



NAME OF POLICY:	Building Inspection
POLICY MANUAL:	Planning & Development

BACKGROUND

Division 6A of Section 71A of the *Development Act 1993*, requires all Councils within South Australia to prepare and adopt a Building Inspection Policy. Regulation 80A of the *Development Regulations 2008*, requires this policy to apply in respect to Class 1 and 2 buildings (ie. dwellings, boarding houses and the like), except that for the purposes of inspections of building work involving the construction of any roof framing, the policy must apply to all classes of buildings (other than Class 10 buildings not attached to any part of the roof framing of a building of another class).

The Council must, in its Building Inspection Policy, specify—

- (a) a level or levels of audit inspections to be carried out by the council on an annual basis with respect to building work within its area (including building work assessed by private certifiers under Part 12) involving classes of buildings prescribed by the regulations; and
- (b) the criteria that are to apply with respect to selecting the buildings that are to be inspected under the policy.

In addition, pursuant to Section 71A(4) of the *Development Act 1993*, when preparing the Policy, the Council must have regard to the following matters:

1. *resources of the Council;*
2. *the impact that a failure to inspect a certain number of buildings of the relevant classes over a period of time may have had on the community;*
3. *past practices of the Council with respect to inspections;*
4. *whether there are areas within the Council area known to be subject to poor building conditions;*
5. *information in the possession of the Council on poor building standards within its area; and*
6. *the public interest in the monitoring of poor building standards within the local community and in taking steps to provide for the safety and health of the people who use the buildings.*

DISCUSSION

The City of Norwood, Payneham & St Peters is an inner eastern metropolitan Council and experiences a high and constant demand for development and in particular, for residential development. In the 2016 census survey the residential population of the City stands at 35,362, with an average number of persons per household of approximately 2.2.

During the 2017 calendar year, Development Approval records confirm that approximately 110 Development Approvals have been granted for new dwellings (both single or multiple dwellings), together with approximately 150 dwelling additions and approximately 180 ancillary structures (carports, verandah's and the like) which are attached to a dwelling. There were also 44 swimming pools approved.

With a wide range of non-residential land uses distributed throughout the City, including industry, retail, office, consulting rooms, education, health, recreation and industry, there is also a large number of buildings related to those uses approved each year.

According to Council records, approximately 520 approvals for building work, which is subject to the requirements of the Council's Building Inspection Policy, are granted each year (ie. excluding freestanding class 10 buildings, demolition applications, change of use applications, signs, fences, and the like).

Prescribed Minimum Inspection Levels

In accordance with Sections 71A(4a) and section 71AA(7) of the *Development Act 1993*, and Regulations 76D(4b) and 80AB(2) of *Development Regulations 2008*, the following are the minimum inspection levels for all classes of buildings other than Class 10 buildings which are not attached to any part of the roof framing of a building of another class:

Where the building work involves the construction of any roof framing within the area of Council:

- (a) a number of inspections equal to 66% of Building Rules Consents issued over the course of the year for building work involving the construction of any roof framing where a licensed building work contractor is responsible for the relevant building work; and
- (b) a number of inspections equal to 90% of Building Rules Consents issued over the course of the year for building work involving the construction of roof framing where a licensed building work contractor is not responsible for the relevant building work;

Where the building work involves the construction of a swimming pool (including safety fences and barriers associated with such swimming pools) within the area of Council;

A number of inspections equal to 100% of the building rules consents issued over the course of the year for building work involving the construction of swimming pools. Of these, the following applies:

- (a) At least 80% of swimming pools constructed over the course of the year must be inspected within 2 weeks of the Council being notified of the completion of;
 - a. In the case of swimming pool the construction of which requires the construction of a safety fence or barrier – the construction of the safety fence or barrier; or
 - b. In any other case – the construction of the swimming pool;
- (b) The remaining 20% of swimming pools constructed over the course of the year must be inspected within 2 months of the Council being notified of the completion of;
 - a. In the case of the swimming pool the construction of which required the construction of a safety fence or barrier – the construction of the safety fence or barrier; or
 - b. In any other case – the construction of the swimming pool.

Prescribed Mandatory Notifications – specified by Council

Pursuant to Section 59 of *Development Act 1993* and Regulation 74(1) of *Development Regulations 2008*, a licensed building work contractor who is carrying out the work or who is in charge of carrying out the work, or if there is no such licensed building work contractor, the building owner must give to Council one business days' notice for the following stages:

- i. Intended commencement of building work on site;
- ii. Intended completion of structural steel reinforcement for the footings;
- iii. Intended completion of wall and roof framing forming part of the building work (including top and bottom chord restraints, bracing and tie-downs);
- iv. Intended completion of masonry (including supporting lintels);
- v. Intended completion of any fire walls, fire rated separation or smoke barriers;
- vi. Intended commencement of the installation of a designated building product*;
- vii. The completion of swimming pool (before the pool is filled with water);
- viii. The completion of a safety fence or barrier for a swimming pool (before the pool is filled with water); and
- ix. Intended completion of building work.

Where notice is given in relation to the completion of roof framing, the person who gives the notice must, within one (1) business day after the notice is given, provide to the Council a duly completed Regulation 74 Supervisor's Checklist relating to the roof framing, signed by a registered building work supervisor who has also completed necessary training in relation to inspecting the roof and completing the required checklist.

Where notice is given in relation to a designated building product*, the person who gives the notice must, within one (1) business day after the notice is given, provide to the Council a duly completed Notice B Regulation 74 Prescribed Supervisor's Checklist relating to the designated building product, signed by a registered building work supervisor.

** Designated building product is a building product that consists of a metal panel or lining formed with an aluminium, or similar thin metal sheet material, with any type of core.*

Requirements of ii to viii do not apply to Class 10 buildings which are not attached to the roof structure of another building being of Class 2-9.

Considerations

It is important to note that the minimum inspection rates which are prescribed do not relate solely to roof framing inspections. The prescribed rates are able to be achieved through inspections of *any* type, provided that they are in relation to building work which will involve the construction of roof framing.

It is also important to note that the minimum inspection rates prescribed relate to a percentage of the number of consents issued, as opposed to a percentage of the number of buildings of which the Council is notified at construction.

KEY PRINCIPLES

1. To monitor and ensure high standard of construction within the City of Norwood Payneham & St Peters.
2. To ensure that there is a high degree of compliance with Development Approvals within the City of Norwood Payneham & St Peters.

POLICY

This Policy applies to all built development within City of Norwood Payneham & St Peters Council area.

This policy does not apply to appropriate authority constituted under Section 71 (19) known as the City of Norwood Payneham & St Peters Building Fire Safety Committee, nor does it apply to an inspection under Section 71 (1) of the *Development Act 1993*.

Level of Inspections

1. The following level of inspections will be undertaken by Council:
 - a) A number of inspections of footings, wall and roof framing, and masonry equal to 66% of Building Rules Consents issued over the course of the year involving the construction or alteration of roof framing* where a licensed building work contractor is responsible for the relevant building work; and
 - b) A number of inspections of footings, wall and roof framing, and masonry equal to 90% of Building Rules Consents issued over the course of the year involving the construction or alteration of roof framing* where a licensed building work contractor is not responsible for the relevant building work; and
 - c) A number of inspection of swimming pools equal to 100% of Building Rules Consents issued over the course of the year involving construction or alteration of swimming pools and/or associated safety fencing and barriers; and

- d) A number of inspections of Essential Safety Provisions (ESP's) equal to 50% of Building Rules Consent issued over the course of the year for which ESP's have been issued by Relevant Authority.

**Does not apply to Class 10 buildings which are not attached to any part of the roof structure of a building of another class.*

2. Separate inspection of the same building at different stages of construction will be counted as a separate inspection and counted towards achieving the requirements of this policy.
3. An inspection in the nature of those identified in 1. Resulting from a complaint or concern will be included as an inspection for the purpose of this Policy.
4. Inspection/s shall be undertaken in accordance with Tables 1-4 below, as far as is reasonably practicable and the Authorised Officer in each case will complete an inspection check sheet.

Table 1 – Footing Inspection Regime

Item to be inspected	Extent of Inspection
Physical termite barrier	Visual inspection of physical termite barrier
Founding depth (inc piers)	Depth at several random locations to be measured
Beam layout	General layout verified against approved plan
Reinforcement	To be verified against plan at several random locations
Unconsolidated backfill	General inspection to observe soil cohesion
Loose soil in trenches	All trenches to be inspected for any obvious signs
Branded damp proof membrane	Provided all membrane appears the same, one branding is to be sighted
Moisture barrier overlap 500mm	To be verified in at least one random location
Moisture barrier taped at overlap	To be verified in at least one random location
Moisture barrier holes taped	General inspection to look for any obvious holes
Moisture barrier taped to conduit	To be verified wherever conduit is observed
Covers to bars	Visual inspection against Engineering documents
Bar lap	Visual inspection against Engineering documents
Bar step detail	Visual inspection against Engineering documents
Cover to mesh	Visual inspection against Engineering documents
Mesh lap (1 full lap)	Visual inspection against Engineering documents
Mesh step detail	Visual inspection against Engineering documents
Floor slab depth	Visual inspection against Engineering documents
Mesh	Visual inspection against Engineering documents
Ligatures	Visual inspection against Engineering documents
Cover to conduits	Visual inspection against Engineering documents
Dowels grouted	Visual inspection against Engineering documents
Dowels provided	Visual inspection against Engineering documents
Vertical pier detail	Visual inspection against Engineering documents
Intersection detail	Visual inspection against Engineering documents
Lagging to slab and beam penetrations	Visual inspection against Engineering documents
Flexible plumbing joints (HD sites)	Visual inspection against Engineering documents

Table 2 – Wall and Roof Framing Inspection Regime

Item to be inspected	Extent of Inspection	Observation Point
<i>Timber Roof Framing (Prefabricated Truss)</i>		
Truss tie down	every second truss & every high load girder truss	generally ground level
Truss bracing	every second truss & every high load girder truss	generally ground level
Timber batten splicing - iron roof	connection of every second batten to every 2nd truss	generally ground level
Timber batten splicing - tile roof	connection of every second batten to every 2nd truss	on top of the roof (ladder to be used)*
Metal battens (where applicable)	connection of every second batten to every 2nd truss	on top of the roof (ladder to be used)*
Truss orientation and location	every second truss & every high load girder truss	ground level
Truss restraint to load bearing walls	every second truss & every high load girder truss	ground level
Trusses are not restrained to non-load bearing walls	every second truss & every high load girder truss	ground level
<i>Timber Roof Framing (Conventional)</i>		
Hip and valley rafters	Visual, walk through	ground level
Creeper and crippled creeper rafters	Visual, walk through	ground level
Strutting beams	Visual, walk through	ground level
Hanging beams	Visual, walk through	ground level
Under purlins	Visual, walk through	ground level
Collar ties	Visual, walk through	ground level
Struts	Visual, walk through	ground level
Ceiling joists	Visual, walk through	ground level
Counter strutting hanging beams	Visual, walk through	ground level
<i>Timber Wall Framing</i>		
Nominal fixings to bottom plate	Visual, walk through	ground level
Specific fixings for bottom plates	Visual, walk through	ground level
Spacing of fixings to bottom plate	Visual, walk through	ground level
Brace board not compromised	Visual, walk through	ground level
Bracing lay out	Visual, walk through	ground level
Crippling of common studs	Visual, walk through	ground level
Adequate jamb studs	Visual, walk through	ground level
Notching, trenching and holes in studs	Visual, walk through	ground level
Lintel supports	Visual, walk through	ground level
Load paths from trusses to common studs	Visual, walk through	ground level
Jointing of top plates	Visual, walk through	ground level
Balanced bracing	Visual, walk through	ground level
Jack stud orientation	Visual, walk through	ground level

* NB. roof-top inspections will not occur where limitations of AS 4349.1 apply.

Table 3 – Masonry Inspection Regime

Item to be inspected	Extent of Inspection
Damp proof course	Visual inspection against Engineering documents
Wall ties	Visual inspection against Engineering documents
Control joints	Visual inspection against Engineering documents
Lintels supporting masonry	Visual inspection against Engineering documents
Cavity width	Visual inspection against Engineering documents
Party walls	Visual inspection against Engineering documents
Weep holes and vents	Visual inspection against Engineering documents
Cavity clean	Visual inspection against Engineering documents
Bed and perpends size	Visual inspection against Engineering documents

Table 4 – Swimming Pool Inspection Regime

Item to be inspected	Extent of Inspection
Location of swimming pool / spa	Visual inspection against approved documentation
Safety fencing (including boundary)	Visual inspection against approved documentation
Safety fencing (including boundary)	Physical check for rigidity
Safety Gates	Visual inspection of location, self-closing/latching & outward swinging
Dwelling windows restricted	Visual inspection against approved documentation
Adjoining buildings / shed / garage	Visual inspection against approved documentation
Swimming pool secondary suction	Visual inspection
Acoustic plant cover	Visual inspection against approved documentation
Cardiopulmonary resuscitation (CPR) sign location	Visual inspection against approved documentation

Selection of Buildings or Structures for Inspection

Building Rules Consents will be selected for an inspection based on the order in which the Council receives notification. Not all buildings will be inspected, and not all stages of construction for which notification has been received pursuant to Regulation 74(1), will be inspected. The number of inspection at any given time will depend on factors such as staff resourcing / availability and inclement weather, with the number of inspections required by the Policy to be achieved over a twelve (12) month calendar year period.

Inspection Procedure

The Senior Development Officer, Building will, in consultation with the Manager, Development Assessment and Development Officer, Building prepare an inspection procedure which includes:

- Standard form inspection check sheets for each type of inspection as per Tables 1-4 above;
- Identify what evidence should be gathered during an inspection so as to undertake enforcement of any person found to be responsible for any breach of the Act arising from, or in connection with the inspected building work;
- Set out what record keeping will occur, including how evidence gathered in the course of the inspection is filed; and
- Set out what statistics must be identified and reported.

REVIEW PROCESS

The Council will review this Policy within 12 months of the adoption date of the Policy, or upon implementation of new legislation, whichever occurs first.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is Council's Manager, Development Assessment, telephone 8366 4567.

ADOPTION OF THE POLICY

This Policy was adopted by the Strategy & Policy Committee on 3 June 2002.

This Policy was reviewed and adopted by Council on 3 September 2012.

This Policy was reviewed and adopted by Council on 3 March 2014.

This Policy was reviewed and adopted by Council on 21 January 2019.

TO BE REVIEWED

December 2019