

Building Work Supervisors

Supervision Guidance

Introduction

This document provides guidance to support the Building Work Supervisor Standard Registration Conditions document, by outlining the legislative requirements for building work contractors in relation to supervision of the building work performed under the licence in South Australia and guidance for registered building work supervisors as to suggested 'best practice' principles for supervision of building work.

Supervisor requirements for building work contractors

Section 12(b) of the *Building Work Contractors Act 1995* (the Act) provides that a licensed building work contractor must ensure that building work of any kind performed under the contractor's licence is properly supervised by a registered building work supervisor (the supervisor). The supervisor must hold a registration which authorises the supervision of that building work. A registered architect is taken to hold a building work supervisor registration and may be nominated to cover the supervision of the building work contractor without holding a registration.

A body corporate (the company) must nominate at least one appropriately registered building work supervisor to supervise the building work of the company. Depending on the size of the company they may need to nominate several appropriately registered building work supervisors to ensure that adequate and proper supervision is maintained.

A sole trader can hold both a contractor's licence and supervisor registration which covers the supervision of their building work. A sole trader may also nominate another person to supervise their contractor's licence if the sole trader doesn't possess the necessary knowledge and experience to supervise the full scope of their contractor's licence.

A partnership must also ensure that all partners hold a building work contractor's licence, unless a partner meets the criteria for a 'non-active' partner exemption. A person within the partnership may also hold an appropriate building work supervisor registration. The partnership may also nominate another person to supervise their contractor licence, if the partners don't possess an appropriate supervisor registration of their own.

Consequences for not having a supervisor or inadequate supervision

A licensed building work contractor must ensure that there is a registered building work supervisor approved by Consumer and Business Services (CBS) as a building work supervisor in relation to the contractor's business at all times during the currency of the licence.

If the contractor does not have an approved building work supervisor registered on their licence for a period greater than 28 days, the contractor's licence is suspended until they comply with their obligations to have an approved supervisor registered. This is also noted on the CBS licensing public register. The contractor is not permitted to contract for building work while their licence is suspended.

Additionally, failure by a building work contractor to ensure proper supervision of building work may result in suspension or cancellation of the contractor's licence, conditions being imposed on the licence or disciplinary action. Disciplinary action may be taken against the building work supervisor if the supervisor has acted unlawfully, improperly, negligently or unfairly while acting as a building work supervisor.

Please note that proper supervision applies to all licence conditions as outlined in the Building Work Supervisor's Standard Registration Conditions document. All nominated building work supervisors must be approved by CBS.

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Why is proper supervision important?

A consumer has the right to expect that any building work performed is carried out with proper supervision and care in accordance with the current building codes and industry expectations. Similarly, a contractor expects that any registered supervisor engaged on its behalf is competent, experienced and aware of all obligations under the Act. Proper supervision ensures that all building work is performed in a professional manner and free from faults that could have been circumvented by proper care and skill under the controls of proper supervision.

Proper supervision may include:

- Checking the building work to ensure it is performed in a proper manner, to accepted trade standards, and where relevant, in accordance with Development Approval and Building Rules Consent, building agreements and contracts, the agreed plans, specifications, the Building Code of Australia (National Construction Code - NCC) and the associated Australian Standards.
- All building work performed must comply with the NCC and the associated Australian Standards.
- An understanding of the requirements of all the necessary documents and implementing those requirements on site in a practical manner to ensure decisions made are compliant.
- Awareness of the obligations for the prescribed stages of work (notification stage) and how to action the event in relation to *the Planning, Development and Infrastructure Act 2016* (section 146) and the *Planning, Development and Infrastructure (General) Regulations 2017* (regulation 93).
- Use of correct building terminology, particularly when present for major or critical structural events which require communication or guidance with trades and workers on site.
- Compiling accurate records of site visits, including any observations and actions taken.
- Having a working knowledge and application of the NCC, product specifications and common work practices on the building site.
- Adherence to necessary WHS safeguards.
- Overseeing the principal parts of the building work before they are concealed from view (e.g. footings and other structural elements) and ascertain by personal inspection whether the work has been done according to specification.
- Exhibiting a general understanding of the construction sequences, processes and work practices associated with the type of construction being undertaken at the site and the hazards and risks associated with the types of materials, chemicals, plant and equipment used at the site.
- Direction, coordination and oversight of the on-site work processes within the scope of the supervisor's registration.
- Determining when particular sub-contractors or phases of the construction process can start, and when it is necessary to suspend a process.
- Coordination and general instruction for work associated with one process so as not to endanger persons engaged in other processes.

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Supervision Table

The table below is intended to provide guidance on the suggested activity that Consumer and Business Services considers as proper supervision and best practice. This content may not reflect a supervisor's contractual or legislative responsibilities. Supervision activity is not limited to the below only.

Structural Elements	Suggested supervision activity
Pre-construction	Approvals and requirements need to be sighted (e.g. development approval for building work and services for the building site, Building Indemnity Insurance requirements)
Site identification	Site description and boundary alignments verified
Site works	Correct bench level of building platform established Earth batters or retaining walls established Required fill compaction achieved
Building set out	Set back from titled boundaries accord with approval documents Building footprint reflects approval and contract documents
Footings/Slab	Inspections undertaken and approved by relevant approving authority Relevant plumbing and drainage inspections undertaken and approved by relevant authority Excavation, steel reinforcement, concrete placement and construction of the footing in accordance with the Building Rules Consent Finished slab level accords with any minimum levels set by local government and engineering documents Termite management system/s in place
Frame	Inspection undertaken and approved by approving authority Frame set out and dimensions accord with approval documents All structural elements and wind bracing accord with approval documents Fixings and tie downs Ceiling heights and door widths accord with the contract documents and minimum standards set by legislation Wall and ceiling framing is plumb and square Roof frame conforms to plans and specifications (eg conventional or truss)
External cladding	Brick work and other cladding types (ie AAC and other cladding products installation requirements) including the brick tie requirements Engage any specific requirements for coastal areas Articulation, construction and control joints correctly positioned Wall cavities cleaned and Weepholes clear and correctly positioned Damp proof course in place

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	External cladding waterproofed where required (including construction waterproofing) Brick cladding plumb
Window and external door joinery	External window and door fitments meet correct wind loading requirements External window and door flashings correctly in place Correct glass used in areas of human impact risk Installation and glazing certificates obtained (where applicable) to meet energy efficiency requirements as per approved documents
Bush Fire Zones	Awareness of the bush fire requirements in relation to the structural and non-structural building elements
Strict Trade Elements	Any work performed must be undertaken and authorised by a person appropriately registered as a worker under the <i>Plumbers Gas Fitters and Electricians Act 1995</i> . This may be an employee of the contractor or a sub-contractor.
Plumbing works	First fix inspections are undertaken and approved by approving authority
Gas Fitting Works	All work is installed in accordance with the requirements of the Code and approved authority
Electrical works	Plumbing, Gas fitting and Electrical supply authority requirements satisfied Position of final fixtures and fittings accord with contract documents Smoke detector locations accord with approval documents Second fix connections and testing performed by appropriately registered worker Certificate of Compliance provided at completion of works
Roof plumbing	Roof fixings in place and correct for wind category Sarking correctly lapped and placed Flashings in place and of compatible materials Minimum falls and laps to sheet roofs and gutters Bushfire resistance requirements met Roof drainage and downpipes located in accordance with approval documents
Stormwater	Downpipe connections adequate for soil conditions Roof water and site drainage discharge to approval authority's satisfaction Site drainage falls adequate
Internal Finishes	
Plasterboard	Frame checked prior to plaster fixing in accordance with the manufacturer's specifications Required back blocking in place Expansion and control joints correctly located Selected class of finish achieved in accordance with contract documents
Second fix	Second fix carpentry, joinery and cabinet elements correctly in place and adequately fixed to substrates
Wall and floor tiling	Selected wall and floor tiles accord with contract documents including mandatory waterproofing requirements

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	Wet area requirements comply with NCC and Australian Standards
Painting	Pre-paint inspection carried out to ensure adequate surface Correct paint type used for application Selected finish accords with contract documents and supplier recommendations
Driveways	Driveways constructed with appropriate falls, control and construction joints and surface finishes Complies with local Council requirement standards
Paving	Falls and margins comply with requirements
Final	Inspection undertaken and approved by relevant authority Relevant certification and 'sign-off' documents obtained and provided to relevant authority

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