

Coordinator Building Services

Classification:	Level 7
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Development Services
Directorate:	Development & Community
Location:	Administration Office
Date reviewed:	February 2025
Approved by:	Director Development & Community

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To coordinate the day to day functions of the Building services Section at the Shire of Broome, including:

- Assume responsibility for the outcomes required from the Shire's Building Services operations, including staff mentoring and key performance indicator achievements.
- To coordinate timely processing and assessment of building applications to ensure compliance with the Building Act & Regulations, National Construction Code, Local Laws, applicable legislation and Council Policy and Procedures.
- To oversee and ensure the performance of the Shire's Pool Barrier inspection program.
- To contribute to the team environment and assist with building related projects and any matters within the officer's skill base and qualifications.
- Provide and facilitate best practice support to cross functional teams within the Development and Community Directorate and broader whole of organisational support to other service areas.

Position Key Responsibilities and Duties

Corporate / Organisational:

- To coordinate the processing of building applications and all other Shire building services functions for the Shire of Broome in a timely manner in line with delegations.
- Assess and issue Building, Demolition & Occupancy Permits, and Building Approval Certificates for building work as per Building Act 2011.
- Carry out building inspections as necessary to ensure compliance with approved plans.
- Coordinate any building compliance matters including preparation of investigative reports of unauthorized building works and take action to ensure compliance.
- Coordinate the Shire's swimming pool barrier inspections including reviewing all applicable documentation as required to ensure compliance with the relevant legislative requirements.
- Where required, attend Technical Advisory Groups on Shire led building projects to ensure that design and project aligns with the Building Act and Regulations.
- To assist with project management of Shire projects as required.
- To assist with the preparation of the Building Service budget.
- To review proposed changes in building legislation and processes and if deemed required, prepare Shire of Broome comments for submission.
- To coordinate the Shire's Building Services statistics reporting including performance monitoring reporting, the reporting required to the Building Commission, Australian Bureau of Statistics, monthly Council information reporting and annual reports.
- To coordinate the building services public information (website information, information sheets, etc.) to ensure that customers are kept informed of building requirements and high levels of customer service is maintained.

- Liaise with developers, landowners, consultants, builders and Shire staff, in providing advice on BCA, Building Act and Regulations, Shire policies and all applicable legislation.
- Respond to inquiries from the public and internal customers regarding building and development matters.
- Where relevant maintain effective and co-operative communication with businesses, ratepayers and other major stakeholders to ensure ethical and transparent working relationships are maintained in carrying out Shire policy

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations if required

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- To develop and review policies and procedures.

- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Manager Planning and Building Services
Supervises:	Technical Officer - Pools
Internal Contacts:	All Shire Staff
External Contacts:	Councillors
	Public/Ratepayers
	Shire Solicitor
	Other Local Governments
	Business and professional groups
	Government agencies
	Contractors
	Developers
Performance Review:	Probation period – first three months of employment
	Performance Appraisal conducted annually

Selection Criteria

Essential:

- Current WA registration as a Building Surveying Practitioner - Technician.
- Minimum of three years Building Surveying experience.
- Embrace a multi-skilled approach and attitude with a strong customer service focus.
- Demonstrated knowledge of the WA Building Act and Regulations, National Construction Codes, Australian Standards and the Western Australian Residential Design Codes.
- Appropriate organisational skills, time management and ability to work within a budget.
- Demonstrated proficiency in MS Office packages including Word, Excel, Teams and Outlook.
- Demonstrated ability to work in a team environment.
- Demonstrated communication and interpersonal skills.
- A demonstrated understanding of the principles of equal opportunity, occupational health and safety and other relevant legislation and the willingness and capacity to implement or work within the relevant plans, policies and programs.

Qualifications and/or Training:

- Advance Diploma of Building Surveying
- Any other relevant qualifications or significant experience in Building Surveying or relevant fields.

Desirable:

- Current WA registration as a Level 1 Building Surveying Practitioner.
- Demonstrated experience and knowledge in general building construction and associated areas including drafting of plans, project management and the local government tender process.
- Demonstrated understanding of the general WA legislative process pertaining to building approvals
- Currently undertaking relevant Building Industry studies

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.