

Building Services Board Policy

Fit and proper person (knowledge and ability) assessment criteria for initial registration of building surveying practitioners

OBJECTIVE

The objective of this policy is to guide members of the Building Services Board and Department of Local Government, Industry Regulation and Safety (LGIRS) staff in assessing applications for registration as a *building surveying practitioner* under the *Building Services (Registration) Act 2011* (WA) (BSR Act) and Building Services (Registration) Regulations 2011 (BSR Regulations).

The policy aims to apply a consistent process to determining an applicant has acquired appropriate **knowledge** and **ability** for registration at the level applied for, as part of the 'fit and proper person' assessment.

The policy will also assist building surveying applicants to prepare a submission that effectively demonstrates they have the necessary **knowledge** and **ability** to carry out *building surveying work* at the level of registration being applied for.

SCOPE

This policy applies to all applications made for **initial registration** as a *building surveying practitioner* under the **BSR Regulations 28D(1) Set 1 and 28D(2) Set 1**.

This policy applies to **new applications only**, not renewals.

TERMS USED

Building surveying practitioner (BSP)	Someone who is registered as a <i>building surveying practitioner</i> under the <i>Building Services (Registration) Act 2011</i> (WA).
Building Surveying Practitioner (BSP) Level 1 (L1) experience	Experience in <i>building surveying work</i> for periods totalling at least the equivalent of 3 years full-time.
Building Surveying Practitioner (BSP) Level 2 (L2) experience	Experience in <i>building surveying work</i> for periods totalling at least the equivalent of 2 years full-time.
Building surveying work	<p><i>building surveying work</i> means —</p> <ul style="list-style-type: none"> (a) the examination of plans and specifications for a building or incidental structure to assess the safety, accessibility, and energy efficiency of a building or incidental structure if the building or incidental structure is built in accordance with the plans and specifications; and (b) the examination of an existing building or incidental structure to assess the safety, accessibility, and energy efficiency of the building or incidental structure, <p>as defined in the Building Services (Complaint Resolution and Administration) Regulations 2011 r.4A</p>
Deemed-to-satisfy	Provisions in the National Construction Code (NCC) which are prescribed as solutions that are deemed to satisfy the performance requirements.

Performance requirement	A requirement in the NCC which states the level of performance which a building must meet. Performance requirements may be complied with through either a performance solution, or deemed-to-satisfy solution, or a combination of the two.
Performance solution	A method of complying with the performance requirements in the NCC other than by a deemed-to-satisfy solution. A Performance Solution is achieved by demonstrating— a. compliance with all relevant Performance Requirements; or b. the solution is at least equivalent to the Deemed-to-Satisfy Provisions.
Prescribed scope of work	The scope of <i>building surveying work</i> prescribed in the Building Regulations 2012 r.5 for the relevant level of <i>building surveying practitioner</i> , being either: 1. BSP Level 1: Any type of building or incidental structure. 2. BSP Level 2: o A Class 1 or Class 10 building or incidental structure. o A Class 2-9 building or incidental structure — a) with a floor area not exceeding 2 000 m ² ; and b) not higher than 3 storeys.

CONTEXT

Qualifications and experience

The BSR Regulations prescribe ‘sets’ of qualifications and experience by which people may apply to be registered. *Building surveying practitioner* applicants must satisfy the Board that they have the required **qualifications** and **experience** prescribed by the regulations for that class of building service practitioner.¹

Fitness and propriety

The BSR Act requires the Board to be satisfied that an applicant for registration as a class of building service provider is a **fit and proper person**².

‘Fitness and propriety’ has three components; knowledge, ability, and honesty. The requirement to be a ‘fit and proper person’ invites a broader examination of not only the honesty and character of an applicant, but also of their knowledge and ability.

The question of fitness is, specifically, fitness to engage in the particular activity for which the person is seeking to be registered; this necessarily involves an assessment of whether an applicant’s practical experience, together with their qualifications, has equipped them with the knowledge and ability to operate as either a Level 1 or Level 2 *building surveying practitioner*.

Accordingly, if an applicant meets the qualification requirements and has the required length of experience doing *building surveying work*, but that work experience does not demonstrate a level of complexity relevant to the work of a Level 1 or Level 2 *building surveying practitioner*, the result may be that:

- the experience requirement is met; but
- following assessment of their actual experience, **the applicant may not be fit and proper**, not having accrued the knowledge and ability to engage in the *prescribed scope of work* encompassed by that level of *building surveying practitioner* registration.

¹ *Building Services (Registration) Act 2011* s.17(1)(b)

² *Building Services (Registration) Act 2011* s.17(1)(c)

Knowledge and ability

This policy provides guidance on assessing the **fit and proper person** criteria of **knowledge** and **ability** for registration as a Level 1 or Level 2 *building surveying practitioner*, within the context of the prescribed qualifications and experience.

Honesty

Guidance on the **honesty** criterion of **fit and proper person** can be found in a separate Building Services Board Policy document; [Fit and proper person assessment criteria for the issue of registrations \(14 January 2020\)](#).

POLICY PRINCIPLES

Generally

This policy does not constrain the Board's capacity to depart from this policy as appropriate to the circumstances of any application for the issue of registration.

The policy provides guidance on the Board's expectations in determining whether applicants meet the criteria of 'knowledge' and 'ability' as part of the 'fit and proper person' assessment for registration as a Level 1 or Level 2 *building surveying practitioner*.

The Board

The Board is to be satisfied that an applicant has gained appropriate **knowledge** and has the **ability** to carry out the scope of work that is prescribed for that level of *building surveying practitioner* registration being applied for.

While **knowledge** is primarily evidenced through the required qualifications, applicants are expected to demonstrate how they have applied and honed their knowledge through practical experience gained while working under the supervision of building surveyor(s) registered at the same or a higher level than is being applied for.

To facilitate the Board's assessment, applicants are requested to submit examples of their *building surveying work* across a range of building types which, collectively, attests to their **ability** to carry out the *prescribed scope of work* for the level at which the application is being made.

Applications

Applicants for **initial registration** as a *building surveying practitioner* at Level 1 and Level 2 under **Set 1** are encouraged to include:

1. **Curriculum vitae (CV)** detailing the length of experience doing *building surveying work* and the associated employment details; and
2. **Statement of knowledge and ability – building surveying work** detailing the breadth of *building surveying work* that has been carried out, evidenced through a range of work-based examples.

Further information is provided below.

Demonstrating 'knowledge and ability' through practical experience

Practical work experience demonstrates that an applicant has applied their knowledge and can carry out work competently and to a professional standard.

Relevant work examples support the Board's assessment of an applicant's ability to perform the *prescribed scope of work* at the level of registration being applied for.

Experience relevant to the applicable *prescribed scope of work* will attest to an applicant's suitability for registration at the level applied for.

Knowledge and ability evidenced through practical experience is any *building surveying work* relevant to the *prescribed scope of work* for the level at which the application is being made, that is:

1. Supervised – carried out under the supervision of, and/or assisting, a *building surveying practitioner* who is registered at the same or higher level than that which is being applied for,

Independent – additionally, the Board may consider examples of more complex independent *building surveying work* at an applicant's current registration level (for example, if a L1 *building surveying practitioner* applicant is already registered as a L2 *building surveying practitioner*, they may outline their most complex independently carried out *building surveying work* encompassed by the *prescribed scope of work* for their current L2 *building surveying practitioner* registration level); and

2. Gained in an official, paid capacity such as employment; and
3. For at least the minimum number of required years of experience (three years for L1 *building surveying practitioner*, two years for L2 *building surveying practitioner*).

Applicants should generally not rely on experience that does not carry a sufficient level of responsibility for the quality and compliance of the work carried out. The **Board may disregard** experience such as:

1. Experience gained as an owner builder
2. Experience gained as part of a training course
3. Experience that is unpaid.

Applicants may be asked to provide evidence that their experience was gained under a paid arrangement. Records of employment roles should be retained and provided if requested.

Curriculum vitae

An applicant's CV outlines their employment roles and responsibilities involving *building surveying work*.

The length of experience doing *building surveying work* must be equal to at least the length of full-time experience requirement prescribed for the level of registration being applied for.

If an employment role included work that was not *building surveying work*, or was not a full-time role, applicants are to calculate the portion of time **actually spent** in carrying out *building surveying work*.

If you worked overtime, you cannot count more than one day for each day worked.

For each role held, the CV should include:

- Employer name
- Employer address
- Position held
- Start and end dates
- Full-time equivalent (FTE) in months³
- Overview of your role and responsibilities

The employment record in the CV should be independently verified by each employer, and/or an authorised representative, such as the manager or a supervisor familiar with the applicant's work. This can be done either through endorsement(s) on the CV, or by attaching separate statements from employers, managers and/or supervisors attesting to the applicant's experience.

³ If you worked full time on building surveying work, this will be the number of months from the start to end dates. If the role included work that was not building surveying work, or you worked part-time, calculate the FTE in months.

Endorsements and attached statements should include the following details from the person making the endorsement or statement:

- Name
- Position title
- Phone and email contact details
- Signature
- Date

Note that it is an offence to make a false or misleading statement in a registration application.⁴

Statement of knowledge and ability – building surveying work

This statement outlines the *building surveying work* the applicant has carried out, evidenced through a number of work-based examples.

The Statement of knowledge and ability is intended to be a succinct overview of relevant practical experience. It is not expected to exceed 3,000 words and 3-4 different building projects.⁵

Work examples

Collectively, the work examples used in the statement should demonstrate practical experience in undertaking all aspects of *building surveying work* for a range of buildings and/or incidental structures relevant to the *prescribed scope of work* for the level of registration applied for.

The examples should demonstrate the applicant's experience working under supervision on various building classes, sizes, heights and construction types, including both deemed-to-satisfy and performance solutions.

When preparing work examples and explaining roles and responsibilities, it is recommended that applicants include sufficient information for a third party to understand what work was carried out and how the applicant applied their knowledge and skills.

Describe the building surveying tasks undertaken under supervision, and/or assisting a registered building surveyor (registered at same level being applied for, or higher) to undertake, and how these tasks were approached, including:

- the problems the applicant was involved in solving, for example:
 - any project-specific issues relating to the building's class, use, size, height, construction type, site, climate zone, wind classification, etc.,
 - the options that were considered to address the issues,
 - the rationale for any decisions or actions that were taken to address the issues, and
 - the outcome(s),
- any performance solutions that were involved, and how these were designed and assessed for compliance,
- how the applicant applied their building surveying knowledge and skills, and
- the lessons the applicant learnt from this work, including what went well and what could be improved.

⁴ *Building Services (Registration) Act 2011* s.53(1)(c)

⁵ These figures are for guidance only and will not be enforced as either minimum or maximum submission requirements.

Supporting documentation

Applicants may attach supporting documentation to illustrate their work examples, such as copies of:

- assessment reports,
- documentation relating to a performance solution,
- inspection reports,
- correspondence with DFES or the FES Commissioner, and
- certificates of compliance.

Note that applicants should never include confidential information in the application unless specific permission has been obtained from the parties involved.

Tables

Table 1 below provides a template that applicants may use to document work examples.

Table 2 (page 7) and **Table 3** (page 9), as appropriate, guide applicants to demonstrate and the Board to assess an applicant's knowledge and ability to undertake the *prescribed scope of work* at the level of registration being applied for.

Tables 1, 2 and 3 are for guidance only and are not mandatory application requirements. Use of the tables is intended to limit requests for further information, and delays in assessing applications for registration.

Table 1: Work examples template

Work example 1							
Class of building		Use					
No. of storeys		Floor area (m ²)		Construction type		Climate zone	
Earthquake zone				Wind zone			
Local government				Estimated value		\$	
Description of works		<i>(Describe the nature and extent of building work, such as new build, alteration, renovation.)</i>					
Your role and responsibilities							
<i>(Detail your role and responsibilities, as described under “<u>Statement of knowledge and ability – building surveying work</u>”, above)</i>							
Employer details	Name:						
	Contact person:						
	Email:						
	Phone:						
Supervisor details	Name:						
	Registration number:						
	Email:						
	Phone:						

Assessment

The Board will assess *building surveying practitioner* registration applications in accordance with this policy. The information provided in an applicant's CV and Statement of knowledge and ability – building surveying work will be assessed against the Table 2 or 3 application guides, as appropriate.

Using this policy as a guide, the Board will determine whether an applicant has the appropriate **knowledge** and **ability** to be registered at the level applied for.

Applicants who prove to the Board that their **knowledge** and **ability** equips them to independently undertake the *prescribed scope of work* applicable to the registration level applied for, will generally have demonstrated practical experience across the elements outlined in these Tables.

Table 2: Building Surveying Practitioner Level 1 – Application guide

Curriculum vitae
1. Three years' full-time experience, or equivalent.
2. Employer(s) details completed.
3. Role(s) and responsibilities encompassing a range of <i>building surveying work</i> relevant to the <i>prescribed scope of work</i> applicable to <i>Building Surveying Practitioner Level 1</i> registration.
4. Employer(s) verification confirming role(s) and responsibilities, length of time, and any other employment claims (i.e. confirmation letter or signed statement on CV).
Statement of knowledge and ability – building surveying work
5. Work-based examples of building surveying work relevant to the <i>prescribed scope of work</i> applicable to <i>Building Surveying Practitioner Level 1</i> registration carried out under supervision of, or assisting, a registered BSP L1. The Board may also consider: a. relevant work carried out independently as a registered BSP L2; and b. relevant work carried out under supervision of, or assisting, a registered BSP L2, where the work is relevant to the <i>prescribed scope of work</i> for a BSP L2, in accordance with the <i>Building Act 2011</i> (WA).
6. Supervisor(s) verification (as noted above) confirming each work-based example is the applicant's work and was supervised by the person verifying.
7. Examples should incorporate a range of building complexity (sizes, heights and construction types), including: a. Various building classes, including class 2-9 building(s) greater than 3 storeys or 2000m ² ; and b. Both deemed-to-satisfy and performance solutions.
8. Evidence of practical experience working under supervision of a registered <i>Building Surveying Practitioner Level 1</i> across a range of <i>building surveying work</i> that is relevant to the <i>prescribed scope of work</i> for a BSP L1, in accordance with the <i>Building Act 2011</i> (WA), including (but not limited to) tasks such as: a. Assessing plans and specifications for compliance with applicable standards, including identifying and resolving instances of non-compliance; b. Development/assessment of performance solutions, including liaising with the Fire and Emergency Services (FES) Commissioner and any other relevant bodies; c. Examination of existing buildings and/or inspecting building work to assess compliance with applicable building standards and/or approved plans and specifications; d. Identifying, and resolving or reporting non-compliance with approved plans and specifications or applicable building standards; and e. Completing certificates of design compliance, building compliance, and construction compliance.

9. **Evidence of other practical experience** in work related to the practice of building surveying that, **in conjunction with 1-8 above**, may also be taken into consideration by the Board:
- a. Work related to the practice of building surveying undertaken in a WA Permit Authority, such as:
 - Assessing building and occupancy permit applications and applications for building approval certificates.
 - Granting building and occupancy permits and building approval certificates.
 - Enforcement activities – preparing building notices and orders, issuing infringement notices, monitoring compliance with building permits and unauthorised work, including undertaking inspections.
 - Preparing for prosecutions.
 - Providing compliance related advice/assistance to residents (permit requirements, etc).
 - b. Work related to the practice of building surveying undertaken in other Australian jurisdictions, under supervision of or assisting a registered Level 1 building surveyor/certifier, and that is relevant to WA's *Building Surveying Practitioner Level 1* registration *prescribed scope of work*, including (but not limited to) tasks such as:
 - Assessing building plans and specifications for compliance with the NCC, standards, and relevant legislation.
 - Assessing permit applications and granting or refusing building and occupancy permits and temporary occupation of buildings.
 - Carrying out construction inspections for residential and commercial buildings.
 - Identifying and reporting on non-compliance with building control legislation, building regulations and the building permit issued in relation to the work.
 - preparing written directions to fix building work that is not compliant with building control legislation, building regulations or the building permit issued in relation to the work.
 - preparing building notices and building orders for residential, commercial and industrial buildings.

Table 3: Building Surveying Practitioner Level 2 – Application guide

Curriculum vitae	
1.	Two years' full-time experience, or equivalent.
2.	Employer(s) details completed.
3.	Role(s) and responsibilities encompassing a range of <i>building surveying work</i> relevant to the <i>prescribed scope of work</i> applicable to <i>Building Surveying Practitioner Level 2</i> registration.
4.	Employer(s) verification confirming role(s) and responsibilities, length of time, and any other employment claims (i.e. confirmation letter or signed statement on CV).
Statement of knowledge and ability – building surveying work	
5.	Work-based examples of <i>building surveying work</i> relevant to the <i>prescribed scope of work</i> applicable to <i>Building Surveying Practitioner Level 2</i> registration, carried out under supervision of, or assisting, a registered BSP L2 (or BSP L1).
6.	Supervisor(s) verification (as noted above) confirming each work-based example is the applicants work and has been supervised by the person verifying.
7.	Examples should incorporate a range of building complexity (sizes, heights and construction types), including: <ul style="list-style-type: none"> a. Various building classes, including class 2-9 building(s) (less than 3 storeys or 2000m²), and b. Both deemed-to-satisfy and performance solutions.
8.	Evidence of practical experience working under supervision of a registered <i>Building Surveying Practitioner Level 2</i> (or Level 1) across a range of <i>building surveying work</i> that is relevant to the <i>prescribed scope of work</i> applicable to a BSP L2, in accordance with the <i>Building Act 2011</i> (WA), including (but not limited to) tasks such as: <ul style="list-style-type: none"> a. Assessing plans and specifications for compliance with applicable building standards, including identifying and resolving instances of non-compliance; b. Development/assessment of performance solutions, including liaising with the Fire and Emergency Services (FES) Commissioner (if applicable) and any other relevant bodies; c. Examination of existing buildings and/or inspecting building work to assess compliance with applicable building standards and/or approved plans and specifications; d. Identifying, resolving and reporting non-compliance with approved plans and specifications or applicable building standards; and e. Completing certificates of design compliance, building compliance, and construction compliance.
9.	Evidence of other practical experience in work related to the practice of building surveying that, in conjunction with 1-8 above , may be taken into consideration by the board: <ul style="list-style-type: none"> a. Work related to the practice of building surveying undertaken in a WA Permit Authority, such as: <ul style="list-style-type: none"> • Assessing building and occupancy permit applications and applications for building approval certificates. • Granting building and occupancy permits and building approval certificates. • Enforcement activities – preparing building notices and orders, issuing infringement notices, monitoring compliance with building permits and unauthorised work, including undertaking inspections. • Preparing for prosecutions. • Providing compliance related advice/assistance to residents (permit requirements, etc).


- b. Work related to the practice of building surveying undertaken in other Australian jurisdictions under supervision of a registered Level 2 (or Level 1) building surveyor/certifier, and that is relevant to WA's *Building Surveying Practitioner Level 2* (or Level 1) registration *prescribed scope of work*, including (but not limited to) tasks such as:
- Assessing building plans and specifications for compliance with the NCC, standards and relevant legislation.
 - Assessing permit applications and granting or refusing building and occupancy permits and temporary occupation of buildings.
 - Carrying out construction inspections for residential and commercial buildings.
 - Identifying and reporting on non-compliance with building control legislation, building regulations and the building permit issued in relation to the work.
 - preparing written directions to fix building work that is not compliant with building control legislation, building regulations or the building permit issued in relation to the work.
 - preparing building notices and building orders for residential, commercial and industrial buildings.

POLICY IMPLEMENTATION

LGIRS Building Industry Licensing Branch will process applications for registration in a manner that conforms to this policy.

This policy commences operation on 15 July 2025.

GOVERNANCE

Resolved by the BSB	Meeting Date 15 July 2025	Item Number 4.1
Chairperson	Signature 	Date 15 July 2025
Keywords	building surveying practitioner, building surveyor registration, knowledge, ability, fit and proper, application	
Next review	11 July 2028	