



# Inspection of Building Work Policy

<b>Responsible Officer</b>	Chief Executive Officer
<b>Relevant Delegations</b>	Manager Development & Community
<b>Legislation and References</b>	Local Government Act 1999 Development Act 1993

## 1. Purpose

1. To provide an inspection service for buildings under construction within the Clare & Gilbert Valley's Council in accordance with legislative requirements and in line with available human resources.
2. To ensure building work within the Clare & Gilbert Valleys Council is of a high standard.
3. To ensure that there is a high degree of compliance with Development Approvals within the Clare & Gilbert Valleys Council.

## 2. Principles

Council's policies are guided by principles of 'sustainability', good governance, advocacy, regulations and service provision. More guidance is provided in Council/Corporate/Procedural Policies, Council's Strategic Plan, Business Plan and other relevant documents.

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 and section 74 of the Development Regulations 2008 provides that the Council is required to be notified at the following stages of building work:-

- a) 1 business days' notice of the intended commencement of building work on the site;
- (b) 1 business day's 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;

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 1 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*



# Inspection of Building Work Policy

(c) 1 business day's 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;

(ca) without limiting a preceding paragraph—1 business day's notice of the completion of all roof framing forming part of the building work (including top and bottom chord restraints, bracing and tie-downs);

(cb) without limiting a preceding paragraph—1 business day's notice of the following:

(i) the completion of construction of a swimming pool (before the pool is filled with water);

(ii) the completion of construction of a safety fence or barrier for a swimming pool;

(iii) in relation to some other form of building work where swimming pool safety features (within the meaning of section 71AA of the Act) are relevant—the completion of that aspect or those aspects of the building work relating to the swimming pool safety features;

(d) 1 business day's notice of completion of the building work.

## 3. Definitions

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

## 4. Policy Statement

### 4.1 Mandatory Notifications 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 (not including transportable 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,

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 2 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*



# Inspection of Building Work Policy

- 1 business days' notice of 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:

- 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),
- completion of construction of a safety fence or barrier for a swimming pool;
- in relation to building work where other swimming pool safety features are relevant – completion of the building work relating to those safety features.
- 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 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 roof framing,
- At the completion of the building and prior to occupation of the building.

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.

## **4.2 Audit Inspections**

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 3 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*



# Inspection of Building Work Policy

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 <sup>1</sup>	66	involving the construction of roof framing where a licensed builder is responsible for building work.
1 <sup>1</sup>	90	involving the construction of roof framing where no licensed builder is responsible for building work.
1	20	Transportable Buildings – i.e. constructed off site.
10	90	Structures where the roof framing is attached to the roof framing of another building.
<b>10</b>	<b>80</b>	Swimming pools constructed over the course of the year must be inspected within two weeks of the council being notified of completion of the associated swimming pool safety fence or barrier (or, if no fence or barrier is to be installed, within two weeks of being notified of the completion of the pool itself
<b>10</b>	<b>100</b>	Swimming pools constructed over the course of the year within two months of completion of the child-safety barrier.
10	50	Pylon signs, retaining walls and the like.
7 - 8	10	Portal Frame buildings.
2 – 9	90	excludes Class 7 & 8 portal frame buildings.
1 – 10	90	Structures impinging on a public place.
10	10	Structures not otherwise captured above.

Note <sup>1</sup> : Excludes transportable buildings

## 4.3 Other Inspections

### 4.3.1 Council Buildings

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 4 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*



# Inspection of Building Work Policy

All stages of construction

## 4.3.2 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).

## 4.3.3 Dangerous Structures

As required

## 4.3.4 Dams and Similar Earth Structures

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

## 4.3.5 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.

## 5. Associated Documents

- Administrative processes required to implement this policy should be clearly identified here.
- Any forms required for implementation should be included here.

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 notification.

Each inspection completed shall be recorded in the development file.

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 5 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*



# Inspection of Building Work Policy

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

## 6. References and Relevant Legislation

The Development Act 1993 – Section 59 & 71A

The Development Regulations 2008 – Regulation 74 & 80AB

The Building Code of Australia – Volume 1 Part A3 & Volume 2 Part 1.3

Development (Trusses) Variation regulations 2011

## 7. Review and Availability

This policy will be reviewed every two years, or as required.

The public may inspect a copy of this policy without charge at the Council offices during office hours and may obtain a copy for a fee fixed by Council

The policy is also available on Council's website [www.claregilbertvalleys.sa.gov.au](http://www.claregilbertvalleys.sa.gov.au)

## 8. References

Local Government Act 1999

Development Act 1993

## 9. Document History

Approved by	Issue Date	Minute Reference – Details of Review
CGVC	15/9/03	Adopted by Council MB53/03
CGVC	Aug 13	Reviewed by Council
CGVC	16/07/18	Reviewed by Council 16/07/18

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 6 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*



# Inspection of Building Work Policy

SIGNED: .....

CEO

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

File Path	Last review	Next review	Page
W:\Council Policies\CURRENT COUNCIL POLICIES\2018 Policies\Inspection Of Building Work Policy.Docx	July 2018	July 2020	Page 7 of 7

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*