



Building Certifiers – Data Collection and Reporting

INFORMATION SESSIONS APRIL 2018

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Who's Who?



- ▶ Building Professionals Board
 - ▶ Department of Finance, Services & Innovation / NSW Fair Trading
 - ▶ Accredits and regulates certifiers and oversees building and subdivision certification
 - ▶ Responsible for overall program and regulatory changes
 - ▶ <http://www.bpb.nsw.gov.au/>
- ▶ OneGov
 - ▶ Department of Finance, Services & Innovation / Government Technology Platforms
 - ▶ e-Government platform supporting the Government's commitment to provide simpler services to the people of NSW
 - ▶ Responsible for the technology platform of the reporting solution
 - ▶ <https://www.onegov.nsw.gov.au>



Introduction

- ▶ From **1 July 2018** local councils and A1, A2 and A3 certifiers will need to report building certification data.
- ▶ This will give a real-time centralised database about development and construction activity across NSW.
- ▶ Today's session is to help certifiers, councils and IT providers implement the new requirements.
 - ▶ We'll outline why the requirements are being introduced.
 - ▶ We'll discuss the technical aspects of setting up your reporting option and how to access further support.

Background



- ▶ The Lambert Review identified that the NSW Government has poor visibility over the course of construction works occurring throughout the state.
- ▶ In response, the Government will introduce requirements for mandatory reporting of certification data from **1 July 2018**.
- ▶ Building and planning information is currently collected by a range of individuals and organisations, in different systems and formats, and reported at different stages of construction.
- ▶ The current status of a building (between approval and completion) can be unclear to a council unless a problem is raised by e.g. a neighbour.
- ▶ The blind spot from commencement to the issue of an occupation certificate makes it harder to effectively monitor and pre-empt issues, either across industry or for an individual builder or building.
- ▶ Data reporting will give real-time visibility for the State and local government and help improve community confidence in building certification.



Lead in to data reporting

- ▶ The NSW Government announced its intention to require reporting of certification data in September 2016.
- ▶ Stakeholders will have had 23 months' notice of Government's intention to collect the certification data by 1 July 2018.
- ▶ Since September 2016, all accredited certifiers, including those in councils, have been informed of the progress of the implementation of these requirements through a variety of methods including:
 - ▶ the Board's e-news
 - ▶ website (detailed information has been available since September 2017 and has been regularly updated)
 - ▶ direct emails, including an email addressed to the General Manager of all Councils
 - ▶ certifier industry association conferences during 2017
 - ▶ certifier consultation sessions that were conducted by the Board during December 2017 – February 2018 (the invitations to these sessions, specifically noted that the Board would address the reporting of certification data)
 - ▶ a webinar recorded in February 2018, which is available at <http://www.webcasts.com.au/bpb200218>

Today's focus



- ▶ Today our OneGov colleagues will give certifiers and software providers, technical advice and assistance to achieve compliance with the mandatory reporting date of 1 July 2018.
- ▶ OneGov is not able to deal with concerns about the requirement to report data, the commencement date or the costs of compliance – if you have those concerns please email them to certability@bpb.nsw.gov.au
- ▶ DFSI will initially focus on educating/assisting councils and certifiers to achieve compliance however, you should take action to achieve compliance by 1 July 2018.

Certifiers and the duty to report specified data

WHO MUST COLLECT AND REPORT?

- ▶ The principal certifying authority (PCA) including:
 - ▶ Councils
 - ▶ A1, A2 and A3 certifiers
 - ▶ Accredited bodies corporate.
- ▶ A4, B1, C1-C16, D1 and E1 certifiers are **not** required to report data, but their existing recordkeeping duties continue to apply.



What type of data are you required to collect and report?

- ▶ Reportable data includes data about:
 - ▶ the development site
 - ▶ the development consent
 - ▶ the building
 - ▶ the principal contractor
 - ▶ each certificate
 - ▶ each critical stage inspection
 - ▶ each notice of intention (if issued)
each DA/CC or CDC modification (if any).

This data is NOT the same as the data that will be collected on Dep. Planning & Environment's e-Portal.

What does this mean for you?



- ▶ Councils and certifiers can choose from three options to report data.
- ▶ The best option for each certifying authority depends mainly on the software used for recordkeeping, but the volume of certification work is also a factor.
 - ▶ The **API (application programming interface)** allows bulk data upload and suits certification practices that use cloud-based software.
 - ▶ The **SFTP (secure file transfer protocol)** allows bulk data upload and is expected to suit most councils and some medium-sized private practices.
 - ▶ The free **CertAbility app** for mobile / tablet requires manual data entry for each project and suits low-volume certification practices (council or private).
- ▶ Each reporting option suits a different business model.
- ▶ OneGov will take you through these options in detail.

When must certifiers start reporting?

- ▶ Building Professionals Amendment (Provision of Information) Regulation 2017.
- ▶ This Regulation permits the Secretary of DFSI to make an order that requires certifying authorities to provide information to the Building Professionals Board about certification work, building work and related matters.
- ▶ Failure to provide required information is an offence (maximum penalty \$5,500). A penalty notice may be issued (\$1,500 for individuals or \$3,000 for corporations).
- ▶ The mandatory reporting date is from **1 July 2018**.
- ▶ You can start reporting as soon as you're ready.

Benefits to certifiers

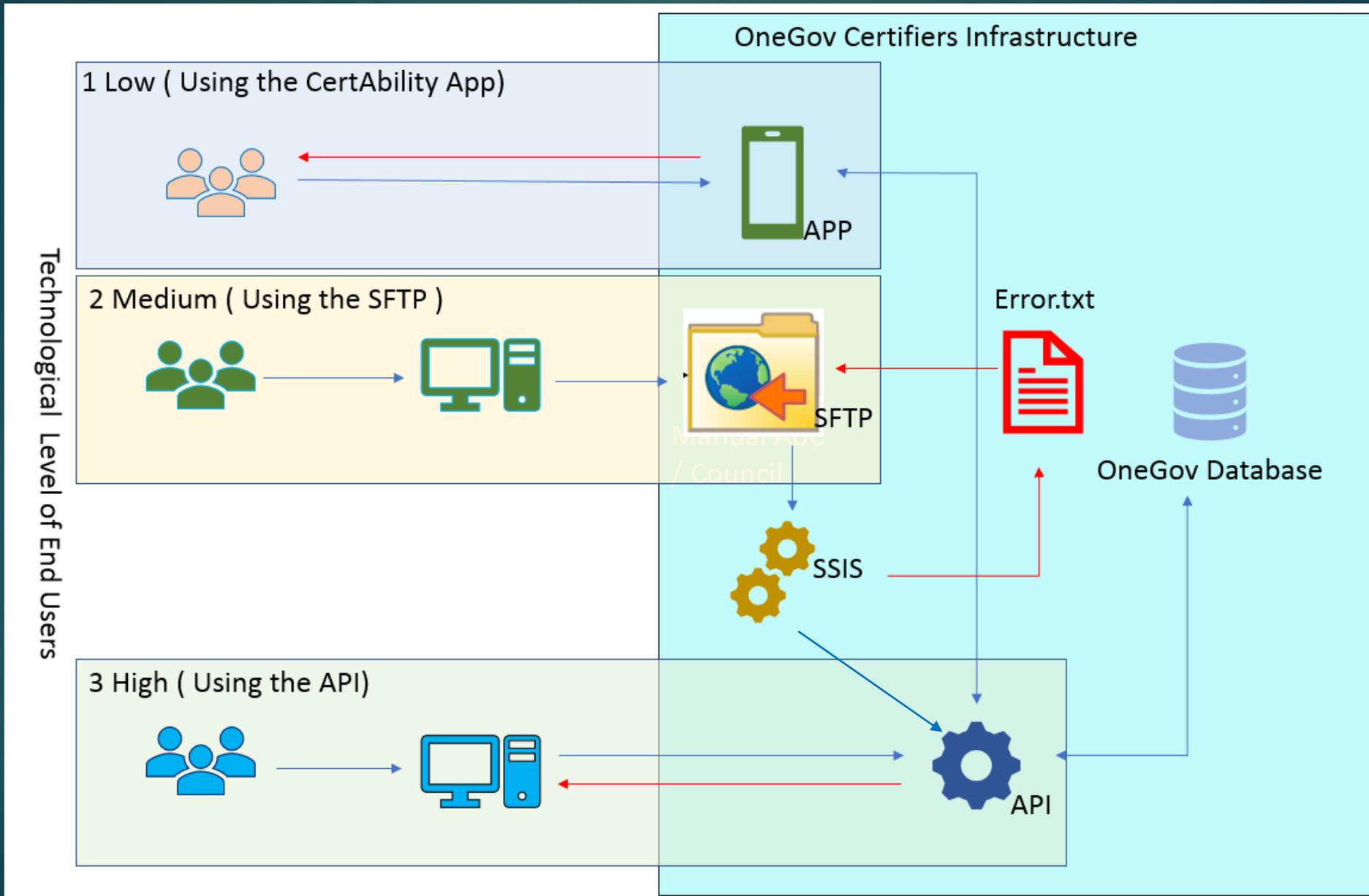
- ▶ Availability of multiple reporting solutions.
- ▶ More informed and targeted regulation informed by 'on the ground' experience and ability to monitor the industry down to individual buildings.
- ▶ Smarter compliance interventions (closer relation to risk) will support service delivery of the BPB and associated agencies.
- ▶ Better quality data = evidence-based-decisions = reduced risk profile of the certification sector = the potential to positively impact insurance premiums.
- ▶ Helps build community confidence in certification and certifiers.



Benefits to councils

- ▶ The ability to monitor live activity, issues and trends at an LGA specific level.
- ▶ Data sharing between BPB and councils to improve awareness of the activities of certifiers and builders in each LGA and assist in councils' compliance enforcement role.
- ▶ Data fields leverage current data recording requirements (e.g. from the Department of Planning and Environment and the Australian Bureau of Statistics) to minimise the potential burden and increase data coherence and compatibility.
- ▶ ABS data is largely inaccessible to the NSW Government so these reforms will enable wider dissemination of valuable data across Government.
- ▶ A cost-effective way of drawing data from documents that are often non-standard or unstructured, into structured data that is machine-readable and scalable.
- ▶ As these processes improve, in time, the ability to streamline or move to a single capture model for ABS or DPE data may be available.

High level review (SFTP – API – Mobile App)



High level review (SFTP – API – Mobile App)



- ▶ If you start to report on a building work using a reporting channel (SFTP/API/Mobile App), that work needs to be completed using the same channel.
- ▶ Your system is the source of truth – we are just a data repository.
- ▶ If a PCA is replaced on a building work, the outgoing PCA's involvement on the work must be end-dated and a new building work created for the new PCA.
- ▶ When do I report on a building work?
 - ▶ The 'start' date is the date a PCA was appointed to the building work by the owner of the building work.
 - ▶ The 'end' date is the date the final occupation certificate (FOC) was granted.

SFTP Review

The specifications



- ▶ The SFTP specifications will help you to configure an output file that can be uploaded to an SFTP directory. It can be downloaded from www.bpb.nsw.gov.au
- ▶ This template and the reporting requirements will change over time.
- ▶ The template at a high level contains:
 - ▶ Directions tab: Outlines all the permitted values and format structures.
 - ▶ Green tabs: Outlines the data and structure to be sent e.g.:
 - ▶ BuildingWork, DevelopmentApplication, ComplyingDevelopmentCertificate, etc.
 - ▶ Each tab represents a separate .txt file to be sent in your SFTP zip file.
 - ▶ Orange tabs: Permissible reference values that can be included in the data.

SFTP Review

The specifications



Green Tabs

- ▶ 13 green tabs provide information about the building work.
- ▶ Required Fields – Each of the tabs will outline a set of required fields.
 - ▶ When populating data, required fields need to be populated. Else, the upload will fail.
 - ▶ While not all fields are marked as required, they should be populated by the time the FOC is issued.
- ▶ Permitted Values – Where Permitted values are present, click on the text in the Permitted Values column to be taken to an Orange tab that displays the only values that can be entered into these fields.
- ▶ DO NOT wait to have a full data set before you send us your building work information.
 - ▶ The intention is to capture current data – a long time could pass from the PCA appointment to when the FOC is issued.
 - ▶ The Secretary's Order (to be gazetted) will set the required minimum reporting frequency.

SFTP Review

The specifications



BuildingWork Tab

- ▶ The BuildingWork tab is the key data starting point for all building work information.
 - ▶ Work_Identifier field - the 'Primary Key' field for all other records contained in other tabs.
 - ▶ If a Work_Identifier is present in any of the other 12 tabs, it must be present in the BuildingWorks Tab. Else, the upload will fail.

SFTP Review

The specifications

Green Tabs

- ▶ BuildingWork – Details of an individual building work
- ▶ DevelopmentApplication – Details of an individual DA
 - ▶ This is for the initial document only. Modifications to this development application are supplied in the 'Modification' file.
- ▶ ComplyingDevelopmentCertificate – Details of an individual CDC
 - ▶ This is for the initial document only. Modifications to this CDC are supplied in the 'Modifications' file.
- ▶ BuildingClassification – Links a work with a relevant building classification
 - ▶ Multiple building classifications should be entered if applicable (add an extra row for each additional classification).
- ▶ TitleReference – Links a work with a relevant title reference (i.e. DP/lot/section number)
 - ▶ Multiple title references should be entered if applicable (add an extra row for each additional DP/lot/section number).
- ▶ PerformanceSolutions – Links a work with a relevant National Construction Code (NCC) performance solution
 - ▶ Multiple performance solutions should be entered if applicable (add an extra row for each additional performance solution).



SFTP Review

The specifications



Green Tabs

- ▶ PrincipalCertifyingAuthority – Details of the principal certifying authority associated with the building work
- ▶ ConstructionCertificate – Details of a construction certificate associated with the building work
 - ▶ Multiple construction certificates are associated with a building work by supplying multiple records in this file.
- ▶ Modification – Details of a modification to the consent (i.e. changes made to the DA or CDC)
 - ▶ Multiple modifications should be entered if applicable (add an extra row for each additional modification).
 - ▶ *As there is only one Modifications file for both DAs and CDCs, you may find it easier to supply two separate upload files:*
 - ▶ *One for Building works that are DAs, and*
 - ▶ *One for Building works that are CDCs.*
- ▶ Notice – Details of a notice issued requiring work to be performed
 - ▶ Multiple notices should be entered if applicable (add an extra row for each additional notice).
- ▶ CriticalStageInspection – Details of a critical stage inspection performed for a building work
 - ▶ Multiple inspections should be entered if applicable (add an extra row for each additional inspection).
- ▶ InterimOccupationCertificate – Details of interim occupation certificates associated with a building work
- ▶ FinalOccupationCertificate – Details of the final occupation certificate associated with a building work. There should be only a single final occupation certificate for a building work.

SFTP Review

How to get connected



Access the SFTP:

- ▶ Contact OneGov: support@onegov.nsw.gov.au
 - ▶ Request access to the 'Building Certifiers SFTP' channel for both UAT and Production environments
 - ▶ Provide the following:
 - ▶ Organisation Name: This name will be used to create a folder on our SFTP server (keep it short if possible).
 - ▶ Your source IP address: We will need to 'white list' your IP address to allow traffic from your organisation.
 - ▶ Contact details (e.g. name, email, phone).
 - ▶ Once access setup is complete, we will provide your credentials via the support request email response.
- ▶ Depending on your network setup, you may need to ask your IT service provider to 'white list' the following Addresses / Names:
 - ▶ UAT: 143.119.208.15 sftp.uat.onegov.nsw.gov.au
 - ▶ Production: 143.119.208.6 sftp.onegov.nsw.gov.au

SFTP Review

How to send it



- ▶ Prepare your output files as per the SFTP specifications:
 - ▶ All 13 text (txt) files must be delivered in a **single zip file** named using the following format:
 - ▶ BC_SFTPFOLDERNAME_YYYYMMDDHHMMSS.zip
 - ▶ 'YYYYMMDDHHMMSS' are the date and time components when the file was created.
 - ▶ 'SFTPFOLDERNAME' is the name for the SFTP folder that OneGov has assigned to your organisation e.g. SampleCouncil.
 - ▶ *(Note: multiple buildings work are to be reported in each of the 13 txt files.)*
- ▶ Access the OneGov SFTP UAT or Production server via:
 - ▶ SFTP client software (e.g. Bitvise or WinSCP or FileZilla) if you will manually upload the zip file, **OR**
 - ▶ Prepare a command line script to create an automated/scheduled job to copy your file.
- ▶ Deposit the zip file into the SFTP folder that has been assigned and restricted for your use only.
- ▶ Check for and review content of any Error.txt files from prior submissions.

SFTP Review

File Processing / Error reporting



Processing

- ▶ Once the zip file is uploaded, we process the data to populate our database.
- ▶ Processing occurs every day, including public holidays at approximately 7pm.
 - ▶ You have until approximately 7pm to upload. We recommend uploading at least 30 mins earlier.
 - ▶ Files uploaded after 7pm will be processed the following day.
- ▶ The process is an 'insert new and update' process – we do not delete records.
- ▶ You do not need to send every record all the time – just new items and amendments.

Error reporting

- ▶ If an error occurs during processing, an Error.txt file will be present in your designated SFTP folder.
- ▶ There will be no other files retained in your SFTP folder (e.g. the original zip file or extracted text files).
- ▶ The extracted files are retained in an internal and restricted 'processing directory'.
- ▶ If there is a need to review/troubleshoot the data relative to the Error.txt file, we recommend that you retain a copy of the file you uploaded for historical purposes.
- ▶ If the zip file has the same name as sent previously, it will be completely skipped and will remain in the council/certifier's directory, and no Error.txt file will be generated.

API Review

Descriptions File



- ▶ The API description file helps you configure an output file for upload via the API connection.
- ▶ This API and the reporting requirements will change over time.
- ▶ The API description contains the following information:
 - ▶ Building works structure
 - ▶ API structure for Section / Subsections / Fields
 - ▶ Example data
 - ▶ Required fields
 - ▶ Reference data
 - ▶ Website links <https://api.nsw.gov.au/products/building-certifier>

API Review



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'Watch out' items

Certificateissuerantype

```
"certificatetype": [  
{  
  "id": 1,  
  "description": "Construction Certificate",  
  "sort": 1  
},  
{  
  "id": 3,  
  "description": "Interim Occupation Certificate",  
  "sort": 2  
},  
{  
  "id": 4,  
  "description": "Final Occupation Certificate",  
  "sort": 3  
}]
```

| | |
|--------------------------|------------------------------------|
| certificates | |
| id | |
| milestonetypeid | |
| created | |
| typeid | Interim Occupation Certificate = 3 |
| number | |
| applicationdate | |
| dateissued | |
| applicanttypeid | |
| applicantname | |
| applicantorganisation | |
| applicantorganisationabn | |
| issuertypeid | Local Council LGA = 4 |

```
"certificateissuerantype" : [  
{  
  "id": 1,  
  "certificatetypeid" : 1,  
  "description": "Private Certifier",  
  "sort": 1  
},  
{  
  "id": 2,  
  "certificatetypeid" : 1,  
  "description": "Local Council (LGA)",  
  "sort": 2  
},  
{  
  "id": 3,  
  "certificatetypeid" : 3,  
  "description": "Principal Certifying Authority (PCA)",  
  "sort": 3  
},  
{  
  "id": 4,  
  "certificatetypeid" : 3,  
  "description": "Local Council (LGA)",  
  "sort": 4  
}]
```

If Certificates typeid = 3 then
Certificates issuertypeid for Local Council (LGA) then = 4

API Review

'Watch out' items

Involvements and Parties

- ▶ If you are a third party vendor that supplies data on behalf of a customer, we expect to see two entries in the Involvements section:
 - ▶ One for the PCA that owns the Building work
 - ▶ One for you as the Administrator.

(involvement Type ID for a PCA = 1 and party ID = the BPB### as well as Type ID for Administrator = 9 and partyID = "YourCompanyName")

| involvements | |
|--------------|-----------|
| | id |
| | partyid |
| | typeid |
| | startdate |

| parties | |
|---------|------------------|
| | id |
| | typeid |
| | name |
| | address |
| | suburb |
| | postcode |
| | emailaddress |
| | organisationname |

- ▶ Parties are a separate table and are linked to the building work via the involvements section.
- ▶ When sending us data, you can send many building works with the same Party ID and only a single entry for that party in the Parties section.

API Review

How to get connected



The Building Certifier API is secured with OAuth 2.0 protocol. Users must be authorised with a valid username and password.

For UAT Access:

- ▶ Contact OneGov: support@onegov.nsw.gov.au
 - ▶ Request access to the 'Building Certifiers API' channel for the UAT environment
 - ▶ Provide the following:
 - ▶ First name
 - ▶ Last name
 - ▶ Email address
 - ▶ Phone
 - ▶ Once access setup is complete, we will provide your credentials via the support request email response.

For Production access:

- ▶ Register via: <https://api.nsw.gov.au/user/register>
- ▶ Follow the registration steps (once any UAT has been completed)

Other:

- ▶ API site specific to the product: <https://api.nsw.gov.au/products/building-certifier>



API Review

File Processing / Error reporting



- ▶ Before programming your API, ensure that you download the latest reference data from the API.NSW site:
 - ▶ <https://api.nsw.gov.au/products/building-certifier>
- ▶ As the API is directly linked to our database, data is submitted and processed instantaneously.
 - ▶ You'll receive either a 'success' or 'error' response codes.
 - ▶ In the event of an error, refer to the code that is returned, and then troubleshoot the data that resulted in the error.
 - ▶ If you experience any issues please contact support.
- ▶ The API process is an 'insert new and update' process – we do not delete records.
- ▶ You do not need to send us every record all the time – just new items and amendments.

Staying Informed



- ▶ Questions or a request for discussion: certability@bpb.nsw.gov.au
- ▶ Visit <http://www.bpb.nsw.gov.au/data-reporting-options> and click the link for 'frequently asked questions'
- ▶ BPB e-news: <http://www.bpb.nsw.gov.au/news>

Support



- ▶ Contact BPB in the first instance:
 - ▶ Email certability@bpb.nsw.gov.au
 - ▶ Ph (02) 8522 7800, Mon – Fri, 8:30 AM – 4:30 PM
- ▶ If required, OneGov will contact you to provide technical assistance.