



# TS-17 Consent assessment and task allocation

## BCA AIM

To assess each application, and ensure all aspects of the application are allocated to staff with appropriate skills for processing.

To ensure that any special characteristics of applications are identified, and the appropriate processing occurs.

To assess and maintain a record of the skills held by employees and contractors.

## ROLES AND RESPONSIBILITIES

- **BCA**

Responsible for ensuring appropriate systems are in place for assessing a building consent. Responsible for ensuring appropriate systems are in place for assessing and recoding the skills of staff and contractors.

- **Building Manager**

Responsible for ensuring building officials and administration staff have the appropriate levels of technical competence to fulfil their functions and duties. Responsible for allocating applications to particular staff members for processing, and identifying applications that are outside the scope of in-house expertise when alternative means are needed to ensure satisfactory processing of the application.

- **Building Officer**

Responsible for advising the Building Manager if they consider work that has been allocated to be outside their scope of capability.


## BACKGROUND

1. Regulation 7 (d) (ii) of the Building (Accreditation of Building Consent Authorities) Regulations 2006 requires that all building consent authorities have policies and procedures for assessing the content of applications.
2. Regulation 7 (d) (iii) of the Building (Accreditation of Building Consent Authorities) Regulations 2006 requires that all building consent authorities have policies and procedures for the allocation of applications to employees and contractors to process.
3. Regulation 9 of the Building (Accreditation of Building Consent Authorities) Regulations 2006 requires that all building consent authorities have a system for allocating building control function work to employees or contractors who are competent to do the work.
4. Regulation 10 (2) of the Building (Accreditation of Building Consent Authorities) Regulations 2006 requires that all building consent authorities have a system for regularly assessing the competence of its employees performing building control functions, and Regulation 10 (3) outlines the aspects the competence assessment system must cover.

## PROCEDURE

### 1 APPLICATION ASSESSMENT

After the application has been lodged and the PIM assembled, applications are assessed by the Building Manager, who identifies any applications that are outside the scope of competency of the Building Officer carrying out building consent processing, or where any special steps are needed during the processing of the application. This may include notification

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to the New Zealand Fire Service Design Review Unit, need for New Zealand Historic Places Trust approval, approval from Council's Assets Department for connection to utilities, or Resource Consent needed from Otago Regional Council for a discharge.

## 2 APPLICATION OUTSIDE THE COMPETENCY OF THE PROCESSING BUILDING OFFICER

2.1 Where it is determined that an application is outside the competency of the processing Building Officer, alternative means of processing the application will be arranged. These could include processing by another BCA, employing a specialist staff member on a short term contract, using a contractor, or utilising specialist staff from other parts of the Council. This will be organised at the direction of the Building Manager, who will be responsible for assessment and approval of the completed work.

## 3 SPECIAL STEPS REQUIRED DURING PROCESSING

3.1 Where the Building manager identifies that special steps are required during processing, these will be entered on the computer system and processing cover sheet, along with dates that these are referred to outside agencies. These items must be signed off by an appropriate staff member before a building consent is able to be issued.

## 4 TASK ALLOCATION

4.1 Tasks requiring approval and staff members allocated these tasks are entered on the computer and processing coversheet by the Building Manager.

## 5 STAFF ASSESSMENT

Staff are assessed for competency within Code Clauses and general office skills using the staff assessment process outlined in TS-17.1. Records of staff assessments are kept, and training needs identified. Tasks are assigned to Building Officers based on their areas of competence as shown by the assessment process.

## 6 STAFF ALLOCATION TO CONSENT PROCESSING

Building Officers who are assessed as competent in processing the range of work usually handled by the BCA may be allocated to the processing of building consents for a period of time. If a Building Officer is not yet competent in a particular aspect of consent processing, they will be supervised by a staff member who is competent, and work will be signed or countersigned by the trainer.

## 7 PROCEED TO BUILDING CONSENT PROCESSING TS-19

## NOTES

TS-17.1 Staff Assessment