

Our Ref: A98830

9 June 2016

David and Wendy Horwood
110 Papanui Road
RD 2
OPOTIKI 3198

Dear David and Wendy

LOCAL GOVERNMENT OFFICAL INFORMATION ACT – REQUEST FOR INFORMATION

I refer to your request for a copy of the minutes of the Ōpōtiki District Council Building Control Department's minutes of meetings for 2011.

Please find attached a copy of the minutes.

You have the right to make a complaint to an Ombudsman under section 27(3) of LGOIMA regarding Council's response.

Yours faithfully



Aileen Lawrie
CHIEF EXECUTIVE OFFICER

Encl. Minutes 2011

April-May

MANAGEMENT REVIEW MINUTES OF A MEETING HELD 09 June 2011

MEETING:	MANAGEMENT REVIEW OPERATIONAL	DATE: 09 June 2011
START:	09 June 2011	END: 2.25 p.m.
PRESENT:	Robert, Stu, Parehuia	ABSENT: N/A
ITEM NO. DESCRIPTION OF ACTION REQUIRED		
1.	Review minutes from last meeting	All actions required by the previous minutes have been undertaken.
2.	KPIs and objectives	Date range for reports April-May. Reports attached have been discussed. Approved timeframes have been met, receipt of applications gone down about 25%.
3.	Internal audits and process reviews	The Audit Plan in the Quality Manual show audits already undertaken for the new year. Parehuia will check the audits are recorded and filed in the correct folder. Now that Dale has attended the Quality College Audit Training Course Stu will get her out to audit some inspections and Parehuia will have her assist with going through the audit folder.
4.	Continuous Improvement Initiatives and Their Effectiveness	New continuous improvements have been lodged so the team will look at them, as well as those they need reviewing tomorrow at our Continuous Improvement meeting.
5.	Customer complaints	None to date
6.	Consumer information, website amendments	Stu would like Parehuia to get Tracy to put Exemptions link on our website for our customers. A June audit of the information stand and website is due, so Parehuia will undertake that. A newsletter is just about ready to be sent out to the builders. This was mentioned in the previous minutes that Stu would write to the builders, however, it will be in the form of a newsletter. Our information brochure needs reviewing.
7.	Building control systems, processes and procedure changes	Nil
8.	Technical skills and competencies changes	Nil
9.	Training requirements	Parehuia and Dale attended the Quality College Audit Training Course. Parehuia attended the Building Administrators Forum in Wellington. Stu has attended various courses and all training folders have been updated.

ODC BCA OPERATIONAL MEETING HELD MONTHLY

09. Training continued.....	Stu to attend the Senior Building Control Officer's Forum in Wellington next month. He will also attend the new E2 and NZS 3604 training courses coming up.
10. Changes in staff or organisational structure	Nil
11. Contractors	Our contractors remain the same
12. Evaluation of volume of building control work	After looking at reports our work has certainly reduced.
13. Changes in industry practice, legislation	The new B1 and E2 Building Codes
14. Review of Quality Objectives, Achievements against the Objectives and any Changes to Objectives required	The Quality Manual has now been reviewed, ready for sign off.
15. Customer Feedback	A survey was undertaken two months ago. The results have been looked at and filed away.
16. Performance Improvement Objectives	Our performance improvement is on going.
17. Organisational Changes which may affect the Quality Management System	Organisational changes have made no affect on our quality management system.
18. External Environmental issues which may affect the Quality System	There have been no external environmental issues affecting our quality system.
19. Adequacy of Human Resources	Our human resources are adequate.
20. Proposals to significantly change infrastructure such as buildings, workspaces, software systems and support services / vehicles	We haven't seen any further plans for the proposed office layout . Apparently, there is funding for it.
21. Proposals to significantly change the way services are delivered e.g. contracting out significant portions of work such as all processing or inspections	NIL
22. Follow up from previous Management Reviews and in particular review of progress of priority areas identified as a result of the previous annual review	Parehuia to email Stu a copy of last year's EPM report and Parehuia to prepare reports.
23. Matters relating to Operational Reviews that resulted in corrective and preventative improvements including operational efficiencies	There are no matters outstanding, all Corrective Actions and most Recommendations have been discussed, recorded and reviewed.

ODC BCA OPERATIONAL MEETING HELD MONTHLY

<p>24. General</p>	<p>Stu is working on a number of TA functions, eg Compliance Schedules.</p> <p>He is also working toward an Agenda and report for the upcoming strategic meeting to be held end of July.</p> <p>Job descriptions need looking at and so Stu will do this.</p>
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