



COUNCIL POLICY

Building Inspection Policy

Policy Number:	PO009		
Strategic Plan Objective	Organisational Efficiency & Resource Management		
Policy Owner:	Chief Executive Officer	File Number:	3.63.1
Responsible Officer:	Director Development Services	Minute Reference:	014/2014 (22/01/2014)
Date Adopted:	22/01/2014	Next Review Date:	January 2017

1. POLICY OBJECTIVES

- 1.1 To provide an inspection service for buildings under construction within the Yorke Peninsula Council in accordance with legislative requirements and in line with available human resources.
- 1.2 To ensure building work within the Yorke Peninsula Council is of a high standard.
- 1.3 To ensure that there is a high degree of compliance with Development Approvals within the Yorke Peninsula Council.

2. SCOPE

This policy sets out how Council's specialist inspectorial resources are to be managed to ensure legislative compliance and achievement of the outcomes expressed in the Strategic Plan.

Council's policies are guided by principles of sustainability, good governance, advocacy, regulations and service provision.

This policy is based on a minimum approach to achieve the objective of an increase in consumer protection as required by the Development Act 1993 ('the Act').

The policy recognises that inspections relating to life safety, building fire safety, dangerous structures and building complaints will take priority over other inspections.

The policy recognises the inherent danger and increased risk to life and safety attributed to swimming pools, building with long span trusses and buildings containing large numbers of people (e.g. shopping centres, post-disaster buildings and assembly buildings and the like).

This policy recognises that Section 59 of the Act provides that the Council is required to be notified at the following stages of building work:-

- 1 business days' notice of commencement of building work on the site.
- 1 business days' notice of the intended commencement of any stage of the building work specified by the Council by notice in writing to the building owner on or before development approval is granted in respect of the work;

- 1 business days’ notice of the intended completion of any stage of the building work specified by the Council by notice in writing to the building owner on or before development approval is granted in respect of the work;
- 1 business days’ notice of the completion of all roof framing forming part of the building work (apart from transportable buildings and Class 10 buildings not attached to the roof framing of another building of another Class);
- 1 business days’ notice of the following:
 - The completion of construction of a swimming pool (before the pool is filled with water);
 - The completion of construction of a safety fence or barrier for a swimming pool;
- 1 business days’ notice of completion of the building work.

In respect of inspections of buildings, the minimum standards of building health, safety and amenity are defined in the Building Rules pursuant to the Development Act 1993, which is consistent with a uniform set of standards adopted throughout Australia. This Policy does not set out to establish or vary requirements rather it seeks to ensure consistent achievement and implementation of those standards.

Issues related to enforcement of the Environment Protection Act are not covered by this Policy.

Issues related to public safety arising from activities for which a permit pursuant to the Local Government Act 1999 is required are not covered by this Policy.

3. POLICY STATEMENT

3.1 Definitions:

Authorised Officer	Persons holding relevant Building Surveying qualifications and appointed by the Council with delegated authority (including powers to enter and inspect) as set out in the Development Act 1993 and Regulations.
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Building Audit Inspections	<p>In regard to <i>roof framing</i> means an inspection to establish the veracity of the <i>supervisors checklist</i> (more detailed inspection of the roof framing may be warranted where there appears to be discrepancies)</p> <p>In regard to other stages of construction means an inspection to establish compliance of the structure with the approved plans (or National Construction Code or industry standard where approved plans are deficient).</p> <p>In regard to swimming pools means an inspection to determine compliance with the approved plans and completion of the prescribed safety requirements.</p>
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Building Classifications	(as defined in the Building Code of Australia)
Class 1a	Detached, Semi-detached and Row Dwellings
Class 1b	Boarding Houses, Guest houses, Hostels
Class 2	Flats or buildings containing 2 or more sole occupancy units
Class 3	Other residential buildings (residential part of a hotel or school, accommodation for aged, disabled or children)
Class 4	Single Residence in a class 5, 6, 7, 8 or 9 building
Class 5	Offices
Class 6	Shops
Class 7a	Car Park
Class 7b	Storage or warehouse building (including hay shed)
Class 8	Factory, workshop or laboratory
Class 9a	Health Care building
Class 9b	Assembly buildings (halls, churches etc.)
Class 9c	Aged Care facility
Class 10a	Non habitable outbuilding (sheds, carports, verandas or the like)
Class 10b	Fences, masts, retaining walls, swimming pools etc.
Class 10c	A private bushfire shelter

Business day	means any day except— (a) Saturday, Sunday or a public holiday; or (b) any other day which falls between 25 December in any year and 1 January in the following year;
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Roof framing	Means timber roof framing or light steel framing, including coupled and non coupled roof framing and roof trusses, but not including portal framing in accordance with Regulation 74.
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Supervisors checklist	Means a checklist published by the Minister in the gazette for the purposes of Regulation 74.
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3.2 Mandatory Notification Stages

With regard to Section 59 of the Act and the Principles outlined in Part 2 of this policy, Council requires a minimum one business days' notice at the following stages of building work;

In relation to Class 1 Buildings:

- Prior to the commencement of building work on the site,
- At the footing stage after reinforcement is laid and prior to the pouring of concrete,
- At the completion of all roof framing forming part of the building work(including top and bottom chord restraints, bracing and tie-downs),
- At completion of the building work and prior to occupation of the building.

In relation to Class 1 Transportable Buildings:

- Prior to the commencement of building work on the site,
- The intended pouring of the transportable building's concrete tie-down piers,
- At completion of the building work and prior to occupation of the building.

In relation to Class 10 buildings:

- Prior to the commencement of building work on the site
- At the footing stage after reinforcement is laid and prior to the pouring of concrete,
- At completion of roof framing where the structure is attached to the roof framing of another building,
- At completion of the building work and prior to occupation of the building.

In relation to Class 2 – 9 buildings

- Prior to the commencement of building work on the site.
- At the footing stage after reinforcement is laid and prior to the pouring of concrete,
- At the commencement of any fire walls and/or smoke barriers,
- At the completion of all roof framing forming part of the building work(including top and bottom chord restraints, bracing and tie-downs),
- At the completion of the building and prior to occupation of the building.

In relation to Swimming Pools

- Prior to the commencement of building work on the site,
- At the completion of construction of a swimming pool (before the pool is filled with water),
- At the completion of construction of a safety fence or barrier for a swimming pool,

Authorised Officers will actively pursue notifications for inspections and shall, after reasonable warning and at the discretion of the Department Manager, issue expiation notices for building work undertaken without mandatory notification being provided to Council.

3.3 Building Audit Inspections:

Authorised Officers shall make their best endeavours to inspect building work within 48 hours of being notified of a mandatory inspection stage and shall over a period of 12 months endeavour to achieve the following minimum inspection rates;

Class of Building	inspection rate %	Comments
1 ¹	66	involving the construction of roof framing where a licensed builder is responsible for building work.
1 ¹	90	involving the construction of roof framing where no licensed builder is responsible for building work.
1	10	Transportable Buildings – i.e. constructed off site.
10	90	Structures where the roof framing is attached to the roof framing of another building of another class where no licensed builder is responsible for the building work.
10	60	Structures where the roof framing is attached to the roof framing of another building of another class where a licensed builder is responsible for the building work.
7 - 8	10	Portal Frame buildings.
2 – 9	90	excludes Class 7 & 8 Portal Frame buildings.
10	100	Swimming pools and safety barriers. Minimum of 80 % to be inspected within two weeks of receiving notification of completion. Remaining to be inspected within 2 months of receiving notification of completion.
10	10	Structures not otherwise captured above.

Note ¹ : Excludes transportable buildings

Authorised Officers will carry out Audit Inspections at one or more of the mandatory notification stages and if the level of supervision by the builder is deemed satisfactory, further inspections may not be carried out.

3.4 Other Building Inspections:

Council Buildings

- All stages of construction.

Fire Safety

- Assist the Building Fire Safety Committee to carry out its functions as required.
- Carry out initial assessment on receipt of a complaint (with later referral to the Building Fire Safety Committee).

Dangerous Structures

- As required.

Dams and Similar Earth Structures

- Are considered to be of a specialist nature and outside the qualifications of Council's Authorised Officers.

Complaints and Customer Service Inspections

- Authorised Officers continue to provide onsite inspections to assist in queries from the general public.
- Authorised Officers continue to provide follow up inspections on receipt of complaints from the general public.

3.5 Notes

Each mandatory notification stage shall be noted on the Decision Notification Form.

A copy of the notification received from the builder shall be placed in the development file and if such notification is carried out over the phone, the officer taking the phone notification shall place a note in the file describing the details of the notification, including the notification stage, name of the person providing the advice, development application number or site address, date and time of notification.

Each inspection completed shall be recorded in the development file.

For statistical purposes each inspection carried out shall be recorded using Council's software program.

4. COMPLAINTS

Any complaints in relation to the content of this policy shall be referred to the Director Development Services who shall be assisted by the Manager Development Services in relation to complaints in relation to the implementation of the policy.

5. REVIEW

The effectiveness of this policy shall be reviewed and evaluated every 3 years.

6. TRAINING

Authorised Officers shall maintain accreditation to enable appointment as a Building Surveyor under the Development Act 1993 and shall attend such training as mutually agreed with the Director Development Services to maintain competencies to carry out the requirements of this policy.

7. RELATED COUNCIL POLICIES AND DOCUMENTS

PO014 Code of Conduct for Employees

PO091 Risk Management

PO100 Order Making

PO141 Enforcement

Decision Notification Form

Building Work Notification Form

Process for reviewing an application for withdrawal of an Expiation Notice

8. REFERENCES AND RELEVANT LEGISLATION

The Development Act 1993

The Development Regulations 2008

Development (Trusses) Variation regulations 2011

Acts Interpretation Act 1915

Local Government Act 1999

Expiation of Offences Act 1996

Occupational Health Safety and Welfare Act 1986

The National Construction Code – Volume 1 & Volume 2

9. COMMITMENT OF COUNCIL

Council is committed to developing a built environment of a high standard that promotes the health, safety and wellbeing of its community in a socially just and ecologically sustainable manner.

Council is committed to take measures to protect its area from hazards and to mitigate the effects of such hazards in a manner which will ensure compliance with regulatory requirements and acceptable community standards.

Council is committed to strong proactive leadership with decision making in the best interest of the community having due regard to legislative requirements, effective risk management and financial sustainability.

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Director Development Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
PO009	Building Inspections	12/01/2004	08/06/2010