



Building Officer (0.8) (24-Month)

Business Unit	Infrastructure & Environment
Areas of Responsibility	Building Assessments, Inspections, Compliance and Administration
Team	Development and Regulatory
Classification	EBA Level 6 - 7
Reporting to	Manager, Development and Regulatory
Positions Reporting to it	Nil
Core Council Position	YES ☒ NO ☐
Employment Condition	<i>City of Port Lincoln Enterprise Bargaining Agreement</i>



Economic Growth and Opportunity

We will be an innovative, diverse and growing local economy



Liveable and Active Communities

We will be a healthy, safe, inclusive and empowered community



Governance and Leadership

We will be strategically driven, community aware and accountable



Sustainable Environment

We will be clean, green, renewable and resilient



Community Assets and Placemaking

We will be a welcoming, liveable and accessible City

OUR VALUES



RESPECT

We are **Approachable | Considerate | Empathetic | Inclusive**
Professional | Understanding

- We are **open to constructive feedback and ideas** from everyone.
- All people feel **accepted** and **valued** in the workplace.
- Everyone has the opportunity to be **heard**.



INTEGRITY

We are **Accountable | Consistent | Authentic**
Trustworthy | Genuine

- We **do what we say we do**, and **speak up** beforehand if we can't.
- We act **honestly** and **transparently**.
- We **own our decisions**, **celebrate** our successes, and **learn** from our mistakes.



INNOVATION

We are **Inspiring | Progressive | Adaptive**

- We **empower** our people to **improve** the **effectiveness** and **efficiency** of their work.
- We are **flexible** and **open-minded** to change.
- We find ways to do **more with less** (except for safety!)
- We **think differently** and **apply learnings**.



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How does this position contribute to our community?

The position plays a vital part in delivering professional building advice and development assessment services to Council, developers, builders, State Government authorities, and community organisations. It promotes high-quality development in alignment with the National Construction Code and relevant Building Standards and Acts. Additionally, it effectively addresses community needs across the Eyre Peninsula through collaborative shared services.

What does this position do?

This position works closely with the Development & Regulatory Team to support Eyre Peninsula Councils by efficiently assessing and managing development applications in line with the National Construction Code, the Planning, Development, and Infrastructure Act 2016, and relevant regulations. The role provides expert, accurate advice to developers, applicants, and the public on interpreting and applying these standards. Key responsibilities include conducting inspections, ensuring building compliance, and addressing building-related inquiries in accordance with Council policy. Additionally, this position collaborates with the Community Assets team to assess Council-owned buildings and structures, setting maintenance priorities as guided by the Building Fire Safety Committee.

Key Objectives

- Assess development applications for building rules compliance and where necessary refer to building rules consultants for advice.
- Identify applications requiring referral to other agencies and departments and refer them to the relevant officer, providing information where relevant and necessary.
- Undertake inspections of building work in accordance with Council's Building & Swimming Pool Inspection Policy.
- Carry out inspections to ensure compliance with conditions of approved development applications and act where appropriate.
- Investigating and addressing matters pertaining to building compliance.
- Briefing and instructing Council's solicitors on enforcements, prosecutions, and Development Assessment.
- Preparing evidence, appearing as a witness at the Environment Resources and Development Court and other relevant courts regarding Development matters as required.
- Prepare quarterly inspection reports to demonstrate compliance with Council's policy.
- Coordinate Council's Building Fire Safety Committee including inspections, agenda preparation and minute taking.
- Interpret and implement Council responsibilities in terms of relevant acts and policies.
- Assist the community assets team with inspections of Council owned assets and structures to determine current condition rating for input into Council's infrastructure and asset management plans and assist with the development of maintenance programs.
- Manage record keeping of the documents created and capture according to the relevant council policies, procedures, and legislation.
- Deliver high levels of customer service either by phone, onsite or at the front service counter. Negotiating and coordinating input from a range of internal and external customers to ensure that the objectives and principles of the National Construction Code, associated Building Standards and Acts are met.
- Actively participating in training and WHS programs as required.
- Reporting of incidents, near miss, injuries, property damage and identified hazards.
- Taking reasonable care to protect their own safety and the health and safety of others.
- Following reasonable instruction on health and safety and injury management.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the Council.

WHS and Compliance

Comply with WHS obligations under the *Work Health & Safety Act 2012* by taking reasonable care for own and others' safety, following instructions and procedures, and reporting hazards and incidents. Undertake responsibilities as identified within the Council's WHS Roles and Responsibilities Register.

Key responsibilities:

- Follow safe work procedures and use equipment correctly
- Report hazards, incidents, and near misses promptly
- Participate in WHS training and consultation activities

Any other duties within the scope of the role as reasonably directed.

Essential Qualifications, Experience, Knowledge & Skills

- Building Surveyor (Level 1-3)
- Eligibility for accreditation with the Australian Institute of Building Surveyors (AIBS) and the Department of Planning, Transport, and Infrastructure (DPTI) Accredited Professionals Scheme under the *Planning, Development, and Infrastructure Act 2016*.
- Demonstrated experience in office administration
- Demonstrated experience in a similar position or industry
- Drivers License - Class C
- Understanding of building fire safety requirements
- Sound Working knowledge of legislation and associated regulations:
 - Development Act 1993, Development Regulations 2008 (Repealed)
 - Planning, Development and Infrastructure Act 2016, Planning, Development and Infrastructure (General) Regulations 2017
 - National Construction Code and associated Australian Standards
- Demonstrated knowledge of building practices, methods, and materials.
- Demonstrated knowledge of the National Construction Code of Australia and associated building codes.
- Sound IT Skills across multiple platforms associated with the function.
- Excellent verbal and written communication skills.
- Ability to relate to a wide range of people.
- Ability to negotiate solutions to problems and issues in a non-inflammatory manner.
- Ability to manage competing priorities.
- Sound report writing skills.

Highly regarded but not essential qualifications, experience, knowledge & skills

- Demonstrated experience in legislation enforcement and compliance.
- Experience in building fire safety matters and all aspects of the operation of a Building Fire Safety Committee General knowledge of the following Acts:
 - o *Real Property Act 1886* (SA)
 - o *Community Title Act 1996* (SA)
 - o *Local Government Act 1999* (SA)
 - o *South Australian Public Health Act 2011*
 - o *Environment Protection Act 1993* (SA)
 - o *Local Nuisance and Litter Control Act 2016* (SA)
- Knowledge and understanding of local government legislation, guidelines, and standards relevant to the area of operation.

Key performance indicators

- Assessment of development applications and demonstrated compliance with Council's inspection policy in accordance with legislative requirements and developed timeframes.
- Reports are accurately prepared and in a timely manner
- Building assessments are processed within Council's expected timeframes
- Timely implementation of Building Fire Safety Committee recommendations as they relate to private and Council owned properties, and remedial actions required to be carried out by building owners in the Council area.

Corporate Requirements	
We expect employees of the City of Port Lincoln to embrace the below principles	
POLICY & PROCEDURE	Observe and adhere to Council Policies, Procedures and Best Practice Statements. Comply with Record Management requirements as per the State Records Act 1997.
WORKPLACE FLEXIBILITY	Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside of the scope of the position description. Employees are responsible for managing their leave and accrued time so that entitlements do not impact negatively on their work team.
WHS & RISK MANAGEMENT	Adhere to Council's Work Health & Safety (WHS) and Risk Management requirements including participating in the review of Policies and Procedures. Contribute to a constructive culture where safety is placed first.
RECORD KEEPING	Employees are responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures, and legislation, including the State Records Act.
TEAMWORK	Proactively participate in your work team and comply with the Code of Conduct for Council Employees 12.63.12.

We are an equal opportunity employer and are committed to providing a workplace free from discrimination, where all individuals are treated with fairness and respect regardless of age, gender, race, disability, cultural background, or any other protected attribute.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees in this position and classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities required of employees assigned to the role.

Demonstrate a commitment to child safety, diversity, inclusion, accessibility, reconciliation and cultural respect by complying with relevant policies, procedures and legislative requirements, participating in required training, and undertaking duties in a safe, respectful, equitable and inclusive manner.

I _____ (name) acknowledge receipt of the updated Position Description.

Signed _____

Date: _____