

Our Ref: A100802

18 July 2016

David Horwood

Dear Mr Horwood

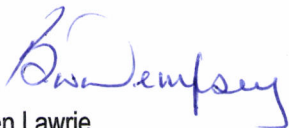
LGOIMA REQUEST – MINUTES OF BUILDING DEPARTMENT MEETINGS FOR 2011

I refer to your email regarding minutes of Building Department meetings for May 2011.

The attached minutes, which have previously been sent to you, are for a meeting held on the 9 June 2011. The meeting would have covered the period since the previous meeting, including the month of May 2011.

You will note that the date range of the reports considered at the 9 June meeting cover April and May.

Yours faithfully



for Aileen Lawrie
CHIEF EXECUTIVE

Enc. - Minutes



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

24. General	<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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April-May

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Barbara Dempsey

From: PaulA@odc.govt.nz
Sent: Tuesday, 12 July 2016 9:01 a.m.
To: Barbara Dempsey
Subject: FW: David Horwood - Minutes of Building Department meetings for 2011

Mr Horwood responds
He requested the May 2011 minutes and received Junes

-----Original Message-----

From: David Horwood [mailto:fyi-request-4027-f480cf40@requests.fyi.org.nz]
Sent: Tuesday, 12 July 2016 7:14 a.m.
To: Paul Abbot
Subject: Re: David Horwood - Minutes of Building Department meetings for 2011

Dear Paul Abbot,

Your recent reply does not answer our request. We asked for the May 2011 monthly minutes from the Opotiki District Council Building Department. Instead ODC resent us the minutes for June 2011 with the 'KPIs and objectives All currently achieved?' section highlighted.

There is no record in the 2011 ODC Building Department minutes of our complaint regarding the Shadowclad nailing pattern and bracing element installation, or of the site visit which occurred in April 2011. We can only think that these issues were discussed in the May 2011 meeting and we would like a copy of these minutes.

Yours sincerely,

David Horwood

-----Original Message-----

<<2016-06-09 - David Horwood OIA response enclosing minutes.pdf>> Update now includes minutes attachment

Paul Abbot
Information Management Officer
Ph (07) 315-3030 Extn 6719
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