



**Government  
of South Australia**

Department of Planning,  
Transport and Infrastructure



**CITY OF  
MITCHAM**

***Development Regulations 2008***  
**Regulation 74 – Supervisor’s checklist**  
**Handling / installation / inspection of roof framing**

**General information**

1. In accordance with Regulation 74, at least one (1) business day’s notice must be given to the council of the intended completion of all roof framing forming part of the building work and (including top and bottom chord restraints, bracing and tie-downs).
2. The completed roof framing must not be concealed until after the expiration of two (2) clear business days after the notice of completion of roof framing has been received by the council.
3. The applicable checklist must be completed by a registered building work supervisor who has inspected the work and must be provided to the council when giving notice of the completion of roof framing.

**Note:**

The above processes do not apply to a Class 10 building if it is not attached to any part of the roof framing of a building of another class.



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Regulation 74 – Supervisor’s checklist**

**Part 1 – Timber roof truss framing: erection, fixing and bracing**

Site address:

Development Application number:

**Relevant authority**

City of Mitcham

Email: [development@mitchamcouncil.sa.gov.au](mailto:development@mitchamcouncil.sa.gov.au)

Phone: 8372 8888

**Person completing this checklist**

Name:

Licence number:

Phone:

Training certificate number:

The following items have been checked and comply with the approved documents:

| ITEM | Site Work   | AS 4440-2004 Reference | Checked |
|------|---|------------------------|---------|
| 1    | Hip end framing: Loose timber or jack trusses   | 5.2.1, 5.2.2           |         |
| 2    | Location of special loads: Solar heating, air con. HWS, other   | 1.6                    |         |
| 3    | Bottom chord clear of non-load bearing walls  | 2.2.2                  |         |
| 4    | Internal support/tie-down   | 2.2.1 & 3.7            |         |
| 5    | Fixing to tops of bracing walls - slotted brackets  | Fig. 2.2               |         |
| 6    | Fixing to non-loadbearing walls – slotted brackets  | Fig. 2.3               |         |
| 7    | Truss locations/orientation: Spacing, span  | 3.1                    |         |
| 8    | Truss bow (L/200 max)   | Fig. 3.2               |         |
| 9    | Truss plumb (H/50 max)  | Fig. 3.3               |         |
| 10   | Supplementary timber: ceiling trim  | 3.5 & 3.6              |         |
| 11   | Truss Tie-Down requirements – as per approval   | 3.7                    |         |
| 12   | Fixing of multi-ply truss   | 3.8                    |         |
| 13   | Top Chord Bracing: Layout and Fixing – steel-brace  | 4.1                    |         |
| 14   | Steel-brace splice  | Fig. 4.20              |         |
| 15   | Steel-brace end-fixing at apex  | Fig. 4.21              |         |
| 16   | Steel-brace end-fixing at heel-to-top plate   | Figs. 4.22 & 4.23      |         |
| 17   | Steel-brace at heel-to-girder truss   | Fig. 4.24              |         |
| 18   | Steel-brace at cantilevers  | Fig. 4.25              |         |
| 19   | Top Chord Restraint (spacing and fixing)  | Fig. 4.1               |         |
| 20   | Intermediate Top Chord Ties (Valley Truss)  | Fig. 4.2               |         |
| 21   | Fixing of Valley Trusses  | Fig. 5.6               |         |
| 22   | Bottom Chord Restraint. Spacing and Size of Restraint   | 4.4                    |         |
| 23   | Web Tie/Web Brace   | 4.5                    |         |
| 24   | Bottom Chord Restraint Bracing  | Fig. 4.28              |         |
| 25   | Truss-to-truss connections appropriate for wind speed: Hip Ends, Girder Trusses, Valley Trusses, Non Load-Bearing Walls | Section 5              |         |
| 26   | Girder Truss Position and Girder Boots  | 5.3                    |         |



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| ITEM | Site Work  | AS 4440-2004 Reference                                | Checked |
|------|--|---|---------|
| 27   | Girder Truss Restraint   |   |         |
| 28   | Overhangs:<br><b>Eaves Detail</b> (Supported, Not Supported) Structural or Non-Structural Fascia<br><b>Verge Detail</b> (Gable End Truss Supported on End Wall Or Free Spanning)<br><b>Verandahs and Pergolas</b> must not be attached to the ends of truss overhangs without specific design  | Section 6   |         |
| 29   | Waling plate fixing  | Fig 5.5   |         |
| 30   | Truss connection to timber/steel beams   |   |         |
| 31   | Gable end framing  | 6.2   |         |
| 32   | Truss modification/defects   | 3.9   |         |
| 33   | Truss site suitability: corrosive environments   | 3.10  |         |
| 34   | Advise on cornice fixing to Appendix B   | B3  |         |
| 35   | Bearing Width to Appendix B  | B4  |         |
| 36   | Steel roof battens, where used, must be legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating   |   |         |
| 37   | Timber trusses/roof framing were transported, stored, lifted and handled on the site in a proper manner and an area was provided on the site for their satisfactory storage  | Appendix E of AS 4440 and/or Appendix H of AS 1684.2. |         |
| 38   | All trusses are appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.  |   |         |
| 39   | Unless the roof framing has been designed otherwise, a label is provided on a truss immediately adjacent to the roof access hole, stating that the trusses have not been designed for additional loads such as attached carports/verandahs, a water heater, air conditioner or household storage; and that truss members must not be cut to fit building services. If the roof framing has been designed for additional loads, the trusses that are to support any additional load must be clearly identified. |   |         |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_