



# **Mackenzie**

**DISTRICT COUNCIL**

**Notice is given of a Planning and Regulations Committee Meeting to be held on:**

**Date: Tuesday, 15 February 2022**

**Time: Following the Commercial and Economic Development Committee**

**Location: Zoom**

## **AGENDA**

### **Planning and Regulations Committee Meeting**

**15 February 2022**

Note: This meeting will be digitally recorded by the minute-taker and uploaded to YouTube after the meeting.

**Planning and Regulations Committee Membership:**

Anne Munro (Chair)  
Stuart Barwood  
James Leslie  
Graham Smith  
Emily Bradbury  
Murray Cox  
Matt Murphy

\*\*\*\*\*

**The purpose of local government:**

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002)

**Order Of Business**

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- 1 OPENING**
- 2 APOLOGIES**
- 3 DECLARATIONS OF INTEREST**
- 4 VISITORS**

## **5 REPORTS**

### **5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 16 NOVEMBER 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Planning and Regulations Committee Meeting - 16 November 2021

#### **RECOMMENDATION**

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 16 November 2021 be received and confirmed as an accurate record of the meeting.



**Mackenzie**

DISTRICT COUNCIL

**Unconfirmed MINUTES**

**Planning and Regulations Committee  
Meeting**

**16 November 2021**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
PLANNING AND REGULATIONS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON TUESDAY, 16 NOVEMBER 2021 AT 1.18PM**

**PRESENT:** Cr Anne Munro (Chairperson)(by Zoom), Cr Stuart Barwood, Deputy Mayor James Leslie, Mayor Graham Smith, Cr Emily Bradbury, Cr Murray Cox, Cr Matt Murphy

**IN ATTENDANCE:** Angela Oosthuizen (Chief Executive - Acting), David Adamson (General Manager Operations - Acting), Paul Numan (General Manager Corporate Services), Alexis Gray (Manager People and Culture), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Aaron Hakkaart (Planning Manager), Mark Offen (Regulatory Officer), Keiller MacDuff (Stuff Reporter).

**1 OPENING**

Cr Emily Bradbury chaired the meeting on behalf of Cr Munro, who was attending on Zoom.

**2 APOLOGIES**

There were no apologies.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 VISITORS**

There were no visitors.

**5 REPORTS**

**5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 20 APRIL 2021**

**COMMITTEE RESOLUTION PRC/2021/106**

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 20 April 2021, including those parts taken in public excluded, be received and confirmed as an accurate record of the meeting.

**CARRIED**

## **5.2 REVIEW OF JOINT TIMARU, MACKENZIE AND WAIMATE COUNCILS LOCAL ALCOHOL POLICY**

Aaron Hakkaart spoke to this report. It was to get agreement as to whether the committee was still comfortable progressing with a joint Local Alcohol Policy with Waimate and Timaru district councils.

The Local Alcohol Policy was not mandatory but optional. The main advantages of having one were on page 13 of the agenda.

Cr Barwood said it was a system that has worked well and he was happy to continue.

### **COMMITTEE RESOLUTION PRC/2021/107**

Moved: Deputy Mayor James Leslie

Seconded: Cr Matt Murphy

1. That the report on the joint LAP be received.

**CARRIED**

### **COMMITTEE RESOLUTION PRC/2021/108**

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

2. That the Committee confirms a Local Alcohol Policy in the Mackenzie District is still required and confirms it remain a joint Local Alcohol Policy with the Timaru and Waimate District Councils

**CARRIED**

## **5.3 RESOURCE CONSENTS UPDATE**

Aaron Hakkaart summarised his report. Consent numbers were slightly up on last year but still significantly down on 2018-19. Staff were meeting deadlines.

The feedback from the community was that they were happy with this service.

Mr Hakkaart noted the hard work of his team and thanked them. The Mayor agreed.

## **5.4 DISTRICT PLAN REVIEW UPDATE**

Staff had been working hard to put a strategic review in place. There was a national shortage of planners. This month into early next year will be workshopping with council to determine the key strategic changes which would become the priorities of the district plan review.

Cr Leslie asked where the relationship with the Twizel Area School sat regarding the library. David Adamson said the MOU was under discussion with meetings between the parties ongoing.

**5.5 DOG CONTROL ACT 1996 SECTION 10A POLICY AND PRACTICES 2020-2021**

Mark Offen joined the meeting. This policy was a statutory requirement. It was recording what had occurred over the previous 12 months. Showed a big increase in dog reports, but this was likely due to recording processes being a lot better.

The Mayor asked how many dogs needed a pound. Mr Offen said about six each year, with another four to six that would be impounded if there was a pound.

If a pound wasn't considered viable in the Mackenzie it would require a formal MOU with another council such as Timaru or Waitaki, with the current cages upgraded as a holding facility until dogs could be taken to the pound in the neighbouring district.

David Adamson suggested the options be further explored and more detail come back to a later meeting.

Cr Munro asked if it was possible to work with a veterinary practice. Mr Offen was looking into working with local businesses.

**COMMITTEE RESOLUTION PRC/2021/109**

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

1. That the report be received.

**CARRIED****COMMITTEE RESOLUTION PRC/2021/110**

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

That the report on the Dog Control Act 1996 Section 10A Policy and Practises 2020-21 be adopted and approve for submitting to the Department of Internal Affairs

**CARRIED****6 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION PRC/2021/111**

Moved: Cr Murray Cox

Seconded: Cr Matt Murphy

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>6.1 - Planning and Regulatory Update</b>	<p>s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial</p> <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.2 - Insanitary Property in Twizel</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.3 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 20 April 2021</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

**COMMITTEE RESOLUTION PRC/2021/112**

Moved: Cr Murray Cox

Seconded: Mayor Graham Smith

That the committee moves from closed meeting into open meeting.

**CARRIED**

**The Meeting closed at 1.57pm.**

**The minutes of this meeting were confirmed at the Planning and Regulations Committee Meeting held on .**

.....  
**CHAIRPERSON**






**5.2 REPORT ON COUNCILS BUILDING CONTROL AUTHORITY**

**Author:** David Adamson, General Manager Operations - Acting

**Authoriser:** Angela Oosthuizen, Acting Chief Executive

**Attachments:**

1. BCA Report October 2021 [↓](#) 
2. BCA Report November 2021 [↓](#) 
3. BCA Report December 2021 [↓](#) 

**STAFF RECOMMENDATIONS**

That the reports on Councils Building Control Authority for October, November and December 2021 be noted.

**BACKGROUND**

Attached to this report are the Building Control Management reports for October, November and December 2021 for information.

The information is based on reporting compliance against Councils Quality Policy and Manual with regards to its activities as a Building Control Authority (BCA).

**CONCLUSION**

Council BCA activities need to comply with its approved Quality Manual. Monthly reports are generated to ensure and report on compliance.

## BCA Management Report

**Date:** Period: August 01.10.2021 to 30.10.2021

**Agenda item:** Review of the BCAs overall management and operation performance, reporting against the expected standards and high-level performance indicators from its quality policy where appropriate.

1. **Building control quality systems** – *are there any being developed (policies, procedures, systems), and has implementation of these been effective and or are they being maintained effectively?*

**BCA Managers response:**

- Training for the GoGet upgrade 5.15 and Simpli from Objective will take place on the 1<sup>st</sup> week of November 2021. This will occur in the Twizel Office.
- The 6A notification that was sent to IANZ and MBIE has been responded to by IANZ. Once the training has taken place and implementation has occurred for the upgrade, further information has been requested by IANZ to be sent to them:

As a result of the changes within your organisation IANZ would like to request further information to be provided for our review in order to establish that accreditation of your BCA will not be affected by the changes. Please provide the following:

- A copy of the new Quality Manual (or a copy of the affected part) once the changes have taken place.
- A copy of the continuous improvement entry that describes the change(s) and its management.
- A copy of audits that demonstrate that the BCA is complying with its new policies, procedures and systems.
- The Quality Policy Objectives reporting template has been reviewed and amended to remove duplication.

**Action:**

- Continue to monitor the quality Policy objectives
- 

2. **Continuous improvements** – *are they being managed appropriately and or are there any issues or opportunities that require escalating or advised to management?*

**BCA Managers response:**

- Continuous improvements continue to be maintained and managed appropriately, and within recorded timeframes.
- No escalation to management required.

**Action:**

- Continue to monitor, maintain, and manage continue improvement register.
- 

3. **Audits** – *are they demonstrating the quality assurance system is effective?*

**BCA Managers response:**

- Audits have been scheduled on the internal audit schedule for all technical, procedural, process and system audits required throughout the year for Regulation 17(2)(h).
- Where any issues are identified from audit outcomes, these are being managed via the continuous improvement process.

**Action:**

- Ensure all audits are undertaken as scheduled
- Ensure any non-compliances from audit findings are entered onto CI process. Where there is non-compliance or recommendations, they are communicated to employees and contractors.
- Reporting on whether effective implementation of the quality assurance system has occurred and will be reported on the BCA Management report each month where applicable.

## BCA Management Report

### 4. Building consent application volumes and Statutory time frames – are these being met? if not, record reasons why any went over.

- Record the actual number of building consent applications received and lodged for the month:

Month	BC applications received and lodged
January 2021	13
February 2021	14
March 2021	50
April 2021	32
May 2021	29
June 2021	27
July 2021	18
August 2021	26
September 2021	26
October 2021	25

- Building consents processed:

Month	BCs processed and granted	BCs processed where RFI's were sent	BCs processed where RFI's were requested more than once
January 2021	21	19	13
February 2021	19	11	5
March 2021	36	26	15
April 2021	25	25	17
May 2021	44	40	34
June 2021	31	31	25
July 2021	23	21	17
August 2021	21	21	13
September 2021	26	36	30
October 2021	23	23	19

- Statutory Clock Performance - Record the % of building consents granted within 20 working days:

Month	% BC processed and granted within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%

- Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.

## BCA Management Report

### Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

### 5. Code Compliance Certificates

- **Record the actual number of code compliance certificate applications received and lodged for the month:**

Month	CCC applications received and lodged
January 2021	9
February 2021	19
March 2021	19
April 2021	29
May 2021	31
June 2021	22
July 2021	26
August 2021	7
September 2021	13
October 2021	21

- **Code compliance certificate applications processed and issued:**

Month	CCC applications processed
January 2021	9
February 2021	24
March 2021	27
April 2021	34
May 2021	31
June 2021	16
July 2021	23
August 2021	20
September 2021	13
October 2021	19

- **Statutory Clock Performance - Record the % of code compliance certificates issued within 20 working days:**

Month	% CCC issued within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%

- **Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.**

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.

## BCA Management Report

March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.

### Action:

- Statutory timeframes are being met.
  - Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.
- 

## 5. Inspection volumes and waiting times

- *Record the number of actual inspection numbers received for the month for each complexity for the month:*

### Actual:

Month	R1	R2	R3	C1	C2	C3	Total
January 2021	85	58	23	46	-	4	219
February 2021	107	76	41	58	-	-	282
March 2021	149	143	73	80	-	-	445
April 2021	106	75	37	53	-	-	271
May 2021	134	85	34	60	-	-	313
June 2021	98	78	48	37	-	2	263
July 2021	109	89	28	44	-	-	271
August 2021	64	46	11	17	-	-	138
September 2021	94	81	24	44	4	-	247
October 2021	103	107	44	20	6	-	280

- **October 2021**
  - Total inspections for the month were 283
  - There were 3 inspections that had **no category** recorded against them.
  - Of the 283 inspections undertaken there were 109 inspections that failed.
  - All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe. **Note:** there were 6 on 3 days or more and reason was bookings were rescheduled.

### Action:

- Ensure the category is recorded in the MDC computer system against the 3 inspections that had no category.
  - Continue to monitor timeframes on a regular basis to ensure timeframes are being met.
- 

## 6. Consents lapsing

Month	Number of consents that were due to lapse?	Actual number of consents that were lapsed?	Was the computer system appropriately updated to reflect the lapsed status?
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.		
February 2021	6	6	1 x WSE declined - status was yet to be updated in the

## BCA Management Report

			system – this has now been updated
March 2021	7	7	1 x WSE declined - status was yet to be updated in the system – this has now been updated
April 2021	3	3	1 withdrawn – client notified the work was not going to go ahead, system was updated to reflect this
May 2021	0	0	Not required as there were none to lapse.
June 2021	3	3	Yes - new status added to MagiQ to show "work has commenced" for two and one BC showing work start extension approved
July 2021	5	0	2 x work started 2 x WSE approved 1 x BC withdrawn The computer system was not updated for 1 of the above
August 2021	5	2	1 x WSE approved 2 x BC were due to lapse however the calendar had not been updated with 10-month letter reminder, the computer system and calendar was not updated appropriately for these 2 in August 2021
September 2021	3	3	3 x BC lapsed 1vx WSE approved 1 x historic one was found, this has now been sorted in the system
October 2021	4	3	3 x BC lapsed 1 work stated (re-instated, evidence provided)

### Action:

- Continue to monitor to ensure lapsing of consents is being managed appropriately, and to ensure the system is being updated as required.

- 
7. **2-year decision volumes and refusal to issue** – the BCA have to make a decision at 24 months (2 years) after the date on which the building consent for the building work was granted to issue the CCC and must give the applicant written notice of the refusal and the reasons for refusal.

Month	Number of consents due for a decision	Actual number of CCC's refused	Record the reason(s) why the CCC's were refused – an overview of the reason: <ul style="list-style-type: none"> <li>the BCA was not satisfied on reasonable ground that the building work complied with the building consent,</li> <li>no energy work certificates,</li> <li>fees not paid,</li> <li>warning or bans relating to any building method or product that may have been used.</li> <li>specified systems in the building not capable of performing to the performance standards set out in the building consent.</li> </ul>	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not



## BCA Management Report

			◦ no applications had been made two years after the date on which the building consent was granted.	
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.			
February 2021	10	10		Yes, they were sent
March 2021	3	3		Yes, they were sent
April 2021	3	3		Yes, they were sent
May 2021	9	4		Yes, they were sent
June 2021	9	9		Yes, they were sent
July 2021	4	3		Yes, they were sent
August 2021	3	3		Yes, they were sent
September 2021	6	6		Yes, they were sent
October 2021	8	7		Yes they were sent and 1 was issued

• **October 2021: overview of reason for why CCC was refused or decision made**

1. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
2. **refused** – The decision was made as required documentation / information had not been provided
3. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
4. **refused** - The decision was made as required documentation / information had not been provided
5. **refused** - The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
6. **refused** - The decision was made as some inspections had not been passed and required documentation / information had not been provided
7. **refused** - The decision was made as some inspections had not been passed and required documentation / information had not been provided

**Action:**

- Continue to monitor the 24-month process to ensure it is being managed appropriately, and to ensure the system is being updated as required.

**8. Resources** – are they sufficient (staff and contractors) to meet the statutory requirements e.g., processing, inspection, code compliance, audits, supervision, 24-month process, competency assessments?

- The quality assurance function continues to be undertaken by Tina Donald and Sam Peterson.
- Business Case in draft form – still in discussion on how BCA functions will be delivered.
- Processing, Compliance Schedules, Exemption, Notice to Fix, Technical audits and Technical Leadership continues to be delivered by Focus Consultancy Ltd who are providing an outstanding service and continue to be meeting the 20-day statutory timeframes.
- Inspections, CCC, Inspection Scheduling and COA's continue to be delivered by Solutions Team. The 20-day timeframe for CCC's continues to be met.
- MDC BCA continues to have sufficient resource.
- The Building Administration role for Leonie is currently being considered by management to be a fulltime position rather than a fixed term. Management to discuss and get approval from CEO. **Update:** This position has now been confirmed as full time.
- The 0.5 Building Administration role (Katrina) is currently being considered to be fulltime in the Compliance Team. Once the decision is made and approved, the 0.5 will be undertaken by Leonie's role and by Sam

## BCA Management Report

Peterson QA Advisor from QA NZ Consulting Ltd. **Update:** This position has now been confirmed as full time.

**Action:**

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
  - Inspections, inspection bookings and CCC's to continue to be delivered by Solutions Team.
  - Continue to monitor and address the delivery of COA's and NTF's.
  - Continue to monitor resource to ensure it is adequate and sufficient
- 

**9. Technical resources – information, facilities, and equipment; are these all appropriate?****BCA Managers response:**

- All inspection equipment continues to be provided and maintained by the external contractor Solutions Team.
- MDC equipment list updated; all technical equipment now stored in Twizel office. No employees engaged by MDC therefore this equipment is not required at present.
- All technical resources considered to be appropriate.

**Action:**

- Continue to monitor technical resources to ensure they are appropriate.
- 

**10. Training – are the identified training needs being met and if not, what is being done to ensure they will be?****BCA Managers response:**

- Go Get training to take place for Leonie Young, Sam Peterson and Tina Donald in the Twizel office in the first week of November 2021.
- As the BCA do not have any inhouse technical staff, there are no training needs required

**Action:**

- Continue to monitor training needs and where any are identified record within the relevant training plans.
- 

**11. Complaints – are there any to report and are they being managed appropriately?****BCA Managers response:**

- No written complaints were received for September 2021.
- Complaint from Laura Darling remains open. No further correspondence has been received from management (Tim Harty) on what action Council intends to take.

**Action:**

- Continue to monitor complaints register to ensure any written complaints received are being addressed in a timely manner and in accordance with the written procedure to meet the building accreditation requirements.
- 

**12. Contractors – communicate how contractor's performance is going, any issues to report?****BCA Managers response:**

- 20-day statutory timeframes continue to be met by the Contractors.
- Tina continues to liaise with Focus and Solutions on a daily basis and advises them of any issues that may be identified.



## BCA Management Report

- Tina continues to have discussions with Solutions Team in relation to some discrepancies in some recent invoices. This is being closely monitored by Tina.
- Scheduled weekly meetings with Solutions to continue.
- Performance review for Focus Consultancy Limited has been undertaken and filed.

**Action:**

- Continue to monitor contractors' performance and report on any issues.
- 

### 13. Team meetings – *any issues or opportunities to bring forward or relay back to the team?*

**BCA Managers response:**

- Any issues or opportunities that may be identified during the monthly team meetings are being addressed by the BCA Manager and if required will be escalated to upper management. Where any issues are identified or raised outside of the team meetings, the Building Manager has liaised directly with Management (Tim Harty and David Adamson) to advise them and seek advice where required.
- Where any issues or opportunities are identified by upper management, these are either feed down to the BCA Manager and staff or to the BCA Manager directly who will relay these messages during either a monthly meeting or via email to staff.
- Monthly BCA team meetings are occurring each month.

**Action:**

- Continue to relay / escalate issues or opportunities to upper management and or staff if and where identified and required.
- 

### 14. 6A Notifications – *have there been any notifications made.*

**BCA Managers response:**

- The 6A notification that was sent to IANZ and MBIE has been responded to by IANZ. Once the training has taken place and implementation has occurred for the upgrade, further information has been requested by IANZ to be sent to them:

As a result of the changes within your organisation IANZ would like to request further information to be provided for our review in order to establish that accreditation of your BCA will not be affected by the changes. Please provide the following:

- A copy of the new Quality Manual (or a copy of the affected part) once the changes have taken place.
- A copy of the continuous improvement entry that describes the change(s) and its management.
- A copy of audits that demonstrate that the BCA is complying with its new policies, procedures and systems.

**Action:**

- The BCA will send further information requested by IANZ to IANZ and MBIE once the changes have been implemented.
- 

### 15. Accreditation

**BCA Managers response:**

- Accreditation has been retained and continues to be maintained.

## BCA Management Report

**Action:**

- Continue to maintain accreditation.
- 

**16. Other**

- Conflicts of interest register continues to be monitored and maintained by the Building Manager.
- Tina reported to the management meeting that the hot water taps in the ladies' toilets in Twizel was too hot with a reading of +62 degrees which is outside the building code requirements. The water temperature for this type of building should be no hotter than 55 degrees. Tina advised there was probable no tempering valve fitted and has requested this be fixed.  
Update: The plumber has now been to the Twizel office and fitted a tempering valve. The water temperature is not appropriate.
- Tina reported to the management meeting that she had recently walked past the Twizel Bakery and observed a power tool plugged in sitting outside the bakery on the footpath. This was of concern as any member of the public could have picked this up and done some self-harm. Tina rang the Compliance Officer and informed them of the issue. The Compliance Officer went to the Bakery and reported back to Tina that this was their last job. There was no confirmation that they were advised to remove the power tool.
- It came to the Building Managers (Tina Donald) attention via a Stuff news article that a Becca report had been completed and made public which highlighted issues in relation to the Twizel Event Centre.

Upon reading the article Tina had a look at the Certificate for Public Use (CPU) and identified that the CPU had not been displayed to the public as required and the specified systems within the building were not working. The CPU clearly stated that the CPU certificate must be visible to public, and ALL specified systems must be working at ALL times.

Tina contacted management and has advised this must be addressed immediately otherwise Council would be seen as being in breach of their CPU certificate and further action would be taken by the BCATA.

**Action:**

- Continue to monitor and maintain conflicts of interest.
- Report any health and safety issues if any are identified.
- Continue to monitor the Twizel Event Centre to ensure ALL specified systems are working at ALL times as required by the Certificate for Public Use (CPU).

## BCA Management Report

**Date:** Period: August 01.11.2021 to 30.11.2021

**Agenda item:** Review of the BCAs overall management and operation performance, reporting against the expected standards and high-level performance indicators from its quality policy where appropriate.

1. **Building control quality systems** – *are there any being developed (policies, procedures, systems), and has implementation of these been effective and or are they being maintained effectively?*

**BCA Managers response:**

- Training for the GoGet upgrade 5.15 and Simpli from Objective took place on the 1<sup>st</sup> week of November 2021. This occurred in the Twizel Office. There were some glitches with the computer system initially being set up however MDC IT were accommodating and delivered a great service to enable the BCA to deliver the training successfully.
- The 6A notification that was sent to IANZ and MBIE has been responded to by IANZ. Once the training has taken place and implementation has occurred for the upgrade, further information has been requested by IANZ to be sent to them:
- Tina and Sam Peterson are currently working on the changes and once implemented, an audit will be scheduled to be undertaken a month after of the changes by Focus Consultancy to demonstrate whether the change had been effectively implemented. The amended Quality Manual, the audit outcome and the continuous improvement entry will be provided to IANZ and MBIE once completed.

As a result of the changes within your organisation IANZ would like to request further information to be provided for our review in order to establish that accreditation of your BCA will not be affected by the changes. Please provide the following:

- A copy of the new Quality Manual (or a copy of the affected part) once the changes have taken place.
- A copy of the continuous improvement entry that describes the change(s) and its management.
- A copy of audits that demonstrate that the BCA is complying with its new policies, procedures and systems.

**Action:**

- Continue to monitor the quality Policy objectives
- 

2. **Continuous improvements** – *are they being managed appropriately and or are there any issues or opportunities that require escalating or advised to management?*

**BCA Managers response:**

- Continuous improvements continue to be maintained and managed appropriately, and within recorded timeframes.
- No escalation to management required.

**Action:**

- Continue to monitor, maintain, and manage continue improvement register.
- 

3. **Audits** – *are they demonstrating the quality assurance system is effective?*

**BCA Managers response:**

- Audits have been scheduled on the internal audit schedule for all technical, procedural, process and system audits required throughout the year for Regulation 17(2)(h).
- Where any issues are identified from audit outcomes, these are being managed via the continuous improvement process.

## BCA Management Report

### Action:

- Ensure all audits are undertaken as scheduled
- Ensure any non-compliances from audit findings are entered onto CI process. Where there is non-compliance or recommendations, they are communicated to employees and contractors.
- Reporting on whether effective implementation of the quality assurance system has occurred and will be reported on the BCA Management report each month where applicable.

#### 4. Building consent application volumes and Statutory time frames – are these being met? if not, record reasons why any went over.

- **Record the actual number of building consent applications received and lodged for the month:**

Month	BC applications received and lodged
January 2021	13
February 2021	14
March 2021	50
April 2021	32
May 2021	29
June 2021	27
July 2021	18
August 2021	26
September 2021	26
October 2021	25
November 2021	29

- **Building consents processed: Average processing days was 5**

Month	BCs processed and granted	BCs processed where RFI's were sent	BCs processed where RFI's were requested more than once
January 2021	21	19	13
February 2021	19	11	5
March 2021	36	26	15
April 2021	25	25	17
May 2021	44	40	34
June 2021	31	31	25
July 2021	23	21	17
August 2021	21	21	13
September 2021	26	36	30
October 2021	23	23	19
November 2021	25	25	21

- **Statutory Clock Performance - Record the % of building consents granted within 20 working days:**

Month	% BC processed and granted within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%

- **Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.**

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.

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February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.

### Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

### 5. Code Compliance Certificates

- *Record the actual number of code compliance certificate applications received and lodged for the month:*

Month	CCC applications received and lodged
January 2021	9
February 2021	19
March 2021	19
April 2021	29
May 2021	31
June 2021	22
July 2021	26
August 2021	7
September 2021	13
October 2021	21
November 2021	23

- *Code compliance certificate applications processed and issued: Average processing days was 2*

Month	CCC applications processed
January 2021	9
February 2021	24
March 2021	27
April 2021	34
May 2021	31
June 2021	16
July 2021	23
August 2021	20
September 2021	13
October 2021	19
November 2021	24

- *Statutory Clock Performance - Record the % of code compliance certificates issued within 20 working days:*

Month	% CCC issued within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%



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October 2021	100%
November 2021	100%

- Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.

### Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

## 5. Inspection volumes and waiting times

- Record the number of actual inspection numbers received for the month for each complexity for the month:

### Actual:

Month	R1	R2	R3	C1	C2	C3	Total
January 2021	85	58	23	46	-	4	219
February 2021	107	76	41	58	-	-	282
March 2021	149	143	73	80	-	-	445
April 2021	106	75	37	53	-	-	271
May 2021	134	85	34	60	-	-	313
June 2021	98	78	48	37	-	2	263
July 2021	109	89	28	44	-	-	271
August 2021	64	46	11	17	-	-	138
September 2021	94	81	24	44	4	-	247
October 2021	103	107	44	20	6	-	280
November 2021	113	149	21	27	4	-	314

- November 2021**
  - Total inspections for the month were 316
  - There were 2 inspections that had **no category** recorded against them, both were drainage – services only
  - Of the 314 inspections undertaken there were 119 inspections that failed.
  - All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe. **Note:** there were 7 on 3 days or more and reason was bookings were rescheduled.

### Action:

- Ensure the category is recorded in the MDC computer system against the 2 inspections that had no category.
- Continue to monitor timeframes on a regular basis to ensure timeframes are being met.

## BCA Management Report

### 6. Consents lapsing

Month	Number of consents that were due to lapse?	Actual number of consents that were lapsed?	Was the computer system appropriately updated to reflect the lapsed status?
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.		
February 2021	6	6	1 x WSE declined - status was yet to be updated in the system – this has now been updated
March 2021	7	7	1 x WSE declined - status was yet to be updated in the system – this has now been updated
April 2021	3	3	1 withdrawn – client notified the work was not going to go ahead, system was updated to reflect this
May 2021	0	0	Not required as there were none to lapse.
June 2021	3	3	Yes - new status added to MagiQ to show "work has commenced" for two and one BC showing work start extension approved
July 2021	5	0	2 x work started 2 x WSE approved 1 x BC withdrawn The computer system was not updated for 1 of the above
August 2021	5	2	1 x WSE approved 2 x BC were due to lapse however the calendar had not been updated with 10-month letter reminder, the computer system and calendar was not updated appropriately for these 2 in August 2021
September 2021	3	3	3 x BC lapsed 1 x WSE approved 1 x historic one was found; this has now been sorted in the system
October 2021	4	3	3 x BC lapsed 1 work stated (re-instated, evidence provided)
November 2021	7	4	4 x BC lapsed 3 x WSE approved

#### Action:

- Continue to monitor to ensure lapsing of consents is being managed appropriately, and to ensure the system is being updated as required.

7. **2-year decision volumes and refusal to issue** – the BCA have to make a decision at 24 months (2 years) after the date on which the building consent for the building work was granted to issue the CCC and must give the applicant written notice of the refusal and the reasons for refusal.

## BCA Management Report

Month	Number of consents due for a decision	Actual number of CCC's refused	Record the reason(s) why the CCC's were refused – an overview of the reason: <ul style="list-style-type: none"> <li>the BCA was not satisfied on reasonable ground that the building work complied with the building consent,</li> <li>no energy work certificates,</li> <li>fees not paid,</li> <li>warning or bans relating to any building method or product that may have been used.</li> <li>specified systems in the building not capable of performing to the performance standards set out in the building consent.</li> <li>no applications had been made two years after the date on which the building consent was granted.</li> </ul>	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.			
February 2021	10	10		Yes, they were sent
March 2021	3	3		Yes, they were sent
April 2021	3	3		Yes, they were sent
May 2021	9	4		Yes, they were sent
June 2021	9	9		Yes, they were sent
July 2021	4	3		Yes, they were sent
August 2021	3	3		Yes, they were sent
September 2021	6	6		Yes, they were sent
October 2021	8	7		Yes they were sent and 1 was issued
November 2021	11	8		Yes, they were sent

- **November 2021: overview of reason for why CCC was refused or decision made**
  1. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
  2. **refused** – The decision was made as an inspection had not been undertaken
  3. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
  4. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
  5. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
  6. **refused** – The decision was made as an inspection had not been undertaken
  7. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
  8. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided

### Action:

- Continue to monitor the 24-month process to ensure it is being managed appropriately, and to ensure the system is being updated as required.



## BCA Management Report

**8. Resources** – *are they sufficient (staff and contractors) to meet the statutory requirements e.g., processing, inspection, code compliance, audits, supervision, 24-month process, competency assessments?*

- The quality assurance function continues to be undertaken by Tina Donald and Sam Peterson.
- Processing, Compliance Schedules, Exemption, Notice to Fix, Technical audits and Technical Leadership continues to be delivered by Focus Consultancy Ltd who are providing an outstanding service and continue to be meeting the 20-day statutory timeframes.
- Inspections, CCC, Inspection Scheduling and COA's continue to be delivered by Solutions Team. The 20-day timeframe for CCC's continues to be met.
- MDC BCA continues to have sufficient resource.
- Approval was given from the CEO for the Building Administration role (Leonie Young) being changed from fixed term to permanent fulltime. Leonie Young has accepted this position.
- The 0.5 Building Administration role that Katrina was doing continues to be done by Leonie Young and Sam Peterson QA Advisor from QA NZ Consulting Ltd. Krista from the Customer Services (Twizel) will also do some training in the building area with Leonie for her personal development. This will also help resourcing in the Building Administration area if the need arises.
- Tim Harty – GM Operations resigned in October 2021 and his last day of employment was 29<sup>th</sup> October 2021. The GM Operations position has been filled by an Acting Operations Manager – David Adamson until a permanent engagement is found. Tina Donald who is the Acting Building Manager continues to cover the TA functions that Tim was overseeing.

**Action:**

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
  - Inspections, inspection bookings and CCC's to continue to be delivered by Solutions Team.
  - Continue to monitor and address the delivery of COA's and NTF's.
  - Continue to monitor resource to ensure it is adequate and sufficient
- 

**9. Technical resources** – *information, facilities, and equipment; are these all appropriate?*

**BCA Managers response:**

- All inspection equipment continues to be provided and maintained by the external contractor Solutions Team.
- MDC equipment list updated; all technical equipment now stored in Twizel office. No employees engaged by MDC therefore this equipment is not required at present.
- All technical resources considered to be appropriate.

**Action:**

- Continue to monitor technical resources to ensure they are appropriate.
- 

**10. Training** – *are the identified training needs being met and if not, what is being done to ensure they will be?*

**BCA Managers response:**

- Go Get training took place for Leonie Young, Sam Peterson and Tina Donald in the Twizel office in the first week of November 2021.
- As the BCA do not have any inhouse technical staff, there are no training needs required

**Action:**

- Continue to monitor training needs and where any are identified record within the relevant training plans.
-

## BCA Management Report

### 11. Complaints – *are there any to report and are they being managed appropriately?*

**BCA Managers response:**

- No written complaints were received for November 2021.
- Complaint from Laura Darling remains open. David Adamson is continuing to investigate and action this.

**Action:**

- Continue to monitor complaints register to ensure any written complaints received are being addressed in a timely manner and in accordance with the written procedure to meet the building accreditation requirements.
- 

### 12. Contractors – *communicate how contractor's performance is going, any issues to report?*

**BCA Managers response:**

- 20-day statutory timeframes continue to be met by the Contractors.
- Tina continues to liaise with Focus and Solutions on a daily basis and advises them of any issues that may be identified.
- Tina continues to have discussions with Solutions Team in relation to some discrepancies in some recent invoices. This is being closely monitored by Tina.
- Scheduled weekly meetings with Solutions to continue.
- Focus Consultancy Limited continue to deliver an outstanding service to MDC.

**Action:**

- Continue to monitor contractors' performance and report on any issues.
- 

### 13. Team meetings – *any issues or opportunities to bring forward or relay back to the team?*

**BCA Managers response:**

- Any issues or opportunities that may be identified during the monthly team meetings are being addressed by the BCA Manager and if required will be escalated to upper management. Where any issues are identified or raised outside of the team meetings, the Building Manager has liaised directly with Management (David Adamson) to advise them and seek advice where required.
- Where any issues or opportunities are identified by upper management, these are either feed down to the BCA Manager and staff or to the BCA Manager directly who will relay these messages during either a monthly meeting or via email to staff.
- Monthly BCA team meetings are occurring each month.

**Action:**

- Continue to relay / escalate issues or opportunities to upper management and or staff if and where identified and required.
- 

### 14. 6A Notifications – *have there been any notifications made.*

**BCA Managers response:**

- The 6A notification was sent to IANZ and MBIE for the resignation of the GM Operations and the CEO.

**Action:**

BCA Management Report – November 2021

## BCA Management Report

- The BCA will send further information requested by IANZ to IANZ and MBIE once the changes have been implemented.
- 

### 15. Accreditation

#### **BCA Managers response:**

- Accreditation has been retained and continues to be maintained.

#### **Action:**

- Continue to maintain accreditation.
- 

### 16. Other

- Conflicts of interest register continues to be monitored and maintained by the Building Manager.
- The Twizel Event Centre – weekly meetings are being held to monitor the progress with Tina Donald, Sam Peterson, David Adamson, Brendan (Focus), John (Becca) and Mike Nesbit.

#### **Action:**

- Continue to monitor and maintain conflicts of interest.
- Report any health and safety issues if any are identified.
- Continue to monitor the progress and management of the Twizel Event Centre to ensure ALL specified systems are working at ALL times as required by the Certificate for Public Use (CPU).

## BCA Management Report

**Date:** Period: August 01.12.2021 to 31.12.2021

**Agenda item:** Review of the BCAs overall management and operation performance, reporting against the expected standards and high-level performance indicators from its quality policy where appropriate.

1. **Building control quality systems** – *are there any being developed (policies, procedures, systems), and has implementation of these been effective and or are they being maintained effectively?*

**BCA Managers response:**

- Now the training for the GoGet upgrade 5.15 and Simpli from Objective has taken place, the 6A notification that was sent to IANZ and MBIE will need to be responded to demonstrate implementation has occurred for the upgrade.  
An audit will be scheduled to be of the changes by Focus Consultancy to demonstrate whether the change had been effectively implemented. The amended Quality Manual, the audit outcome and the continuous improvement entry will be provided to IANZ and MBIE once completed.

As a result of the changes within your organisation IANZ would like to request further information to be provided for our review in order to establish that accreditation of your BCA will not be affected by the changes. Please provide the following:

- A copy of the new Quality Manual (or a copy of the affected part) once the changes have taken place.
- A copy of the continuous improvement entry that describes the change(s) and its management.
- A copy of audits that demonstrate that the BCA is complying with its new policies, procedures and systems.

**Action:**

- Continue to monitor the quality Policy objectives
- 

2. **Continuous improvements** – *are they being managed appropriately and or are there any issues or opportunities that require escalating or advised to management?*

**BCA Managers response:**

- Continuous improvements continue to be maintained and managed appropriately, and within recorded timeframes.
- No escalation to management required.

**Action:**

- Continue to monitor, maintain, and manage continue improvement register.
- 

3. **Audits** – *are they demonstrating the quality assurance system is effective?*

**BCA Managers response:**

- Audits have been scheduled on the internal audit schedule for all technical, procedural, process and system audits required throughout the year for Regulation 17(2)(h).
- Where any issues are identified from audit outcomes, these are being managed via the continuous improvement process.

**Action:**

- Ensure all audits are undertaken as scheduled
  - Ensure any non-compliances from audit findings are entered onto CI process. Where there is non-compliance or recommendations, they are communicated to employees and contractors.
  - Reporting on whether effective implementation of the quality assurance system has occurred and will be reported on the BCA Management report each month where applicable.
-

## BCA Management Report

**4. Building consent application volumes and Statutory time frames – are these being met? if not, record reasons why any went over.**

- Record the actual number of building consent applications received and lodged for the month:

Month	BC applications received and lodged
January 2021	13
February 2021	14
March 2021	50
April 2021	32
May 2021	29
June 2021	27
July 2021	18
August 2021	26
September 2021	26
October 2021	25
November 2021	29
December 2021	20

- Building consents processed: Average processing days was 3

Month	BCs processed and granted	BCs processed where RFI's were sent	BCs processed where RFI's were requested more than once
January 2021	21	19	13
February 2021	19	11	5
March 2021	36	26	15
April 2021	25	25	17
May 2021	44	40	34
June 2021	31	31	25
July 2021	23	21	17
August 2021	21	21	13
September 2021	26	36	30
October 2021	23	23	19
November 2021	25	25	21
December 2021	22	22	16

- Statutory Clock Performance - Record the % of building consents granted within 20 working days:

Month	% BC processed and granted within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%
December 2021	100%

- Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.



## BCA Management Report

November 2021	No statutory timeframes were exceeded
December 2021	No statutory timeframes were exceeded

**Action:**

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

### 5. Code Compliance Certificates

- *Record the actual number of code compliance certificate applications received and lodged for the month:*

Month	CCC applications received and lodged
January 2021	9
February 2021	19
March 2021	19
April 2021	29
May 2021	31
June 2021	22
July 2021	26
August 2021	7
September 2021	13
October 2021	21
November 2021	23
December 2021	15

- *Code compliance certificate applications processed and issued: Average processing days was 2*

Month	CCC applications processed
January 2021	9
February 2021	24
March 2021	27
April 2021	34
May 2021	31
June 2021	16
July 2021	23
August 2021	20
September 2021	13
October 2021	19
November 2021	24
December 2021	16

- *Statutory Clock Performance - Record the % of code compliance certificates issued within 20 working days:*

Month	% CCC issued within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%
December 2021	100%

## BCA Management Report

- **Record reason(s) why timeframe went over 20 working days** - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.
December 2021	No statutory timeframes were exceeded.

### Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

## 5. Inspection volumes and waiting times

- **Record the number of actual inspection numbers received for the month for each complexity for the month:**

### Actual:

Month	R1	R2	R3	C1	C2	C3	Total
January 2021	85	58	23	46	-	4	219
February 2021	107	76	41	58	-	-	282
March 2021	149	143	73	80	-	-	445
April 2021	106	75	37	53	-	-	271
May 2021	134	85	34	60	-	-	313
June 2021	98	78	48	37	-	2	263
July 2021	109	89	28	44	-	-	271
August 2021	64	46	11	17	-	-	138
September 2021	94	81	24	44	4	-	247
October 2021	103	107	44	20	6	-	280
November 2021	113	149	21	27	4	-	314
December 2021	66	107	41	32	14	3	263

- **December 2021**
  - Total inspections for the month were 263
  - There were 1 inspection that had **no category** recorded against them, this was for services only
  - Of the 263 inspections undertaken there were 143 inspections that failed.
  - All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe. **Note:** there were 5 on 3 days or more and reason was bookings were rescheduled.

### Action:

- Ensure the category is recorded in the MDC computer system against the 1 inspection that had no category.
- Continue to monitor timeframes on a regular basis to ensure timeframes are being met.

## BCA Management Report

### 6. Consents lapsing

Month	Number of consents that were due to lapse?	Actual number of consents that were lapsed?	Was the computer system appropriately updated to reflect the lapsed status?
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.		
February 2021	6	6	1 x WSE declined - status was yet to be updated in the system – this has now been updated
March 2021	7	7	1 x WSE declined - status was yet to be updated in the system – this has now been updated
April 2021	3	3	1 withdrawn – client notified the work was not going to go ahead, system was updated to reflect this
May 2021	0	0	Not required as there were none to lapse.
June 2021	3	3	Yes - new status added to MagiQ to show "work has commenced" for two and one BC showing work start extension approved
July 2021	5	0	2 x work started 2 x WSE approved 1 x BC withdrawn The computer system was not updated for 1 of the above
August 2021	5	2	1 x WSE approved 2 x BC were due to lapse however the calendar had not been updated with 10-month letter reminder, the computer system and calendar was not updated appropriately for these 2 in August 2021
September 2021	3	3	3 x BC lapsed 1 x WSE approved 1 x historic one was found; this has now been sorted in the system
October 2021	4	3	3 x BC lapsed 1 work stated (re-instated, evidence provided)
November 2021	7	4	4 x BC lapsed 3 x WSE approved
December 2021	4	0	1 x WSE evidence provided 3 WSE approved

#### Action:

- Continue to monitor to ensure lapsing of consents is being managed appropriately, and to ensure the system is being updated as required.



## BCA Management Report

7. **2-year decision volumes and refusal to issue** – the BCA have to make a decision at 24 months (2 years) after the date on which the building consent for the building work was granted to issue the CCC and must give the applicant written notice of the refusal and the reasons for refusal.

Month	Number of consents due for a decision	Actual number of CCC's refused	Record the reason(s) why the CCC's were refused – an overview of the reason: <ul style="list-style-type: none"> <li>the BCA was not satisfied on reasonable ground that the building work complied with the building consent,</li> <li>no energy work certificates,</li> <li>fees not paid,</li> <li>warning or bans relating to any building method or product that may have been used.</li> <li>specified systems in the building not capable of performing to the performance standards set out in the building consent.</li> <li>no applications had been made two years after the date on which the building consent was granted.</li> </ul>	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.			
February 2021	10	10		Yes, they were sent
March 2021	3	3		Yes, they were sent
April 2021	3	3		Yes, they were sent
May 2021	9	4		Yes, they were sent
June 2021	9	9		Yes, they were sent
July 2021	4	3		Yes, they were sent
August 2021	3	3		Yes, they were sent
September 2021	6	6		Yes, they were sent
October 2021	8	7		Yes they were sent and 1 was issued
November 2021	11	8		Yes, they were sent
December 2021	7	4		Yes, they were sent

• **December 2021: overview of reason for why CCC was refused or decision made**

1. **refused** – The decision was made as some inspections had not been undertaken
2. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided
3. **refused** – The decision was made as an inspection had not been undertaken
4. **refused** – The decision was made as some inspections had not been undertaken and required documentation / information had not been provided

**Action:**

- Continue to monitor the 24-month process to ensure it is being managed appropriately, and to ensure the system is being updated as required.

8. **Resources** – are they sufficient (staff and contractors) to meet the statutory requirements e.g., processing, inspection, code compliance, audits, supervision, 24-month process, competency assessments?

- The quality assurance function continues to be undertaken by Tina Donald and Sam Peterson.
- Processing, Compliance Schedules, Exemption, Notice to Fix, Technical audits and Technical Leadership continues to be delivered by Focus Consultancy Ltd who are providing an outstanding service and continue to be meeting the 20-day statutory timeframes.
- Inspections, CCC, Inspection Scheduling and COA's continue to be delivered by Solutions Team. The 20-day timeframe for CCC's continues to be met.

## BCA Management Report

- MDC BCA continues to have sufficient resource.
- Approval was given from the CEO for the Building Administration role (Leonie Young) being changed from fixed term to permanent fulltime. Leonie Young has accepted this position.
- The 0.5 Building Administration role that Katrina was doing continues to be done by Leonie Young and Sam Peterson QA Advisor from QA NZ Consulting Ltd. Krista from the Customer Services (Twizel) continues to do some training in the building area with Leonie for her personal development. This will also help resourcing in the Building Administration area if the need arises.
- David Adamson continues to fill the role of Acting Operations Manager –until a permanent engagement is found. Tina Donald who is the Acting Building Manager continues to cover the TA functions that Tim was overseeing.

**Action:**

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
  - Inspections, inspection bookings and CCC's to continue to be delivered by Solutions Team.
  - Continue to monitor and address the delivery of COA's and NTF's.
  - Continue to monitor resource to ensure it is adequate and sufficient
- 

**9. Technical resources – information, facilities, and equipment; are these all appropriate?****BCA Managers response:**

- All inspection equipment continues to be provided and maintained by the external contractor Solutions Team.
- MDC equipment list updated; all technical equipment now stored in Twizel office. No employees engaged by MDC therefore this equipment is not required at present.
- All technical resources considered to be appropriate.

**Action:**

- Continue to monitor technical resources to ensure they are appropriate.
- 

**10. Training – are the identified training needs being met and if not, what is being done to ensure they will be?****BCA Managers response:**

- No new training has occurred for the BCA staff.
- As the BCA do not have any inhouse technical staff, there are no training needs required

**Action:**

- Continue to monitor training needs and where any are identified record within the relevant training plans.
- 

**11. Complaints – are there any to report and are they being managed appropriately?****BCA Managers response:**

- No written complaints were received for December 2021.
- Complaint from Laura Darling remains open. David Adamson is continuing to investigate and action this.

**Action:**

- Continue to monitor complaints register to ensure any written complaints received are being addressed in a timely manner and in accordance with the written procedure to meet the building accreditation requirements.
-

## BCA Management Report

### 12. Contractors – *communicate how contractor's performance is going, any issues to report?*

**BCA Managers response:**

- 20-day statutory timeframes continue to be met by the Contractors.
- Tina continues to liaise with Focus and Solutions on a daily basis and advises them of any issues that may be identified.
- Tina continues to have discussions with Solutions Team in relation to some discrepancies in some recent invoices. This is being closely monitored by Tina.
- Scheduled weekly meetings with Solutions to continue.
- Focus Consultancy Limited continue to deliver an outstanding service to MDC.

**Action:**

- Continue to monitor contractors' performance and report on any issues.
- 

### 13. Team meetings – *any issues or opportunities to bring forward or relay back to the team?*

**BCA Managers response:**

- Any issues or opportunities that may be identified during the monthly team meetings are being addressed by the BCA Manager and if required will be escalated to upper management. Where any issues are identified or raised outside of the team meetings, the Building Manager has liaised directly with Management (David Adamson) to advise them and seek advice where required.
- Where any issues or opportunities are identified by upper management, these are either feed down to the BCA Manager and staff or to the BCA Manager directly who will relay these messages during either a monthly meeting or via email to staff.
- Monthly BCA team meetings are occurring each month.

**Action:**

- Continue to relay / escalate issues or opportunities to upper management and or staff if and where identified and required.
- 

### 14. 6A Notifications – *have there been any notifications made.*

**BCA Managers response:**

- No 6A notifications were required

**Action:**

- The BCA will send further information requested by IANZ to IANZ and MBIE once the changes have been implemented.
- 

### 15. Accreditation

**BCA Managers response:**

- Accreditation has been retained and continues to be maintained.

**Action:**

- Continue to maintain accreditation.

## BCA Management Report

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### 16. Other

- Conflicts of interest register continues to be monitored and maintained by the Building Manager.
- The Twizel Event Centre – weekly meetings are being held to monitor the progress with Tina Donald, Sam Peterson, David Adamson, Brendan (Focus), John (Becca) and Mike Nesbit.

**Action:**

- Continue to monitor and maintain conflicts of interest.
- Report any health and safety issues if any are identified.
- Continue to monitor the progress and management of the Twizel Event Centre to ensure ALL specified systems are working at ALL times as required by the Certificate for Public Use (CPU).

**5.3 PLANNING DEPARTMENT UPDATE**

**Author:** Aaron Hakkaart, Manager - Planning

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** Nil

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

The purpose of this report is to update the Planning and Regulation Committee on current activities relating to the Planning Team.

**RESOURCE CONSENTS**November 2021

- 15 Resource Consents were received.
- 14 Resource Consents were processed to completion.
- 100% were processed within statutory timeframes.
- The average processing days was 12.

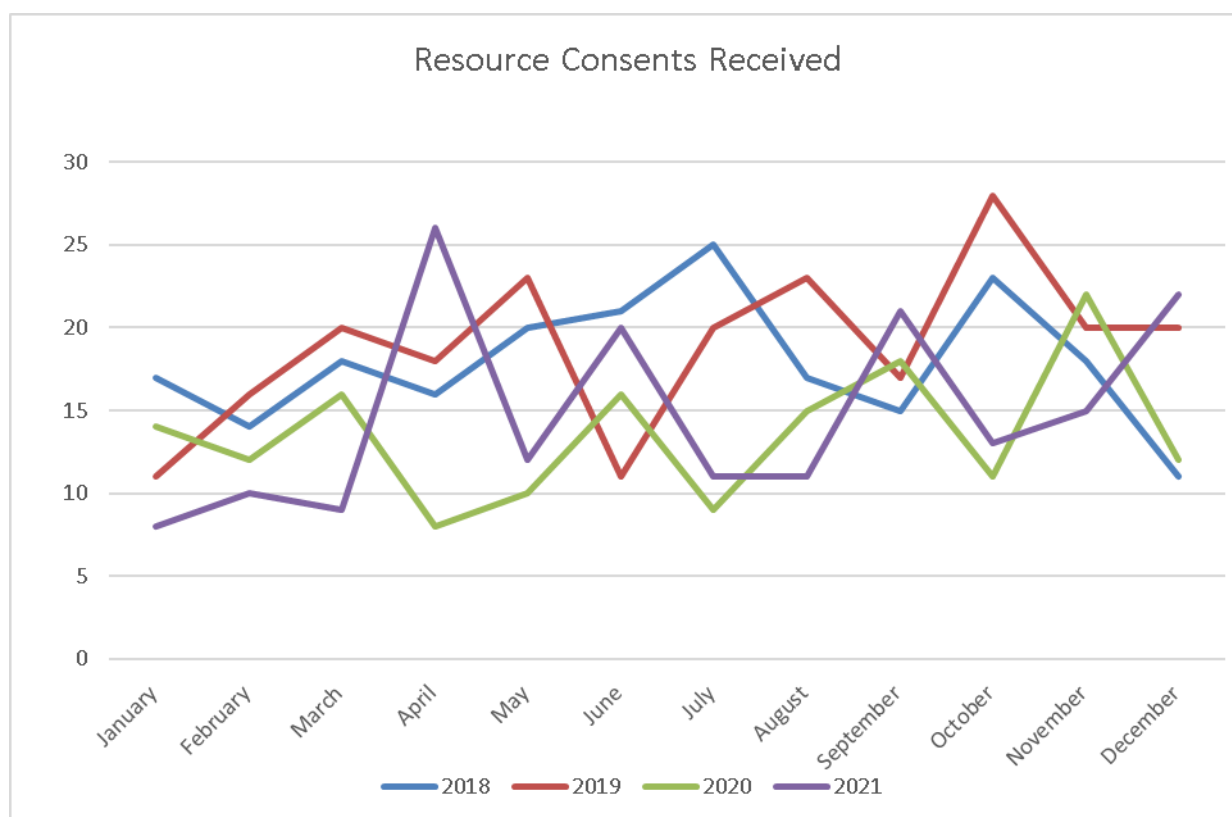
December 2021

- 22 Resource Consents were received.
- 9 Resource Consents were processed to completion.
- 100% were processed within statutory timeframes.
- The average processing days was 15.

January 2021

- 13 Resource Consents were received.
- 8 Resource Consents were processed to completion.
- 100% were processed within statutory timeframes.
- The average processing days was 11.

	2018	2019	2020	2021
Total Resource Consent Numbers – Calendar Years	213	229	163	178



Resource Consent numbers increased in 2021 compared to 2020. It is observed that the numbers are still down compared to pre-COVID-19 levels. Volatility in the number of consents received from month to month means it is challenging to be able to predict future workflows. Staff continue to ensure there is processes, procedures, and workforce available to respond to consents as they are received.

### DISTRICT PLAN REVIEW

The District Plan Review work program continues to progress. Staff with support from external consultants held a workshop with elected members and statutory partners in December 2021 to complete and Investment Logic Mapping (ILM) exercise to give direction to the District Plan Review.

The outcomes of the ILM workshop is being used by the project team to compile a work program for the District Plan Review that recognises the projects risks and creates achievable workstreams to allow the District Plan Review to move towards completion over the coming years.

A draft work program will be presented to Councillors on 22 February 2022, following this work shop the program will be finalised and presented to Council for adoption by Council. Staff are currently looking at filling critical rolls within the Project Team to allow work on the District Plan Review to commence as soon as the work program is adopted by Council.

### STAFFING

The Planning Team is excited to welcome Rachel Hickling to the Planning Team in the role of 'Graduate Planner'. Rachel commenced in mid-January and joined Mackenzie District Council having recently completed a Masters Degree in Policy and Governance at the University of Canterbury.

The Planning Team also congratulates Rachael Willox on her appointment as 'Senior Planner' within the Planning Team. Rachael has been at Mackenzie District Council for four years and is excited to accept the new challenges associated with Senior Planner Role.

A 'Principal Policy Planner – District Plan' role continues to be advertised.

## **POLICIES AND BYLAWS REVIEW**

Staff continue to work on the review of existing Policies and Bylaws, whilst investigating the need for additional Policies and Bylaws. This work is a continuation of the extensive Policy and Bylaw Review that was completed last year.

Of note, on 30 November 2021, the Minister of Tourism announced the freedom camping changes Government intends to make in 2022. These changes seek to improve the sustainability of freedom camping in New Zealand, protect the natural environment and local communities' enjoyment of it, and support efforts to ensure that all freedom camping is done responsibly. The changes are subject to parliamentary and Cabinet processes and are likely to be considered by a Select Committee in 2022.

The changes are:

1. Require vehicle-based freedom campers to use a certified self-contained vehicle when they stay on council land. This is unless the council designates the site as suitable for non-self-contained vehicles.
2. Establish a regulated system for the certification and registration of self-contained vehicles.
3. Require vehicles to have a fixed toilet to be certified self-contained.
4. Strengthen the infringement system (for example, through increased fines and a 14-day notice period for infringements).
5. Extend the Freedom Camping Act to include land managed by Waka Kotahi New Zealand Transport Agency and Toitū Te Whenua Land Information New Zealand.

These changes will impact on Council's Responsible Freedom Camping Bylaw, and staff are actively watching the change process, so that Mackenzie District Council can participate.

Additionally, Government has allocated \$10 million towards supporting Council's transition to the new legislation. Staff will await further information on this fund. Information on when and how Council's will be able to access this funding is to be communicated in the first half of this year.

## **CONCLUSION**

This report provides a high-level overview of the Planning Teams activities since the last Planning and Regulations Committee Meeting.

## 5.4 REGULATORY REPORT

**Author:** Mark Offen, Compliance

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** Nil

### STAFF RECOMMENDATIONS

That the information in the Regulatory report be noted.

### BACKGROUND

#### Resource Management Act

SOL is still not operating in Twizel, due to an issue around the plan for the entrance way to their quarry. Their planner is talking to Waka Kotahi to try and find a solution.

Compliant made about a fire on the Fairlie Golf Course – referred to ECAN who resolved the matter without any issues, perhaps better communication between the golf club and the community may have prevented the matter being raised.

#### Dog Pound

Taking on board the comments from the previous meeting, I have had a brief introductory conversation with Paul Cooper, Environmental Manager Timaru District Council, concerning the possibility of a MOU around Mackenzie District Council being able to use the Timaru District Pound facilities rather building our own.

Section 67 of the Dog Control Act 1996 allows one or more Territorial Authority to enter into an agreement to share facilities.

Richard from Southern Cross Kennels is modifying the Twizel kennels so that they can become holding kennels, rather than detention, and meet MPI specifications. Once approved by MPI, Richard will do the same for the kennels in Fairlie. These kennels will be used for short term stays with longer stay needs being undertaken at the Timaru facilities.

#### Responsible Camping

Don't appear to have the same camper numbers as last year.

Having the ambassadors has again proven to be a good initiative by Mackenzie District Council. Moving forward, whether funded by Central Government or not, consideration is needed around continuing this function.

No real issues although the Police were called to a party held by several youths at Lake Opuha in late January. We had a similar issue last year with local youths and their associates.

#### Noisy Parties

Twizel, once again, has been the top performer in this area. Four noisy parties over the holiday period. One a local resident and three from out of town.



## **Roaming Dogs**

This has become a real issue over the summer months. There have been a few roaming dog complaints from both Fairlie and Twizel.

- An unregistered roaming dog was killed when going onto a property in Twizel. The resident dog was classified as dangerous but was confined to its property and the incident wouldn't have happened if the roaming dog hadn't gone onto the property. Matter still under investigation. Legal advice may be required about culpability of either owner.
- A rushing complaint from Fairlie.
- Two dogs lost and then found in a rural area; Farmer claims calf killed but provides no evidence. Still being investigated.
- Complaint of a neighbouring dog putting its head either over or through a fence and grabbing the informant's dog. Informant's dog currently at the vet. Both dogs were on their property when incident occurred.

The real issue is the number of lost dogs appearing in social media, especially in Twizel. Two dogs were from out of town over Waitangi weekend, but the majority are local. Animal control have started recording details with the intention of contacting the recidivist offenders to engage, educate and encourage them to take steps to address this situation.

## **Mobile Traders**

Still getting enquiries in relation to setting up in Twizel. Those making the enquiries are being referred to the new policy.

Just recently received two enquiries about setting up in Lake Tekapo. Neither party is keen on current locations – want closer to town. Not sure if the enquiries will progress

## **Other Matters**

- Simons Street - Cleaners have just about prepared their estimate but we now must work through Covid protocols. Four kittens have been removed and taken to Street Cats in Timaru – two more still to come. Some work has been done to the outside of the address – grass cut back.
- Parking in the residential area of Twizel has caused some issues. Complaints about where vehicles are parked, how they are parked and the number of vehicles per household.
- Parking issue on the Main Street of Fairlie. A local business unhappy with the amount of time vehicles park outside her business. Claims it is impacting on her business as customers are unable to park nearby.
- Two complaints in relation to Lake Tekapo. One in relation to jet skis and the other around the willows. Ecan advised.

## **Emergency Management Officer**

Involved in numerous discussions with MSD/SCDHB around their plan for self-isolation and welfare support. This won't become a Civil Defence matter until the two organisations are over-whelmed and ask for help.

CDEM are raising issues that specifically relate to the rural area.

Mackenzie District Council have also been in a number of discussions with MSD/SCDHB to get an understanding of their plan and possible impact on our community. Still numerous ZOOM and TEAMS meetings planned around this situation.

Intel gathering and liaison with other stakeholders undertaken in relation to the Orange Weather Warning last week. Wasn't as bad as first thought, but a good opportunity to reestablish those links between Mackenzie District Council and other stakeholders.

Sit reps provided to the Executive Team and the Mayor.

**6 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>6.1 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 16 November 2021</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7