



**Construction Activities – Procedures**

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**1. Introduction**

- 1.1 These Procedures provides instruction for carrying out construction activities, including building works.
- 1.2 These Procedures provide Designated Superintendent and management teams the awareness of legislative framework and the associated certificates, permits and approval processes required for construction work.
- 1.3 Adherence to these Procedures shall ensure that all construction work goes through proper planning and approval processes and meets the minimum requirements and standards contained within the National Construction Code.
- 1.4 These Procedures shall be read in conjunction with [Policy Directive 83 – Construction and Maintenance – General Procedures](#).

**2. Definitions**

- building class** the classification of a building or incidental structure
- building permit** Most building work requires a building permit obtained from the relevant Permit Authority. A building permit may prescribe mandatory inspections.
- building work** the construction, erection, assembly or placement of a building or an incidental structure; or the renovation, alteration, extension, improvement or repair of a building or an incidental structure; or the assembly, reassembly or securing of a relocated building or a relocated incidental structure; or the changing of ground levels of land for the purposes of work of a kind mentioned above, to an extent that could adversely affect land beyond its boundaries; or site work on any land for the purposes of, or required because of, work of a kind mentioned above.

<b>construction work</b>	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
<b>Designated Superintendent</b>	The Superintendent as defined in s 36 of the <a href="#">Prisons Act 1981</a> and includes any reference to the position responsible for the management of a private prison under Part 111A of the <a href="#">Prisons Act 1981</a> . Does not extend to the officer in charge of a prison.
<b>Manager Construction and Maintenance</b>	Manages the direction and activity of the construction and maintenance portfolio within prison industries.
<b>Permit Authority</b>	A Permit Authority can accept applications and issue building occupation and demolition permits. In most cases this will be local governments, but may be Building Management and Works (BMW.)
<b>prison industry (prison industries)</b>	Industries conducted within prisons, which are realistic, business-like and customer-focussed which provide prisoners opportunities to become work-ready, and develop vocational skills that will increase their chances of gaining and retaining work on release.
<b>value</b>	The estimated value of the work is the contract price (including the GST); or the sum of the value (including the GST) of the relevant components.

### 3. Building work

Designated Superintendents are responsible for the identification of the project need and justification and shall adhere to the following:

#### 3.1 For minor building works (over \$5,000 and less than \$1m)

- Identify the funding source. Projects with a value of over \$5,000 and less than \$1m shall require funding through the Prison Infrastructure Steering Committee.
- Oversee the growth in capability within the prison to undertake construction work and ensure that anyone undertaking work is suitably qualified or being supervised by a suitably qualified person.
- Contact the Manager Construction and Maintenance for details on engaging a registered building surveyor to ensure compliance with relevant legislation and standards.
- Ensure that the person named as the builder on a building permit application for work of greater than \$20,000 in value, is a registered builder (refer [Building Commission Register of Builders](#) or seek assistance from the Manager Construction and Maintenance).
- Follow internal DCS endorsement and funding processes.

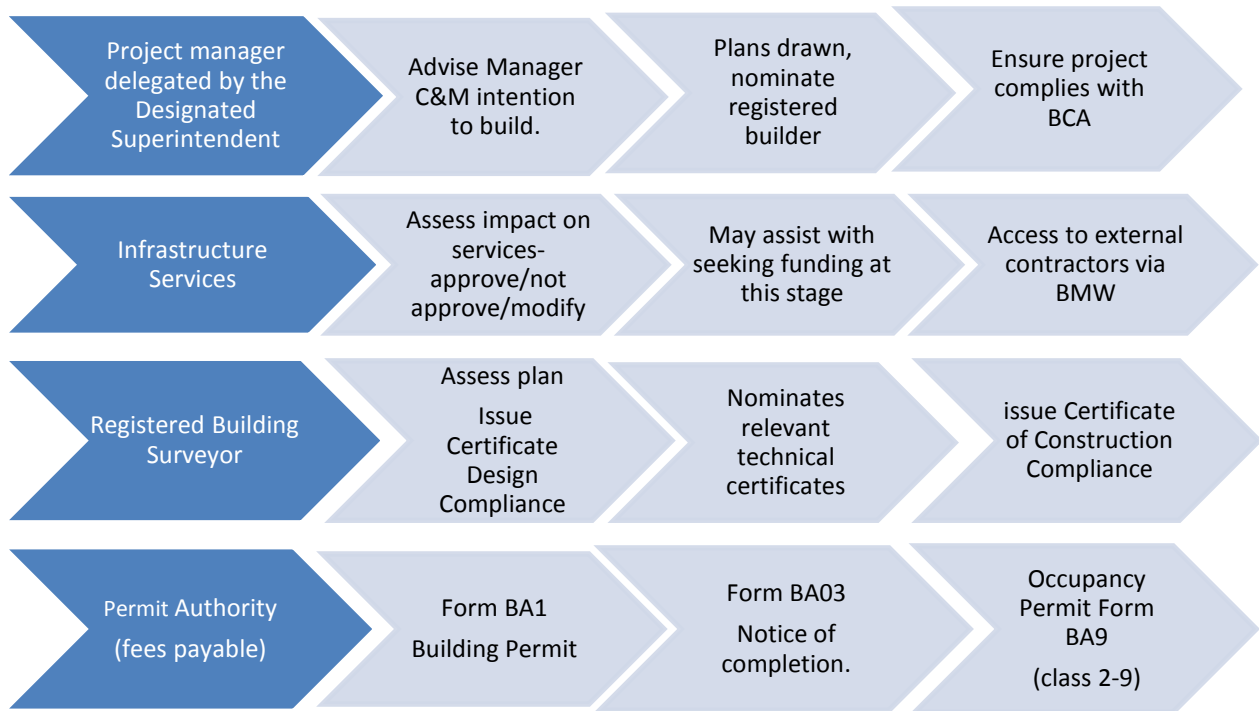
#### 3.2 For major projects valued over \$1 m

- 3.2.1 Large projects impacting on buildings and infrastructure which are in line with the Department's strategic plan and/or are an unforeseen high-risk issue valued over \$1m must be included in the Department's Strategic Asset Plan.

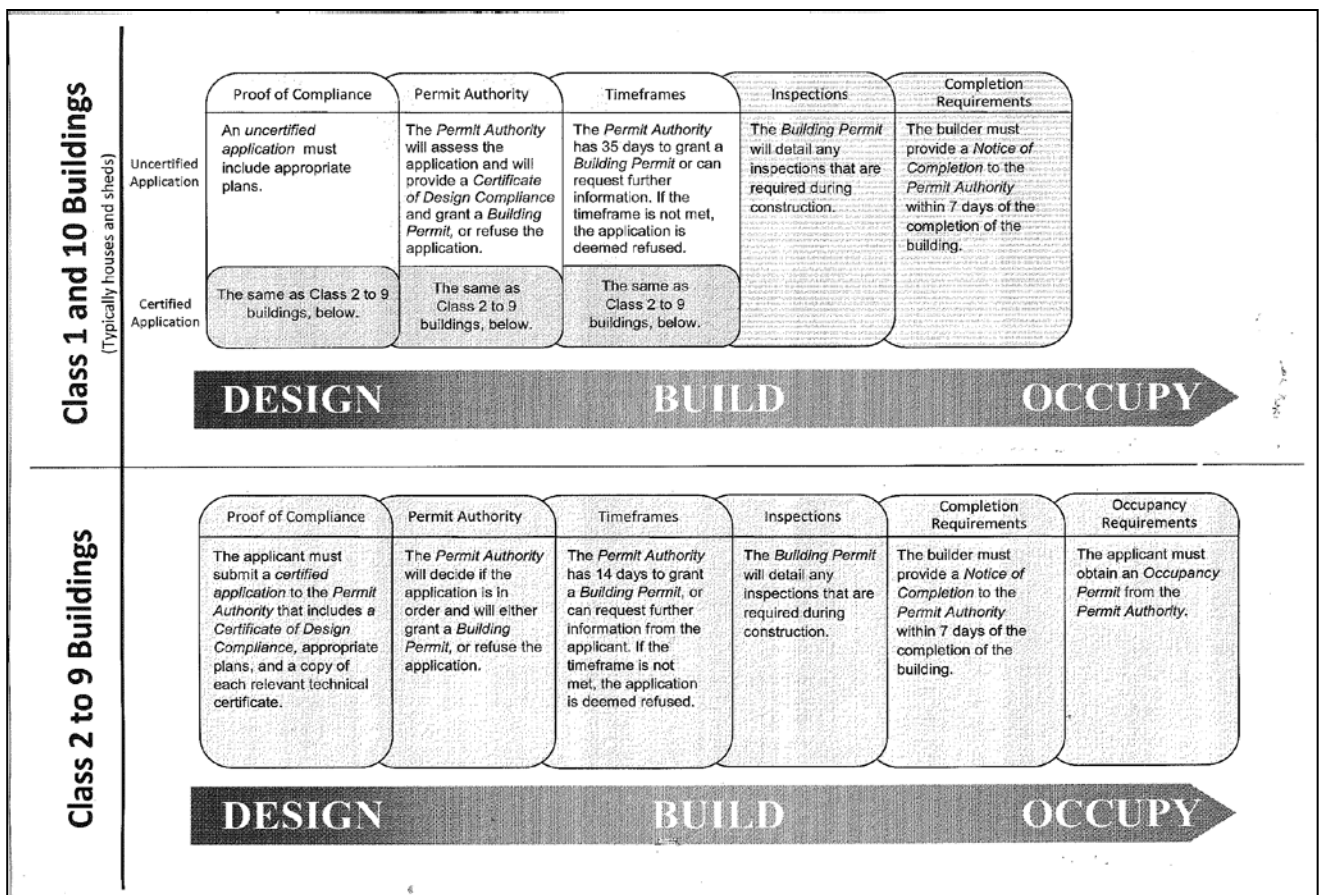
3.2.2 If a facility has a major project requirement this should be raised by the relevant Designated Superintendent via the Assistant Commissioner Custodial Operations for discussion at the Prison Infrastructure Steering Committee. This process is coordinated by the Infrastructure Services Directorate.

## 4. Procedures

- 4.1 Under the [Building Act 2011](#), most construction work requires a building permit. Additionally, if the value of the structure is over \$20,000, construction must be overseen by a registered builder.
- 4.2 If the Designated Superintendent identifies the need for construction activity within a prison or other approved external work settings in accordance with [Section 3](#) above, then the Designated Superintendent shall ensure that the following steps are undertaken:
- 4.2.1 Determine if a building permit is required (refer to the [Building Act 2011](#) or seek advice from the Construction and Maintenance Manager. If a building permit is required the Designated Superintendent must ensure that a [Form BA1](#) (building permit application) is obtained from the Building Commission.
- 4.2.2 Obtain a set of plans for the proposed building or structure. These plans may be prepared by the builder, a draftsman, or an architect, depending on the complexity of the proposed structure. A cost is payable for this service.
- 4.2.3 Obtain the approval of the Assistant Commissioner Adult Custodial.
- 4.2.4 Complete a [Request Endorsement for Improvement Project Form SAS0008](#) and submit it to the Director Infrastructure Services, along with the plans and [Form BA1](#). The Director Infrastructure Services will determine whether the structure can be built on the site without impacting negatively on local services or security, or any future use or plans for the site.
- 4.2.5 The Director Infrastructure Services will ensure that the [Form BA1](#) is signed by the Minister for Lands.
- 4.2.6 After approval by the Director Infrastructure Services, the Designated Superintendent must engage the services of a registered building surveyor who will determine if the plans comply with the Building Code and what inspections are necessary during the building process. The Surveyor will assess the plans and issue a Certificate of Design Compliance stating that the design complies with the building standards (a fee is payable) and determine if further approvals are required from other agencies such as the Department of Health or the Department of Emergency Services. This is to be done prior to the application being lodged with the Permit Authority.
- 4.2.7 Submit the certified application ([Form BA1](#)) to a Permit Authority in order to obtain a building permit (fees payable).
- 4.2.8 Once the building permit is issued, the builder can proceed with the construction work.
- 4.2.9 On completion of the work, the builder must give notice to the Permit Authority using a [Form BA3](#) make an application for an Occupancy Permit using a [Form BA9](#).
- 4.2.10 The following is an illustrative representation of the areas of responsibility in the construction process:



4.2.11 The flow chart below summarises the approval procedures for any building work which requires a Building Permit as per Section 4.2.1 above. The chart highlights the different processes to be undertaken for Class 1 and Class 10 buildings, and Class 2 to 9 buildings. The Class of a building is defined in the Building Code of Australia, and refers to the classification of a building or part of a building, determined by the purpose for which it is designed, constructed or adapted to be used:




## 5. Recording of work

- 5.1 All maintenance work is to be recorded in the Prison Industries Catalogue in order to recognise the work undertaken and track outputs of the prison industry.
- 5.2 Following the completion of work and prior to the end of the month, the Maintenance VSO is to access the [Prison Industries Catalogue](#) (under 'Maintenance Tasks', enter the job, the number of hours, and the cost of materials).

## 6. Approvals

Commissioner of delegated authority as per PD 83:

Signature: 

Date: 9 July 2014

## 7. Policy sponsor

Assistant Commissioner Offender Services

## 8. Contact person

The following person may be approached on a routine basis in relation to this policy:

Manager, Construction and Maintenance, Prison Industries

Principal Operational Policy Officer

## 9. Version history

	Version	Approved	Effective from
1.	First published	9 July 2014	28 July 2014