



2023 CONFERENCE

Building knowledge for success
Setting the standard for the future

Jeff Fahrensohn



What we will be covering today

- Background
- Risk levels
- Audit objective
- Findings
- Next steps



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Audits

On-site BWoF audits

A territorial authority should adopt a policy to proactively review a percentage of buildings with BWoFs per year. It is good practice to have a three- to five-year on-site audit cycle (20-33 per cent per annum) and the audit frequency of a given building should reflect the perceived risk for the use of that building. Therefore, for instance, it might be appropriate to have annual audits for budget accommodation (eg backpackers' hostel) and five yearly audits for low-occupancy industrial buildings.

<https://www.building.govt.nz/building-officials/guides-for-building-officials/building-warrants-of-fitness/#jumpto-role-of-the-territorial-authority>

MBIE report on Council TA performance



MBIE's authority for TA assessments and the consequences of non-performance:

TA assessments are carried out under section 204 of the Act to assist MBIE's chief executive in monitoring the performance of TAs.

Sections 204 and 276 of the Act also give MBIE's chief executive the power to:

- formally review TAs to determine whether they are properly performing their functions and duties or properly exercising their powers under the Act; and
- require full access to all the information needed to conduct these assessments and reviews.

The chief executive has separate investigation and disciplinary powers in relation to a BCA under sections 201 and 203 of the Act.

If there are serious concerns about a TA's performance the responsible Minister may appoint someone else to act in its place – sections 277 and 278 of the Act.

TOPIC	RESULTS AND COMMENTS
BWoFs	<p>MBIE reviewers consistently found councils without an effective BWoF audit programme. They either had no programme at all, were not reviewing enough BWoFs for their programme to be effective or were simply checking the paperwork.</p> <p>For a BWoF audit programme to be effective, MBIE guidance states councils should be auditing between 20% and 33% of all BWoFs annually*. Which BWoFs are chosen should be based on risk, for example:</p> <ul style="list-style-type: none">buildings with sleeping uses such as backpackers' hostels – annual audits are recommendedcommercial buildings – audits every three years are recommendedlow occupancy industrial buildings – audits every five years are recommended. <p>As per MBIE guidance, simply reviewing the paperwork is ineffective. Council staff should also inspect the building to confirm the presence or otherwise of specified systems.</p>

Notices to fix and infringement notices – relating to compliance schedules and BWoFs

The reviews found that many councils did not issue any NTFs or infringement notices for compliance schedules or BWoF matters.

The use of NTFs and infringement notices is an important tool for councils to create incentives for building owners and IQPs to comply with their obligations under the Act. While ultimately TAs need to exercise their discretion in each case, light-handed approaches such as warnings often do not achieve the desired results.

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BUILDING PERFORMANCE

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Audit frequency

Risk level	Frequency
High risk	Annually
Other residential, crowd occupancies, medical facilities, early childcare, schools and other commercial	1-3 yearly
Low occupancy industrial	5 yearly



Our Checklist



Building Warrant of Fitness Audit record- Auckland Council

BUILDING WARRANT OF FITNESS AUDIT

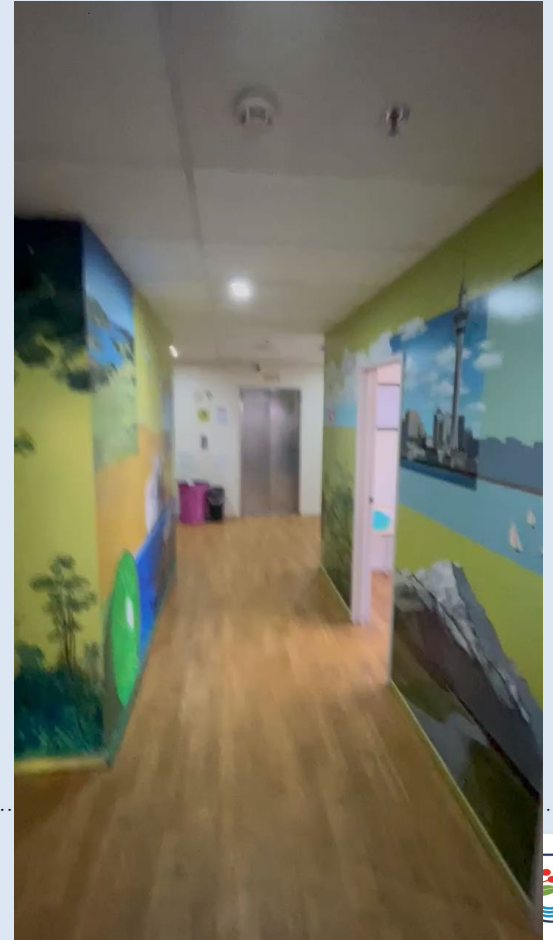
Auditor name:	Date:	Time: Duration:
Address:		
Compliance Schedule number: <i>WOF</i>		
Location (if different from CS address):	Building name:	
Property contact name:	Phone:	
Email:		

BWOFF and Compliance Schedule check		Comments
Warrant identification shown	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Access to building	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Is BWOFF Form 12 displayed? (Location to be recorded)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Is BWOFF Form 12 current?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Compliance Schedule and WOF number correct on the Form 12 displayed	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Is Compliance Schedule available on-		

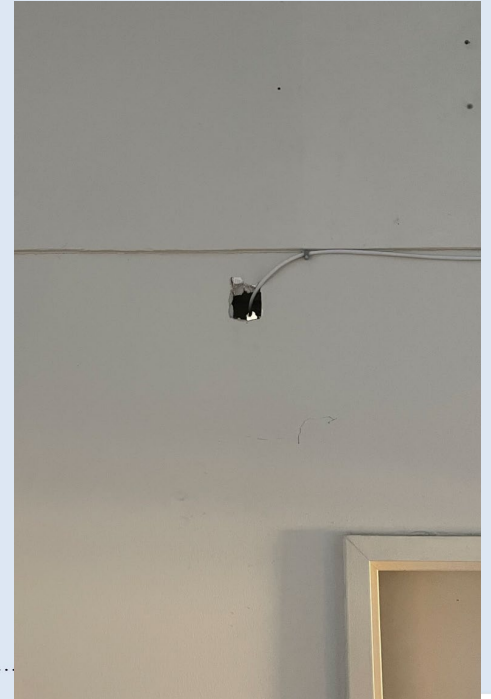


Service duct cupboards in escape routes checked	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	N/A <input type="checkbox"/>	
Smoke separations ok	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	N/A <input type="checkbox"/>	
Specified system appear operational and maintained	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	N/A <input type="checkbox"/>	
Fire Evacuation Scheme (Note: To be sighted only. Compliance to be checked by others)				
Fire extinguishers	Sighted <input type="checkbox"/>	N/A <input type="checkbox"/>		
Fire hose reels	Sighted <input type="checkbox"/>	N/A <input type="checkbox"/>		
Evacuation signage/ plan- Assembly points identified	Sighted <input type="checkbox"/>	N/A <input type="checkbox"/>		
Any other issues observed (both BWOFF audit and Fire Evac scheme):				
Audit outcome				
	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	N/A <input type="checkbox"/>	
<input type="checkbox"/> Items failed require remedial works to be carried out within _____ days (from date of this audit) <input type="checkbox"/> Items failed required to be rectified by next BWOFF issue <u>date</u> Another audit will be arranged after these dates and if issues have not been satisfactorily addressed, a Notice to Fix and/or Infringement will be issued.				
ISSUES SUMMARY (if applicable)			Photos to be attached	

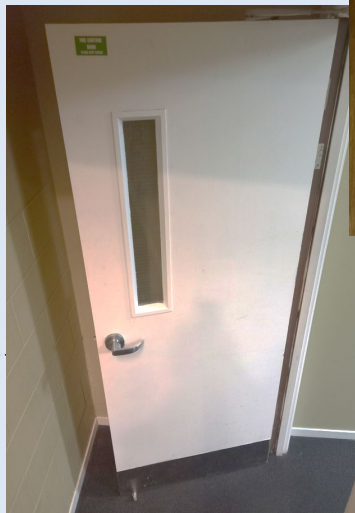
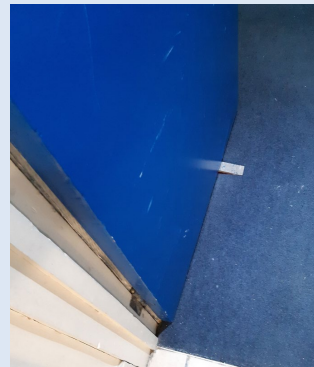
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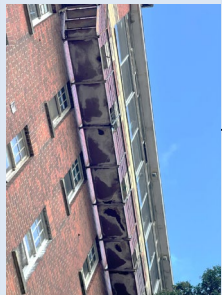
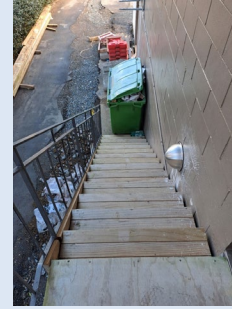
Fire Separations

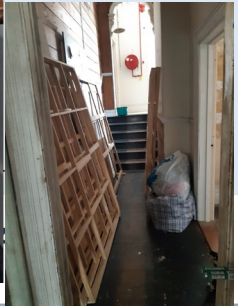
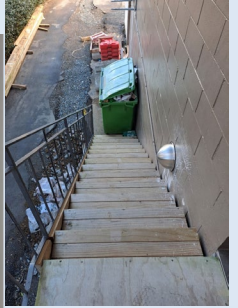
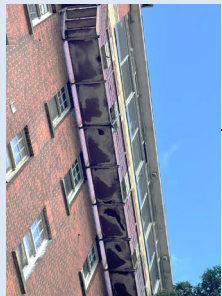


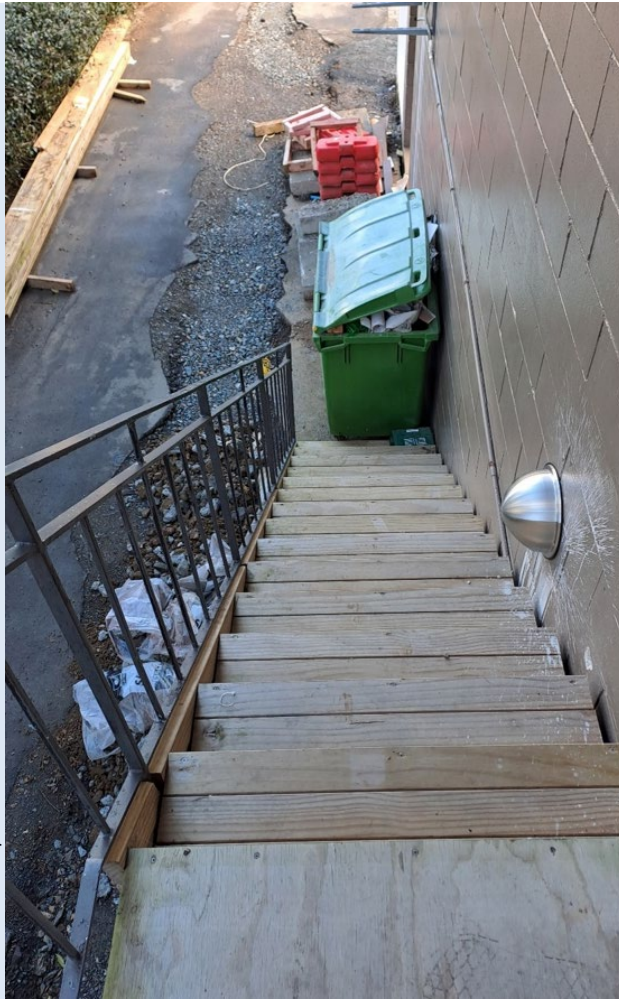
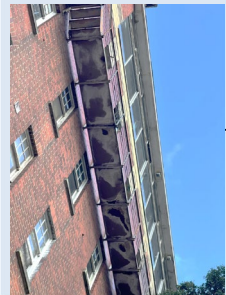
Doors

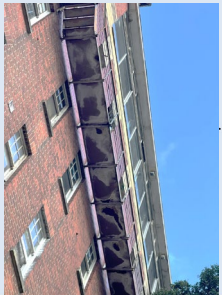
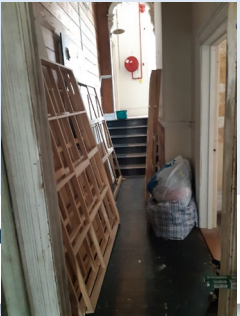
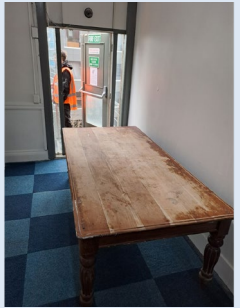
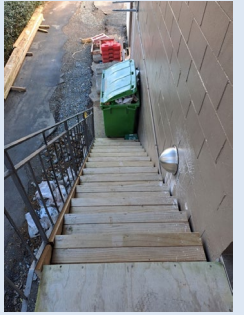


Escape routes

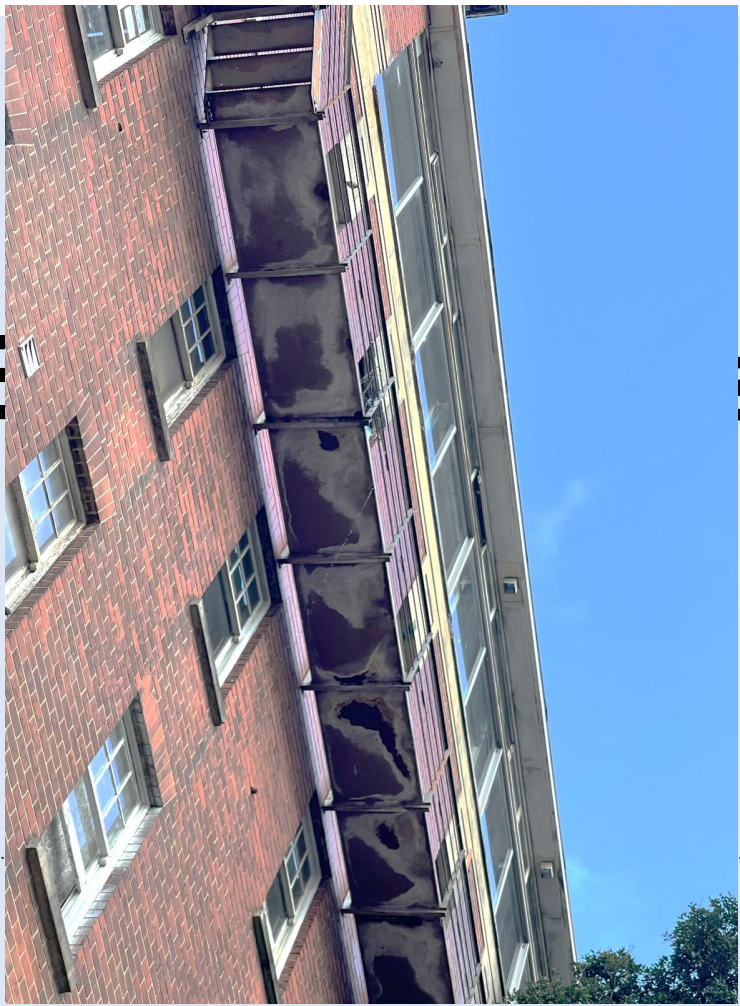




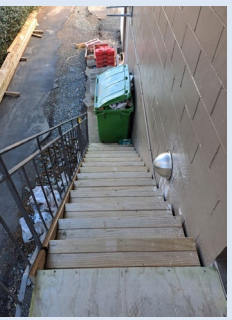




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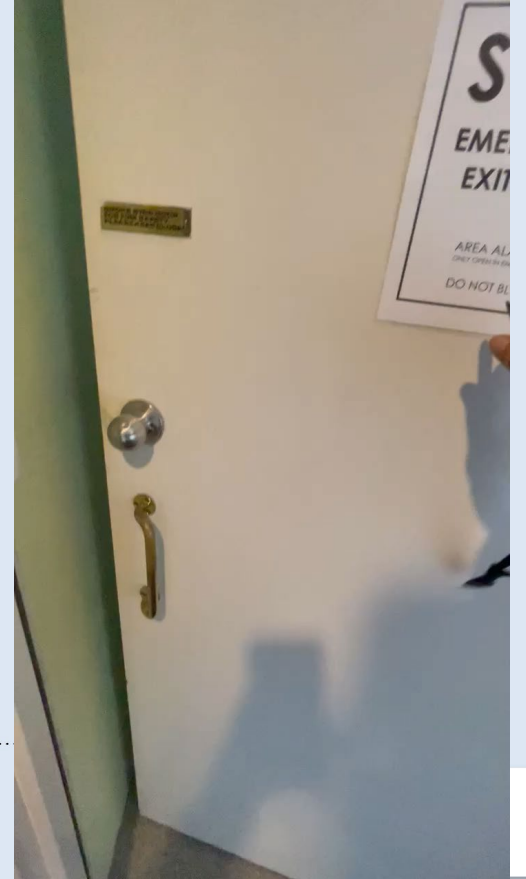
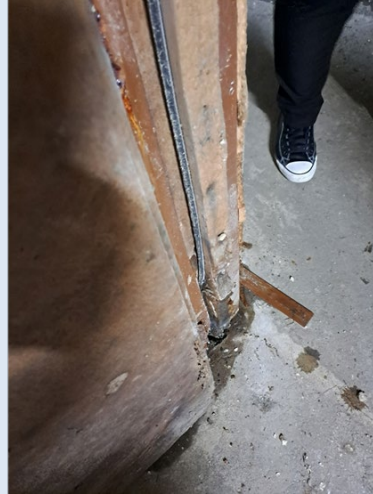
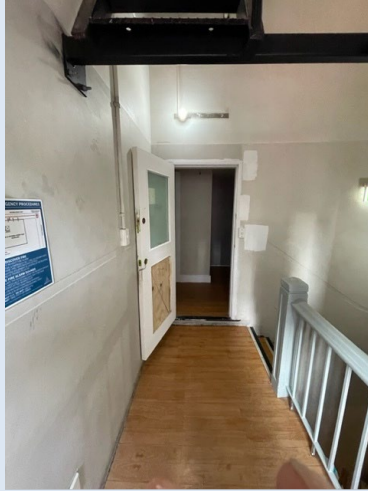


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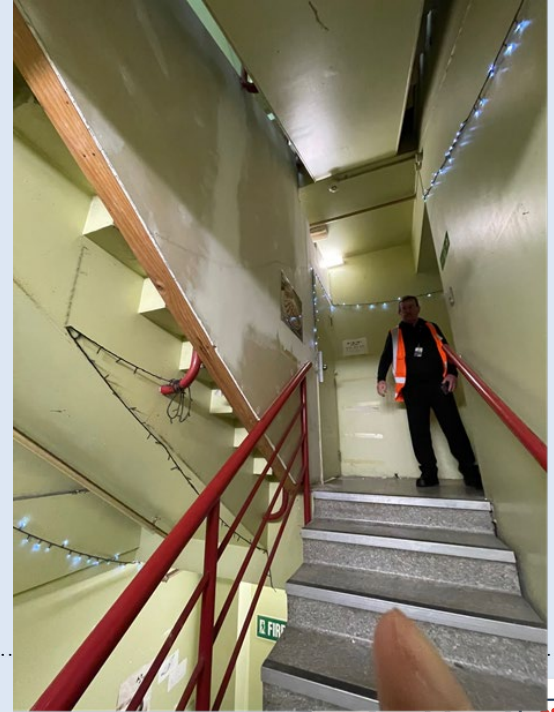




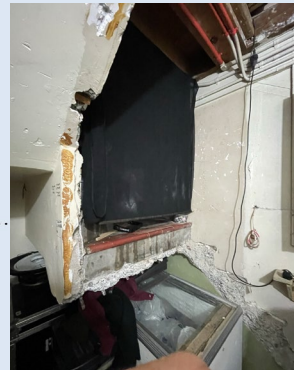
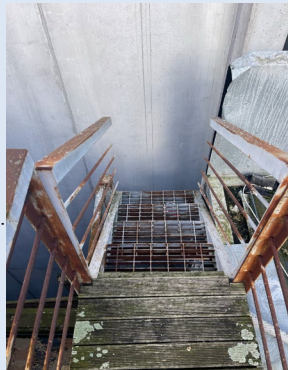
Maintenance



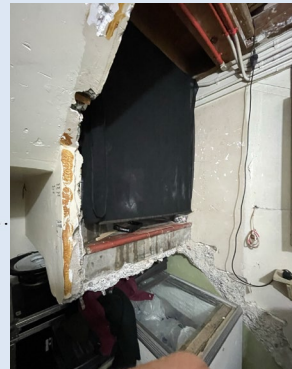
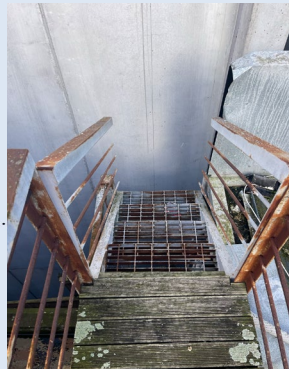
Changes



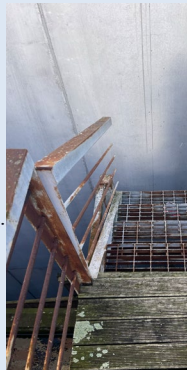
Dangerous?

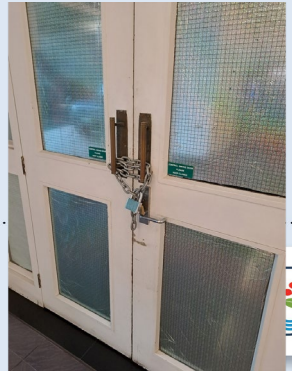
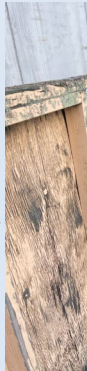


Dangerous?



Danger









9



Audit results

- Owner/agent sent checklist
- Maintenance recommendations (lower risk) must be addressed before next BWOF renewal
- Higher risk issues will have specific time frames to remedy
- Very high-risk items: Immediate action required and escalated enforcement actions
- Feedback for IQPs

Thank you