

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

A meeting of the Ashburton District Council will be held on:

**Date:** Thursday 21 May 2020

**Time:** 9.30am

**Venue:** Council Chamber

### **Membership**

Mayor	Neil Brown
Deputy Mayor	Liz McMillan
Members	Leen Braam
	Carolyn Cameron
	John Falloon
	Rodger Letham
	Lynette Lovett
	Angus McKay
	Diane Rawlinson
	Stuart Wilson

## Meeting Timetable

Time	Item
9.30am	<b>Council Meeting commences</b>
10am	<b>EMC Quarterly report</b> - James Urquhart & Bruce Moffat

### 1 Apologies

### 2 Extraordinary Business

### 3 Declarations of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

## Minutes

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## Reports

11	Dog Control Services – fees and charges for registration period 1/07/20 - 30/06/21	27
12	IANZ Accreditation	32
13	Experience Mid Canterbury quarterly report	84
14	Methven Community Board – update from Chairman	<i>Verbal</i>
15	Mayor's report	91

## Business Transacted with the Public Excluded

16	<b>Council – 9/04/20</b>	95
	<ul style="list-style-type: none"> <li>• Experience Mid Canterbury</li> <li>• Land purchase</li> <li>• CE Performance review</li> </ul>	<ul style="list-style-type: none"> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(a) Protection of privacy of natural persons</li> </ul>
	[Now in open meeting]	
	<ul style="list-style-type: none"> <li>• Ashburton business estate contract – development of stages A&amp;B</li> <li>• EMC 2020-21 budget</li> </ul>	
17	<b>COVID-19 Response Committee 16/04/20</b>	97
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	<ul style="list-style-type: none"> <li>• Assessment of effect of rent holidays</li> </ul>	

<b>18</b>	<b>COVID-19 Response Committee 23/04/20</b>		<b>98</b>
	• Health & Safety report	Section 7(2)(a) Protection of privacy of natural persons	
<b>19</b>	<b>COVID-19 Response Committee 30/04/20</b>		<b>99</b>
	• Library & Civic Centre PCG	Section 7(2)(h) Commercial activities	
	• Land purchase	Section 7(2)(h) Commercial activities	
	• Grants & funding	Section 7(2)(h) Commercial activities	
	• Extraordinary business		
	- District tourism	Section 7(2)(h) Commercial activities	
	[Now in open meeting]		
	• Sport NZ rural travel fund 2019-20		
<b>20</b>	<b>Land Acquisition</b>	Section 7(2)(h) Commercial activities	<b>102</b>
<b>21</b>	<b>Ashburton Contracting Ltd</b>	Section 7(2)(h) Commercial activities	<b>111</b>
<b>22</b>	<b>Library &amp; Civic Centre Project Control Group – 18/05/20</b>		
	Section 7(2)(h) Commercial activities		<b><i>Withdrawn</i></b>

**15 May 2020**

## **4. Council Meeting – 9/04/20**

Minutes of the Council meeting held on Thursday 9 April 2020, commencing at 11.07am, via Zoom.

### **Present**

His Worship the Mayor, Neil Brown; Councillors Leen Braam, Carolyn Cameron, John Falloon, Rodger Letham, Lynette Lovett, Angus McKay, Liz McMillan, Diane Rawlinson and Stuart Wilson.

### **In attendance**

Hamish Riach (Chief Executive), Paul Brake (GM Business Support), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Infrastructure Services), Sarah Mosley (Manager People & Capability), Toni Durham (Strategy & Policy Manager), Ruben Garcia (Communications Manager) and Phillipa Clark (Governance Team Leader).

Staff present for the duration of their reports: Bevan Rickerby (Economic Development Manager), Colin Windleborn (Commercial Manager).

Methven Community Board Chair (1.52pm-2pm)

### **Presentations**

- EMC Board Chair – 11.08am-11.44am
- NZTA – 2pm-2.50pm.

### **1 Apologies**

Nil.

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **Business transacted with the public excluded – 11.08am**

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>18</b>	Council 27/02/20	Section 7(2)(h)	Commercial activities
<b>19</b>	Audit, Risk & Finance Committee 19/03/20	Sections 7(2)(h) & 7(2)a	Commercial activities Protection privacy natural persons
<b>20</b>	COVID-19 Response Committee 2/04/20	Section 7(2)(h)	Commercial activities
<b>21</b>	Library & Civic Centre Project Control Group 30/01/20 and 24/02/20	Section 7(2)(h)	Commercial activities
<b>22</b>	Land Purchase	Section 7(2)(h)	Commercial activities
<b>23</b>	Experience Mid Canterbury	Section 7(2)(h)	Commercial activities
<b>24</b>	CE Performance Review process	Sections 7(2)a	Commercial activities

Wilson/McMillan

Carried

Council resumed in open meeting at 12.25pm and adjourned until 1.00pm.

**4 Confirmation of Minutes – 27/02/20**

**That** the minutes of the Council meeting held on 27 February 2020, be taken as read and confirmed.

McMillan/Rawlinson

Carried

**5 Council (Extraordinary) Meeting – 19/03/20**

**That** the minutes of the extraordinary Council meeting held on 19 March 2020, be taken as read and confirmed.

Lovett/Braam

Carried

**6 Council (Emergency) Meeting – 25/03/20**

**That** the minutes of the emergency Council meeting held on 25 March 2020, be taken as read and confirmed.

Falloon/Cameron

Carried

**7 COVID-19 Response Committee – 2/04/20**

**That** the minutes of the COVID-19 Response Committee meeting held on 2 April 2020, be received.

McMillan/Rawlinson

Carried

**8 Community Services Committee – 12/03/20**

**That** the minutes of the Community Services Committee meeting held on 12 March 2020, be received.

McKay/Letham

Carried

- **Biodiversity Advisory Group Terms of Reference**

It was noted that the draft terms of reference had omitted some representatives' names.

Council supported an additional clause that will provide speaking rights being granted to one member of each of the advisory group member organisations at each meeting.

**That** Council adopts the Biodiversity Advisory Group terms of reference, as amended.

McKay/Cameron

Carried

- **ADC Biodiversity Officer**

1 **That** a business case for a Biodiversity Officer be prepared and considered in the Council's Long Term Plan 2021-2031.

2 **That** Council notes the pending changes to legislation in the biodiversity area that may override the need to progress the business case.

McKay/Cameron

Carried

Cr Wilson recorded his vote against the motion on basis of the pending legislation.

**9 Environmental Services Committee – 12/03/20**

**That** the minutes of the Environmental Services Committee meeting held on 12 March 2020, be received.

Rawlinson/Lovett

Carried

## **10 Infrastructure Services Committee – 12/03/20**

**That** the minutes of the Infrastructure Services Committee meeting held on 12 March 2020, be received.

Falloon/Wilson

Carried

- **Road Safety Co-ordinating Committee Terms of Reference**

**That** Council adopts the Road Safety Co-ordinating Committee terms of reference.

McMillan/Lovett

Carried

- **Ashburton Car Club Road Closures**

It was reported that the Street Sprints and Night Autocross event and the Standing Quarter Mile Sprint event have been cancelled.

**That** the Ashburton Car Club's requests for road closures (street sprints and night autocross event, and the standing mile quarter mile sprint event) be withdrawn.

Wilson/Braam

Carried

## **11 Bylaw & Policy Committee – 19/03/20**

**That** the minutes of the Bylaw and Policy Committee meeting held on 19 March 2020, be received.

Falloon/Wilson

Carried

- **Bylaw and Policy Review Update**

**That** Council receives the bylaw and policy review report.

Falloon/McMillan

Carried

- **Sensitive Expenditure Policy**

**That** Council adopts the revised Sensitive Expenditure Policy with the next review scheduled for 2025.

Falloon/Cameron

Carried

## **12 Audit, Risk & Finance Committee – 19/03/20**

**That** the minutes of the Audit, Risk & Finance Committee meeting held on 19 March 2020, be received.

Braam/Falloon

Carried

- **Airport Authority Subcommittee Terms of Reference**

**That** Council adopts the Ashburton Airport Authority Subcommittee Terms of Reference.

Letham/Braam

Carried

- **Experience Mid Canterbury Draft Statement of Intent 2020-21**

The performance measure for the Methven i-Site has been added, as requested by Council.

**That** the EMC draft Statement of Intent lies on the table meanwhile.

Brown/McMillan

Carried

- **Ashburton Contracting Ltd Draft Statement of Intent 2020-21**

**That** Council receives the Ashburton Contracting Limited 2020-21 draft Statement of Intent and make any comments on the draft Statement of Intent to the ACL Board by 30 April 2020.

Braam/Falloon

Carried

- **Appointment and Remuneration of Directors of Council Organisations Policy**

**That** Council adopts the revised Appointment and Remuneration of Directors of Council organisations policy, with the next review scheduled for 2025.

Braam/Cameron

Carried

- **Drinking Water Review – Residential D Metering**

**That** Council approves a budget of \$120,000 to install the remaining water meters on Residential D properties, and this be funded from the Ashburton water reserve account.

Braam/McMillan

Carried

- **Drinking Water Review**

Referring to Residential D, Cr Wilson questioned why some properties are charged and others are not. He suggested there should be no charge until all properties have meters installed.

The Group Manager Business Support advised that the rate has been struck and under the Rating Act it can't be changed this year. The Revenue & Financing Policy will be checked to see whether the volume of water that's being charged can be changed in next year's rates.

**That** Council directs officers to prepare a cost benefit analysis to investigate installing water meters district-wide through the Long Term Plan 2021-31.

Wilson/Rawlinson

Carried

**That** Council directs officers to continue to fund drinking water as per the status quo of a fixed charge for connected ordinary properties and a fixed plus volumetric charge for extraordinary properties for the Revenue & Financing Policy 2021.

Wilson/Rawlinson

Carried

**That** Council directs staff to investigate a realistic quantity of water for properties connected to Residential D before volumetric charge is applied and this be reported back to the IS Committee.

Wilson/Rawlinson

Carried

- **Ng King Bros Chinese Market Garden Settlement Funding Request**

1. **That** Council approves an additional budget of \$40,000 to fund the complete restoration of the Ng King Bros Chinese Market Garden Settlement buildings; and
2. **That** this funding is subject to the project obtaining Heritage New Zealand listing and receiving confirmation of their 50% contribution.

Cameron/Falloon

Carried

- **Approval to use the Access Trust Special Fund**

**That** Council approves the use of the Access Trust special fund money of \$39,376 to apply towards the youth driver's licence project and the special fund be closed.

McMillan/Falloon

Carried

- **Environment Canterbury – Draft Annual Plan 2020-21 Submission**

**That** Council approves the submission to Environment Canterbury about the draft Annual Plan 2020-21.

McKay/Lovett

Carried

- **Consultation for the Annual Plan 2020-21**

**That** the matter lies on the table until completion of agenda items 14 and 15.

McKay/McMillan

Carried

### 13 **Methven Community Board**

**That** Council receives the minutes of the Methven Community Board meeting held on 2 March 2020.

Letham/McMillan

Carried

Board Chairman, Dan McLaughlin was present for discussion on the request for an increase to the Board's discretionary fund. If successful, the Board will use some of the additional funding for the Methven walkway upgrade.

- **Methven Community Board Discretionary Fund**

**That** Council increases the Methven Community Board's discretionary fund from \$10,000 to \$25,000 in the 2020-21 year.

McMillan/Letham

Carried

### **NZTA Presentation**

Graham Taylor (Principal Project Manager), Michael Blyleven (Transport Planning Manager), Jim Harland (Director) and Steve Higgs (Lead Strategic Planner).

***Tinwald corridor / Walnut Ave*** – projects identified in the upgrade package (government programme with \$6m funding independent of the national land transport funding system).

NZTA is finalising the establishment report and will then develop detailed project delivery plans. Following acceptance of the plans, NZTA will be in a position to engage with Ashburton council and community.

When the business case for the Tinwald corridor was developed the focus was on the Grahams Rd access to Lake Hood; the new proposal for signals at the Agnes/Lagmhor intersections will enable better west/east connection and will meet the Minister's requirements around safe community access. Signals at Lagmhor Rd will allow a right turn onto the highway. Installing signals at Agnes St will require redesign of the local road intersection and this will be looked at in more detail as the project progresses. NZTA will also engage with Council on the proposed shared pedestrian/cycle path along the green.

Walnut Ave roundabouts (East and West Streets) will be replaced with signals. Design work is progressing with some discussion to be resolved with KiwiRail before NZTA can move to construction.

***Weigh station – SH1, Rakaia*** – this area has been identified by NZTA as the most appropriate site to monitor trucks for overloading and brake deficiencies. Using a number recognition camera to select potentially overweight vehicles it transmits that data into a system that shows whether the truck has an overload permit. Vehicles would travel across the weighbridge at 5km/hour. Data captured nationally shows that this type of weigh station is effective at creating a conformance approach. Location is critical, to ensure trucks are not able to easily bypass the site by taking alternative routes.

NZTA have a permanent speed limit proposed for this section of the highway and will install signs that will be activated by vehicles to reduce speed to 70km/hr (permanent speed, if approved, will drop to 60km/hr). Acceleration shoulders will allow trucks to accelerate before joining traffic.

In addition to creating a weigh station, NZTA will relocate the rest area to the other side of North Rakaia Road. NZTA have taken advice from ECan on flood mitigation.

Experience of similar weigh stations around NZ shows good observance and heightened driver awareness, resulting in crash rates almost disappearing. A full safety audit and a full traffic assessment (with Police expertise) have been carried out.

NZTA acknowledge Council's concerns with the proposed site. An alternative site in the Rakaia township was looked at but discounted due to the potential for trucks to avoid the site by using Thompsons Track.



NZTA have taken into account issues raised by safety auditors with the proposed site. As a result they upgraded the design which was submitted to and subsequently signed off by a safety engineer (Christchurch office). A copy of the safety audit will be provided to Council's roading team.

NZTA has consulted with the heavy haul industry – this was first raised at a trucking event in Christchurch two years ago. The National Road Transport Forum are aware of and support the proposed site. Consultation was undertaken with the adjacent property owner, but not with the Rakaia community.

In conclusion, the Mayor thanked the NZTA reps for their presentation. He commented that Council is not opposed to a weigh station but remains concerned and needs assurance that the proposed site is the right location.

Graham Taylor reiterated that the site has been fully safety audited and fully safety analysed. Both reports were peer reviewed and both confirm the site will work fully.

Council adjourned 2.50pm to 3.05pm.

#### **14 Rate Increase for 2020-21 Annual Plan**

The Group Manager Business support reported that the budget prepared before the Covid-19 lockdown had a proposed rate increase of 4.8%. The report presented today sets out options to reduce the rates, should Council wish to do so. Council will take into account the agreed reduction of EMC's funding to \$195k in the 2020-21 year.

**That** the motion be taken in parts.

McKay/Cameron

Carried

**That** the fees and charges be as per the draft 2020/21 budget.

Letham/Braam

Carried

**That** Council approves changes to the draft 2020/21 budget through saving in interest of \$400k, and district tourism savings of \$195k.

Letham/Braam

Lost

A show of hands gave 5 for and 5 against the motion.

On the Mayor's casting vote (against) the motion failed to pass.

**That** Council approves a rate increase of up to 2.5% in the 2020-21 year that will include interest savings of 400k, district tourism savings of 195k, and further savings to be identified by the Chief Executive.

McMillan/Falloon

Carried

The Mayor recorded his vote against the motion noting his preference would be an increase of less than 2.5%.

Crs Cameron and McKay recorded their votes against the motion.

#### **15 2019-20 Rates – Instalment 4 penalty**

1 **That** Council relaxes the criteria and process in the Rates Remission and Postponement Policy for penalty write-offs for instalment 4 of the 20219-20 rates; specifically

1.1 **That** Council waives the restriction to allow for penalty waivers to be applied if applicants have received a waiver in the past 24 months.

1.2 **That** Council allows applicants to apply for a penalty waiver in writing, via an online form or over the phone.

Mayor/Braam

Carried

## Consultation for the Annual Plan 2020-21

**That** the matter be uplifted for discussion.

McKay/McMillan

Carried

**That** Council decides not to consult on the Annual Plan 2020-21 in accordance with section 95(2)(a) of the Local Government Act 2002.

Rawlinson/Letham

Carried

## 16 Reserve and Hall Boards – Triennial Meetings

It was reported that insufficient attendance at the Ruapuna Reserve Board triennial meeting meant they were unable to elect a Board. Council acknowledged the difficulty for small communities to attract enough interest to fill board member roles.

Reserve Boards yet to complete their triennial meeting obligations will be followed up when Covid alert level restrictions are lifted. It was agreed that the elected member appointees should continue to liaise with their respective boards in the meantime.

Consideration will be given to bringing a report to Council on how to proceed with those boards unable to continue under the requirements of their existing constitutions.

1 **That** Council receives the report.

2 **That** Council approves the appointments submitted by the Boards, as detailed in this report.

Cameron/McKay

Carried

## 17 Mayor's Report

**That** Council receives the Mayor's report.

Mayor/McMillan

Carried

### • Ashburton Youth Council

**That** Cr Diane Rawlinson be appointed to the Ashburton Youth Council in replacement of Cr Carolyn Cameron.

Lovett/McMillan

Carried

## Business transacted with the public excluded now in open meeting

### • Ashburton Business Estate development of Stages A & B (Contract COMP0133)

1. **That** Council accepts the tender from Ashburton Contracting Limited in the sum of Three Million, six hundred and twenty nine thousand, three hundred and ninety seven dollars (\$3,629,397.00) for Contract COMP0133 and in accordance with Option One.

2. **That** Council accepts the quotation from EA Networks in the sum of four hundred and eleven thousand, eight hundred and sixteen dollars (\$411,816.00) to provide high voltage electrical distribution, communications and street lighting for Contract COMP0133 and in accordance with Option One.

Braam/Falloon

Carried

### • Experience Mid Canterbury 2020-21 budget

**That** Council reduces the 2020-21 Experience Mid Canterbury budget to \$195,000.

Falloon/Lovett

Carried

The meeting concluded at 4.27pm.

Confirmed 21 May 2020

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MAYOR

### ***5. COVID-19 Response Committee -16/04/20***

Minutes of the COVID-19 Response Committee meeting held on Thursday 16 April 2020, commencing at 9.35am, via Zoom.

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Leen Braam, Carolyn Cameron, John Falloon, Rodger Letham, Lynette Lovett, Angus McKay, Liz McMillan, Diane Rawlinson and Stuart Wilson.

#### **In attendance**

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Toni Durham (Strategy & Policy Manager), Ruben Garcia (Communications Manager), Aisling O'Reilly (PE to Chief Executive) and Phillipa Clark (Governance Team Leader).

#### **Presentation:**

Infometrics – 9.36am-10.23am

#### **1 Apologies**

Nil.

#### **2 Extraordinary Business**

**That** pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following item be introduced as extraordinary business:

- Council procurement – supporting local business

Cameron/Wilson

Carried

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the COVID-19 Response Committee meeting held on 2 April 2020, be taken as read and confirmed.

Mayor/McMillan

Carried

#### **5 Infometrics Report**

Infometrics Senior Economists Brad Olsen and Nick Brunsdon were welcomed to the meeting.

Brad outlined how Infometrics sees the economy moving, both locally and nationally:

- Looking at the most incredible economic event in a century. Likened to the great depression of 1930s. Could see national unemployment rise to around 10% - a significant rise.
- Government assistance will limit immediate effect.
- Expectation is that the NZ economy will continue to contract for next 18 months or so. Estimate three and a half years to reach the level prior to Covid-19. A 'U' recovery.

- Locally, estimate around 23% of local economy can continue to operate during Level 4, from home. This increases to around 60% once essential services are included. Reflects food production / exports.
- Will be a broad based hit to the economy – almost no area spared, but concentrations in some areas – ie tourism. Locally, tourism is less of an issue for the economy, as a whole, than nationally. Around 7% employed in tourism locally.
- Primary sector – some significant strength for local economy. The Ashburton economy is probably better than other regional economies to weather this storm.
- Manufacturing is important (about half is meat manufacturing). Over last 2 months, dairy export returns are up about 10% from same time last year. Meat exports into China have suffered, but in terms of value exports across the world NZ's exports are up slightly. Seeing more pressure coming on meat currently – due to limited kill space, but importantly some exports are a premium product. In general still seeing strength in primary / meat sector.
- After lockdown will see a different economic landscape – will see lower construction and general lack of investment from private sector. Will be a focus by consumers on essential items but discretionary spending will be held up.
- For ADC – need to keep in mind any changes made to new financial year will eventually need to be paid back. Cautioned about any knee jerk reactions now. Important to keep rate rise low if possible, but important to remember that every dollar spent by Council in the community will go into another pocket locally.
- Will be an increased focus on buying local, as well as how some goods are retailed, how we purchase and go about our activities. Council could ask partner agencies to consider some sort of virtual farmers market or similar.
- Over past year had 17.2b spending from overseas tourists compared to about 9b domestic. Will be limited budget for domestic so expect any substitution will likely be subdued. Therefore a need for a regional / joint approach. A real need to ensure there's a balance – keeping costs as low as possible. Skiing may be a good avenue to increase marketing as much as possible.
- Referred to dairy pay-out - have seen relatively strong signs of improvement but there is a concern over how that might be distributed across the country. Notwithstanding this, there will be a hit on the local economy, but with relative ability of the local economy to withstand would hope government looks at how to best engage with primary sector now. If government wants to pursue its environmental policy, would hope there's more incentive given to the primary sector.
- Reserve bank has 33b (most of it from printing). It can cause inflation but ability for prices to go higher is currently limited and would expect inflation will remain low at the moment.
- 'Shovel-ready projects' - agreed the government needs to focus on what's needed – water infrastructure for example. Would be concerned about central government being able to make judgement on this so it's good that they've approached local government directly. Gives local recognition of what's needed. Some larger councils, for example, have projects that may not need to go ahead. Need to be smart with this money – it has to be paid back. Would hope government will create viable criteria on how it evaluates the projects. Needs a strategy.
- In terms of resources for the projects, expect to see a reduction in building (retail, hospitality, residential). Would see those workers being redeployed into the infrastructure area – ie civil contracting. May take some retraining to do this. Industry has been calling for this for a number of years.
- Businesses / retail - there will be a big change on how consumers purchase. Need to understand how online marketing operations will work. For a period there'll be a limit to numbers of people going into stores. Focus on 'buying local' to keep turnover. Interdependencies – look at local opportunities.
- Have also seen (globally) previously low profit margin / high volume turnover, plus focus on experience based shopping. With fewer people going into shops will need to look at how needs are met.

- Working from home element is being seen as option. May be opportunity for local community to attract people outside district to work here (from their home). But some things can't be automated – eg meatworks labourers.
- Lockdown provides opportunity to reflect on what importance is placed on (for example) working from home.
- Ashburton was in a good place pre-Covid with low unemployment.
- Where there is going to be a hit on the economy, there is in a sense very little that anyone can do about it. Once through response and into recovery phase it will be important to look at skills and ability to redeploy.
- Expect to see a state of flux / flexibility for businesses over the next 3-4 years. More potential for change behaviour to be retained for longer period – will be structural changes – a new economy / different vibe. Short term change in way of doing business will shift back, but expect some change to continue.
- Expectation is that people will have a greater propensity to save after the lockdown. For those who will lose jobs, where will that 10% of people across the country get work? Provides good opportunity for education – focus on increasing / changing skills. As well as that there's an opportunity to see increased levels of volunteering in the community. Keep people in a 'job ready' state.
- Likely to be some softness in the area of apprenticeships but there will be a need to bring in new workers / younger people. Likely to be more support for young people in the construction area (due to infrastructure increase). Will need to see, more than ever, co-ordination between education and industry – make sure there are clear pathways to ensure they have the skills for the area they know they are working towards.

The presenters were thanked and left the meeting at 10.23am.

## 6 **Economic Outlook – impacts of COVID-19**

Bevan Rickerby commented on the need to work locally with the migrants already here and on the “My next move” project. Regional leadership skills groups are being talked about and retraining will be paramount for people changing their work environments.

Currently webinars, hosted on Council's website, are being developed to assist the local business community. Topics include health and well-being and how to do business differently. A key part of this is the “Buy local – Canterbury open for business” campaign which is being facilitated by Council and local media, enabling local businesses to promote themselves without the cost of advertising.

The Communications Manager reported that the business directory website will allow engagement with businesses to start now. The marketing campaign will be highly visible across the district and will capture information such as discounts, promotions, whether or not a business is hiring.

**That** Council receives the economic outlook report.

McMillan/Lovett

Carried

## 7 **Crown Infrastructure Partners – shovel-ready projects**

The Group Manager Infrastructure Services reported that Crown Infrastructure Partners will be reviewing and seeking clarification on applications up until 27 April, after which Council could expect feedback on whether ADC's applications have been successful or not.

The Chief Executive acknowledged the work that was undertaken by staff over the Easter break to complete the detailed applications. The support from ACL who provided costing information is also appreciated.

**That** Council receives the 'shovel-ready' projects report.

Falloon/Braam

Carried

## 8 Local Government Funding Agency –Amendment to Security Deeds

**That** Council agrees to the requested amendments to the Local Government Funding Agencies foundation documents.

Falloon/Braam

Carried

## 9 COVID-19 Lockdown update

The Chief Executive reported that planning is underway around the de-escalation of alert levels and how Council as an organisation can respond to any change that may occur in the next 10 days.

There are 44 staff who have, or are continuing to work in redeployment during Level 4.

The Group Manager Business Support advised that the next rates notices will be sent at the end of April. There has been no demand for rates relief to date but there will be information about this with the rates notices and on Council's web site along with an online rates relief application form.

## Extraordinary Business – Council procurement –supporting local business

Cr Cameron asked if there's a way for Council to further support local business through its purchasing policy and suggested that a weighting of 10% be applied for smaller consumables – such as stationery.

The Strategy & Policy Manager advised that Council's procurement policy has a local value focus and requires that at least one quote be from a local business.

The Committee agreed to consider this further at the meeting on 23 April with a report on Council's procurement policy being provided.

## Business transacted with the public excluded – 11.13am

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
10	Confirmation of minutes 2/04/20 [now in open meeting] Award Contract Ashburton Business Estate – Development of stages A&B	Section 7(2)(h)	Commercial activities
11	Assessment of Effect of Rent Holidays	Section 7(2)(h)	Commercial activities

McMillan/Cameron

Carried

The Committee adjourned from 11.13am to 11.25am.

## Business transacted with the public excluded now in open meeting

### • Assessment of Effect of Rent Holiday

**That** Council adopts Option Two with rent relief at the rate of 50% where the tenant has no access to its leased premises, has requested relief, and meets the criteria including those tenants in Schedule B.

McKay/Letham

Carried

The meeting concluded at 12.06pm.

### **6. COVID-19 Response Committee – 23/04/20**

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Leen Braam, Carolyn Cameron, John Falloon, Rodger Letham, Lynette Lovett, Angus McKay, Liz McMillan, Diane Rawlinson and Stuart Wilson.

#### **In attendance**

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Brian Fauth (Roading Manager), Bevan Rickerby (Economic Development Manager), Ruben Garcia (Communications Manager),

Governance support: Aisling O'Reilly (meeting co-ordination) and Carol McAtamney (minutes).

#### **1 Apologies**

Nil.

#### **2 Extraordinary Business**

Nil.

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the COVID-19 Response Committee meeting held on 16 April 2020, be taken as read and confirmed.

McMillan/Lovett

Carried

#### **5 Draft Government Policy Statement and Draft NZ Rail Plan – proposed regional submissions**

The Committee agreed that Council will make its own submission. There was some concern that the draft plans had a focus on the larger cities and didn't take into account the additional costs in the regions where road transport is relied on. It was agreed that a submission from Council would better reflect the requirements of this district

Members of the Infrastructure Services Committee will be invited to meet with Neil McCann and Brian Fauth to prepare a submission that will be brought back to the Committee for approval.

**That** the matter lies on the table meanwhile.

Mayor/Cameron

Carried

#### **6 Economic development in a post COVID-19 environment**

**That** Council establishes a COVID 19 economic recovery advisory group to be chaired by the Mayor.

McKay/Braam

Carried

Draft terms of reference will be prepared for consideration on 7 May.

## 7 COVID-19 Lockdown update

- **Buy Local/Shop Local campaign**

A new website has been constructed for community businesses for a 'buy local/shop local campaign'. Local businesses can add their contact details and the status of their operations/services and advise the community how to access their services.

The Chief Executive reported that information is flowing from Central Government with details on how Council services will operate under Level 3 guidelines. The Library, Museum and EA Networks Centre will remain closed. Social distancing/hygiene will be to the forefront when attempting to get Council back to business as usual.

- **Infrastructure and Community Services**

Neil McCann reported

- Currently working with Envirowaste in regard to resource recovery park operations
- Intending to open services from Tuesday with restrictions to enable social distancing/contract tracing to ensure customers safety.
- Normal kerbside collection will also resume from Monday 27 April.

- **Regulatory & Environmental Services**

Jane Donaldson reported

- Building inspections will resume next week
- Civil Defence team have moved out of the Council Chamber into a meeting room in the administration building. Calls to the 0800 number for welfare support have reduced significantly.

- **People & Capability**

Sarah Mosley reported

- Open Spaces staff will be able to return to work under Level 3 lockdown
- Some EA Network Centre staff will be redeployed to undertake community services – meals on wheels/prescription deliveries etc.

- **Business Support**

Paul Brake reported

- Due to the administration building remaining closed at Level 3 lockdown options are currently being worked through for customers who would normally pay their rate instalments over the counter.

The Committee adjourned from 10.15am to 10.25am.

### **Business transacted with the public excluded – 10.25am**

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>8</b>	Confirmation of minutes 16/04/20 [now in open meeting] Assessment of effect of rent holiday	Section 7(2)(h)	Commercial activities
<b>9</b>	Health & Safety	Section 7(2)(a)	Protection of privacy of natural persons

Mayor/Rawlinson

Carried

The meeting concluded at 11.00am.



### **7. COVID-19 Response Committee – 30/04/20**

Minutes of the COVID-19 Response Committee meeting held on Thursday 30 April 2020, commencing at 9.00am, via Zoom.

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Rodger Letham, Lynette Lovett, Angus McKay, Liz McMillan, Diane Rawlinson and Stuart Wilson.

#### **In attendance**

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Toni Durham (Strategy & Policy Manager), Bevan Rickerby (Economic Development Manager), Rachel Sparks (Finance Manager), Ruben Garcia (Communications Manager).

Governance support: Aisling O'Reilly (Zoom co-ordination) and Phillipa Clark (Minutes).

#### **1 Apologies**

For lateness: Crs Carolyn Cameron (9.10am), John Falloon (9.20am) and Leen Braam.

#### **2 Extraordinary Business**

The Mayor advised that the matter of district tourism will be briefly discussed as the final item of in-committee business – Section 7(2)(i) commercial activities.

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the COVID-19 Response Committee meeting held on 23 April 2020, be taken as read and confirmed.

McMillan/Letham

Carried

#### **Environment Canterbury – departing Chief Executive**

The Mayor and Chief Executive welcomed Bill Bayfield, acknowledging the support he has given to councils within the region during his tenure as the Chief Executive of Environment Canterbury.

Mr Bayfield spoke briefly about the role he is taking up in Wellington as Chief Executive of the government's new water authority based in Wellington (Taumata Arowai).

The presentation concluded at 9.25am.

#### **5 Level 4 lockdown – financial implications**

**That** the Committee receives the Level 4 lockdown financial implications report.

Falloon/Lovett

Carried

## 6 Buying local – procurement processes

1. **That** Council directs officers to shop local where possible for the next twelve months, relative to the following table:

Expenditure type and procurement method	Local purchase requirement	Examples
<b>Very minor &lt;\$80.00</b> <ul style="list-style-type: none"> <li>No estimates or quotes required</li> </ul>	<ul style="list-style-type: none"> <li>Local suppliers must be preferred in all instances, exception being petty cash for work related travel costs such as parking or food purchases.</li> </ul>	<ul style="list-style-type: none"> <li>Supermarket purchases</li> <li>Greeting cards</li> <li>One-off stationery items</li> <li>Hardware, tools, batteries</li> <li>Vouchers</li> </ul>
<b>Minor \$81.00- \$10,000</b> <ul style="list-style-type: none"> <li>Verbal or written estimates</li> <li>Direct purchase in certain circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Local suppliers should be preferred where the estimate obtained is within 5% of the most competitive estimate (and can be met from within budgets).</li> </ul>	<p>Examples where local always preferred:</p> <ul style="list-style-type: none"> <li>Catering</li> <li>Services such as plumbers, electricians and builders</li> </ul> <p>Examples where local should preferred:</p> <ul style="list-style-type: none"> <li>Printing (small batch)</li> </ul> <p>No requirement to procure local</p> <ul style="list-style-type: none"> <li>Whole of government contracts</li> </ul>
<b>Moderate \$10,000 - \$74,999</b> <ul style="list-style-type: none"> <li>Written quotes or estimates</li> <li>Direct purchase in certain circumstances</li> </ul>	<ul style="list-style-type: none"> <li>The local value principle should be prioritised, however the best overall deal for the ratepayer should be the priority (met from within budgets).</li> <li>NZTA Procurement rules apply to all NZTA subsidised works.</li> </ul>	<ul style="list-style-type: none"> <li>Printing (large batch)</li> <li>Professional services such as Annual Residents Survey</li> </ul> <p>No requirement to procure local</p> <ul style="list-style-type: none"> <li>Whole of government contracts (Hertz Rental agreement)</li> </ul>
<b>High \$75,000 +</b> <ul style="list-style-type: none"> <li>Open tender</li> <li>Closed tender in certain circumstances</li> </ul>	<ul style="list-style-type: none"> <li>No additional requirement to prefer local suppliers (however, local value is one principle under consideration).</li> <li>NZTA Procurement rules apply to all NZTA subsidised works.</li> </ul>	<p>No requirement to procure local</p> <ul style="list-style-type: none"> <li>Existing standing contracts</li> <li>Whole of government contracts (stationery, vehicles etc)</li> </ul>

2. **That** officers assess 'local value' for businesses within Ashburton District who contribute to the local economy through any of the following:

- provide local employment,
- use local suppliers/subcontractors/services,
- manufacture/produce locally,
- add value locally (promote local well-being),
- build local capacity - train and develop locals, and/or
- look for local innovative solutions.

Lovett/Falloon

Carried

## 7 Elected members' remuneration

**That** Council receives the Remuneration Authority's correspondence of 22 April 2020.

McMillan/Rawlinson

Carried

## 8 Financial variance report

**That** the March 2020 variance report be received.

Falloon/Cameron

Carried

## 9 Covid-19 lockdown update

The Chief Executive reported that moving to Level 3 has allowed staff in the Open Spaces team to return to work. Library and Museum staff have also returned to some degree of work but the buildings remain closed to the public.

The administration office remains closed until Level 2 restrictions are put in place. The safe systems approach will continue in Levels 3 and 2.

Redeployment of staff continues with staff made available to the government agencies involved in the welfare response and social recovery. The 0800 number is still being manned by call centre staff.

The Mid Canterbury 'Open for Business' website is off to a very good start with over 100 businesses registered as of yesterday.

Construction activity is underway with work resuming on the CBD upgrade and River Crossing projects as well as water maintenance and roading.

### Business transacted with the public excluded – 10am

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
10	Confirmation of minutes 23/04/20	Sections 7(2)(h) & (a)	Commercial activities Protection of privacy natural persons
11	Library & Civic Centre PCG 20/04/20	Section 7(2)(h)	Commercial activities
12	Land Purchase	Section 7(2)(h)	Commercial activities
13	Community Grants 2020-21	Section 7(2)(h)	Commercial activities
14	Sport NZ Rural Travel Fund 2019-20	Section 7(2)(h)	Commercial activities

McMillan/Cameron

Carried

The Committee adjourned from 10am to 10.08am.

### Business transacted with the public excluded now in open meeting

- Allocation of Sport NZ Rural Travel Fund 2019-20**

**That** Council allocates **\$13,000** in Sport NZ Rural Travel Fund funding for 2019/20, as per the following table.

Sporting group	Team	Grant
Ashburton Celtic Rugby Football Club	Football teams	\$1,785
Ashburton College	Basketball teams	\$1,925
Ashburton College Cricket Club	Cricket teams	\$830
Ashburton College	Boys 1 <sup>st</sup> XI hockey team	\$570
Ashburton College	Netball teams	\$850
Ashburton College	AshColl / Mt Hutt Combined Girls' Rugby 1 <sup>st</sup> XI	\$945
Ashburton College	AshHutt Boys' U15 Rugby	\$465
Methven Hockey Club	Hockey teams	\$1,800
Mid Canterbury Hockey	Allenton, Tinwald & Wakanui hockey teams	\$1,325

Ashburton College	MC Combined Boys' 1 <sup>st</sup> XV Rugby	\$920
Mount Hutt College	Basketball, Ripa Rugby	\$900
Rakaia Hockey Club	Hockey teams	\$685
<b>TOTAL</b>		<b>\$13,000</b>

Falloon/Letham

Carried

The meeting concluded at 12.06pm.

### **8. COVID-19 Response Committee – 7/05/20**

Minutes of the COVID-19 Response Committee meeting held on Thursday 7 May 2020, commencing at 9.30am, via Zoom.

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Rodger Letham, Lynette Lovett, Angus McKay, Liz McMillan, Diane Rawlinson and Stuart Wilson.

#### **In attendance**

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Bevan Rickerby (Economic Development Manager), Ruben Garcia (Communications Manager).

Governance support: Aisling O'Reilly (Zoom co-ordination) and Phillipa Clark (Minutes).

#### **1 Apologies**

Cr Diane Rawlinson (lateness)

Sustained

#### **2 Extraordinary Business**

**That** pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following item be introduced as extraordinary business:

- Youth Council

Cameron/Falloon

Carried

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the COVID-19 Response Committee meeting held on 30 April 2020, be taken as read and confirmed.

Letham/Cameron

Carried

#### **5 Terms of Reference – Covid-19 Economic Recovery Advisory Group**

Bevan Rickerby reported there has been good response from the local business community with representation confirmed for all but one area. It is anticipated that a rep from the agriculture business sector will be soon known.

The advisory group's first meeting is scheduled for Wednesday 13 May.

Cr Rawlinson joined the meeting at 9.34am.

**That** the Terms of Reference for the Covid-19 Economic Recovery Advisory Group be adopted.

McKay/Braam

Carried

## 6 Draft Government Policy Statement and Draft NZ Rail Plan

**That** this matter be uplifted for discussion from the 23/04/20 Committee meeting.

Cameron/Braam

Carried

The Mayor referred to the submissions prepared by the Transport Officers Group, on behalf of the Regional Transport Committee. Additional comment from Ashburton District Council will be captured when the Mayor presents to the Regional Transport Committee for sign-off on 11 May –

*Ashburton District Council is comfortable supporting the Regional Transport Committee's submission to the draft Government Policy Statement on Land Transport and the New Zealand Rail Plan, but is seeking that the following context is included. Outside of Christchurch, Canterbury is undoubtedly a 'food bowl' economy for New Zealand and internationally. The contribution to the regional economy by the agriculture and food production sector is significant.*

*As such, the submission to government needs to express the rural concern that the shift of focus to urban rail projects must not come at the expense of maintaining the current local road networks. Given the importance of transport to move rurally produced good to markets, consideration should be given to investing in rail to transport freight and goods around New Zealand, rather than just focusing on urban rail for urban residents.*

**That** Council endorses the proposed regional submissions to the draft Government Policy Statement on Land Transport and the NZ Rail Plan with additional comment to be presented by the Mayor at the Regional Transport Committee meeting on 11 May 2020.

Rawlinson/Braam

Carried

## 7 ADC Treasury (Bancorp) Report

**That** the March 2020 Bancorp report be received.

Falloon/Cameron

Carried

## Extraordinary Business

### Youth Council

Cr Lovett reported that the Youth Council met yesterday and agreed to a programme of social media posts that will take place during Youth Week (9-17 May). The posts will include a focus on mental and physical well-being and adapting to change.

Youth Councillors are continuing to plan for Bite Nite and the Mountain Festival at ATEC. They are also planning to promote the Ashburton domain development plan and speed limit review consultation documents to College students to encourage their feedback.

**That** the Youth Council update be received.

Lovett/Cameron

Carried

### Social recovery

The Mayor asked whether Council has an ongoing role in the community's social recovery post-Covid and if any thought has been given to establishing a social well-being advisory group.

The Chief Executive confirmed this is a focus for a number of agencies and local government; there has been some debate around whether it should be through civil defence (short-term), controlled from Wellington, or managed at a regional or district level. There is no clarity yet on what the overlaying structure would be.

Cr McMillan suggested the possibility of Safe Communities filling the role of co-ordinating a local response which would avoid the need to create another group.

It was agreed that a report will be provided to the Committee on 14 May, to consider whether Council has an ongoing role in community welfare and how this could be managed.

**Business transacted with the public excluded – 10am**

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>8</b>	Confirmation of minutes 30/04/20	Sections 7(2)(h)	Commercial activities

Mayor/Cameron

Carried

There being no resolutions passed the Committee resumed in open meeting and concluded at 10.04am.

### **9. COVID-19 Response Committee – 14/05/20**

Minutes of the COVID-19 Response Committee meeting held on Thursday 14 May 2020, commencing at 9.30am, via Zoom.

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Leen Braam, Carolyn Cameron, John Falloon, Lynette Lovett, Angus McKay, Liz McMillan and Stuart Wilson.

#### **In attendance**

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Bevan Rickerby (Economic Development Manager), Ruben Garcia (Communications Manager), Andy Guthrie (Assets Manager).

Governance support: Aisling O'Reilly (Zoom co-ordination) and Carol McAtamney (Minutes).

#### **1 Apologies**

Councillors Rodger Letham and Diane Rawlinson

Sustained

#### **2 Extraordinary Business**

Nil.

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the COVID-19 Response Committee meeting held on 7 May 2020, be taken as read and confirmed.

Cameron/Lovett

Carried

#### **5 Ashburton Water Zone Committee 2019 Annual Report**

Bill Thomas joined the meeting at 9.35am and worked through the Ashburton Water Zone Committee 2019 Annual report.

**That** the Ashburton Water Zone Committee 2019 Annual Report be received.

Lovett/McKay

Carried

#### **6 Covid-19 Social Recovery Advisory Group**

A report was prepared to consider whether there was a need for Council to establish a community social recovery advisory group following the effects Covid-19 has had on the district.

The Chief Executive advised that following investigations it was considered that the existence of Safer Communities provides support in this area.

##### **1. That Council:**

##### **1.1 Receives** the report



- 1.2 **Acknowledges** that Council's Civil Defence welfare response currently ends 90 days after the emergency is declared over, although is subject to Government review and associated uncertainty.
- 1.3 **Acknowledges** the existence and capability of Safe Communities, and subject to close liaison and communication with Safe Communities, does not establish a separate Social Recovery Advisory Group.
- 1.4 **Monitors** the situation in terms of the social recovery needs of the Ashburton District arising from Covid-19 via a strong connection to Safe Communities, and has an open mind to altering the manner it supports the social recovery of the District in the future, subject to a specific decision of Council to do so.

McMillan/Falloon

Carried

**7 LGNZ Three Year Business Plan 2020**

**That** Local Government New Zealand Business Plan 2020/21 – 2022/23 be received.

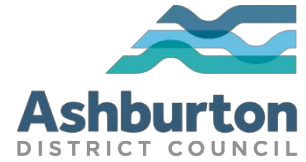
McKay/Cameron

Carried

The meeting concluded at 10.00am.

## COVID-19 Response Committee

18 May 2020



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### ***10. COVID-19 Response Committee – 18/05/20***

**ITEM WITHDRAWN FROM THIS AGENDA**

21 May 2020

## ***11. Dog Control Services – fees and charges for registration period 1/07/20 to 30/06/21***

Author *Rick Catchpowle, Environmental Monitoring Manager*  
GM Responsible *Jane Donaldson, GM Strategy and Compliance*

### **Summary**

- The purpose of this report is to recommend that the proposed dog registration and control fees and charges be accepted and set for the period 1 July 2020 to 30 June 2021.

#### **Recommendations**

1. That Council adopts the dog registration and control fees and charges for 2020/21 as set out in Appendix 1.
2. That the dog registration and control fees and charges for 2020/21 are publically notified.

### **Appendices**

**Appendix 1:** Proposed fees and charges 2020/21

## Background

1. Section 37 of the Dog Control Act 1996 requires Territorial Authorities to prescribe reasonable dog registration and control fees plus associated penalties for the registration year.
2. TAs are also required, at least once during the month preceding the start of the registration year on 1 July, to publically notify in a newspaper circulating in its district, the dog control fees fixed for the registration year. A decision on the fees is therefore required ahead of Council's adoption of the Annual Plan.
3. While TAs are required to set fees for the registration year, staff have been mindful of the financial impact Covid 19 has had, and will continue to have on dog owners, and therefore recommend that the dog control fees for 2020/21 are only increased by 2.2% , as previously agreed at the budget workshops in February 2020.
4. As further agreed at the budget workshops, it is recommended that the 2.2% increase is not applied to the fee for microchipping, to help provide an incentive for dog owners to ensure their dogs are microchipped as required.
5. The Impounding Act 1955 does not require TAs to prescribe fees and charges for stock impoundings in the same manner as the Dog Control Act 1955. Stock control fees are therefore not subject to this report but, as also discussed at the budget workshops, have been recommended for an increase in Council's overall fees and charges for 2020/21 to better reflect the work involved with stock control and bring Council fees more in line with neighbouring authorities.

## Options analysis

### Option 1 – Maintain the Status Quo

6. Council could decide to leave the dog registration fees at the 2019-20 levels. This would impact on revenue for the activity and would breach Council's Revenue and Finance Policy. It is also at odds with a previous Council direction to increase all fees and charges by 2.2% annually. This is not the recommended option.

### Option 2 – Increase the 2020/21 Dog Control fees

7. This is the recommended option. This would see Council increase the dog fees for 2020/21 by 2.2%, apart from micro-chipping fees, as per the discussion with Council through the budget workshops in February 2020. The proposed dog fees are attached in Appendix 1 of this document.

## Legal/policy implications

8. The Dog Control Act 1996 requires TAs to prescribe reasonable dog registration and control fees plus associated penalties for each registration year, and to publically notify those fees and charges set.
9. Given the statutory requirement to set dog control fees and charges it is likely that requirements to register a dog could be challenged and any associated penalties could be equally disputed.

## Financial implications

10. By not setting dog control fees the loss of dog control income could be substantial and would impact on rates. This would be in breach of Council's Revenue and Finance Policy which determines how each activity and service is funded.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Low – Not significant
Level of <i>engagement</i> selected	Inform
Rationale for selecting level of engagement	Council will notify the community of the 2020/21 dog control fees using typical media channels.
Reviewed by Strategy & Policy	Toni Durham: Strategy and Policy Manager

## Appendix 1: Proposed Fees and Charges:

### Fees and Charges 2020/21

#### Animal control

Dog control fees are charged under the Dog Control Act 1996.

- Stock control fees are charged separately under the Impounding Act 1955

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
<b>21.1</b>	<b>Dog registration fees</b>		
	<b>Rural dogs*</b>		
	Rural (per 1 <sup>st</sup> and 2 <sup>nd</sup> dog)	\$54.00	\$55.00
	Rural (per subsequent dog)	\$27.00	\$28.00
	Late registration penalty fee – rural	\$27.00	\$28.00
	Menacing dog – rural	\$54.00	\$55.00
	Dangerous dog – rural	\$81.00	\$83.00
	<b>Urban dogs</b>		
	Urban un-neutered dog	\$83.00	\$85.00
	Urban de-sexed dog	\$54.00	\$55.00
	Urban de-sexed dog fee reductions will only be given at the commencement of the registration year and upon receipt of a veterinarian's certificate.		
	Late registration penalty fee – urban	\$41.00	\$42.00
	Menacing dog – urban	\$83.00	\$85.00
	Dangerous dog – urban	\$124.00	\$127.00
	Disability assist dogs	Free	Free
	Responsible dog owners (per dog)	\$49.00	\$50.00
	Penalty fee for late registration of urban desexed dogs	\$27.00	\$28.00
	Licence to keep three or more dogs (urban)	\$46.00	\$47.00

	Renewal of licence to keep three or more dogs	\$24.00	\$25.00
	Micro-chip fee per dog <sup>(H)</sup>	\$16.00	\$16.00
Dog owners are advised that the fees set out above become due for payment on 1 July each year.			
* Rural fees apply to all dogs that are kept on properties within the Rural A, B & C Zones of the Ashburton District Plan. For all other zones the urban dog registration fee will apply.			
<b>21.2</b>	<b>Impounding fees – dogs</b>		
	First offence	\$82.00	\$84.00
	Second or more offence (per offence)	\$204.00	\$208.00
	Microchip fee <sup>(H)</sup>	\$16.00	\$16.00
	Daily sustenance fee – charged on impound and every 24 hours thereafter	\$16.00	\$16.00
<b>21.3</b>	<b>Impounding fees – stock (Impounding Act 1955)</b>		
	Stock call-out fee <sup>(H)</sup>	\$54.00	\$120.00
	Impounding fee per head (when stock have to be transported to alternative area for impounding)	\$54.00	\$100.00
	Daily sustenance fee	At cost	At cost

## 12. IANZ Accreditation Audit

Author	<i>Michael Wong, Building Services Manager</i>
Activity Manager	<i>Michael Wong, Building Services Manager</i>
Group Manager responsible	<i>Jane Donaldson, Group Manager Strategy &amp; Compliance</i>

### Summary

- Council had its bi-annual accreditation assessment audit from 11 February to 14 February 2020. International Accreditation New Zealand (IANZ) identified twenty general non-compliances that Council has to clear prior to its accreditation certificate being renewed. Council has until 2 June 2020 to achieve this.

#### Recommendation

1. **That** Council receives the IANZ report.
2. **That** Council be notified when the non-compliances are cleared by IANZ.

## Appendices

**Appendix 1:** IANZ assessment report



## Background

### The Process/History of Accreditation

1. From 31 March 2009, only registered Building Consent Authorities (BCAs) have been permitted to perform building consenting and certifying functions in terms of the Building Act 2004.
2. The Ministry for Business, Innovation and Employment (MBIE) has published regulations and criteria for accrediting Building Consent Authorities. IANZ is currently contracted by MBIE to undertake the assessments of Building Consent Authorities against these criteria for registration by MBIE.
3. The Building (Accreditation of Building Consent Authorities) Regulations 2006 require Building Consent Authorities to have appropriate policies, systems and procedures in writing that record how it ensures that it implements effective policies, procedures and systems. They also require each BCAs to record the key decisions it makes, the reasons for them, and the outcomes and actions of those decisions.
4. The assessment audit is carried out every two years to check compliance against the Regulations.
5. Following the assessment audit, a report is provided to Council with any non-compliances that need to be completed prior to accreditation being renewed for a further two year period. Failure to answer the non-compliances satisfactorily may result in Council losing its accreditation.
6. In July 2017 there were some new regulations introduced and the format of the assessment was changed to a more stringent procedure. Corrective action requests became serious or general non-compliances.

### The 2020 Accreditation Assessment

7. The assessment report (attached) shows we received no 'serious' non-compliances (1 last time), 20 'general' non-compliances (21 last time), 2 recommendations (4 last time) and 2 advisory notes (0 last time). Like the last assessment, there were no technical non-compliances with all of the non-compliances relating to administrative matters. Disappointingly one of the non-compliances related to staff qualifications – this part of the regulations has changed since the last assessment where all staff complied but now three are deemed to no longer hold an appropriate qualification which they now have to achieve. To date, we have submitted 13 of the 20 non-compliance responses and the final seven responses to be submitted by 25 May.

## Legal/policy implications

### Building Act 2004

8. The following sections of the Building Act 2004 relate to the Council as a Building Consent Authority.

Section 212 Territorial authority must act as a building consent authority for its district

[http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM307853.html?search=sw\\_096be8ed81969f68\\_accredit\\_25\\_se&p=1](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM307853.html?search=sw_096be8ed81969f68_accredit_25_se&p=1)

Section 215 Territorial authority must gain accreditation and be registered

[http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM307858.html?search=sw\\_096be8ed81969f68\\_accredit\\_25\\_se&p=1](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM307858.html?search=sw_096be8ed81969f68_accredit_25_se&p=1)

Section 251 Criteria for accreditation

[http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM308217.html?search=sw\\_096be8ed81969f68\\_accredit\\_25\\_se&p=1](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM308217.html?search=sw_096be8ed81969f68_accredit_25_se&p=1)

Section 254 Revocation of accreditation

[http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM308221.html?search=sw\\_096be8ed81969f68\\_accredit\\_25\\_se&p=1](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM308221.html?search=sw_096be8ed81969f68_accredit_25_se&p=1)

## Financial implications

9. Accreditation assessments: the building services team budgets are set every two years at approximately \$24,000 for the assessment to be undertaken. This expenditure is offset through a BCA accreditation levy collected on building consents at a rate of \$0.50 per \$1,000 value of consented works over \$20,000.
10. Non compliances: the non-compliance received for having three staff not holding a suitable diploma or degree will be paid for out of the building services team training budget over the next three years.
11. Accreditation revoked: The financial implications to Council would be the costs of having neighbouring councils provide supervision for every facet of the Building Consent Authority functions until such time that our accreditation is renewed.

## Significance and engagement assessment

12. This report is not considered significant and is of low significance. This will only become a significant matter if Council fails to renew its accreditation.



**BUILDING CONSENT AUTHORITY ACCREDITATION  
ASSESSMENT REPORT**

**ASHBURTON DISTRICT COUNCIL**

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## INTRODUCTION

This report relates to the accreditation assessment of the Ashburton District Council (ADC) Building Consent Authority (BCA) which took place during February 2020 to determine compliance with the requirements of the *Building (Accreditation of Building Consent Authorities) Regulations 2006* (the Regulations).

This report is based on the document review, witnessing of activities and interviews with the BCA's employees and contractors undertaken during the accreditation assessment.

A copy of this report, and subsequent information regarding progress towards clearance of non-compliance/s, will be provided to the Ministry of Business, Innovation and Employment (MBIE) in accordance with International Accreditation New Zealand's (IANZ) contractual obligations. This report may also be made publicly available by the BCA as long as this is not done in a way that misrepresents the content within. It may also be released under the Local Government Meetings and Official Information Act 1987 consistent with any ground for withholding that might be applicable.

## ACCREDITATION FEEDBACK AND CONTINUING ACCREDITATION

Accreditation is a statement, by IANZ, that your organisation complies with the Regulations and MBIE BCA accreditation scheme guidance documents (as relevant). Where non-compliance with the Regulations has been identified, the Act requires that it must be addressed.

This accreditation assessment found that the BCA was non-compliant with a number of accreditation requirements as detailed below. The non-compliances identified must be addressed before accreditation is continued.

### Summary of the non-compliances identified during the assessment

**Action Plan:** Your non-compliances with the Regulations have been summarised and recorded in detail in this report. Please complete the Record of Non-compliance table/s detailing your proposed corrective actions and the evidence that will be provided, and forward a copy to IANZ. This plan of action must be provided to IANZ by 1/04/2020. for IANZ review and acceptance.

**Evidence of addressing non-compliances:** Evidence, as described in your action plan, must be supplied to IANZ to demonstrate that you have addressed your non-compliances. All non-compliances must be finally addressed and cleared by 2/06/2020. To maintain accreditation you must provide evidence of the actions taken to clear non-compliance to IANZ within the required timeframe. Please allow at least 10 working days for IANZ to respond to any submitted material and allow sufficient time after submission of your evidence in case further evidence is required.

If you do not agree with the non-compliances identified, or if you need further time to address non-compliances, please contact the Lead Assessor as soon as possible. Where you are seeking an extension to an agreed timeframe to address a non-compliance, your Chief Executive is required to make a formal request for an extension of the timeframe. These will only be granted for unpredictable and unmanageable reasons.

If you have a complaint about the assessment process, please refer the BCA Accreditation disagreements guidance which can be found [here](#).

### Summary of the good practice and performance identified during the assessment



This accreditation assessment found the following aspects of the BCA's operations of particular note as good practice and/or performance which should be maintained:

- The BCA's systems were well structured and generally well implemented
- The BCA's staff were working well as a team, and were open and communicative

## **NEXT ACCREDITATION ASSESSMENT**

Unless your BCA undergoes a significant change, requiring some form of interim assessment, or the BCA is unable to clear the identified non-compliances within the agreed timeframe, the next assessment of the BCA is planned for February 2022. You will be formally notified of your next assessment six weeks prior to its planned date.

## ASSESSMENT SUMMARY

ORGANISATION DETAILS							
<b>Organisation:</b>		Ashburton District Council					
<b>Address for service:</b>		5 Baring Square West, Ashburton, 7740					
<b>Client Number:</b>	7476	<b>Accreditation Number:</b>	64				
<b>Chief Executive:</b>		Hamisch Riach					
<b>Chief Executive Contact Details:</b>		<a href="mailto:Hamisch.riach@adc.govt.nz">Hamisch.riach@adc.govt.nz</a>					
<b>BCA Responsible Manager:</b>		Kate Green					
<b>BCA Responsible Manager Contact Details:</b>		<a href="mailto:kate.green@adc.govt.nz">kate.green@adc.govt.nz</a>					
<b>BCA Authorised Representative:</b>		Michael Wong					
<b>BCA Authorised Representative Contact Details:</b>		<a href="mailto:Michael.wong@adc.govt.nz">Michael.wong@adc.govt.nz</a>					
<b>BCA Quality Manager:</b>		Michael Wong					
<b>BCA Quality Manager Contact Details:</b>		<a href="mailto:Michael.wong@adc.govt.nz">Michael.wong@adc.govt.nz</a>					
<b>Number of BCA FTEs</b>	<b>Technical</b>	8	<b>Admin support</b>	4			
<small>Total FTEs should = technical FTEs + admin FTEs + vacancies</small>	<b>Vacancies (Technical)</b>	0	<b>Vacancies (Admin)</b>	0			
<b>BCA Activity during the previous 12 months</b>		<b>Building Consents</b>					
		<b>R1</b>	532	<b>R2</b>	17	<b>R3</b>	13
		<b>C1</b>	66	<b>C2</b>	3	<b>C3</b>	2
		<b>CCCs</b>			901		
		<b>New compliance schedules</b>			66		
		<b>BCA Notices to Fix</b>			20		
ASSESSMENT TEAM							
<b>Assessment Date:</b>		11 February 2020 to 14 February 2020					
<b>Lead Assessor:</b>		Peter Wakefield					
<b>Lead Assessor Contact Details:</b>		<a href="mailto:pwakefield@ianz.govt.nz">pwakefield@ianz.govt.nz</a>					
<b>Technical Experts:</b>		Phil Judge					
<b>MBIE observer/s:</b>		None					
ASSESSMENT FINDINGS							
		<b>This assessment:</b>		<b>Last assessment:</b>			
<b>Total # of "serious" non-compliances:</b>		0		1			
<b>Total # of "general" non-compliances:</b>		20		21			
<b>Total # of non-compliances outstanding:</b>		16		14			
<b>Recommendations:</b>		2		4			
<b>Advisory notes:</b>		2		0			
<b>Date clearance plan required from BCA:</b>		1 April 2020					
<b>Date non-compliances must cleared:</b>		2 June 2020					
NEXT ASSESSMENT							
<b>Recommended next assessment type:</b>		Full assessment					
<b>Recommended next assessment date:</b>		February 2022					
IANZ REPORT PREPARATION							
<b>Prepared by: Peter Wakefield</b>		<b>Signature:</b> 					
<b>Checked by: Adrienne Woollard</b>		<b>Signature:</b> 					
<b>IANZ Report Preparation Date:</b>		24 February 2020					

## ASSESSMENT OBSERVATIONS

### REGULATION 6A NOTIFICATION REQUIREMENTS

Non-compliance? Y/N	No
Non-compliance number/s:	-
Opportunities for improvement? Y/N	Yes
Number of recommendations:	1
Recommendation number/s:	R1
Number of advisory notes:	0
Advisory note number/s:	-
<b>Observations and comments, including good practice and performance</b>	
<p>Procedures address requirements and had been effectively implemented.</p> <p>The web page link for Regulation 6A in the BCA's system currently goes to a header page and not directly to the correct section. The BCA is recommended to amend the link so that it goes directly to the correct section of the Building Performance web site. <b>See Recommendation R1.</b></p>	

### REGULATION 7 PERFORMING BUILDING CONTROL FUNCTIONS

#### Regulation 7(2)(a): providing consumer information

Non-compliance? Y/N	Yes – Resolved on-site
Non-compliance number/s:	GNC 1
Opportunities for improvement? Y/N	No
Number of recommendations:	0
Recommendation number/s:	-
Number of advisory notes:	0
Advisory note number/s:	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA's documented consumer information generally addressed requirements, but was not correct in the following cases:</p> <ol style="list-style-type: none"> <li>1) The consumer information provided indicated that the processing clock would only start once all requested information was correct. This was not accurate as all information needs to be supplied, not necessarily correct.</li> <li>2) The consumer information indicated that the Form 5 statement on construction, alteration, demolition or removal not being in breach of any other Act was a condition of the consent which was not correct.</li> </ol> <p>The above issues were raised as <b>GNC 1 which were resolved on-site</b> with amended consumer information.</p>	



**Regulation 7(2)(b)-(c), and 7(2)(d)(i): receiving, checking and recording applications**

<b>Non-compliance? Y/N</b>	Yes – Resolved on-site
<b>Non-compliance number/s:</b>	GNC 2
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had generally appropriate procedures for receiving, checking and recording applications. However, the BCA's Form 2 for Solid Fuel Heaters did not comply with the Forms Regulations. Form 2 was not stated on it. This was raised as <b>GNC 2 which was resolved on-site</b> with a revised form.</p>	

**Regulations 7(2)(d)(ii): assessing applications**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had a suitably documented procedure for assessing applications. This was appropriately implemented.</p>	

**Regulations 7(2)(d)( iii): allocating applications**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 3
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
The BCA had an appropriate procedure for allocation of work. However, the BCA did not always categorise buildings correctly. <b>See GNC 3.</b>	

**Regulation 7(2)(d)(iv): processing building consent applications**

<b>Non-compliance? Y/N</b>	Yes – Partly resolved on-site, see record of GNC for details
<b>Non-compliance number/s:</b>	GNC 4
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had a documented procedure for processing of building consents. RFIs were clearly communicated, and building consents were processed within required timeframes.</p> <p>A number of issues were identified:</p> <ol style="list-style-type: none"> <li>1) The BCA was not adequately recording the consideration/acceptance of proposed performance standards for specified systems, along with their corresponding inspection, maintenance and reporting requirements, when processing applications. <b>See GNC 4.</b></li> <li>2) The BCA's documented procedure did not cover Section 116A subdivision of a building or part of a building <b>See GNC 4.</b></li> <li>3) The BCA's documented procedure (BC2) contained incorrect wording in relation to the issuing of the compliance schedule with the Building Consent rather than the CCC. <b>See GNC 4.</b></li> <li>4) The BCA's waivers and modifications procedure only discussed B2 Durability but no other applicable clauses. <b>This part of GNC 4 was resolved on-site</b> with a revised procedure.</li> <li>5) The BCA's documented procedure was not clear in relation to what conditions could be put on a Building Consent, e.g. Sections 67,72,75,90 and 113. <b>This part of GNC 4 was resolved on-site</b> with a revised procedure.</li> </ol>	

**Regulation 7(2)(d)(v): granting and issuing consents**

<b>Non-compliance? Y/N</b>	Yes – Partly resolved on-site, see record of GNC for details
<b>Non-compliance number/s:</b>	GNC 5
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p><b>Compliance with Form 5</b></p> <p>The BCA's documented systems contained a number of inconsistencies or erroneous requirements, namely:</p> <ol style="list-style-type: none"> <li>1) The documented procedure (BC3) did not require performance standards to be recorded on building consents containing compliance schedules (New and amended) <b>See GNC 5.</b></li> <li>2) The BCA's Form 5 did not align with the Forms Regulations in relation to "A compliance schedule is required", the BCA's current statement on the form indicates that "the compliance schedule is adequate". <b>See GNC 5.</b></li> <li>3) Form 5's issued (Implementation) sometimes did not include specified systems or their performance standards. <b>See GNC 5.</b></li> <li>4) Section 39 for Heritage buildings was shown as a condition when it should be a notification only. <b>This part of GNC 5 was resolved on-site</b> with a revision of the BCA's procedure.</li> </ol> <p><b>Lapsing</b></p> <p>The BCA's documented procedure and implementation were appropriate.</p> <p><b>Compliance with statutory timeframes</b></p> <p>Compliance with the building consent processing timeframes were recorded. The BCA was seen to substantially meet statutory timeframes.</p>	

**Regulation 7(2)(e): planning, performing and managing inspections**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>Inspections were planned as part of processing.</p> <p>Site visits were undertaken during the assessment to observe building inspections being carried out, with the IANZ Technical Expert concluding that the inspections had been completed competently. Inspection records were being well maintained and to a good level of coverage of the inspection observations and decisions.</p>	

**Regulation 7(2)(f): code compliance certificates, compliance schedules and notices to fix**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 6
<b>Opportunities for improvement? Y/N</b>	Yes
<b>Number of recommendations:</b>	1
<b>Recommendation number/s:</b>	R2
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p><b>Application for a code compliance certificate</b></p> <p>The BCA's documented procedure (BI4) contained a number of inconsistencies or erroneous requirements, namely:</p> <ul style="list-style-type: none"> <li>• Procedure refers to repealed Section 92(3),</li> <li>• Procedure incorrectly requires all documentation to be present when Section 92 only requires Form 6 together with Records of Work and Energy Certificate if appropriate,</li> <li>• Starting of processing clock on receipt of a complete application not clearly stated and</li> <li>• Not starting the clock until a final inspection has been carried out. <b>See GNC 6.</b></li> </ul> <p><b>24 month CCC decision</b></p> <p>Procedures addressed requirements. The BCA had been making the decision to issue/not issue CCC (within 20 working days) at 24 months where there had been no application for CCC.</p> <p><b>Compliance with statutory timeframes</b></p> <p>CCC processing within the 20 day clock had met statutory requirements.</p> <p><b>Compliance schedules</b></p> <p>A number of issues relating to Compliance Schedules were noted:</p> <ul style="list-style-type: none"> <li>• Compliance Schedules did not always describe the location details for specified system elements. <b>See GNC 6.</b></li> <li>• Incorrect performance standards were sometimes being referenced. E.g. C/AS1, superseded versions of standards, non-existent standards, or indicating an acceptable solution as the building code. <b>See GNC 6.</b></li> <li>• Performance standards were not always specifically defined – versions were not being stated. <b>See GNC 6.</b></li> </ul> <p>The BCA is recommended to review and amend its process for numbering page numbers for attached documentation to compliance schedules so that all pages fall within a stated page number range for the entire document. This is to ensure that IQPs always have the entire document. <b>See Recommendation R2.</b></p> <p><b>Notices to fix</b></p> <p>The BCA had documented an appropriate procedure for issue of Notices to Fix (NTF).</p> <p>NTF forms issued met the requirements of the Forms Regulations.</p>	

**Regulation 7(2)(g): customer inquiries**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
The BCA had documented its procedure for management of enquiries. Implementation of this procedure appeared to have been appropriate.	

**Regulation 7(2)(h): customer complaints**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
Procedures for complaint receipt, recording and management were appropriate. Complaints had been recorded and were well managed.	

**REGULATION 8 ENSURING ENOUGH EMPLOYEES AND CONTRACTORS****Regulation 8(1): forecasting workflow**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had undertaken a review of the volumes of work carried out, together with any known pressures. It had also made a forecast of upcoming consenting, inspection and compliance work. Procedures for forecasting workflow were appropriate and effectively implemented.</p>	

**Regulation 8(2): identifying and addressing capacity and capability needs**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had an appropriate documented procedure to consider its capacity and capability. The BCA had undertaken an annual analysis process to consider its capacity and capability, and to determine how to address any identified gaps. The BCA employed a contractor to assist the BCA in processing capability.</p> <p>Compliance with the building consent, inspection and CCC timeframes were recorded. The BCA was seen to substantially meet statutory timeframes.</p>	

**REGULATION 9 ALLOCATING WORK**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 7
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had not always correctly implemented its processes for allocation in the following cases:</p> <ol style="list-style-type: none"> <li>1) Work had been allocated to a BCO without appropriate competency with no records of supervision being kept. <b>See GNC 7.</b></li> <li>2) Examples of Building Consent applications being incorrectly categorised were noted, which meant that the assigned BCO was not always competent. <b>See GNC 7.</b></li> </ol>	

**REGULATION 10 ESTABLISHING AND ASSESSING COMPETENCY OF EMPLOYEES****Regulation 10(1) and (3): assessing prospective employees**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had documented an appropriate procedure for assessing the competence of prospective employees.</p>	



**Regulation 10(2) and (3): assessing employees performing building control functions**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNCs 8 to 13
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>Competency assessments were seen to have been completed, with records maintained.</p> <p>The BCA's Competence Assessments did not always refer to actual examples of competency that were within the past 12 months for each building category of competency claimed. <b>See GNCs 8 to 13.</b></p>	

**REGULATION 11 TRAINING EMPLOYEES DOING A TECHNICAL JOB****Regulation 11(1) and (2)(a)-(d),(f) and (g): the training system**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had documented procedures for the planning of training and the monitoring of training received.</p> <p>Training needs had been reviewed and training plans updated to reflect training needs identified. Training had been given as planned, or rescheduled when necessary.</p> <p>The implementation and uptake of training was monitored through a variety of methods, including observation, interview and assessing examples of work subsequent to the training.</p> <p>Training records had been maintained.</p>	

**Regulation 11(2)(e): supervising employees doing a technical job under training**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 14
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had a documented system for supervision of employees.</p> <p>The BCA did not always ensure that supervision records were maintained. <b>See GNC 14.</b></p>	

**REGULATION 12 CHOOSING AND USING CONTRACTORS**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had documented appropriate procedures for choosing and using contractors.</p> <p>A contract agreement was in place for the contractor being used. The agreement included the scope of work to be undertaken, requirements for adhering to a quality management system, actions to be taken in the event of unsatisfactory performance and performance measuring processes.</p>	

**REGULATION 13 ENSURING TECHNICAL LEADERSHIP**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p><b>13(a) Identifying competency of individuals to be Technical Leaders</b></p> <p>Procedures addressed all requirements. Technical leadership positions were identified on the BCA's Organisational Capability procedure (CA8) for both processing and inspections. These positions were consistent with the outcomes of the competency assessments. Implementation of procedures was effective.</p> <p><b>13(b) Granting Technical Leaders powers and authorities.</b></p> <p>Procedures addressed requirements and were effectively implemented.</p>	

**REGULATION 14 ENSURING NECESSARY (TECHNICAL) RESOURCES**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 15
<b>Opportunities for improvement? Y/N</b>	Yes
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	1
<b>Advisory note number/s:</b>	A1
<b>Observations and comments, including good practice and performance</b>	
<p>Procedures for ensuring necessary technical resources were generally appropriate and well implemented. Facilities and equipment had been maintained. Calibration records indicated that measuring equipment such as thermometers and moisture meters had been calibrated as scheduled.</p> <p>However, the BCA had not always correctly implemented its documented procedure for the calibration of measuring equipment such as moisture meters. E.g. The procedure AD3 calls for an acceptance tolerance of 2%, however several meters were outside of the stated tolerance but still accepted for use. <b>See GNC 15.</b></p> <p>The BCA is advised to review its acceptance tolerance for thermometers to a plus or minus one degree Celsius, bearing in mind the BRANZ Plumbing and Drainage guide on time to scalding under hot water. <b>See Advisory Note A1.</b></p>	

**REGULATION 15 KEEPING ORGANISATIONAL RECORDS**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had recorded their structure and lines of accountability on an organisational chart. Roles and responsibilities were recorded in position descriptions.</p> <p>Powers and authorities were appropriately recorded for all building functions in the ADC Delegations Register.</p>	

**REGULATION 16 FILING APPLICATIONS FOR BUILDING CONSENT**

<b>Non-compliance? Y/N</b>	Yes – Resolved on-site
<b>Non-compliance number/s:</b>	GNC 16
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had documented its procedure for allocating each application and assigning it a unique number.</p> <p>The BCA had not documented the requirement to ensure that all of the following information was to be stored on a Building Consent file. E.g. Statutory declarations provided by an Owner Builder, BWoFs, any Orders issued by a District Court under Section 126 of the Act, records of information from Statutory Authority on Land or Building received by the BCA, details of Levies collected under Section 53 of the Act, and summary of complaints laid in relation to the building and BCA's response. This was raised as <b>GNC 16 and was resolved on-site</b> with an amended procedure.</p> <p>A number of file records were reviewed and found to contain appropriate information.</p> <p>Information was retained and managed securely on the ADC information technology systems.</p>	

**REGULATION 17 ASSURING QUALITY****Regulations 17(1) and (2)(a): A quality assurance system that covers management and operations**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had a well written quality system that covered its management and operations. It was made available to all BCA staff electronically.</p> <p>A number of non-compliances with the MBIE checklist and guidance were noted. These are detailed elsewhere within this report. Several minor changes were made to the procedures during the assessment. These changes are recorded under the individual regulations as General Non-Conformances which have been resolved on-site during the assessment.</p>	

**Regulation 17(2)(b) and (3): A policy on quality and a quality manager**

<b>Non-compliance? Y/N</b>	Yes – Resolved on-site
<b>Non-compliance number/s:</b>	GNC 17
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had a documented Quality Policy which included quality objectives and quality performance indicators of the BCA functions at a high level.</p> <p>The BCA's Quality Policy did not include a commitment to continuous improvement. This was raised as <b>GNC 17</b> and was <b>resolved on-site</b> with a revision of the BCA's Quality Policy.</p> <p>The BCA had a Quality Manager who was named on the BCA's Quality System and Record Keeping procedure QA1.</p>	

**Regulation 17(2)(d) and 17(5): Management reporting and review, including of the quality system**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA undertook regular meetings in the form of Monthly Meetings and Annual Strategic Management Reviews. Minutes of these meetings were kept by the BCA.</p> <p>An annual BCA Planning exercise had been carried out, in June 2019. Implementation of management reporting, review and records appeared to be appropriate.</p>	

**Regulation 17(4): Compliance with a quality assurance system**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA used a number of measures to ensure compliance with its quality system, such as in process checking, internal audit and management reviews.</p> <p>The BCA communicated about its quality system to its employees and contractors.</p> <p>The measures that the BCA used to ensure compliance with the quality system were found to be appropriate.</p>	

**Regulation 17(2)(c): Ensuring operation within any scope of accreditation**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
Not applicable to a BCA that is also a Territorial Authority.	

**Regulation 17(2)(e) Supporting continuous improvement**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	Yes
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	1
<b>Advisory note number/s:</b>	A2
<b>Observations and comments, including good practice and performance</b>	
<p>The organisation had documented an appropriate procedure for supporting continuous improvement of the organisation's performance. Continuous improvement (CI) items were recorded in a Continuous Improvement Register.</p> <p>Implementation of CI actions and CI records was generally appropriate.</p> <p>The BCA is advised that it could consider maintaining track history notes on longer term Continuous Improvement records. <b>See Advisory Note A2.</b></p>	

**Regulation 17(2) (h): Undertaking annual audits**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 18
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA's documented procedure for internal audit was found to be appropriate.</p> <p>The BCA did not always ensure that internal audits were completed for all BCA functions in each 12 month period. E.g. Regulation 11 and 16 had not been audited in 2019.</p> <p>Also, internal audits of BCA processes of a technical nature had not been audited by someone with technical knowledge of the processes being audited. <b>See GNC 18.</b></p>	

**Regulation 17(2)(i): Identifying and managing conflicts of interest**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had documented a procedure for management of conflicts of interest (COI) which appeared to be appropriate.</p> <p>Conflicts of interest had been raised by staff where necessary. These were logged onto the ADC COI Register. Records appeared to have been well maintained. Each COI was recorded, reviewed by management and the method by which the COI was to be managed was held on record.</p>	



**Regulation 17(2)(j): Communicating with internal and external persons**

<b>Non-compliance? Y/N</b>	Yes - See Record of Non-compliance for details
<b>Non-compliance number/s:</b>	GNC 19
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had documented procedures for communicating with internal and external persons.</p> <p>The BCA's documented procedure for communicating with internal and external persons did not reflect actual current practice. <b>See GNC 19.</b></p>	

**Regulation 17(3A): Complaints about building practitioners**

<b>Non-compliance? Y/N</b>	No
<b>Non-compliance number/s:</b>	-
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had developed an appropriate procedure for raising concerns regarding building practitioners and making complaints as required.</p> <p>Records of issues raised about practitioners were being maintained on the BCA's THOR system.</p> <p>No complaints about practitioners had been raised within the past 24 month period.</p>	

**REGULATION 18 TECHNICAL QUALIFICATIONS**

<b>Non-compliance? Y/N</b>	Yes
<b>Non-compliance number/s:</b>	GNC 20
<b>Opportunities for improvement? Y/N</b>	No
<b>Number of recommendations:</b>	0
<b>Recommendation number/s:</b>	-
<b>Number of advisory notes:</b>	0
<b>Advisory note number/s:</b>	-
<b>Observations and comments, including good practice and performance</b>	
<p>The BCA had developed an appropriate procedure for ensuring employees and contractors doing a technical job, held, or were working towards an appropriate qualification.</p> <p>The circumstances where BCA staff were exempted from holding an appropriate qualification were clearly defined and documented. There were no BCA staff exempt from holding an appropriate qualification.</p> <p>The BCA had not ensured that all staff performing building control technical functions held or were working towards an appropriate specified NZ qualification or recognised international equivalent.</p> <p><b>See GNC 20.</b></p>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 3	
<b>Breach of regulatory requirement:</b>	Regulation 7(2)(d)(iii)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA did not always categorise buildings correctly. E.g. BC0061/19, BC0465/19.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 4	
<b>Breach of regulatory requirement:</b>	Regulation 7(2)(d)(iv)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	<p>A number of issues were identified:</p> <ol style="list-style-type: none"> <li>1) The BCA was not adequately recording the consideration/acceptance of proposed performance standards for specified systems when processing applications.</li> <li>2) The BCA's documented procedure did not cover Section 116A subdivision of a building or part of a building</li> <li>3) The BCA's documented procedure (BC2) contained incorrect wording in relation to the issuing of compliance schedule statements with the Building Consent rather than the CCC.</li> </ol>	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		

<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>	
<b>Evidence of implementation:</b>	
<b>Non-compliance cleared? Y/N</b>	Choose an item.
<b>Signed:</b>	
<b>Date:</b>	Click here to enter a date.

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 5	
<b>Breach of regulatory requirement:</b>	Regulation 7(2)(d)(v)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	<p>The BCA's documented systems contained a number of inconsistencies or erroneous requirements, namely:</p> <ol style="list-style-type: none"> <li>1) The procedure (BC3) did not require performance standards to be recorded on building consents containing compliance schedules (New and amended)</li> <li>2) The BCA's Form 5 did not align with the Forms Regulations in relation to "A compliance schedule is required" current statement indicates that "the compliance schedule is adequate"</li> <li>3) Form 5's issued sometimes did not include specified systems or their performance standards.</li> </ol>	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		

<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>	
<b>Evidence of implementation:</b>	
<b>Non-compliance cleared? Y/N</b>	Choose an item.
<b>Signed:</b>	
<b>Date:</b>	Click here to enter a date.

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 6	
<b>Breach of regulatory requirement:</b>	Regulation 7(2)(f)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	<p>A number of issues relating to Compliance Schedules were noted:</p> <ul style="list-style-type: none"> <li>Compliance Schedules did not always give the location details for specified system elements</li> <li>Incorrect performance standards were sometimes being referenced. E.g. C/AS1, superseded versions of standards, non-existent standards, indicating an acceptable solution as the building code</li> <li>Performance standards were not always specifically defined – versions were not being stated.</li> <li>The BCA's documented procedure (BI4) contained a number of inconsistencies or erroneous requirements, namely: Procedure refers to repealed Section 92(3), Procedure incorrectly requires all documentation to be present when Section 92 only requires Form 6 together with Records of Work and Energy Certificate if appropriate, starting of processing clock on receipt of a complete application not clearly stated and not starting the clock until a final inspection has been carried out.</li> </ul>	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by date</b>.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>



EVIDENCE	
<b>Plan of action:</b> <i>To be provided by BCA</i>	
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>	
<b>Evidence of implementation:</b>	
<b>Non-compliance cleared? Y/N</b>	Choose an item.
<b>Signed:</b>	
<b>Date:</b>	Click here to enter a date.

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 7	
<b>Breach of regulatory requirement:</b>	Regulation 9	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	<p>The BCA had not always correctly implemented its processes for allocation in the following cases:</p> <ol style="list-style-type: none"> <li>1) Work had been allocated to a BCO without appropriate competency with no records of supervision being kept.</li> <li>2) Examples of Building Consent applications being incorrectly categorised were noted, which meant that the assigned BCO was not always competent.</li> </ol>	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by date</b>.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 8	
<b>Breach of regulatory requirement:</b>	Regulation 10(3)(a)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 9	
<b>Breach of regulatory requirement:</b>	Regulation 10(3)(b)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 10	
<b>Breach of regulatory requirement:</b>	Regulation 10(3)(c)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 11	
<b>Breach of regulatory requirement:</b>	Regulation 10(3)(d)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 12	
<b>Breach of regulatory requirement:</b>	Regulation 10(3)(e)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 13	
<b>Breach of regulatory requirement:</b>	Regulation 10(3)(f)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	



## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 14	
<b>Breach of regulatory requirement:</b>	Regulation 11(2)(e)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA did not always ensure that supervision records were maintained.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 15	
<b>Breach of regulatory requirement:</b>	Regulation 14	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	<p>The BCA had not always correctly implemented its documented procedure for the calibration of measuring equipment such as moisture meters. E.g. The procedure AD3 calls for an acceptance tolerance of 2%, however several meters were outside of the stated tolerance but still accepted for use.</p>	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 18	
<b>Breach of regulatory requirement:</b>	Regulation 17(2)(h)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	<p>The BCA did not always ensure that internal audits were completed for all BCA functions in each 12 month period. E.g. Regulation 11 and 16 had not been audited in 2019.</p> <p>Also, internal audits of BCA processes of a technical nature had not been audited by someone with technical knowledge of the processes being audited.</p>	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 19	
<b>Breach of regulatory requirement:</b>	Regulation 17(2)(j)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA's documented procedure for communicating with internal and external persons did not reflect actual current practice.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## RECORD OF NON-COMPLIANCE

<b>Non-compliance number:</b>	GNC 20	
<b>Breach of regulatory requirement:</b>	Regulation 18(1)(b)	
<b>Finding:</b>	General Non-compliance	
<b>Finding details:</b>	The BCA had not ensured that all staff performing building control technical functions held or were working towards an appropriate specified NZ qualification or recognised international equivalent.	
<b>BCA Actions required:</b>	<p>Please analyse the cause of the above finding and then develop and implement an action plan to address the finding.</p> <p>Please provide the action plan to IANZ for acceptance (<b>Plan of action</b>), along with details of the records of the evidence that will be supplied to address the non-compliance (<b>Proposed evidence of implementation</b>), by the <b>Plan of action from BCA date</b> indicated below .</p> <p>Once the action plan has been accepted and implemented please provide complete evidence to demonstrate that the findings have been addressed (<b>Evidence of implementation</b>) <u>no later than</u> the <b>Evidence of implementation from BCA date</b> indicated below. Please allow sufficient time to ensure that the non-compliance can be cleared by the <b>Non-compliance to be cleared by</b> date.</p>	
<b>IMPORTANT DATES</b>		
<b>Non-compliance to be cleared by:</b>	2/06/2020	
	<b>Due by:</b>	<b>Accepted by IANZ:</b>
<b>Plan of action from BCA date:</b>	1/04/2020	<a href="#">Click here to enter a date.</a>
<b>Evidence of implementation from BCA date:</b>	15/05/2020	<a href="#">Click here to enter a date.</a>
<b>EVIDENCE</b>		
<b>Plan of action:</b> <i>To be provided by BCA</i>		
<b>Proposed evidence of implementation:</b> <i>To be provided by BCA</i>		
<b>Evidence of implementation:</b>		
<b>Non-compliance cleared? Y/N</b>	<a href="#">Choose an item.</a>	
<b>Signed:</b>		
<b>Date:</b>	<a href="#">Click here to enter a date.</a>	

## SUMMARY OF RECOMMENDATIONS

Recommendations are intended to assist your BCA to maintain compliance with the Regulations. They are **not** conditions for accreditation but a failure to make changes may result in non-compliance with the Regulations in the future.

**It is recommended that:**

- R1** The BCA amends its web page link for Regulation 6A so that it goes directly to the correct section of the Building Performance web site. It currently goes to a header page and not directly to the correct section. **Regulation 6A.**
- R2** The BCA reviews and amends its process for numbering page numbers for attached documentation to compliance schedules so that all pages fall within a stated page number range for the entire document. This is to ensure that IQPs always have the entire document. **Regulation 7(2)(f).**

## SUMMARY OF ADVISORY NOTES

Advisory notes are intended to assist your BCA to improve compliance with accreditation requirements based on IANZ's experience. They are **not** conditions for accreditation and do not have to be implemented to maintain accreditation.

### IANZ advises that:

- A1** The BCA reviews its acceptance tolerance for thermometers to a plus or minus one degree Celsius, bearing in mind the BRANZ Plumbing and Drainage guide on time to scalding under hot water. **Regulation 14.**
- A2** The BCA could consider maintaining track history notes on longer term Continuous Improvement records. **Regulation 17(2)(e).**

## SUMMARY TABLE OF NON-COMPLIANCE

The following table summarises the non-compliance identified with the accreditation requirements in your BCA's accreditation assessment. Where a non-compliance has been identified, a Record of Non-compliance template has been prepared detailing the issue, and to enable you to detail your proposed corrective actions to IANZ. You must update and return a template for each non-compliance identified.

Regulatory requirement	Non-compliance (Serious / General)	Non-compliance identification number	Breach of regulation 5/6? Enter "Yes" where applicable						Resolved On-site? Yes/No	Date Non-compliance to be cleared by (DD/MM/YYYY)	Date Non-compliance cleared (DD/MM/YYYY)	Number of		Brief comment (one sentence/line only to get to the heart of the issue)
			5(a)	5(b)	5(c)	6(b)	6(c)	6(d)				Recs	Advisory notes	
6(A)(1)	Choose an item.											1		
6(A)(2)	Choose an item.													
<b>Regulation 7</b>														
7(1)	Choose an item.													
7(2)(a)	General	GNC 1	Yes	Yes					Yes					Consumer information provided not complete.
7(2)(b)	General	GNC 2	Yes	Yes					Yes					Form 2 did not meet Forms Regulations.
7(2)(c)	Choose an item.													
7(2)(d)(i)	Choose an item.													
7(2)(d)(ii)	Choose an item.													
7(2)(d)(iii)	General	GNC 3			Yes				No	2/06/2020				The BCA did not always categorise buildings correctly.
7(2)(d)(iv)	General	GNC 4	Yes	Yes	Yes		Yes	Yes	No	2/06/2020				Not recording reasons for acceptance of performance standards, documented procedure did not cover Section 116A, and contained incorrect wording in relation to the issuing of compliance schedule statements
7(2)(d)(v)	General	GNC 5	Yes	Yes	Yes				No	2/06/2020				Section 39 shown as a condition on Building Consents, procedure (BC3) did not require performance standards to be recorded, Form 5 did not align with the Forms Regulations, sometimes did not include specified systems or their performance standards.
7(2)(e)	Choose an item.													
7(2)(f)	General	GNC 6	Yes	Yes	Yes				No	2/06/2020		1		Compliance Schedules did not always give the location details for specified system elements, incorrect performance standards being referenced, performance standards were not always specifically defined, BCA's documented procedure (BI4) contained a number of inconsistencies or erroneous requirements.
7(2)(g)	Choose an item.													
7(2)(h)	Choose an item.													
<b>Regulation 8</b>														
8(1)	Choose an item.													
8(2)	Choose an item.													
<b>Regulation 9</b>														
9	General	GNC 7			Yes				No	2/06/2020				Work had been allocated to a BCO without appropriate competency with no records of supervision being kept. Examples of Building Consent applications being incorrectly categorised.
<b>Regulation 10</b>														



Regulatory requirement	Non-compliance (Serious / General)	Non-compliance identification number	Breach of regulation 5/6? Enter "Yes" where applicable						Resolved On-site? Yes/No	Date Non-compliance to be cleared by (DD/MM/YYYY)	Date Non-compliance cleared (DD/MM/YYYY)	Number of		Brief comment (one sentence/line only to get to the heart of the issue)
			5(a)	5(b)	5(c)	6(b)	6(c)	6(d)				Recs	Advisory notes	
10(1)	Choose an item.													
10(2)	Choose an item.													
10(3)(a)	General	GNC 8			Yes				No	2/06/2020				Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.
10(3)(b)	General	GNC 9			Yes				No	2/06/2020				Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.
10(3)(c)	General	GNC 10			Yes				No	2/06/2020				Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.
10(3)(d)	General	GNC 11			Yes				No	2/06/2020				Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.
10(3)(e)	General	GNC 12			Yes				No	2/06/2020				Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.
10(3)(f)	General	GNC 13			Yes				No	2/06/2020				Competence Assessments did not always contain actual examples of competency that were within the past 12 months for each building category of competency claimed.
<b>Regulation 11</b>														
11(1)	Choose an item.													
11(2)(a)	Choose an item.													
11(2)(b)	Choose an item.													
11(2)(c)	Choose an item.													
11(2)(d)	Choose an item.													
11(2)(e)	General	GNC 14			Yes				No	2/06/2020				BCA did not always ensure that supervision records were maintained.
11(2)(f)	Choose an item.													
11(2)(g)	Choose an item.													
<b>Regulation 12</b>														
12(1)	Choose an item.													
12(2)(a)	Choose an item.													
12(2)(b)	Choose an item.													
12(2)(c)	Choose an item.													

Regulatory requirement	Non-compliance (Serious / General)	Non-compliance identification number	Breach of regulation 5/6? Enter "Yes" where applicable						Resolved On-site? Yes/No	Date Non-compliance to be cleared by (DD/MM/YYYY)	Date Non-compliance cleared (DD/MM/YYYY)	Number of		Brief comment (one sentence/line only to get to the heart of the issue)
			5(a)	5(b)	5(c)	6(b)	6(c)	6(d)				Recs	Advisory notes	
12(2)(d)	Choose an item.													
12(2)(e)	Choose an item.													
12(2)(f)	Choose an item.													
<b>Regulation 13</b>														
13(a)	Choose an item.													
13(b)	Choose an item.													
<b>Regulation 14</b>														
14	General	GNC 15			Yes				No	2/06/2020			1	BCA had not always correctly implemented its documented procedure for the calibration of measuring equipment such as moisture meters.
<b>Regulation 15</b>														
15(1)(a)	Choose an item.													
15(1)(b)	Choose an item.													
15(2)	Choose an item.													
<b>Regulation 16</b>														
16(1)	Choose an item.													
16(2)(a)	General	GNC 16	Yes	Yes					Yes					BCA's documented procedure did not cover all required file elements.
16(2)(b)	Choose an item.													
16(2)(c)	Choose an item.													
<b>Regulation 17</b>														
17(1)	Choose an item.													
17(2)(a)	Choose an item.													
17(2)(b)	General	GNC 17	Yes	Yes					Yes					BCA's documented Quality Policy did not cover a commitment to continuous improvement.
17(2)(c)	Choose an item.													
17(2)(d)	Choose an item.													
17(2)(e)	Choose an item.												1	
17(2)(h)	General	GNC 18			Yes				No	2/06/2020				BCA did not always ensure that internal audits were completed for all BCA functions in each 12 month period, also, internal audits of BCA processes of a technical nature had not been audited by someone with technical knowledge.
17(2)(i)	Choose an item.													
17(2)(j)	General	GNC 19	Yes	Yes					No	2/06/2020				BCA's documented procedure for communicating with internal and external persons did not reflect actual current practice.
17(3)	Choose an item.													
17(3A)(a)	Choose an item.													
17(3A)(b)	Choose an item.													
17(3A)(c)	Choose an item.													
17(4)(a)	Choose an item.													
17(4)(b)	Choose an item.													
17(5)(a)	Choose an item.													

Regulatory requirement	Non-compliance (Serious / General)	Non-compliance identification number	Breach of regulation 5/6? Enter "Yes" where applicable						Resolved On-site? Yes/No	Date Non-compliance to be cleared by (DD/MM/YYYY)	Date Non-compliance cleared (DD/MM/YYYY)	Number of		Brief comment (one sentence/line only to get to the heart of the issue)
			5(a)	5(b)	5(c)	6(b)	6(c)	6(d)				Recs	Advisory notes	
17(5)(b)	Choose an item.													
<b>Regulation 18</b>														
18(1)(a)	Choose an item.													
18(1)(b)	General	GNC 20			Yes				No	2/06/2020				BCA had not ensured that all staff performing building control technical functions held or were working towards an appropriate specified NZ qualification or recognised international equivalent.
18(1)(c)	Choose an item.													
18(3)(a)	Choose an item.													
18(3)(b)	Choose an item.													

### ***13. Experience Mid Canterbury Quarterly Update May 2020***

#### **COVID19:**

On activation of the Governments Alert Level 4, Experience Mid Canterbury immediately adopted the role of business support for visitor industry of Mid Canterbury. We have kept our tourism operators updated throughout the event with policy, procedure and financial advice.

We set up a Zoom meeting with our accountant to speak to local tourism business about cash flow, wage subsidies and general management of their business through the COVID19 event.

We created a new marketing strategy in line with the alert levels to give our business partners an understanding of what audiences we would be promoting to and when. The strategy is attached as the appendix of this document.

Overall our market has been very positive through this event.

On the announcement of AL2, We have been working hard to ready promotional images and video for a series of social media campaigns when we enter into the Alert Level 2 (AL2).

We have created a number of still images that we have branded with various hashtags to gain support from local Mid Cantabrians.

#Experienceyourbackyardnz, #lovemidcanterburynz, #Supportlocalmidcanterburynz

Our Facebook and Instagram campaigns started the week of 4 May focusing on locals supporting locals when we move to AL2. Suggesting locals purchase vouchers and / or gifts for future dates. Our social media is themed is around Shop, Eat, Stay and Play in Mid Canterbury, whilst supporting local tourism operators.

With the announcement of AL2 and the ability for the public to be able to within the country we have launched signed on a significant campaign using our district videos on YouTube.

Our target audience reside in Auckland, Waikato, Wellington, Nelson, Marlborough, Dunedin and Southland – Demographic 18 – 55 years with a 60-40% to females.

Campaign: 4 months

Media content:

Video content scheduled for the YouTube campaign is as follows:

District wide video: [https://youtu.be/2jY6D0hY\\_wg](https://youtu.be/2jY6D0hY_wg)

Winter focused video: <https://youtu.be/EDqOz8T7UEk>

Discover Mid Canterbury by air: <https://youtu.be/JELgv0b4BbY>

Land Adventures in Mid Canterbury New Zealand: <https://youtu.be/fHN8HkXdLeg>

YouTube as you know is a great way to tell a story, connect, reach and measure success. YouTube has over billion users, it is also the second largest search engine behind google. With highly searched key word terms this will determine our topics to which EMC can tailor video and further connect with our audience and we will be able to provide some very clear understanding of the campaigns success through reporting.

The YouTube program is being supported with regular paid Facebook and Instagram posts.

On top of these local and regional campaigns we have engaged with ChristchurchNZ and the other Canterbury regions to create a \$1m+ Canterbury campaign to encourage domestic visitors initially when we get to AL1 and Australian visitors when the ANZAC Bubble is created.

EMC is waiting for the final proposal from ChristchurchNZ in terms of our commitment, but as we all know a collaborative approach to marketing is always going to be more beneficial than all of the Canterbury regions doing their own thing.

We are confident that these and other campaigns will support growth back into the visitor sector in Mid Canterbury.

### Final Audit Opinion:

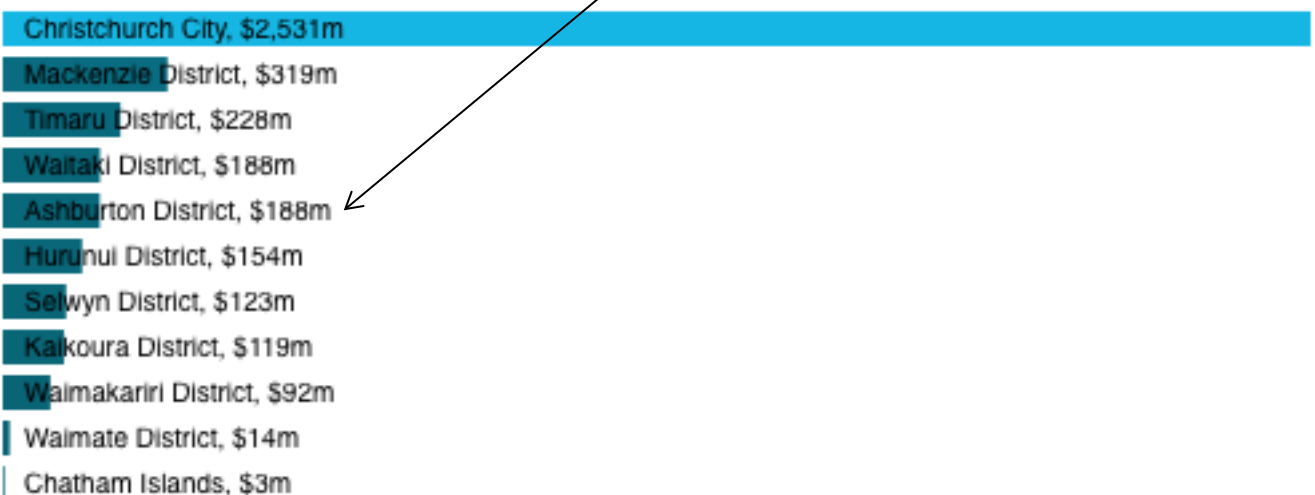
EMC is still awaiting the final audit opinion from Audit New Zealand. During the initial Audit, Audit New Zealand found that EMC had been paying too much tax and was due to refund. EMC's accountant Croy's worked with the IRD over 12 weeks to obtain a return of the overpaid taxes, which we received late December. Audit New Zealand's Tax Manager in Auckland is still investigating to ensure we have received all monies owed. As of 13 February 2020, we are still awaiting sign-off by Audit NZ. They have confirmed all other aspects of the EMC Audit are completed.

### District Visitor Performance:

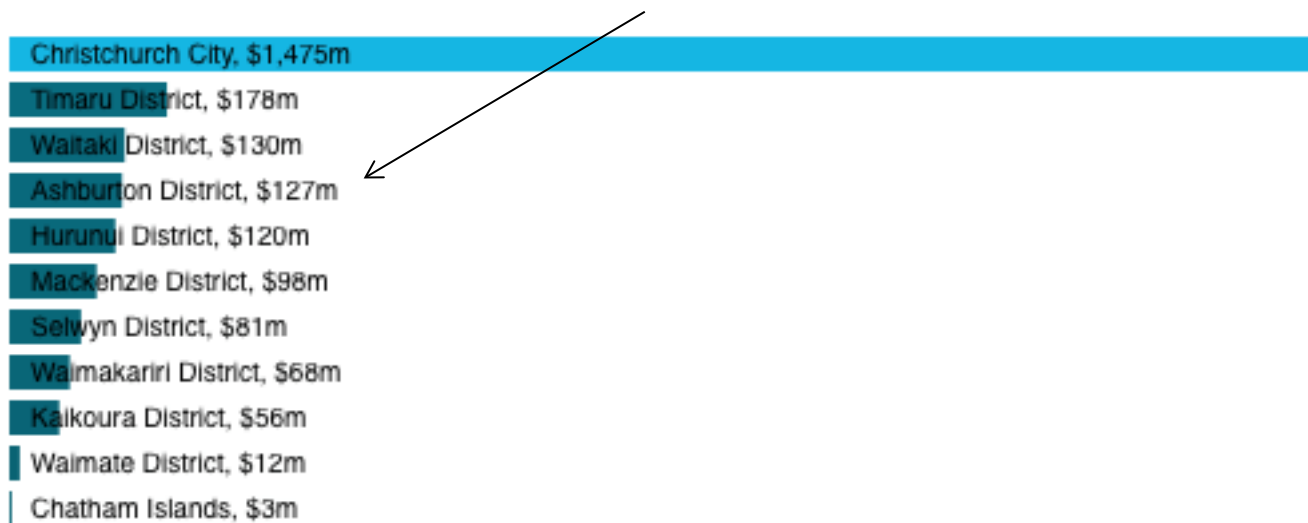
MBIE's Monthly Regional Tourism Estimates (MRTE) Visitor Spend Results are run from April – March each financial year.

We have just received the MBIE Visitor Spend data to the end of March, as a direct result of COVID19 our visitor spend to March fell from \$191m to \$188m a loss of \$3m. We are yet to get data from April and beyond.

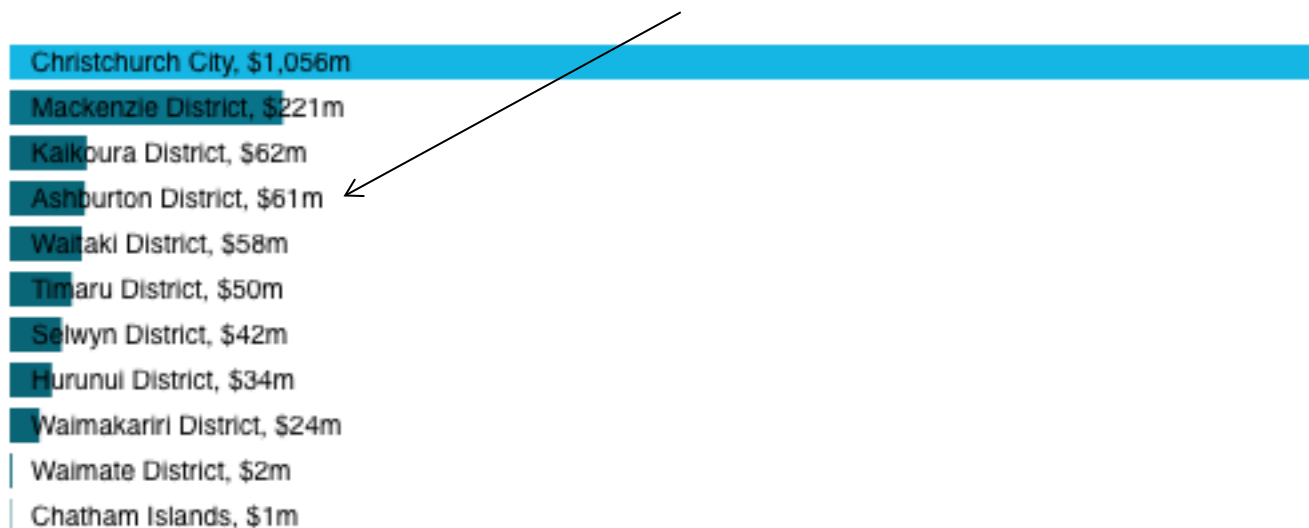
Overall estimated Visitor Spend to March 2020 - \$188m



Overall estimated Domestic Visitor Spend to March 2020 - \$127m – Down \$1m from previous spend data



Overall estimated International Visitor Spend to March 2020 - \$61m – Down \$2m from previous spend data



These figures do not include, Airbnb or any booking type made online before visiting the district. This data is from direct transactions at the EFTPOS, ATMs within the community only.

## Freedom Camping Performance:

### Freedom Camping

Overnight stays in the Ashburton District of travellers using a Geozone website:

	Total Overnight Stays	Ashburton Area	Methven Area	Rakaia Area	South East Area	Other Areas
Jan-19	2931	1847	528	322	264	29
Feb-19	2973	2022	446	268	208	30
Mar-19	2954	1950	502	295	207	0
Apr-19	1791	1290	251	143	107	0
May-19	1860	1246	353	130	112	19
Jun-19	1457	947	248	189	73	0
Jul-19	1741	1114	296	226	87	17
Aug-19	2038	1223	469	224	122	0
Sep-19	1971	1222	453	158	138	0
Oct-19	1907	1182	381	267	76	0
Nov-19	1371	836	260	151	110	14
Dec-19	2032	1361	366	203	102	0
Jan-20	1962	1354	314	235	59	0
Feb-20	1660	1245	83	183	149	0
Mar-20	1865	1399	93	205	168	0
Apr-20	644	483	32	71	58	0

### Overnight stay by location

The overnight stay data below has been captured by the number of times users of the GeoZones “Campermate” app viewed a Campground profile in the Ashburton District. This data gives a good sense of popularity. Geozone uses this data to determine what freedom campsites in our region are getting the most views and therefore are the most popular.

Total views of Camp Sites in the Ashburton District **(Non-Commercial sites only)**

	Rakaia Huts Reserve	Taylors Stream Closed	Bowyers Stream	Hinds River
Jan-19	2210	467	1838	1526
Feb-19	1887	450	1854	1505
Mar-19	1748	1388	1850	1598
Apr-19	1047	1408	1252	1208
May-19	761	1090	809	749
Jun-19	405	450	415	356
Jul-19	407	180	645	378
Aug-19	542	168	676	429
Sep-19	692	234	870	712
Oct-19	1094	298	959	814
Nov-19	1616	192	1214	1152
Dec-19	2045	2514	1989	2046
Jan-20	2104	1751	1362	1358
Feb-20	1991	1883	1435	1356
Mar-20	1178	1151	845	797
Apr-20	33	36	29	24

### Ashburton Library Information Centre:

We continue to monitor the brochure stock weekly and answer tourism questions from the Ashburton Library staff. We observed a considerable uptake in information enquiries in December as we came into the summer holidays.

Below is the matrix of visitors attending the library from the information centre's inception:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017											23	75
2018	129	99	105	78	79	39	54	63	50	74	62	32
2019	53	62	91	68	60	20	49	35	26	29	41	90
2020	53											



## Appendix:

### Covid19 Marketing strategy aligned to the alert levels:

Below is EMC strategy and marketing plan which we have aligned to the government COVID alert levels. Many of these actions are already in place at the time this report was drafted.

**Alert Level 4 - Eliminate:** Contain pandemic, full country lockdown. Central government advises **No visitor promotional activity permitted** EMC' focus is instead on supporting the local industry, operator training and advocacy. (Currently in place)

**Alert Level 3 - Restrict:** Contain pandemic, partial lockdown, minimal movement allowed, Retail and hospitality possibly still closed, EMC will promote and encourage local online shopping, some social media of inspirational imagery to the local market only e.g. Selwyn, Timaru District. "Explore our backyard" Travel is still highly restricted.

**Alert Level 2 - Reduce:** Heavy Border restrictions and events and more than 500 people at an event not permitted, internal movement within the country is allowed. Retail and hospitality allowed.- EMC to restart promotions to local and South Island active considers only, we will be releasing a collaborative campaign "Explore CHC" which is designed to get people to travel to Christchurch & Canterbury to explore our backyards. Maintain South Island visitors, plan for the next level for domestic visitors and possibly a Trans – Tasman bubble. We will also be engaging at this point with Tourism New Zealand who will be launching a national campaign to drive domestic travel.

**Alert Level 1 - Prepare:** Some border restrictions and mass events more than 500 not permitted, but internal movement with the county allowed. Retail and hospitality allowed. – EMC will focus on Domestic, VFR (Visiting friends and relatives) and maybe the Trans-Tasman. If the public health policy allows, EMC will reinstate the events calendar to increase community well-being and drive domestic visitation. Continued content creation and digital engagement with our offshore travel trade partners and NZ based Inbound tour operators. We will continue the campaigns with the Canterbury collaborative which will sit under the national Tourism New Zealand campaign. At Alert level 1 – Air New Zealand will be able to start domestic operations but the process will be slow. (2-3 Months)

**Alert Level 0 –** There are **two scenarios at Alert Level 0.** (12 – 15 Months away)

- **Limited International markets and economies still at risk:** some border protection may still be in place, but mostly COVID 19 has been eradicated through a vaccine. Global impact is now more economic than health. EMC to focus still on Domestic and Trans-Tasman and buoyant economies, such as China and USA.
- **International markets stable and travelling:** Business As Usual - when a vaccine is in place. Probable shift in what key visitor markets look like, possible reduced flights and cruise connectivity – Industry rebounds. Timing, type and level of activity may vary by sector and market. (Premium and backpacker). Diversification of markets critical for long-term success.

Below is a graph that will help understand the Alert Levels and EMC's Phase Plans as above;

Alert Level and global economy status	EMC Strategic Response	Potential Visitor Markets, Audiences and timeframes	Tactical Activity	Phase Planning
Alert Level 4	Eliminate: Contain pandemic, full country lockdown. No promotional activity permitted	None. Full country lockdown minimum 4 weeks to end of April possibly into May 2020	Inappropriate to market / promote Mid Canterbury. Focus instead on supporting the local industry, operator training and advocacy	Emergency Support – Limited communication
Alert Level 3	Restrict.: Contain pandemic, partial lockdown, minimal movement allowed, Retail and hospitality possibly still open	Local	Encourage online shopping, some social media of inspirational imagery and 'Dream Phase' of travel.	• Dream
Alert Level 2	Reduce: Border restrictions and events <500 events not permitted, but internal movement with the country allowed. Retail and hospitality allowed.	Local and South Island Only	Develop new product for local and domestic audiences. Development of more localized itineraries which require less planning and allow for safer, socially distant travel.	• Dream - Trans Tasman • Plan – Domestic • Book - South Island
Alert Level 1	Prepare: Some border restrictions and mass events >500 not permitted, but internal movement with the county allowed. Retail and hospitality allowed.	Domestic VFR – Visiting friends and relatives Trans Tasman?	In public health allows, reinstate EMC events calendar to increase community well-being and drive domestic visitation. Continued content creation and digital engagement with our offshore travel trade partners and NZ based inbound tour operators.	• Dream – International • Plan – Trans Tasman • Book – Domestic • Book – South Island
Alert 0 - International markets and economies still at risk	Some border protection may still be in place, but mostly COVID 19 has been eradicated through a vaccine. Global impact is now more economic than health.	Possible scenario in 12 – 15 months time. Probable focus still on Domestic and Trans-Tasman and buoyant economies, such as China and USA.		• Dream – International • Plan – Trans Tasman • Book – Domestic • Book – South Island
Alert Level 0 – International markets stable and travelling	BAU when vaccine is in place. Probable shift in what key visitor markets look like, possible reduced flights, cruise connectivity – industry rebounds	Possible scenario in 18-24 months. Rebuild phase. Continued Domestic, Tasman focus followed by China, USA, Singapore, Malaysia, Indonesia	Timing, type and level of activity may vary by sector and market. (Premium and backpacker). Diversification of markets critical and long-term success.	

## Governance:

### Trustee Service Matrix – 01 July 2019 – 01 June 2020

EMC Trust deed was re-drafted July 2014 to align all trustees to an October expiry date.

2018 / 19	Position	Start	End	Status
James Urquhart	Chair	14 Jul 2014	01 Oct 2020	3 years – Term 2
Anton Wilke	Deputy Chair	03 Dec 2015	29 January 2019	<b>Resigned</b>
Gary Lee	Trustee	26 Aug 2016	01 Oct 2019	3 years – Term 1
Bevan Rickerby	Trustee	01 Jul 2018	31 July 2019	<b>Resigned</b>
Sarah Jones	Trustee	01 Jul 2018	26 Mar 2020	<b>Resigned</b>
Gareth Reed	Trustee	01 Jul 2018	01 Oct 2021	3 years – Term 1
Graham Russell	Trustee	01 Oct 2019	01 Oct 2022	3 years – Term 1
Chris Gourley	Trustee	01 Oct 2019	01 Oct 2022	3 years – Term 1

Quorum – 4 Trustees

## 15. Mayor's Report

### 15.1 Local Government New Zealand

- **Annual General Meeting**

The LGNZ Conference 2020 and annual general meeting has been postponed due to the uncertainty around Covid-19. The Conference won't take place until 15-17 July 2021 (still in Blenheim) and we will look at confirming our delegates for that conference early next year.

The 2020 AGM has been scheduled around the November meeting of the Rural and Provincial Sectors and will now be held on Friday 20 November at the Museum of New Zealand Te Papa Tongarewa, Wellington.

I will be attending the AGM along with the Deputy Mayor and Chief Executive.

- **Proxy vote**

Ashburton District Council is entitled to be represented by three delegates at the 2020 AGM (this is determined by our district's population). There is provision for the Mayor to be the presiding delegate with responsibility for voting on behalf of Council and, in the Mayor's absence, another delegate may vote.

#### **Recommendation**

**That** the Mayor be authorised to have Council's proxy vote at the Local Government New Zealand annual general meeting 2020, and the Deputy Mayor be the alternate proxy.

- **National Council nominations**

Nominations for the offices of President and Vice President are now being called with the nomination period closing on 31 May 2020. Malcolm Alexander, LGNZ's Chief Executive is the returning officer for this election. Depending on the outcome of the nomination process, voting will be carried out at the LGNZ AGM on 20 November.

The current President, Dave Cull, will finish his term of office at the conclusion of the 2020 AGM.

There have been no requests for ADC to support any nominations to date; however Waitaki Mayor Gary Kircher has indicated that he may stand for Vice President and, should he do so, I will support his nomination.

- **Remit process**

LGNZ have invited member authorities wishing to submit proposed remits for consideration at the AGM to do so no later than 31 July. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit.  
*(Remit form appended)*

Remits will receive analysis from LGNZ staff and then referred to a remit screening committee (comprising the President, Vice President and Chief Executive) who will review and assess them against the criteria described in the policy.

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic “issues of the moment”. They should have a national focus articulating a major interest or concern at the national political level.

The National Council’s remits screening policy is as follows:

1. Remits must be relevant to local government as a whole, rather than exclusively relevant to a single zone or sector group, or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to them being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are “in-hand”. This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
  - Nature of the issue;
  - Background to it being raised;
  - Issue’s relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;
  - Level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
  - Resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
  - Suggested actions that could be taken by Local Government New Zealand, should the remit be adopted.

At this stage I do not have any remits to propose, if any Councillors wish to propose a remit please let me know.

All accepted remits will be posted to the LGNZ website and proposed remits will be available for member consideration before the AGM papers are issued.

## 15.2 Covid-19

The last seven weeks have been something we have never experienced in our lifetimes. We have had an economy go from steady growth to severe decline. Job losses to date have been low but are increasing daily and it is expected that this will rise sharply.

Mid Canterbury, being an agriculture based economy, will help offset the dramatic decline caused by international and domestic tourism in our economy.

Council has set up an economic recovery advisory group to look for opportunities and assist businesses going forward. The group held its first meeting on 13 May and will continue to meet as needed going forward.

During these times Council meetings have been held via the Zoom platform to enable Council to continue with necessary business. This has proved successful.

A Covid-19 response committee was established to undertake the functions of the various committee meetings and this committee will remain in place until Council resolves to remove that function. We have the ability to continue remote access to Council meetings and, going forward, I would suggest that we retain this function.

## 15.3 Meetings

Below is the Mayoral calendar, since the last Mayor's report:

### April 2020

- 2 April: Covid-19 Response Committee
- 3 April: Hokonui radio interview
- 3 April: Civil Defence Emergency Management Committee
- 3 April: Canterbury Mayoral Forum
- 6 April: Jo Luxton with CE Hamish Riach
- 6 April: Civil Defence Emergency Management Committee
- 7 April: RDRML
- 9 April: ADC Council meeting
- 16 April: Covid-19 Response Committee
- 16 April: Federated Farmers update
- 16 April: Civil Defence Emergency Management Committee
- 16 April: Canterbury Mayoral Forum
- 16 April: NEMA and Local Government Response Unit
- 20 April: Library and Civic Centre Project Control Group
- 20 April: Advance Ashburton
- 22 April: Environment Canterbury Annual Plan submission
- 22 April: Leeann Watson – CE, CCEC
- 24 April: RDRML Strategic Planning
- 24 April: CDEM Joint Committee
- 24 April: HHWET
- 24 April: Canterbury Mayoral Forum
- 25 April: ANZAC Day wreath laying
- 28 April: ADC Long Term Plan workshop
- 30 April: Covid-19 Response Committee

### May 2020

- 1 May: Hokonui radio interview
- 1 May: Jo Luxton with CE Hamish Riach
- 1 May: NEMA and Local Government Response Unit
- 7 May: Covid-19 Response Committee
- 7 May: NZTA Urban Mobility
- 8 May: Rangitata MP Andrew Falloon with CE Hamish Riach
- 8 May: Canterbury Mayoral Forum
- 8 May: CDEM Joint Committee
- 13 May: Economic Recovery Advisory Group
- 14 May: Covid-19 Response Committee
- 15 May: Hokonui and Breeze radio interviews
- 15 May: Regional Transport Committee workshop
- 18 May: Library and Civic Centre Project Control Group
- 18 May: Covid-19 Response Committee
- 18 May: Advance Ashburton
- 20 May: ADC Rooding workshop
- 21 May: ADC Council meeting

### Recommendation

**That** Council receives the Mayor's report.

Neil Brown

**Mayor**

## Annual General Meeting 2020

### Remit application

<b>Council Proposing Remit:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Fax:</b>	
<b>Remit passed by: (Zone/sector meeting and/or list five councils as per policy)</b>	
<b>Remit:</b>	

### Background information and research:

Please attach separately and include:

- Nature of the issue;
- Background to its being raised;
- New or confirming existing policy;
- How the issue relates to objectives in the current Work Programme;
- What work or action on the issue has been done, and the outcome;
- Any existing relevant legislation, policy or practice;
- Outcome of any prior discussion at a Zone or Sector meeting;
- Evidence of support from a Zone/sector meeting, or five councils; and
- Suggested course of action envisaged.

### Please forward to:

Local Government New Zealand  
Leanne Brockelbank, Deputy Chief Executive Operations  
P O Box 1214  
Wellington 6140  
[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

**No later than 5:00pm, Friday 31 July 2020.**