Department of
Building and Housing
Te Tari Kaupapa Whare

Building Consent Authority
Accreditation Assistance Package

Project Funding Guidance

Assisting territorial and regional authorities to prepare for building consent authority accreditation

Foreword

The building consent authority accreditation and registration scheme aims to strengthen New Zealand's building control system. Accreditation will help ensure a building consent authority can undertake the volume and complexity of building control work it is facing, and ensures it consistently meets its statutory obligations.

Accreditation is a tried and tested means of improving performance standards that represents a considerable undertaking for territorial and regional authorities. This has been recognised by creating the Building Consent Authority Accreditation Assistance Package. It will enable territorial and regional authorities to engage the targeted assistance they need to prepare for accreditation. It should result in more shared knowledge between territorial and regional authorities as they meet the accreditation standards and criteria.

The Accreditation Assistance Package is one means by which the Department is on hand to support territorial and regional authorities in their preparations. The Department's self-assessment tools, the *Building Consent Authority Development Guides*, needs assessments and workshops are other means available to territorial and regional authorities in the run-up to 30 November 2007 and beyond.

With greater consistency and certainty around the critical consent and inspection stages of the building process, we can ensure more construction is carried out to the proper standards. This means better outcomes for building owners and users, many of whom have little knowledge of building and the processes involved, and more confidence by consumers in the system.

Katrina Bach
Chief Executive
Department of Building and Housing

PROJECT ASSISTANCE FUNDING

The project assistance funding works to:

- support territorial and regional authorities to become accredited as building consent authorities before 30 November 2007
- support territorial and regional authorities to establish alternative arrangements to building consent authority accreditation where they wish to do so before 30 November 2007
- provide support for the individual needs of each territorial and regional authority as identified by case advisers' assessments or application assessments by International Accreditation New Zealand (IANZ).

APPLYING FOR PROJECT ASSISTANCE FUNDING

Who is an applicant?

The applicant is the beneficiary territorial or regional authority requesting funding support and identified as the beneficiary of the outcomes of the project. The applicant may be either an individual territorial or regional authority or a cluster group. In the application, the beneficiary will include details of the identified external resource provider for which they are requesting funding support.

Who is the external resource provider?

The external resource provider is the identified adviser, consultant or external organisation that the beneficiary wishes to engage to provide the support to the project identified in the application. The external resource provider must provide a proposal or quotation, and details of this must be attached to the application for funding.

ELIGIBILITY CRITERIA

- The resource provider must meet basic capability and capacity requirements, as determined by the beneficiary.
- The beneficiary must have participated in a prior assessment, as performed by a case adviser or alternative Department representative, or have received an IANZ application assessment to confirm the project is aligned to the purpose of this fund. Alternative forms of assessment can include Department-performed technical reviews or pilot assessments. An exception is made where a territorial or regional

authority is engaging in an alternative arrangement to building consent authority accreditation, such as transferring or contracting their functions to an alternative territorial or regional authority.

- The project must have a feasible start and finish date to enable the territorial or regional authority to achieve building consent authority accreditation before 30 November 2007, or be engaging in an alternative arrangement before this date.
- The project must adhere to the legal and financial policies of departmental expenditure, including verifiable outcomes or deliverables, and the evaluation process of at least two proposals for services. To increase the speed of project approval, copies of evaluated proposals/quotations should be included in any application.
- The external resource provider must be willing to enter a contracting agreement with the Department.
- Where the beneficiary is seeking funding support to progress alternative arrangements to building consent authority accreditation, an interested contract or transfer party must be identified.
- Projects requesting funding support over $50,000 will not be eligible under this funding scheme.

What sort of project will be funded?

YES	NO
Advisory or consultancy fees for providing guidance and support for preparation-related activities, such as document development, system design and implementation	Costs associated with a territorial or regional authority's organisational operating costs (eg, HR, finance, IT)
External resource costs for acquiring training in understanding the requirements of the regulations and other related topics	Costs associated with the development of capital such as plant, tools or information technology systems
Development of nationally applicable guidance material, training or advice	Retrospective project costs undertaken before you make your application for funding
Advisory or consultancy fees for independently assessing authorities' preparedness for accreditation (eg, dedicated project management services)	Accreditation fees to the building consent accreditation body (IANZ)

EVALUATION CRITERIA

All eligible applications will be prioritised against the following evaluation criteria.

- Does the project contribute directly to the outcome of helping a territorial or regional authority achieve accreditation, or establish an alternative arrangement, before 30 November 2007?
  - Consider the project plan for accreditation and any relevant time and resource constraints.
  - Consider the link to case adviser assessments, IANZ accreditation assessments or an alternative review of the preparatory needs of the beneficiary.
- Does the project provide value-for-money results?
  - Consider the deliverables of the project and any viable outcome measures.
  - Consider shared learning, influence and leverage.
  - Consider how the project can prevent unnecessary duplication of efforts between territorial and regional authorities.

The Building Consent Authority Accreditation Assistance Steering Group will evaluate and make recommendations on all project funding decisions. The Steering Group includes representatives from Local Government New Zealand, Building Officials Institute of New Zealand, Society of Local Government Managers and a number of territorial authorities.

Feedback on Steering Group decisions will be made available to applicants on request.

HOW TO APPLY

Applications may be submitted at any time via your case adviser.

Funding rounds take place monthly from March 2007 through to October 2007, unless advised otherwise.

Monthly funding rounds close on the 20th of each month with funding recommendations being made at Steering Group meetings on or around the 30th of each month. Additional funding rounds will be considered in extreme cases to ensure project commencement is not delayed through this process.

Applications must be on the application form available from your case adviser.

APPROXIMATE MONTHLY TIMETABLE

1. Applications are submitted to case advisers. Applications close on the 20th of each month.
2. Case advisers submit their endorsed applications to the Steering Group to form recommendations for disbursement decisions. The Steering Group convenes around the 30th of each month.
3. Disbursement decisions are approved, applicants are notified and the necessary contracts are developed. Applicants are notified of funding decisions on the 10th of each month.
4. Project payments are made at project completion and when an authorised invoice and evaluation of outcomes have been provided. Case advisers will work with the beneficiary to complete the outcome reporting requirements. Invoices must be authorised by the funding applicant (beneficiary). Alternative payment terms may be agreed with your case adviser.

FURTHER INFORMATION

For further information on the Building Consent Authority Accreditation Assistance Package, please contact your case adviser or the Department of Building and Housing at zoe.dryden@dbh.govt.nz or phone 04 494 0290.

OTHER BENEFITS OF THIS FUND

The Building Consent Authority Accreditation Assistance Package has a role in educating and training territorial and regional authorities in preparing for and understanding building consent authority accreditation before 30 November 2007. The assistance project runs workshops in various regions throughout New Zealand where members of the Department, IANZ and other specific training providers can host educational forums.

The assistance project provides case advisers to work with territorial and regional authorities throughout their preparation process providing expertise and guidance to:

- help them in reviewing and understanding their current level of preparedness through conducting a collaborative assessment of needs in any region
- share and disseminate resources, information and material throughout territorial and regional authorities and between the Department and IANZ
- help individual or cluster groups apply for project funding.

CASE ADVISERS DIRECTORY

TERRITORIAL AUTHORITY	CASE ADVISER	CONTACT	EMAIL
Hamilton City Council Hauraki District Council Matamata-Piako District Council Otorohanga District Council Thames-Coromandel District Council Waikato District Council Waipa District Council Waitomo District Council	Roger Austin	021 756 823	raustin@kol.co.nz
Kawerau District Council Opotiki District Council Rotorua District Council South Waikato District Council Taupo District Council Tauranga City Council Western Bay of Plenty District Council Whakatane District Council	Rosemary Hazlewood	027 223 5747	office@bnets.co.nz

TERRITORIAL AUTHORITY	CASE ADVISER	CONTACT	EMAIL
Horowhenua District Council Manawatu District Council New Plymouth District Council Palmerston North City Council Rangitikei District Council Ruapehu District Council South Taranaki District Council Stratford District Council Tararua District Council Wanganui District Council	Steve Mazey	021 661 873	steve@stimpson.co.nz

TERRITORIAL AUTHORITY	CASE ADVISER	CONTACT	EMAIL
Auckland City Council Far North District Council Franklin District Council Kaipara District Council Manukau City Council North Shore City Council Papakura District Council Rodney District Council Waitakere City Council Whangarei District Council	Andrew Minturn and Heather Baigent	021 669 528 021 776 388	a.minturn@qualtech.co.nz interact-consult@xtra.co.nz
Carterton District Council Hutt City Council Kapiti Coast District Council Masterton District Council Porirua City Council South Wairarapa District Council Upper Hutt City Council Wellington City Council	Steve Garner	021 525 121	garner@monarch-consulting.co.nz

TERRITORIAL AUTHORITY	CASE ADVISER	CONTACT	EMAIL
Tasman District Council Nelson City Council Kaikoura District Council Marlborough District Council	Terry Archer	027 522 1660	terry@bdc.govt.nz
Buller District Council Central Otago District Council Clutha District Council Dunedin City Council Gore District Council Grey District Council Invercargill City Council Queenstown Lakes District Council Southland District Council Westland District Council	Kevin Smith	027 442 6281	kevin.sylvia@xtra.co.nz

TERRITORIAL AUTHORITY	CASE ADVISER	CONTACT	EMAIL
Ashburton District Council Christchurch City Council Hurunui District Council Mackenzie District Council Selwyn District Council Timaru District Council Waimakariri District Council Waimate District Council Waitaki District Council	Neil Kirk	021 337 234	kirkn@lsiconsultants.com
Central Hawkes Bay District Council Chatham Islands Council Gisborne District Council Hastings District Council Napier City Council Wairoa District Council	Karen Holland	021 474 262	karen.holland@schema.co.nz

REGIONAL AUTHORITY	CASE ADVISER	CONTACT	EMAIL
Auckland Regional Council Environment Bay of Plenty – Regional Council Environment Canterbury – Regional Council Environment Southland – Regional Council Environment Waikato – Regional Council Greater Wellington Regional Council Hawkes Bay Regional Council Horizons Regional Council Northland Regional Council Otago Regional Council Taranaki Regional Council West Coast Regional Council	Murray Sim	021 499 431	murray.sim@axist.co.nz

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