

INTRODUCTION

Clutha District is located on the southeast corner of the South Island, and is administered by the Clutha District Council. The district has an area of 6335 Km², a population of approximately 17000 people, and is bounded by Dunedin City to the north, Central Otago District and Gore District to the North East and East, and Southland District to the South East. Clutha District has a widely dispersed population centred on a large number of small rural towns. The economy of the District is based on primary production, and further processing of primary products.

Clutha District Council is a member of the Southern Building Control Group, which comprises the following BCAs:

- Timaru District Council
- McKenzie District Council
- Waimate District Council
- Waitaki District Council
- Dunedin City Council
- Clutha District Council
- Central Otago District Council
- Civic Corp
- Southland District Council
- Invercargill City Council.

This group was formed to provide a forum to assist member BCAs to gain accreditation and promote continuous improvement in implementation of building control functions. It will continue to operate as a collaborative forum for the benefit of the member BCAs.

Building Control Functions

Building Control Functions

Building control functions include the functions, powers and duties of both a territorial authority (TA) and a building consent authority (BCA) in regard to the Building Act 2004 and any other enactment that affects the use of buildings.

Roles and Responsibilities of a BCA

Clutha District Council must provide services as a BCA:

- within its district, and
- in any coastal marine areas adjacent to its district (that are not in the district of another territorial authority).

BCA Functions

A building consent authority performs the following functions:

- issues building consents (section 51)
- inspects building work for which it has granted a consent

- issues notices to fix (section 164)
- issues code compliance certificates (section 91)
- issues compliance schedules (section 102)
- when issuing building consents, a BCA must provide the NZ Fire Service Commission with a copy of every application for a building consent of the kind specified by a *Gazette* notice (section 46).

BCAs are required to become accredited and be audited at two-yearly intervals for the BCA functions they carry out.

TA Functions

Territorial authority functions related to building control are identified here for information only; they do not form part of the accreditation requirements addressed in this manual.

Territorial authority functions are as follows:

- issuing project information memoranda (PIMs)
- providing a copy of relevant applications to the NZ Historic Places Trust (section 39)
- issuing building consents subject to waivers or modifications of the Building Code, and notifying the Chief Executive of the Department of Building and Housing if a waiver or modification has been granted. (Waivers or modifications involving access and facilities for people with disabilities in an existing building must not be granted by the TA but must be referred to the Chief Executive of the Department of Building and Housing.)
- issuing certificates of acceptance (section 96)
- issuing amended compliance schedules (section 107)
- administering and enforcing the provisions of building warrants of fitness (sections 108-111)
- considering extent of compliance on change of use and specified intended life changes (section 114)
- carrying out functions in relation to earthquake-prone, dangerous or insanitary buildings (sections 121-132)
- determining whether building work is exempt under the First Schedule to the Building Act 2004
- any other functions and duties required by the Building Act 2004 (enforcement powers etc.)

The Clutha District Council is divided into Regulatory, Corporate and Assets Sections, with all building control functions carried out by Council's Regulatory Section. The Building Consent Authority is part of the Regulatory Section of the Clutha District Council, and performs all of the functions required of a BCA within the Clutha District.

Staffing levels for the building control function are approximately 6 staff full time equivalents, with a mix of full time and part time staff. Approximately 700-800 Building Consents are issued annually, mostly dealing with solid fuel heaters, domestic alterations, detached residential dwellings and farm buildings. Building consent applications outside the usual scope of work are identified by staff, and work that is outside the competency of staff is processed through the use of consultants, producer statements and certification, specialist engineer advice or contracting to another BCA.

The identified roles of “Building Manager” and “Technical Leader” are currently filled by Council’s District Inspector (Ray Applegarth), and “Building Officer” by Building Control Officers and other Council staff appointed as an Authorised Officer or Enforcement Officer under the Building Act 2004. “Administration Officer” is filled by Council’s Regulatory Services Administrator, Regulatory Services Clerk, or Regulatory Records Officer.

Processing of building consent applications is currently carried out by selected competent Building Officers in rotation, with other Building Officers carrying out other building functions (primarily inspections). Variations in workload are able to be managed through increasing the working hours of part time staff, shifting selected staff from inspection to processing as needed, or bringing in additional staff from other parts of Council or other BCA’s if required.

About this manual

This manual describes the policies, procedures and systems that Clutha District Council carries out in order to meet the requirements for BCA accreditation. In addition, related territorial authority processes are described where this aids in understanding of overall building control processes. Policies within the meaning of the Building (Accreditation of Building Consent Authorities) Regulations 2006 may include formal Council Policies (both internal and external), and also overarching statements intended to influence the way in which the process or function is performed or delivered. These are contained within the Quality Manual in the “Purpose” description, and within the Technical Manual in the “BCA Aims”.

The **Quality Manual** outlines the management policies, procedures and systems which ensure that BCA functions are carried out effectively. These include matters such as providing for appropriate staffing and other resources, monitoring of performance, management of records and equipment, and systems for maintaining the quality of building control functions.

The **Technical Manual** describes how the technical building control processes are carried out.

The manual also includes **Supporting Information** such as forms, checklists and customer guides to support these processes. Appendix 1 is an index showing the location of specific items of supporting information.

Appendix 2 shows where in the manual specific parts of the BCA accreditation regulations are addressed.