



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

Date: Tuesday, 20 April 2021

Time: Following the Engineering and Services Committee

**Location: Council Chambers
Fairlie**

AGENDA

Planning and Regulations Committee Meeting

20 April 2021

Note: This meeting may be digitally recorded by the minute-taker.

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)

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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 - 2 MARCH 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Planning and Regulations Committee March 2 2021** [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) 

RECOMMENDATION

That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 2 March 2021 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Planning and Regulations Committee Meeting

2 March 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PLANNING AND REGULATIONS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 2 MARCH 2021**

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

IN ATTENDANCE: Not noted

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

Apologies were received from chief executive Suzette van Aswegen and governance advisor Arlene Goss.

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 - 15 DECEMBER 2020

COMMITTEE RESOLUTION PRC/2021/98

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 15 December 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 RESOURCE CONSENTING UPDATE

The purpose of the report was to update the Planning and Regulations Committee on resource consenting activities related to the Planning Team. Aaron Hakkaart spoke to this report.

Processing timeframe targets were achieved through December and January, although numbers were down on last year. A number of consents were sitting because applicants had requested a hold.

5.3 UPDATE ON POLICIES AND BYLAW REVIEW

The purpose of the report was to update the committee on the review of council's policies and bylaws. Council also has several new bylaws that are recommended to be introduced, being:

- The Mackenzie District Council Keeping of Animals, Poultry and Bees Bylaw 2021; and
- The Mackenzie District Council Parking Bylaw 2021.

All policies and bylaws will be consulted upon in accordance with statutory requirements. Additional pre-engagement will also occur on many of the policies and bylaws to ensure they meet the needs of the community.

Council workshopped the parking bylaw late last year. Draft bylaw still there, looking to engage further with wider community then go through the formal process to actually adopt it.

If we go out with 10 different bylaws two weeks apart it can cause difficulty, if we go out with all at once, can carry out process much more efficiently.

Early engagement was being worked on to carry out those that need to be passed by end of year and so we meet our requirements under the Local Government Act.

5.4 UPDATE ON SPATIAL PLAN AND DISTRICT PLAN REVIEW PROJECTS

The purpose of the report was to update the Planning and Regulatory Committee on the Spatial Planning and District Plan Review projects.

Spatial Plans to be finalised and adopted by the end of the financial year. Will need to procure some support for heavy engagements and the community, staff and elected members to carry that.

5.5 UPDATE ON PLAN CHANGE 18

The purpose of the report was to update the committee on progress with Plan Change 18 to the Operative Mackenzie District Plan 2004.

Plan Change 18 was notified in December 2017 as part of Stage One to the District Plan Review. Proposed Plan Change 18 inserts Section 19 – Indigenous Biodiversity - into the District Plan, which focuses on managing indigenous biodiversity. Revised rules controlling indigenous vegetation clearance are included in the new Section 19, and the existing indigenous vegetation clearance rules in Section 7 – Rural are deleted. Plan Change 18 has immediate legal effect within the Mackenzie Basin Subzone. 21 submissions were received on Plan Change 18 with 13 further submissions also received.

The Hearing for Plan Change 18 will be heard by independent Commissioners between the 8th – 11th of March 2021.

5.6 MACKENZIE DISTRICT COUNCIL SUBMISSION ON THE WATER SERVICES BILL

The purpose of this report was to consider the draft submission on the Water Services Bill prepared on behalf of Council, and suggest any changes prior to resolving that the submission be lodged with the Select Committee. The submission was not attached to the agenda, but was circulated before the meeting.

COMMITTEE RESOLUTION PRC/2021/99

Moved: Cr Stuart Barwood

Seconded: Mayor Graham Smith

1. That the report be received.
2. That a submission on the Water Services Bill be lodged with the Health Committee by Mackenzie District Council.

CARRIED

5.7 REPORT ON COUNCIL BUILDING CONTROL AUTHORITY

The committee received a Building Control Management report for January 2021, for their information.

This is the first time this report has been generated and presented to Council. The report is based on reporting compliance against Councils Quality Policy and Manual with regards to its activities as a Building Control Authority (BCA).

Staff will present reports to the committee on a regular basis.

5.8 COMPLIANCE ENFORCEMENT POLICY

The Mackenzie District Council Organisation Review in 2018 identified a gap in regulatory policy; that Council did not have a Regulatory Compliance Enforcement Policy. This policy has been drafted to address this.

This policy provides guidance both internally and for the public about how Council intends to deliver the statutory requirements to make sure national legislature and district bylaws are complied with.

Discussion took place on the need to allocate resources to ensure this policy was followed through.

COMMITTEE RESOLUTION PRC/2021/100

Moved: Cr Murray Cox

Seconded: Cr Emily Bradbury

1. That the report be received.
2. That the new Compliance Enforcement Policy be adopted by Council.

CARRIED**6 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION PRC/2021/101**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

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
6.1 - Update on Monitoring and Compliance Activities	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 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
6.2 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 15 December 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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

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6.3 - Procurement of Services for Spatial Plan and District Plan Review Projects	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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
CARRIED		

COMMITTEE RESOLUTION PRC/2021/102

Moved: Cr Emily Bradbury

Seconded: Cr Matt Murphy

That the Planning and Regulations Committee moves out of closed meeting into open meeting.

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

5.2 UPDATE ON POLICY AND BYLAWS REVIEW

Author: Rachael Willox, Planning
Authoriser: Tim Harty, General Manager Operations
Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The purpose of this report is to update the Planning and Regulatory Committee on the review of Council's Policies and Bylaws.

Pursuant to Section 158 of the Local Government Act 2002 (the LGA) a Territorial Authority (TA) must review a bylaw no later than five years after the date on which the bylaw was made. If a bylaw is not reviewed as required by Section 158, the bylaw is officially revoked on the date that is two years after the last date on which the bylaw should have been reviewed (Section 160A of the LGA).

PROPOSED WORKSTREAMS

Based on the legislative requirements above Councils existing policies and bylaws have been divided into two work streams:

Workstream 1 – Priority Policies and Bylaws Requiring Review in 2021

- The Solid Waste Bylaw 2013
- The Wastewater Network Bylaw 2014
- The Water Supply Bylaw 2014
- The Dog Control Policy and Dog Control Bylaw 2014
- The Mobile Shop and Traders Bylaw 2014
- The Market Place Liquor Ban Bylaw 2014
- The Class 4 Gambling Venue Policy and TAB Venue Policy 2016
- The Dangerous and Insanitary Buildings Policy 2005

Work Stream 2 – Non-Priority Policies and Bylaws Requiring Review in 2022 (or after)

- The Responsible Camping Policy and Responsible Camping Bylaw 2016
- The Speed Limits Bylaw 2013
- The Policy on Flying Unmanned Aircraft 2015
- The Heritage Protection Fund Policy 2016

Several new policies bylaws are also proposed including:

- A Keeping of Animals, Poultry and Bees Bylaw
- A General/Explanatory Bylaw
- A Parking Bylaw
- A Property Maintenance and Nuisance Bylaw
- A Cemeteries Bylaw

- A Filming Policy; and
- A Local Approved Products Policy.

The Keeping of Animals, Poultry and Bees Bylaw and the General/Explanatory Bylaw have been identified as priority bylaws and will be aimed to be completed as part of Workstream 1. All other proposed policies and bylaws will be completed as part of Workstream 2.

PROJECT SUMMARY – WORK STREAM 1

In total ten policies and bylaws have been identified as requiring review or adoption in 2021. All ten policies and bylaws will require community consultation in accordance with the special consultative procedure set out in the LGA. Additional pre-community engagement will also occur on most of the policies and bylaws to ensure they meet the needs of the community.

The key actions required to complete Workstream 1 is provided below:

1. Pre-Community Engagement (minimum four-week period)
2. Drafting of Policies and Bylaws and Statements of Proposal (SOP)
3. Workshop with Council Draft Policies and Bylaws and SOP
4. Draft Policies and Bylaws and SOP are approved by Council for Community Consultation
5. Formal Community Consultation (minimum of one month)
6. Public Hearings held (if required)
7. Revisions to draft Policies and Bylaws made (if required)
8. Policies and Bylaws are formally adopted by Council at Council Meeting.

An indicative timeline with the eight key steps is provided in Table 1.

Table 1 – Indicative Timeline of Workstream 1

Workstream 1 – Project Timeline								
	March	April	May	June	July	August	September	October
Pre-Community Engagement								
Drafting								
Workshop with Council								
Approval for Consultation								
Community Consultation								
Public Hearings								
Final Revisions								
Formal Adoption								

The key dates for the project are as follows:

Tuesday 04 May	Council Workshop. Time has been set aside to workshop several policies and bylaws and to provide an update on the pre-community engagement
Tuesday 15 June	Council Workshop. All ten draft policies and bylaws and SOP will be workshopped with Council for community consultation
Wednesday 30 June	Council Meeting. Draft policies and bylaws and SOP are to be approved by Council for community consultation
Monday 05 July	Formal Consultation Opens
Friday 06 August	Formal Consultation Closes
Late August/Early September	Public Hearings Held (exact date/s to be arranged)
Tuesday 12 October 2021	Policies and Bylaws are formally adopted at Council Meeting

Having regard to the above the key priorities for the next three months are as follows:

- Pre-Community Engagement; and
- Drafting of Policies and Bylaws and Statements of Proposal

It is noted that Pre-Community Engagement for the Mobile Shop and Traders Bylaw was completed in February 2021. In total 68 participants took part in the online survey and 26 participants placed pins on maps. Pre-community engagement for the Market Place Liquor Ban Bylaw, the Class 4 Gambling and TAB Venue Policies and the Dog Control Policy and Dog Control Bylaw opened on 19 March 2021.

CONCLUSION

This report has been prepared to update the Planning and Regulatory Committee on the current policies and bylaw review being undertaken by staff.

5.3 RESOURCE CONSENTS UPDATE

Author: Aaron Hakkaart, Planning Team Leader
Authoriser: Tim Harty, General Manager Operations
Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The purpose of the report is to update the Planning and Regulatory Committee on current activities related to the Planning Team.

RESOURCE CONSENTS

February 2021

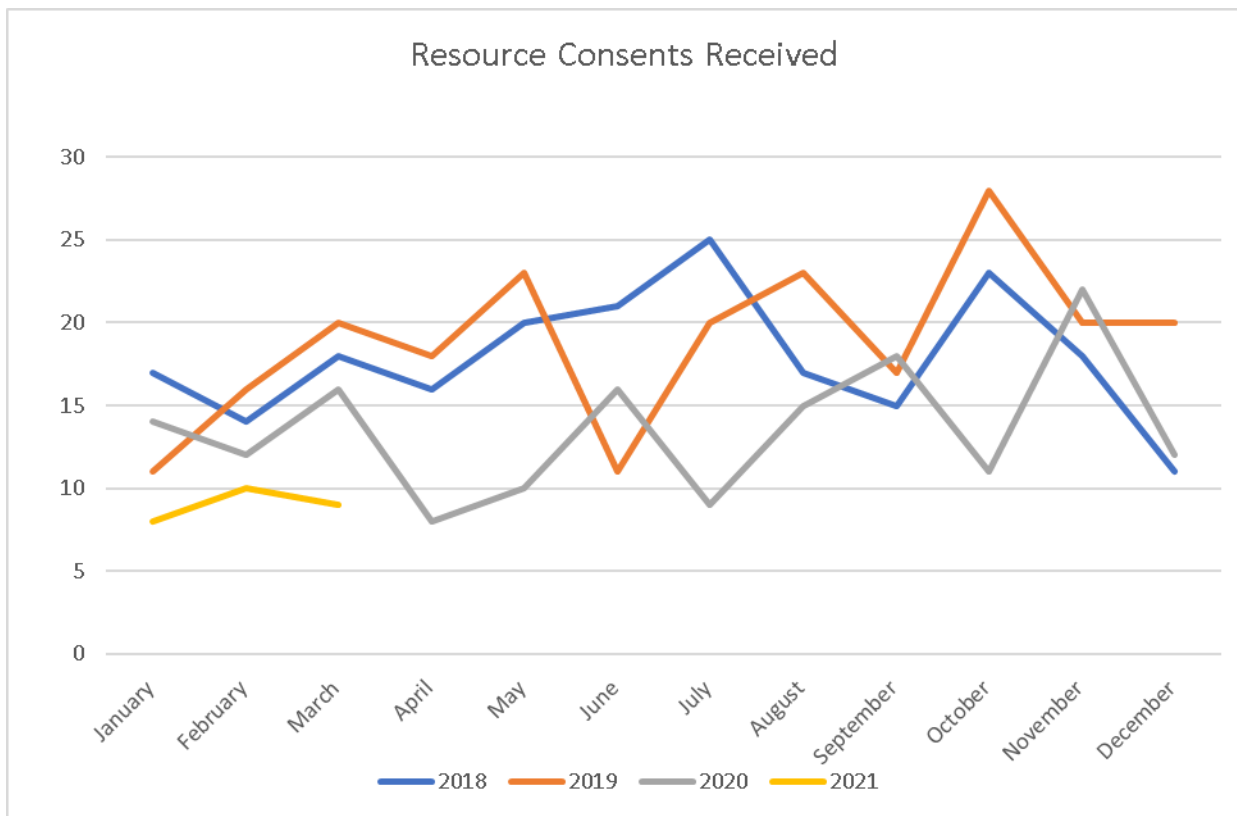
- 10 Resource Consents were received.
- 15 Resource Consents were granted.
- 100% of Resource Consents were granted within statutory timeframes.
- The average processing time was 14 days.

March 2021

- 9 Resource Consents were received.
- 5 Resource Consents were granted.
- 100% of Resource Consents were granted within statutory timeframes.
- The average processing time was 11 days.

Comparison of Resource Consents Received

Resource Consent numbers have been on average down compared to the two previous years. This represents a continuation of the downward trend seen at the end of last year (2020). The Planning Team has been achieving 100% compliance with statutory timeframes and are issuing consents efficiently.



CONCLUSION

This report has been prepared to update the Planning and Regulatory Committee on current activities related to the Planning Team.

5.4 REPORT ON COUNCILS BUILDING CONTROL AUTHORITY

Author: Tim Harty, General Manager Operations

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments: 1. BCA Management Report Febuary/March 2021 [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Attached to this report is the Building Control Management report for February/March 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: February 01.02.2021 to 28.02.2021 and March 01.03.2021 to 31.03.2021

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:

- Regulations 7(2)(a), 7(2)(b -f), 10, 11, 13 and 16 of the quality manual have now been reviewed and amended by Focus Consultancy. Tina Donald and Sam Peterson are currently reviewing and amending all other Regulations in the quality manual to clearly document how the BCA delivers each building control function and Regulation. This is to ensure we meet the Building Accreditation Regulations and the MBIE guidance scheme checklists.
- Implementation of the new procedures will take effect once the review has been completed.

Action:

- Continue to review and amend the quality manual to ensure we meet the Building Accreditation Regulations and the MBIE guidance scheme checklists.
-

- 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:

- The continuous improvement register continues to be updated to include amendments being made to the quality manual as part of the review by Focus, Tina Donald, and Sam Peterson.
- Continuous improvements are now being managed appropriately and within recorded timeframes.

Action:

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

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

BCA Managers response:

- Technical audits are scheduled to start the week of 5th April 2021 by Focus Consultancy Limited.
- Procedural, process and system audits are scheduled to be undertaken by Tina Donald and Sam Peterson before the next accreditation assessment in July 2021.

Action:

- Ensure all audits are undertaken as scheduled.
 - Reporting on whether effective implementation of the quality assurance system has occurred 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

- 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

- 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%

- 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.

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	

- Code compliance certificate applications processed and issued:

Month	CCC applications processed
January 2021	9
February 2021	24
March 2021	27

BCA Management Report

- **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%

- **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.

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

- **March 2021:**
 - Total inspections for the month were 451. There were 6 inspections that had no category recorded against them.
 - Of the 451 inspections undertaken there were 173 inspections that failed.
 - All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe.
- **February 2021:**
 - Total inspections for the month were 286. There were 3 inspections that had no category recorded against them.
 - Of the 286 inspections undertaken there were 90 inspections that failed.
 - All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe.

Action:

- Continue to monitor timeframes on a regular basis to ensure timeframes are being met.
- Review the reason why the categories have not been recorded against each BC number and amend in the system to ensure accurate reporting. This was also an issue in January 2021 therefore needs to be addressed.
- A service request has been lodged to produce an itemised list of categories in relation to inspections to ensure they are picked up and amended appropriately. This is to also ensure that inspections are not being undertaken outside of a contractor's competency.

BCA Management Report

- An email has also been sent to Solutions Team on 12.04.2021 to advise them if they come across any bookings that do not have a category against the BC number to review the BC to see what category it is and advise MDC so we can amend the system.

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

- March 2021:**
 - 1 WSE request declined, the status has yet to be updated in the system.
 - 3 Evidence supplied that work had started.
 - 1 WSE approved.
 - 1 WSE requested additional information from applicant.
 - 1 Withdrawn
- February 2021:**
 - 1 WSE request declined, the status has yet to be updated in the system.
 - 2 Evidence supplied that work had started; system updated.
 - 3 WSE approved and system updated.

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"> the BCA was not satisfied on reasonable ground that the building work complied with the building consent, no energy work certificates, fees not paid, warning or bans relating to any building method or product that may have been used. specified systems in the building not capable of performing to the performance standards set out in the building consent. no applications had been made two years after the date 	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not

BCA Management Report

			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

- **March 2021: overview of reason for why CCC was refused**
- no applications had been made two years after the date on which the building consent was granted

February 2021: overview of reason for why CCC was refused

- the BCA was not satisfied on reasonable ground that the building work complied with the building consent

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?

- All processing continues to be outsourced to a competent reputable company being Focus Consultancy Limited. All consents are being processed in a timely manner with 100% compliance with the 20-day statutory timeframe. MDC have sufficient resource for delivery of this building control function.
- All inspections are being outsourced to a competent reputable company being Solutions Team. All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe.
- Inspection bookings will continue to be outsourced to Solutions Team. The delivery of this service has proved to be very effective and resulted in less complaints being received in relation to not having phones answered.
- A 0.5 additional Administration resource has been approved for the BCA. This position will start on 19.04.2021 and will help the 1 FTE in: phone calls, vetting, lapsing process, 24-month process, liaising with external parties where directed, etc.
- Inspections in relation to complaints are currently being undertaken by Paul Buckley.
- Paul Buckley's contract has been extended to 28th May 2021. This will allow enough time to transition the functions that Paul currently does over to Focus Consultancy Limited for Territorial Authority (TA) functions and SOC reports in relation to Code Compliance Certificates (CCC) over to Solutions Team.
- Conversations are currently taking place between the Building Manager and Solutions Team for the delivery of completing the SOC reports in relation to Code Compliance Certificates (CCC). As Solutions are undertaking all inspections, it makes more sense they finalise the documentation in relation to CCC's and provide the BCA with the recommendation to issue the CCC. This will eliminate the need for additional persons to be involved in the process, anticipated fast turnaround to recommend issuing the CCC and ensure competent persons are delivering the function.
- Paul Buckley Building contract will continue at this stage for the next 2 months to allow time for transition of any functions being undertaken e.g., TA functions.
- Compliance Schedules (CS) are now being completed by Focus Consulting Limited. This function has recently been moved over to Focus to undertake. A review was undertaken by Focus of some recent CS that had been completed by Paul and George which demonstrated they were not including and recording appropriate performance standards and information required. As CS have been an issue for MDC through previous accreditation assessments, the decision was made by the Building Manager to move this function over to Focus to ensure the quality and content of the CS are correct and appropriate.

BCA Management Report

- George will continue to complete the Compliance Schedule Statements for the next 2 months as this is a TA function. Once the contract has been approved for Christine S to be full time, the TA functions will be delivered by this position.
- COA's will continue to be completed by a contractor George Cuthbert for the next 2 months.
- Notice to fix – there is several entries recorded on the notice to fix register that are old and need addressing. These will be reviewed and actioned over the coming months by both the BCA in conjunction with Focus Consultancy Limited.
- Where specialist technical resource may be required at any time or for any particular reason, MDC will source this externally as needed.
- Technical leadership will continue to be resourced from, Focus Consultancy Limited for vetting and processing and Solutions Team for inspections and code compliance certification.

Action:

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
 - Inspections and inspection bookings to continue to be delivered by Solutions Team.
 - Finalise the transition of the CCC process over to Solutions Team.
 - Continue to monitor and address the delivery of COA's and NTF's.
-

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.
- The BCA has recently relocated back into the Twizel office and have been provided with sufficient facilities and equipment. The result of the upgrade to the office has resulted in an excellent working environment.

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:

- Training was provided to all appropriate staff and contractors on 17.02.2021 on how to raise, approve etc Purchase Orders.
- Magiq training was delivered to BCA staff and appropriate contractors on 01.02.2021 and 02.02.2021 at the Twizel office.
- As the quality manual has been reviewed and amended in relation to Regulation 7, Focus Consulting Limited will deliver vetting training to Leonie, Kristina, and Sam at the end of April 2021 (28th and 29th April).

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:

- One written complaint was received and recorded for March 2021. This was actioned and resolved within the required timeframe – refer complaints register in the BCA folder.
- No written complaints were received or recorded for February 2021.

BCA Management Report

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:**

- All processing is being outsourced to a competent reputable company being Focus Consultancy Limited. All consents are being processed in a timely manner with no consents going over the 20-day statutory timeframe. MDC have sufficient resource for delivery of this building control function.
- All inspections and inspection bookings are being outsourced to a competent reputable company being Solutions Team. All inspections were reported by Solutions as being delivered within a 1 – 2-day delivery timeframe.
- CCC's and 24-month process to be outsourced to Solutions Team at the beginning of April 2021 to ensure MDC have competent persons delivering this function.

Action:

- A performance review is to be undertaken for Solutions Team. It has been identified the last performance review that was completed for Solutions was on 30.08.2019 with the next one due by 30.08.2020. As there was no Building Manager in place at the time, this review was not completed. The Acting Building Manager will undertake a performance review for Solutions by the end of April 2021.
 - Focus Consultancy Limited were engaged on 16.11.2020 and their performance review is scheduled to be undertaken by 16.10.2021.
-

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 Tim Mulcock) 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:**

- A 6A notification was sent to MBIE and IANZ in relation to the resignation of a Building Control Officer -Daniela B. A return email was received from IANZ requiring 3 months reporting on statutory timeframes for Building Consent and Code Compliance Certificate processing.

BCA Management Report

Action:

- Continue to report to IANZ on statutory timeframes.
 - Continue to monitor to ensure timeframes are being met.
-

15. Accreditation

BCA Managers response:

- IANZ will be coming in July 2021 to do the next accreditation assessment, the date is yet to be confirmed.

Action:

- Advise the CEO and management of the assessment date once known.

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:

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
6.1 - Update on Monitoring and Compliance Activities	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment	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
6.2 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 2 March 2021	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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