



Principal Building Surveyor

Employment Information & Application Pack

March 2026



Principal Building Surveyor

Are you ready to take on a dynamic and rewarding role in the beautiful Shire of Nannup? In this role you will play a pivotal part in keeping our community safe.

If you have experience as a Building Surveyor, we'd love to hear from you - passion and the right skill set are what matter most.

Employment Conditions (up to):

- **Permanent part-time position (up to 30.4 hours per fortnight)**
- **Gross Salary range: \$100,000 to \$110,000 per annum pro rata dependent upon skills and experience**
- **12% superannuation guarantee plus up to an additional 5% matching employer contribution**
- **17.5% Leave Loading**
- **Access to the Shire's Employee Assistance Program (EAP)**
- **Salary sacrifice options, including property rental costs, novated motor vehicle leases, etc.**

About us

The Shire of Nannup is nestled in the heart of Western Australia's South-West and offers an exceptional opportunity to blend of lifestyle and career.

About the Role

Reporting to the Chief Executive Officer, this position is responsible for ensuring compliance with all legislation, codes and guidelines as they apply to building and construction. The Principal Building Surveyor is also responsible for liaising with the community, builders, architects, developers and engineers with respect to the legislative requirements for new construction.

What we're Looking For

The ideal candidate will have experience as a Local Government Building Surveyor, with a proactive, business supportive, customer focused and solution driven attitude.

You will have a demonstrated working knowledge of the *Building Act 2011*, *Building Regulations 2012*, Building Code of Australia and other relevant legislation, along with demonstrated working knowledge of the application of building surveying functions, including assessment and compliance of building matters.

If you're looking for a role where you can make a real impact while enjoying a balance of responsibilities in a supportive and picturesque setting, this is your chance.

How to Apply:

Interested applicants can access the employment information and application package on the Shire's website, www.nannup.wa.gov.au or by contacting the Shire on (08) 9756 1018.

To apply, please submit your resume and a covering letter outlining the position you are applying for, your qualifications and relevant experience to hr@nannup.wa.gov.au, via post to PO Box 11 Nannup 6275 or in person at the Shire Administration building 15 Adam St, Nannup WA 6275. Go to our website to see our recruitment process and guidelines.

Enquiries: David Taylor on 9756 1018 or email hr@nannup.wa.gov.au.

Closing date: Applications for this position are **open until a suitable pool of candidates is received**. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

Together, we're working to build a vibrant and sustainable shire... **and we would love for you to join us.**

A handwritten signature in black ink, appearing to read 'David Taylor', written over a faint circular stamp or watermark.

David Taylor
Chief Executive Officer

Position Title:	Principal Building Surveyor	Reports to:	Chief Executive Officer
Department:	Development Services	Responsible for:	Nil
Classification:	Local Government Officers Award	Level:	7
Tenure:	Permanent Part Time (up to 0.4 FTE)		

ROLE SUMMARY

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RESPONSIBILITIES

General

- Administer the Building Permit Authority functions in accordance with relevant legislative requirements.
- Process applications for building, demolition and occupancy permits, including building approval certificates and compliance certification in accordance with relevant legislative requirements, liaising with other Shire Departments and/or external agencies as required.
- Undertake mandatory private swimming pool inspections in accordance with legislative requirements.
- Undertake building work inspections and issue notices, orders and infringements, when necessary, in accordance with relevant legislative requirements.
- Attend Council and/or Committee meetings as required by the Chief Executive Officer and prepare, review or assist with reports for Council consideration.
- Contribute to the administrative activities of Building Services and recommend initiatives aimed at improving operational efficiencies.
- Respond to written, in person or telephone general enquiries relating to area of expertise.
- Assist with undertaking necessary actions in response to building complaints and compliance matters.
- Assist in improving day-to-day operational processes, and checklists and public facing information such as Shire policies, guidelines or information sheets, and providing written reports, verbal advice and operational support as and when required.
- Assess land use (including event applications) and development proposals for compliance with relevant building legislation and standards.

Customer Service

- Provide excellent customer service and ensure that all enquiries are addressed in accordance with the Shire's Customer Service Charter.
- Provide technical building advice to customers during enquiries.
- Promote a public image of the Council by displaying a courteous and professional attitude during contact with residents, the development industry, state government agencies and landowners.
- Maintain a general knowledge of the functions of other areas of the Shire, and local key events.
- Undertake administrative duties as required.

Work Health and Safety

- Carry out duties in accordance with Work Health and Safety Policy, organisational directives, procedures and guidelines.
- Follow safe and appropriate operation of equipment and vehicles.
- Fulfil duty of care requirements at all times as legislated by taking reasonable care for your own health and safety and that of others who may be affected by their acts or omissions.
- Identify and report any safety and health risks, accidents, incidents, injuries or property damage at the workplace.

Other

- Act in a professional and ethical manner in the best interests of the Shire at all times.
- Embody Shire's values and abide by all applicable legislation, policies, procedures, and the Code of Conduct.
- Continually review and improve work methods associated with this role.
- Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times – creating records, which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required.
- Take responsibility for completion of work and seek guidance when required.
- Display a punctual, reliable, and positive approach to work.
- Any other reasonable duties as directed by the Chief Executive Officer and/or line management within known skills, knowledge and capabilities.

EXPERIENCE, CAPABILITIES & QUALIFICATIONS REQUIRED TO FULFILL THE ROLE

Essential Role Requirements

- Demonstrated working knowledge of the *Building Act 2011*, *Building Regulations 2012*, Building Code of Australia and other relevant legislation.
- Demonstrated working knowledge of the application of building surveying functions, including assessment and compliance of building matters.
- Minimum Building Surveying Practitioner Level 2 registration in Western Australia.

- Ability to provide specialist advice and apply knowledge of relevant procedures, policies and activities.
- Excellent communication skills with the ability to communicate both verbally and in writing with a variety of internal and external stakeholders.
- Sound time-management skills including the ability to plan and organise own work, achieve set and agreed performance and service standards and meet deadlines.
- Excellent interpersonal, public relations and customer service skills, with the ability to liaise at all levels and work in a team environment.
- Excellent computer skills, including the use of Microsoft Word and Excel, databases, and the ability to adapt to other computer applications relevant to the position.
- Demonstrated ability to investigate, research and report on building related matters.
- Demonstrated problem solving, decision making and conflict resolution skills.

Conduct

At all times employees should act in a manner that enhances community confidence in the Shire. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of the Shire. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to always comply with the Code of Conduct.

Appointment Conditions

- Building Surveying Practitioner Level 2 registration in Western Australia.
- Current unrestricted WA 'C' Class Driver's Licence.
- Current National Police Check.
- Pre Employment Medical.