



PROTOCOL FOR THE DEVELOPMENT OF
NATIONAL CONSTRUCTION CODE
REFERENCED DOCUMENTS

April 2018

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1. Introduction

1.1 General

This protocol was prepared by the Australian Building Codes Board (ABCB) to assist organisations preparing or revising documents proposed for referencing in the National Construction Code (NCC).

The objective of the protocol is to ensure that the documents prepared or revised are appropriate for regulatory use, undergo a consistent and transparent process, and are delivered in a suitable format and drafting style.

A reference in this protocol to a 'proposer' is a reference to the organisation or professional body that proposes to undertake the development, revision or amendment of a NCC referenced document.

Note: The production of a document in accordance with this protocol does not guarantee that the document will be referenced in the NCC. See Section 7 of this protocol for further information.

This protocol was first published in 2004 and updated in 2007, 2009, 2011, 2013, and 2016.

2. Background

2.1 Australian Building Codes Board

The ABCB is a Council of Australian Government (COAG) standards writing body that is responsible for the National Construction Code. It is a joint initiative of all three levels of government in Australia and was established by an Intergovernmental Agreement (IGA) signed by the Commonwealth, States and Territories.

The ABCB's mission, as stated in the IGA, is to address issues relating to safety, health, amenity and sustainability in the design, construction and performance of buildings through the NCC and the development of effective regulatory systems and appropriate non-regulatory solutions.

The ABCB has two primary technical advisory committees, the Building Codes Committee (BCC) and the Plumbing Code Committee (PCC). These committees provide a national forum for regulatory authorities and industry to consider technical matters relevant to building and plumbing regulation reform. The ABCB consults with these committees at key stages in the development of a NCC referenced document (see Section 4 of this protocol).

2.2 National Construction Code

The NCC is an initiative of the COAG developed to incorporate all on-site construction requirements into a single code. The NCC comprises of the BCA (NCC Volumes One and Two) and the PCA (NCC Volume Three).

- (a) Volume One: pertains primarily to Class 2 to 9 buildings.
- (b) Volume Two: pertains primarily to Class 1 and 10 buildings.
- (c) Volume Three: pertains primarily to plumbing and drainage associated with all classes of buildings.

The NCC is developed and maintained by the ABCB in conjunction with the Commonwealth, State and Territory Governments. The NCC provides a uniform set of technical provisions for the design and construction of buildings and other structures, and design and installation of plumbing and drainage systems, throughout Australia. The NCC is given legal effect by the relevant legislation in

each State and Territory. This legislation determines the application of the NCC within the relevant jurisdiction. The manner of legislative reference, application and administrative arrangements may differ between each of the States and Territories.

Access to the NCC Volumes is freely available in both online and digital download formats from the [ABCB's website](#).

2.2.1 NCC Performance Requirements

The Performance Requirements are the minimum level that buildings, building elements, and plumbing and drainage systems must meet. A building, plumbing or drainage solution will comply with the NCC if it satisfies the Performance Requirements, which are the legal requirements of the NCC.

The Performance Requirements can be met using either a Performance Solution (an Alternative Solution) or a Deemed-to-Satisfy Solution, which often include NCC referenced documents.

2.2.2 NCC Referenced Documents

The technical provisions of the NCC are supported by referenced documents. These documents provide a means of complying, or a means for demonstrating compliance, with the Performance Requirements of the NCC.

Once referenced by the NCC, these documents become part of the building and plumbing regulatory framework and therefore must be prepared to ensure compatibility with both the legal and technical requirements of the State and Territory building and plumbing control systems.

A NCC referenced document could cover a range of matters including:

- (a) A material e.g. concrete, steel, timber or copper.
- (b) A product e.g. roof tiles, fibre-cement sheets or PVC-U pipes and fittings.
- (c) Design e.g. designs methods for timber structures.
- (d) Installation e.g. the installation of roof tiles or a heated water service.
- (e) Testing or measuring e.g. fire tests methods on building materials, a sound pressure level measuring method or testing of products in contact with drinking water.

2.3 Government Initiatives and Regulation Reform

All governments are committed to reducing the burden of regulation on industry and the community. This commitment is expressed in the [CoAG's Best Practice Regulation: A Guide for Ministerial Councils and National Standard Setting Bodies](#) (October 2007) and the [ABCB's IGA](#).

The Australian Government manages Australia's responsibilities for the Technical Barriers to Trade Agreement under the World Trade Organisation and the Closer Economic Relations Agreement with New Zealand. Any proposed referenced documents must satisfy the provisions of these agreements.

To facilitate free trade and to avoid duplication, the ABCB has a policy of referencing international documents in preference to national documents, where they are available and suitable.

3. Obligations on the Proposer of a NCC Referenced Document

The proposer of a document to be referenced in the NCC is responsible for complying with this protocol, in particular:

- (a) Supplying all information and documentation required by this protocol.
- (b) Meeting all costs associated with the development, publication and distribution of the document.
- (c) Ensuring the currency and validity of the document by undertaking regular review. Any revisions or amendments to keep the document current and valid must comply with this protocol.
- (d) Confirming that the development committee is the copyright owner of content submitted for the purpose of including in a NCC referenced document.
- (e) Providing the ABCB with non-exclusive intellectual property rights to the document for the purpose of publicity and education but not for commercial gain.
- (f) Making the document publicly available once published.

4. NCC Referenced Document Development Process

This section describes the process to be used to develop new or revised NCC referenced documents.

The objective of the development process is to facilitate the acceptance of the proposed document by the ABCB's BCC and/or PCC, as suitable for referencing in the NCC by ensuring that:

- (a) The ABCB and its stakeholders are fully informed about the progress of the development of the document including any impacts associated with the document.
- (b) Consistent and transparent development processes are used.

4.1 Stages of the Development Process

There are four stages in the NCC referenced document development process:

- (a) Proposal stage.
- (b) Drafting stage.
- (c) Public consultation stage.
- (d) Finalisation/Ballot stage.

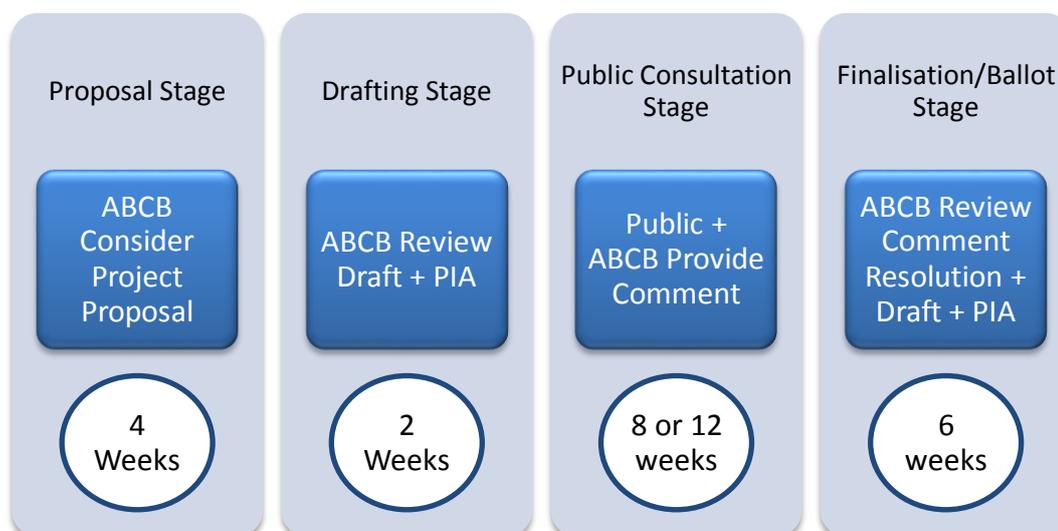


Figure 1 – NCC Referenced Document Development Process

4.1.1 Proposal Stage

The purpose of this stage is to obtain ABCB endorsement to develop, replace or revise an existing NCC Referenced Document. A proposal for a NCC referenced document may come from a government body, an industry association, a professional body, a standard writing body, a consumer organisation, or other body.

A period of up to 4 weeks is required for the ABCB to consider and respond to the proposal. An insufficient proposal can result in the proposal being rejected or a request for more information.

Where the proposal is to produce a document that is not already referenced in the NCC, or is an alternative to an already referenced document, the proposer is responsible for developing and submitting a Proposal for Change (PFC) to have the document referenced in the NCC, which is to include proposed NCC wording to be used in referencing the document.

The PFC process is used by the ABCB to consider technical proposals to change the NCC. Further information on the PFC process can be found on the [ABCB's website](#).

Information Required

The proposal shall be submitted to the ABCB in electronic format, and shall contain the following:

- (a) Project leader's name and contact details.
- (b) Composition of the development committee – see 4.1.2 Development Committee.
- (c) A proposed scope of work.
- (d) Justification of the proposal, including:
 - i. Clear evidence of a problem and impacted stakeholders i.e. demonstrate why the current referenced document is not working and how stakeholders are affected.
 - ii. How the proposal is expected to solve the problem.
 - iii. How the proposal will result in a net benefit (benefits outweigh costs). See Section 6 of this protocol.
- (e) Relevance to specific performance requirements/sections/clauses of the NCC.
- (f) Relationship to other NCC primary referenced documents.
- (g) Target date for project completion.
- (h) Any other relevant information.

The proposer should be aware that proposal information submitted to the ABCB may be circulated to stakeholders for information, advice, and comment to assist consideration of the proposal.

4.1.2 Development Committee

A development committee shall be established and have membership that is representative of the relevant stakeholders with an interest in or likely to be affected by the proposal.

The project manager shall ensure that all members of the development committee are aware of the content of this protocol and the development committee performs its tasks in accordance with this protocol.

The ABCB reserves the right to assess the composition of the development committee, and appoint an ABCB representative to the development committee. The ABCB participates on the development committee for the purpose of ensuring that documents referenced in the NCC are consistent with the regulatory needs expressed through the [ABCB's IGA](#).

4.1.3 Drafting Stage

The purpose of this stage is for the development committee to produce a public consultation draft of the proposed document. The public consultation draft shall be prepared in accordance with the style and drafting criteria contained in Section 5 of this protocol.

A period of up to 2 weeks is required by the ABCB to consider the release of the draft for public consultation. The ABCB will provide preliminary comment, as necessary, on the suitability of the draft.

Information Required

The following documents shall be submitted to the ABCB prior to release for public consultation:

- (a) The public consultation draft.
- (b) In the case of a revision or amendment to an existing NCC referenced document, changes from the existing document are to be identified in the public consultation draft in a transparent and traceable manner (for example, a comparison against the original version or by way of 'track-changes').
- (c) A Preliminary Impact Analysis (PIA). See Section 6 – Regulation Impact Assessment for further details.

4.1.4 Public Consultation Stage

The purpose of this stage is to seek comment on the public consultation draft produced in the drafting stage. The proposer shall consult with the ABCB on the method of seeking public comment.

The public consultation period shall be not less than 8 weeks or 12 weeks where the public consultation period coincides with the Christmas/New Year period.

The public consultation period may be reduced in some cases, e.g. for minor amendments, with the prior agreement of the ABCB.

4.1.5 Finalisation/Ballot Stage

The purpose of this stage is to produce a publication draft.

Following completion of the public consultation stage, the development committee shall consider the comments received and revise the public consultation draft as appropriate to produce a publication draft.

A period of 6 weeks is required by the ABCB to consider the publication draft. The ABCB reserves the right to seek additional comments and require further revision of the publication draft.

To be eligible for consideration for referencing in the next edition of the NCC, the final publication draft and all supporting documentation must be submitted to the ABCB by 1 May in the year prior to the year of publication of the next edition of the NCC.

Information Required

Following completion of consideration of comments and revision of the draft, the following documents shall be submitted to the ABCB for acceptance to proceed to publication:

- (a) The final publication draft.
- (b) A record of comments received and actions taken in response to each comment. Where comments submitted by the ABCB are not accepted by the development committee, the reasons for non-acceptance shall be given.
- (c) In the case of a new document proposed for reference in the NCC that involves structural actions or resistance to structural actions, evidence should be provided to demonstrate

structural reliability, for example, compliance with the NCC Structural Reliability Verification Methods which can be found in NCC Volume One BV1 and NCC Volume Two V2.1.1.

Note: Any deviations from the NCC Structural Reliability Verification Methods may still be accepted where it can be justified.

- (d) An updated PIA that is aligned with the publication draft. See Section 6 – Regulation Impact Assessment for further details.
- (e) A statement that there are no conflicts between the document and any other documents it references. See 5.8 – Secondary references, for more information.

5. NCC Referenced Document Drafting Style and Criteria

This section describes the style and drafting criteria to be used for new, revised or amended NCC referenced documents.

5.1 Basic Principles

A NCC referenced document shall:

- (a) Be as complete as possible within the limits of its scope.
- (b) Be clear and concise so that it possesses the potential for consistent interpretation and application.
- (c) Take account of innovation and available technology.
- (d) Be prepared in plain language, and a form and style that make it easy for all intended users to understand.
- (e) Provide prescriptive solutions that clearly specify what is required:
 - i. Be expressed in precise, quantifiable terms wherever practicable.
 - ii. Provide no opportunity for departure from the requirements in the document.

A NCC referenced document shall not:

- (a) Duplicate NCC requirements.
- (b) Contain statements that in the opinion of the ABCB are matters of public policy. It is through the NCC that State and Territory regulators set Performance Requirements that reflect public policy and societal goals. For further information, see Section 8 of this protocol.
- (c) Specify or define the respective rights, responsibilities or obligations of any manufacturer, supplier or purchaser.
- (d) Specify the responsibilities of any trades person or other building operative, architect, engineer, authority, or other person or body.
- (e) Require the submission for approval of any material, building component, form or method of construction, to any person, authority or body.
- (f) Refer to manufacturer/third party specifications to specify mandatory requirements.

Note: A reference to manufacturer instructions is permitted when concerned with a testing procedure that prescribes the necessary test result, or in an informative context.

- (g) Specify that a material, building component, form or method of construction must be submitted to any person, authority or body for expression of opinion.
- (h) Permit a departure from a provision at the sole discretion of the manufacturer or purchaser, or by arrangement or agreement between the manufacturer and purchaser.

Examples of statements that shall not be included in a NCC referenced document are given below:

Examples of statements that must not be included	Reasons
Curing time must be sufficiently long to gain adequate strength.	The statement is not a prescriptive solution that clearly specifies what is required. Instead, the statement is subjective and does not specify how long the curing time should be or what strength is adequate.
The certifying engineers shall ...	The statement imposes responsibilities on a party. Assigning responsibility of parties is a function of legislation, not a technical standard.
The product installer shall enter into a contract with the product manufacturer.	The statement specifies responsibilities or obligations between parties. Legislation provides for contractual provisions and therefore such provisions are not to be included in technical documents.
The product shall not be used without prior approval of the certification authority.	The statement requires submission for approval which is an administrative function. Legislation provides for administrative provisions and therefore such provisions are not to be included in technical documents.
The strength of the member shall be determined in accordance with Clause X or another approved method (or as determined by the designer or by a special study)	The alternative options are not fully described.
Mandatory Reference to [a research publication or a text book]	Research publications and text book are not likely to be written in a style that complies with this protocol.
Reference to a specific manufacturer's product.	Contravenes competition policy principles.

5.2 Drafting Format

The drafting of a referenced document shall satisfy the following criteria:

- (a) A 'scope' clause shall be included at the beginning of the document to clearly define the subject of the document and the aspect(s) covered.
- (b) If the document contains information other than that necessary for NCC compliance, the information must be organised into separate part(s) e.g. informative appendices.
- (c) If the document contains testing or measuring procedures, it must include:
 - i. Requirements for preparation of the test sample, the sample selection process, or both.
 - ii. The performance characteristics for which the test is conducted and how it is measured.
 - iii. The reporting format for the test results including key parameters and performance criteria for the test.

5.3 Normative and Informative Content

Normative content is mandatory and must be complied with in order to comply with the referenced document. Informative content is advisory and does not have to be complied with in order to comply with the referenced document. Clear distinction shall be made between the normative and informative content of the document.

Informative content must not suggest or imply that a higher level of compliance is required or preferred than that required by the normative content, nor provide alternatives to or allow exemptions from the normative content.

In normative clauses or normative appendices the words 'shall' or 'must' are to be used to indicate a mandatory requirement.

To allow a prescriptive alternative within the limits of a requirement, and only in specific instances and conditions, the word 'may' can be used when associated with a concession, subject to prescribed conditions e.g. *'Sub-floor spaces shall have a minimum clearance of 400 mm between the ground surface and the underside of the lowest horizontal member in the subfloor. On sloping sites, the 400 mm clearance may be reduced to not less than 150 mm within 2 m of external walls.'*

Verb use	Meaning
Shall/Must	is to is required to it is required that has to only...is permitted it is necessary
Shall not/Must not	is not allowed is required to be not is required that...be not is not to be
May	is permitted is allowed is permissible is optional

In advisory notes, informative appendices or commentaries the words 'should' or 'should not' are to be used.

Verb use	Meaning
Should	it is recommended that ought to
Should not	It is not recommended ought not to

5.4 Notes

Notes to tables and figures may be normative or informative provided that the appropriate language for the context is used. However, the use of notes to tables and figures should be minimised. All notes to clauses shall be informative. They are to give a brief explanation or guidance to the user on design considerations or technical procedures, or to provide an informative cross-reference to other documents or publications.

Where these notes are used, they shall be differentiated from the main text by the use of different formatting, e.g. font type, indent, shading, etc.

5.5 Commentary

Commentary shall be informative. It is to provide additional information on the derivation and application of specific normative clauses in the referenced document.

Commentaries should be published as a separate document. However, if the commentary is relatively short, it may be included in a referenced document as an informative appendix or directly

following the relevant clause. If the commentary directly follows the relevant clause, it shall be differentiated from the main text in a similar manner to notes to clauses.

Commentaries can make reference to the NCC Volumes and referenced documents for informative purposes. However, the normative clauses in referenced documents must not make reference to commentaries.

5.6 Appendices

All appendices shall be clearly marked normative or informative (usually under the appendix heading). Normative appendices shall be referred to in a clause of the document. Informative appendices are provided for commentary or additional guidance on the use of the referenced document.

5.7 Commissioning Provisions

Commissioning provisions within NCC referenced documents may be normative or informative. If the provisions are proposed to be normative the following principles apply:

- (a) There must be a clearly demonstrated need for commissioning provisions. It is expected that this will be articulated in the project proposal stage. A 'need' is justifiable when it is considered essential to the process of demonstrating compliance with NCC requirements.
- (b) Appropriate language for the context shall be used, i.e. normative provisions must comply with the normative drafting style and criteria of this Protocol.
- (c) The impacts of including normative commissioning provisions must be subjected to regulatory impact assessment (see Section 6) and a net benefit must be demonstrated.

NOTE: Commissioning typically consists of a quality assurance process to verify the operability of a new installation, i.e. a process by which an equipment, facility, or plant is tested to verify if it functions according to its design objectives or specifications.

5.8 Definitions and Terminology

Definitions in NCC referenced documents must be compatible with those of the NCC. Where possible, definitions should be consistent with definitions in ISO and other related international documents.

Terminology used in the NCC shall be used in referenced documents only with the meaning and in the context as given in the NCC in which they are intended to be referenced.

5.9 Secondary References

Secondary references are documents referred to in a NCC primary referenced document. An alternative to secondary references is to incorporate the necessary parts into the NCC primary referenced document.

It should be noted references to secondary documents, are a reference to the document as it existed at the time of publication of the primary document.

There are two types of secondary references:

- (a) Normative - References that must be followed and are part of the process for proving compliance with NCC requirements.
- (b) Informative - References made for information purposes only.

The following principles shall be observed for secondary references:

- (a) Secondary referenced documents shall be compatible with the primary document in which they are referenced.
- (b) Where a secondary referenced document is being updated and will exist at the time of publication of the primary document, the primary document drafting committee will coordinate with the organisations/committees responsible for the secondary documents, to ensure that every effort is made to remove any apparent conflicts and to confirm compatibility.
- (c) Normative references are to be kept to a minimum and are only to be made when it is essential to the process for proving compliance with NCC requirements.
- (d) Normative references are to be clearly identified and be separated from informative references.
- (e) Where appropriate, only the relevant specific section(s) of a document shall be referred to in the primary document.

Tertiary references are documents referred to in a secondary reference. Tertiary references are not covered by this protocol.

6. Regulation Impact Assessment

The ABCB has clear obligations under the Council of Australian Governments (COAG) Best Practice Regulation Guide and the ABCB Inter-Government Agreement to ensure an impact analysis of proposed regulatory changes are undertaken. Any change to the NCC and its referenced documents needs to have supporting evidence that the change will have 'net benefits' (that is, that the benefits outweigh the costs). This justification process is undertaken through a Regulation Impact Assessment and is then reported to the Office of Best Practice Regulation (OBPR) on an annual basis as evidence that the ABCB is meeting COAG requirements.

There are a number of 'levels' of analysis. The guiding principle is that the degree of detail and depth of analysis undertaken must be commensurate with the magnitude of the problem and the size of the potential impact.

6.1 Preliminary Impact Analysis

A Preliminary Impact Analysis (PIA) is an early-stage analysis of the impacts of proposals to change a NCC referenced document and is to be undertaken by the document proposer. A PIA should accompany the document at the drafting stage and the finalisation stage as described in Section 4 of this protocol.

The PIA needs to be commenced at the beginning of the drafting stage and updated at regular intervals during the development of the proposed referenced document. The PIA will then be used to support the proposal when considered by the ABCB's BCC and/or the PCC.

An insufficient PIA can result in the proposal being rejected or a request to the proposer for more information. To ensure that the PIA meets ABCB requirements, proposers should refer to the ABCB PIA Form located in Appendix A - Preliminary Impact Analysis Form. The PIA is a pro-forma document which includes some guiding questions and gives an indication of the kind of language and detail to be used.

If a PIA identifies major and adverse impacts, the proposal to reference a document may not be supported as it has not passed the regulatory justification process. However, in some instances, a proposal with major impacts may be subjected to a full Regulation Impact Statement (see Section 6.2 below).

A PIA is not usually required for the revision or amendment of a NCC secondary referenced document.

6.2 Regulation Impact Statement

A vital part of rigorous impact assessment is the preparation of a Regulation Impact Statement (RIS) as detailed in the COAG Best Practice Regulation Guide. A RIS is undertaken for proposed changes that are deemed to have significant impacts as identified through the PIA process, and includes a more rigorous cost-benefit analysis of the proposal and more detailed stakeholder consultation.

The decision to proceed with a RIS is undertaken by the ABCB in consultation with the OBPR. The ABCB consults with the OBPR at various stages during the RIS process to ensure compliance with the COAG Best Practice Regulation Guide. The proposer of the referenced document may be required to supply information regarding the impacts of the proposed document, in terms of costs and benefits, as input to the RIS process.

The proposer must be aware that if an impact assessment in the form of a full RIS is required a period of 6 to 12 months may be necessary for completion of the RIS process. A RIS, if required, will be conducted on the accepted publication draft.

7. Process for Referencing a Document in the NCC

It should be noted that compliance with this protocol does not guarantee that a document will be referenced in the NCC. The decision on whether to reference a document is taken following consultation with State and Territory Government building and plumbing control agencies and industry through the ABCB's committees, the BCC and the PCC. The final determination is made by the ABCB's Board.

Where the proposal is to amend or produce a new edition of a document that is already referenced in the NCC, or an alternative to an already referenced document, and on successful completion of all development stages described in this protocol, the ABCB will arrange for the amendment or new edition to be considered by its relevant committee/s for referencing in the NCC.

To be eligible for consideration for referencing in the next edition of the NCC, the final publication draft and PIA must be submitted to the ABCB before the 1 May in the year prior to the year of publication of the next edition of the NCC. The NCC amendment cycle is a three year amendment cycle, i.e. 2019, 2022, 2025, etc.

Where the ABCB receives a proposal to reference a document in the NCC, which was originally received after the proposal stage or is a new reference in the NCC, the proposer is responsible for developing and submitting a PFC to have the document referenced in the NCC. The PFC process is used by the ABCB to consider technical proposals to change the NCC. Further information on the PFC process can be found on the [ABCB's website](#).

8. NCC Referenced Documents and Public Policy Statements

Embodied in the NCC are public policy statements that express community expectation for acceptable standards of building construction and plumbing and drainage installations. They form the basis from which building and plumbing regulations are developed.

The ABCB, by virtue of an agreement between the Australian, State and Territory Governments, is the body responsible for developing building and plumbing regulatory policy proposals on behalf of

the community and is responsible for defining public policy risk at an appropriate rigorous level. These public policy statements are to be placed in the NCC and not in NCC referenced documents.

The NCC will set the policy then can refer to NCC referenced documents for a technical option to achieve that policy level. Any public policy statements that are currently placed in NCC referenced documents will be progressively removed when the documents are reviewed and re-established in the NCC.

Appendix A – Preliminary Impact Analysis Form



PRELIMINARY IMPACT ANALYSIS

PROPOSAL: Write a clear and concise statement of the nature of the proposal. i.e. 'This proposal seeks to review Australian Standard (AS) XXXX, <Title> to include requirements for XXXX' or 'Revise Section X of NCC Volume One to include requirements for XXXX' etc.

Responsible Technical committee: Australian Standard Committee XX-000, <Title>

NCC REFERENCE:

For revisions or amendments to existing National Construction Code (NCC) referenced documents, provide additional information

BCA Volume One:

<insert Clause(s) as per Specification A1.3 – or N/A>

BCA Volume Two:

<insert Clause(s) as per Table 1.4.1 – or N/A >

PCA Volume Three:

<insert Clause(s) as per Table A3.1 – or N/A >

PROPONENT:

Nominating organisation: XXXX

Nominating individual: XXXX

Position: XXXX

Contact email: xxxx@xxxx.com.au

DATE OF PIA:

To differentiate between versions include the document date and/or version number

Date: XXXX YEAR

Version: X.X

Status: DRAFT / FINAL

NATURE AND EXTENT OF THE PROBLEM:

Nature of the problem

- Write a clear and concise statement of the nature of the problem to be solved.
- Explain the evidence that demonstrates there is a problem (attach supporting documentation if necessary).
- What are the consequences of no action?
- Detail how the existing arrangements (including existing regulatory arrangements) do not adequately address the problem.

Extent of the problem

- Detail who is affected by the problem and to what extent they are impacted.
- How often does the problem occur and what evidence is there to support this?

Note: If there is difficulty in articulating the nature or extent of the problem then there is a possibility that the proposal is unwarranted.

OBJECTIVES:

- State the objectives of the proposal in terms of what is to be achieved.
- The objectives should be specific, measurable and not pre-justify a preferred option.

OPTIONS:

- Concisely list all feasible options that may address the identified problem. The list of options should be non-biased and detail what the option would involve.
- Include the options of 'Status Quo' and a non-regulatory option such as the development of a non-mandatory handbook, or improved education and training.

IMPACT ANALYSIS (OF ALL OPTIONS):

- Provide a cost-benefit analysis of all options identified.
- The impacts should be quantified where possible. A qualitative analysis can complement the quantitative analysis where some costs or benefits are difficult to quantify.
- For each option, the impact analysis must include:
- A description of the costs and benefits.
 - Any additional compliance costs that is to be incurred by industry or government as a result of implementing the option.
 - Assessment of the effectiveness of the option addressing the problem and objectives.

Note: The impact analysis should draw on the nature and extent of the problem and should focus on the impacts on those impacted by the problem.

TRANSITIONAL MEASURES

For example, continued reference to an old standard (and for how long), continued recognition of test reports to an old standard (and for how long).

- Are transitional measures recommended?
- Transitional measures may be necessary when a new or revised document is to be referenced in the NCC, in order to give industry time to adjust, e.g. re-test products to the new standard, adjust product-related documentation or deal with existing products that may no longer comply. Where these consequences cannot be avoided, even with a transition measure, the impacts or costs must be accounted for in the above impact analysis.

CONSULTATION:

- Explain what consultation has been undertaken to date.
- Detail who was consulted and in what manner.
- Include the positive and negative feedback that has been received and whether the proposal has been revised as a result of consultation. If not all affected parties were consulted then explain why (attach any supporting documentation).

