



POSITION DESCRIPTION

Municipal Building Surveyor

Incumbent:	VACANT
Department:	Development & Regulation
Location:	Municipal Offices, Ararat
Reports to:	Manager Development & Regulation
Supervises:	Building Inspector Cadet Building Surveyor
Employment Status:	Part-time (0.42fte)
Award Classification:	Above Award
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The Municipal Building Surveyor (MBS) is responsible for the assessment and determination of building permit applications, ensuring compliance with the Building Act 1993, Building Regulations 2018, National Construction Code (NCC) Volume 2, and relevant Australian Standards for domestic construction.

The role provides technical expertise in statutory building control, supporting consistent, compliant and risk-based decision-making across Council. It also involves liaison with applicants, builders and the community, along with oversight of permit processes to support timely and accurate outcomes.

Operating with a level of autonomy commensurate with the position, the role contributes to the effective delivery of Council's regulatory services, balancing compliance obligations with a practical, customer-focused approach.

Key Responsibilities

- Assess and determine building permit applications in accordance with the Building Act 1993, Building Regulations 2018, NCC and relevant standards.
- Review plans, specifications and supporting documentation to ensure regulatory compliance.
- Issue building permits, requests for further information, amendments and determinations as required.
- Apply sound technical judgement and risk-based decision-making to achieve compliant and practical outcomes.
- Provide clear, accurate and practical advice to applicants, builders, designers and the community.
- Act as a key point of contact for building permit enquiries and facilitate outcomes through stakeholder liaison.
- Manage complex building matters, including non-compliance and escalated issues, and contribute to statutory processes such as enforcement actions or appeal proceedings where required
- Maintain a professional, courteous and customer-focused approach in all interactions.
- Monitor application progress and follow up outstanding information to support timely processing.
- Maintain accurate records and documentation of assessments, decisions and communications.
- Support efficient coordination and administration of building permit processes.
- Identify non-compliances and provide solution-focused feedback to support resolution.
- Contribute to consistent decision-making and service delivery across the team.
- Contribute to the continuous improvement of building services, including processes, systems and customer experience, informed by operational and regulatory insights
- Maintain current knowledge of legislative changes, industry practice and standards.
- Play an active role in Emergency Management when required.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.



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- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Accountable for the strategic assessment and determination of building permit applications, ensuring thorough compliance with legislation and policies.
- Exercises significant delegated authority, in the issuing of permits and making of determinations with a proactive approach to risk management.
- Requires autonomous decision-making within legislative frameworks while leading quality improvement initiatives.
- Supports high-level strategic decisions by maintaining comprehensive records of all assessments and outcomes.

Judgement & Decision Making

- Utilises advanced judgement and sophisticated decision-making skills to interpret complex legislation and assess technical requirements.
- Conduct comprehensive risk assessments to develop practical solutions.
- Manages diverse and complex matters independently, seeking strategic guidance when necessary for high-impact issues.
- Innovates within established frameworks while maintaining adaptability to evolving circumstances.

Specialist Knowledge & Skills

- Strong knowledge of the Building Act 1993, Building Regulations 2018, NCC (Volume 2), and relevant Australian Standards.
- Ability to interpret plans, specifications, and technical documentation.
- Understanding of statutory building control in a local government context.
- Applies risk-based decision-making to compliance assessments.
- Maintains accurate documentation and records.
- Keeps knowledge current with legislative and industry changes.

Management Skills

- Demonstrates advanced time management and strategic planning skills. Effectively prioritising tasks to balance statutory requirements with organisational goals.
- Leads process improvements and utilises insights to drive efficiency and effectiveness across permit processes.
- Actively contributes to and influences team development, fostering a collaborative environment that enhances overall service delivery.

Interpersonal Skills

- Exemplifies superior communication and negotiation skills, delivering complex regulatory information clearly to diverse audiences.
- Engages in stakeholder liaison to build productive relationships and resolves challenging interactions with advanced diplomacy.
- Promotes a customer-centric culture while ensuring compliance, enhancing community engagement through strategic communications.

Qualifications & Experience

- Possess a tertiary qualification in Building Surveying or a related discipline, with a demonstrated track record of professional registration in the field.
- Exhibits expert-level understanding and relevant experience in managing building permit applications, underpinned by substantial knowledge of appropriate legislation and standards.
- Current Victorian Driver's Licence.



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Key Selection Criteria

1. Describe your experience assessing and determining building permit applications in line with relevant legislation and standards.
2. Provide an example of how you have applied advanced technical judgement or risk-based decision-making in a complex building compliance matter.
3. Tell us about a complex or non-compliant building matter you have managed and the outcome achieved.
4. How do you communicate building requirements and regulatory information to a range of stakeholders?
5. Give an example of how you have managed competing priorities while maintaining accuracy and meeting statutory timeframes.
6. How have you contributed to improving building services, processes or decision-making consistency within a team or organisation?

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the Human Resources Lead		
Approved by the Chief Executive Officer		