

Information Pack

Building Surveyor

Your application should be lodged online – [City of Rockingham Jobs](#)

Applications must be submitted by 4pm on Thursday 13 August 2026.

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

All details below are based on a full-time position, and will be pro-rated for part-time employees

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$102,707 to \$110,461 per annum (depending on experience)
Tenure	Permanent, Full-Time
Hours of Work	An average of 38 hours per week
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City

Position Description

Title:	Building Surveyor
Tenure:	Permanent, Full time
Division:	Planning and Development Services
Level:	6 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Process applications under the *Building Act 2011*
 - Issue certificates under the *Building Act 2011*
 - Undertake building inspections and enforcement actions pursuant to the relevant Acts, Regulations, Codes and local laws
 - Assist in professional building functions as performed by the Building Services Team
-

Organisational Relationships

Reporting to:	Coordinator Building Services
Responsible for:	Nil
Membership of:	Building Services
Liaison with:	Managers, City of Rockingham teams, stakeholders and clients

Organisational Chart

Manager Health and Building Services
Coordinator Building Services
Senior Building Surveyors
Building Surveyors
Trainee Building Surveyor

Key Responsibilities

Professional Responsibilities

- Process applications under the *Building Act 2011* within their statutory timeframes including but not limited to applications for Building Permits, Demolition Permits, Building Approval Certificates, and Occupancy Permits
- Issue relevant certificates under the *Building Act 2011* when required including Certificate of Design Compliance, Certificate of Building Compliance and Certificate of Construction Compliance
- Undertake Residential Design Code (R Code) assessments and process other type of applications including Caravan Park Structures approvals and Local Law approvals
- Undertake inspections of buildings and incidental structures when required to confirm compliance with the relevant legislation
- Investigate unauthorised, dangerous or dilapidated buildings and incidental structures and undertake necessary enforcement actions to ensure compliance with the relevant legislation
- Undertake annual inspections of Caravan Parks to ensure compliance with the relevant legislation

Customer Liaison

- Provide detailed information and professional advice, to customers of the Building Services Team including but not limited to builders, designers, engineers, certifiers, ratepayers and the general public
- Liaise with other government departments such as Department of Local Government, Industry Regulation and Safety (LGIRS) and Department of Fire and Emergency Services (DFES)
- Liaise and collaborate with other internal teams within the City

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the community and the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills, Knowledge and Experience

Essential

- Experience in the building industry (public and/or private sectors)
- Sound knowledge of relevant Acts, Regulations, Codes and local laws
- Sound knowledge of building construction (practical, legal and technical)
- Sound knowledge of Building Services' administrative procedures
- Well developed written and verbal communication skills
- Well developed negotiation, decision making and interpersonal skills
- Sound time management and organisational skills

Desirable

- Previous experience in local government

Qualifications, Certifications and Licences

Essential

- A recognised building industry qualification appropriate under the *Building Services (Registration) Act 2011 (WA)*, *Building Services (Registration) Regulations 2011 (WA)* or equivalent
- Current 'C' class driver's license
- National Police Clearance

Desirable

- Eligible for membership to the Australian Institute of Building Surveyors
-

Scope of Position

- Works under the general direction of the Coordinator Building Services and Senior Building Surveyor
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Delegated Authority

This position provides Delegated Authority from the Local Government and/or the Chief Executive Officer (CEO) of the City of Rockingham. This allows the person in this role to make decisions on behalf of the Local Government or CEO according to the delegation

As this role comes with delegated authority, the person in this role will be a designated officer under the *Local Government Act 1995 (WA)*. As a designated officer, a Primary Return form will be required within three months of commencing in this position. This displays transparency and integrity in the decision making process

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person

Certification

Approved by	Manager Health and Building Services	Date reviewed	July 2026
-------------	--------------------------------------	---------------	-----------

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Required)

Please include a covering letter summarising your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Please provide names, work addresses and contact telephone numbers of at least two referees in your application.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au or by calling 08 9528 0333.
