Senior Building Surveyor.
- 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.
- 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.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Service Delivery

- Assess and process standard to moderately complex building applications within statutory timeframes.
- Provide accurate and timely technical advice in response to enquiries from property owners, building and design professionals, the public and other stakeholders including other business units at the City.
- Prepare reports and correspondence pertaining to building proposals and enquiries.
- Liaise with external stakeholders in relation to building approval matters as required, including other local governments, state government agencies and the Building Commission.
- Carry out site inspections and prepare reports relating to specific stages of the approval, building construction and demolition process.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Inspections and Compliance Support

- Undertake site inspections as required in relation to unauthorised, non-compliant, or potentially dangerous buildings.
- Provide professional advice as required following site inspections regarding compliance with relevant legislation, Codes and Standards.

Outcome: Administration

- Accurately update the City's property database.
- File note all communications with applicants in the City's Records Keeping System.
- Generate standard letters when required.
- Contribute towards the development, implementation and maintenance of City protocols and procedures.

Outcome: Customer Service

- Liaise with applicants in relation to Building Applications.
- Provide advice and information to ratepayers and the general public on building related matters.
- Attend to customer enquires over the counter and over the phone on a roster basis or as directed.
- Provide building related advice to internal and external customers (such as Planning Services, Compliance, external building companies).

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:

High Level Skills:

- Ability to apply, interpret and administer Local-Laws, Codes and Standards.
- Written and verbal communication skills.
- Problem-solving and conflict resolution skills.
- Organisational, time management and prioritising skills.
- Microsoft Office and other databases.

- Interpersonal skills, including the ability to liaise effectively and courteously with internal and external customers.
- Ability to work as part of a multi-skilled team.

Sound Knowledge:

- Current building practices, procedures and principles.
- Building Regulations, Building Code of Australia, Australian Standards, Access to Premises Standards and any other relevant legislation.
- Requirements of the Building and Local Government Acts and the approvals process.

Demonstrated Experience:

- In a similar building approvals role.
- Local Government and/or the building industry.
- Interpreting Acts, policies and building codes.

Qualifications / Clearances:

- Level 1 or 2 Building Surveyor (as recognised in Western Australia).
- Accredited Building Surveyor or degree in Building Surveying (as recognised in Western Australia).
- Current Western Australian 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card).

6. **EXTENT OF AUTHORITY**

- Freedom to act governed by clear objectives and/or budget constraints.
- Required to set outcomes within defined constraints.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- Required to exercise judgment and initiative where procedures / practices / direction is not clearly defined.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under general direction.

Internal:

- Customer Services Officers.
- Building Approvals sub-unit.
- Compliance sub-unit.
- Planning Services.
- Infrastructure Services directorate.
- All employees.

External:

- Building Commission.
- Other local governments.
- Ratepayers and the 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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