



Purpose

The purpose of this document is to outline the key responsibilities and authorities in relation to the management of the building consent authority operations and quality system.

Note: The purpose of this document is not to replicate the existing policies outlined in employment contract agreements but to describe facilities and resources available to staff necessary to undertake specific building control functions.

All employment contracts, job descriptions, records of training and development, are held on the respective employees file by the Human Resource Department.

Scope

This document outlines the responsibilities and authorities for the following.

- Technical Leadership
- Staff/Contractor authority
- Quality assurance programme
- Management review.

References

Auckland City Council Delegations Register (Auckland City Intranet)

BLD-36.0-POL, Enforcement

BLD-55.4-TABLE, Technical leadership register

BLD-55.41-TABLE, Interaction type

BLD-56.0-POL, Management review

BLD-65.0-POL, Internal Audit

Health and Safety Policy (Auckland City Intranet)

Building control manager

Ensures that the roles and responsibilities of the diverse roles within the building consent authority (BCA) are documented and accurately reflect the current levels of authority and responsibility exercised by the role.

Ensures that appropriate technical roles, responsibilities and authority levels are documented and that all staff understand them. Also ensures that all technical work is completed by staff/contractors with the appropriate level of skills and experience as required and described in the technical skills matrix.

Ensures that all building officials performing technical leadership roles within the BCA (making technical decisions in relation to BCA responsibilities) are approved by the principal building officer as competent to do so.

Maintains and develops a quality assurance programme that enables variances in processes to be recognised and assessed, resulting in improved defined processes for fulfilling statutory obligations, better products and customer service.

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Considers recommendations with regards technical leadership within the BCA and taking appropriate action.

Ensures that all staff are aware of their responsibilities and the diverse authorities that are associated with their position.

Ensures that all staff receive the requisite training, support and development they require to effectively undertake their role.

Ensures that all staff exercising powers requiring a warrant under any enactment have a warrant and carry it during the hours of duty (Refer to Enforcement: BLD-36.0-POL.)

Ensures that the effectiveness of the BCA is reviewed at least annually. Refer to BLD-56-0-POL.

Ensures that all staff are aware of their health and safety responsibilities and the organisations Health and Safety Policy (on the Auckland City Intranet).

Ensures that all staff have access to the requisite health and safety equipment to perform their roles and have had adequate training in their usage.

Principal building officer

Assesses the competency of all building officials performing technical leadership roles within the BCA (making technical decisions in relation to BCA responsibilities) and approving them to conduct the tasks.

Identifies any technical shortfall in their technical competency and advising appropriate mitigation action to the building control manager to manage risk/ upgrade technical leadership competency.

Ensures the technical leadership model deployed with the BCA is robust and enables the BCA to meet their statutory obligations.

Ensures staff have been adequately trained and are provided with technical leadership.

Ensures technical practices, inspection methods and information are valid and up to date.

Monitors changes in construction practices, products, standards and issues.

Reviews quality assurance programme feedback and making written recommendations with regards actions to maintain effective technical leadership within the BCA.

Approves training courses that staff may subsequently receive approval from their respective managers to attend.

Reviews draft documentation from the Department of Building and Housing and making submissions in respect of the drafts issued.

Quality control officer

Performs identified quality audits.

Performs actions as agreed at the quality review meeting.

Collates the quality audit results from other officers engaged in the quality programme.

Provides a report of audits conducted and the results of such activities including corrective actions required, trends and improvement opportunities.



Residential/commercial development manager:

Delivers effectively and efficiently delivery of BCA obligations by their respective team.

The deployment of the building managers responsibilities as regards their specific teams/ area of responsibility within the BCA.. Refer to specific position description for further details.

Ensures all staff are cognisant of any health and safety matters whilst undertaking their role, together with their responsibility, where required to replace any defective health and safety equipment quickly.

All staff:

Follows all listed policies and procedures

Ensures all reference material is up-to-date.

Maintains written records.

Records information in a manner that demonstrates the rationale behind decisions made and documenting the outcomes of key decisions.

Brings any matters of concern to their team leaders/managers in the first instance.

Checks equipment issued for their personal use at least once per fortnight to ensure it is suitable for the intended task.

Uses technical equipment correctly and recording all measurements taken

Maintains equipment and resources.

Reports any damaged or faulty equipment and or advising of corrective actions necessary

Carries out all duties in a lawful manner.

Uses the appropriate health and safety equipment in the performance of their role. Any equipment fault is to be reported to their supervisory as soon as possible.

Fulfil the activities specified for their role in the procedural documentation.

All contractors:

follows all listed policies and procedures.

Maintains written records.

Records information in a manner that demonstrates the rationale behind decisions made and documenting the outcomes of key decisions.

Brings any matters of concern to management.

Each employee has the day-to-day responsibility for carrying out their own quality checks to ensure the organisation's quality standards are met.

Each contractor has the day-to-day responsibility for carrying out their own quality checks to ensure the organisation's quality standards are met.

Meets all terms described in conditions of contract.

Ensures that employees and sub-contractors undertake all relevant safety precautions in the performance of their service.

Ensures that all equipment provided/ utilised is fit for use and purpose.



Policy

Technical Leadership

The overall responsibility for technical leadership sits with the principal building officer, in his absence the manager building control is the named deputy. However, due to the size and complexity of work undertaken, individual staff members should in the first instance approach their team leaders for technical support. If the team leader can not provide a response they in turn should approach their managers.

Technical leaders shall be identified in key areas. These leaders have been identified by the principal building officer as having the technical ability to resolve technical enquires themselves or have the competency to know where to obtain the relevant information to determine the appropriate course of action.

Technical leaders are detailed in the technical leadership register (BLD-55.4-TABLE).

Staff requiring advice should raise the enquiry with there supervisor in the first instance and confirm the appropriate technical expert to resolve the enquiry.

In terms of a technical enquiry the escalation shall be as follows:

- Team leader.
- Team manager
- Building control manager
- Principal building officer.

Quality assurance programme

The BCA has a quality assurance programme in place. The audits are conducted by:

- Dedicated quality control officers (2).
- Team leaders responsible for the area in question
- Technical specialists.

The quality programme is detailed in BLD-65.0-POL Internal Audit.

Quality feedback is collated and a report compiled/ circulated. The reports and any other relevant material are reviewed as part of the quality review meeting

Decisions with regards action required to address issues/ progress improvement opportunities are identified and necessary action specified and recorded in the Quality Action Taken Report.

Improvement initiatives are progressed through the relevant forums, and relevant actions minuted.

These forums include:

- Building team meeting
Incidents/SwimmingPools/Residential/Commercial/Inspections/Processing/Lodgement.
- Claims meeting PATS and Building operation management team]-fortnightly.
- Building management meeting - weekly.
- Process lead team (two-monthly).



Staff/contractor authority

All building officials performing technical tasks shall be assessed as competent to perform those tasks. Refer to BLD-17.2-PROC.

All contractors performing technical tasks shall be assessed as competent to perform those tasks. Refer to BLD-17.2-PROC.

All building officials exercising technical decision making in relation to BCA responsibilities shall be assessed and approved by the principal building officer. Thus, technical decision making is based on the assessed competency of the individual not simply associated with the role the officer may be performing.

The specific delegations of staff within the structure are detailed in the Auckland City Council Delegations Register which can be found on the Auckland City Intranet.

Staff performing roles requiring warrants are required to ensure they are current and that they carry them at all times during the performance of duty. Refer to BLD-36.0-POL.

All technical decisions made as part of the BCA statutory obligation shall be recorded. The details of what that decision was based upon shall also be recorded i.e. accurately completed consent processing check sheets to support a decision with respect of a approval/ rejection of a building consent application.

Management review

An annual review will be conducted of the performance of the building consent authority. Refer to BLD-56.0-POL.

External organisations

The management and administration of building consents and associated operations requires that management and staff of ACE will consult and interact with external organisations from time-to-time. ACE has a general obligation to ensure that those whom it represents and acts for are kept informed about what it is doing to ensure those people know how they are being affected by its actions. ACE's policy is to ensure that only those members of management and staff with the appropriate authority and technical knowledge are authorised to represent ACE in all dealings with respective external organisations. The structure of who is authorised to make this representation and the extent of this representation is represented in table BLD-55.41-TABLE.