Methodology example 5:

Using a conditional matrix instead of a decision flow diagram

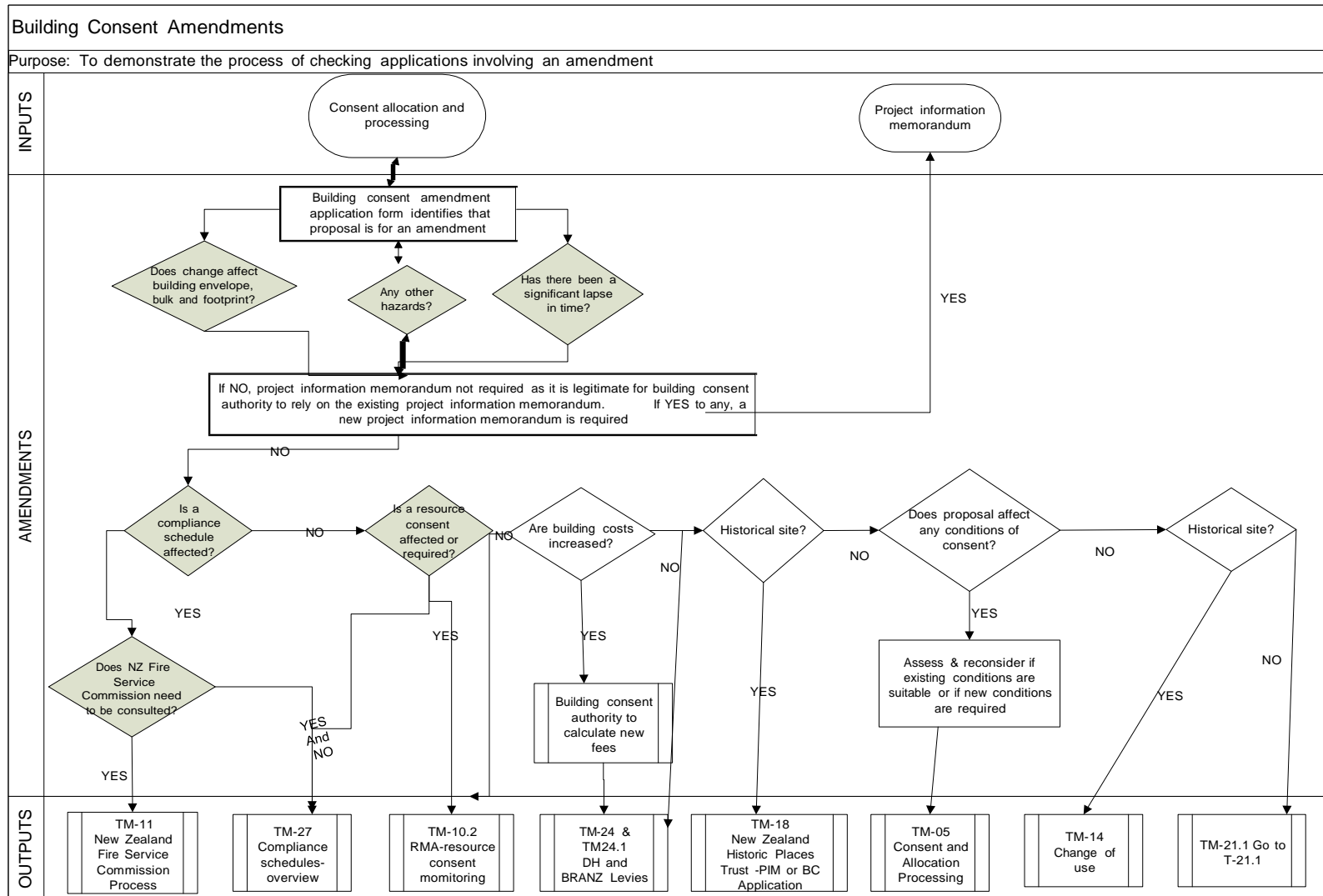**1** **Before**

- Hard to follow decision flow chart

2 **After**

- A matrix is embedded within a work flow process to summarise all possible scenarios /conditions and the resulting processes that will need to be enacted
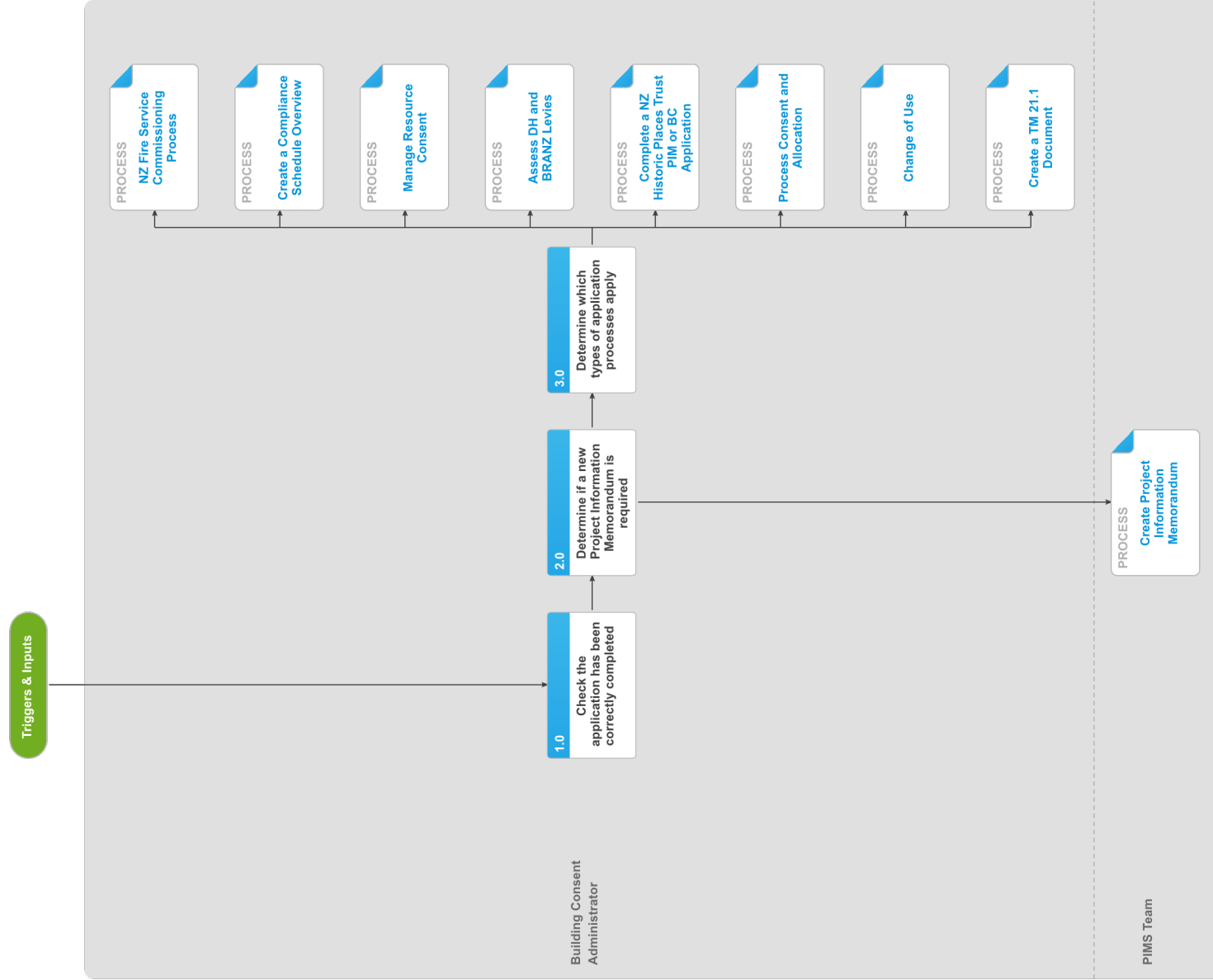
A decision chart: Difficult to read and interpret

Building Consent Amendments

Purpose: To demonstrate the process of checking applications involving an amendment

INPUTS

(Consent allocation and processing)

(Project information memorandum)

AMENDMENTS

Building consent amendment application form identifies that proposal is for an amendment

Does change affect building envelope, bulk and footprint?

Any other hazards?

Has there been a significant lapse in time?

YES

If NO, project information memorandum not required as it is legitimate for building consent authority to rely on the existing project information memorandum.   If YES to any, a new project information memorandum is required

NO

Is a compliance schedule affected?

NO

Is a resource consent affected or required?

NO

Are building costs increased?

Historical site?

NO

Does proposal affect any conditions of consent?

NO

Historical site?

YES

NO

Does NZ Fire Service Commission need to be consulted?

YES

YES

NO

YES

YES

YES

NO

Building consent authority to calculate new fees

Assess & reconsider if existing conditions are suitable or if new conditions are required

YES

YES And NO

YES

OUTPUTS

| TM-11 New Zealand Fire Service Commission Process | TM-27 Compliance schedules-overview | TM-10.2 RMA-resource consent momitoring | TM-24 & TM24.1 DH and BRANZ Levies | TM-18 New Zealand Historic Places Trust -PIM or BC Application | TM-05 Consent and Allocation Processing | TM-14 Change of use | TM-21.1 Go to T-21.1 |

Tips to get you started:

✓ Recognise that the original flow chart does is not a process work flow, it is a decision chart

✓ Simplify for the end user by creating a process work flow with an attached decision matrix (upload as an INFO attachment) that will more easily communicate which processes need to be enacted

Condition:	Go to process:
Is a compliance schedule affected or does the NZ Fire Service Commission need to be consulted?	IF YES: Refer to **NZ Fire Service Commissioning** Process and the **Manage Compliance Schedules** Process
Is a Resource Consent affected or required?	IF YES: Refer to the **Manage Resource Consent** Process
Are building costs increased?	IF YES - apply to building consent authority to calculate new fees and Refer to the **Assess DH & BRANZ levies** process If NO - Refer to the **Assess DH and BRANZ levies** process
Is it a historical site?	If YES – Refer to the **Complete NZ Historic Places Trust-PIM or BC Application process**
Does the proposal affect any conditions of consent?	If YES – Assess & reconsider if existing conditions are suitable or if new conditions are required and then Refer the **Process Consent and Allocation** Process
Does the proposal affect any conditions of consent and is a historical site?	IF YES – Refer to the **Change of use** process IF NO – Refer to **Create a TM21.1 document** process

Manage Building Consent Amendments v4.0

Triggers & Inputs

Building Consent Administrator

1.0 Check the application has been correctly completed

2.0 Determine if a new Project Information Memorandum is required

3.0 Determine which types of application processes apply

PROCESS — NZ Fire Service Commissioning Process

PROCESS — Create a Compliance Schedule Overview

PROCESS — Manage Resource Consent

PROCESS — Assess DH and BRANZ Levies

PROCESS — Complete a NZ Historic Places Trust PIM or BC Application

PROCESS — Process Consent and Allocation

PROCESS — Change of Use

PROCESS — Create a TM 21.1 Document

PIMS Team

PROCESS — Create Project Information Memorandum

Manage Building Consent Amendments v4.0

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Summary

To determine what the process requirements are for each received building consent application

Owner	Promapp Promaster
Expert	Promapp Promaster

Procedure

1.0 Check the application has been correctly completed
Building Consent Administrator

  a Check all details have been recorded, as required

  b Make amendments to application, as required

2.0 Determine if a new Project Information Memorandum is required
Building Consent Administrator

  a Create a new PIM if:
- change affects building envelope, bulk and footprint
- there are any other hazards
- there has been a significant lapse in time

CONDITIONAL Create Project Information Memorandum
PIMS Team

3.0 Determine which types of application processes apply
Building Consent Administrator

  a Refer to the decision matrix to determine process requirements

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Condition:	Go to process:
Is a compliance schedule affected or does the NZ Fire Service Commission need to be consulted?	IF YES: Refer to **NZ Fire Service Commissioning** Process and the **Manage Compliance Schedules** Process
Is a Resource Consent affected or required?	IF YES: Refer to the **Manage Resource Consent** Process
Are building costs increased?	IF YES - apply to building consent authority to calculate new fees and Refer to the **Assess DH & BRANZ levies** process IF NO - Refer to the **Assess DH and BRANZ levies** process
Is it a historical site?	IF YES – Refer to the **Complete NZ Historic Places Trust-PIM or BC Application process**
Does the proposal affect any conditions of consent?	IF YES – Assess & reconsider if existing conditions are suitable or if new conditions are required and then Refer the **Process Consent and Allocation** Process
Does the proposal affect any conditions of consent and is a historical site?	IF YES – Refer to the **Change of use** process IF NO – Refer to **Create a TM21.1 document** process

🖼️ Decision Matrix.JPG

PARALLEL NZ Fire Service Commissioning Process
Building Consent Administrator

PARALLEL Create a Compliance Schedule Overview
Building Consent Administrator

PARALLEL Manage Resource Consent
Building Consent Administrator

PARALLEL Assess DH and BRANZ Levies
Building Consent Administrator

PARALLEL Complete a NZ Historic Places Trust PIM or BC Application
Building Consent Administrator

PARALLEL Process Consent and Allocation
Building Consent Administrator

PARALLEL Change of Use
Building Consent Administrator

PARALLEL Create a TM 21.1 Document
Building Consent Administrator

Triggers & Inputs

TRIGGERS
None Noted

INPUTS
None Noted

Outputs, Linked Process Stakeholders & Performance Targets

OUTPUTS
None Noted

STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process Group
Assess DH and BRANZ Levies	Promapp Promaster	Promapp Promaster	Training Material Processes
Change of Use	Promapp Promaster	Promapp Promaster	Training Material Processes
Complete a NZ Historic Places Trust PIM or BC Application	Promapp Promaster	Promapp Promaster	Training Material Processes
Create a Compliance Schedule Overview	Promapp Promaster	Promapp Promaster	Training Material Processes
Create a TM 21.1 Document	Promapp Promaster	Promapp Promaster	Training Material Processes
Create Project Information Memorandum	Promapp Promaster	Promapp Promaster	Training Material Processes
Manage Resource Consent	Promapp Promaster	Promapp Promaster	Training Material Processes
NZ Fire Service	Promapp	Promapp	Training

| Commissioning Process | Promaster | Promaster | Material Processes |
| Process Consent and Allocation | Promapp Promaster | Promapp Promaster | Training Material Processes |

- -

STAKEHOLDERS

None Noted

- -

PERFORMANCE TARGETS

| **Measure** | **Target** |

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