

MEETING

of the

Audit and Risk Committee

AGENDA

Supplementary Reports

Time: 1:00 pm
Date: Wednesday, 26 February 2025
Venue: Waiata House, 27 Lincoln Road,
Masterton

MEMBERSHIP

Chair Philip Jones (Chairperson)

Mayor Gary Caffell

Councillor Bex Johnson

Councillor Craig Bowyer

Councillor Brent Goodwin

Councillor Marama Tuuta

Iwi Representative Robin Potangaroa

Councillor David Holmes

Councillor Tom Hullena

Councillor Stella Lennox

Councillor Tim Nelson

Iwi Representative Jo Hayes

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6 REPORTS FOR INFORMATION

6.1 BUILDING AND PLANNING UPDATE

File Number:

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Authoriser: **Karen Yates, General Manager Strategy & Development**

PURPOSE

The purpose of this report is to provide the Audit and Risk Committee with an update from the Building Control team and the Consents and Planning team (see Attachment 1).

RECOMMENDATION

That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.

ATTACHMENTS

- 1. Building and Planning Update** [↓](#)

BUILDING AND PLANNING UPDATE
BUILDING CONTROL SERVICES ACTIVITY
Activity Levels, Staff and Service

Activity for the year to date is similar to last year.

Service	No.	Issued	Exceeded 20 days	Lapsed	Rejected	Comments
Building consents	317	311	20	12	42	Average of 14 working days to issue consents. 20 exceeded 20 working days, with the majority lacking information. Applications rejected because of lack of information and incorrect details.
Code compliance certificates		287	8	n/a	47	Average of 11 working days to issue ccc's. Ccc's refused when work not finished or an extension of time not requested.

Building Consent Authority Accreditation

During the month of November International Accreditation New Zealand are auditing Councils Building Consent Authority functions. IANZ identified 13 General non-compliances, one of which we resolved on site.

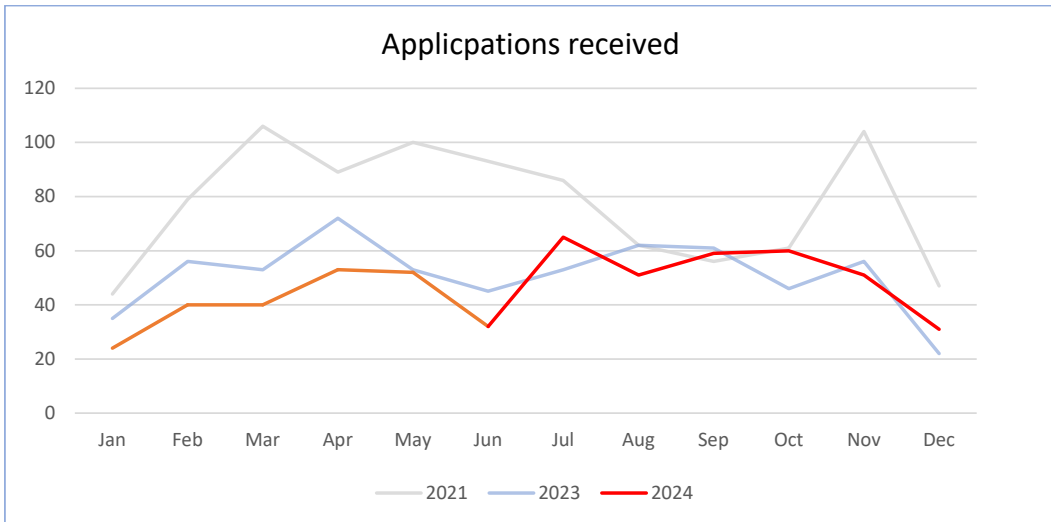
Most of the issues identified are procedural and minor administrative issues:

- MDC did not have a list of inspections, nor a description for each inspection
- MDC's advisory of the MBIE levy had not been updated
- Compliance Schedules need more technical detail
- Contractors were not listed on the MDC skill matrix
- Competency assessments were missing some minor details
- Training Plans were incomplete (reviewing, setting deadlines, and applications of training received)
- No documented procedure for engaging contractors
- Calibration of thermometers did not include variance of reference thermometer

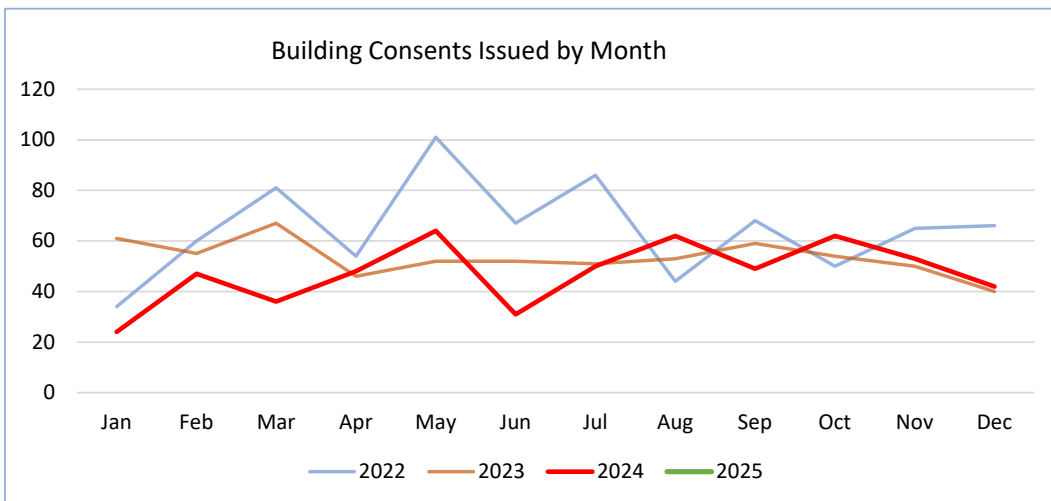
- 5 technical audits not completed
- Induction procedure did not explain how new staff would be inducted to the Council Building Accreditation manual.

Building Consent Authority Statistics

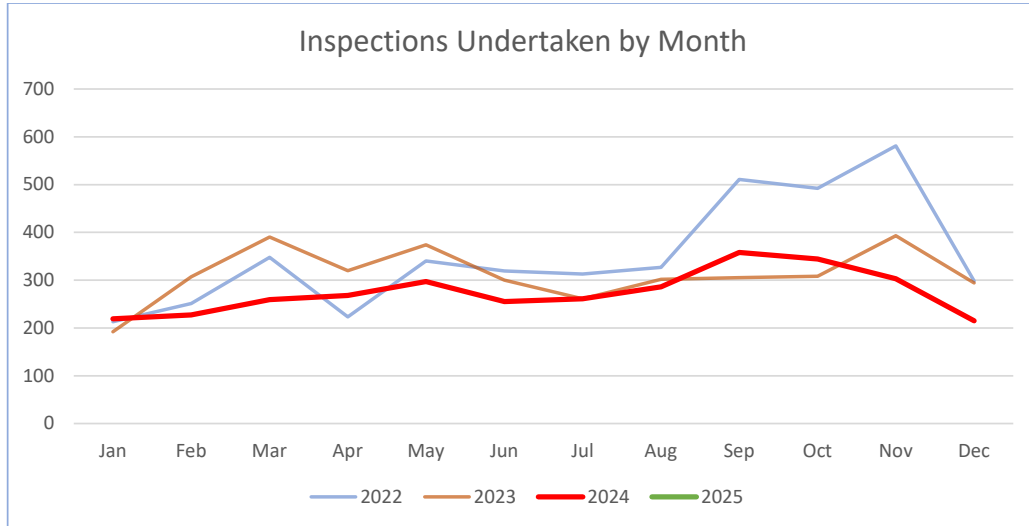
The number of applications received remains relatively consistent with last year



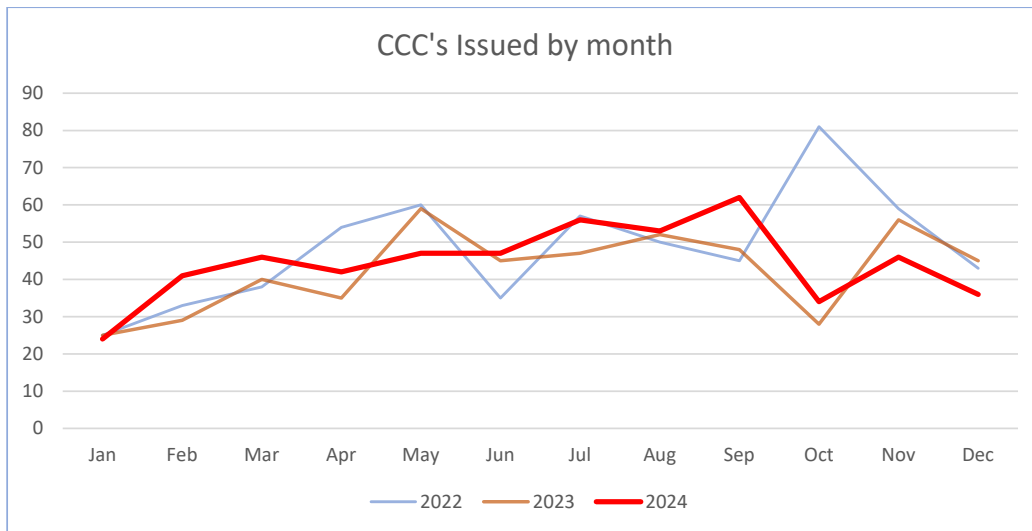
The number of applications issued is the same as last year.



The number of Inspections undertaken has been down compared to last year. The wait time for inspections is less than 48 hours, with most inspections having been undertaken within 24 hours of request.



The number of Code Compliance Certificates issued remains steady



TA Building Functions

Building Warrants of Fitness (BWoF)

Annual BWoF renewals provided to Council are all being reviewed within 20-working days.

Swimming Pools

194 Pool inspections have been undertaken to 175 pools. Sixteen Notices to Fix have been issued to owners of non-compliant pools.

There are 8 pools requiring inspection that are not accessible to staff. Letters have been sent out to the homeowners requesting they contact the building team to book a suitable time for the inspection.

CONSENTS AND PLANNING ACTIVITY

Resource Consents

The Planning Team has processed the following consents for 1 July 2024 to 31 December 2024:

Type of Type Consent Received	Number of Consents Processed 1 July 2023 – 30 June 2024	Number of Consents Processed 1 July 2024 – 31 Dec 2024	% Within RMA timeframe
Land use	72	36	94%
Subdivision	83	30	85%
Permitted Boundary	20	5	100% (within 10 days)
Outline Plan (Designations)	3	5	100%
TOTAL	178	76	94%

A total of 19 applications were received between 1 July 2024 – 31 December 2024. Six applications are in the process but on hold, waiting further information.

LIMs (Land Information Memorandum) - 1 July 2024 to 31 December 2024

Period	1 July 2023 - 30 June 2024	1 July 2024 – 31 Dec 2024	% Within Required Timeframe
Number of LIMs Processed	427	173	99%

Planning Enquires - 1 July 2024 to 31 December 2024

Period	Number of Enquiries
July 2024	60
August 2024	42
September 2024	50
October 2024	66
November 2024	42
December 2024	24
Total	284

Proposed Wairarapa Combined District Plan

Hearings for the proposed District Plan held up to the end of 2024:

- Hearing Stream 3 (Rural Zones) - 14-18 October 2024
- Hearing Stream 4 (Māori Purpose Zone) - 11 November 2024
- Hearing Stream 5 (Historic Heritage, Notable Trees and SANSs) – 9 December 2024
- Hearing Stream 6 (Overlays) – 6 December 2024

Notified/Limited Notified Resource Consent Application

- 10 Milford Downs (RM0068) – July – Nov 2024
- 9 Milford Downs (RM240079) – Aug – Nov 2024
- 49 Te Ore Ore Road (RM240070) – Dec 2025 – Decision Pending
- Town Hall-Chapel St (RM240135) - Dec 2025 – Submissions closed 10 February 2025 (there were 59 submissions received at close of submissions)
- 24B Nikau Heights (RM240141) Feb 2025 – Submissions close 24 February 2025

National Monitoring System 2023/2024 (Ministry for the Environment)

Masterton District Council is one of the 78 local councils that have volunteered information annually to the Ministry for the Environment (MfE) since 1997 for various aspects of Council's process under the Resource Management Act 1991. This year the Council has received feedback from the MfE with regard to:

- The proposed Wairarapa Combined District Plan process
- Consultation and cost with iwi consultation
- Resource consent processing times
- Enforcement

The Council has responded to the feedback received in November 2024 and have satisfied MfE.

Compliance Activity

Type of Notice	Number
Infringement	2
Abatement Notice	2