



Building Services Board Management and Supervision Policy

Questionnaire

Name of Applicant	
Licence No. (if known – renewal applicants only)	

This is to be completed as an addendum to:

Initial application

- Application form 13 – Individual
- Application form 14 – Partnership
- Application form 15 – Company

Renewal

- Application form 52 – Individual
- Application form 54 – Partnership
- Application form 53 – Company

1.0 Management

Please indicate which arrangements you have in place or intend to have in place to address the following responsibilities.

1.1 The following parties will be responsible for ensuring compliance with any planning and building approvals required (e.g. compliance certificates, building permits) for the building services work to be carried out:

(Select one or more of the following)

- The Nominated Supervisor(s)
 - The Director(s) of the company
 - The sole proprietor or partner of the business.
 - Other (if so, please provide further information)*
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1.2 One or more of the following planning 'arrangements are in place' to ensure that building work is diligently monitored and proficiently executed:

(Select one or more of the following)

- I/we hold the necessary software or have processes that will be used to schedule and track the progress of building works.
 - I/we use 'off-the shelf' software packages.
 - I/we use custom-designed software packages.
 - I/we use Project, Excel, Word or similar based software systems.
 - I/we use paper-based systems.
 - Other (if so, please provide further information)*
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1.3 One or more of the following 'arrangements are in place' to ensure that project costs are correctly estimated and monitored:

(Select one or more of the following)

- I/we hold the necessary software or have processes that will be used to schedule and track the progress of project costs.
 - I/we use 'off-the shelf' software packages to estimate and monitor project costs.
 - I/we use custom-designed software packages to estimate and monitor project costs.
 - I/we use Project, Excel, Word or similar based software systems to estimate and monitor project costs.
 - I/we use paper-based systems to estimate and monitor project costs.
 - Other (if so, please provide further information)*
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1.4 I/we have the following 'arrangements in place' so that budgets are developed and payments are made with financial and administrative diligence:

(Select one or more of the following)

- I/we ensure all relevant staff are trained in financial and contractual obligations.
 - I/we produce relevant information for staff in relation to financial and contractual obligations.
 - I/we ensure that staff are aware of and have access to relevant information.
 - I/we undertake regular internal reviews to ensure compliance with our financial and contractual obligations.
 - Other (if so, please provide further information)*
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1.5 National Construction Code performance requirements and other regulatory requirements:

(Select one or more of the following)

- I/we hold a copy or have access to the National Construction Code to ensure I/we comply with its requirements.
 - I/we have a copy or have access to the relevant building standards to ensure I/we comply with its requirements.
 - I/we ensure relevant staff subscribe to Building and Energy's industry bulletins and other relevant providers' updates regarding industry standards.
 - I/we undertake or cause to undertake regular internal audits to ensure products and designs comply.
 - I/we engage relevant experts when needed.
 - I/we have a learning and training programme for staff and contractors.
 - I/we have software that staff and contractors can access to support compliance.
 - Other (if so, please provide further information)*
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1.6 I/we have the following 'arrangements in place' to ensure the completed work complies with plans, drawings, specifications and reports:

(Select one or more of the following)

- I/we prepare and publish policies and/or check lists to ensure that the building work carried out complies with the approved plans, drawings and specifications.
 - I/we undertake regular internal operational audits to ensure that compliance of polices is adhered to.
 - I/we will provide notifications, obtain expert independent reports and obtain consents where necessary prior to any building work being carried out that will affect other land and properties.
 - Other (if so, please provide further information)*
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1.7 I/we have the following 'arrangements in place' to ensure compliance with the relevant occupational health and safety, environmental, and/or other regulatory requirements:

(Select one or more of the following)

- I/we have an injury management plan in place.
 - I/we have a process to check any workers' construction induction cards or high-risk work licences.
 - I/we use site-specific safety instructions (job safety analysis) and processes for the development and implementation of site-specific safety instructions.
 - I/we correctly manage asbestos and other hazardous material risk.
 - I/we correctly manage our obligations towards wastage disposal and environmental risk.
 - Other (if so, please provide further information)*
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1.8 Where applicable, I/we will have 'arrangements in place' to ensure that the building services provided comply with the following regulatory and contractual requirements:

(Select one or more of the following)

- Bushfire performance requirements (Bushfire attack levels).
 - Contaminated sites requirements.
 - Energy efficiency requirements.
 - European House Borer restrictions.
 - Noise restrictions.
 - Sediment control.
 - Site security.
 - Traffic management.
 - Verge permits.
 - Rainwater containment and disposal.
 - Waste management and recycling.
 - Wind ratings.
 - Other (if so, please provide further information)*
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1.9 I/we have 'arrangements in place' to use one or more of the following commercial contract types to meet my/our regulatory and legislative requirements:

(Select one or more of the following)

- Industry association contracts.
 - Contracts that are prepared by a lawyer or legal advocate.
 - Other standard form of commercial contracts.
 - Other (if so, please provide further information)*
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1.10 I/we will have the following insurance policy 'arrangements in place'?

(Select one or more of the following)

- Workers' compensation insurance policies.
 - Contract or construction works insurance.
 - Home Indemnity Insurance (where required).
 - Respective professional indemnity insurance.
 - Public liability insurance.
 - Other (if so, please provide further information)*
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1.11 I/we have the following 'arrangements in place' with regards to employee and building sub-contractor entitlements:

(Select one or more of the following)

- I/we have policies and processes in place for paying employees?
 - I/we have policies and processes in place for paying building sub-contractors?
 - I/we have a nominated superannuation default fund for employees.
 - My/our employees are eligible to choose their own superannuation fund.
 - Other (if so, please provide further information)*
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1.12 I/we have the following risk management ‘arrangements in place’ for factors impacting the building contractor’s ability to proficiently manage the provision of building services:

(Select one or more of the following)

- I/we have a risk management plan in place that covers all the essential requirements in managing risk as a building contractor.
 - I/we update the risk management plan periodically.
 - My/our employees/contractors have access to our risk management plan policies.
 - I/we notify employees/contractors when they do not follow the risk management policies.
 - Other (if so, please provide further information)*
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1.13 I/we have the following ‘arrangements in place’ relating to customer liaison:

(Select one or more of the following)

- I/we provide and share relevant information with the customer.
 - I/we have a policy describing the intervals at which customers will be contacted during the building services.
 - I/we have a policy describing ‘how’ and ‘who’ will contact the customer.
 - I/we have a process for the practical completion and handover of the completed construction.
 - I/we have a policy for construction variations, repairs and warranty claims to the building during and post-construction.
 - I/we have a procedure for how complaints and disputes will be dealt with.
 - Other (if so, please provide further information)*
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*** End of this section***

2.0 Supervision

Please indicate which arrangements you have in place or intend to have in place to address the following responsibilities.

2.1 Based on the anticipated estimated construction activity, proposed construction locations and classes of buildings, I/we anticipate employing:

(Select only one of the following)

- One 'Nominated Supervisor'.
- Two or more 'Nominated Supervisors'.

*Note: a building contractor registered as an individual **must be** the nominated supervisor.*

2.2 Number(s) of 'site supervisors' supervising the building services I/we provide.

(Select one or more of the following)

- I/we have defined measures and policies in place that determine the work load of each site supervisor to proficiently carry out their duties.
 - I am/we are only able to determine the number of site supervisors required for our building services by assessing our overall work load.
 - The 'Nominated Supervisor' is advised by our site supervisor(s) if the site supervisors' work load(s) exceed(s) an amount necessary to carry out their duties in a proficient manner.
 - Other (if so, please provide further information)*
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2.3 My/our 'Nominated Supervisor(s)' has/have 'arrangements in place' to monitor, verify and record adherence to correct work practices, processes, building materials and procedures in accordance to the following cycles:

(Select one or more of the following)

- Daily; i.e. a call forward sheet
 - Weekly
 - Routinely as and when the completion of the stages of work require it
 - Other (if so, please provide further information)*
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2.4 Other than the 'Nominated Supervisor(s)', I/we have 'arrangements in place' for the following parties to be authorised to conduct building site audits and/or inspections during the building works:

(Select one or more of the following)

- Site supervisor(s)
 - Director(s) of the company
 - Construction Manager
 - Production Manager
 - Specialist contractor(s) (e.g. Building Inspector, Architect or Engineer)
 - Other designated employee(s) not stated above qualified to conduct site audits and inspections
 - Other (if so, please provide further information)*
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2.5 I/we have 'arrangements in place' for the supply, storage and installation of materials and equipment which includes verifying compliance of materials and:

(Select one or more of the following)

- That the delivery, storage and installation of materials and equipment will be carried out correctly
 - That the materials match the description in accordance with the approved documentation
 - That the materials are stored in accordance with the manufacturer's recommendations
 - That the materials are stored in accordance with both State and National legislation and regulations
 - That the storage of materials, delivery and placement of equipment will not interfere with the rights of adjoining property owners and any public property
 - Other (if so, please provide further information)*
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2.6 The 'Nominated Supervisor(s)' will have 'arrangements in place' to coordinate and install temporary structures, safe working systems and facilities for building work by:

(Select one or more of the following)

- Supervising and coordinating the temporary structures and facilities for building work
 - Ensuring that the installation of temporary structures (e.g. scaffolding, site sheds, toilet blocks) and facilities for building work will not interfere with the rights of adjoining property owners and any public property
 - Planning, developing and overseeing the safe working systems for both on-site and adjacent areas in accordance with State and National regulatory requirements
 - Other (if so, please provide further information)*
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2.7 Contingency planning to allow for emergencies or unexpected events that may arise over the course of the building works. The 'Nominated Supervisor(s)' will have 'arrangements in place' to:

(Select one or more of the following)

- Allow for emergencies or unexpected events that may arise over the course of the building work
 - Ensure that contingency planning meets all necessary State and National legislative requirements
 - Ensure that the contingency planning is reviewed periodically or after each unexpected event
 - Other (if so, please provide further information)*
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*** End of the questionnaire ***