



POSITION DESCRIPTION

BUILDING CERTIFIER

Department:	Planning and Regulation
Reports to:	Manager Planning and Regulation
Location:	Coonabarabran
Grade:	14

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

This position is responsible for effectively working as part of the Planning and Regulation team to deliver high quality building assessments and certification services. The person will assess as a minimum Class 1 and Class 10 construction certificate applications and complying development certificates in accordance with relevant legislation and accreditation capabilities. The assessment of buildings of other classifications will be subject to the applicants' level of accreditation. The successful applicant will undertake mandatory inspections as applicable to ensure compliance with legislation, Standards and development approvals.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Ensure site construction is compliant with the relevant Australian Standards and National Construction Code (formerly Building Code of Australia/BCA)
- Ensure that buildings are safe, accessible and energy efficient
- Working with a variety of professionals to ensure the projects are compliant with relevant standards
- Detecting and diagnosing problems with design issues, construction techniques and materials and undertake the inspection process from foundations to completion
- Undertake assessment and determination of development applications relating to Class 1 or 10 buildings, complying development certificates, construction certificates and occupation certificates as well as critical stage inspections of buildings under construction and other building regulation functions
- Prepare reports, file notes, correspondence, inspection reports, approvals, certificates and any other written document related to the duties of the positions
- Provision of specialist/technical advice on development, construction certificates and complying development applications for all classes of buildings;
- Communicating with clients and other parties including statutory and semi-statutory authorities.
- Inspecting development approvals to ensure compliance with the approved drawings, specifications and Council guidelines, issue Building Certificates, report to Council as necessary and keep registers;
- Carrying out mandatory building inspections as required under the Environmental Planning and Assessment Act 1979 and Regulations;
- Carrying out assessment and inspections in accordance with regulatory requirements for swimming pools, on-site sewerage management systems, public entertainment, temporary structures and other regulated developments;
- Identifying and investigating breaches of relevant legislation, remedial action and implement legal action where necessary;
- Developing and recommending improvements to work practices to improve the effectiveness and efficiency of the building assessments, certifications and inspections processes
- Maintain current knowledge of building issues
- Actively communicating/networking with building, development and environmental health and compliance industry peers, associations and organisations;
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of Council's Regulatory branch; and
- Sharing information with members of the Regulatory branch.
- Undertaking Continuing Professional Development as agreed with Manager Regulation and Planning
- Coordinate the demolition of dilapidated and unsafe buildings through the orders process
- Supervise, mentor and sign off on certification undertaken by less qualified building certifiers such as A4, A3, and E1

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

ESSENTIAL REQUIREMENTS

1. Commitment to Council's Mission, Values and Code of Conduct.
2. Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
3. A2 Certifier accreditation with minimum 4 years' experience.
4. Sound knowledge of the Environmental Planning and Assessment Act and Regulations, the Local Government Act and Regulations and Swimming Pool Act and Regulations.

5. Demonstrated ability to identify, interpret and determine compliance with the provisions of the EP&A Act, EP&A Regulation and National Construction Code (formerly BCA) and Australia Standards relevant to the processing of applications for complying development certificates, construction certificates, compliance certificates and occupation certificates
6. Ability to support and provide input into the development assessment process under the Environmental Planning and Assessment Act
7. Demonstrated ability to work autonomously
8. Excellent oral and written communication, reporting writing and customer service skills
9. Demonstrated competence in use of MS Word, Excel
10. Possess a current Class C Driver's Licence.





DESIRABLE REQUIREMENTS

1. Demonstrated ability to work as a member of a team
2. Previous experience in Local Government.

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

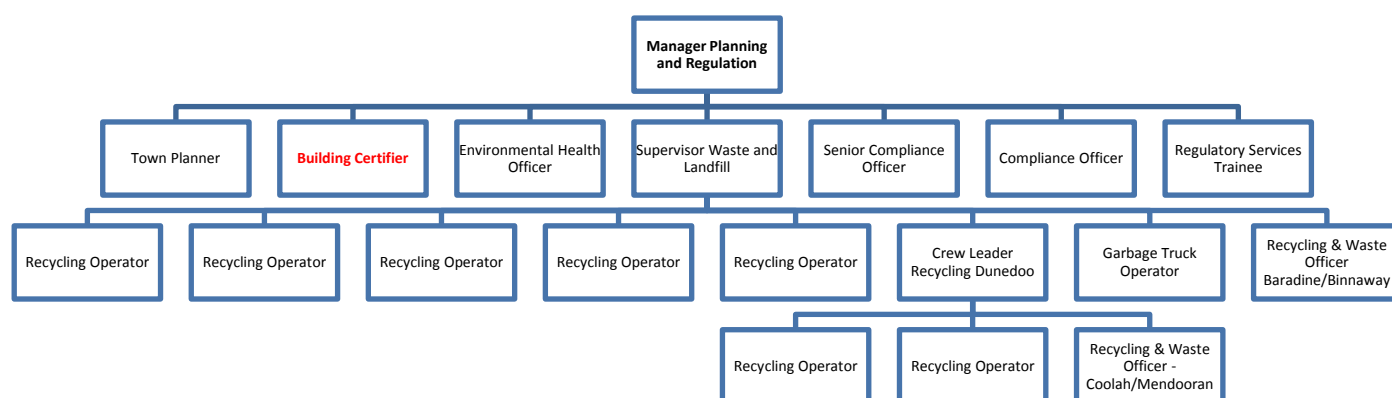
The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none">• Is flexible, showing initiative and responding quickly to change• Accepts changed priorities and decisions and works to make the most of them• Gives frank and honest feedback / advice• Listens when challenged and seeks to understand criticisms before responding• Raises and works through challenging issues and seeks alternatives• Stays calm and acts constructively under pressure and in difficult situations
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none">• Is prepared to make decisions within own level of authority• Takes an active role in managing issues in the team• Coaches team members to take responsibility and follow through• Is committed to safe work practices and manages work health and safety risks• Identifies and manages other risks in the workplace
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none">• Demonstrates a sound understanding of the interests and needs of customers and the community• Takes responsibility for delivering quality customer-focused services• Listens to customer and community needs and ensures responsiveness• Builds relationships with customers and identifies improvements to services• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

DEPARTMENT STRUCTURE



CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks.

Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.