

ISSUE 67

# UNDER CONSTRUCTION

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## FOREWORD VIEW FROM THE GM OPERATIONS & MARKETING



# Everything you need, in one place



### A new year, a new approach. No matter what 2018 brings, PlaceMakers remains committed to providing its builders with the resources they need

It has now been more than six years since PlaceMakers embarked on its journey to help customers navigate their way through the LBP programme, legislation changes, Building Code updates and much more.

A new year always seems to prompt a degree of reflection and, looking back, we're proud to say that no matter what changes our builders faced, they knew they could count on us to support them in meeting their skills maintenance requirements. The requirements have changed slightly over the years and since reading and answering questions on Codewords articles became mandatory, we've included them in *Under Construction*.

The next step in this process was to create a separate hub for Codewords questions on the *Under Construction* website, which we've now done. By creating a profile and logging in, you can go through an issue answering the questions, and your Codewords' quiz answers will be separated out to make it easier to provide them when you renew your licence.

**// We're proud to say that no matter what changes our builders faced, they knew they could count on us to support them**

With New Year's resolutions in mind, we want to remind you that our constant goal is to improve the service we provide for you. So, if there is something we could be doing differently, please don't hesitate to get in touch!

Good luck with the end-of-year rush and enjoy whatever holidays you have planned.

See you in the New Year!

**Gary Woodhouse**

General Manager Operations & Marketing



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# More PAC prizes!

## TAURUS TOOL BELT WINNERS



PAC members Jamie Rakich and Jayden Goldsack, both from Hamilton, were the lucky winners of a Taurus Heavy Duty Super Yankee Tool belt each. Here they are seen collecting their belts from PlaceMakers Clarence Street. The competition was open to all PAC members, who simply had to upload a photo of their current belt to enter.

## BOSTIK SITE SHOUT

The PAC team partnered with Bostik and offered a 'site shout' prize across nine regions. The Coffee Guy and local teams from PlaceMakers provided everyone on site with hot drinks and a bite to eat – not surprisingly, they received a warm reception!



The winning Hamilton team, seen here with the local Bostik rep (far right)



PlaceMakers Whitianga provided a hearty spread



Tim Dredge (PlaceMakers Blenheim), congratulating PAC winner Dylan Thorstensen



# PAC team out and about

## PlaceMakers Silverdale tradies welcome PAC team with open arms

In late October, the Placemakers Apprentices Programme (PAC) team attended PlaceMakers Silverdale's trade breakfast, where they shared a stand with the BCITO and chatted to apprentices and builders about PAC.

A few welcome freebies were handed out, along with flyers about the apprentice programme. There was a great response from builders and apprentices alike.

"It was great to see some PAC members in attendance, including one who did the GIB factory tour visit earlier this year," says Trade Engagement Manager Andrea Albertyn. "One apprentice even lined up a job interview with a builder, which is a fantastic result!"

The event was organised by Trade Sales Manager Rich Knowles and supported by suppliers including GIB, Paslode, JSC Timber, Ramset and Simpson

Strong Tie. Those in attendance – over 100 tradies – were treated to a hearty BBQ breakfast by the branch staff, along with giveaways and special offers from the suppliers.

The PAC team will be popping up at a couple of other trade breakfasts around the country – keep an eye on the Facebook page for notifications [www.facebook.com/pac.placemakers](http://www.facebook.com/pac.placemakers)

## APPRENTICES OF THE MONTH SEPTEMBER & OCTOBER

### SEPTEMBER APPRENTICE OF THE MONTH – MATHEW MCLELLAN

A second-year apprentice from Oamaru working at a joinery company, Mathew made sure to take his time when building a geometrical sash for the first time. He drew it out to scale and practised each join one by one, so when it came to the real thing everything lined up perfectly.

As a result he produced a high-quality product.

Mathew says it was a great learning experience and one he would use when confronted with challenging tasks going forward.

"If you break a daunting task down into small tasks and attack each one individually, suddenly the job doesn't seem so difficult."



### OCTOBER APPRENTICE OF THE MONTH – SAM MCGILL

There's not much that's more daunting than being made redundant as a first-year carpentry apprentice, but Sam McGill refused to let it dampen his enthusiasm for his new profession.

After being made redundant due to his company no longer continuing residential construction, Sam decided not to dwell on it and started looking for a new job immediately. His efforts didn't go unnoticed – by the following Monday, he was starting a new job and his positive attitude was un tarnished.

"It might seem like the end of the world if you're put out of work, but there's so much work out there and, in the long term, this can help grow your skill set."



## Giving graduates a helping hand

Applications for the PAC 'Branching Out' Scholarship are currently open. The scholarship, worth \$2,500, aims to ease the financial burden for graduated building and construction apprentices, who wish to take their qualification to the next level and study further.

PAC members who have recently graduated have until 28 February 2018 to apply. More details can be found via the PAC hub - [pac.placemakers.co.nz](http://pac.placemakers.co.nz)







## Talent quest

Builders' Business is a column by builders for builders. Its objective is to provide a forum, particularly for small business operators, in which to share knowledge, experience, tips and ideas

**Q:** How do you assess potential employees before you take them on?

**Firm:** Plimmer Building Contractors  
**Principal:** Mike Plimmer  
**Location:** Wanaka  
**Staff:** 20

Wanaka is a small town, so if we're looking at hiring a local, it's easy to track down their former employees to find out about them.

If they've previously been working for themselves, then I'll ask them to provide some references from previous clients and I'll contact them to get an assessment of the quality of their work. Hiring people from outside of town can be a bit trickier, as you only have references to rely on.

That's why for me, first impressions are important. I'm quite a relaxed and easygoing person, so if I don't warm to someone quickly, it's generally not a good sign. It might sound cheesy, but my old man taught me that a good handshake is important and that's something I also look for.

Presentation and manners are also key, because that can speak to a person's character and clients also appreciate those attributes.

You never really know, though, and sometimes you just have to take a chance. In my experience, I'll know within one or two months whether someone's going to work out or not. In 30-odd years of building, I can only recall one bad egg though, so I think I have been quite lucky.

**Firm:** Metzger Builders Limited  
**Principal:** Mark Metzger  
**Location:** Christchurch  
**Staff:** 20

**Employing personality** before skill set is a priority for our business. We find a work atmosphere that is friendly, non-threatening and comfortable is the most productive. A good culture means personalities have to mix well.

We can always train people to get the required skill set, but you can't change someone's personality if it isn't conducive to a positive environment.

We find word of mouth is always the best way to capture a valuable employee. The first step is to ask our staff if they know anyone looking for employment who they would recommend.

Bringing a new worker into a setting where they already know someone helps smooth the awkward 'settling in' period. It has worked extremely well for us over the years.

Failing that, we will approach one of our trusted training tutors at the local polytech and request a promising student. This can come at varied stages of their training.

If we get them on site and they show good promise, then we'll offer them full-time employment while they continue their theory training with a day or two at night school.

**Firm:** Azco Builders  
**Principal:** Aaron Crook  
**Location:** Thames  
**Staff:** 6

**My normal process** is to try and meet a prospective employee on site, so I can show them what I'm about and the way I like to build. I'll also have a conversation with them about their experience and references, and explain how our contracts work.

We have beers on a Thursday night as a team, so I try to get them along to that to meet my guys; I like to get my crew's opinion on whether or not they think they'll fit in.

After that, I'll start following up with references and then I contract them to work on a couple of small jobs with me or my foreman, so we can assess their skills. If it all goes well, we'll hire them.

I think it's important to do your due diligence properly and not rush in to grab the first person going. I just hired someone recently, but it took almost a year before we found the right person.

I also follow my gut a lot and work off face value. If someone doesn't feel right or they're poorly presented, that's generally a bit of a red flag for me.

## Now have your say...

**WHAT ASPECT OF BUILDING ARE YOUR CLIENTS BEST AND LEAST PREPARED FOR?**

**ANSWER THIS QUESTION TO ENTER OUR QUARTERLY PRIZE DRAW!**

Email your answer with your full name, contact phone number, company name, number of full-time staff and the city or town in which you're based to [editor@pmundersconstruction.co.nz](mailto:editor@pmundersconstruction.co.nz). All responses must be submitted by 25 December 2017.

The answers to this question will be published in *Under Construction* February 2018.

**WIN!**



## Southern values recognised at Hardware Awards

**PlaceMakers Riccarton received its sixth Trade Store of the Year gong at 2017 Hardware Awards**

This year's Hardware Awards at Auckland's Shed 10 saw the team at PlaceMakers Riccarton crowned with two prestigious awards - Trade Store of the Year and, through Alan Howe, Trade Account Manager of the Year.

Branch Operator Grant Close says it's the second consecutive time and sixth in total that PlaceMakers Riccarton has received the Trade Store of the Year award.

"I think there is one key thing that sets us apart, and that is our people," says Grant. "We believe that the number one factor in increasing the level of satisfied and engaged customers is increasing the number of satisfied and engaged employees.

"The key theme I've worked on with the team is to illustrate to them how we link into the whole construction community. At the end of the day, builders take the products we supply and turn them into dwellings - it helps to give the job more meaning and leads to an increased focus on customer service. I see these awards as a wonderful acknowledgement of the team and their energy."

As well as providing great materials and supplies, Grant has worked hard over time to find additional ways that he and his team can add value to their customer's businesses.

"We offer a range of subcontracting services, such as roofing, joinery, foundations, gas and windows. We're handing over multiple completed jobs a day," he says. "We don't employ the contractors directly; it's more of a collaboration between industry experts with us as the overarching administrators. We've completed jobs ranging from 30 man hours up to 40,000; it's a service that our customers really appreciate."

### CUSTOMER FOCUS COMES FIRST

Having spent 25 years working as a builder and project supervisor, Trade Account Manager of the Year and PlaceMakers National Account Manager of the Year Alan Howe enjoys that he is able to offer a full service to his customers.

"I was lucky enough during my career to work on both residential builds and full-scale tower developments, so I have a lot of experience and working in a role where I can still be a project manager in some manner is great," says Alan.

"The kick I get out of seeing a project completed with supplies that have come mainly from us is as good as the kick I used to get by completing projects with my own hands as a builder."

Alan said that having spent seven years in his role as an account manager with PlaceMakers, he's happy to have won the award and thinks his attitude towards customer relations is what sets him apart.

"This is the first year I've decided to enter something like this and I'm proud to have won it, because I feel like the last two or three years of my career have been building up to it.

"Relationships are a big focus for me and I work hard to maintain them. I try to get out and visit my customers on site at least once a week.

"It allows me to understand what they need and, with my industry experience, anticipate what they'll need next. I also think it's really important that you deliver what you say you'll deliver and, where I can't meet a customer's expectations, I'll work with them to find an alternative solution."

PlaceMakers also had three finalists, two for Retailer of the Year - Mark Buckenham from PlaceMakers

Hornby and Joe Reece from PlaceMakers Whitianga - and one for Young Retailer of the Year - Reagan Smith from PlaceMakers Evans Bay.



Trade Account Manager of the Year, Alan Howe from PlaceMakers Riccarton



PlaceMakers Riccarton Operations Manager Katherine Freeman-Greene



## Sustainable fishing tournament makes a splash!



Jesse Rudolph won the snapper category with this 77cm, 20lb monster!

In 2017, PlaceMakers once again got behind Blue September to help raise awareness of the disease. This year's campaign theme 'Blue Do' aimed to encourage Kiwis to get together with colleagues, family and friends to hold a fundraising event. Here's what some of our stores got up to!

PlaceMakers Waiheke's inaugural catch and release fishing tournament raised more than \$2,500 for the Prostate Cancer Foundation, with those anglers taking part keen to make next year's event bigger and better.

Account Manager Reagan Moselen, who organised the event, said the weather was fantastic despite some ominous warning signs.

"It was touch and go whether we were actually going to go ahead, and then it turned out to be a pearler! We ended up with around 40 entrants, which I don't think is too bad for our first year. The water was like glass and there were dolphins, seals and whales out playing too!"

To ensure the tournament didn't negatively affect the area's fishing stocks, Reagan decided to opt for

a catch and release model.

"It was a bit of a different format for some of the guys, but we wanted to make it sustainable to preserve the fishing stocks and everyone seemed really happy with it in the end," he says.

"Because they had to release their catch, we obviously couldn't measure and weigh them on shore, so we gave everyone a measuring board that they could photograph it against. I compared all the images at the end of the day to determine the winners. There were some big snapper!"

The largest, a monster measuring 77cm and weighing approximately 20lb, was caught by Jesse Rudolph, who won a night's accommodation in a studio apartment with free bubbles at the Waiheke Island Resort.

Paul Delator took second and third

### Full results

#### Snapper:

1. Jesse Rudolph, 77cm.
2. Paul Delator, 74cm.
3. Paul Delator, 62cm.

#### Kahawai:

1. Neil Toia, 59cm.
2. Jimmi Nelson, 57cm.
3. Dale Sheffield, 56cm.

#### Trevally:

1. Liam Layland, 49cm.
2. Frank Fule 47cm.
3. Cameron Ryan 28cm.

#### Spot prizes:

1. Andrew Steeves, 35cm Gurnard.
2. Scott McKay, 34cm Rock Cod.
3. Jimmi Nelson, Octopus.

place in the category, with 74cm and 68cm catches.

The Kahawai category was won by Neil Toia, with a 59cm catch.

Trevally were also biting on the day, with Liam Layland taking out that category with a 49cm catch. Unfortunately for the anglers, Kingfish proved to be elusive.

Overall, the competitors managed to raise \$2,693.40 between them and Reagan is now planning to make the tournament an annual event.

"Everybody said they had a blast and we learnt a couple of lessons about how to improve the format, so I'm really looking forward to the next one!"

## Silent Southern sizzle

PlaceMakers Dunedin and Mosgiel branches combined to raise more than \$2,000 for the Prostate Cancer Foundation (PCF) thanks to a week-long silent auction culminating in a blue BBQ breakfast

Justin Macready, who operates both stores, said while money was good, raising awareness about prostate cancer and the effectiveness of early detection among his customers is what he's most proud of.

"Getting in front of our customers and reminding them to go get checked is the most important part for me," said Justin. "We have customers who have

undergone treatment and early detection is key. We're proud to be supporting such a worthwhile charity and getting the word out that regular checks and early detection are essential to successful treatment."



The auction's big-ticket items, including signed Highlanders' jerseys and a remote-controlled rally car signed by Geraldine's own WRC star Hayden Paddon, attracted fierce bidding

## Scooters swarm Southland



More than 100 hardy souls headed north from Bluff to mark the start of the fifth bi-annual Southern Scooter Challenge

PlaceMakers fifth bi-annual Southern Scooter Challenge attracted more than 100 adventurous riders who travelled the roughly 220km from Bluff to Queenstown in the wind and rain to raise awareness of the dangers of prostate cancer

PlaceMakers Invercargill Trade Manager and scooter jockey Nathan Brown said that between them, the riders raised in excess of \$70,000 for the Prostate Cancer Foundation.

"We're pretty pleased with that amount, but more importantly we were able to raise awareness of prostate cancer and the fact that early detection is the best

defense," said Nathan. "People stopped everywhere to take photos and videos of us on our journey - it's a good way to spread the Blue September message."

The riders departed for Bluff under grey skies and were accompanied on their travels by the occasional squall of rain; however, they didn't let that get in the way of their fun.

"Everybody had a great time! I had a guy who normally rides Harley Davidsons tell me he couldn't believe you could have this much fun on a 50cc scooter!"

"The costumes were great this year, as always. It's just an awesome event and it's pretty hard to describe unless you've been part of it - you feel like you're in a beehive with all the engines buzzing around you!"





## Know your stuff – Exempt Building Work Part 3

Parts 1 and 2 of this MBIE series covered off several examples of exempt building work and some of the measurable exemptions. This part, the third and final in the Codewords series, will look at exemption 1.

Exemption 1 can be challenging for builders to navigate, because it often comes down to interpretation as opposed to an exact measurement.

As a brief recap from our previous articles, all building work requires a building consent, except for work covered by Schedule 1 of the Building Act 2004. MBIE has issued guidance on Schedule 1 with helpful and practical examples, which can be found under 'Schedule 1 Guidance' on [www.building.govt.nz](http://www.building.govt.nz).

To avoid having to pay fines from councils or penalties from the Building Practitioners Board (the Board), it's important to check whether you need a building consent before commencing any work by reading the guidance and contacting your local building consent authority (BCA).

The Board has considered a number of complaints that relate to work undertaken using Schedule 1 and has offered up the following advice:

Licensed Building Practitioners (LBPs) have to be cautious when making enquiries as to whether a building consent is required or not. It is recommended that, if they plan to rely on advice given by a BCA representative, LBPs should:

- disclose the full extent of the building work to be undertaken;
- seek to obtain the advice in writing so that they have a means of verifying it or, if written advice cannot be obtained, that they



Exemption 1 allows you to repair, maintain or replace building elements without needing to obtain a building consent, provided a series of conditions is met. It is not meant to be used for substantial renovations

- make a contemporaneous record of the enquiry and verbal response received; and
- if in doubt, seek professional advice as well from an engineer or similarly qualified person.

### EXEMPTION 1 – GENERAL REPAIR, MAINTENANCE AND REPLACEMENT

Exemption 1 allows you to repair, maintain or replace building elements without needing to obtain a building consent provided a series of conditions is met. You cannot use this exemption on work that is sanitary plumbing work as this is covered by exemptions 32-38.

#### Condition 1

The repair and maintenance of any element incorporated in or associated with a building is exempt building work provided that comparable materials are used.

This covers general repair and maintenance but does not cover repair

or replacement of an element that has failed its durability requirement under the Building Code. This may include a failure to comply with the external moisture requirements of the Building Code (such as in a leaky building). At a very high level, the Building Code Clause B2 durability requirements are:

- Easy to access and replace elements such as coatings (paint) and light fittings must last a minimum of five years.
- Moderately difficult to access and replace elements such as interior wall linings, claddings or windows must last a minimum of 15 years.
- Difficult to access and replace elements, or critical components of a building, such as structural wall framing or foundations must last a minimum of 50 years.

The Building Code Clause B2 Durability document, which can be found on the [www.building.govt.nz](http://www.building.govt.nz) website, has further information.

#### Condition 2

Replacement of any element incorporated in or associated with a building is exempt building work, provided that a comparable element is used and the replacement is in the same position.

This is commonly referred to as a 'like-for-like' replacement, but this is not technically correct. You are able to use a comparable element (not necessarily the same type of element) provided it is in the same position.

Some older products might meet the 'comparable' test, but may not comply with the current Building Code. For example, you would not replace asbestos cladding with asbestos cladding, as you would breach Clause F2 Hazardous Building Materials.

The modern-day substitute is fibre-cement based sheet. If you are in any doubt, a useful test is provided in Verification Method B2/AS1. The assessment of comparability is about the level of performance for a product or element.

You cannot use this exemption if you are replacing an element contributing to the structural behaviour or fire safety properties, or most or all of a specified system (such as emergency lighting). You are also not able to use this exemption for replacement work that has failed its

durability test as discussed above.

#### WHAT DOES THIS ACTUALLY MEAN?

This means that you can do a lot of repair, replacement or maintenance work without needing to obtain a building consent. It is a judgement call sometimes on whether your material is comparable, or whether the element you are replacing has failed its durability requirements under the Building Code. You'll need to do some thinking before you use this exemption.

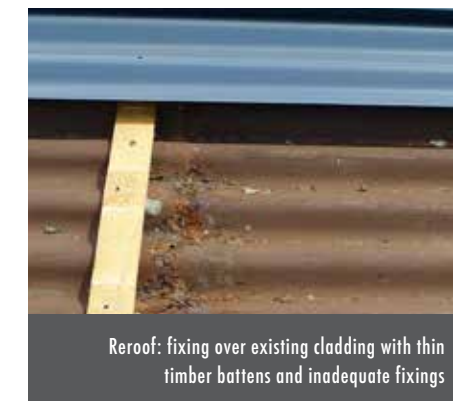
If you have any questions about using this exemption onsite – because it can be a little tough to come to a clear decision – we recommend that you either seek an 'exemption 2' from the council or you apply for a building consent rather than risk it. You can also check out the helpful examples in MBIE's guidance document.

#### REAL WORLD LEARNINGS

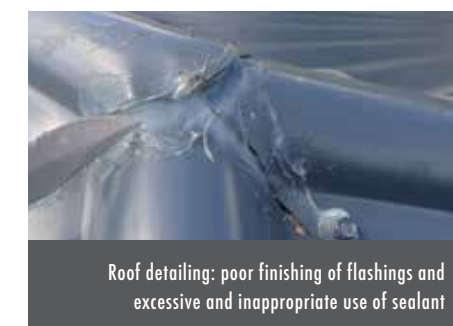
It is important to remember that even if work doesn't require a building consent, it still needs to be compliant with the Building Code. A good example is a roof replacement that was recently brought to MBIE's attention. In this instance, the roofer in question elected to re-roof over an existing roof cladding. He did not obtain a building consent because he decided that Exemption 1 in Schedule 1

applied. This was not an issue.

However, he did not do a Building Code-compliant or quality job, so the building work failed to meet the performance requirements of the Building Code. As a result, the LBP was disciplined by the Building Practitioners Board and had his licence cancelled – not because he used Exemption 1 of Schedule 1 when he shouldn't have, but because the work was not up to standard. Examples below:



Reroof: fixing over existing cladding with thin timber battens and inadequate fixings



Roof detailing: poor finishing of flashings and excessive and inappropriate use of sealant

## CODEWORDS QUIZ

①

What kind of building work is covered by exemption 1?

- New builds and repairs.
- Additions and alterations.
- Garages and maintenance.
- Repairs, replacements and maintenance.

②

In terms of Schedule 1, what else do I need to consider when replacing something with a similar component?

- The value of the work.
- Whether the new component will be Building Code compliant and will be in the same position.
- Whether I hold the right kind of LBP licence.

③

If my house has 30-year-old timber weatherboards that are beginning to degrade, can I replace them with new timber weatherboards without a building consent?

- Yes, it's covered by exemption 1.
- No, you need a building consent regardless of anything else.

④

Do I need a building consent to install a new long-run corrugated metal roof to replace my leaking 12-year-old waterproof membrane roof?

- No, because it involves replacing a roof cladding with another roof cladding.
- No, because the replacement roof cladding is in the same position.
- Yes, because the existing roof cladding has failed its 15-year durability requirement.





## Get help from Building CodeHub



Whether you're a paper person or an online guru, if you want to confirm or clarify building legislation, the Building Code, multi-proof certificates, CodeMark certificates and more, visit Building CodeHub

### Finding and accessing resources is now easier than ever thanks to Building CodeHub

**M**MBIE's new building-specific search engine – Building CodeHub – is now available online. The search engine makes it easy to access all the resources you need to design and construct buildings that comply with the New Zealand Building Code.

By centralising access to regulatory and non-regulatory resources, Building CodeHub offers a single platform that you can use to search and filter results to quickly find the resources you need.

Resources on Building CodeHub include

building legislation, the Building Code, multi-proof certificates, CodeMark certificates and more. MBIE will continue to load more resources, Standards, and BRANZ information, so your searches will link to more documents over time.

#### WHAT BUILDING CODEHUB OFFERS

Building CodeHub is a great tool to help ensure you keep up to date with relevant technical changes relating to your licence class.

It's online, current and is a source for all compliance resources (including on the Building Code). You can also request

updates informing you when a Standard or regulation changes.

You can filter your search by Building Code clause, building category and information type.

While Building CodeHub holds information about resources, it does not hold copies of the resources themselves. Information may include:

- The type of resource, the organisation that provides it, the date it was published and/or came into force, and its version history.

- Information about the resource's content, including a brief description, its scope and table of contents.
- A link to where the resource lives on its provider's website and, where available, a link that enables you to open it directly. If the resource needs to be paid for, you'll be taken to the relevant page.
- If the resource is part of a citation pathway in an acceptable solution or verification method – the resources that it cites, and the resources that cite it.

#### HOW TO USE BUILDING CODEHUB

Building CodeHub finds what you need and directs you to the most current resource. Simply search for content you want by keyword. You can filter your

search by Building Code clause, building category and information type.

When you find what you're seeking, click 'View on Information Provider website' to gain access to the content.

Using Building CodeHub, you can:

- Trust the Building Code resources you are searching for are authoritative and current.
- If cited, be assured that the references made in your plans comply with the Building Code.
- Have confidence that industry professionals are referring to the correct resources, if cited.
- Save time by having a single access point for all current Building Code

resources.

Using Building CodeHub is free, but some resources you can find (such as copyrighted material) may require payment or subscription. If you have questions or feedback, please tell us what you think on Building CodeHub's feedback page.

#### NEXT STEPS FOR BUILDING CODEHUB

Information will continue to be added so Building CodeHub becomes a truly comprehensive resource. The 'latest updates' on the Building CodeHub website will have further information as it becomes available.

Visit the Building CodeHub at [www.codehub.building.govt.nz](http://www.codehub.building.govt.nz).



## CODEWORDS QUIZ

5

What is Building CodeHub?

- A place to chat to your friends about the Building Code.
- MBIE's Building Systems Performance main website.
- A place to find all the relevant resources related to building and construction compliance.

6

Can I find information on how to fix my car on Building CodeHub?

- No, it's for building and construction compliance information.
- Yes, it's a great place to find information on cars and yachts.

7

Which statement best describes Building CodeHub?

- Building CodeHub contains all the relevant resources you need to design and construct a building.
- Building CodeHub is free and easy to use.
- Building CodeHub is online and will continue to be updated regularly.
- All of the above.





# Gully gosh!



The Building Code has precise requirements for the installation and location of gully traps. As well as locating and building them correctly, make sure any decks and other structures built over top allow access for cleaning

Gully traps are part of the foul water drainage system receiving discharge from kitchen, bathroom (apart from toilet pans) and laundry wastewater fixtures before it enters the sewer system.

They are located externally to ensure that, if the drainage system becomes blocked, the wastewater will overflow outside instead of inside the building. Gully traps include a water seal to block odours from the sewer.

### BUILDING CODE REQUIREMENTS

Installation of sanitary plumbing and drainage systems in New Zealand must be in accordance with New Zealand Building Code clause G13 Foul water. Compliance with clause G13 can be achieved by meeting the requirements of Acceptable Solution G13/AS2 or AS/NZS 3500 Plumbing and drainage.

Select one document for compliance – do not mix and match requirements from both. Both documents cover below-ground foul drains up to 150mm in diameter, and neither cover the discharge of industrial, chemical or toxic waste.

### EVERY DWELLING NEEDS ONE

Every residential building must have at least one gully trap, with at least one wastepipe discharging into it so that the water seal is retained.

A single-fixture discharge pipe must not be more than 3.5m in length (G13) between the water seal of the fixture and the gully trap, unless it is vented. A number of discharge pipes may drain into a single gully trap.

### REQUIREMENTS FOR GULLY TRAPS

Waste pipes may discharge into a gully trap from the top through the grating or through the back of the chamber.

Discharge pipes must be arranged to permit easy cleaning of the gully trap.

Specific requirements for gully traps include:

- Being located within the legal boundary of the land the building is on.
- Being installed so that the rim of the gully dish is at least 150mm below the overflow level of the lowest fixture that drains into it.
- Having a water seal that is no more than 600mm below the rim of the gully dish.
- Having a minimum water seal depth of 65mm.

- Not allowing surface water to flow into the trap.
- Being constructed so the grate will allow a surcharge or overloading from discharge pipes or from a blocked sewer line.

### NO SURFACE OR GROUNDWATER

Surface water is prevented from flowing into the trap by ensuring that the rim of the gully dish is at least:

- 25mm higher than a paved surface.
- 100mm higher than an unpaved surface.

The outlet pipe from the gully must be at least 100mm in diameter and located a minimum of 20mm above the water

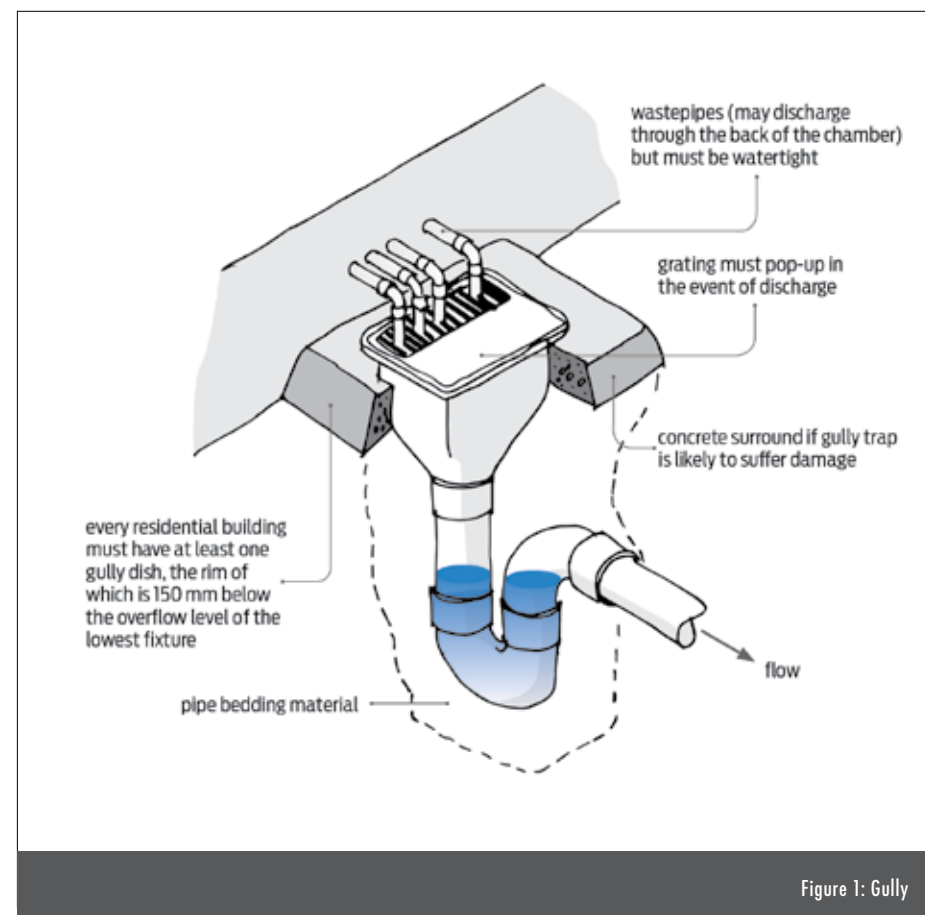


Figure 1: Gully

seal level and 20mm below the grating. The pipe connection must be watertight so groundwater cannot enter the sewer system.

### ANY DECK ABOVE MUST ALLOW ACCESS

Gully traps must be accessible for cleaning and maintenance. A deck may be built over a gully trap, but at least 600mm of clear access space above the trap must be provided. This is for access to the gully trap and drainage inspection points.

### INSTALLING A GULLY TRAP

When installing a gully trap, it must be adequately supported by either:

- Being set in compacted bedding material such as granular, non-cohesive fill that has a maximum particle size of 20mm.
- 75mm thick concrete surrounding the entire gully dish and separated from the building foundation.

Note: While drainage pipes can be run under a slab (Build 157, page 24), it may be prudent, if sufficient

fall is available, to run them around the building's perimeter for ease of maintenance.



**Every residential building must have at least one gully trap, with at least one wastepipe discharging into it so that the water seal is retained**

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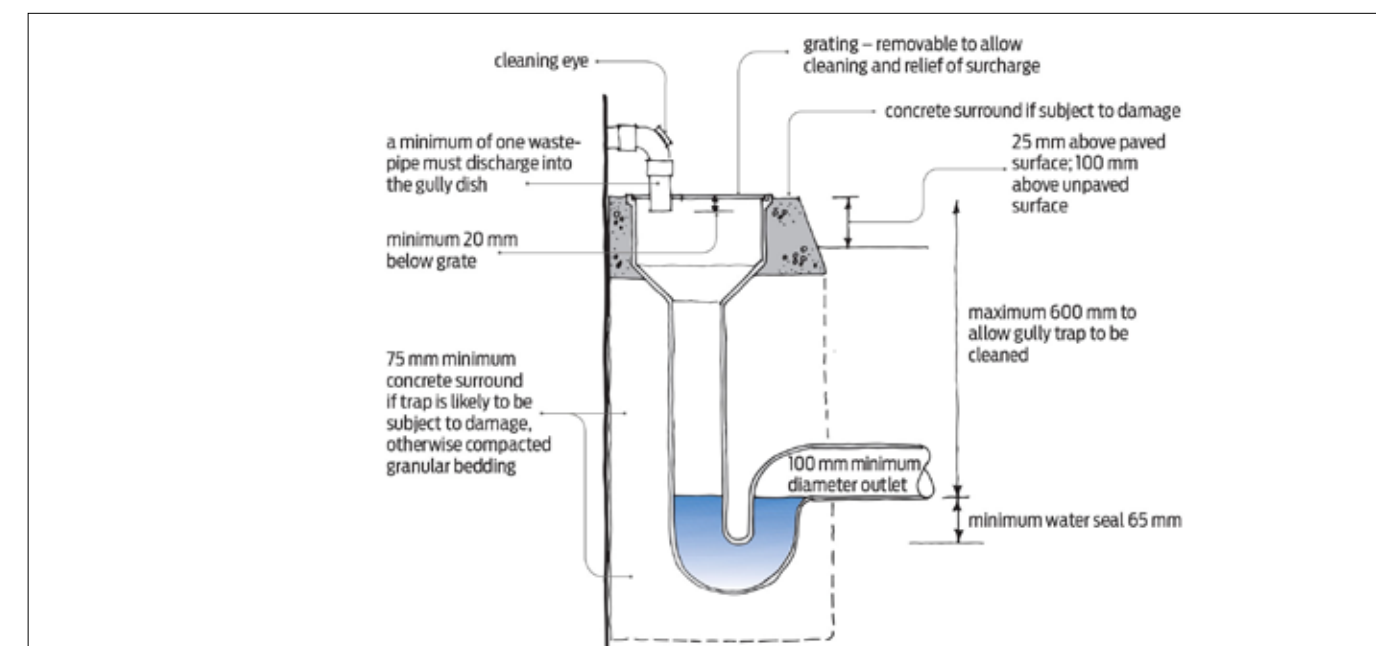


Figure 2: Gully trap dimensions and requirements

# PROVE YOUR KNOWLEDGE!

Tick the correct answers below and record what you've learnt in the record of learning on the back page! Evidence of actual learning rather than just 'participation' is a key requirement of the LBP renewal process.

- |  |   |   |
|--|---|---|
| 1) Why are gully traps located externally?   | 2) What is NOT a requirement for a gully trap?  | 3) What is the minimum amount of clearance space that must be allowed where a deck is built above a gully trap? |
| a) To ensure that if the drainage system becomes blocked, the wastewater will overflow outside the building. | a) It must be located within the legal boundary of the land the building is on.   | a) 200mm.   |
| b) Because they look better outside.   | b) Surface water should not be allowed to flow into the trap.   | b) 400mm.   |
| c) Because they're too large to be built internally.   | c) It should be installed so that the gully dish rim is above the overflow level of the lowest fixture that drains into it. | c) 600mm.   |

NB: The questions and answers in this section have been produced by the publisher and do not necessarily reflect views or opinions of the contributing organisation.





## Concrete NZ cements industry associations

Six industry bodies representing workers in the concrete industry have come together to represent members with a single voice

Concrete New Zealand (NZ) was officially launched on 28 August at a parliamentary function hosted by then Building and Construction Minister, Dr Nick Smith.

Concrete NZ Chief Executive Rob Gaimster said that the idea had been popular in the industry for a while.

"The idea of a single, consolidated association for the concrete industry emerged several years ago," said Gaimster. "As an industry, we want to be better placed to promote excellence in all things concrete, in an efficient and effective manner that provides better value for all. I am very pleased that we have been able to realise that vision."

With the construction industry in full swing, Gaimster said that now was the perfect time to highlight the benefits of concrete and strengthen the industry in New Zealand.

"The recent earthquakes have demonstrated the benefits of appropriately designed and built concrete structures. Concrete is functional, resilient and sustainable. New Zealand's cement production is world-class, as are our ready-mixed concrete and pre-cast operators. The concrete industry is capable of meeting the expected rise in future demand," he said.

Concrete NZ's immediate focus over the next 12 months includes advocating around regulation matters, developing better standards, communicating the benefits of concrete to builders and the public, along with promoting health and safety and sustainable business practices.

### MEMBERS ENCOURAGED TO SIGN-UP

Concrete NZ's founding partners include the Cement & Concrete Association of New Zealand (CCANZ), New Zealand



Concrete Masonry Association (NZCMA), New Zealand Ready Mixed Concrete Association (NZRMCA), Precast New Zealand (PCNZ) and New Zealand Concrete Society (NZCS).

Members of these associations did not automatically become members of Concrete NZ; they have been encouraged to do so, and it is expected that many will, as it was they who drove the consolidation process.

Those that elect to become members of Concrete NZ will retain their membership in their founding association until it is wound up. This is in line with the Incorporated Societies Act 1908.



Then Minister for Building and Construction Hon Dr Nick Smith flanked by Concrete NZ Chief Executive Rob Gaimster and Concrete NZ Chair Glenda Harvey

## Unlicensed builder to pay \$13,200

A judge has fined an unlicensed Christchurch builder \$10,000 and ordered him to pay \$3,200 in reparations for claiming to be a licensed building practitioner on repeated occasions

The builder claimed to be a licensed building practitioner (LBP) when he was hired by a construction company in July, 2016.

"The builder is not and has never been an LBP, yet claimed he held a licence when he was engaged by a construction company in July 2016. His false claim is a serious offence under the Building Act 2004," said MBIE Investigations Team Leader Simon Thomas.

While working for the company, the builder set out and prepared foundations and placed and tied reinforcing steel for a new build on a Christchurch property – Restricted Building Work which, by law, must be done or supervised by an LBP.

He went to the extent of writing a false

LBP number on his Record of Work and, when probed about his status by a colleague, insisted he was licensed.

Furthermore, he signed an employment agreement stating he was employed as a licensed builder, and told several people on site he was licensed.

"If you want to do restricted building work, you must be a licensed building practitioner, or be supervised by one," said Thomas. "We encourage all employers of LBPs, as well as homeowners, to check a builder is licensed by checking the public register."

As happened in this instance, MBIE also encourages LBPs to check if they are unsure whether a co-worker

is actually an LBP.

"To maintain the integrity of the LBP scheme, we need to uphold its reputation," said LBP registrar Paul Hobbs.

"The LBP scheme has been designed to raise standards across the building sector and consumer confidence. It is thus a risk to the scheme's integrity to have someone pretending to be an LBP and is in all LBPs best interests to weed out those who would compromise the scheme's reputation."

MBIE received 38 complaints about non-LBPs in the 2016/17 financial year. As of October, Maloney's penalty was the highest to date.



## Consents dip in September

While the number of new dwellings consented fell slightly in September, annual growth continues to track upwards

A total of 2,770 new dwellings were consented in September, including 1,843 houses and 415 apartments.

Seasonally adjusted\*, the number of new dwellings consented fell 2.3% in September, following a 5.9% increase in August. It's the first time in four months that the seasonally adjusted number has fallen.

For houses only, the seasonally adjusted number fell 1.7% on the back of a 3.1% fall in August.

### IN THE REGIONS

Ten out of the 16 regions consented more new dwellings in September 2017 compared to September 2016, led by Auckland (up 52 to 868; +6%),

Bay of Plenty (up 36 to 229; +19%) and Manawatu-Wanganui (up 26 to 102; +34%). Canterbury, Hawke's Bay, Marlborough, Northland, Otago, Southland and Tasman were the other regions to consent more new dwellings.

The biggest month-on-month drops were in Waikato (down 18 to 93; -6%), Wellington (down 12 to 282; -4%) and Taranaki (down 10 to 39; -20%). Nelson and West Coast were the only other regions to consent less new dwellings in September 2017 compared to September 2016, while the figure in Gisborne remained unchanged.

In the year to September, 30,892 new dwellings were consented, up 3% from the previous 12-month period. The regions consenting the most new homes

in the September 2017 year were:

- Auckland – 10,317 new homes (up 2.9% from the September 2016 year).
- Canterbury – 5,122 new homes (down 18%).
- Waikato – 3,596 new homes (up 1.7%).
- Bay of Plenty – 2,596 new homes (up 4.8%).

\*Seasonal adjustment removes the estimated effect of regular seasonal events, such as summer holidays and pre-Christmas purchasing, from statistical series to make figures for adjacent periods more comparable.



# Managing hazardous substances



Hazardous substances that can cause serious harm when they aren't used safely, found commonly on building sites include paints, adhesives and solvents

**The rules around managing hazardous substances in the workplace are changing. Every year between 600 to 900 people die prematurely from workplace-related disease, including from exposure to hazardous substances – if you use, store or handle hazardous substances, you need to know how to manage the risks associated with them**

**A**round 150,000 workplaces throughout New Zealand use hazardous substances. Common hazardous substances such as commercial cleaning products, paints, adhesives, acids, bases and solvents can cause serious harm when they aren't used safely.

A substance that has one or more of the following properties is defined as hazardous:

- Explosiveness.
- Flammability.
- Ability to accelerate a fire.
- Toxic to humans (acute or chronic).
- Corrosiveness (to human tissue or metal).
- Harmful to the environment (eg, pesticides).

- A substance that could develop one or more of the properties listed when exposed to air or water.

From December 1 this year, the regulations around hazardous substances in the workplace will be transferred from the Hazardous Substances and New Organisms Act 1996 and Regulations to the Health and Safety at Work (Hazardous Substances) Regulations.

WorkSafe advises that if you are complying with the current hazardous substances law, then you may not need to change a lot. However, it is a good time for all businesses to review their processes for keeping people safe around hazardous substances.

### KEY CHANGES

Outlined below are the some of the key changes that are being introduced with the new legislation.

### Inventory

There is a new mandatory requirement to keep an inventory of all hazardous substances used, handled, manufactured or stored in the workplace – including hazardous waste.

### Safety Data Sheets

Safety Data Sheets are a key source of information for managing hazardous substances. You must have a Safety Data Sheet for all hazardous substances in your workplace, regardless of the quantity you hold (some exceptions apply). If you are a supplier, manufacturer or importer, go to the EPA website to find out more about Safety Data Sheets.

### Information, instruction, training and supervision

The new regulations have specific requirements around providing information, instruction, supervision and training to make sure workers know

how to safely use, handle and store hazardous substances.

### Emergency preparation

You should be managing your risks to avoid an emergency, but it's equally important to plan for one. The regulations set out specific requirements for this – including understanding procedures to deal with emergencies.

### Labelling containers of hazardous substances (including hazardous waste)

There are new requirements for making sure that hazardous substance containers in the workplace are labelled, including process vessels, as well as maintaining the labels on hazardous substances supplied to you.

### Signs

These continue to be an important part of hazardous substances management, as they warn other people in the workplace and emergency services that hazardous substances are on site.

### Focus on risk assessment and elimination or minimisation

It is important to manage the risks associated with hazardous substances

**From December 1, the regulations around hazardous substances in the workplace will change**

and to review what you have in place to keep people healthy and safe. Eliminate risks if reasonably practicable and minimise risk where elimination is not possible.

### WHEN ARE THE CHANGES HAPPENING?

Most requirements under the Health and Safety at Work (Hazardous Substances) Regulations come into force on 1 December. However, there are some exceptions:

- Later start dates for some specific regulations means you have longer to comply.

- Rules that allow existing approvals and test certificates issued under the old regulations to continue until they expire.

To confirm these dates, and for more information on the changes, refer to the WorkSafe website 'Guidance by Industry' section.

If you deal with hazardous substances, consider enrolling your workers in Site Safe's Passport Plus – Worker Health course, a four-hour course that covers how hazardous substances, noise and behaviour can have a serious impact on health.



Wet cement can cause burns, if trapped against the skin. Personal protective clothing or equipment such as gloves or boots must not allow wet cement to be held against the skin

## PROVE YOUR KNOWLEDGE!

Tick the correct answers below and record what you've learnt in the record of learning on the back page! Evidence of actual learning rather than just 'participation' is a key requirement of the LBP renewal process.

- |   |  |   |
|---|--|---|
| <p><b>4)</b> What is NOT a new requirement of the Health and Safety at Work (Hazardous Substances) Regulations?</p> <p>a) To install chemical showers on all sites where hazardous substances are used.</p> <p>b) To keep an inventory of all hazardous substances used, handled, manufactured or stored in the workplace.</p> <p>c) Have a Safety Data Sheet for all hazardous substances in your workplace.</p> | <p><b>5)</b> How do the new rules apply to approvals and test certificates issued under the old regulations?</p> <p>a) They remain valid until they expire.</p> <p>b) They remain valid until 1 December, 2018.</p> <p>c) They expire when the new regulations come into effect.</p> | <p><b>6)</b> What is an example of a hazardous substance commonly found on a building site?</p> <p>a) Paint.</p> <p>b) Wood.</p> <p>c) Mercury.</p> |
|---|--|---|





## Taxing times

tax managementnz



Taking a few simple steps towards the end of the year can help you remove the stress from tax time

**For many in construction, 15 January is when GST and provisional tax payments are due. While the timing of these payments can be problematic, there are a few simple things you can do between now and then to ensure you are ready to pay Inland Revenue what you owe**

Two important tax payments – GST and the second instalment of provisional tax for the 2018 tax year – are due to Inland Revenue (IRD) on 15 January.

Coming just after Christmas and in the early New Year, the timing of these is not necessarily ideal as things are quiet on the work-front and cashflow can be tight. Getting hold of your accountant may also be difficult.

The IRD, however, will not take that into consideration if you don't meet your tax obligations on time. In fact, it will come down hard, subjecting you to a high interest rate of 8.22% and late payment

penalties. This can hurt.

The last thing anyone wants is to have the taxman breathing down their neck, especially as the department has become more vigilant after it uncovered high levels of non-compliance among tradespeople concealing part, or in some cases all, of their income.

Builders in Auckland, Christchurch, Queenstown and Wellington may be familiar with this crackdown, as these regions have been specifically targeted.

Below are some basic tips that will

help you get tax-ready, as well as an option to pay provisional tax how and when it suits you.

#### KNOW HOW YOU ARE PLACED FINANCIALLY

Start by reviewing your books to make sure your records are accurate and up to date. This will provide an indication of your overall cashflow position.

#### DO A BUDGET

Figure out what your outgoings are and ensure you have a plan to pay for these while you are off work. This is important, especially if it is going to be a few weeks before you start earning an income again.



**Cast your eyes over your debtors' ledger and see who owes you money. Find out if they can pay early. Maybe offer a slight discount to sweeten the deal, as this could make a significant difference to your bank balance**

#### COMPLETE JOBS EARLY

The faster jobs are completed, the faster you can be paid. If possible, prioritise work that can be finished quickly, so you can bill clients and have money in the bank before taking your holiday.

#### CHASE OUTSTANDING PAYMENTS

Cast your eyes over your debtors' ledger and see who owes you money. Find out if they can pay early. Maybe offer a slight discount to sweeten the deal, as this could make a significant difference to your bank balance.

#### SEE IF YOU CAN PAY OTHER CREDITORS LATER

This is not always ideal, but worth considering if meeting tax obligations is going to be difficult. The IRD is not so forgiving, but suppliers with whom you have a good working relationship may offer you leeway if you explain your situation.

#### USE A TAX POOLING INTERMEDIARY FOR YOUR PROVISIONAL TAX

If it comes down to a choice of having to pay GST or provisional tax on

15 January, prioritise paying GST to the IRD and use an IRD-approved tax pooling intermediary to sort the other.

Intermediaries give you the option of deferring the full amount of provisional tax due by letting you chip away at what you owe in instalments. The interest they charge is much cheaper than the IRD's and they also eliminate late payment penalties.



The faster jobs are completed, the faster you can be paid. If possible, prioritise work that can be finished quickly, so you can bill clients and have money in the bank before taking your holiday

Chris Cunniffe is the chief executive of New Zealand's largest tax pooling intermediary, Tax Management NZ. He is the former head of the BNZ and Air New Zealand tax teams. [www.tmnz.co.nz](http://www.tmnz.co.nz)

## PROVE YOUR KNOWLEDGE!

Tick the correct answers below and record what you've learnt in the record of learning on the back page! Evidence of actual learning rather than just 'participation' is a key requirement of the LBP renewal process.

- |   |  |  |
|---|--|--|
| <p>7) Why is it recommended you do a budget ahead of paying your taxes on 15 January?</p> <p>a) So you can plan how to cover your outgoings over the holiday period.</p> <p>b) So you can calculate your provisional tax payments.</p> <p>c) So you can calculate your GST payment amounts.</p> | <p>8) What is NOT a benefit of using a tax pooling intermediary?</p> <p>a) You can defer the full amount of provisional tax due by paying what you owe in instalments.</p> <p>b) They help you avoid late payment fees.</p> <p>c) They reduce the overall amount of provisional tax you have to pay.</p> | <p>9) What is a recommended way of improving your cashflow ahead of tax time?</p> <p>a) Chase up outstanding payments.</p> <p>b) Freeze your staff's wages.</p> <p>c) Pawn your tools and other equipment.</p> |
|---|--|--|





## Nail down your tools




Police recommend people record the serial numbers of their tools or mark them with identifying information, such as an LBP number, to aid the recovery and prosecution process

### Tool theft is rife around the country and, even if you haven't been personally affected, you'll likely know someone who has. We're urging builders to take extra precautions on site and lock all tools securely

Without tools, it would be impossible to do your job, so it makes great sense to insure them. Police are urging builders, project managers and contractors to be vigilant and take steps to reduce the opportunity for offenders to target construction sites.

#### HOW BAD IS IT?

Below is a brief summary of incidents from across the country:

#### Auckland

Police arrested a prolific offender after carrying out a search; they seized a large amount of suspicious property, including several thousand dollars' worth of trade and electrical tools.

#### Coromandel

In Whitianga, \$25,000 worth of tools and plumbing gear was stolen off site. A man was arrested and found with two drop saws, including one with a diamond cutting blade.

#### Waikato

Fourteen toilets were stolen from a site in

Hamilton East, along with thousands of dollars worth of tools from developments in Horotiu and Te Rapa. Thieves also stole a Nissan Navara, a trailer and \$10,000 worth of tools from Hamilton developments.

#### Hawke's Bay

More than \$100,000 worth of stolen building materials, tools and equipment was recovered in Hastings in August last year. Police said the haul included circular saws, nail guns, timber, a set of windows, bags of plaster, scaffolding, electrical wires, dive tanks – and an entire kitchen!

#### Wellington

Police are warning contractors and tradesmen to secure valuable tools and equipment, as construction sites and work vehicles have become increasingly popular targets for thieves.

#### Christchurch

In February, a 24-year-old painter told police he carried out the theft of goods worth thousands of dollars

from parked cars in Halswell driveways and that he targeted power tools by breaking into tradesmen's vehicles.

#### Otago

A bricklayer in Cromwell lost \$6,500 worth of tools last year when the house he was working on was broken into. In April, a trailer, tools and a generator were taken in separate incidents in Dunedin.

#### HOW CAN I PREVENT IT?

Site security is essential. Fencing acts as a deterrent, but good locks are important too. Police advise that valuable tools and equipment shouldn't be left in unattended vehicles that aren't kept in secure premises overnight and during the weekend.

This same principle extends to construction sites, where owners and contractors are encouraged to assess the risks of leaving valuable equipment and tools at vulnerable sites. At a minimum, make sure keys are removed and vehicles locked.

Where possible, vehicles that contain tools should be alarmed and parked in garages or away from the road. If you have a container on site where you store tools, this should be fitted with a heavy-duty lockbox-style steel cover to prevent the padlock being cut. Portable alarms are also recommended for onsite storage containers.

Police recommend people record the serial numbers of their tools or mark them with identifying information, such as an LBP number, to aid the recovery and prosecution process.

#### KEEP YOUR ASSET REGISTER UP TO DATE

To make a claim under a tools and equipment policy (also known as a mobile assets policy), you need to prove your loss. Make sure you have an up-to-date tools/asset register that includes:

- Item description, including model number.
- Serial number.
- Date of purchase.
- Purchase price.

It is also a good idea to keep invoices and photos of your equipment.

#### ONLY YOU'RE COVERED

Under the above policies, only tools owned by the insured entity are covered. It does not cover tools owned by

subcontractors on a site, and they should insure their own.

Employees may have cover under their own contents insurance (if it includes an extension for tools used for paid work/business/commercial use, rather than just for private/home use, and the amount of cover is sufficient) or, in some cases, under the terms of employment contracts or contract works policies (with restrictions).

If you employ staff and contractors, make sure they understand this. If you are an employee, check your contract and/or contents policy to find out.

#### THEFT OF OR DAMAGE TO TRAILERS

These should be insured as commercial vehicles; they can't be insured under a tools policy.

#### INDEMNITY/MARKET VALUE VS REPLACEMENT VALUE COVER

Indemnity or market value policies will only pay what the tool is worth when the claim is made; you have to make up the difference to buy a new one.

Replacement value cover will replace any item (that can't be repaired) for new, regardless of its age or condition. The sum insured must be the replacement value of your tools. Beware, some policies that claim to be for replacement value will revert to market value on items more than a few years old, so check the fine print.

#### THEFT IN THE OPEN AIR VS FORCED ENTRY (BURGLARY)

Tools and mobile assets policies make a distinction between theft and burglary. Theft is generally considered to be when an item is stolen "in the open air" – that is without any sign of forced entry.

It would be considered theft if tools were stolen from an unlocked van, but burglary if locked doors were forced to gain entry. The same applies to tools stolen from site or other types of storage. Some policies may include burglary, but not theft in the open air.

#### EXCESSES

Even if your policy does include theft in the open air, the excess can differ. It's common to see a \$1,000 excess for burglary, but \$2,500 for theft. You can find policies with options for lower burglary excesses and specialist insurers such as Builtin also offer a \$1,000 excess for theft.

Having your tools stolen can be a massive inconvenience, causing delays and costing money. Taking preventative measures, keeping good records and having the right insurance cover will ensure that if something does happen, you can be back to work quickly and not out of pocket.

You can request a quote at [www.builtininsurance.co.nz/tools](http://www.builtininsurance.co.nz/tools).

Builtin are New Zealand's trade insurance experts. For more information visit [www.builtininsurance.co.nz](http://www.builtininsurance.co.nz) or contact Ben Rickard at [ben@builtin.co.nz](mailto:ben@builtin.co.nz) or 0800 BUILTIN.

## PROVE YOUR KNOWLEDGE!

Tick the correct answers below and record what you've learnt in the record of learning on the back page! Evidence of actual learning rather than just 'participation' is a key requirement of the LBP renewal process.

10) Why is it recommended you have an up-to-date tools/asset register?

- It will help you to prove your loss when making a claim.
- It can help you to cut your tax bill.
- It helps you to keep all your equipment up to date.

11) What is the difference between open-air theft and burglary?

- Theft is considered to be in 'open air' when there is no sign of forced entry.
- Burglary involves forced entry, and thus attracts higher premiums.
- Open-air theft is when items are stolen in public spaces.

12) What should you NOT include on your tools for identification purposes?

- Your LBP number.
- Your company name.
- Your security codes.





# Christmas checklist



It's easy to forget things when you're thinking about Christmas and the holidays, as well as rushing to finish off projects for demanding customers – here are three summer reminders courtesy of Builtin

**1. Secure your sites before you go (and take your tools with you)**

Sites are more vulnerable when they're closed up for the holidays, as no one is there regularly and neighbours may also be away on holiday. Make sure your sites are as secure as possible and store your tools somewhere safe off site.



If you're lucky to receive any new toys over the Christmas period, make sure they're insured before you use them

**2. Arrange travel insurance well before you leave**

Don't leave it to the last minute! You might not be able to get it at short notice and it's even more difficult once you've started your trip. If you're going overseas, don't even think about leaving without it. It's well worth it compared to the cost of medical treatment, luggage loss or having to make alternative arrangements.

**3. Insure any new vehicles, boats, jet skis, caravans, motor homes etc before you drive them away**

It may be the last thing on your mind, but it's important to arrange insurance on any substantial purchases before you collect them. This includes notifying your insurer of items that must be separately listed on your contents policy.

Murphy's Law says it's in the small window between picking up the new car and arranging the insurance that an accident will happen! Also, ensure the registration and warrant are up to date and the vehicle is in a good condition to be used for holiday travel (tyre pressure OK, lights work, oil checked etc). And remember to check that your driver's licence is current!

It may be the last thing on your mind, but it's important to arrange insurance on any substantial purchases before you collect them. This includes notifying your insurer of items that must be separately listed on your contents policy.

Thieves are especially active over Christmas, so any expensive gifts should be insured too.

Builtin are New Zealand's trade insurance experts. For more information visit [www.builtininsurance.co.nz](http://www.builtininsurance.co.nz) or contact Ben Rickard at [ben@builtin.co.nz](mailto:ben@builtin.co.nz) or 0800 BUILTIN.

# PROVE YOUR KNOWLEDGE

**CODEWORDS**  
ISSUE 79

- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦

**UNDER CONSTRUCTION**

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**Dec 2017 / Jan 2018**

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VALUED AT APPROX. \$5,000

**INCLUDES: RETURN FLIGHTS FOR 2 ADULTS TO AUCKLAND FROM MAIN AIRPORTS, SCENIC HELICOPTER FLIGHT FROM AUCKLAND TO WAIHEKE ISLAND, 1 NIGHTS ACCOMMODATION STAYING AT MARINO RIDGE WAIHEKE ISLAND & MORE**

\*Offer exclusive to PlaceMakers trade account holders. Purchases must be invoiced on a current trade account between 1st December 2017 & 31st January 2018 and can be over multiple transactions. Qualifying spend of \$1,500+<sup>GST</sup> or more is limited to Strandboard, Strandsarking & Strandfloor products. The giveaway items are limited to 300 nationwide and to a max of one per qualifying trade account, while stocks last. The first 300 qualifying customers will be notified by the branch no later than the 16th February 2018 and the giveaway items will be available for collection from the winner's local PlaceMakers branch no later than the 23rd of February 2018. All qualifying customers will automatically be entered into the draw to win the weekend away. The winner of the major prize will be notified by 16th February 2018. The booking is subject to availability and must be redeemed by 16th February 2019. Prizes are not redeemable for cash or any other product or service.



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## NORTHLAND

Kaitia 408 9020  
Kerikeri 407 4820  
Mangawhai 431 4236  
Whangarei 470 3970

## AUCKLAND

Albany 414 0900  
Auckland South 237 0020  
Cook St 356 2899  
Helensville 420 9150  
Mt Wellington 570 8300  
New Lynn 825 0088  
Pakuranga 538 0200  
Pukekohe 237 0020

Silverdale 424 9000  
Waiheke Island 372 0060  
Wairau Park 444 5155  
Westgate 815 6800

## WAIKATO / BAY OF PLENTY

Clarence St, Hamilton 838 0716  
Huntly 828 2000  
Morrinsville 889 8057  
Mt Maunganui 575 4009  
Taupo 376 0220  
Te Kuiti 878 8149  
Te Rapa 850 0190  
Thames 868 0130  
Whakatane 306 0320

Whitianga 867 2000

## CENTRAL NORTH ISLAND

Hawera 278 6013  
Hawkes Bay 843 5816  
New Plymouth 755 9040  
Ohakune 385 8414  
Palmerston North 353 5777  
Wanganui 349 1919

## WELLINGTON

Evans Bay 387 8692  
Hutt City 568 5042  
Kaiwharawhara 472 1616  
Kapiti 296 1086

Levin 366 0960  
Masterton 377 7504  
Porirua 237 9189

## UPPER SOUTH ISLAND

Blenheim 520 6030  
Motueka 528 8164  
Port Nelson 547 9111  
Saxton Rd 547 9111

## CHRISTCHURCH

Antigua Street 344 8915  
Cranford Street 375 4119  
Hornby 344 8950  
Kaiapoi 327 5860

Riccarton 348 2039

## CANTERBURY

Ashburton 308 9099  
Timaru 687 4035  
Twizel 435 3133

## SOUTHERN

Alexandra 440 0198  
Cromwell 445 9202  
Dunedin 466 4609  
Gore 209 0055  
Invercargill 211 0366  
Mosgiel 466 4617  
Oamaru 433 0460

Queenstown 450 9000  
Te Anau 249 7774  
Wanaka 443 0080

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