



Mackenzie

DISTRICT COUNCIL

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

Date: Tuesday, 9 August 2022

Time: Following the Commercial and Economic Development Committee

Location: Council Chambers

Fairlie

AGENDA

Planning and Regulations Committee Meeting

9 August 2022

Note: This meeting will 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 - 10 MAY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Planning and Regulations Committee Meeting - 10 May 2022

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 10 May 2022 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

**Planning and Regulations Committee
Meeting**

10 May 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PLANNING AND REGULATIONS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 10 MAY 2022 AT 3.01PM**

PRESENT: Cr Anne Munro (Chairperson), Mayor Graham Smith, Cr Emily Bradbury, Cr Murray Cox, Cr Matt Murphy

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (General Manager Operations - Acting), Paul Numan (General Manager Corporate Services), Arlene Goss (Governance Advisor), Aaron Hakkaart (Planning Manager), Tina Donald (Building Regulatory Manager)

1 OPENING

The chairperson opened the meeting.

2 APOLOGIES

Apologies were received from Cr James Leslie and Cr Stuart Barwood.

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 FEBRUARY 2022

COMMITTEE RESOLUTION PRC/2022/114

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 15 February 2022 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 PLANNING DEPARTMENT UPDATE

This report was noted and taken as read. Mr Hakkaart said consents were tracking the same as last year and things were going well.

5.3 DISTRICT PLAN REVIEW UPDATE

This project was tracking well. Mr Hakkaart said he would continue to keep the councillors updated. Stage 2 would go out for notification just before the election. The hearings panel will sit for the first time in November.

The chief executive asked for an update on the Plan Change 13 and 18 court processes. These were in the system but there was no news from the court to date.

Cr Murphy asked about the shipping containers on land in front of the Godley Hotel. Planning staff were in touch with the land owner and had made several attempts to get these moved. If no action, this would become more formal.

Cr Murphy asked for an update on the wallaby fence at Tekapo. David Adamson offered to contact Ecan to get an update on this. He was also asking Ecan to provide a rabbit strategy for urban areas.

5.4 LATE ITEM: REPORT ON COUNCIL'S BUILDING CONSENT AUTHORITY

This report was tabled at the meeting and is available on request from the Governance Advisor.

David Adamson summarised this report and outlined the main points. Council was 100% compliant, however some consents were delayed by staff requests for more information from the requester in order to sign off the consent.

Tina Donald, the Building Regulatory Manager, joined the meeting on zoom. Mr Adamson asked her why council received so many code of compliance requests in March. She said this was a coincidence.

The need for more education for builders was discussed. Tina Donald suggested putting out a newsletter to the sector outlining common reasons for consent failure. Or reinstating the regular meetings with contractors.

The chairperson asked Tina Donald if the website had been updated as discussed at the last meeting. Yes this happened.

New changes were coming that would have a big impact on some builds such as relocatable buildings. They included new rules around insulation, and triple glazing instead of double glazing. It was important to get this information out because it would impact on the cost of building.

Discussion took place on the need to put out an article on changes to the building codes that were coming, and what this would mean for people planning to build. Tina Donald said she was asking experts to write an article in plain language. The new rules will come in in November.

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION PRC/2022/115

Moved: Cr Emily Bradbury

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
6.1 - Update on Environmental Health Actions	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 February 2022	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

CARRIED

COMMITTEE RESOLUTION PRC/2022/116

Moved: Cr Murray Cox

Seconded: Cr Emily Bradbury

That the committee moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 3.43pm.

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

.....
CHAIRPERSON

5.2 PLANNING DEPARTMENT UPDATE

Author: Aaron Hakkaart, Manager - Planning
Authoriser: David Adamson, General Manager Operations - Acting
Attachments: Nil

STAFF RECOMMENDATIONS

That the information on the Planning Department 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

May 2022

- 18 Resource Consents were received.
- 10 Resource Consents were processed to completion.
- 100% were processed within statutory timeframes.
- The average processing day was 17.

June 2022

- 26 Resource Consents were received.
- 17 Resource Consents were processed to completion.
- 100% were processed within statutory timeframes.
- The average processing day was 15.

Financial Year Summary

2021/22 Financial Year

- 178 resource consents were received in the 2021/22 financial year.
- 144 resource consent were processed to completion in the 2021/22 financial year. 143 were processed within statutory timeframes.

2020/21 Financial Year

- 169 resource consent were received in the 2020/21 financial.
- 147 resource consents were process to completion in the 2020/21 financial year. 146 were processed within statutory timeframes.

The number of resource consents received in the last financial year remains comparable to the previous year. Volatility in the number of consents received from month to month means it is challenging to predict future workflows. Staff continue to ensure there is processes, and procedures in place to ensure all consents are processed in statutory timeframes.

POLICIES AND BYLAWS

The Mobile Shops and Traders License Application process was completed, and all the applicants informed of the outcomes of the process. This year was the first year in which licenses were issued under the new bylaw, which was adopted by Council last year. The process has worked well and has created a clear process for staff to follow.

PLAN CHANGE 18

The Environment Court (the Court) has issued an interim decision on a scope issue raised by Meridian Energy in its appeal. The Court has allowed the relief sought by Meridian Energy insofar as it has found that the map included as clause (c) of the definition of 'significant indigenous vegetation and significant habitats of indigenous fauna', and those aspects of other provisions of PC18 are beyond scope and inappropriate.

The Court has subsequently issued directions in relation to expert conferencing and facilitated mediation. MDC has consulted all parties and replied to the Court with suggested dates. The Court has responded with a set of dates that suit the mediator in late September and early October for expert caucusing. Dates for mediation have yet to be proposed by the Court and it is unknown as to whether this will occur pre-Christmas.

SUBMISSION ON DRAFT OF THE NATIONAL POLICY STATEMENT FOR INDIGENOUS BIODIVERSITY

An Exposure Draft of the National Policy Statement for Indigenous Biodiversity (NPS-IB) was released for public feedback in June and July.

Staff reviewed this document and prepared a submission based largely on the questions released as part of the Exposure Draft. Staff then workshopped this submission with Councillors before making changes and submitting the feedback through the online portal.

In short, the main points raised by Mackenzie District Council focussed on:

- The costs associated with implementing the NPS-IB;
- The resourcing needs to implement the NPS-IB;
- The disproportionate effects on landowners within the Mackenzie District, especially those within the Mackenzie Basin;
- The impact the implementation will have on relationships between Council and landowners.

It is anticipated that a final NPS-IB will be enacted later this year.

STAFFING

The Planning Team welcomed Jack Christensen as a Senior Planner to the team on 3 August 2022.

CONCLUSION

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

5.3 DISTRICT PLAN REVIEW UPDATE

Author: Aaron Hakkaart, Manager - Planning
Authoriser: David Adamson, General Manager Operations - Acting
Attachments: Nil

STAFF RECOMMENDATIONS

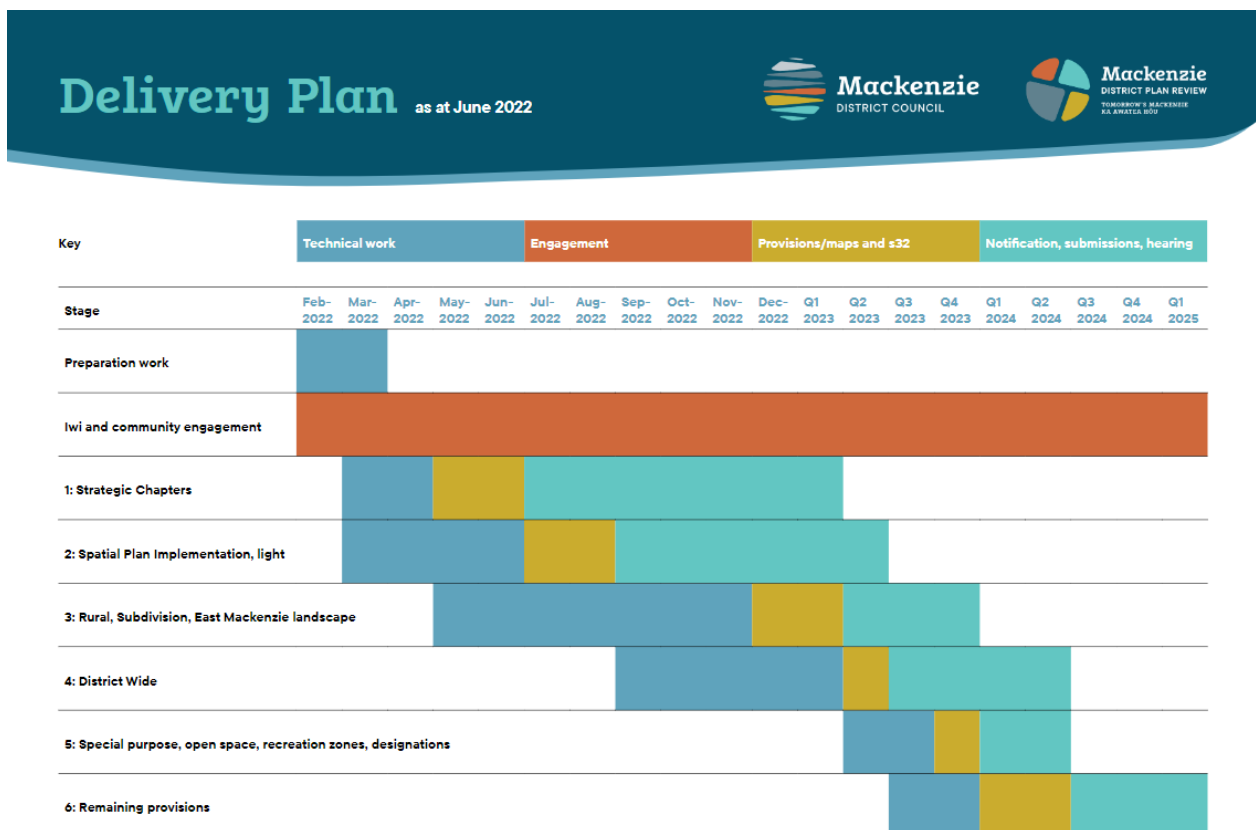
That the information on the District Plan Review be noted.

BACKGROUND

The purpose of this report is to update the Planning and Regulation Committee on the District Plan Review.

WORK PROGRAMME

The work programme is a living document and will be subject to change as necessary, as the review progresses. Since the last update to the Planning and Regulatory Committee the Project Team has updated the work programme to reduce the number of stages of the review. This was completed to better align the stages and create a more streamlined programme through further grouping of interrelated topics.



HEARINGS PANEL

Council appointed a Hearings Panel and Chairperson at its meeting on 5 July 2022.

Members of the project team held an initial briefing session with the Chairperson on 21 July 2022, to align processes and answer any questions that either party may have had.

An online briefing with members of the project team and the Hearings Panel was held on 25 July 2022.

An on-site meeting of the Hearings Panel is scheduled for the 13th and 14th of October 2022.

STAGE 1 (Plan Change 20 – Strategic Chapters)

Plan Change was notified on 15 July 2022, with the submission period closing on 8 September 2022.

The Hearing for Plan Change 20 is scheduled to commence on 28 November 2022. Initial thoughts are that the hearing will be held over four days. The length of the hearing will be subject to the number of submissions received.

STAGE 2 (Plan Change 21 and 22 – Spatial Plan Implementation and Light)

The Project Team have commenced the drafting of a preferred approach following community engagement and initial expert advice. A second round of engagement will be launched online late July early August to allow the community to provide further input.

STAGE 3 (Rural, Subdivision, East Mackenzie Landscape)

Nick Boyes (Core Planning) has been engaged to assist Council in the technical drafting of this stage. An initial background report has been completed, and a consultation strategy is being finalised. Community and targeted consultation will be beginning shortly to inform a preferred approach.

STAGE 4 (District Wide Matters)

An exercise has been completed by the Project Team to look at resourcing requirements for this stage. Next briefing papers for each chapter within the stage will be completed. Following this a consultation strategy will be developed.

CONCLUSION

The project is moving at pace, with no immediate risks identified. The focus is on keeping each stage tracking to programme and ensuring team members are clear as to expectations and are well supported.

5.4 COUNCILS BUILDING CONSENT AUTHORITY MONTHLY REPORTS

Author: David Adamson, General Manager Operations - Acting

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. BCA Management Report - June 2022 [↓](#) 

STAFF RECOMMENDATIONS

That the report on Councils Building Control Authority for June 2022 be received and noted.

BACKGROUND

Attached to this report are building control management reports covering May and June 2022 for receiving and information.

The information is based on reporting compliance against Councils policy and quality manual with regards to its activities as a Building Control Authority.

CONCLUSION

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

BCA Management Report

Date: Period: 01.06.2022 to 30.06.2022

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:

- Although the training has taken place for the GoGet upgrade 5.15 and Simpli from Objective, a few issues have been identified therefore until such time as they are ironed out, the implementation required to be sent to IANZ will be delayed until these issues are fixed. An audit cannot occur until full implementation has occurred, and the BCA given 1 month to enable them to gather enough evidence to demonstrate whether effective implementation has occurred.

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.

June Update: Conversations have been had with Focus Consultancy and the upgrade for GoGet and Simpli does not appear to impact what we currently have in the manual or how things will be completed, therefore we believe the audits that were required to demonstrate implementation will just occur as per the normal scheduled audits for Regulation 17(2)(h).

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
January 2022	22
February 2022	33
March 2022	29
April 2022	33
May 2022	35
June 2022	25

- 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
January 2022	13	13	13
February 2022	22	22	18
March 2022	29	29	25
April 2022	31	31	21
May 2022	25	25	20
June 2022	26	26	23

- 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%
January 2022	100%
February 2022	100%
March 2022	100%

BCA Management Report

April 2022	100%
May 2022	100%
June 2022	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.
December 2021	No statutory timeframes were exceeded.
January 2022	No statutory timeframes were exceeded.
February 2022	No statutory timeframes were exceeded.
March 2022	No statutory timeframes were exceeded.
April 2022	No statutory timeframes were exceeded.
May 2022	No statutory timeframes were exceeded.
June 2022	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
January 2022	15
February 2022	15
March 2022	35
April 2022	14
May 2022	27
June 2022	17

BCA Management Report

- **Code compliance certificate applications processed and issued: Average processing days was 3**

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
January 2022	17
February 2022	30
March 2022	33
April 2022	17
May 2022	24
June 2022	29

- **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%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	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.
December 2021	No statutory timeframes were exceeded.
January 2022	No statutory timeframes were exceeded.
February 2022	No statutory timeframes were exceeded.
March 2022	No statutory timeframes were exceeded.
April 2022	No statutory timeframes were exceeded.
May 2022	No statutory timeframes were exceeded.
June 2022	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.

6. 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
January 2022	70	70	30	30	21	4	225
February 2022	90	154	28	13	1	2	288
March 2022	122	153	57	12	6	2	352
April 2022	87	98	34	20	9	1	249
May 2022	122	124	49	27	8	1	331
June 2022	111	102	34	32	17	2	300

- **June 2022**
 - Total inspections for the month were 300
 - There were 2 inspections that had **no category** recorded against it which was for services only.
 - Of the 300 inspections undertaken there were 146 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:

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

7. 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

BCA Management Report

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)
November 2021	7	4	4 x BC lapsed 3 x WSE approved
December 2021	4	0	1 x WSE evidence provided 3 WSE approved
January 2022	2	2	NA
February 2022	5	3	3 x BC lapsed 1 x WSE evidence provided 1 x work start extension approved
March 2022	2	1	1 x BC lapsed 1 x WSE approved
April 2022	1	0	1 x withdrawn/cancelled
May 2022	5	3	3 x BC lapsed 2 x WSE approved
June 2022	4	0	4 x Work started (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.

BCA Management Report

8. **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. 	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
January 2022	6	5		5 x CCC refused 1 x deferred for 20 days to allow for a CCC application to be submitted
February 2022	20	13		13 x CCC refused 1 x given a WSE should of lapsed however was missed 2 x given WSE and were lapsed appropriately
March 2022	11	9		Yes they were sent
April 2022	5	4		1 ready to be issued, sent for SOC
May 2022	13	10		2 x CCC issued 1 x lapsed
June 2022	6	2		3 x CCC refused 1 x work completion extension

• **June 2022: overview of reason for why CCC was refused, or decision made**

- refused** – The decision was made as some inspections had not passed and required documentation / information had not been provided
- refused** – The decision was made as some inspections had not passed and required documentation / information had not been provided
- 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

9. **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.
- Building Administration 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 manage the BCA and TA functions.

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
-

10. **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.
-

11. **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.
-

BCA Management Report

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

BCA Managers response:

- 1 written complaint was received for June 2022, however this was addressed to the CEO not direct to the BCA. This has been included on the BCA's complaints register and monitored by the Building Manager in conjunction with the CEO and General Manager Operations.

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.
-

13. 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.
-

14. 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.
-

15. 6A Notifications – *have there been any notifications made.*

BCA Managers response:

- No new notifications have been required to be sent

Action:

- Continue to advise IANZ and MBIE of any 6A notifications where required.

BCA Management Report

16. Accreditation

BCA Managers response:

- Accreditation has been retained and continues to be maintained.

Action:

- Continue to maintain accreditation.
-

17. Other

- Conflicts of interest register continues to be monitored and maintained by the Building Manager. There are currently 6 open conflicts of interests on the register.
- 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.
An amended CPU was issued on 14.06.2022 for the Twizel Event Centre with the amended completion date being September.2022. Note: All 5 initial conditions remain with an additional item being: No public access to the auditorium.
Good progress is being made on the required building work for the Events Centre.

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.

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 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 10 May 2022	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 - Monitoring and Compliance Update	s7(2)(f)(i) - the withholding of the information is necessary to allow free and frank expression of opinions by or between or to members or officers or employees of any local authority	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