

Categories of Overlapping Duties



Property

	PROPERTY
SCOPE	In all MBIE sites there are overlapping duties relationships. These include other tenants, landlords, management companies, and other PCBU's who are present at the sites from time to time in the course of their work (i.e., deliveries and maintenance).
MBIE'S PCBU OVERLAPPING DUTIES ACTIVITIES (e.g.)	<ul style="list-style-type: none">• Co-location sites• Sole tenancy sites• Hubs
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none">• Facilities Team• Property Team• Emergency Management• Protective Security• Site WHS Committees
COMPLIANCE	<ul style="list-style-type: none">• Develop a compliance assurance matrix• Populate the overlapping duties framework with identified and assessed overlapping duties relationships.
MONITORING/ REPORTING	Develop a monitoring and reporting process that includes – incident investigations, escalation points, spot checks, dashboard analytics.



COMPLIANCE ASSURANCE MATRIX DEVELOPED IN FOUR STEPS:

- Identify PCBU relationships
- Identify the overlapping duty responsibilities
- Monitoring the overlapping duty activities
- Review the PCBU relationships and activities

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Case Example:

South Island Site

MBIE lead tenant, co-located with 3 other agencies

Co-located
agency 1

Co-located
agency 2

Co-located
agency 3

Site Building Committee

Run by MBIE Regional Facilities Manager

Site Emergency Response Plan

Updated by

MBIE Regional Facilities Manager

MBIE
Regional Facilities
Manager

Landlord

WHS Site
Commitee