

## BUILDING INSPECTION POLICY

Type	Operational
Category	Development & Regulation
Responsible Officer	Director Development & Regulation
First Issued / Adopted	2 June 2014
Review Period	2 years
Last Reviewed	23 January 2017
Minutes Reference	Senior Management Team Meeting 23 January 2017
Next Review Date	October 2019
Applicable Legislation	Development Act 1993 Development Regulations 2008 Development (Trusses) Variation Regulations 2011
Related Documents	Building Code of Australia
Public Consultation Required	No
File Reference	605.84
Purpose	To satisfy the requirements of S71A(1) of the Development Act 1993.

### 1. POLICY STATEMENT

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 centre's, post-disaster buildings and assembly buildings and the like).

### 1. POLICY STATEMENT (Cont'd)

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 and the commencement of any other stages of construction;
- 2 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 completion of the building work.

### 2. POLICY OBJECTIVE

Section 71A (1) of the Development Act requires Council to prepare and adopt a Building Inspection Policy which specifies:

- the level of audit inspections to be carried out within the Council area including buildings that have been privately certified for building rules consent; and
- the criteria that are to apply with respect to selecting the buildings that will be inspected under the policy.

Development Regulation (80A) requires that this policy is applied in respect of Class 1 and 2 Buildings. However, Council's policy also encompasses Classes 3-10.

In preparing its Building Inspection Policy, Council has used a risk assessment approach, taking account of the following:

- the financial and human resources of the Council;
- the impact that failure to inspect a certain number of buildings of the relevant classes over a period of time may have on its local community;
- past practices of the Council with regards to inspections;
- whether particular parts of the Council area are known to be subject to poor building conditions;
- information in the possession of Council on poor building standards within its area; and
- the public interest in monitoring the standard of building work within the community and in taking steps to provide for the safety and health of people who use the buildings.

The objectives of this policy are:

1. To provide an inspection service for buildings under construction within the Port Pirie Regional Council area in accordance with legislative requirements having regard to available human resources.
2. To ensure building work within the Port Pirie Regional Council area is of a high standard.
3. To ensure that there is a high degree of compliance with Development Approvals within the Port Pirie Regional Council area.

### 3. DEFINITIONS

**Authorised Officer:** An employee of Council appointed as an 'Authorised Officer' under the Development Act 1993 and holding the relevant qualifications as set out in the Regulations.

#### **Building Audit Inspections:**

- **Roof Framing** - an inspection to establish the veracity of the supervisors' checklist (more detailed inspection of the roof framing may be warranted where there appears to be discrepancies).
- **Other Stages of Construction** - an inspection to establish compliance of the structure with the approved plans (or National Construction Code, Building Code of Australia or industry standards where approved plans are deficient).
- **Limited Access Swimming Pools** - an inspection to determine compliance with the approved plans and completion of the prescribed safety requirements.

#### **Building Classifications:**

*As defined in the NCC Building Code of Australia.*

Class 1a	Detached, Semi-detached and Row Dwellings
Class 1b	Boarding Houses, Guest Houses, Hostels
Class 2	Flats of 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, Sporting Clubs, etc)
Class 9c	Aged Care Facility
Class 10a	Non Habitable Outbuilding (sheds, carports, verandahs or the like)
Class 10b	Fences, Masts, Retaining Walls, Swimming Pools, etc.
Class 10c	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.

**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.

**Supervisors Checklist:** Means a checklist published by the Minister in the Gazette for the purposes of Regulation 74.

### 4. SCOPE

This policy will apply to all Development Approvals issued within the Port Pirie Regional Council area.

**5. MANDATORY NOTIFICATIONS**

Pursuant to section 59 of the Development Act 1993 and regulation 74(1) of the Development Regulations, a person undertaking building work must give Council notification during the following stages of 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, Note: If footings are designed by an engineer, Council may accept a certificate from the design engineer confirming compliance, otherwise provide audit inspections.
- At the completion of wall framing and floor framing.
- At completion of the building work and prior to occupation of the building.
- At the completion of brick veneer walls, concrete walls or cavity masonry walls.
- Two business days notice of the completion of all roof framing.

**In relation to Class 1 Transportable Buildings:**

- At completion of the building work and prior to occupation of the building.

**In relation to Class 10 Buildings:**

- At the completion of the installation of safety barriers for swimming pools and spas (prior to the pool being filled with water).
- At the footing stage after reinforcement is laid and prior to the pouring of concrete for retaining walls, pylon signs and the like and structures impinging on public places.
- At two business days notice at completion of roof framing where the structure is attached to the roof framing of another building.
- At completion of the building where the structure is not attached to the roof framing of another building.
- At completion of the building where the structure is a private bush fire shelter.

**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 wall framing and floor framing.
- At the completion of brick veneer walls, concrete walls or cavity masonry walls.
- At the completion of the building and prior to occupation of the building.
- Two business days notice at the completion of all roof framing.

Authorised Officers will actively pursue notifications for inspections and shall, after reasonable warning and at the discretion of the Director Development & Regulation issue expiation notices for building work undertaken without mandatory notification being provided to Council. All applicants will be advised of the relevant notifications in writing at the time of issuing the Development Approval.

## BUILDING INSPECTION POLICY

### 6. INSPECTION POLICY

Authorised Officers shall make their best endeavors to inspect building work within 48 hours of being notified of a mandatory inspection stage and shall over a period of 12 months endeavor to achieve the minimum inspection rates set out in the table below:

<b>Class of Building</b>	<b>Inspection Rate %</b>	<b>Comments</b>
1	66	Involving the construction of roof framing where a licensed builder is responsible for building work.
1	90	Involving the construction of roof framing where no licensed builder is responsible for building work (owner builder).
1	25	Transportable Buildings i.e. constructed off side.
10	100	Swimming Pools
10	100	At the completion of the installation of safety barriers and temporary barriers for swimming pools and spas (prior to the pool being filled with water).
10	90	Structures where the roof framing is attached to the roof framing of another building of another class.
10	25	Pylon signs, retaining walls and the like.
7-8	10	Portal Frame buildings.
2-9	50	Excludes Class 7 and 8 portal frame buildings.
1-10	100	Structures impinging on a public place.
10	10	Structures not otherwise captured above.

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.

### 7. CRITERIA FOR SELECTION OF BUILDINGS TO BE INSPECTED

Inspections of development where the policy requires less than 100% of approvals will be determined by the relevant officer at the time of notification and will be based on the following criteria:

- distributed between owner builders and registered builders.
- reputation of registered builder and previous experience with Council.
- local environmental factors in the area in which the building work is being undertaken (eg wind speeds, flooding, poor soil conditions).
- whether the building work was approved subject to conditions.
- any other reason determined by the relevant professional officer.

**8. OTHER 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.

**9. MONITORING AND REPORTING**

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 detailing 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 the notification and place in the Building Officer's in tray.

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 for auditing purposes.

**10. FURTHER INFORMATION**

This policy will be available for inspection at the Council Offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au) :

*Port Pirie Regional Council Administration Centre  
115 Ellen Street  
Port Pirie SA 5540*

Copies will be provided to interested parties upon request. Email [council@pirie.sa.gov.au](mailto:council@pirie.sa.gov.au) .

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.