

Work requirements for Building Certifiers in SA

Under Section 92 of the [Planning, Development and Infrastructure Act 2016 \(SA\)](#) an accredited professional who is qualified under the accreditation scheme to assess development in respect of the Building Rules is known as a building certifier.

Other than persons who have notified and are eligible for Automatic Deemed Registration under the Commonwealth [Mutual Recognition Act 1992](#), in SA all building certifiers must be accredited as Building Level 1, 2 or 3 under the [Planning, Development and Infrastructure \(Accredited Professionals\) Regulations 2019 \(SA\)](#).

Further information on Accreditation is available via the [PlanSA portal](#).

When acting as a relevant authority, the activities/functions authorised for each level of accreditation are prescribed under Regulation 25 of the [Planning, Development and Infrastructure \(General\) Regulations 2017 \(SA\)](#).

This factsheet outlines your requirements for working as an Accredited Professional (Building Certifier) in South Australia.

Professional Indemnity Insurance

Regulation 17(1)(a) of the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 (SA)* requires accredited professionals to hold a policy for Professional Indemnity Insurance (PII) that is reasonable and adequate taking into account the amount and nature of work undertaken by the accredited professional. Alternatively, the accredited professional must be covered by another form of indemnity scheme or arrangement that is approved by the Accreditation Authority. An employee of the State or a council (when acting in the scope of employment) is not required to hold PII, as they would be covered under the relevant council's Mutual Liability Scheme.

The onus is on each individual accredited professional to assess their own circumstances and ensure that their level of PII cover is adequate, after taking into account the nature and amount of work undertaken, or you may be liable for claims above the level of your insurance cover.

Further advice is available in the [Building Advisory Notice 06/19 - Regulation 17 of the PDI \(Accredited Professionals\) Regulations 2019](#)

Code of Conduct

Codes of conduct are adopted by the Minister and must be observed by all professionals operating in the planning system under the *Planning, Development and Infrastructure Act 2016*.

Accredited professionals must comply with the *Accredited Professionals Scheme Code of Conduct*. The Code of Conduct ensures that all accredited professionals act honestly and ethically with a high degree of accountability, maintaining public confidence in the planning system.

View the [Accredited Professionals Scheme - Code of Conduct](#)

Audit requirements

The Accreditation Authority may check that an assessment of a development, and the granting of consents, have been undertaken in accordance with the *Planning, Development and Infrastructure Act 2016* (SA).

To ensure compliance with the relevant requirements, accredited professionals are subject to auditing. An audit ensures that accredited professionals are:

- acting within the conditions of their accreditation
- abiding by the professional standards set out in the code of conduct
- undertaking assessment of development and granting relevant consents in compliance with the requirements of the Act and associated regulations.

Accredited professional periodic audits are completed within the first five years after accreditation commencement and then once every five years after that. The Accreditation Authority will also undertake [spot checks](#) and reviews outside of the periodic audit requirements.

Further information is available at the following link [Accredited professionals scheme audits](#) page on the PlanSA portal or view our spot check [Audit Program](#) and [Frequently Asked Questions](#).

Complaints

Complaints may be made to the Accreditation Authority regarding an accredited professionals' decision or their conduct. A [Guide](#) and [Complaint Handling Procedure](#) has been developed to assist accredited professionals in understanding the way a complaint will be handled by the Accreditation Authority.

Public Officer Obligations

Accredited professionals are declared as 'public officers' under the [Independent Commission Against Corruption Act 2012 \(SA\)](#). This means that complaints regarding inappropriate accredited professional conduct may be lodged with the Office for Public Integrity or Ombudsman SA.

Accredited professionals, as Public Officers, also have an obligation to report any matter that they reasonably suspect involves corruption, misconduct and maladministration. Further information and guidance regarding reporting obligations can be found at the [Office for Public Integrity](#) and [Ombudsman SA](#).

Disciplinary Action

It is important to understand that a complaint or audit finding that involves disciplinary action (including any preliminary investigations or action that might lead to criminal, civil or disciplinary proceedings) as described under the *Mutual Recognition Act 1992*, may affect an Automatic Deemed Registered persons substantive registration (or any other interim deemed registration the person has in another State for an occupation that covers the activity).

In certain circumstances, the local registration authority must inform all other local registration authorities, for occupations that cover the activity in all other States, of particulars regarding disciplinary action.

Renewals and Continuous Professional Development (CPD)

Automatic Mutual Recognition (AMR) and Automatic Deemed Registration (ADR) under the *Mutual Recognition Act 1992* is based on the existence of your home state accreditation. Your ability to work under ADR is subject to the same scope and conditions of your home state accreditation and will continue to be available provided you maintain the requirements of your home state accreditation in regard to renewal and CPD. Similarly, if your home state accreditation ceases for any reason, this will in turn effect your ability to work under ADR.

Using the Development Application Processing (DAP) system

PlanSA's ePlanning platform is made up of different online components:

- [PlanSA portal website](#)
- [Development Application Processing \(DAP\) system](#)
- [Online Planning and Design Code](#)
- [South Australian Property and Planning Atlas \(SAPPA\)](#)
- [Council Financial Report Service](#)

Discover what you need to know about the ePlanning system by browsing the role-based learning topics on the [PlanSA portal](#). Included are instructions and videos that will guide you through the Development Application Processing (DAP) system, South Australian Property and Planning Atlas (SAPPA) and the Online Planning and Design Code.

National Construction Code and other relevant legislation and information

You must comply with all applicable laws while working in South Australia, including laws relating to:

- [National Construction Code | NCC \(abcb.gov.au\)](#)
- [Construction Industry Training Fund Act 1993 \(legislation.sa.gov.au\)](#)
- [Building Work Contractors Act 1995 \(legislation.sa.gov.au\)](#)
- [Ministerial Building Standards](#)
- [Associated regulations under the Planning, Development and Infrastructure Act 2016 \(SA\)](#)
- [State Planning Commission Practice Directions](#)

- [Approved Codes of Practice in SA](#)
- [Employing people](#)
- [SafeWork SA](#)
- [Office of the Technical Regulator](#)

Brand identity

Use of the Accredited Professionals brand identity is permitted by Accredited Professionals who hold active accreditation under the Scheme (or interstate equivalent); however, strict terms of use apply which have been outlined in a supporting [brand style guide \(PDF, 223 KB\)](#).

Under *Regulation 31 of the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019*, a person must not purportedly act as an Accredited Professional unless the person holds accreditation (or interstate equivalent) under these regulations. There is a maximum penalty of \$10,000 for a breach of this provision.

It is essential that Accredited Professionals ensure they only use the brand identity whilst their accreditation remains active.

If you require more information about working as an Accredited Professional (Building Certifier) in South Australia, please email DTI.APSQueries@sa.gov.au or call 1800 752 664 and select option 2.