

SOUTH WAIRARAPA DISTRICT COUNCIL

24 FEBRUARY 2016

AGENDA ITEM E2

RESULTS OF 2016 ACCREDITATION REVIEW OF COUNCIL'S BUILDING CONSENT AUTHORITY (BCA)

Purpose of Report

To inform Councillors of the outcome of the 2016 Accreditation Review of the Council's Building Consent Authority.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*

1. Executive Summary

The Accreditation Review was carried out in late January 2016. The findings were that the BCA performed its functions effectively and efficiently over the last two years, even in the face of considerable change and necessary "stopgap" arrangements.

2. Background

The 2-yearly IANZ (International Accreditation NZ) accreditation assessment was completed on 27, 28, and 29 January 2016 as required under the Building Act and Regulations. The last review was completed in late January 2014 with Council's BCA achieving a high rating with no Corrective Action Requests being made (this was an excellent result).

The purpose of the audit is to ensure the BCA (Building Consent Authority) at Council continues to meet the criteria set out in the accreditation regulations. This is done by confirming that the organization (our BCA) is actually doing what our QMS manuals say and more importantly that the required outcomes of the Building Act (safe and sanitary buildings) are achieved.

The audit exercise undertaken jointly by the IANZ staff / assessment team.

3. Discussion

3.1 Focus

During its on-site visit, the assessment team (Peter Wakefield, Lead Assessor and Brendan Guyton, Technical Assessor of IANZ) focused on the technical operations, the management system, the competence of key personnel, and on the methods and procedures used in the consenting and inspection activities.

3.2 Information Review

Information gathering included, but was not limited to, review of records, discussions with management and technical and support personnel and the observation of consenting and inspection activities. The team witnessed inspections and other work relevant to the consenting and inspection processes.

3.3 Timeframe

The assessment took three full working days. It began with an entry meeting between the assessment team, the Chief Executive, Group Manager and the Team Leader Building to:

- a) Introduce the team members and BCA personnel
- b) Finalise the timetable
- c) Finalise Witnessing arrangements and;
- d) Resolve any immediate queries that the assessors or staff may have.

The assessment ended with an exit meeting during which a summary of areas of findings was presented. These findings were discussed before the team left.

A written report has now been forwarded to the BCA. A copy of the assessment report will be provided to MBIE (Ministry of Business, Innovation and Employment).

3.4 Process

Generally audit reports place findings into two categories;

- Corrective Action Requests which are actions that the organisation must carry out before accreditation can be granted. CARs relate to non-compliance with The Act, Regulations, the organisation's documented systems or related technical standards/ specifications.
- Recommendations which are actions that the organisation is urged to carry out in the interests of good practice, but are not considered CARs. A strong recommendation, if ignored, may lead to corrective action at a subsequent assessment.

3.5 Audit Result

The 2016 audit result was again excellent, in that **no** CARs were identified. This result places Council's BCA in an elite few where no CARs were created over two accreditation reviews and is another outstanding result.

There were however 10 strong recommendations and 5 recommendations. The strong recommendations will need to be addressed prior to the next IANZ audit in 2018, otherwise these could become CARs. Most of the strong recommendations will be easily addressed e.g. use of correct version dates on changed pages of QMS manual.

The audit team were very impressed with Council's BCA overall.

Of particular interest, the reviewers noted the high level of understanding among staff of their role, the QMS process and legislative outcomes. They also noted the very positive work environment, the desire for the team to succeed, the investment by Council in the BCA (new office organisation, future IT systems, the efforts of Council to ensure each individual within the team is trained and can perform to a high standard) and lastly the excellent staff relationships and focus on the provision of excellent service to the public. In this regard they said;

"Good points of note included well written and well maintained documented management systems. A good level of detail had been incorporated into the comprehensive internal audits, which were being implemented to a high standard. BCA staff were seen to be knowledgeable and well trained. The BCA had a good team dynamic with staff working well together. Staff were also seen to have a positive attitude towards continuous improvement (CI) with good use being made of the BCA's CI register".

These comments reflect particularly well on the leadership of Adrian Cullen who took over the role of Team Leader just 6 months prior to the review. His efforts to build a performance culture within the Building Team to ensure we provide better service to the public, while maintaining appropriate technical standards and outcomes, has been validated by the review.

With regard to the recommendations in the audit report, work will start immediately on addressing the strong recommendations.

4. Conclusion

Council's BCA has been accredited for a further two years to January 2018.

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