



## Premises Inspector - Specified Calling L2 (00013898)

<b>Group:</b>	Local Government, Racing, Gaming and Liquor	<b>Location:</b>	Perth - 140 William St
<b>Division/Directorate:</b>	Racing, Gaming and Liquor	<b>Supervises:</b>	0
<b>Branch:</b>	Liquor Control and Compliance	<b>Reports to:</b>	Premises Manager
<b>Section:</b>	NA		

### Operational Context

Within the Local Government, Racing, Gaming and Liquor Group (LGRGL), Racing, Gaming and Liquor Division is responsible for regulating and maintaining the integrity of lawful racing, gambling, and liquor activities to support industry and minimise harm. Regulation includes liquor licensing, industry support services, and conducting compliance inspections.

### Role Overview

This position provides a licensing, investigation and inspectorial function of liquor licensed premises to assess and ensure compliance with the Liquor Control Act 1988 and the Department's policies and directives. It provides information and technical advice to facilitate compliance and the maintenance of licensed premises standards.

### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

### Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Undertakes reviews and assessments of premises for new liquor license applications and existing liquor licences affected by alterations/redefinitions of licensed premises. Prepares scope for inquiry and makes recommendations relating to the standard of licensed premises.
- Examines technical documentation relating to premises as part of licensing, compliance and application assessment.
- Prepares work orders and issues infringement notices to licensees and owners in respect of licensed premises.
- Prepares evidence briefs for section 95 complaints and other premises related matters before the Liquor Commission.
- Exercises delegated authority to approve specific applications and to approve licensed premises for use.
- Defines licensed premises, certifies plans as being true and correct copies of the original.
- Works collaboratively to facilitate licensing assessments and provides advice to teams and management on licensed premises and technical issues.
- Undertake travel for business need as required.
- Liaises with and provides authoritative and technical advice to licensees, owners and other stakeholders on statutory requirements and facilitates outcomes.
- Identifies trends and makes recommendations to management on strategies to increase compliance and improve business processes.
- Researches, prepares and submits reports on the result of inspections and investigations to support the decision-making process and address complaints.
- Undertakes inspections and investigations to ensure suitability of premises and that premises meet proper standards in compliance with legislative requirements of the Liquor Control Act 1988, agency policies and directives.

### Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

### Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- A Bachelor of Science degree in a relevant field. (e.g. Science, Environmental Health or related discipline).
- Demonstrated experience in conducting compliance and enforcement activities, including site investigations.
- Comprehensive knowledge and understanding of the planning, building and health principles relevant to liquor licensed premises.
- Demonstrated ability to liaise and manage client relationships with community, industry and other external stakeholders and negotiate to achieve outcomes.
- Well-developed written and verbal communication skills, with proven ability to prepare detailed technical reports and briefing materials.
- Demonstrated ability to interpret and apply relevant legislation and policies, and apply in an investigation and inspectorial process, including proven ability to interpret plans.

### Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You are continually learning and adapting your personal style and approach to be effective in the changing work environment.
- **Embody The Spirit of Public Service** - You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
- **Build Capability** - You embrace a diverse team and draw on the unique strengths of each member.
- **Deliver on High Leverage Areas** - You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
- **Dynamically Sense The Environment** - You adapt your communication style to target audience to influence or persuade.
- **Think Through Complexity** - You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.

**This position reports to:**  
Premises Manager

Position No: 00013935      Classification: SCL3

**Positions reporting to this Role:**

This position has no direct reports

**Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

**Approved Date**

16-FEB-2026

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