



Position Description

BUILDING SURVEYOR



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Building Surveyor

Position Number:

Purpose:

To provide high-level statutory building services, specialist advice, and coordination of regulatory compliance for the Shire of York, in accordance with relevant legislation and the Shire's local laws, policies, and procedures.

Role Responsibilities

Compliance

- Assess certified and uncertified building permit applications, including occupancy permits and building approval certificates, within statutory timeframes.
- Process building plans/applications and ensure compliance with relevant Acts, Regulations, Local Laws, Shire policies, the National Construction Code (NCC/BCA), and Residential Design Codes (R-Codes).
- Conduct building inspections and compliance checks, including construction, subdivision, complaint investigations, level checks, and other safety and compliance inspections as required.
- Issue Building Permits, Certificates of Design Compliance, Building Approval Certificates, and Certificates of Building Compliance (subject to qualifications, delegations, and authorisations).
- Monitor and support ongoing building compliance to promote safe, compliant, and sustainable built outcomes.
- Support Development Compliance activities, including preparation and service of statutory notices/orders, conducting investigations, gathering evidence, and assisting with prosecutions.
- Prepare documentation, briefs of evidence, and reports to support legal proceedings and provide evidence in tribunals/court for matters relating to non-compliance (as required).

Administration

- Maintain accurate records and registers, prepare statistical reports and annual reports, and write Council reports as required.
- Review, update, and develop procedures, templates, and public education materials (e.g., pamphlets and brochures) relating to building matters.
- Complete administrative tasks associated with the role, ensuring documentation is accurate, timely, and meets governance requirements.
- Respond to counter, telephone, and on-site enquiries promptly, professionally, and in accordance with customer service standards.
- Undertake other duties as directed by the Manager Development Services, within the scope of the position and capability level.

Education and Advice

- Provide expert technical advice and guidance to Shire staff, the public, and external stakeholders on building matters, including legislative and compliance requirements.

General

- Be an active and engaged partner with the Development Services team and who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.
- Attend Council and Committee meetings as required.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that

discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

- Staff must comply with all Shire policies and procedures including but not limited *Operational Policy 08 - Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Registration as a Building Surveyor and/or qualifications identified by the Department of Local Government, Industry Regulation and Safety (DLGIRS) as suitable for registration/recognition.
- Demonstrated working knowledge of the NCC (BCA), R-Codes, Building Act 2011, Local Laws and relevant Australian Standards.
- Experience working within, or closely with, Local Government regulatory functions (Planning/Building/Environmental Health/Compliance).
- Strong stakeholder engagement and customer service skills, including the ability to communicate technical information clearly (written and verbal).
- Proven analytical and report-writing skills, including preparation of recommendations, correspondence and formal reports.
- Demonstrated ability to manage workloads effectively (prioritising, meeting deadlines, accurate record keeping) and work with minimal supervision while maintaining accountability and quality standards.
- Sound digital literacy (email, Microsoft Office suite, mobile devices/tablets).
- Current WA C Class driver's licence, and a National Police Check issued within the last three (3) months.
- Knowledge of evidentiary and enforcement processes relevant to statutory compliance and legal proceedings.

Desirable

- Experience in a Local Government building services/regulatory environment.
- Current Construction Safety Induction Card (White Card)

Level of Authority and Organisational Relationships

Reports to:

Manager Development Services

Direct Reports:

- Nil

Internal Liaisons:

- All Shire Employees

External Liaisons

- State Agencies, regional organisations
- Developers and landowners
- Contractors and builders
- Residents and the community

Classification: Level 7 - Inside EA

Location: Administration Office

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /