

# BCA Management Report

**Date: Period: 01.11.2023 to 30.11.2023**

**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:**

- September update: A Datascape demonstration took place from the team at Datacom, and was delivered to Zane (IT), Tina, Leonie, and Dawson (MDC). Further discussions and a trial have been requested from Datacom before any decisions are made.
- Due to costs associated with BUILD, IT and Tina are now looking at other options that may be available.
- Costings have been received from Datascape, discussions are being had by IT, Tina and Datascape around the proposed costs.

**Action:**

- Continue to monitor the quality Policy objectives
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- 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.
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- 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.
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# 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
July 2022	30
August 2022	22
September 2022	25
October 2022	25
November 2022	19
December 2022	15
January 2023	24
February 2023	11
March 2023	28
April 2023	28
May 2023	29
June 2023	15
July 2023	19
August 2023	16
September 2023	18
October 2023	17
November 2023	31

- Building consents processed: Average processing days was 7

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
July 2022	27	23	20
August 2022	21	21	16
September 2022	21	21	18
October 2022	15	15	12
November 2022	28	28	21
December 2022	10	10	9
January 2023	16	16	12

## BCA Management Report

February 2023	21	21	17
March 2023	21	21	19
April 2023	14	14	10
May 2023	26	26	16
June 2023	27	27	25
July 2023	18	18	15
August 2023	16	16	9
September 2023	19	19	17
October 2023	22	22	21
November 2023	19	19	17

- **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%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%
June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%
November 2023	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.

# BCA Management Report

April 2022	No statutory timeframes were exceeded
May 2022	No statutory timeframes were exceeded
June 2022	No statutory timeframes were exceeded
July 2022	No statutory timeframes were exceeded
August 2022	No statutory timeframes were exceeded
September 2022	No statutory timeframes were exceeded
October 2022	No statutory timeframes were exceeded
November 2022	No statutory timeframes were exceeded
December 2022	No statutory timeframes were exceeded
January 2023	No statutory timeframes were exceeded
February 2023	No statutory timeframes were exceeded
March 2023	No statutory timeframes were exceeded
April 2023	No statutory timeframes were exceeded
May 2023	No statutory timeframes were exceeded
June 2023	No statutory timeframes were exceeded
July 2023	No statutory timeframes were exceeded
August 2023	No statutory timeframes were exceeded
September 2023	No statutory timeframes were exceeded
October 2023	No statutory timeframes were exceeded
November 2023	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
July 2022	18
August 2022	18
September 2022	10
October 2022	16
November 2022	19
December 2022	22
January 2023	12
February 2023	14
March 2023	14
April 2023	18
May 2023	16
June 2023	16
July 2023	24
August 2023	22
September 2023	18
October 2023	14
November 2023	16

# BCA Management Report

- **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
January 2022	17
February 2022	30
March 2022	33
April 2022	17
May 2022	24
June 2022	29
July 2022	20
August 2022	24
September 2022	13
October 2022	12
November 2022	16
December 2022	28
January 2023	22
February 2023	14
March 2023	20
April 2023	19
May 2023	30
June 2023	20
July 2023	15
August 2023	32
September 2023	26
October 2023	31
November 2023	26

- **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%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%

# BCA Management Report

June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%
November 2023	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
July 2022	No statutory timeframes were exceeded
August 2022	No statutory timeframes were exceeded
September 2022	No statutory timeframes were exceeded
October 2022	No statutory timeframes were exceeded
November 2022	No statutory timeframes were exceeded
December 2022	No statutory timeframes were exceeded
January 2023	No statutory timeframes were exceeded
February 2023	No statutory timeframes were exceeded
March 2023	No statutory timeframes were exceeded
April 2023	No statutory timeframes were exceeded
May 2023	No statutory timeframes were exceeded
June 2023	No statutory timeframes were exceeded
July 2023	No statutory timeframes were exceeded
August 2023	No statutory timeframes were exceeded
September 2023	No statutory timeframes were exceeded
October 2023	No statutory timeframes were exceeded
November 2023	No statutory timeframes were exceeded

**Action:**

- Statutory timeframes are being meet.
- 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

# BCA Management Report

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
July 2022	57	83	22	24	13	3	202
August 2022	105	105	33	58	15	1	317
September 2022	90	107	38	10	9	1	255
October 2022	56	135	30	40	2	-	264
November 2022	88	116	35	38	10	1	289
December 2022	72	131	36	27	2	-	268
January 2023	73	47	14	11	1	-	146
February 2023	89	68	13	26	-	-	196
March 2023	98	69	34	43	2	-	246
April 2023	81	55	4	14	3	-	157
May 2023	113	99	34	30	5	1	282
June 2023	97	90	13	35	3	1	239
July 2023	68	104	36	29	4	0	241
August 2023	81	110	27	44	5	0	267
September 2023	52	95	24	18	1	0	190
October 2023	90	89	51	19	3	0	252
November 2023	79	94	40	36	4	5	258

- **November 2023**

- Total inspections for the month were 258. There were 5 x inspections that had no category recorded which was for – effluent (Wright Tanks)
- Of the 258 building inspections, there were 258 inspections that failed.
  - Failed inspections consisted of the following:
    - 19 x Drains
    - 48 x Final
    - 9 x Final – Fire
    - 7 x Final – Outbuildings
    - 14 x Pre-pour foundations
    - 21 x Framing / pre-wrap / pre-roof
    - 6 x Framing – Subfloor structure
    - 1 x Half high cladding
    - 17 x Part-clad (e.g., sheet system)
    - 4 x Pre-pour – pile holes
    - 34 x Pre-line / plumbing
    - 4 x Pre-pour – Block fill
    - 1 x Pre-plaster - cladding
    - 16 x Pre-pour – Floor slab
    - 20 x Pre-stop / lining
    - 8 x Under slab services
    - 16 x Wet area tanking
    - 10 x Wrap / pre-clad
    - 1 x Certificate of Acceptance
    - 2 x Certificate of Public Use
- All inspections were reported by Focus and Mackenzie DC as being delivered within 1 – 2 days
- 1 inspection on 3 days or more and reason was booking was postponed by clients and requested certain days.

# BCA Management Report

- Update:** Go Get have recently advised the cost to add the status to GoGet for 'Fail for documentation only' which would have clearly identified the inspection itself had passed however the status will be fail due to documentation that is required to be submitted. Unfortunately, the extravagant cost that was received to put in a new code is not feasible, therefore other options will be looked at in the new year.

## 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
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)
July 2022	2	1	1 x BC lapsed 1 x work start extension approved
August 2022	6	1	1 x BC lapsed



## BCA Management Report

			2 x Work started (evidence provided) 1 x WSE approved 1 x withdrawn/cancelled 1 x end of month still to be lapsed
September 2022	6	3	3 x BC lapsed 2 x Work started (evidence provided) 1 x Work start extension approved
October 2022	2	2	1 x work started (evidence provided) 1 x WSE approved
November 2022	4	2	2 x BC lapsed 2 x work start extension
December 2022	2	0	0 x BC lapsed 1 x BC cancelled 1 x Work start extension (awaiting approval)
January 2023	3	1	1 x BC lapsed 2 x work started (evidence provided)
February 2023	0	0	NA
March 2023	5	0	0 x BC lapsed 1 x BC cancelled 3 x work started (evidence provided) 1 x work start extension
April 2023	3	1	1 x BC lapsed 1 x work started (evidence provided) 1 x work start extension
May 2023	0	0	NA
June 2023	2	1	1 x BC lapsed 1 x work started (evidence provided)
July 2023	2	2	2 x BC lapsed
August 2023	3	3	1 x BC lapsed
September 2023	1	0	1 x work start extension
October 2023	0	0	NA
November 2023	3	0	1 x work started (evidence provided) 2 x work start extensions

### Action:

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

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### 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 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	Yes, they were sent 5 x CCC refused 1 x deferred for 20 days to allow for a CCC application to be submitted
February 2022	20	13	Yes, they were sent 13 x CCC refused

## BCA Management Report

			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	Yes, they were sent 1 ready to be issued, sent for SOC
May 2022	13	10	Yes, they were sent 2 x CCC issued 1 x lapsed
June 2022	6	2	Yes, they were sent 3 x CCC refused 1 x work completion extension
July 2022	6	5	Yes, they were sent 1 x work completion extension
August 2022	14	11	Yes they were sent 1 x issued 1 x lapsed 1 x CCC due to be issued as end of the month
September 2022	4	3	Yes they were sent 1 x issued
October 2022	4	4	Yes, they were sent
November 2022	3	3	Yes they were sent 2 x CCC refused 1 x CCC issued
December 2022	8	5	Yes, they were sent 1 x CCC issued 1 x CCC extension 1 x CCC awaiting decision (has crossed with one due to have a WSE extension reviewed)
January 2023	6	3	Yes, they were sent 3 x refused 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
February 2023	3	3	Yes, they were sent 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
March 2023	7	7	Yes, they were sent
April 2023	8	5	Yes, they were sent 5 x refused 1 x CCC issued 2 x CCC awaiting decision (end of month crossover)
May 2023	5	3	Yes, they were sent 3 x refused 2 x CCC issued
June 2023	10	5	Yes, they were sent 5 x refused 2 x CCC issued 3 x CCC awaiting decision (end of month crossover)
July 2023	5	3	Yes, they were sent 3 x refused 2 x CCC awaiting decision (end of month crossover)
August 2023	6	3	Yes, they were sent 3 x refused 1 x CCC awaiting decision (end of month crossover)
September 2023	6	5	Yes, they were sent 5 x refused 1 x CCC awaiting decision (end of month crossover)
October 2023	3	2	Yes, they were sent 2 x refused 1 x CCC awaiting decision (end of month crossover)
November 2023	5	4	Yes, they were sent 4 x refused 1 x CCC issued

# BCA Management Report

- **November 2023: overview of reason for why CCC was refused, or decision made**
  1. **refused** – The decision was made as inspections were still required, therefore could not be satisfied on reasonable grounds.
  2. **refused** – The decision was made as inspections were still required, therefore could not be satisfied on reasonable grounds.
  3. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.
  4. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.

## 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.
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## 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?

- QA NZ Consulting Limited:
  - Building Manager (Tina Donald)
  - Quality Manager (Tina Donald)
  - Responsible Manager (Tina Donald)
  - Authorised Representative (Tina Donald)
  - The quality assurance function continues to be undertaken by Tina Donald
  - Tina Donald continues to manage the BCA and TA functions
- Focus Consultancy Limited:
  - BCA 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. Focus is delivering remote inspections for MDC BCA. Feedback from builders continues to be positive.
  - BWoF's when available
  - CCC's where required
  - Earthquake Prone Buildings (EQPB)
  - Notice to Fix (NTF) where require
  - Reviewing and amending compliance schedules
- Waikato Building Compliance:
  - BCA processing for commercial 2 and commercial 3 when and where required
- In-house:
  - David Adamson is the GM Operational, Planning & Regulatory Services
  - Inspection Scheduling is being delivered inhouse by MDC BCA Building Administrators
  - Building Administration continues to be done by Leonie Young supported by Krista Gilchrist from Customer Services (Twizel) who works in the building department for 3 days a week.
  - COAs and CCC's are being completed by the inhouse Principal Building Control Officer.
  - NTFs by the inhouse Principal Building Control Officer where and when required, and or Focus Consultancy when required.
  - Pool inspections undertaken by the inhouse Principal Building Control Officer (PBCO).
  - BWoF inspections are being undertaken by the PBCO and Focus Consultancy Ltd when available. One of the Building Administration team will be trained in the future in BWoF audits and pool inspections to grow the resource in delivering this function.
- The 20-day timeframe for building control functions continues to be met.
- Solutions Team have a signed contract; however, no work has been allocated to Solutions since the commencement of the substantially decreased services effective from 1<sup>st</sup> April 2023.

# BCA Management Report

- The current resource is considered by the BCA to be sufficient.

## Action:

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
  - Monitor the delivery of inspections, inspection bookings and CCC's on a daily basis to ensure effective implementation.
  - Continue to monitor and address the delivery of COA's and NTF's.
  - Continue to undertake the BWoF and pool inspections when required
  - Continue to monitor resource to ensure it is adequate and sufficient.
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## 10. Technical resources – information, facilities, and equipment; are these all appropriate?

### BCA Managers response:

- MDC equipment list updated; technical equipment required is stored in the vehicle for the Principal Building Control Officer. The equipment within the vehicle has been checked (audited) to ensure all required equipment is present and fit for purpose.
- The thermometers and moisture meters are held on site in Twizel or within the Principal Building Control Officers vehicle. These are currently calibrated and fit for purpose. One moisture meter will be held in the Fairlie Office and Twizel Office which will be able to be loaned by a builder when required.
- All technical resources considered to be appropriate.
- 4WD Ute for Principal Building Control Officer was expected to arrive in September 2023, however, has not been seen as yet. Tina requested an update on the arrival time for the vehicle and has been advised by GM Strategic Financial Management and Commercial Services the new arrival date is November 2023. November 2023 has now passed and no update has been provided to date on the arrival of the Ute.

### Action:

- Continue to monitor technical resources to ensure they are appropriate.
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## 11. Training – are the identified training needs being met and if not, what is being done to ensure they will be?

### BCA Managers response:

- One on one training will continue to be delivered to Krista from Leonie in relation to building administration functions.
- Any training identified as needed is recorded on the individuals training plan e.g., from audit results

### Action:

- Continue to monitor training needs and where any are identified record within the relevant training plans.
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## 12. Complaints – are there any to report and are they being managed appropriately?

### BCA Managers response:

- No written complaints were received to the BCA for November 2023.

### 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.
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# BCA Management Report

## 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 Waikato Building Compliance and advises them of any issues that may be identified.
- Focus Consultancy Limited continue to deliver an outstanding service to MDC.
- Waikato Building Compliance are delivering a good service as required.

### Action:

- Continue to monitor contractors' performance and report on any issues.
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## 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 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, via email to staff or by direct conversation.
- 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 6A notifications have been required to be sent to MBIE and IANZ.

### Action:

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

## 16. Accreditation

### BCA Managers response:

- Accreditation has been retained and continues to be maintained.
- All general non-compliances (GNCs) have been signed off by IANZ and IANZ have confirmed continued accreditation and sent the BCA their new certificate which is displayed on the wall behind Tina's desk.
- The next accreditation assessment date will take place in July 2025.

### Action:

- Continue to maintain accreditation.
-

# BCA Management Report

## 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.
- Health and Safety – No issues reported

### **Action:**

- Continue to monitor and maintain conflicts of interest.
  - Report any health and safety issues if any are identified.
- 

## 18. Territorial Authority functions

TA Compliance Schedule review:

- Checking and amending Compliance Schedules for all relevant building within the district to ensure the document is fit for purpose, it is also noted that this was also a requirement of the TA under the Building Act 2012 amendment. The methodology for implementation is as follows:
  - First 12 months - "high" risk buildings (Sleeping Accommodation) within the district. Roughly 60 Compliance Schedules relevant that require review and possible amendment.
  - Following 12 months - "Medium" risk buildings (Assembly buildings, shops, halls. Offices, no sleeping) within the district. Roughly 70 Compliance Schedules relevant that require review and possible amendment.
  - Final 12 months - "low" risk buildings (Commercial buildings, Powerhouses, service stations, public toilets etc) within the district. Roughly 25 Compliance Schedules relevant that require review and possible amendment.
- It is to be noted that currently the compliance schedule stock for the TA grows at about 5 per year and as these are created via a Building Consent for building work, they will be created at the Code Compliance Certificate stage and will be of the required technical level so will not fall into the above TA review workstream.
- Once this body of work has been completed for review of the existing compliance schedules, this will not need to be done again. The only time once the initial review is completed, is if they were to change the systems that were in the building, and this would follow the normal process of the owner advising the change and the amendment made to the compliance schedule.

BWOF audit schedule:

- As the TA is reviewing the existing compliance schedules on a 'risk' based approach, the TA will implement this into the BWOF audit schedule whereby the following methodology for implementation is as follows:
  - First 12 months - "high" risk buildings identified within the TA compliance schedule review will have a BWOF audit performed.
  - Following 12 months - "medium" risk buildings identified within the TA compliance schedule review will have a BWOF audit performed. Then the buildings that may have been identified within the first 12-month audit of high-risk buildings that contain additional risk may have an annual audit until such time the TA feel it is reasonable due to successful audit results to reduce this risk down to 2 or 2 yearly.
  - Following 12 months – remaining of the 'medium' risk buildings identified within the TA compliance schedule review will have a BWOF audit performed, plus as indicated above any required high-risk buildings.
  - By the fourth year the cycle would start again and every five years some of the low-risk buildings will be slotted into the schedule.

# BCA Management Report

EQPB review:

- The main object for the next 12 months is to have a decision made and recorded for all priority buildings, either they are not EQP, or an EQP notice is required to be issued and the property is to be listed on the national register.

To date there are two lists within MDC system e.g., a main list and a secondary list with a mixture of priority and other buildings:

The main list has a total of 48 addresses. Of the 48:

- 13 x have had a EPB notice issued (majority being priority buildings)
- 5 x extensions issued
- 22 x confirmed as EPB not applicable
- 2 x waiting on a response to an RFI
- 4 x addresses require further review
- 1 x notice to be issued

The secondary list has a total of 139 addresses or buildings. Of the 139:

- 38 x have been reviewed and either added to the main list for further review or confirmed as EPB not applicable.
- If an EQP building notice is issued, then the owner of the priority building has 12 years and 6 months to complete the required seismic work of the building, this time frame will be monitored by the TA from the date of issue of the EQP building notice.