

Application & Assessment Guidelines

Category A3 - Accredited Certifier – Building Surveying Grade 3

(The A3 Guidelines)

Purpose of the Guidelines

The purpose of the Guidelines is to assist A3 applicants in completing applications for accreditation and councils in making Recommendations for Category A3 accreditation. For further assistance, call the Enquiry line on **02 9873 8537**.

Transitional arrangements

In the three (3) year transition period commencing on 1 March 2010 the Building Professionals Board Accreditation Scheme (the Accreditation Scheme) will have a specific set of requirements applicable to council officers applying for accreditation.

All certificates of accreditation issued to council accredited certifiers in the three (3) year transitional period will be subject to a prescribed condition that the certifier may only carry out certification work as an employee of council.

Accreditation awarded in the three (3) year transitional period is valid for work as a council officer in any council.

Post Transitional requirements

At the end of the three (3) year transition period the specific set of requirements in the Accreditation Scheme applicable to council officers applying for accreditation will be removed. There will be only one set of requirements in the Accreditation Scheme applicable to all persons applying for accreditation.

Council accredited certifiers accredited in the three (3) year transitional period will not be required to be assessed against the requirements of the Accreditation Scheme at the end of the three (3) year transitional period. They can continue to work under their certificate of accreditation subject to the prescribed condition that they only carry out certification work on behalf of council provided they renew their certificate each year.

Council accredited certifiers who want to have the abovementioned prescribed condition removed or to obtain a higher Category of accreditation are advised to obtain a qualification listed in Part 2 of Schedule 3 of the Accreditation Scheme. These qualifications are recognised as satisfying the skills and knowledge requirements of the Accreditation Scheme.

Overview of the Application Form (incorporating the Recommendation page)

- Section A – Applicant Details
- Section B – Requirements for Accreditation
- Section C – Fit and Proper Person Declaration
- Section D – Resume
- Section E – Certificate of Accreditation applied for
- Section F – Application Checklist
- Section G – Applicant Declaration
- Section H – GM/CEO/Delegate Recommendation

Section A – Applicant Details

Applicants must complete all required details in full. Note that the applicant's residential address will not be publicly available in any form.

Section B – Requirements for Accreditation

There are two Pathways for Category A3 applicants. Pathway 1 is for applicants with a qualification (listed in the criteria to be met for Category A3 accreditation in Attachment 1) and one (1) year of practical experience relevant to Category A3. Pathway 2 is for applicants with two (2) years practical experience relevant to Category A3. Applicants must meet the requirements of one of these pathways.

Section C – Fit and Proper Person Declaration

1. Applicants must answer all questions in the *Fit and Proper Person Declaration*.
2. The explanatory notes at the end of the Declaration are intended to assist applicants in answering the questions in the Declaration.
3. If **Yes** is the answer to any of the questions, applicants must provide a detailed written explanation on a separate page and give reasons why the matter does not provide the basis for council refusal to recommend accreditation on the grounds that the applicant is not a fit and proper person to be accredited. The written explanation is then to be attached to the Application Form.
4. Answering **Yes** to a question does not mean that an applicant is not a fit and proper person to be accredited.
5. If an applicant answers **Yes** and a detailed written explanation is provided, council is to consider whether the matter warrants refusal to make a Recommendation.
6. It is only in cases such as when the council is made aware of a matter that is sufficiently serious that the council would not allow the applicant to carry out certification work on its behalf that council would consider refusing to recommend the applicant be accredited.
7. If council refuses to make a Recommendation on the basis that the applicant is not a fit and proper person, the applicant should be so advised and no application is to be submitted. Note that section 5 (1A) of the *Building Professionals Act 2005* provides that an application to carry out certification

work on behalf of a council may not be made except on the Recommendation of a council.

Section D – Resume

1. All applicants must complete the Resume, as it will provide some of the information needed for council to determine whether the applicant has either one year or two years practical experience relevant to Category A3 (depending on the relevant Pathway they have applied under).
2. “Assessed applications” in the Resume are those assessments that have been carried out to determine the extent to which the proposed building work or an existing building complies with the BCA (excluding internal fit outs and alterations to existing buildings) for the following purposes:
 - Part 4A applications made under the *Environmental Planning and Assessment Act 1979*.
 - Building Certificate applications.
 - Development Applications.
 - Place of Public Entertainment (POPE)/Entertainment venue applications.
 - Building Applications made under the *Local Government Act 1993*.
3. Applicants are required to demonstrate experience in relation to assessing applications, but are not required to demonstrate experience in relation to approving applications or issuing certificates. This recognises practice in some councils where officers may conduct assessments but do not necessarily have delegation to approve applications or issue certificates.

Part 1 of the Resume – Work History

The purpose of this part is for applicants to demonstrate that they have one (1) year or two (2) years experience (depending on the Pathway applied under) carrying out functions relevant to Category A3.

Relevant Functions

1. Functions generally considered to be relevant to Category A3 are:
 - (i) Assessment of Construction Certificate (CC) or Complying Development Certificate (CDC) applications in relation to all classes of buildings.
 - (ii) Carrying out of critical stage inspections or carrying out of inspections during construction in relation to all classes of buildings.
 - (iii) Assessment of Occupation Certificate (OC) applications in relation to all classes of buildings.
 - (iv) Assessment of Building Certificate applications in relation to all classes and sizes of buildings.
 - (v) Assessment of buildings proposed under a Development Application for compliance with the requirements of the BCA in relation to all classes of buildings.
 - (vi) Assessment of Place of Public Entertainment (POPE)/Entertainment venue applications.
 - (vii) Assessment of Building Applications made under the *Local Government Act 1993* in relation to all classes and sizes of buildings.

Equivalent Functions

2. If however, an applicant has been employed in a building surveying type of position for one (1) year or two (2) years and has not carried out the abovementioned functions for all or part of that time, council may consider the carrying out of other equivalent functions as appropriate.
3. Examples of equivalent functions relevant to Category A3 are set out in Attachment 2.
4. Council should advise applicants of the information it will require the applicant to provide to demonstrate that alternative functions are equivalent to the relevant functions. Any written information provided by the applicant is to be attached to the Application Form.

Satisfying Part 1

5. If council is satisfied that the applicant has demonstrated employment in a building surveying type of position for one (1) year or two (2) years (depending upon the relevant Pathway the applicant has applied under) during which time they have carried out the relevant functions [items (i) to (vii) above] or equivalent relevant functions in relation to all classes and sizes of buildings, council can be satisfied that the requirements of Part 1 have been met.

Parts 2 and 3 of the Resume

The purpose of Parts 2 and 3 of the Resume is to demonstrate sufficient practical experience relevant to Category A3.

Sufficient Practical Experience Relevant to Category A3

1. The purpose of the questions in Parts 2 and 3 of the Resume is to demonstrate sufficient practical experience relevant to Category A3 in the assessment of and inspection of all classes of buildings. Refer to attachment 2 of the application form for examples of the lists to be provided to demonstrate experience.

Sufficient Equivalent Practical Experience Relevant to Category A3

2. An applicant who answers **No** to any of the questions in Parts 2 and 3 of the Resume can attach additional details demonstrating equivalent work experience.
3. Examples of alternative practical experience relevant to Category A3 are provided in Attachment 3.
4. Council is to advise applicants of the information it will require the applicant to provide to demonstrate sufficient experience equivalent to answering **Yes** to the questions in Parts 2 and 3. Any written information provided by the applicant is to be attached to the Resume.

Recommending A3 Unconditional

5. If the Council is satisfied that the applicant has demonstrated sufficient practical experience relevant to Category A3 by answering **Yes** to the questions in Parts 2 and 3 and/or by demonstrating sufficient equivalent practical experience relevant to Category A3, it is appropriate for council to

recommend accreditation Category A3 (Unconditional), provided the council is also satisfied that the requirements of Part 1 have been satisfied.

Section E – Certificate of Accreditation applied for

1. Applicants complete Section E after reading Section D (above) of the A3 Guidelines and completing the Resume.
2. An application must be consistent with council's Recommendation..
3. In Section E, applicants select the Category of accreditation applied for from the list below.

□ A3 (Unconditional)

Section F – Application Checklist

The Applicant Checklist is provided for applicants to ensure that the Application Form has been completed in full.

Section G – Applicant Declaration

1. Applicants complete the Applicant Declaration by signing and dating in the spaces provided after reading the note beneath.
2. Once the Declaration has been completed the Application Form together with any attachments are to be passed to the person assessing the application.

Section H – GM/CEO/Delegate Recommendation

1. The Board recommends that each Council pass a resolution delegating authority to the GM or another appropriate person to make Recommendations in relation to applications for accreditation.
2. In this Section, the General Manager/CEO/Authorised Delegate signs and dates the Recommendation for accreditation in the spaces provided after the required details have been completed.
3. If the Recommendation is provided by a delegate other than the General Manager or CEO of the council a copy of the delegated authority is to be attached.
4. Section 5 (1A) of the *Building Professionals Act 2005* provides that an application to carry out certification work on behalf of a council may not be made except on the Recommendation of a council. The application must be consistent with the Recommendation made by the council to the Building Professionals Board.
5. Only those applications where the General Manager/CEO/Authorised Delegate has signed and dated the Recommendation are to be submitted to the Building Professionals Board.
6. Completed applications may be lodged with the Building Professionals Board by councils or individual applicants.
7. Applications may be lodged by email: bpb@bpb.nsw.gov.au or by post:
The Director
Building Professionals Board
PO Box 3720
Parramatta NSW 2124

Attachment 1

Authorities conferred and criteria to be met for Category A3 - Building Surveying Grade 3

A3 - Building Surveying Grade 3	
<i>Authorities Conferred</i>	<i>Criteria to be met for A3 Category of accreditation</i>
<p>Issue the following certificates involving class 1 and class 10 buildings under the BCA, but only if the building achieves compliance with the performance requirements of the BCA by complying with the deemed-to-satisfy provisions of the BCA (and not by the formulation of any alternative solutions):</p> <p>(a) complying development certificates for building work or change of use, (b) construction certificates and compliance certificates for building work, (c) occupation certificates.</p> <p>Carrying out of any inspections required under section 109E(3)(d) of the Environmental Planning and Assessment Act 1979 of buildings referred to above. In addition, carrying out of any inspections required under section 109E(3)(d) of the Environmental Planning and Assessment Act 1979 for work authorised by category of accreditation A2 with the consent of, and under the supervision of, an accredited certifier authorised to issue occupation certificates under category A2.</p> <p>Carrying out of inspections under clauses 129B and 143B of the Environmental Planning and Assessment Regulation 2000.</p>	<p>EITHER Pathway 1 OR Pathway 2</p> <p><i>Pathway 1</i></p> <p>Experience: One (1) year's practical experience relevant to this Category; AND</p> <p>Qualifications: One of the following:</p> <ul style="list-style-type: none"> • An approved Specialty qualification listed in Part 1, Schedule 3 of the Building Professionals Board Accreditation Scheme for Categories A1, A2 and A3. • Ordinance 4 certificate as a building surveyor or assistant building surveyor. • AIBS National accreditation. • BSAP accreditation (either National or NSW). • Bachelor or Masters degree in architecture from a university within the meaning of the <i>Higher Education Act 2001</i>. • Postgraduate qualification in building, construction or construction management from a university within the meaning of the <i>Higher Education Act 2001</i>. • Diploma in Building Surveying*. <p>* Diploma of Building Surveying and all previous versions of this qualification offered by TAFE NSW (or equivalent) provided they included a Building Surveying component e.g.:</p> <ul style="list-style-type: none"> • Diploma in Environmental Health and Building Surveying TAFE NSW • Associate Diploma Applied Science (Health and Building Surveying) TAFE NSW • Associate Diploma in Health and Building Surveying TAFE NSW • Associate Diploma in Health and Building Surveying <p><i>Pathway 2</i></p> <p>Two (2) years practical experience relevant to this Category.</p>

Attachment 2

Part 1 of the Resume – Work History

Examples of equivalent functions relevant to Category A3 are:

- (i) Assessment of the fire safety of existing buildings to determine whether to issue Fire Safety Orders.
- (ii) Issuing of Fire Safety Orders either under Section 121B of the *Environmental Planning and Assessment Act 1979* or under the *Local Government Act 1993*.
- (iii) Inspection and completion of Fire Safety Orders
- (iv) Inspection of class 1 to 10 buildings where a complaint was investigated to confirm whether the building was constructed to the requirements of the Building Code of Australia.
- (v) Peer/management review of Construction Certificate (CC) or Complying Development Certificate (CDC) applications for class 1 to 10 buildings.
- (vi) Peer/management review of the assessment of class 1 to 10 buildings for Building Certificate applications.
- (vii) Peer/management review of the assessment of class 1 to 10 buildings proposed under a Development Application for compliance with the requirements of the BCA.
- (viii) Peer/management review of the assessment of class 1 to 10 buildings for Building Applications made under the *Local Government Act 1993*.



Attachment 3

Parts 2 and 3 of the Resume

Examples of equivalent practical experience relevant to Category A3 are:

- (i) Experience gained in the assessment of fire safety of existing buildings to determine whether to issue Fire Safety Orders.
- (ii) Experience gained in the inspection of class 1 and 10 buildings where a complaint was investigated to confirm whether the building was constructed in keeping with the requirements of the Building Code of Australia.
- (iii) Experience gained in the peer/management review of Construction Certificate (CC) or Complying Development Certificate (CDC) applications for class 1 and 10 buildings,
- (iv) Experience gained in the peer/management review of the assessment of class 1 and 10 buildings proposed under a development application for compliance with the requirements of the BCA.
- (v) Experience gained in the peer/management review of the assessment of class 1 and 10 buildings for Building applications made under the *Local Government Act*.

State of New South Wales through the Building Professionals Board
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