



TS-05 and TS-05.1 Job Card

BCA AIM

To maintain an accurate, comprehensive and accessible record of activities relating to an application.

ROLES AND RESPONSIBILITIES

- **BCA**

To determine policy and procedures in respect to the recording of information on the job card. That policy shall detail the level of information required, and when and how this information should be recorded. The procedures should also detail how this information is entered into the system.

- **Building Manager**

To provide audit processes to ensure the policy and procedures of the building consent authority are followed, and that all required information is recorded, is correct, is of suitable quality and content, and has been recorded in a timely manner.

- **Building Officer**

To record information as outlined in the policies and procedures to the required standard.

- **Administration**

To record information as outlined in the policies and procedures to the required standard.

BACKGROUND


The 'job card' is a living document deemed to consist of all the various recording processes of the BCA in relation to the building consent and serves as the records for the job. Every consent should be tracked from application to completion with details recorded. The job card is intended to contain copies of all file notes, comments, etc and should include all information relevant to the job such as status, legal description, consent conditions, site record and inspection notes, etc. In other words all information pertaining to the consent should be recorded. This will include computer and physical records.

- Sections 216-218: territorial authority is required to keep records.
- Sections 237-239: building consent authority is required to keep records and provide copies to the territorial authority for the relevant district.

PROCEDURE

1 ENTER CONSENT DETAILS INTO SYSTEM

- 1.1 Staff shall enter details of the consent onto the systems that form the job card.
- 1.2 All information pertaining to the consent will be linked to the property file.
- 1.3 The record should be a living document and be continually updated.

	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc Ref	TS-05 Job Card
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2 CONSENT STATUS

- 2.1 Status of consent should be identified by the job card systems to reflect the various stages of consent.
- 2.2 On completion of each stage of the consent, the status shall be updated.



3 TASK ALLOCATION

- 3.1 Once details are entered into the system, the file should be forwarded for task allocation dependent upon the skills or competency levels required. (refer skills matrix TS 17.2)
- 3.2 Each consent shall have the various tasks involved identified and be allocated to the appropriate person(s). These people may either be internal or external to the building consent authority dependent upon skills or competency levels (refer to TS-17.2).
- 3.3 As each task is completed, the details shall be entered into the system. All records and decision-making processes should be fully notated and included on the job card.

4 MANAGING TIME-FRAMES

During consent processing

- 4.1 Where there are multiple tasks involved in the consent, these shall be managed to ensure each component is processed within a reasonable time-frame and thus allowing other components to also be processed within the 20-day time-frame.
- 4.2 Time-frames shall be monitored to ensure legislative requirements are met.
- 4.3 Consents should be reassessed to ensure target dates are being met. Reports will be run on a regular basis to identify those consents which may breach the statutory time-frame requirements.

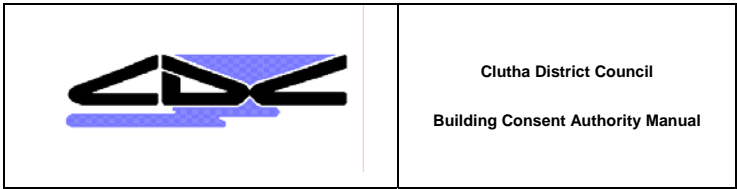
Note: Additional copies of the plans could assist in achieving time-frames, particularly where there are multiple tasks involved.

5 CONSENT PROCESSED.

- 5.1 Where the application is denied, a letter outlining the reasons for refusal should be sent to the applicant.
- 5.2 Where the application is approved, the applicant should be notified in writing together with any advice notes or outstanding fees, etc.

6 INSPECTION SCHEDULING MANAGING

- 6.1 Inspections anticipated are identified on the job card. This information will be determined at processing (refer to TS-19).
- 6.2 Records identify who has carried out the inspection, the date it was carried out and the type of inspection that was undertaken and the results.
- 6.3 Follow-up procedures use the tracking system to identify when consents have not had a final inspection or when the consent is reaching its 2-year limitation period (refer to TS-33).
- 6.4 Any extensions of time granted to complete building work is noted and programmed in for follow-up action as applicable.
- 6.5 Where a notice to fix is involved, follow-up dates should be flagged on the computer system to ensure the actions required are not overlooked (refer to TS-31).



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NOTES

MS-04 Document Control