



Mackenzie

DISTRICT COUNCIL

136TH MEETING

Notice is given of an Ordinary Meeting of Council to be held on:

Date: Tuesday, 30 January 2024

Time: 9.00am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

30 January 2024

Note: This meeting will be digitally recorded by the minute-taker .

Council Membership:

Anne Munro (Chair)
Karen Morgan
Murray Cox
Kerry Bellringer
Scott Aronsen
Phillipa Guerin
Rit Fisher
Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to promote the **social, economic, environmental, and cultural well-being** of communities in the present and for the future.

(Local Government Act 2002)

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- 1 KARAKIA AND APOLOGIES**
- 2 PUBLIC FORUM**
- 3 DECLARATIONS OF INTEREST**
- 4 BEREAVEMENTS**

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

MEETINGS

28 November:

- Council Meeting

29 November:

- Audit and Risk workshop
- Genesis Tekapo Power Scheme Community Meeting

4 December:

- MTFJ Mayors Programme Update

5 December:

- Council Workshop

6 December:

- Alpine/Mackenzie/Waimate - Shareholder Update

7 December:

- SC Mayors and Zone Committee Chairs & Deputy Chairs Discussion
- Afternoon tea with Mayor - Fairlie Memorial Wall Committee and Fairlie Community Board

10 December

- Albury Carol Service

11 December:

- Council Workshop
- LGNZ Online Special General meeting

12 December:

- Council Meeting
- Audit and Risk Meeting
- Attended Mackenzie College Prize Giving

13 December:

- Aoraki Foundation/MDC Catch Up

14 December:

- Fairlie Community Board meeting

15 December:

- South Canterbury Mayoral Discussion: Zone Committee Support

19 December

- Visited a number of residents in Fairlie.

21 December

- Visited Twizel & dropped into a number of businesses.

1 January

- Participated in Fairlie New Years Day Parade.

4 January

- Responded to Stuff media enquiry re- Tekapo Crowned 2023 sunniest town in New Zealand

6 January

- Responded to Nelson Herald re- Tekapo beating Nelson as sunniest town 2023.

12 January

- Teams meeting with FENZ Rob Hands, Joe Rush, Angela & Chris Clarke to discuss Twizel and surrounding area extreme fire risk and ensuring correct processes in place should evacuations needed to be undertaken during weekend.

13 January

- Attended fairlie Bowling Club Centennial.

21 January

- NewstalkZB interview re- emergency communications.

22 January:

- Council Workshop (LTP Budgets)

23 January:

- Council Workshop (LTP Budgets)

25 January:

- Fairlie Community Board Meeting

29 January

- MTFJ 6 monthly update meeting online.

6 REPORTS

6.1 CHIEF EXECUTIVE OFFICER'S REPORT FOR JANUARY 2024

Attachments: Nil

RECOMMENDATIONS

1. That the report be received.

PURPOSE OF REPORT

To provide the Council with an update on strategic projects, human resources, customer services and CEO activities during the month of December, 2023, and January, 2024.

CHRISTMAS AND NEW YEAR PERIOD

Tourism really ramped up significantly over the festive season as anticipated. The operations team and contractors coped well with minimal complaints. Infringements for Freedom camping peaked as we started to enforce the new Responsible Camping bylaw.

With the drier sunnier and windy conditions in early January, the risk of fire was high. The forecast hot, dry and windy conditions meant that any vegetation fire would move quickly and would be challenging for firefighters to bring under control.

FIRE RISK

Fire and Emergency proactively set up an Incident Management Team at the Twizel Fire station, ready to respond to any vegetation fire in the Mackenzie Basin during a period of elevated fire danger forecast between 10-14 January.

They also put out some advice for everyone in the community to help reduce the risk of fire. These sessions were well attended.

WATER RESTRICTIONS

Stage 2 water restrictions now apply for everyone on the Fairlie town supply (including Kimbell). Water restrictions were also put in place in Twizel from 20 December.

Communication has been produced and distributed to explain the water restrictions measures and to answer various questions regarding the Twizel water supply and to inform our community about water conservation.

LEGISLATIVE UPDATES

REFORM AGENDA

THREE WATERS

Simeon Brown the Minister for Local Government has written to our Council noting the government intends to repeal the previous Government's water services legislation. He indicated that Cabinet

has agreed to introduce a repeal bill that will restore council ownership and control of water infrastructure and services. The bill will make the following changes:

- All legislation relating to water services entities will be repealed (Water Services Entities Act 2022, Water Services Entities Amendment Act 2023, and Water Services Legislation Act 2023).
- Previous legislation related to the provision of water services will be reinstated (including local government legislation). This will restore continued council ownership and control of water services, and responsibility for service delivery.
- The Northland and Auckland Water Services Entity (the only entity that had been legally established under the Water Services Entities Act 2022) will be disestablished and any outstanding work on the entity's set-up will cease.

The repeal bill is expected to be introduced in February/March 2024 and enacted as soon as possible.

Councils will need to add and integrate information about water services into their 2024 long-term plans. There are transitional options available to Council. Council has the option to extend its deadline for the adoption of the Long Term Plan to 30 September 2024. There is also an indication that the deadline to adopt the Annual Report will also be extended. They have also noted that Councils have the option to have unaudited consultation Documents.

At this stage we are aiming for an adoption date of 30 June 2024 as we were already of the opinion that water service delivery would need to be included in the Long Term Plan.

Local Water Done Well –the Government's key principles of our future direction for water services

Key principles of our future plan for the delivery of water services include:

- Introducing greater central government oversight, economic and quality regulation.
- Fit-for-purpose service delivery models and financing tools, such as improving the current council-controlled organisation model and developing a new class of financially separate council-owned organisation.
- Setting rules for water services and infrastructure investment.
- Ensuring water services are financially sustainable. Financial sustainability means revenue sufficiency, balance sheet separation, ring-fencing and funding for growth.

Infrastructure New Zealand is pushing for water infrastructure to be taken off the financial books of councils. They have released a policy position on water infrastructure and services calling for budget separations of local councils and any future water entities.

- Infrastructure New Zealand says maintaining the status quo can't continue.
- They have indicated if the current status quo situation is left to continue, New Zealanders will face significant social, economic and environmental costs along with ongoing risks to public health.
- Financial independence from councils will allow them to borrow to fund significant backlogs in asset renewal and replacement.

- Infrastructure NZ is also recommending volumetric water charges be explored so that, like other utilities such as telecommunications and electricity, consumer demand can be better managed and a direct service-related revenue stream created.

LONG TERM PLAN 2025-2035

The LTP is now our top priority, and every effort must be made to ensure that deliverables are met and that there is no slippage to the timeline. December 2023 and January 2024 have been spent consolidating the budget estimates and reviewing the internal budgets. It is proving challenging with increases in various items that are beyond Council's control such :

- the **cost of capital inputs** like bitumen, concrete and steel – which are essential materials for our infrastructure repairs. These costs have risen at about **twice the official rate of the Consumer Price Index** (the official rate of inflation).
- The rising costs of **insurance** – which is driven by the extreme weather events and natural disasters Aotearoa New Zealand has experienced (many homeowners are experiencing this too)
- Increased **interest costs** on our debt (just as anyone with a mortgage is experiencing)
- Higher standards for our community health and wellbeing – for example, improved water quality - and new responsibilities.
- **Audit New Zealand** costs (\$135,000 increase due to 20% hikers in costs over the past 3 financial years)

The bottom line is nationwide rates account for about two percent of Gross Domestic Product and have done for many years. Central government sits around 30 percent. Across New Zealand we are hearing of Councils facing significant rate increases.

We are aware that rate payer affordability is constrained given the current levels of inflation and interest rate effects on their mortgages. Council is in an equally invidious position with built in cost increases highlighted above CPI levels. Inflation levels are still hovering around 5.6%.

The team and Councillors have spent significant hours working through and reviewing our budgets already with this in mind but it is proving challenging.

Our elected members are facing some unenviable decisions, balancing community expectation for increased community facilities and services that are needed to support our growing population in the future, increased compliance and infrastructure costs for three waters while balancing this against rates affordability and prudent financial management.

It was clear from the presentations at the Rural and Provincial last year that the government are entering a fiscally constrained context for central government with an extremely high deficit and an inflationary environment. MBIE has also ended the Tourism Infrastructure funding.

Tourism Funding

Post COVID tourism market has bounced back above 2019 levels and forecasts show the increase in peak day visitors from 35,609 to 44,862 and peak night stays by from 18,933 to 23,853. Servicing these growing tourism numbers places an onerous financial burden on the small ratepayer base in the Mackenzie district. This is not equitable. The ratio of day tourists to ratepayers is about 1:19 but the future growth ratio will be 1:24 (by 2034).ⁱ We have written to the Minister of Tourism and Hospital; to express our concerns over the impacts and the onerous cost of servicing tourism require an enduring equitable external funding source to be established with the assistance of central government.

Specific challenges in this LTP are:

- Built in increases beyond our control as highlighted above.
- Infrastructure has to be built to cater for peak seasonal populations (roading, drinking water, waste management and stormwater) at a cost to our ratepayers
- We had initially planned for a replacement for the Tekapo Wastewater Treatment Plant at a cost of between \$30m to \$45m. We are working on an interim solution to extend the capacity of the current plant.
- In October 2023, Council decided to address the level of complaints about the unhygienic state of public toilets and overflowing waste bins by increasing the level of service of the current contract from a daily clean to twice per day for specific toilet blocks. This decision has incurred additional unbudgeted costs of over \$143,000 which represents a 1% increase in rates.
- Higher levels of compliance for Water and Wastewater to meet new regulatory standards being monitored by Taumata Arowhai.
- Provision for removal of wilding pines on Council land.
- Increased community expectation for facilities in Twizel and Tekapo
- Capital Renewals and upgrades which lock in future rate increases in subsequent years.

Wilding Pines Funding

We have also written to the Minister of Conservation to express concern over the significant reduction in funding looming. Without future funding the significant investment to date will be lost. It is paramount that we finish this programme of works collectively. Initial Investment was made as part of Budget 2020, with \$100m committed over four years. This allowed national wilding pine control operations to scale up significantly and make great progress. This funding is now reducing to \$10m a year from 2023-24. Canterbury has been the largest beneficiary of funding from the National Wilding Conifer Control Programme (NWCCP), and while that sounds positive, it's a reflection of the scale of the problem in the region, centred in the Mackenzie Basin.

Regional Infrastructure Funding

We have also written to the Minister of Infrastructure and Regional Development to express concerns over major funding challenges for core infrastructure in the Mackenzie district and to request your assistance in addressing them. We would like to provide input into policy criteria for funding of major infrastructure (Regional Infrastructure Fund - \$1.2 billion).

Challenges here are

- Infrastructure has to be built which does not cater for the resident population but must cater for peak seasonal populations (roading, drinking water, waste management and stormwater)
- We are having to plan for a replacement for the Tekapo Waste Water Treatment Plant at a cost of between \$30m to \$45m. We are currently considering an interim solution to mitigate costs.
- The full capital infrastructure costs to build this plant which mostly services the burgeoning tourist population would place financial burdens on our ratepayers and Council.
- The current plant does not have enough capacity to treat the estimated future flows in 2050. The population is forecast to more than double by 2050. The current plant is also exposed

to seismic Risk as there are multiple active faults in the area which could potentially cause damage to the plant. The existing plant is also situated adjacent to Lake Tekapo.

- There are significant concerns about the risk of pond failure during a seismic event causing untreated wastewater to enter the Takapō River, and the potential effect of the irrigation fields on the river. There are sites of cultural significance around the Takapō area and in the lake.
- There is potential for residential developments to move towards the current site as the population grows

DISTRICT PLAN

Plan changes 23 to 27 have been notified and the closing date for submissions is 26 January 2024.

We are currently in the middle of mediation on Plan Change 18 and have sought a further extension from the Environment Court.

HOUSING

A report has been received from Rationale on Housing but workload on LTP has prevented detailed discussion and analysis of this report.

TE MANAHUNA KI UTA – BETTER OFF FUNDED PROJECTS

The Draft literature survey and engagement plan has been received for climate change project but this has become a slightly lower priority given the LTP programme.

A procurement plan has been compiled for the East Pukaki stage of the Alps to Ocean. Tenders have been called for and evaluation of the tenders is occurring.

The next steps for the pou whenua project will be to identify the cultural leads from the Runanga, and to reconfirm the Mana Whenua Vision and Physical Manifestation document from Te Manahuna Ki Uta Destination Management plan (November) and plan for a Wānanga and Hikoi (February 2024). It is anticipated that a Roadmap document is planned to be finalised by (March 2024).

No progress on the Destination Branding project has occurred due to high workload associated with the LTP.

FINANCIAL REPORTING

No financial report has been provided for this meeting as the Finance team are currently busy working on the Ten Year Plan with high workloads.

MEETINGS ATTENDED

4 December	Council workshop
6 December	LTP Steering Group
8 December	LTP Internal Meeting
11 December	Council workshop Canterbury Corporate Forum (Chaired the meeting) Three Waters meeting
12 December	Council meeting and Audit and Risk Committee Mackenzie Tourism Industry Function (Twizel)
13 December	Aoraki Foundation meeting Boffa Miskell Climate Change meeting
13 December	Weekly EELT and LTP meeting
14 December	TEAM MACK meeting
14 December	Meeting with the Twizel School Headmistress and Board Chair
15 December	LTP internal budget meeting
12 January 2024	LTP – Asset Management plan Meeting
16-17 January	LTP Internal Budget review meeting
18 January	Document Assembler System Training
18 January	CEO Taituara Meeting
19 January	LTP Meeting
22-23 January	Council workshop on LTP Budget
24 January	LTP Steering Group Meeting , Simons Pass Consent Meeting
25 January	Fairlie Community Board
26 January	LTP meeting
29 January	CEO Forum Canterbury Mayoral forum
30 January	Council meeting and LTP workshop

OPERATIONAL REPORTS**PEOPLE AND CULTURE MONTHLY REPORT
December 2023****GENERAL UPDATE:**

- Sadly Gillian Olsen (Customer Services Officer, Twizel) passed away 27th December 2023. Gillian was surrounded by her whanau at the time of her passing.
- During the month of December there were one on one sessions with various Business Unit Leaders on MDC's Leading for Performance Framework to ensure that they understand how it works, what is expected and the timeframes for setting KPI's for each of their team members, mid-year and end of year reviews.
- December was another busy period of assisting managers with updating various position descriptions and role evaluations (Completed via Strategic Pay).
- Several HR Policies are currently being reviewed and updated – Employee Code of Conduct, Flexible Working Arrangements, Bullying and Harassment Policy, Remuneration Policy and Disciplinary and Performance Management Policy.
- The H&S Workflow Plan for the next two years is currently being worked on / updated in conjunction with the H&S Officer.

KEY TEAM MACK MOVEMENTS – RESIGNATIONS:

- Rachel Hickling (Planner) resigned, and her final day will be 9th January 2024.
- Rachael Williams (Team Leader Compliance and Monitoring) resigned, and her final day will be 2nd February 2024.
- Wendy Thompson (Corporate Planner) resigned, and her final day will be 12th January 2024.

RECRUITMENT UPDATE:

- Transport Engineering Officer – this recruitment is ongoing however we are now working with a recruitment agency to assist us with filling this role. Candidates for this role are hard to find as there is a shortage of this skill set and the level of experience throughout NZ at the moment.
- Accountant – a preferred candidate has been identified and an offer of employment has been sent. More details to come once the candidate has formally accepted and a start date confirmed.
- Manager Property and Commercial – this role is currently being advertised and interviews will be scheduled for early January 2024.

CUSTOMER SERVICES REPORT

December 2023

GENERAL UPDATE:

- Krista Gilchrist, Customer Services Officer rejoined the Twizel Customer Services team on 18th December 2023 after an accident earlier in the year and has been declared fully fit for duties in the NZ PostCentre environment.
- Gillian Olsen, Customer Services Officer sadly passed away on 27th December 2023 following a short battle with the return of an aggressive cancer.
- Thea van Merrienboer, Customer Services Officer, joined the team in October on a fixed term, part time contract (due to expire on 2nd February 2024) and has been primarily working in the Twizel PostCentre / Reception to supplement team numbers. This has worked extremely well, and Thea has quickly become an effective member of the team having since worked in both offices.
- Recruitment will commence for a replacement Customer Services Officer which will bring the Twizel team back to full capacity.
- The Customer Services team continues to assist Finance in updating the addresses in the MAGIQ “Names” database. Our joint goal is to correct the data in the database to enable access to discounted bulk posting (Rates, Dog Registration etc) from NZ Post. In order to gain the discounted rates, the data needs to meet the NZ Post PAF (Postal Address File) criteria. Another benefit in correcting the data will be the decrease in the amount of returned, incorrectly addressed, postal items and the time taken to locate the addressee.

TWIZEL OFFICE CUSTOMER NUMBERS:

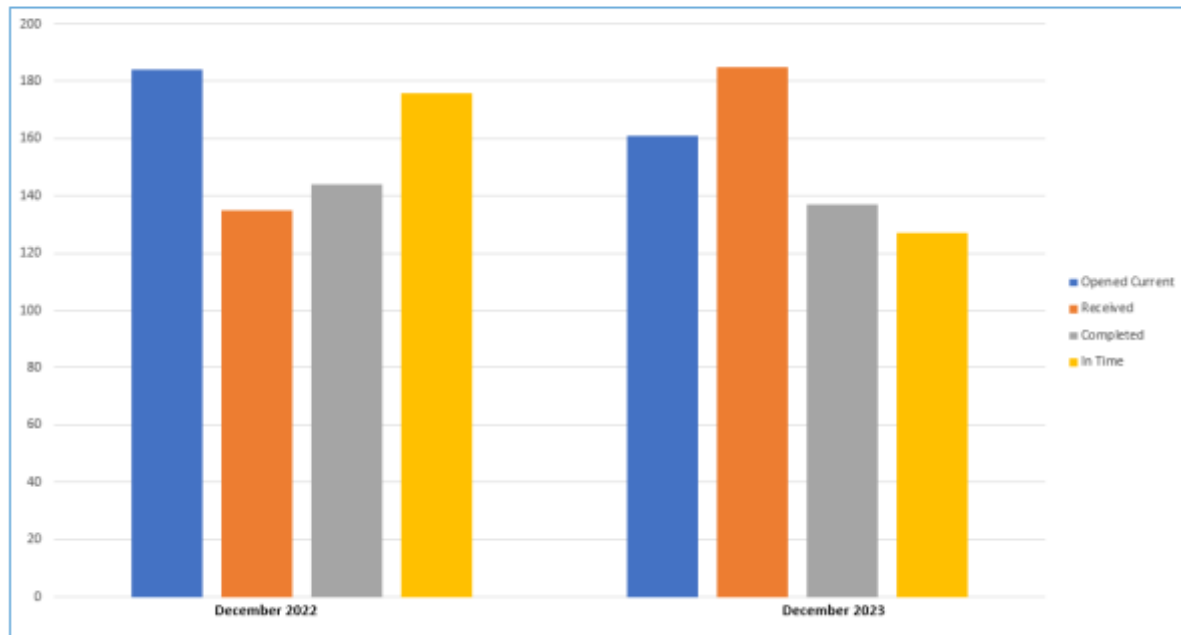
- Twizel customer numbers recorded for December 2023 was a total of 2704. This compares with a total of 2210 recorded customer number for the same period in 2022. With the return of international tourists, we are seeing an increase in the numbers of people requesting directions and general information.

FAIRLIE OFFICE CUSTOMER NUMBERS:

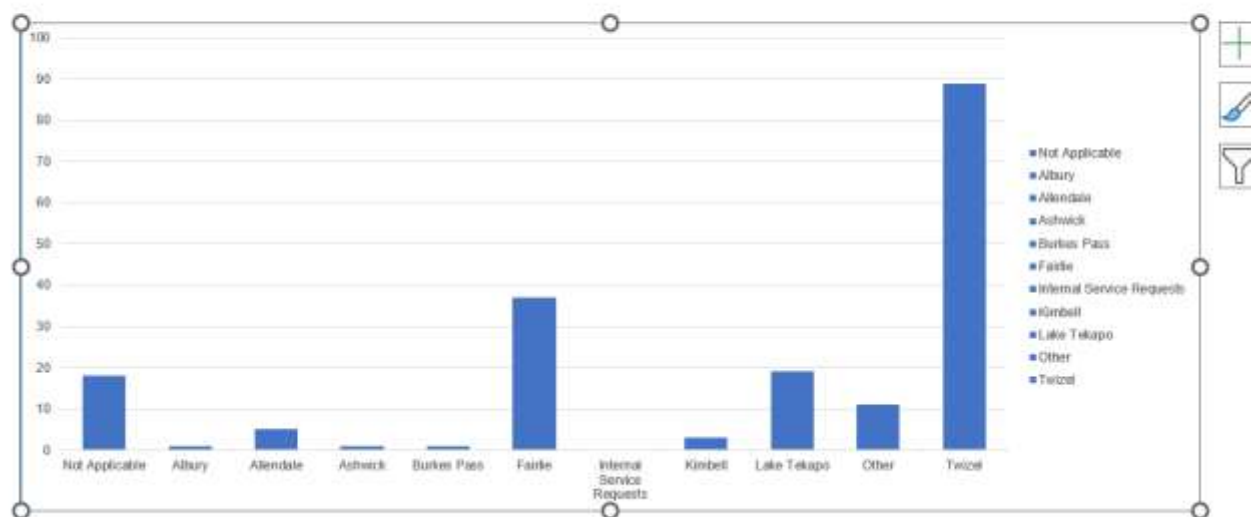
- Fairlie customer numbers recorded for December 2023 was a total of 175. There is no historical data for Fairlie for the same period in 2022.

SERVICE REQUEST SUMMARY REPORT:

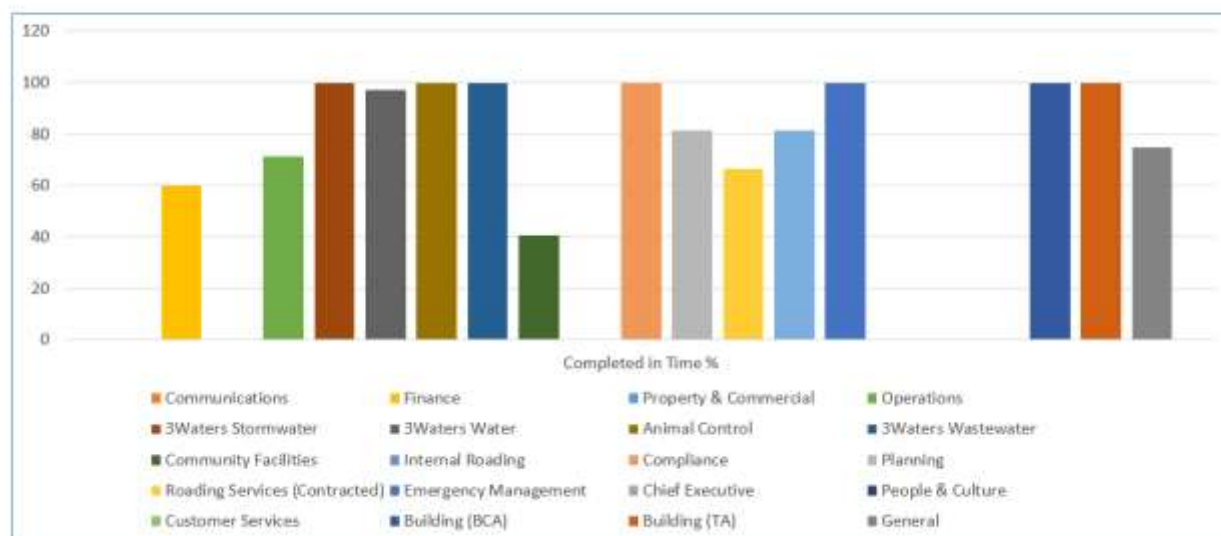
Service Requests Received Open/Closed Per Month 2023



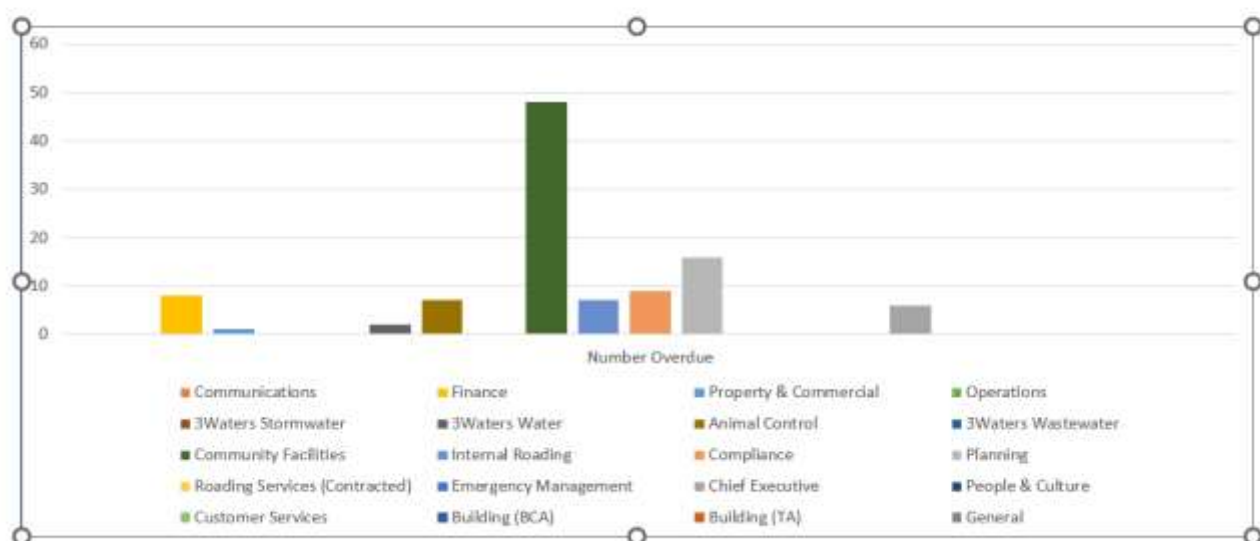
Service Requests by District December 2023



Service Request Compliance Statistics Comparison Percentage Completed in Time - December 2023



Overdue Service Requests



Summary / Trends Identified:

- In December 2023 there were a total of 185 Service Requests were received. Of these requests 76% were completed and 76% were completed in time. This compares with 136 service requests received for the same period in 2022, of which 98% were completed and 65% were completed in time.
- The number of service requests received in December 2023 represent a small increase on the numbers received in November 2023. The numbers of "General Requests" increased this month which is directly attributable to the number of requests for phone callbacks.
- Of the 185 service requests that were received, 48% of our customers chose to use email or website as the medium while 42% either rang or called into an office. The remaining 10%

either did not require feedback or the Service Request template used did not require the method of contact to be recorded.

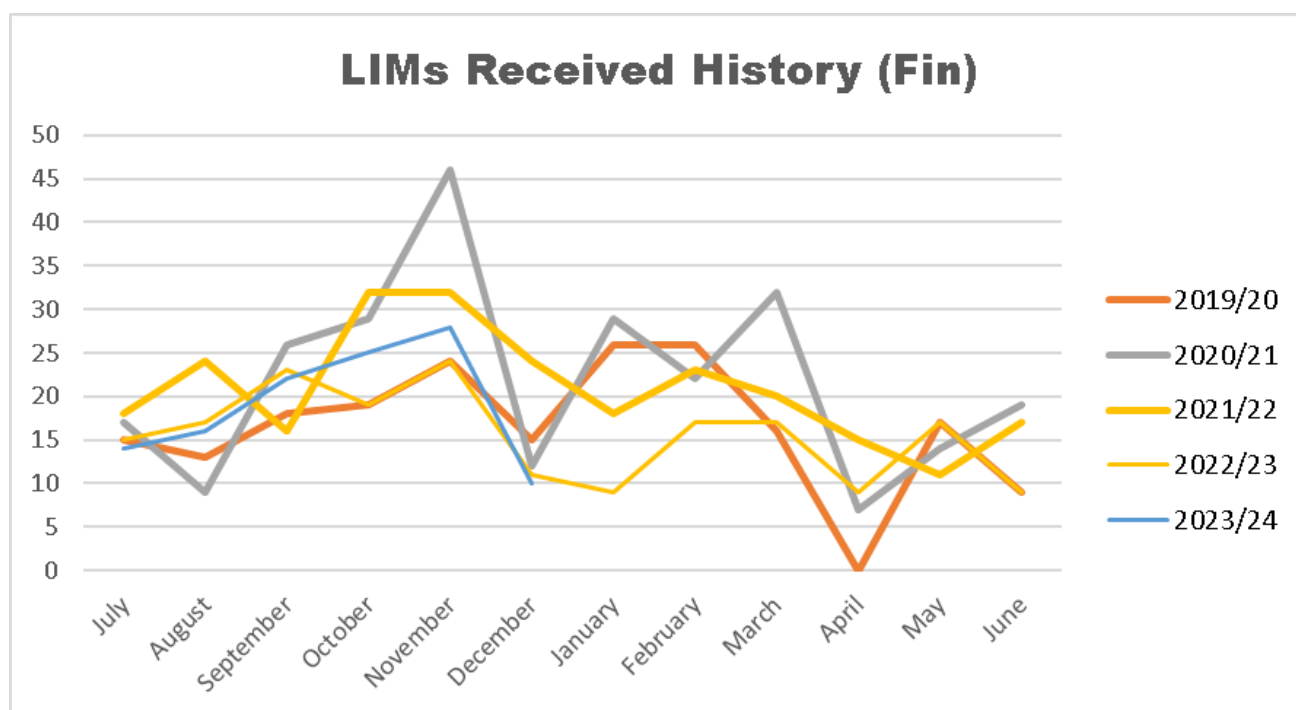
- The number of recent overdue service requests increased during for December 2023.
- The number of historic overdue requests has remained unchanged. These historic service requests had previously been assigned to staff members who had left or group/team accounts which are not monitored. Summaries of these requests have been circulated to the individual departmental leaders to review and update as necessary.
- It is interesting to note is the number of calls received by Council afterhours during December 2023. In 2022 TAS received a total of 21 afterhours calls from external customers. This number included calls during a severe weather event which occurred early in the month. TAS recorded 42 calls during December 2023, which is double the number for the same period in 2022. TAS records calls received as “Orders” which are captured as “Service Requests” in MAGIQ.
- We are continuing to work with operational departments to ensure that the metadata in MAGIQ is updated to reflect staffing/contractor changes. An additional graph has been created and attached summarising the situation with Overdue Requests. See appendix.

COMPLAINTS REGISTER SUMMARY:

- There were no formal complaints recorded during the month of December 2023.

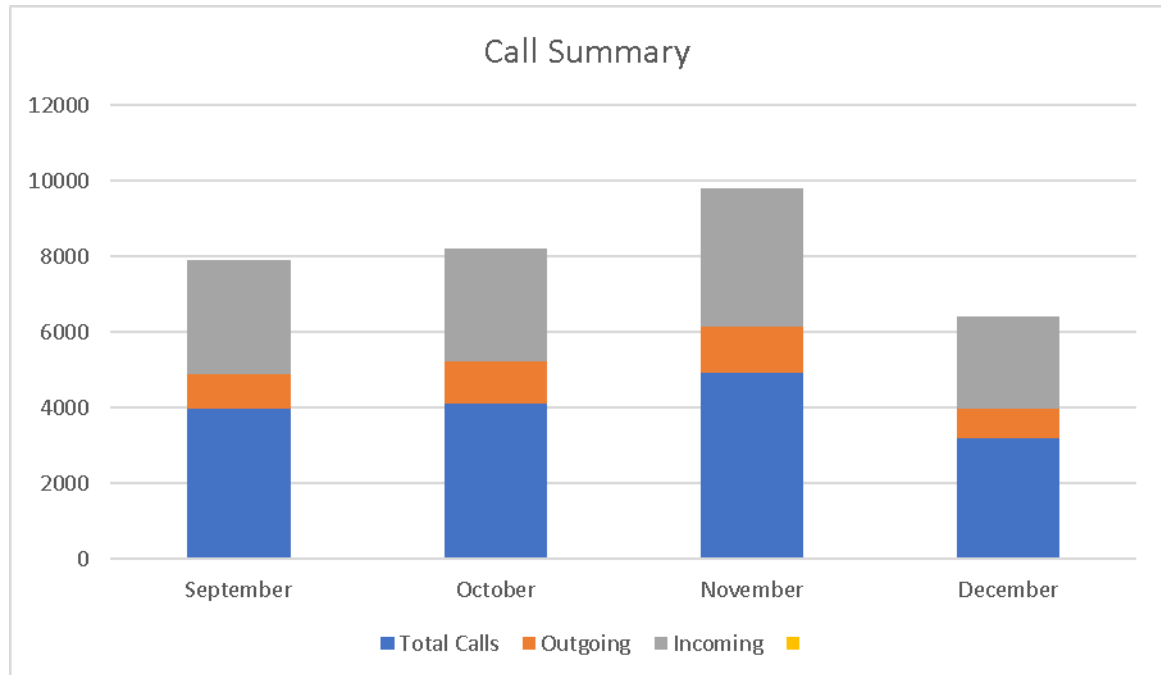
LAND INFORMATION MEMORANDUMS (LIM):

- For the period 1st December 2023 – 31st December 2023, MDC received a total of 10 LIM applications (processing day average = 2). This compares with 11 for the same period last year (processing day average = 3).
- Trend by calendar month is shown in the following graph:



CUSTOMER CALLS:

- A new phone system was rolled out during April 2022. The analytical data historically recorded each month was discontinued as part of this rollout.
- The results from the new Analytics have been sampled from November 2023 providing familiarisation with the system. Following is a sample of the Key Performance report:



- There is still a significant amount of work to be done to ensure the integrity of the data and that the interpretation is correct.
- More in depth statistical data will be available on call volumes from January 2024.

DOG REGISTRATION:

- Annual dog registration commenced in July 2023 and continued until the end of September 2023. A focus was placed on the quality of information in the Animal Control Database ensuring compliance with national standards. Statistical Totals as at 31st December 2023:
 - 1,623 dogs registered
 - 125 dogs unregistered
- Penalties were applied during September 2023 and reminder letters have been sent to the remaining dog owners that are showing as having an unregistered dog/s.

NZ POST SERVICE DELIVERY CONTRACT – TWIZEL:

- The NZ Post provided results for the quarter ending 30th November 2023 show a positive overall variance of 25% on the same period last year.
- The year-to-date results report a positive 14% increase overall. These results stem from the sales of both National and International products together with revenue received for the management of the PO Boxes.
- The Box Lobby currently stands at 477 allocated boxes from a total of 480. A recent visit from NZ Post's Retail Regional Manager indicates that a further set of boxes will be allocated to Twizel in the first quarter of 2024.

- NZ Post also intends to update its branding livery on the Twizel Office to bring it in line with the new colouring. This was not completed at the time the new branding was launched due to the relocation of Twizel Reception to facilitate the Market Place access upgrade project.

COMMUNITY CENTRE BOOKINGS:

- Fairlie Community Centre – total chargeable booking hours equalled 80.5 for the month of December 2023. Mackenzie District Council used the Centre for a total of three hours for December 2023.
- Takapō / Tekapo Hall – total chargeable booking hours equalled 97 hours for the month of December 2023 which included a total of 31.5 hours for the Mackenzie District Council for December 2023.
- Albury Hall – total chargeable booking hours equalled 18 hours for the month of December 2023. There were no recorded hours for the Mackenzie District Council during December 2023.
- Twizel Events Centre – total chargeable booking hours equalled 578.25 hours for the month of December 2023. The Mackenzie District Council used the Centre for a total of 1.5 hours during the month of December 2023 with an additional 351.75 hours for the kitchen upgrade.
- Mackenzie Public Spaces were reserved for a total of 593.75 hours during December 2023. The use of these spaces was predominantly centred around Christmas celebrations.

HEALTH AND SAFETY MONTHLY REPORT DECEMBER 2023

GENERAL HEALTH AND SAFETY UPDATE:

- The Health and Safety Officer and the HR / H&S Administrator continue to induct all new employees on MDC Health and Safety.
- The Health and Safety Officer continues to work with the Senior Leadership Team individually on a regular basis to ensure the following:
- Hazards and risks are documented in the Assure online system and are being managed effectively.
- MDC contractor health and safety procedures are robust, and the Contractor Job Inspections are completed regularly.
- General hazard management and risk mitigation steps are undertaken when required, including formulating Job Safety Analysis procedures when needed.
- Contractors are signed up to SiteWise prequalification, and ensure Contractors complete relevant documents and procedures to become approved MDC Contractors.
- Managers complete regular Contractor Job Inspections and are using the Assure App to record all information.
- Relevant Site Specific Safety Plans are reviewed alongside Managers, providing advice as appropriate.

H&S SURVEY:

- The inaugural H&S Survey took place between 17th and 31st October 2023. All permanent, fixed term and casual employees were invited to participate in the survey.
- We had a 57% participation rate for the survey. This was somewhat disappointing as there was plenty of communication sent out including reminders throughout the time the survey was open.



ASSURE SYSTEM UPDATE:

- Assure Stage 1 one-on-one training continues to be rolled out to Managers. The aim of this training is to continue upskill our managers in this area and increase their usage of the

system. It is important to note that this has not been happening on a regular basis, which may impact on the accuracy of our reporting.

- The Health and Safety Officer continues to ensure all Council employees are using the Assure App. This is currently being achieved through regular reminders, one on one sessions and general assistance when required.
- Work continues with improving the usability of the Assure online Health and Safety System, to streamline procedures.

HAPPY, HEALTHY AND SAFE COMMITTEE:

- The Happy, Healthy and Safe committee met in December 2023.
- All incident reports were supplied to the committee, a general update given by the Health and Safety Officer, and discussions held on appropriate topics.
- Refer to the attached meeting minutes.

H&S POLICY, PROCEDURE, GUIDELINES:

- Emergency Radio Procedures have been developed and a draft will be sent to the Executive Leadership Team for review.
- Fairlie Office Emergency Evacuation Procedures were updated due to the Customer Services Team moving back into the main building.

H&S TRAINING UPDATE:

- The Health and Safety Officer carried out basic Fire Warden training for relevant employees.
- Trailer Safety Training was carried out for relevant employees.

SUMMARIES FOR KEY INFORMATION FOR DECEMBER 2023:

Employee / Volunteer Health and Safety Inductions Completed	0
Incidents – <i>no incident reports attached</i>	0
Vehicle Incidents	0
Hazards Spotted	0
Contractor Job Inspections	2
Quarterly H&S SLT Compliance and Culture reports	2
Full Site Inspections	0
Swimming Pool Inspections	0
Trailer Safety Inspections	7
Lost Time Injuries	0

HEALTH AND SAFETY EVENTS:

- There were zero health and safety events with a severity rating of Major or Catastrophic.

6.2 COUNCIL ACTION LIST - JANUARY 2024

Author: Arlene Goss, Governance Advisor
Authoriser: Angela Oosthuizen, Chief Executive
Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

This action list includes:

- resolutions passed this triennium that are still to be actioned, and
- requests made at council meetings.

DATE OF MEETING	TOPIC	ACTION POINT	PERSON RESPONSIBLE	STATUS
Council 31/01/2023	Economic Development Strategy	That Council reviews its economic development strategy.	Dickson, Murray	Resource to be recruited – PD is being finalised.
Council 28/03/2023	Plan Change 18 Mediation	Mayor and councillors requested regular updates.	Hakkaart, Aaron	In progress and updates provided as required.
Council 28/03/2023	Te Manahuna Ki Uta Implementation	<p>That the following projects are prioritised:</p> <p>a) Destination Mackenzie Branding</p> <p>b) Iwi Storytelling / Pou Whenua</p> <p>c) A20 Improvements</p> <p>d) Climate Change Plan</p> <p>That further scoping work to be undertaken on the following projects :</p>	Angela Oosthuizen	<p>Procurement plans to be drafted for the Destination Branding.</p> <p>Regular meetings in place for the Pou Whenua project and programme of work drafted.</p> <p>Literature Survey received with the engagement plan.</p>

DATE OF MEETING	TOPIC	ACTION POINT	PERSON RESPONSIBLE	STATUS
		a) Guidelines for Rural Development b) Simpson Lane Concept Plan		Funding directed to Tekapo Master Plan instead of Simpson Lane. Ashley has provided the reports to the Tekapo Community board for review.
Council 27/06/2023	Responsible Freedom Camping Bylaw Review	Bylaw to be reviewed.	Hakkaart, Aaron	Completed
Council 27/06/2023	Lyford Lane, Twizel Wastewater Extension	That council will consider improvements to the water supply and other matters such as drinking water, fibre, roading, and bring it back to the council for a further decision. This to be in consultation with Lyford Lane land owners.	McLachlan, Ashley	Engagement meeting held and owners to gauge interest to proceed.
Council 27/06/2023	Mackenzie Community Care Trust Aged Care Facility	That Council grants the Mackenzie District Community Care Trust \$30,000 (plus GST) to undertake the next stage .	Clarke, Chris	Awaiting invoice from the Trust.
Council 27/06/2023	Community and Recreation Trust Tekapo Sports Centre	Cr Guerin asked for a timeline for a decision on the community and recreation trust.	Clarke, Chris	Trust given until March 30, 2024 for feasibility study

DATE OF MEETING	TOPIC	ACTION POINT	PERSON RESPONSIBLE	STATUS
Council 30/05/2023	Workshop on Climate Change Funds	Cr Aronsen asked for it to be noted in the minutes that he would like a robust discussion to be held by the councillors before spending the funds allocated to the climate change report.	Oosthuizen, Angela	ECAN Workshop held and funds to agreed for LTP
Council 02/05/2023	Land Swap at Tekapo (DoC, Ngai Tahu)	The Mayor wants to know where this stands.	Murray Dickson	Murray to provide details to the working group.
Council 02/05/2023	Contaminated landfill at Pukaki Airport	Councillors felt this was dragging on.	Angela Oosthuizen	Discussed with Waitaiki District Council and ECan. Meeting held with Tricorp on 30 November 2023. Awaiting feedback from Tricorp on information sent.
Council 29/08/2023	Pukaki Airport Working Group	Cr Aronsen asked for the airport working group to meet on a regular basis.	Murray Dickson	M. Dickson to schedule meetings.
Council 29/08/2023	Twizel Verandas	Councillor workshop on legal process.	David Adamson	Beca doing an assessment of each veranda to be followed by a letter to individual property owners.
Council 29/08/2023	Consultation on Speed Management	That Council requests staff consult on the plan reporting back to Council in December 2023	David Adamson	Report to be brought back to December 2023 meeting

DATE OF MEETING	TOPIC	ACTION POINT	PERSON RESPONSIBLE	STATUS
Council 29/08/2023	Meridian Agreement	That if clause 7 is removed from the agreement, Council delegates to the chief executive the authority to sign the contract on their behalf.	David Adamson	Agreement to be signed by the CEO. Negotiation ongoing.
Council 26/09/2023	Joint Local Alcohol Policy	Approved for public consultation.	Aaron Hakkaart	
Audit and Risk 26/9/2023	Audit Fees	Chief executive delegated to negotiate increase in audit fees with Audit NZ.	Angela Oosthuizen	Negotiation completed
Council 31/10/23	Investigation into Housing Approaches	\$20,000 approved for Rationale to undertake study of housing needs and approaches by other councils.	Angela Oosthuizen	Report received to be reviewed internally. Lower priority than LTP.
Council 31/10/23	Pensioner housing policy	Councillors requested that this policy be updated.	Craig/Chris	This is to be tackled in 2024 but is considered a lower priority.
Council 31/10/23	Request for follow up on Pukaki Airport	Cr Guerin asked about fees being billed quarterly. Had there been a backlog? Mr Dickson offered to check and come back to the councillors. Cr Murphy asked for toilet restrictions to be addressed again as this was an ongoing problem. Mr Dickson offered to follow this up.	Murray Dickson	M Dickson to consider billing alternatives. One toilet has been left unlocked for some time now so is not an issue -there is no ongoing problem. Going forward we are looking at ways we can allow 24/7 access to the terminal and toilets

DATE OF MEETING	TOPIC	ACTION POINT	PERSON RESPONSIBLE	STATUS
				without leaving the doors open to the general public. (Note pilots have a way to access the terminal building).
Council 31/10/23	Request for "Works Tour"	Councillors agreed to do a works tour after Christmas.	David Adamson	To be scheduled
Council 31/10/23	Costs of tourism, public toilet cleaning	That council instructs the Mayor to send an urgent letter to central government outlining the concerns of council and requesting funding.	Mayor	Completed and considered as part of the LTP.
Council 28/11/23	New Grants Accountability Process	Council requested that council grants be followed up and held accountable.	Chris Clarke	Coming to a council workshop
Council 28/11/23	Fairlie fire cost recovery	Staff to recover costs of asbestos clean up from owner	Angela Oosthuizen	Letter delivered to the owner. Caveat placed on land.
Council 31/10/23	Cost of cleaning public toilets	The councillors requested a report to the next council meeting on the costs of the new Pukaki toilets.	David Adamson	Report completed
Council 12/12/24	Mackenzie County Scholarship Fund	Approach businesses and seek sponsorship to make up funding deficit.	Cr Murphy	
Audit and Risk 12/12/24	Risk Register: Reputational risk from social media	Request for policies to reduce risk to councillors and staff	Chris Clarke	

6.3 DECISION REPORT - DRAFT WORKSHOP POLICY FOR ADOPTION

Author: Arlene Goss, Governance Advisor

Authoriser: Chris Clarke, General Manager, Information, Engagement and Community Development

Attachments: 1. Draft Workshops Policy v2 26 Jan 2024 [↓](#) 

PURPOSE OF REPORT

The purpose of this report is for Council to consider adopting a new policy that opens elected member workshops to public attendance.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopts the draft Workshops Policy as attached to the agenda.
3. That Council agrees to give effect to this policy from 1 March 2023 as Council is transitioning to a new Governance information system for agenda preparation which will be used for dissemination of agenda and documents.

BACKGROUND

In October, 2023, the Chief Ombudsman released a report on his investigation of local government meetings and workshops, named “Open for Business”. In that report he made a list of recommendations for councils wishing to apply best practice to the administration of workshops.

In November, the Governance Advisor audited Mackenzie District Council’s meeting and workshop practices against the ombudsman’s recommendations. While the council met all legislative requirements, some changes were suggested to bring meetings and workshops up to best practice.

Minor changes such as adding information about workshops to the website have been completed.

The biggest change will be to open future council and community board workshops to members of the public who might be interested in attending. Formal meetings are already open to the public.

A new Workshops Policy has been written and is attached to this report for consideration.

POLICY STATUS

This is a new policy.

OPTIONS

Option 1: Adopt the Workshops Policy and introduce open workshops.

Option 2: Adopt the Workshops Policy with changes.

Option 3: Not adopt the Workshops Policy and continue with private workshops.

CONSIDERATIONS**LEGAL**

All three options meet legislative requirements.

Financial/Resourcing

Adopting the policy would create additional administrative work for staff, in particular the need to take notes or recordings of workshops.

Other considerations

Council is currently replacing its existing agenda preparation system and so to alleviate pressure the system needs to be fully and effectively implemented before introducing workshops into the system.

The current senior leadership team and the executive team are midway in the analysis of Long term Plan financials with high workloads and hence it is believed that March 2023 would be a more appropriate time to kick off open workshops.

CONCLUSION

Council needs to decide how open and transparent it wishes workshops to be. While there is no legislative requirement to open workshops to the public, doing so would bring Mackenzie District Council up to best practice as determined by the ombudsman.

Draft

Workshop Policy

January 2024

REVISION HISTORY

Date Created:	January, 2024
Review Date:	Review at the start of each triennium
Department:	Governance
Responsible Officer:	Governance Advisor
Sponsor:	General Manager – Community Development, IT and Engagement
Approved by:	Chief Executive Officer
New Review Date:	

Workshops Policy – Draft

1. Purpose

- 1.1 To provide clarity on the preparation and delivery of Council and community board workshops.
- 1.2 To provide clarity to elected members and the public on what to expect from a workshop.

2. Scope

- 2.1 This policy covers Council and community board workshops/briefings. It does not include working groups, working parties, elected member training, formal Council, formal committee or community board meetings, or internal staff-only workshops and training.

3. Principles

- 3.1 This policy is based around the following principles:

- Council is transparent with the public and community. All workshops and meetings are open to the public by default. Exceptions are decided on a case-by-case basis.
- Staff are committed to enhancing Elected Members' knowledge and awareness for better decision-making.
- Consistency in workshop administration, delivery and presentation format will provide a better learning environment for elected members and more information for the public on key issues.

4. Background

- 4.1 Council and community board workshops provide a valuable opportunity for staff and other subject experts to provide information to elected members that is relevant and help inform future decisions made by Council.
- 4.2 Workshops provide an opportunity for staff to be able to answer any questions that Elected Members may have about a particular topic or issue, outside of the formal setting of a meeting.
- 4.3 Council workshops are considered informal in that the Council's Standing Orders do not apply. However, the workshops are still subject to administration procedures and control through a Chair type role, which is usually allocated to the Mayor or Deputy Mayor.
- 4.4 Although workshops are largely a one-way communication method of informing, there is an element of elected members seeking feedback and discussion. Staff will take note of elected members' concerns and opinions about issues and provide clarification on any concerns. However, no decisions, or parts of decisions, will be sought at workshops, or agreed to at workshops.
- 4.5 All decisions by elected members will be made and communicated at formal meetings run under Standing Orders and the Local Government Official Information and Meetings Act (LGOIMA).

Workshops Policy – Draft

- 4.6 The decision on whether a workshop is needed is made by the Chief Executive, and may be influenced by the upcoming work programme, or upon request by elected members themselves. A workshop would be beneficial where an information presentation will increase knowledge and/or competency, and elected member decision making is improved by looking at a topic in-depth and allowing for elected members to seek clarification to enable a greater understanding of the topic.

5. Workshop Administration

- 5.1 Workshops for councillors will usually be held on those Tuesdays not already booked for formal meetings. They are administered by the chief executive's office.
- 5.2 Workshops for community boards can be held at any time that suits the members and are administered by the governance advisor.
- 5.3 All workshops will be listed on the council website with the following information:
- Title and Subject Matter
 - Purpose
 - Location, day, time
 - Duration
 - Supporting documents (if available)
 - Whether the workshop is open to the public or public excluded. If it is public excluded a reason will be provided.
- 5.4 Workshop details will be included in the meeting advert that is currently published in the Timaru Courier once a month.
- 5.5 Supplementary material or power point presentations may be provided to elected members, for information purposes, before or during the workshop. Copies of all material produced at workshops will be provided to the administrator and Chief Executive for approval to load onto the council website unless the material meets the public excluded exceptions in LGOIMA (see below for policy on public excluded workshops).
- 5.6 There is no legal requirement to provide supporting documentation in advance of a workshop, however every effort will be made to make documents available to elected members at least two working days before the workshop. (i.e. by the Thursday afternoon the week before).
- 5.7 The staff member responsible for delivering the workshop must have in-depth knowledge and be able to answer basic questions on the topic being presented. They must have adequate presentation skills and have a thorough awareness of why the information is to be presented to elected members and be clear on the expected outcomes.
- 5.8 Either written/typed notes will be recorded at workshops by an attending staff member, or workshops will be recorded by technology (Dictaphone or Teams recording). The notes and/or recordings from workshops will be archived and available to the public on request.

Workshops Policy – Draft

3

6. Public Excluded Workshops

- 6.1 Council workshops will be open to the public by default, unless one or more of the exceptions outlined in LGOIMA apply. Reasons to make a workshop confidential include matters of personal privacy, commercial sensitivity, and legal privilege. 6.2 The decision on whether to hold a workshop in public excluded will be made by the chief executive and the governance advisor after considering all factors including the level of public interest in the subject matter.
- 6.3 Council is committed to recording a clear reason for closing a workshop, where justified, on a case-by-case basis. Public excluded workshops will be listed on the website with the reason for closure.
- 6.4 Any exceptions to the processes outlined in this document must be approved on a case-by-case basis by the Chief Executive.

6.4 DECISION REPORT - FAIRLIE SEPTIC WASTE FACILITY UPGRADE AND CAMPERVAN WASTE STATION

Author: Ashley McLachlan, Manager - Engineering

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: Nil

PURPOSE OF REPORT

The purpose of this report is for Council to decide on upgrades to the Fairlie septic waste disposal facility to allow the safe disposal of waste by contractors and tourist campervans.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approves the project to upgrade the Fairlie septic waste disposal facility to introduce campervan septic waste disposal and improve safety for commercial operators, using council land at Talbot Road.

BACKGROUND

Currently septic sewage is deposited by contractors directly into the Fairlie oxidation ponds via tanker truck and trailer. The Fairlie site is not suitable for these heavy vehicles to operate. Septic waste kills the bacteria and algae. The oxidation ponds need to treat the effluent before it can be disposed.

Council intends constructing a safe disposal site for septic sewage contractors. This will hold the septic sewage and release it into the ponds, at a rate that minimises disruption to the bacteria and algae.



The only campervan septic waste facility in Fairlie is in the camping ground and is for campers use only. Council has secured Tourism Infrastructure Funding (TIF) of \$84,100 to provide a septic waste receival site for campervans in Fairlie.

FUNDING

For the contractor septic sewerage disposal and holding facility, Council has set aside \$420,000.

TIF campervan septic sewerage disposal funding is \$84,100. A separate facility is expected to cost between \$190,000 – \$210,000, depending on the site.

MATTERS TO CONSIDER

While many matters have been considered like water supply, road safety, etc. The following are the main points of difference between the sites considered:

- Holding tanks Tank required where this is no connection to sewer mains
- Double handling to transport Trucked from holding tank to ponds
- Shocks the ponds Bacteria and algae killed by septic sewage
- Two disposal facilities Separate campervans and contractors facility at \$610,000
- Local opposition Consultation has flagged opposition
- Residential location Campervan sites could present disease if not used properly

Options Considered

Location	Pro's	Con's
Fox View Road	On campervan route	Holding tanks Double handling to transport Shocks the ponds Two disposal facilities Local opposition
Golf Course Car Park		Golf Club conditions Not supported by residents Away from campervan routes Shocks the ponds Two disposal facilities
Opposite 38 Gillingham Street		Residential location Away from campervan routes Shocks the ponds Two disposal facilities
Outside Fairlie Domain	On campervan route	High public use area Shocks the ponds Two disposal facilities
3 Kirke Street (Telephone Exchange)		Residential location Inground service clashes Shocks the ponds Two disposal facilities

Location	Pro's	Con's
Demark Street opposite Grain Store	On campervan route	High public use area Shocks the ponds Two disposal facilities Additional sewer line required Local opposition FENZ
Alloway Street opposite Fairlie Museum	On campervan route	High public use area Shocks the ponds Two disposal facilities Additional sewer line required
Outside Resource Recovery Park	On campervan route	Holding tanks Double handling to transport Shocks the ponds Two disposal facilities Local opposition Barwoods
Fire Station	On campervan route	High public use area Shocks the ponds Two disposal facilities Additional sewer line required Local opposition FENZ
Opposite A&P Showgrounds		Residential location Away from campervan routes Shocks the ponds Two disposal facilities
Outside Old Flax Mill		Holding tanks Double handling to transport Shocks the ponds Two disposal facilities Local opposition traffic
Talbot Road – Purchase land	One facility Ponds not shocked	Local opposition traffic

Location	Pro's	Con's
Talbot Road – Council land	One facility Ponds not shocked	Local opposition traffic
Gladstone Hotel	On campervan route	High public use area Shocks the ponds Two disposal facilities Additional sewer line required Residential area

The other option is to do nothing. This will require a multi-million dollar early upgrade/renewal of the existing treatment plant. The existing consent CRC992608.1 expires in 2038. If septic sewage continues to be dumped into the ponds, a new consent and plant might be required by approximately 2029 depending on rural and tourism growth.

CONSULTATION TO DATE

Let's Talk

- February 2022
- June 2023

Letter drop to Talbot Road residents

- June 2023

Council meetings

- February 2023
- September 2023

Community Board meetings

- September 2023
- June 2023
- March 2023
- July 2022

RECOMMENDED SITE

The two Talbot Road sites have the least disadvantages and provide the best value for money up front, and in the long term.



Fig 1: Talbot Road – Purchased land



Fig: Talbot Road – Council land

An option is to not provide a campervan facility and only build the contractor septic sewerage disposal and holding facility. It should be noted that the TIFF funding could not then be used for this facility.

Of the two Talbot Road sites, the one on the existing Council site is \$37k cheaper and is the recommended site.

COMMUNITY BOARD CONSIDERATION

This matter was reported to the Fairlie Community Board in December 2023 and they passed the following resolution. Note that the monitoring recommended covered complaints and traffic volumes.

RESOLUTION PASSED : THAT THE FAIRLIE COMMUNITY BOARD RECOMMENDS TO COUNCIL THAT THE PREFERRED FAIRLIE SEPTIC SEWAGE RECEPTION FACILITY BE LOCATED ON THE WASTEWATER SITE ALREADY OWNED BY COUNCIL WITH THE CONDITION THAT MONITORING IS CARRIED OUT AND

THE RESULTS ARE REPORTED BACK TO THE COMMUNITY BOARD SIX MONTHLY OVER A TWO YEAR PERIOD.

RECOMMENDATION

The Fairlie septic waste project has attracted a lot of public interest with several meetings and correspondence with residents. The Fairlie Community Board has reviewed the project and agreed with staff's recommended site at the existing treatment plant on Talbot Road.

6.5 INFORMATION REPORT - ENGINEERING MANAGER'S UPDATE

Author: Ashley McLachlan, Manager - Engineering

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: 1. Simeon Brown's letter [↓](#) 

PURPOSE OF REPORT

The purpose of this report is to update the council on matters relating to the engineering activities across 3 waters services, transportation, and land development.

STAFF RECOMMENDATIONS

1. That the report be received.

ENGINEERING MANAGER OVERVIEW**Summary**

Our teams have been busy with service requests, managing the high demand and working on their Asset Management Plans and Long-Term Plan budgets.

Over the peak population season, we have seen our wastewater and water supply networks reach their capacities, while the popular gravel roads are showing signs of high usage.

Personnel

Advertising has continued for the Roothing Officer role. The Roothing Administrator role has been filled with two part time positions, with some Roothing Officer deliverables included.

Three Waters Transition

The new Minister for Local Government Simeon Brown has written to Mayor Anne Munro. A copy of his letter is attached. In summary the Minister plans to repeal the previous government's water services legislation and replace it with Local Water Done Well, with the key principals:

- Introducing greater central government oversight, economic and quality regulation
- Fit-for-purpose service delivery models and financing tools, such as improving the current council-controlled organisation model and three waters

Three Waters

Please see attached the draft three waters asset management plan.

Water Supply

There have been no failed water samples since the last report.

No outstanding service requests. Whitestone are dealing with them all in a timely manner.

Town Supplies

The Takapo/Tekapo (without restrictions) and Twizel (with restrictions since 20th Dec) supplies are currently exceeding their consented summertime average volumes. Usage is decreasing after the peak population period and is being monitored to ensure the average is brought back under summertime averages before the end of summer. Further restrictions may be required to achieve this.

Fairlie Water Treatment Plant

The two reservoirs are now at full height with leak testing planned for the start of February. Earth works for the building foundation are underway. Undergrounding overhead lines delayed the project, and the design build contractors redesign has delayed the project a further four months. The redesign is complete, and we expect to have the plant online in late June 2024. Completing the project within its contingencies is still very tight.

Twizel Water Meters

Delivery of the meters was delayed when the February 2023 earthquakes in Turkey disrupted production. However, we hope to have all the meters installed before winter. Telemetry is already available from some of the meters and staff are being trained on the use of the software.

Twizel Ring Main Upgrading

After working in Mackenzie Drive before the holidays, the team moved to the greenway in front of the water treatment plant on their return to avoid the January traffic. Works are proceeding to programme and budget.

Across the district water use has been high, more so in the dryer areas. Water restrictions are in place for both Twizel and Fairlie. Tekapo and Burkes Pass both had high water use. Restriction will mostly be put in place should this continue.

Wastewater

All the sewer ponds have had high levels of inflow over the Christmas and New Year. The plants have been coping with it for now.

Stormwater

Nothing to report as there has been little or no rain over the last three months.

TRANSPORT**Routine Maintenance**

- Reseals are complete in Twizel.
- Works programmed for Glen Lyon Road and Rhoboro Road for Jan/Feb 2024
- Multiple damaged signs and broken glass on the roads/ footpaths over the break in Twizel.
- Culvert inspections taking place – district wide.
- Road markers scheduled to be in the district from mid-January.
- Maintenance metalling progressing well at 57% completion of programme.

Road stopping for NZ Defence Force

There is a paper road across the live firing training land. Defence owns between lakes Takapo/Tekapo and Pukaki. Defence is preparing a proposal for negotiation with Council to stop that paper road (sell/ land swap). We expect to have a proposal to present early in the new year.

DEVELOPMENT ENGINEERING

Private Developments in Progress

- The T3 Development in Tekapo off Lakeside Drive alternative designs for 3 waters infrastructure (60 apartments and 3 homes). All works on Hold. We are progressing enforcement options to ensure erosion and sediment controls are maintained.
- Mackenzie Park Stage 8 is proving more information for engineering approval.
- Harris Place 10% completed on hold waiting for dwelling to be completed.
- 47 Temple Drive (2 lots) 40% completed.
- Morelea Farms Limited subdivision in Clayton Road Fairlie, (2 lots) due to start in 2024.
- Station Bay development is on hold. However, we are seeing some build consent activity for Stage 1.

Hon Simeon Brown**MP for Pakuranga**

Minister for Energy

Minister for Auckland

Minister of Local Government

Minister of Transport

Deputy Leader of the House



Mayor Anne Munro
Mackenzie District Council
Email: mayor@mackenzie.govt.nz

cc. Angela Oosthuizen Acting Chief Executive
Email: angela.oosthuizen@mackenzie.govt.nz

Dear Mayor Munro

New direction for water services delivery

This morning I announced that earlier this week Cabinet agreed to repeal the previous government's water services legislation. I also signalled next steps for implementing our plan for water services, Local Water Done Well.

I wish to provide you with further information about three key aspects of our plan, to ensure you have the clarity and certainty you need as you develop your council's 2024-34 long-term plan and prepare for your next financial year:

1. Repeal of the previous government's water services legislation
2. Options to help your council complete its 2024-34 long-term plan
3. Local Water Done Well – key principles of our future direction for water services.

I want to acknowledge that councils across the country are facing multiple challenges, including pressures with water infrastructure. I also want to acknowledge that many councils have done a good job of managing their water infrastructure, and that there is not a one size fits all solution to moving to more financially sustainable water services.

The Government is committed to addressing the longstanding challenges this country is facing with our water services infrastructure.

Our Local Water Done Well approach recognises the importance of local decision making and flexibility for communities and councils to determine how their water services will be delivered in future. We will do this while ensuring a strong emphasis on meeting rules for water quality and investment in infrastructure.

1. Repealing the previous Government's water services legislation

Cabinet has agreed to introduce a repeal bill that will restore council ownership and control of water infrastructure and services. The bill makes the following changes:

- All legislation relating to water services entities will be repealed (Water Services Entities Act 2022, Water Services Entities Amendment Act 2023, and Water Services Legislation Act 2023).

Private Bag 18041, Parliament Buildings, Wellington 6160 New Zealand
+64 4 817 6804 | s.brown@ministers.govt.nz | www.beehive.govt.nz

- Previous legislation related to the provision of water services will be reinstated (including local government legislation). This will restore continued council ownership and control of water services, and responsibility for service delivery.
- The Northland and Auckland Water Services Entity (the only entity that had been legally established under the Water Services Entities Act 2022) will be disestablished and any outstanding work on the entity’s set-up will cease.
- Councils will need to add and integrate information about water services into their 2024 long-term plans. Some transitional support options are available to assist you (below).

The repeal bill is expected to be introduced in February 2024 and enacted as soon as possible.

2. Options to help your council complete its 2024-34 long-term plan

I have heard that councils are seeking legislative certainty for your 2024-34 long-term plan and are seeking direction and support for how to continue to plan for and finance water services.

I am also conscious that different councils will have different needs and preferences and will be at various stages of developing their long-term plans.

To provide flexibility for these local circumstances, Cabinet has agreed the repeal bill will include temporary modifications to local government legislation for the transitional period affecting the 2024 long-term plans. Once the bill is passed, these options will be available for councils to use, as appropriate.

I recognise a few councils are preparing an unaudited three-year plan, with a focus on cyclone recovery, rather than a standard 10-year plan. As such, some of the proposed modifications may be less relevant to you.

If your council is...	Options available
Starting to prepare or consult on long-term planning material that includes water services information – ahead of the repeal bill being enacted	<p>The enacted provisions clarify that the council can include water services material in the final plan, without re-consulting, but:</p> <ul style="list-style-type: none">• Must include new/updated information on water services in its final plan – to reflect the continuation of its responsibilities;• Must consider the views and preferences of affected and interested persons as it considers appropriate; and• Does not have to delay the adoption of its long-term plan past 30 June 2024 (in order to provide opportunities for public consultation on its revised proposals). <p>Transitional provisions will also help ensure the risks of future legal challenge (associated with concerns about possible issues in process) will be minimised.</p>

If your council is...	Options available
Needing more time to develop and consult on long-term planning material	<p>The statutory deadline by which the 2024 long-term plan must be adopted will be extended by three months – to 30 September 2024.</p> <p>This flexibility may be desirable to smaller councils with fewer resources, or those councils that would prefer to wait until the repeal legislation is enacted before starting consultation.</p> <p>The deadline for adopting the 2023/24 annual reports will also be extended, to reflect the possible overlap in auditing processes if councils are taking longer than usual to finalise the long-term plan.</p>
	<p>Councils will be permitted to have unaudited long-term plan consultation documents.</p> <p>This would allow auditing of the final long-term plan to proceed in tandem with consultation, to help achieve statutory deadlines.</p>

3. Local Water Done Well – key principles of our future direction for water services

With Local Water Done Well we are going to do things in a way that recognises the importance of local decision making and flexibility for communities and councils to determine how their water services will be delivered in future. We will do this while ensuring a strong emphasis on meeting rules for water quality and investment in infrastructure.

We want to enable councils and communities to determine what works best for them, while establishing clear expectations and bottom lines.

Key principles of our future plan for the delivery of water services include:

- Introducing greater central government oversight, economic and quality regulation.
- Fit-for-purpose service delivery models and financing tools, such as improving the current council-controlled organisation model and developing a new class of financially separate council-owned organisation.
- Setting rules for water services and infrastructure investment.
- Ensuring water services are financially sustainable. Financial sustainability means revenue sufficiency, balance sheet separation, ring-fencing and funding for growth.

I intend to work with all councils on the development of our Local Water Done Well policy to ensure it reflects your local needs and circumstances.

I look forward to working with you in the New Year to refine our approach to water services delivery.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Simeon Brown'.

Hon Simeon Brown
Minister of Local Government

6.6 INFORMATION REPORT - PUKAKI AIRPORT UPDATE

Author: Murray Dickson, GM - Strategic Financial Management and Commercial Services

Authoriser: Angela Oosthuizen, Chief Executive

Attachments: 1. Operational Report - Pukaki Airport Oct-Nov 2023 [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

PURPOSE

This report is to inform the Council about current matters concerning Pukaki Airport for the period 31st September 2023 to 31st December 2023.

AIRPORT OPERATIONS OFFICER REPORT/UPDATE

The Operations Officer's report to 31st December 2023 is attached.

LANDING STATISTICS AT PUKAKI AIRPORT

Council continues to receive regular AIMMS landing reports for the period 1st October 2023 to 30th November 2023.

Landings for the period October and November are as follows, with the post Covid return of visitors using Airport Operators evident:

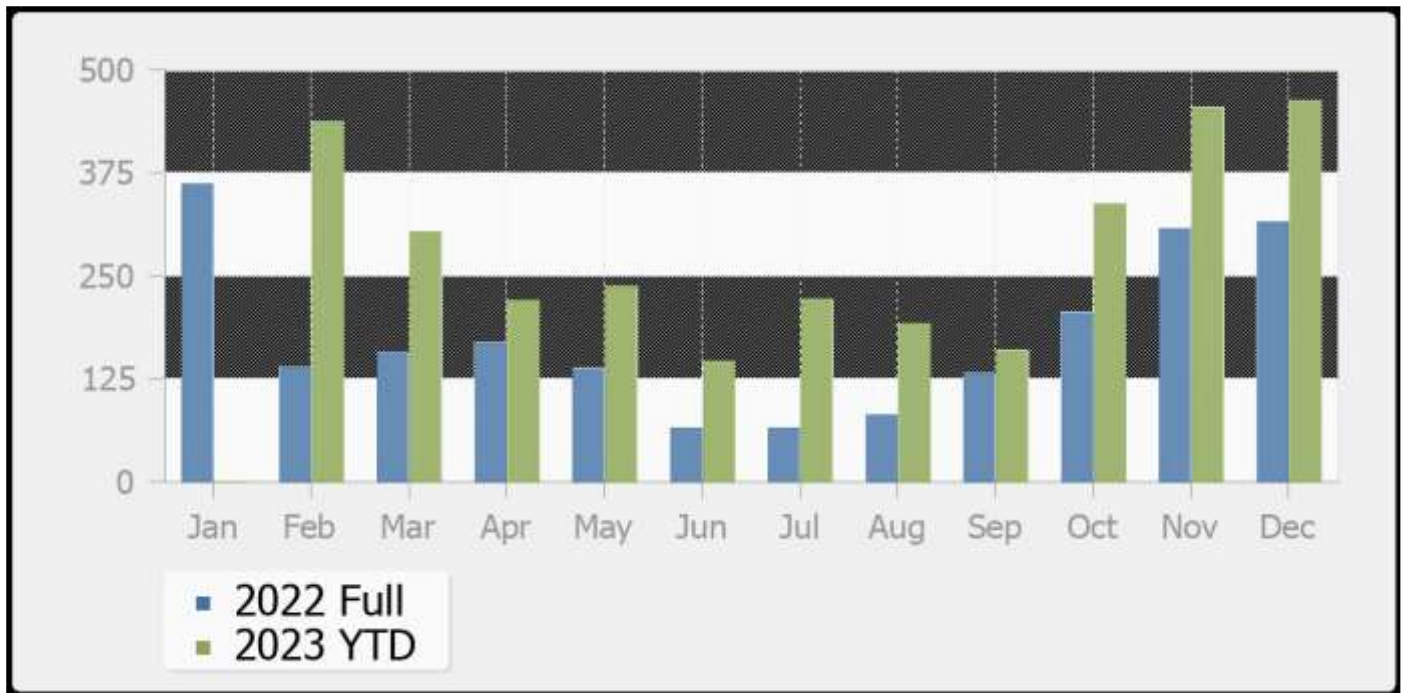
October: During October 2023, the airport had 337 movements, an increase of 64% from 206 for the same month last year. For the last 12 months, there were 3,226 movements an increase of 79% from 1,801 for the same period in the previous year.

November: During November 2023, the airport had 454 movements, an increase of 48% from 307 for the same month last year. For the last 12 months, there were 3,375 movements, an increase of 76% from 1,918 for the same period in the previous year.

December: During December 2023, the airport had 462 movements, an increase of 47% from 315 for the same month last year, For the last 12 months, there were 3,520 movements an increase of 66% from 2,124 for the same period in the previous year.

A total of 3,528 movements were recorded for Pukaki Airport in 2023.

These continue to show the recovery of tourism/visitors from the Covid-19 affected years – reflected in the following graph.



PUKAKI AIRPORT – OPERATIONS OFFICER - REPORT TO COUNCIL

Date: November – December 2023

Action Points from previous report: Nil

Health & Safety:

- Runway and windsock inspections weekly
- Toilet combination lock disabled – toilet now permanently accessible until further notice
- New brackets ordered for lowering windsock poles safely
- No Incident Report received yet from Inflite re skydive fatality
- Signage completed – Entrance & Terminal

**Meetings:**

- Civil Defence (Joe Rush) re storage of Twizel emergency generator trailer, security, equipment storage and use as CD meeting point.



- Local electrician re wiring Terminal building for emergency generator
- Builder for quote for proposed decking alterations to meet airport code
- Fulton Hogan (contract manager) for weed eating highway bund
- Contractor for rolling and mowing grass runways and surrounds
- CAA request for recognition of parallel grass runway to seal submitted (under action)- response expected early 2024

Activities completed:

- Aircraft movements for November - 454, & December - 462
- Total Aircraft Movements for 2023 – 3,528. Reported to CAA as required. (This is approximately double 2022 and more than the last pre-covid year recorded)
- Shade sail installed over Terminal deck
- Civil Defence equipment stored – new keyless padlock set up
- Monsoon bucket helicopter training for FENZ staff conducted

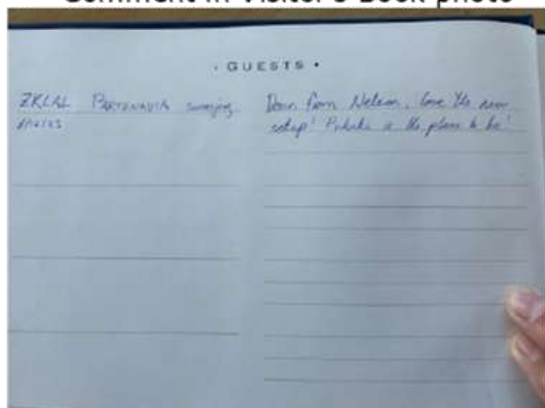


Maintenance:

- Bunds cleaned and tidied, verges mowed
- Weeds on berms and beside runways and taxiways sprayed
- Terminal Building exterior sprayed to discourage spider webs
- Grass areas and runways rolled and mowed

Visitors:

- Corporate jet continues regular monthly arrivals
- Comment in Visitor's Book photo



Opportunities:

- Possible increase in Landing Fees to improve revenue proposed for FY24/25
- User Guide completed and being distributed



- Pukaki promoted on social media for Warbirds attendees to use (also Maadi Cup)
- Food and beverage facilities available in Terminal building are being used and working well

6.7 INFORMATION REPORT - BUILDING CONTROL AUTHORITY MONTHLY REPORTS TO DECEMBER 2023

Author: Tina Donald, Building

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments:

1. BCA Management Report October 2023 [↓](#) 
2. BCA Management Report November 2023 [↓](#) 
3. BCA Management Report December 2023 [↓](#) 
4. KPI Reporting against Annual Plan December 2023 [↓](#) 

STAFF RECOMMENDATIONS

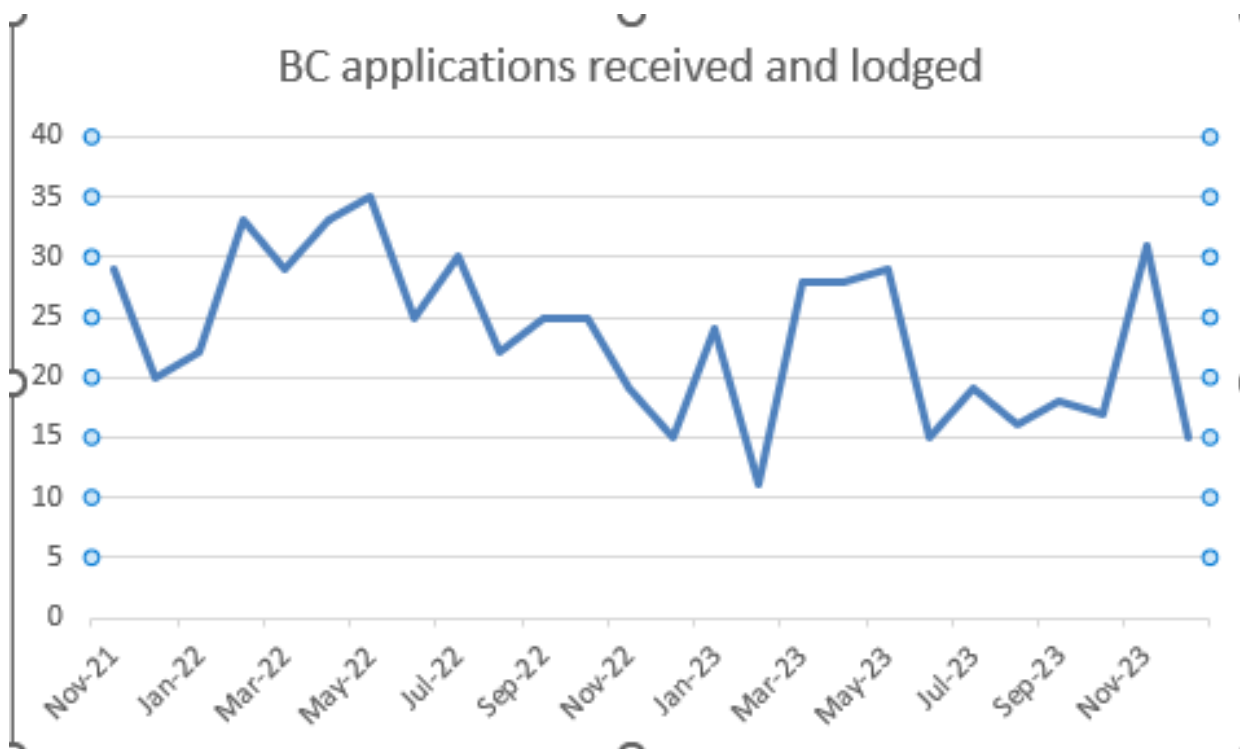
That the reports on Councils Building Control Authority for October, November and December 2023 be received and noted.

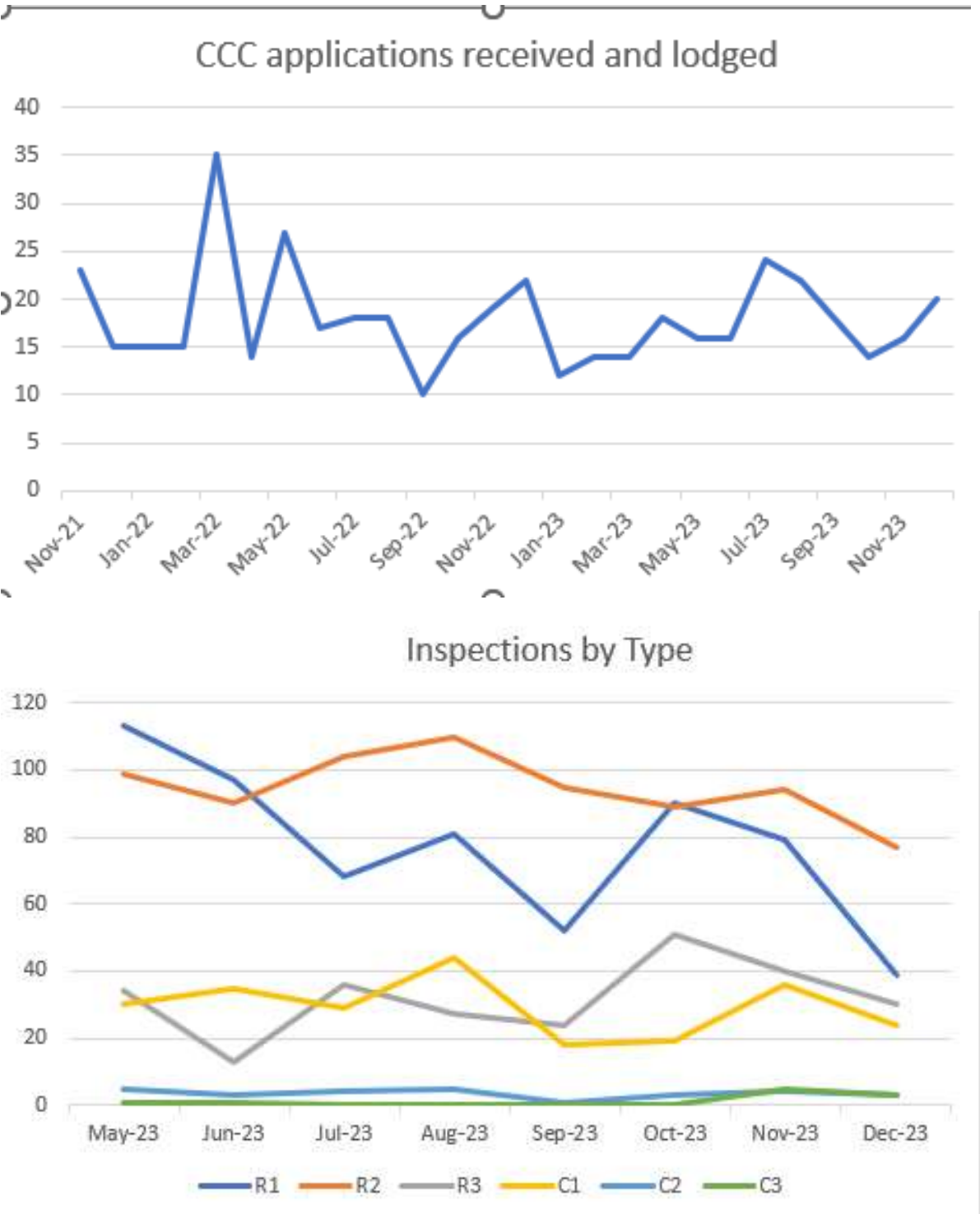
BACKGROUND

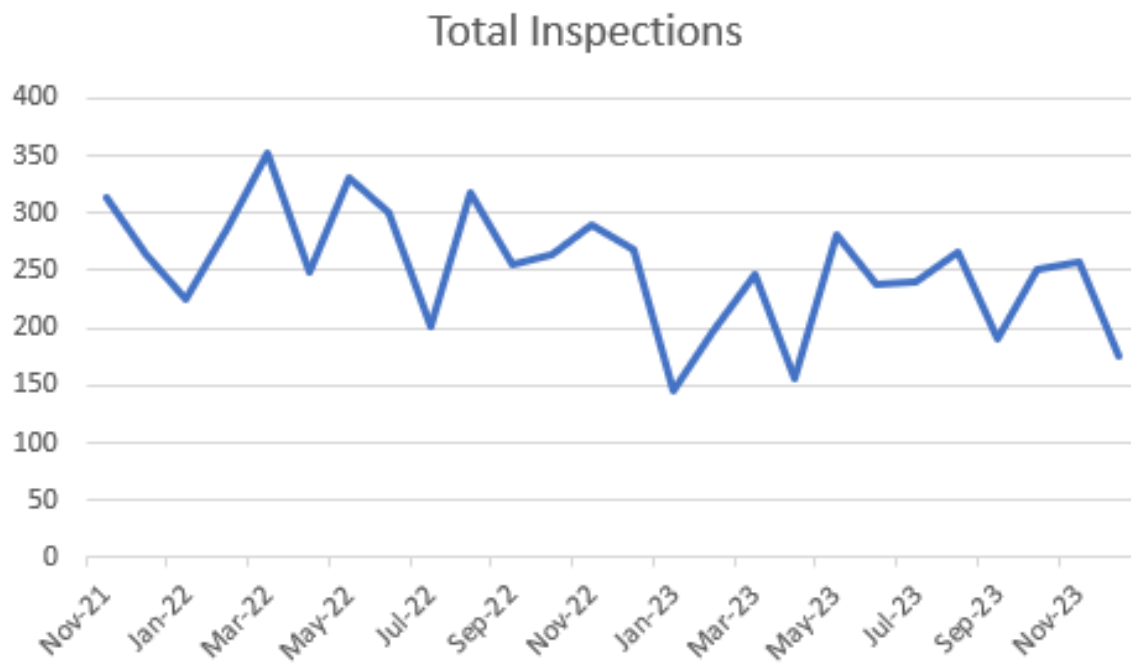
Attached to this report is the building control management report covering October, November and December 2023 for receiving and information and the KPI Reporting against the Annual Plan.

Included in the report under Section 18 is reporting on the status of Territorial Authority functions for Compliance Schedule review and Building Warrant of Fitness.

The information is based on reporting compliance against Councils BCA policies and quality manual with regards to its activities as a Building Control Authority.







CONCLUSION

Council Building Control Authority activities need to comply with its approved Quality Manual. Monthly reports are generated to ensure and report on compliance.

BCA Management Report

Date: Period: 01.10.2023 to 31.10.2023

Agenda item: Review of the BCAs overall management and operation performance, reporting against the expected standards and high-level performance indicators from its quality policy where appropriate.

1. **Building control quality systems** – *are there any being developed (policies, procedures, systems), and has implementation of these been effective and or are they being maintained effectively?*

BCA Managers response:

- September update: A Datascape demonstration took place from the team at Datacom, and was delivered to Zane (IT), Tina, Leonie, and Dawson (MDC). Further discussions and a potential trial will be requested from Datacom before any decisions are made.
- Due to costs associated with BUILD, IT and Tina are now looking at other options that may be available.
- Costings have been received from Datascape, further discussions are being had by IT, Tina and Datascape around the proposed costs.

Action:

- Continue to monitor the quality Policy objectives
-

2. **Continuous improvements** – *are they being managed appropriately and or are there any issues or opportunities that require escalating or advised to management?*

BCA Managers response:

- Continuous improvements continue to be maintained and managed appropriately, and within recorded timeframes.
- No escalation to management required.

Action:

- Continue to monitor, maintain, and manage continue improvement register.
-

3. **Audits** – *are they demonstrating the quality assurance system is effective?*

BCA Managers response:

- Audits have been scheduled on the internal audit schedule for all technical, procedural, process and system audits required throughout the year for Regulation 17(2)(h).
- Where any issues are identified from audit outcomes, these are being managed via the continuous improvement process.

Action:

- Ensure all audits are undertaken as scheduled
 - Ensure any non-compliances from audit findings are entered onto CI process. Where there is non-compliance or recommendations, they are communicated to employees and contractors.
 - Reporting on whether effective implementation of the quality assurance system has occurred and will be reported on the BCA Management report each month where applicable.
-

BCA Management Report

4. Building consent application volumes and Statutory time frames – are these being met? if not, record reasons why any went over.

- **Record the actual number of building consent applications received and lodged for the month:**

Month	BC applications received and lodged
January 2021	13
February 2021	14
March 2021	50
April 2021	32
May 2021	29
June 2021	27
July 2021	18
August 2021	26
September 2021	26
October 2021	25
November 2021	29
December 2021	20
January 2022	22
February 2022	33
March 2022	29
April 2022	33
May 2022	35
June 2022	25
July 2022	30
August 2022	22
September 2022	25
October 2022	25
November 2022	19
December 2022	15
January 2023	24
February 2023	11
March 2023	28
April 2023	28
May 2023	29
June 2023	15
July 2023	19
August 2023	16
September 2023	18
October 2023	17

- **Building consents processed: Average processing days was 3**

Month	BCs processed and granted	BCs processed where RFI's were sent	BCs processed where RFI's were requested more than once
January 2021	21	19	13
February 2021	19	11	5
March 2021	36	26	15
April 2021	25	25	17
May 2021	44	40	34
June 2021	31	31	25
July 2021	23	21	17
August 2021	21	21	13
September 2021	26	36	30
October 2021	23	23	19
November 2021	25	25	21
December 2021	22	22	16
January 2022	13	13	13
February 2022	22	22	18
March 2022	29	29	25
April 2022	31	31	21
May 2022	25	25	20
June 2022	26	26	23
July 2022	27	23	20
August 2022	21	21	16
September 2022	21	21	18
October 2022	15	15	12
November 2022	28	28	21
December 2022	10	10	9
January 2023	16	16	12
February 2023	21	21	17

BCA Management Report

March 2023	21	21	19
April 2023	14	14	10
May 2023	26	26	16
June 2023	27	27	25
July 2023	18	18	15
August 2023	16	16	9
September 2023	19	19	17
October 2023	22	22	21

- **Statutory Clock Performance - Record the % of building consents granted within 20 working days:**

Month	% BC processed and granted within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%
December 2021	100%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%
June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%

- **Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.**

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.
December 2021	No statutory timeframes were exceeded.
January 2022	No statutory timeframes were exceeded.
February 2022	No statutory timeframes were exceeded.
March 2022	No statutory timeframes were exceeded.
April 2022	No statutory timeframes were exceeded.
May 2022	No statutory timeframes were exceeded.
June 2022	No statutory timeframes were exceeded.

BCA Management Report

July 2022	No statutory timeframes were exceeded
August 2022	No statutory timeframes were exceeded
September 2022	No statutory timeframes were exceeded
October 2022	No statutory timeframes were exceeded
November 2022	No statutory timeframes were exceeded
December 2022	No statutory timeframes were exceeded
January 2023	No statutory timeframes were exceeded
February 2023	No statutory timeframes were exceeded
March 2023	No statutory timeframes were exceeded
April 2023	No statutory timeframes were exceeded
May 2023	No statutory timeframes were exceeded
June 2023	No statutory timeframes were exceeded
July 2023	No statutory timeframes were exceeded
August 2023	No statutory timeframes were exceeded
September 2023	No statutory timeframes were exceeded
October 2023	No statutory timeframes were exceeded

Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

5. Code Compliance Certificates

- *Record the actual number of code compliance certificate applications received and lodged for the month:*

Month	CCC applications received and lodged
January 2021	9
February 2021	19
March 2021	19
April 2021	29
May 2021	31
June 2021	22
July 2021	26
August 2021	7
September 2021	13
October 2021	21
November 2021	23
December 2021	15
January 2022	15
February 2022	15
March 2022	35
April 2022	14
May 2022	27
June 2022	17
July 2022	18
August 2022	18
September 2022	10
October 2022	16
November 2022	19
December 2022	22
January 2023	12
February 2023	14
March 2023	14
April 2023	18
May 2023	16
June 2023	16
July 2023	24
August 2023	22
September 2023	18
October 2023	14

BCA Management Report

- **Code compliance certificate applications processed and issued: Average processing days was 3**

Month	CCC applications processed
January 2021	9
February 2021	24
March 2021	27
April 2021	34
May 2021	31
June 2021	16
July 2021	23
August 2021	20
September 2021	13
October 2021	19
November 2021	24
December 2021	16
January 2022	17
February 2022	30
March 2022	33
April 2022	17
May 2022	24
June 2022	29
July 2022	20
August 2022	24
September 2022	13
October 2022	12
November 2022	16
December 2022	28
January 2023	22
February 2023	14
March 2023	20
April 2023	19
May 2023	30
June 2023	20
July 2023	15
August 2023	32
September 2023	26
October 2023	31

- **Statutory Clock Performance - Record the % of code compliance certificates issued within 20 working days:**

Month	% CCC issued within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%
December 2021	100%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%
June 2023	100%

BCA Management Report

July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%

- **Record reason(s) why timeframe went over 20 working days** - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.
December 2021	No statutory timeframes were exceeded.
January 2022	No statutory timeframes were exceeded.
February 2022	No statutory timeframes were exceeded.
March 2022	No statutory timeframes were exceeded.
April 2022	No statutory timeframes were exceeded.
May 2022	No statutory timeframes were exceeded.
June 2022	No statutory timeframes were exceeded.
July 2022	No statutory timeframes were exceeded.
August 2022	No statutory timeframes were exceeded.
September 2022	No statutory timeframes were exceeded.
October 2022	No statutory timeframes were exceeded.
November 2022	No statutory timeframes were exceeded.
December 2022	No statutory timeframes were exceeded.
January 2023	No statutory timeframes were exceeded.
February 2023	No statutory timeframes were exceeded.
March 2023	No statutory timeframes were exceeded.
April 2023	No statutory timeframes were exceeded.
May 2023	No statutory timeframes were exceeded.
June 2023	No statutory timeframes were exceeded.
July 2023	No statutory timeframes were exceeded.
August 2023	No statutory timeframes were exceeded.
September 2023	No statutory timeframes were exceeded.
October 2023	No statutory timeframes were exceeded.

Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

6. Inspection volumes and waiting times

- **Record the number of actual inspection numbers received for the month for each complexity for the month:**

Actual:

Month	R1	R2	R3	C1	C2	C3	Total
January 2021	85	58	23	46	-	4	219
February 2021	107	76	41	58	-	-	282
March 2021	149	143	73	80	-	-	445
April 2021	106	75	37	53	-	-	271
May 2021	134	85	34	60	-	-	313
June 2021	98	78	48	37	-	2	263
July 2021	109	89	28	44	-	-	271
August 2021	64	46	11	17	-	-	138
September 2021	94	81	24	44	4	-	247
October 2021	103	107	44	20	6	-	280

BCA Management Report

November 2021	113	149	21	27	4	-	314
December 2021	66	107	41	32	14	3	263
January 2022	70	70	30	30	21	4	225
February 2022	90	154	28	13	1	2	288
March 2022	122	153	57	12	6	2	352
April 2022	87	98	34	20	9	1	249
May 2022	122	124	49	27	8	1	331
June 2022	111	102	34	32	17	2	300
July 2022	57	83	22	24	13	3	202
August 2022	105	105	33	58	15	1	317
September 2022	90	107	38	10	9	1	255
October 2022	56	135	30	40	2	-	264
November 2022	88	116	35	38	10	1	289
December 2022	72	131	36	27	2	-	268
January 2023	73	47	14	11	1	-	146
February 2023	89	68	13	26	-	-	196
March 2023	98	69	34	43	2	-	246
April 2023	81	55	4	14	3	-	157
May 2023	113	99	34	30	5	1	282
June 2023	97	90	13	35	3	1	239
July 2023	68	104	36	29	4	0	241
August 2023	81	110	27	44	5	0	267
September 2023	52	95	24	18	1	0	190
October 2023	90	89	51	19	3	0	252

• October 2023

- Total inspections for the month were 260. There were 8 x inspections that had no category recorded which was for – effluent (Wright Tanks)
- Of the 260 building inspections, there were 126 inspections that failed.
 - Failed inspections consisted of the following:
 - 19 x Drains
 - 46 x Final
 - 16 x Final – Fire
 - 3 x Final – Outbuildings
 - 9 x Pre-pour foundations
 - 18 x Framing / pre-wrap / pre-roof
 - 3 x Framing – Subfloor structure
 - 5 x Half high cladding
 - 10 x Part-clad (e.g., sheet system)
 - 6 x Pre-pour – pile holes
 - 34 x Pre-line / plumbing
 - 2 x Pre-pour – Block fill
 - 4 x Pre-plaster - cladding
 - 14 x Pre-pour – Floor slab
 - 28 x Pre-stop / lining
 - 6 x Under slab services
 - 14 x Wet area tanking
 - 19 x Wrap / pre-clad
 - 4 x Miscellaneous
- All inspections were reported by Focus and Mackenzie DC as being delivered within 1 – 2 days
- 2 inspections on 3 days or more and reason was booking was postponed by clients and requested certain days.
- Note: A status is currently being added to the GoGet system for inspections to allow the for a 'Fail for documentation only' which will clearly identify the inspection itself has passed however the status will be fail due to documentation that is required to be submitted. Once this is up and running, I will split it out in the failed figures above.

BCA Management Report

Action:

- Continue to monitor timeframes on a regular basis to ensure timeframes are being met.

7. Consents lapsing

Month	Number of consents that were due to lapse?	Actual number of consents that were lapsed?	Was the computer system appropriately updated to reflect the lapsed status?
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.		
February 2021	6	6	1 x WSE declined - status was yet to be updated in the system – this has now been updated
March 2021	7	7	1 x WSE declined - status was yet to be updated in the system – this has now been updated
April 2021	3	3	1 withdrawn – client notified the work was not going to go ahead, system was updated to reflect this
May 2021	0	0	Not required as there were none to lapse.
June 2021	3	3	Yes - new status added to MagiQ to show "work has commenced" for two and one BC showing work start extension approved
July 2021	5	0	2 x work started 2 x WSE approved 1 x BC withdrawn The computer system was not updated for 1 of the above
August 2021	5	2	1 x WSE approved 2 x BC were due to lapse however the calendar had not been updated with 10-month letter reminder, the computer system and calendar was not updated appropriately for these 2 in August 2021
September 2021	3	3	3 x BC lapsed 1x WSE approved 1 x historic one was found; this has now been sorted in the system
October 2021	4	3	3 x BC lapsed 1 work stated (re-instated, evidence provided)
November 2021	7	4	4 x BC lapsed 3 x WSE approved
December 2021	4	0	1 x WSE evidence provided 3 WSE approved
January 2022	2	2	NA
February 2022	5	3	3 x BC lapsed 1 x WSE evidence provided 1 x work start extension approved
March 2022	2	1	1 x BC lapsed 1 x WSE approved
April 2022	1	0	1 x withdrawn/cancelled
May 2022	5	3	3 x BC lapsed 2 x WSE approved
June 2022	4	0	4 x Work started (evidence provided)
July 2022	2	1	1 x BC lapsed 1 x work start extension approved
August 2022	6	1	1 x BC lapsed 2 x Work started (evidence provided) 1 x WSE approved 1 x withdrawn/cancelled 1 x end of month still to be lapsed
September 2022	6	3	3 x BC lapsed 2 x Work started (evidence provided) 1 x Work start extension approved
October 2022	2	2	1 x work started (evidence provided) 1 x WSE approved
November 2022	4	2	2 x BC lapsed

BCA Management Report

			2 x work start extension
December 2022	2	0	0 x BC lapsed 1 x BC cancelled 1 x Work start extension (awaiting approval)
January 2023	3	1	1 x BC lapsed 2 x work started (evidence provided)
February 2023	0	0	NA
March 2023	5	0	0 x BC lapsed 1 x BC cancelled 3 x work started (evidence provided) 1 x work start extension
April 2023	3	1	1 x BC lapsed 1 x work started (evidence provided) 1 x work start extension
May 2023	0	0	NA
June 2023	2	1	1 x BC lapsed 1 x work started (evidence provided)
July 2023	2	2	2 x BC lapsed
August 2023	3	3	1 x BC lapsed
September 2023	1	0	1 x work start extension
October 2023	0	0	NA

Action:

- Continue to monitor to ensure lapsing of consents is being managed appropriately, and to ensure the system is being updated as required.

8. **2-year decision volumes and refusal to issue** – *the BCA have to make a decision at 24 months (2 years) after the date on which the building consent for the building work was granted to issue the CCC and must give the applicant written notice of the refusal and the reasons for refusal.*

Month	Number of consents due for a decision	Actual number of CCC's refused	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not
January 2021 As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.			
February 2021	10	10	Yes, they were sent
March 2021	3	3	Yes, they were sent
April 2021	3	3	Yes, they were sent
May 2021	9	4	Yes, they were sent
June 2021	9	9	Yes, they were sent
July 2021	4	3	Yes, they were sent
August 2021	3	3	Yes, they were sent
September 2021	6	6	Yes, they were sent
October 2021	8	7	Yes, they were sent and 1 was issued
November 2021	11	8	Yes, they were sent
December 2021	7	4	Yes, they were sent
January 2022	6	5	Yes, they were sent 5 x CCC refused 1 x deferred for 20 days to allow for a CCC application to be submitted
February 2022	20	13	Yes, they were sent 13 x CCC refused 1 x given a WSE should of lapsed however was missed 2 x given WSE and were lapsed appropriately
March 2022	11	9	Yes, they were sent
April 2022	5	4	Yes, they were sent 1 ready to be issued, sent for SOC
May 2022	13	10	Yes, they were sent 2 x CCC issued 1 x lapsed
June 2022	6	2	Yes, they were sent 3 x CCC refused 1 x work completion extension

BCA Management Report

July 2022	6	5	Yes, they were sent 1 x work completion extension
August 2022	14	11	Yes they were sent 1 x issued 1 x lapsed 1 x CCC due to be issued as end of the month
September 2022	4	3	Yes they were sent 1 x issued
October 2022	4	4	Yes, they were sent
November 2022	3	3	Yes they were sent 2 x CCC refused 1 x CCC issued
December 2022	8	5	Yes, they were sent 1 x CCC issued 1 x CCC extension 1 x CCC awaiting decision (has crossed with one due to have a WSE extension reviewed)
January 2023	6	3	Yes, they were sent 3 x refused 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
February 2023	3	3	Yes, they were sent 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
March 2023	7	7	Yes, they were sent
April 2023	8	5	Yes, they were sent 5 x refused 1 x CCC issued 2 x CCC awaiting decision (end of month crossover)
May 2023	5	3	Yes, they were sent 3 x refused 2 x CCC issued
June 2023	10	5	Yes, they were sent 5 x refused 2 x CCC issued 3 x CCC awaiting decision (end of month crossover)
July 2023	5	3	Yes, they were sent 3 x refused 2 x CCC awaiting decision (end of month crossover)
August 2023	6	3	Yes, they were sent 3 x refused 1 x CCC awaiting decision (end of month crossover)
September 2023	6	5	Yes, they were sent 5 x refused 1 x CCC awaiting decision (end of month crossover)
October 2023	3	2	Yes, they were sent 2 x refused 1 x CCC awaiting decision (end of month crossover)

• **October 2023: overview of reason for why CCC was refused, or decision made**

1. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.
2. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.

Action:

- Continue to monitor the 24-month process to ensure it is being managed appropriately, and to ensure the system is being updated as required.

BCA Management Report

9. **Resources** – are they sufficient (staff and contractors) to meet the statutory requirements e.g., processing, inspection, code compliance, audits, supervision, 24-month process, competency assessments?

- QA NZ Consulting Limited:
 - Building Manager (Tina Donald)
 - Quality Manager (Tina Donald)
 - Responsible Manager (Tina Donald)
 - Authorised Representative (Tina Donald)
 - The quality assurance function continues to be undertaken by Tina Donald
 - Tina Donald continues to manage the BCA and TA functions
- Focus Consultancy Limited:
 - BCA Processing, Compliance Schedules, Exemption, Notice to Fix, Technical audits and Technical Leadership continues to be delivered by Focus Consultancy Ltd who are providing an outstanding service and continue to be meeting the 20-day statutory timeframes. Focus is delivering remote inspections for MDC BCA. Feedback from builders continues to be positive.
 - BWoF's when available
 - CCC's where required
 - Earthquake Prone Buildings (EQPB)
 - Notice to Fix (NTF) where require
 - Reviewing and amending compliance schedules
- Waikato Building Compliance:
 - BCA processing for commercial 2 and commercial 3 when and where required
- In-house:
 - David Adamson is the GM Operational, Planning & Regulatory Services
 - Inspection Scheduling is being delivered inhouse by MDC BCA Building Administrators
 - Building Administration continues to be done by Leonie Young supported by Krista Gilchrist from Customer Services (Twizel) who works in the building department for 3 days a week.
 - COAs and CCC's are being completed by the inhouse Principal Building Control Officer.
 - NTFs by the inhouse Principal Building Control Officer where and when required, and or Focus Consultancy when required.
 - Pool inspections undertaken by the inhouse Principal Building Control Officer (PBCO).
 - BWoF inspections are being undertaken by the PBCO and Focus Consultancy Ltd when available. One of the Building Administration team will be trained in the future in BWoF audits and pool inspections to grow the resource in delivering this function.
- The 20-day timeframe for building control functions continues to be met.
- Solutions Team have a signed contract; however, no work has been allocated to Solutions since the commencement of the substantially decreased services effective from 1st April 2023.
- The current resource is considered by the BCA to be sufficient.

Action:

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
 - Monitor the delivery of inspections, inspection bookings and CCC's on a daily basis to ensure effective implementation.
 - Continue to monitor and address the delivery of COA's and NTF's.
 - Continue to undertake the BWoF and pool inspections when required
 - Continue to monitor resource to ensure it is adequate and sufficient.
-

BCA Management Report

10. Technical resources – information, facilities, and equipment; are these all appropriate?

BCA Managers response:

- MDC equipment list updated; technical equipment required is stored in the vehicle for the Principal Building Control Officer. The equipment within the vehicle has been checked (audited) to ensure all required equipment is present and fit for purpose.
- The thermometers and moisture meters are held on site in Twizel or within the Principal Building Control Officers vehicle. These are currently calibrated and fit for purpose. One moisture meter will be held in the Fairlie Office and Twizel Office which will be able to be loaned by a builder when required.
- All technical resources considered to be appropriate.
- 4WD Ute for Principal Building Control Officer was expected to arrive in September 2023, however, has not been seen as yet. Tina requested an update on the arrival time for the vehicle and has been advised by GM Strategic Financial Management and Commercial Services the new arrival date is November 2023.

Action:

- Continue to monitor technical resources to ensure they are appropriate.
-

11. Training – are the identified training needs being met and if not, what is being done to ensure they will be?

BCA Managers response:

- One on one training will continue to be delivered to Krista from Leonie in relation to building administration functions.
- Any training identified as needed is recorded on the individuals training plan e.g., from audit results

Action:

- Continue to monitor training needs and where any are identified record within the relevant training plans.
-

12. Complaints – are there any to report and are they being managed appropriately?

BCA Managers response:

- No written complaints were received to the BCA for October 2023.

Action:

- Continue to monitor complaints register to ensure any written complaints received are being addressed in a timely manner and in accordance with the written procedure to meet the building accreditation requirements.
-

13. Contractors – communicate how contractor's performance is going, any issues to report?

BCA Managers response:

- 20-day statutory timeframes continue to be met by the Contractors.
- Tina continues to liaise with Focus and Waikato Building Compliance and advises them of any issues that may be identified.
- Focus Consultancy Limited continue to deliver an outstanding service to MDC.
- Waikato Building Compliance are delivering a good service as required.

Action:

- Continue to monitor contractors' performance and report on any issues.
-

BCA Management Report

14. Team meetings – any issues or opportunities to bring forward or relay back to the team?

BCA Managers response:

- Any issues or opportunities that may be identified during the monthly team meetings are being addressed by the BCA Manager and if required will be escalated to upper management. Where any issues are identified or raised outside of the team meetings, the Building Manager has liaised directly with Management (David Adamson) to advise and seek advice where required.
- Where any issues or opportunities are identified by upper management, these are either feed down to the BCA Manager and staff or to the BCA Manager directly who will relay these messages during either a monthly meeting, via email to staff or by direct conversation.
- Monthly BCA team meetings are occurring each month.

Action:

- Continue to relay / escalate issues or opportunities to upper management and or staff if and where identified and required.
-

15. 6A Notifications – have there been any notifications made.

BCA Managers response:

- No new 6A notifications have been required to be sent to MBIE and IANZ.

Action:

- Continue to advise IANZ and MBIE of any 6A notifications where required.
-

16. Accreditation

BCA Managers response:

- Accreditation has been retained and continues to be maintained.
- All general non-compliances (GNCs) have been signed off by IANZ and IANZ have confirmed continued accreditation and sent the BCA their new certificate which is displayed on the wall behind Tina's desk.
- The next accreditation assessment date will take place in July 2025.

Action:

- Continue to maintain accreditation.
-

17. Other

- Conflicts of interest register continues to be monitored and maintained by the Building Manager. There are currently 3 open conflicts of interests on the register.
- Health and Safety – No issues reported
- Changes to Building Code clauses – A Building Code Update Webinar will be held on 2 November 2023 which will include changes to plumbing and drainage and fire safety.

Update: The changes were made live on the Building Performance page

<https://www.building.govt.nz/about-building-performance/all-news-and-updates/updates-to-the-building-code-have-been-published/>: New Building Code documents published on 2 November 2023 which included updates to a series of acceptable solutions and verification methods.

The changes were part of the recent Building Code update on plumbing and drainage, protection from fire and structural stability of hollow-core floors.

BCA Management Report

Information in relation to the below has been sent to all builders, designers etc on our mailing list and posted on MDC public website.

Protection from fire

The Ministry of Business, Innovation and Employment (MBIE) has amended Acceptable Solutions C/AS1, C/AS2, F7/AS1 and Verification Method C/VM2 to improve the safety of people from fire. We have cited new versions of standards for the design of sprinkler systems, fire alarm systems, interconnected smoke alarms and smoke control in air-handling systems.

The amended Acceptable Solutions C/AS1 and C/AS2 now cite NZS 4514: 2021 for the installation of interconnected smoke alarms to improve the fire safety in new residential homes.

- F7/AS1 - Warning systems [PDF 496KB]
- C/AS1 - Protection from fire for buildings with sleeping (residential) and outbuildings (risk group SH) [PDF 2.7MB]
- C/AS2 - Acceptable Solution for Buildings other than Risk Group SH [PDF 8.2MB]
- C/VM2 - Verification Method: Framework for Fire Safety Design [PDF 2.8MB]

The transition period for these changes is 12 months, ending on 1 November 2024.

Plumbing and drainage

MBIE has amended the acceptable solutions and verification methods for E1 Surface Water, G12 Water Supplies, and G13 Foul Water. These changes support the provision of plumbing and drainage services which comply with the Building Code and help meet the safety and wellbeing objectives in the Building Act 2004.

These changes are the latest in a series of continuous improvements to ensure the Building Code compliance pathways for the plumbing sector are fit for purpose and up to date. Updates like these ensure New Zealanders have safe and reliable plumbing systems.

Changes to Acceptable Solution G12/AS1 include measures to lower the maximum hot water temperature delivered at the tap for most buildings from 55°C to 50°C and the introduction of additional temperature control devices to give plumbers more ways to limit hot water temperatures. These changes do not apply to the hot water used for kitchen or laundries nor do they apply to the temperature of hot water in the storage tank. The changes apply only to personal hygiene taps and baths in new buildings and new plumbing work. The G12/AS1 update also includes reducing the lead content in plumbing products.

- E1 - Surface Water [PDF 2.1MB]
- G12 - Water Supplies [PDF 3.2MB]
- G13 - Foul Water [PDF 3.2MB]

The transition period for these changes is 12 months, ending on 1 November 2024 with the exception of lead in plumbing. This will have an extended transition date until 1 September 2025.

Structure

MBIE has modified the citation of the New Zealand Standard NZS 3101.1: 2006 within B1/VM1 Paragraph 3.1.1. The change deletes Clause 18.7.4.4 of this Standard from the verification method and means that the use of the standard for the design of the supports of hollow-core floors is now considered to be an alternative solution.

This change to B1/VM1 comes into effect on 2 November 2023, with no transition period.

Energy efficiency

The staged implementation process for window and door insulation requirements for new residential buildings has now ended. All areas of the country now have similar levels of window performance in H1/AS1 and H1/VM1.

Action:

- Continue to monitor and maintain conflicts of interest.
- Report any health and safety issues if any are identified.

BCA Management Report

18. Territorial Authority functions

TA Compliance Schedule review:

- Checking and amending Compliance Schedules for all relevant building within the district to ensure the document is fit for purpose, it is also noted that this was also a requirement of the TA under the Building Act 2012 amendment. The methodology for implementation is as follows:
 - First 12 months - "high" risk buildings (Sleeping Accommodation) within the district. Roughly 60 Compliance Schedules relevant that require review and possible amendment.
 - Following 12 months - "Medium" risk buildings (Assembly buildings, shops, halls. Offices, no sleeping) within the district. Roughly 70 Compliance Schedules relevant that require review and possible amendment.
 - Final 12 months - "low" risk buildings (Commercial buildings, Powerhouses, service stations, public toilets etc) within the district. Roughly 25 Compliance Schedules relevant that require review and possible amendment.
- It is to be noted that currently the compliance schedule stock for the TA grows at about 5 per year and as these are created via a Building Consent for building work, they will be created at the Code Compliance Certificate stage and will be of the required technical level so will not fall into the above TA review workstream.
- Once this body of work has been completed for review of the existing compliance schedules, this will not need to be done again. The only time once the initial review is completed, is if they were to change the systems that were in the building, and this would follow the normal process of the owner advising the change and the amendment made to the compliance schedule.

BWOF audit schedule:

- As the TA is reviewing the existing compliance schedules on a 'risk' based approach, the TA will implement this into the BWOF audit schedule whereby the following methodology for implementation is as follows:
 - First 12 months - "high" risk buildings identified within the TA compliance schedule review will have a BWOF audit performed.
 - Following 12 months - "medium" risk buildings identified within the TA compliance schedule review will have a BWOF audit performed. Then the buildings that may have been identified within the first 12-month audit of high-risk buildings that contain additional risk may have an annual audit until such time the TA feel it is reasonable due to successful audit results to reduce this risk down to 2 or 2 yearly.
 - Following 12 months – remaining of the 'medium' risk buildings identified within the TA compliance schedule review will have a BWOF audit performed, plus as indicated above any required high-risk buildings.
 - By the fourth year the cycle would start again and every five years some of the low-risk buildings will be slotted into the schedule.

EQPB review:

- The main object for the next 12 months is to have a decision made and recorded for all priority buildings, either they are not EQP or an EQP notice is required to be issued and the property is to be listed on the national register.

To date there are two lists within MDC system e.g., a main list and a secondary list with a mixture of priority and other buildings:

The main list has a total of 48 addresses. Of the 48:

- 13 x have had a EPB notice issued (majority being priority buildings)
- 5 x extensions issued
- 22 x confirmed as EPB not applicable
- 2 x waiting on a response to an RFI

BCA Management Report

- 4 x addresses require further review
- 1 x notice to be issued

The secondary list has a total of 139 addresses or buildings. Of the 139:

- 38 x have been reviewed and either added to the main list for further review or confirmed as EPB not applicable.
- If an EQP building notice is issued, then the owner of the priority building has 12 years and 6 months to complete the required seismic work of the building, this time frame will be monitored by the TA from the date of issue of the EQP building notice.

BCA Management Report

Date: Period: 01.11.2023 to 30.11.2023

Agenda item: Review of the BCAs overall management and operation performance, reporting against the expected standards and high-level performance indicators from its quality policy where appropriate.

- 1. Building control quality systems** – *are there any being developed (policies, procedures, systems), and has implementation of these been effective and or are they being maintained effectively?*

BCA Managers response:

- September update: A Datascape demonstration took place from the team at Datacom, and was delivered to Zane (IT), Tina, Leonie, and Dawson (MDC). Further discussions and a trial have been requested from Datacom before any decisions are made.
- Due to costs associated with BUILD, IT and Tina are now looking at other options that may be available.
- Costings have been received from Datascape, discussions are being had by IT, Tina and Datascape around the proposed costs.

Action:

- Continue to monitor the quality Policy objectives
-

- 2. Continuous improvements** – *are they being managed appropriately and or are there any issues or opportunities that require escalating or advised to management?*

BCA Managers response:

- Continuous improvements continue to be maintained and managed appropriately, and within recorded timeframes.
- No escalation to management required.

Action:

- Continue to monitor, maintain, and manage continue improvement register.
-

- 3. Audits** – *are they demonstrating the quality assurance system is effective?*

BCA Managers response:

- Audits have been scheduled on the internal audit schedule for all technical, procedural, process and system audits required throughout the year for Regulation 17(2)(h).
- Where any issues are identified from audit outcomes, these are being managed via the continuous improvement process.

Action:

- Ensure all audits are undertaken as scheduled
 - Ensure any non-compliances from audit findings are entered onto CI process. Where there is non-compliance or recommendations, they are communicated to employees and contractors.
 - Reporting on whether effective implementation of the quality assurance system has occurred and will be reported on the BCA Management report each month where applicable.
-

BCA Management Report

4. Building consent application volumes and Statutory time frames – are these being met? if not, record reasons why any went over.

- **Record the actual number of building consent applications received and lodged for the month:**

Month	BC applications received and lodged
January 2021	13
February 2021	14
March 2021	50
April 2021	32
May 2021	29
June 2021	27
July 2021	18
August 2021	26
September 2021	26
October 2021	25
November 2021	29
December 2021	20
January 2022	22
February 2022	33
March 2022	29
April 2022	33
May 2022	35
June 2022	25
July 2022	30
August 2022	22
September 2022	25
October 2022	25
November 2022	19
December 2022	15
January 2023	24
February 2023	11
March 2023	28
April 2023	28
May 2023	29
June 2023	15
July 2023	19
August 2023	16
September 2023	18
October 2023	17
November 2023	31

- **Building consents processed: Average processing days was 7**

Month	BCs processed and granted	BCs processed where RFI's were sent	BCs processed where RFI's were requested more than once
January 2021	21	19	13
February 2021	19	11	5
March 2021	36	26	15
April 2021	25	25	17
May 2021	44	40	34
June 2021	31	31	25
July 2021	23	21	17
August 2021	21	21	13
September 2021	26	36	30
October 2021	23	23	19
November 2021	25	25	21
December 2021	22	22	16
January 2022	13	13	13
February 2022	22	22	18
March 2022	29	29	25
April 2022	31	31	21
May 2022	25	25	20
June 2022	26	26	23
July 2022	27	23	20
August 2022	21	21	16
September 2022	21	21	18
October 2022	15	15	12
November 2022	28	28	21
December 2022	10	10	9
January 2023	16	16	12

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February 2023	21	21	17
March 2023	21	21	19
April 2023	14	14	10
May 2023	26	26	16
June 2023	27	27	25
July 2023	18	18	15
August 2023	16	16	9
September 2023	19	19	17
October 2023	22	22	21
November 2023	19	19	17

- **Statutory Clock Performance - Record the % of building consents granted within 20 working days:**

Month	% BC processed and granted within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%
December 2021	100%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%
June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%
November 2023	100%

- **Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.**

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.
December 2021	No statutory timeframes were exceeded.
January 2022	No statutory timeframes were exceeded.
February 2022	No statutory timeframes were exceeded.
March 2022	No statutory timeframes were exceeded.

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April 2022	No statutory timeframes were exceeded
May 2022	No statutory timeframes were exceeded
June 2022	No statutory timeframes were exceeded
July 2022	No statutory timeframes were exceeded
August 2022	No statutory timeframes were exceeded
September 2022	No statutory timeframes were exceeded
October 2022	No statutory timeframes were exceeded
November 2022	No statutory timeframes were exceeded
December 2022	No statutory timeframes were exceeded
January 2023	No statutory timeframes were exceeded
February 2023	No statutory timeframes were exceeded
March 2023	No statutory timeframes were exceeded
April 2023	No statutory timeframes were exceeded
May 2023	No statutory timeframes were exceeded
June 2023	No statutory timeframes were exceeded
July 2023	No statutory timeframes were exceeded
August 2023	No statutory timeframes were exceeded
September 2023	No statutory timeframes were exceeded
October 2023	No statutory timeframes were exceeded
November 2023	No statutory timeframes were exceeded

Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

5. Code Compliance Certificates

- ***Record the actual number of code compliance certificate applications received and lodged for the month:***

Month	CCC applications received and lodged
January 2021	9
February 2021	19
March 2021	19
April 2021	29
May 2021	31
June 2021	22
July 2021	26
August 2021	7
September 2021	13
October 2021	21
November 2021	23
December 2021	15
January 2022	15
February 2022	15
March 2022	35
April 2022	14
May 2022	27
June 2022	17
July 2022	18
August 2022	18
September 2022	10
October 2022	16
November 2022	19
December 2022	22
January 2023	12
February 2023	14
March 2023	14
April 2023	18
May 2023	16
June 2023	16
July 2023	24
August 2023	22
September 2023	18
October 2023	14
November 2023	16

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- **Code compliance certificate applications processed and issued: Average processing days was 2**

Month	CCC applications processed
January 2021	9
February 2021	24
March 2021	27
April 2021	34
May 2021	31
June 2021	16
July 2021	23
August 2021	20
September 2021	13
October 2021	19
November 2021	24
December 2021	16
January 2022	17
February 2022	30
March 2022	33
April 2022	17
May 2022	24
June 2022	29
July 2022	20
August 2022	24
September 2022	13
October 2022	12
November 2022	16
December 2022	28
January 2023	22
February 2023	14
March 2023	20
April 2023	19
May 2023	30
June 2023	20
July 2023	15
August 2023	32
September 2023	26
October 2023	31
November 2023	26

- **Statutory Clock Performance - Record the % of code compliance certificates issued within 20 working days:**

Month	% CCC issued within 20 working days
January 2021	100%
February 2021	100%
March 2021	100%
April 2021	100%
May 2021	100%
June 2021	100%
July 2021	100%
August 2021	100%
September 2021	100%
October 2021	100%
November 2021	100%
December 2021	100%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%

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June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%
November 2023	100%

- **Record reason(s) why timeframe went over 20 working days** - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.

Month	Reason why went over 20 working days
January 2021	No statutory timeframes were exceeded.
February 2021	No statutory timeframes were exceeded.
March 2021	No statutory timeframes were exceeded.
April 2021	No statutory timeframes were exceeded.
May 2021	No statutory timeframes were exceeded.
June 2021	No statutory timeframes were exceeded.
July 2021	No statutory timeframes were exceeded.
August 2021	No statutory timeframes were exceeded.
September 2021	No statutory timeframes were exceeded.
October 2021	No statutory timeframes were exceeded.
November 2021	No statutory timeframes were exceeded.
December 2021	No statutory timeframes were exceeded.
January 2022	No statutory timeframes were exceeded.
February 2022	No statutory timeframes were exceeded.
March 2022	No statutory timeframes were exceeded.
April 2022	No statutory timeframes were exceeded.
May 2022	No statutory timeframes were exceeded.
June 2022	No statutory timeframes were exceeded.
July 2022	No statutory timeframes were exceeded.
August 2022	No statutory timeframes were exceeded.
September 2022	No statutory timeframes were exceeded.
October 2022	No statutory timeframes were exceeded.
November 2022	No statutory timeframes were exceeded.
December 2022	No statutory timeframes were exceeded.
January 2023	No statutory timeframes were exceeded.
February 2023	No statutory timeframes were exceeded.
March 2023	No statutory timeframes were exceeded.
April 2023	No statutory timeframes were exceeded.
May 2023	No statutory timeframes were exceeded.
June 2023	No statutory timeframes were exceeded.
July 2023	No statutory timeframes were exceeded.
August 2023	No statutory timeframes were exceeded.
September 2023	No statutory timeframes were exceeded.
October 2023	No statutory timeframes were exceeded.
November 2023	No statutory timeframes were exceeded.

Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

6. Inspection volumes and waiting times

- **Record the number of actual inspection numbers received for the month for each complexity for the month:**

Actual:

Month	R1	R2	R3	C1	C2	C3	Total
January 2021	85	58	23	46	-	4	219
February 2021	107	76	41	58	-	-	282
March 2021	149	143	73	80	-	-	445
April 2021	106	75	37	53	-	-	271
May 2021	134	85	34	60	-	-	313
June 2021	98	78	48	37	-	2	263
July 2021	109	89	28	44	-	-	271

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August 2021	64	46	11	17	-	-	138
September 2021	94	81	24	44	4	-	247
October 2021	103	107	44	20	6	-	280
November 2021	113	149	21	27	4	-	314
December 2021	66	107	41	32	14	3	263
January 2022	70	70	30	30	21	4	225
February 2022	90	154	28	13	1	2	288
March 2022	122	153	57	12	6	2	352
April 2022	87	98	34	20	9	1	249
May 2022	122	124	49	27	8	1	331
June 2022	111	102	34	32	17	2	300
July 2022	57	83	22	24	13	3	202
August 2022	105	105	33	58	15	1	317
September 2022	90	107	38	10	9	1	255
October 2022	56	135	30	40	2	-	264
November 2022	88	116	35	38	10	1	289
December 2022	72	131	36	27	2	-	268
January 2023	73	47	14	11	1	-	146
February 2023	89	68	13	26	-	-	196
March 2023	98	69	34	43	2	-	246
April 2023	81	55	4	14	3	-	157
May 2023	113	99	34	30	5	1	282
June 2023	97	90	13	35	3	1	239
July 2023	68	104	36	29	4	0	241
August 2023	81	110	27	44	5	0	267
September 2023	52	95	24	18	1	0	190
October 2023	90	89	51	19	3	0	252
November 2023	79	94	40	36	4	5	258

• November 2023

- Total inspections for the month were 258. There were 5 x inspections that had no category recorded which was for – effluent (Wright Tanks)
- Of the 258 building inspections, there were 258 inspections that failed.
 - Failed inspections consisted of the following:
 - 19 x Drains
 - 48 x Final
 - 9 x Final – Fire
 - 7 x Final – Outbuildings
 - 14 x Pre-pour foundations
 - 21 x Framing / pre-wrap / pre-roof
 - 6 x Framing – Subfloor structure
 - 1 x Half high cladding
 - 17 x Part-clad (e.g., sheet system)
 - 4 x Pre-pour – pile holes
 - 34 x Pre-line / plumbing
 - 4 x Pre-pour – Block fill
 - 1 x Pre-plaster - cladding
 - 16 x Pre-pour – Floor slab
 - 20 x Pre-stop / lining
 - 8 x Under slab services
 - 16 x Wet area tanking
 - 10 x Wrap / pre-clad
 - 1 x Certificate of Acceptance
 - 2 x Certificate of Public Use
- All inspections were reported by Focus and Mackenzie DC as being delivered within 1 – 2 days
- 1 inspection on 3 days or more and reason was booking was postponed by clients and requested certain days.

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- Update:** Go Get have recently advised the cost to add the status to GoGet for 'Fail for documentation only' which would have clearly identified the inspection itself had passed however the status will be fail due to documentation that is required to be submitted. Unfortunately, the extravagant cost that was received to put in a new code is not feasible, therefore other options will be looked at in the new year.

Action:

- Continue to monitor timeframes on a regular basis to ensure timeframes are being met.

7. Consents lapsing

Month	Number of consents that were due to lapse?	Actual number of consents that were lapsed?	Was the computer system appropriately updated to reflect the lapsed status?
January 2021	As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.		
February 2021	6	6	1 x WSE declined - status was yet to be updated in the system – this has now been updated
March 2021	7	7	1 x WSE declined - status was yet to be updated in the system – this has now been updated
April 2021	3	3	1 withdrawn – client notified the work was not going to go ahead, system was updated to reflect this
May 2021	0	0	Not required as there were none to lapse.
June 2021	3	3	Yes - new status added to MagiQ to show "work has commenced" for two and one BC showing work start extension approved
July 2021	5	0	2 x work started 2 x WSE approved 1 x BC withdrawn The computer system was not updated for 1 of the above
August 2021	5	2	1 x WSE approved 2 x BC were due to lapse however the calendar had not been updated with 10-month letter reminder, the computer system and calendar was not updated appropriately for these 2 in August 2021
September 2021	3	3	3 x BC lapsed 1 x WSE approved 1 x historic one was found; this has now been sorted in the system
October 2021	4	3	3 x BC lapsed 1 work stated (re-instated, evidence provided)
November 2021	7	4	4 x BC lapsed 3 x WSE approved
December 2021	4	0	1 x WSE evidence provided 3 WSE approved
January 2022	2	2	NA
February 2022	5	3	3 x BC lapsed 1 x WSE evidence provided 1 x work start extension approved
March 2022	2	1	1 x BC lapsed 1 x WSE approved
April 2022	1	0	1 x withdrawn/cancelled
May 2022	5	3	3 x BC lapsed 2 x WSE approved
June 2022	4	0	4 x Work started (evidence provided)
July 2022	2	1	1 x BC lapsed 1 x work start extension approved
August 2022	6	1	1 x BC lapsed

BCA Management Report

			2 x Work started (evidence provided) 1 x WSE approved 1 x withdrawn/cancelled 1 x end of month still to be lapsed
September 2022	6	3	3 x BC lapsed 2 x Work started (evidence provided) 1 x Work start extension approved
October 2022	2	2	1 x work started (evidence provided) 1 x WSE approved
November 2022	4	2	2 x BC lapsed 2 x work start extension
December 2022	2	0	0 x BC lapsed 1 x BC cancelled 1 x Work start extension (awaiting approval)
January 2023	3	1	1 x BC lapsed 2 x work started (evidence provided)
February 2023	0	0	NA
March 2023	5	0	0 x BC lapsed 1 x BC cancelled 3 x work started (evidence provided) 1 x work start extension
April 2023	3	1	1 x BC lapsed 1 x work started (evidence provided) 1 x work start extension
May 2023	0	0	NA
June 2023	2	1	1 x BC lapsed 1 x work started (evidence provided)
July 2023	2	2	2 x BC lapsed
August 2023	3	3	1 x BC lapsed
September 2023	1	0	1 x work start extension
October 2023	0	0	NA
November 2023	3	0	1 x work started (evidence provided) 2 x work start extensions

Action:

- Continue to monitor to ensure lapsing of consents is being managed appropriately, and to ensure the system is being updated as required.

8. **2-year decision volumes and refusal to issue** – the BCA have to make a decision at 24 months (2 years) after the date on which the building consent for the building work was granted to issue the CCC and must give the applicant written notice of the refusal and the reasons for refusal.

Month	Number of consents due for a decision	Actual number of CCC's refused	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not
January 2021 As this is the first time the report has been provided in this format, the figures had not been obtained to report against. Going forward for the February 2021 report, 2-year decision volumes and refusal to issue will be reported on.			
February 2021	10	10	Yes, they were sent
March 2021	3	3	Yes, they were sent
April 2021	3	3	Yes, they were sent
May 2021	9	4	Yes, they were sent
June 2021	9	9	Yes, they were sent
July 2021	4	3	Yes, they were sent
August 2021	3	3	Yes, they were sent
September 2021	6	6	Yes, they were sent
October 2021	8	7	Yes, they were sent and 1 was issued
November 2021	11	8	Yes, they were sent
December 2021	7	4	Yes, they were sent
January 2022	6	5	Yes, they were sent 5 x CCC refused 1 x deferred for 20 days to allow for a CCC application to be submitted
February 2022	20	13	Yes, they were sent 13 x CCC refused

BCA Management Report

			1 x given a WSE should of lapsed however was missed 2 x given WSE and were lapsed appropriately
March 2022	11	9	Yes, they were sent
April 2022	5	4	Yes, they were sent 1 ready to be issued, sent for SOC
May 2022	13	10	Yes, they were sent 2 x CCC issued 1 x lapsed
June 2022	6	2	Yes, they were sent 3 x CCC refused 1 x work completion extension
July 2022	6	5	Yes, they were sent 1 x work completion extension
August 2022	14	11	Yes they were sent 1 x issued 1 x lapsed 1 x CCC due to be issued as end of the month
September 2022	4	3	Yes they were sent 1 x issued
October 2022	4	4	Yes, they were sent
November 2022	3	3	Yes they were sent 2 x CCC refused 1 x CCC issued
December 2022	8	5	Yes, they were sent 1 x CCC issued 1 x CCC extension 1 x CCC awaiting decision (has crossed with one due to have a WSE extension reviewed)
January 2023	6	3	Yes, they were sent 3 x refused 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
February 2023	3	3	Yes, they were sent 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
March 2023	7	7	Yes, they were sent
April 2023	8	5	Yes, they were sent 5 x refused 1 x CCC issued 2 x CCC awaiting decision (end of month crossover)
May 2023	5	3	Yes, they were sent 3 x refused 2 x CCC issued
June 2023	10	5	Yes, they were sent 5 x refused 2 x CCC issued 3 x CCC awaiting decision (end of month crossover)
July 2023	5	3	Yes, they were sent 3 x refused 2 x CCC awaiting decision (end of month crossover)
August 2023	6	3	Yes, they were sent 3 x refused 1 x CCC awaiting decision (end of month crossover)
September 2023	6	5	Yes, they were sent 5 x refused 1 x CCC awaiting decision (end of month crossover)
October 2023	3	2	Yes, they were sent 2 x refused 1 x CCC awaiting decision (end of month crossover)
November 2023	5	4	Yes, they were sent 4 x refused 1 x CCC issued

BCA Management Report

- **November 2023: overview of reason for why CCC was refused, or decision made**

1. **refused** – The decision was made as inspections were still required, therefore could not be satisfied on reasonable grounds.
2. **refused** – The decision was made as inspections were still required, therefore could not be satisfied on reasonable grounds.
3. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.
4. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.

Action:

- Continue to monitor the 24-month process to ensure it is being managed appropriately, and to ensure the system is being updated as required.

9. **Resources** – *are they sufficient (staff and contractors) to meet the statutory requirements e.g., processing, inspection, code compliance, audits, supervision, 24-month process, competency assessments?*

- QA NZ Consulting Limited:
 - Building Manager (Tina Donald)
 - Quality Manager (Tina Donald)
 - Responsible Manager (Tina Donald)
 - Authorised Representative (Tina Donald)
 - The quality assurance function continues to be undertaken by Tina Donald
 - Tina Donald continues to manage the BCA and TA functions
- Focus Consultancy Limited:
 - BCA Processing, Compliance Schedules, Exemption, Notice to Fix, Technical audits and Technical Leadership continues to be delivered by Focus Consultancy Ltd who are providing an outstanding service and continue to be meeting the 20-day statutory timeframes. Focus is delivering remote inspections for MDC BCA. Feedback from builders continues to be positive.
 - BWoF's when available
 - CCC's where required
 - Earthquake Prone Buildings (EQPB)
 - Notice to Fix (NTF) where require
 - Reviewing and amending compliance schedules
- Waikato Building Compliance:
 - BCA processing for commercial 2 and commercial 3 when and where required
- In-house:
 - David Adamson is the GM Operational, Planning & Regulatory Services
 - Inspection Scheduling is being delivered inhouse by MDC BCA Building Administrators
 - Building Administration continues to be done by Leonie Young supported by Krista Gilchrist from Customer Services (Twizel) who works in the building department for 3 days a week.
 - COAs and CCC's are being completed by the inhouse Principal Building Control Officer.
 - NTFs by the inhouse Principal Building Control Officer where and when required, and or Focus Consultancy when required.
 - Pool inspections undertaken by the inhouse Principal Building Control Officer (PBCO).
 - BWoF inspections are being undertaken by the PBCO and Focus Consultancy Ltd when available. One of the Building Administration team will be trained in the future in BWoF audits and pool inspections to grow the resource in delivering this function.
- The 20-day timeframe for building control functions continues to be met.
- Solutions Team have a signed contract; however, no work has been allocated to Solutions since the commencement of the substantially decreased services effective from 1st April 2023.

BCA Management Report

- The current resource is considered by the BCA to be sufficient.

Action:

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
 - Monitor the delivery of inspections, inspection bookings and CCC's on a daily basis to ensure effective implementation.
 - Continue to monitor and address the delivery of COA's and NTF's.
 - Continue to undertake the BWoF and pool inspections when required
 - Continue to monitor resource to ensure it is adequate and sufficient.
-

10. Technical resources – information, facilities, and equipment; are these all appropriate?

BCA Managers response:

- MDC equipment list updated; technical equipment required is stored in the vehicle for the Principal Building Control Officer. The equipment within the vehicle has been checked (audited) to ensure all required equipment is present and fit for purpose.
- The thermometers and moisture meters are held on site in Twizel or within the Principal Building Control Officers vehicle. These are currently calibrated and fit for purpose. One moisture meter will be held in the Fairlie Office and Twizel Office which will be able to be loaned by a builder when required.
- All technical resources considered to be appropriate.
- 4WD Ute for Principal Building Control Officer was expected to arrive in September 2023, however, has not been seen as yet. Tina requested an update on the arrival time for the vehicle and has been advised by GM Strategic Financial Management and Commercial Services the new arrival date is November 2023. November 2023 has now passed and no update has been provided to date on the arrival of the Ute.

Action:

- Continue to monitor technical resources to ensure they are appropriate.
-

11. Training – are the identified training needs being met and if not, what is being done to ensure they will be?

BCA Managers response:

- One on one training will continue to be delivered to Krista from Leonie in relation to building administration functions.
- Any training identified as needed is recorded on the individuals training plan e.g., from audit results

Action:

- Continue to monitor training needs and where any are identified record within the relevant training plans.
-

12. Complaints – are there any to report and are they being managed appropriately?

BCA Managers response:

- No written complaints were received to the BCA for November 2023.

Action:

- Continue to monitor complaints register to ensure any written complaints received are being addressed in a timely manner and in accordance with the written procedure to meet the building accreditation requirements.
-

BCA Management Report

13. Contractors – *communicate how contractor's performance is going, any issues to report?*

BCA Managers response:

- 20-day statutory timeframes continue to be met by the Contractors.
- Tina continues to liaise with Focus and Waikato Building Compliance and advises them of any issues that may be identified.
- Focus Consultancy Limited continue to deliver an outstanding service to MDC.
- Waikato Building Compliance are delivering a good service as required.

Action:

- Continue to monitor contractors' performance and report on any issues.
-

14. Team meetings – *any issues or opportunities to bring forward or relay back to the team?*

BCA Managers response:

- Any issues or opportunities that may be identified during the monthly team meetings are being addressed by the BCA Manager and if required will be escalated to upper management. Where any issues are identified or raised outside of the team meetings, the Building Manager has liaised directly with Management (David Adamson) to advise and seek advice where required.
- Where any issues or opportunities are identified by upper management, these are either feed down to the BCA Manager and staff or to the BCA Manager directly who will relay these messages during either a monthly meeting, via email to staff or by direct conversation.
- Monthly BCA team meetings are occurring each month.

Action:

- Continue to relay / escalate issues or opportunities to upper management and or staff if and where identified and required.
-

15. 6A Notifications – *have there been any notifications made.*

BCA Managers response:

- No new 6A notifications have been required to be sent to MBIE and IANZ.

Action:

- Continue to advise IANZ and MBIE of any 6A notifications where required.
-

16. Accreditation

BCA Managers response:

- Accreditation has been retained and continues to be maintained.
- All general non-compliances (GNCs) have been signed off by IANZ and IANZ have confirmed continued accreditation and sent the BCA their new certificate which is displayed on the wall behind Tina's desk.
- The next accreditation assessment date will take place in July 2025.

Action:

- Continue to maintain accreditation.
-

BCA Management Report

17. Other

- Conflicts of interest register continues to be monitored and maintained by the Building Manager. There are currently 6 open conflicts of interests on the register.
- Health and Safety – No issues reported

Action:

- Continue to monitor and maintain conflicts of interest.
 - Report any health and safety issues if any are identified.
-

18. Territorial Authority functions

TA Compliance Schedule review:

- Checking and amending Compliance Schedules for all relevant building within the district to ensure the document is fit for purpose, it is also noted that this was also a requirement of the TA under the Building Act 2012 amendment. The methodology for implementation is as follows:
 - First 12 months - "high" risk buildings (Sleeping Accommodation) within the district. Roughly 60 Compliance Schedules relevant that require review and possible amendment.
 - Following 12 months - "Medium" risk buildings (Assembly buildings, shops, halls. Offices, no sleeping) within the district. Roughly 70 Compliance Schedules relevant that require review and possible amendment.
 - Final 12 months - "low" risk buildings (Commercial buildings, Powerhouses, service stations, public toilets etc) within the district. Roughly 25 Compliance Schedules relevant that require review and possible amendment.
- It is to be noted that currently the compliance schedule stock for the TA grows at about 5 per year and as these are created via a Building Consent for building work, they will be created at the Code Compliance Certificate stage and will be of the required technical level so will not fall into the above TA review workstream.
- Once this body of work has been completed for review of the existing compliance schedules, this will not need to be done again. The only time once the initial review is completed, is if they were to change the systems that were in the building, and this would follow the normal process of the owner advising the change and the amendment made to the compliance schedule.

BWOF audit schedule:

- As the TA is reviewing the existing compliance schedules on a 'risk' based approach, the TA will implement this into the BWOF audit schedule whereby the following methodology for implementation is as follows:
 - First 12 months - "high" risk buildings identified within the TA compliance schedule review will have a BWOF audit performed.
 - Following 12 months - "medium" risk buildings identified within the TA compliance schedule review will have a BWOF audit performed. Then the buildings that may have been identified within the first 12-month audit of high-risk buildings that contain additional risk may have an annual audit until such time the TA feel it is reasonable due to successful audit results to reduce this risk down to 2 or 2 yearly.
 - Following 12 months – remaining of the 'medium' risk buildings identified within the TA compliance schedule review will have a BWOF audit performed, plus as indicated above any required high-risk buildings.
 - By the fourth year the cycle would start again and every five years some of the low-risk buildings will be slotted into the schedule.

BCA Management Report

EQPB review:

- The main object for the next 12 months is to have a decision made and recorded for all priority buildings, either they are not EQP, or an EQP notice is required to be issued and the property is to be listed on the national register.

To date there are two lists within MDC system e.g., a main list and a secondary list with a mixture of priority and other buildings:

The main list has a total of 48 addresses. Of the 48:

- 13 x have had a EPB notice issued (majority being priority buildings)
- 5 x extensions issued
- 22 x confirmed as EPB not applicable
- 2 x waiting on a response to an RFI
- 4 x addresses require further review
- 1 x notice to be issued

The secondary list has a total of 139 addresses or buildings. Of the 139:

- 38 x have been reviewed and either added to the main list for further review or confirmed as EPB not applicable.
- If an EQP building notice is issued, then the owner of the priority building has 12 years and 6 months to complete the required seismic work of the building, this time frame will be monitored by the TA from the date of issue of the EQP building notice.

BCA Management Report

Date: Period: 01.12.2023 to 31.12.2023

Agenda item: Review of the BCAs overall management and operation performance, reporting against the expected standards and high-level performance indicators from its quality policy where appropriate.

1. **Building control quality systems** – *are there any being developed (policies, procedures, systems), and has implementation of these been effective and or are they being maintained effectively?*

BCA Managers response:

- December update: The Datascape team will deliver a live trial on the system in Nelson to the team (Focus, Leonie and Tina) in February 2024.
- September update: A Datascape demonstration took place from the team at Datacom, and was delivered to Zane (IT), Tina, Leonie, and Dawson (MDC). Further discussions and a trial have been requested from Datacom before any decisions are made.
- Due to costs associated with BUILD, IT and Tina are now looking at other options that may be available.
- Costings have been received from Datascape, discussions are being had by IT, Tina and Datascape around the proposed costs.

Action:

- Continue to monitor the quality Policy objectives
-

2. **Continuous improvements** – *are they being managed appropriately and or are there any issues or opportunities that require escalating or advised to management?*

BCA Managers response:

- Continuous improvements continue to be maintained and managed appropriately, and within recorded timeframes.
- No escalation to management required.

Action:

- Continue to monitor, maintain, and manage continue improvement register.
-

3. **Audits** – *are they demonstrating the quality assurance system is effective?*

BCA Managers response:

- Audits have been scheduled on the internal audit schedule for all technical, procedural, process and system audits required throughout the year for Regulation 17(2)(h).
- Where any issues are identified from audit outcomes, these are being managed via the continuous improvement process.

Action:

- Ensure all audits are undertaken as scheduled
 - Ensure any non-compliances from audit findings are entered onto CI process. Where there is non-compliance or recommendations, they are communicated to employees and contractors.
 - Reporting on whether effective implementation of the quality assurance system has occurred and will be reported on the BCA Management report each month where applicable.
-

BCA Management Report

4. Building consent application volumes and Statutory time frames – are these being met? if not, record reasons why any went over.

- **Record the actual number of building consent applications received and lodged for the month:**

Month	BC applications received and lodged
November 2021	29
December 2021	20
January 2022	22
February 2022	33
March 2022	29
April 2022	33
May 2022	35
June 2022	25
July 2022	30
August 2022	22
September 2022	25
October 2022	25
November 2022	19
December 2022	15
January 2023	24
February 2023	11
March 2023	28
April 2023	28
May 2023	29
June 2023	15
July 2023	19
August 2023	16
September 2023	18
October 2023	17
November 2023	31
December 2023	15

- **Building consents processed: Average processing days was 4**

Month	BCs processed and granted	BCs processed where RFI's were sent	BCs processed where RFI's were requested more than once
November 2021	25	25	21
December 2021	22	22	16
January 2022	13	13	13
February 2022	22	22	18
March 2022	29	29	25
April 2022	31	31	21
May 2022	25	25	20
June 2022	26	26	23
July 2022	27	23	20
August 2022	21	21	16
September 2022	21	21	18
October 2022	15	15	12
November 2022	28	28	21
December 2022	10	10	9
January 2023	16	16	12
February 2023	21	21	17
March 2023	21	21	19
April 2023	14	14	10
May 2023	26	26	16
June 2023	27	27	25
July 2023	18	18	15
August 2023	16	16	9
September 2023	19	19	17
October 2023	22	22	21
November 2023	19	19	17
December 2023	15	15	10

BCA Management Report

- **Statutory Clock Performance - Record the % of building consents granted within 20 working days:**

Month	% BC processed and granted within 20 working days
November 2021	100%
December 2021	100%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%
June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%
November 2023	100%
December 2023	100%

- **Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.**

Month	Reason why went over 20 working days
November 2021	No statutory timeframes were exceeded
December 2021	No statutory timeframes were exceeded
January 2022	No statutory timeframes were exceeded
February 2022	No statutory timeframes were exceeded
March 2022	No statutory timeframes were exceeded
April 2022	No statutory timeframes were exceeded
May 2022	No statutory timeframes were exceeded
June 2022	No statutory timeframes were exceeded
July 2022	No statutory timeframes were exceeded
August 2022	No statutory timeframes were exceeded
September 2022	No statutory timeframes were exceeded
October 2022	No statutory timeframes were exceeded
November 2022	No statutory timeframes were exceeded
December 2022	No statutory timeframes were exceeded
January 2023	No statutory timeframes were exceeded
February 2023	No statutory timeframes were exceeded
March 2023	No statutory timeframes were exceeded
April 2023	No statutory timeframes were exceeded
May 2023	No statutory timeframes were exceeded
June 2023	No statutory timeframes were exceeded
July 2023	No statutory timeframes were exceeded
August 2023	No statutory timeframes were exceeded
September 2023	No statutory timeframes were exceeded
October 2023	No statutory timeframes were exceeded
November 2023	No statutory timeframes were exceeded
December 2023	No statutory timeframes were exceeded

Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

BCA Management Report

5. Code Compliance Certificates

- Record the actual number of code compliance certificate applications received and lodged for the month:

Month	CCC applications received and lodged
November 2021	23
December 2021	15
January 2022	15
February 2022	15
March 2022	35
April 2022	14
May 2022	27
June 2022	17
July 2022	18
August 2022	18
September 2022	10
October 2022	16
November 2022	19
December 2022	22
January 2023	12
February 2023	14
March 2023	14
April 2023	18
May 2023	16
June 2023	16
July 2023	24
August 2023	22
September 2023	18
October 2023	14
November 2023	16
December 2023	20

- Code compliance certificate applications processed and issued: Average processing days was 1

Month	CCC applications processed
November 2021	24
December 2021	16
January 2022	17
February 2022	30
March 2022	33
April 2022	17
May 2022	24
June 2022	29
July 2022	20
August 2022	24
September 2022	13
October 2022	12
November 2022	16
December 2022	28
January 2023	22
February 2023	14
March 2023	20
April 2023	19
May 2023	30
June 2023	20
July 2023	15
August 2023	32
September 2023	26
October 2023	31
November 2023	26
December 2023	26

BCA Management Report

- **Statutory Clock Performance - Record the % of code compliance certificates issued within 20 working days:**

Month	% CCC issued within 20 working days
November 2021	100%
December 2021	100%
January 2022	100%
February 2022	100%
March 2022	100%
April 2022	100%
May 2022	100%
June 2022	100%
July 2022	100%
August 2022	100%
September 2022	100%
October 2022	100%
November 2022	100%
December 2022	100%
January 2023	100%
February 2023	100%
March 2023	100%
April 2023	100%
May 2023	100%
June 2023	100%
July 2023	100%
August 2023	100%
September 2023	100%
October 2023	100%
November 2023	100%
December 2023	100%

- **Record reason(s) why timeframe went over 20 working days - record reasons for any failure to meet statutory timeframes and record what the BCA is doing to address the failure(s) to ensure that it will not continue.**

Month	Reason why went over 20 working days
November 2021	No statutory timeframes were exceeded
December 2021	No statutory timeframes were exceeded
January 2022	No statutory timeframes were exceeded
February 2022	No statutory timeframes were exceeded
March 2022	No statutory timeframes were exceeded
April 2022	No statutory timeframes were exceeded
May 2022	No statutory timeframes were exceeded
June 2022	No statutory timeframes were exceeded
July 2022	No statutory timeframes were exceeded
August 2022	No statutory timeframes were exceeded
September 2022	No statutory timeframes were exceeded
October 2022	No statutory timeframes were exceeded
November 2022	No statutory timeframes were exceeded
December 2022	No statutory timeframes were exceeded
January 2023	No statutory timeframes were exceeded
February 2023	No statutory timeframes were exceeded
March 2023	No statutory timeframes were exceeded
April 2023	No statutory timeframes were exceeded
May 2023	No statutory timeframes were exceeded
June 2023	No statutory timeframes were exceeded
July 2023	No statutory timeframes were exceeded
August 2023	No statutory timeframes were exceeded
September 2023	No statutory timeframes were exceeded
October 2023	No statutory timeframes were exceeded
November 2023	No statutory timeframes were exceeded
December 2023	No statutory timeframes were exceeded

Action:

- Statutory timeframes are being met.
- Continue to monitor timeframes on a regular basis to ensure statutory timeframes are being met.

BCA Management Report

6. Inspection volumes and waiting times

- Record the number of actual inspection numbers received for the month for each complexity for the month:

Actual:

Month	R1	R2	R3	C1	C2	C3	Total
November 2021	113	149	21	27	4	-	314
December 2021	66	107	41	32	14	3	263
January 2022	70	70	30	30	21	4	225
February 2022	90	154	28	13	1	2	288
March 2022	122	153	57	12	6	2	352
April 2022	87	98	34	20	9	1	249
May 2022	122	124	49	27	8	1	331
June 2022	111	102	34	32	17	2	300
July 2022	57	83	22	24	13	3	202
August 2022	105	105	33	58	15	1	317
September 2022	90	107	38	10	9	1	255
October 2022	56	135	30	40	2	-	264
November 2022	88	116	35	38	10	1	289
December 2022	72	131	36	27	2	-	268
January 2023	73	47	14	11	1	-	146
February 2023	89	68	13	26	-	-	196
March 2023	98	69	34	43	2	-	246
April 2023	81	55	4	14	3	-	157
May 2023	113	99	34	30	5	1	282
June 2023	97	90	13	35	3	1	239
July 2023	68	104	36	29	4	0	241
August 2023	81	110	27	44	5	0	267
September 2023	52	95	24	18	1	0	190
October 2023	90	89	51	19	3	0	252
November 2023	79	94	40	36	4	5	258
December 2023	39	77	30	24	3	3	176

December 2023

- Total inspections for the month were 176. There were 3 x inspections that had no category recorded which was for – effluent.
- Of the 176 building inspections, there were 176 inspections that failed.
 - Failed inspections consisted of the following:
 - 13 x Drains
 - 34 x Final
 - 18 x Final – Fire
 - 3 x Final – Outbuildings
 - 6 x Pre-pour foundations
 - 13 x Framing / pre-wrap / pre-roof
 - 1 x Framing – Subfloor structure
 - 3 x Half high cladding
 - 11 x Part-clad (e.g., sheet system)
 - 3 x Pre-pour – pile holes
 - 26 x Pre-line / plumbing
 - 3 x Pre-pour – Block fill
 - 0 x Pre-plaster - cladding
 - 11 x Pre-pour – Floor slab
 - 8 x Pre-stop / lining
 - 6 x Under slab services
 - 3 x Wet area tanking
 - 13 x Wrap / pre-clad
 - 1 x Miscellaneous
- All inspections were reported by Focus and Mackenzie DC as being delivered within 1 – 2 days

BCA Management Report

- 1 inspection on 3 days or more and reason was booking was postponed by clients and requested certain days.
- **Update:** Go Get have recently advised the cost to add the status to GoGet for 'Fail for documentation only' which would have clearly identified the inspection itself had passed however the status will be fail due to documentation that is required to be submitted. Unfortunately, the extravagant cost that was received to put in a new code is not feasible, therefore other options will be looked at in the new year.

Action:

- Continue to monitor timeframes on a regular basis to ensure timeframes are being met.

7. Consents lapsing

Month	Number of consents that were due to lapse?	Actual number of consents that were lapsed?	Was the computer system appropriately updated to reflect the lapsed status?
November 2021	7	4	4 x BC lapsed 3 x WSE approved
December 2021	4	0	1 x WSE evidence provided 3 WSE approved
January 2022	2	2	NA
February 2022	5	3	3 x BC lapsed 1 x WSE evidence provided 1 x work start extension approved
March 2022	2	1	1 x BC lapsed 1 x WSE approved
April 2022	1	0	1 x withdrawn/cancelled
May 2022	5	3	3 x BC lapsed 2 x WSE approved
June 2022	4	0	4 x Work started (evidence provided)
July 2022	2	1	1 x BC lapsed 1 x work start extension approved
August 2022	6	1	1 x BC lapsed 2 x Work started (evidence provided) 1 x WSE approved 1 x withdrawn/cancelled 1 x end of month still to be lapsed
September 2022	6	3	3 x BC lapsed 2 x Work started (evidence provided) 1 x Work start extension approved
October 2022	2	2	1 x work started (evidence provided) 1 x WSE approved
November 2022	4	2	2 x BC lapsed 2 x work start extension
December 2022	2	0	0 x BC lapsed 1 x BC cancelled 1 x Work start extension (awaiting approval)
January 2023	3	1	1 x BC lapsed 2 x work started (evidence provided)
February 2023	0	0	NA
March 2023	5	0	0 x BC lapsed 1 x BC cancelled 3 x work started (evidence provided) 1 x work start extension
April 2023	3	1	1 x BC lapsed 1 x work started (evidence provided) 1 x work start extension
May 2023	0	0	NA
June 2023	2	1	1 x BC lapsed 1 x work started (evidence provided)
July 2023	2	2	2 x BC lapsed
August 2023	3	3	1 x BC lapsed
September 2023	1	0	1 x work start extension
October 2023	0	0	NA
November 2023	3	0	1 x work started (evidence provided) 2 x work start extensions
December 2023	0	0	NA

BCA Management Report

Action:

- Continue to monitor to ensure lapsing of consents is being managed appropriately, and to ensure the system is being updated as required.

8. **2-year decision volumes and refusal to issue** – *the BCA have to make a decision at 24 months (2 years) after the date on which the building consent for the building work was granted to issue the CCC and must give the applicant written notice of the refusal and the reasons for refusal.*

Month	Number of consents due for a decision	Actual number of CCC's refused	Record if all required written notice of refusal and the reasons of refusal were sent, and if not record why not
November 2021	11	8	Yes, they were sent
December 2021	7	4	Yes, they were sent
January 2022	6	5	Yes, they were sent 5 x CCC refused 1 x deferred for 20 days to allow for a CCC application to be submitted
February 2022	20	13	Yes, they were sent 13 x CCC refused 1 x given a WSE should of lapsed however was missed 2 x given WSE and were lapsed appropriately
March 2022	11	9	Yes, they were sent
April 2022	5	4	Yes, they were sent 1 ready to be issued, sent for SOC
May 2022	13	10	Yes, they were sent 2 x CCC issued 1 x lapsed
June 2022	6	2	Yes, they were sent 3 x CCC refused 1 x work completion extension
July 2022	6	5	Yes, they were sent 1 x work completion extension
August 2022	14	11	Yes they were sent 1 x issued 1 x lapsed 1 x CCC due to be issued as end of the month
September 2022	4	3	Yes they were sent 1 x issued
October 2022	4	4	Yes, they were sent
November 2022	3	3	Yes they were sent 2 x CCC refused 1 x CCC issued
December 2022	8	5	Yes, they were sent 1 x CCC issued 1 x CCC extension 1 x CCC awaiting decision (has crossed with one due to have a WSE extension reviewed)
January 2023	6	3	Yes, they were sent 3 x refused 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
February 2023	3	3	Yes, they were sent 3 x CCC awaiting decision (end of month crossover awaiting decision from Solutions)
March 2023	7	7	Yes, they were sent
April 2023	8	5	Yes, they were sent 5 x refused 1 x CCC issued 2 x CCC awaiting decision (end of month crossover)
May 2023	5	3	Yes, they were sent 3 x refused 2 x CCC issued
June 2023	10	5	Yes, they were sent

BCA Management Report

			5 x refused 2 x CCC issued 3 x CCC awaiting decision (end of month crossover)
July 2023	5	3	Yes, they were sent 3 x refused 2 x CCC awaiting decision (end of month crossover)
August 2023	6	3	Yes, they were sent 3 x refused 1 x CCC awaiting decision (end of month crossover)
September 2023	6	5	Yes, they were sent 5 x refused 1 x CCC awaiting decision (end of month crossover)
October 2023	3	2	Yes, they were sent 2 x refused 1 x CCC awaiting decision (end of month crossover)
November 2023	5	4	Yes, they were sent 4 x refused 1 x CCC issued
December 2023	3	2	Yes, they were sent 2 x refused 1 x CCC awaiting decision

• **December 2023: overview of reason for why CCC was refused, or decision made**

1. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.
2. **refused** – The decision was made as inspections and documentation was still required, therefore could not be satisfied on reasonable grounds.

Action:

- Continue to monitor the 24-month process to ensure it is being managed appropriately, and to ensure the system is being updated as required.

9. **Resources** – are they sufficient (staff and contractors) to meet the statutory requirements e.g., processing, inspection, code compliance, audits, supervision, 24-month process, competency assessments?

- QA NZ Consulting Limited:
 - Building Manager (Tina Donald)
 - Quality Manager (Tina Donald)
 - Responsible Manager (Tina Donald)
 - Authorised Representative (Tina Donald)
 - The quality assurance function continues to be undertaken by Tina Donald
 - Tina Donald continues to manage the BCA and TA functions
- Focus Consultancy Limited:
 - BCA Processing, Compliance Schedules, Exemption, Notice to Fix, Technical audits and Technical Leadership continues to be delivered by Focus Consultancy Ltd who are providing an outstanding service and continue to be meeting the 20-day statutory timeframes. Focus is delivering remote inspections for MDC BCA. Feedback from builders continues to be positive.
 - BWoF's when available
 - CCC's where required
 - Earthquake Prone Buildings (EQPB)
 - Notice to Fix (NTF) where require
 - Reviewing and amending compliance schedules

BCA Management Report

- Waikato Building Compliance:
 - BCA processing for commercial 2 and commercial 3 when and where required
- In-house:
 - David Adamson is the GM Operational, Planning & Regulatory Services
 - Inspection Scheduling is being delivered inhouse by MDC BCA Building Administrators
 - Building Administration continues to be done by Leonie Young supported by Krista Gilchrist from Customer Services (Twizel) who works in the building department for 3 days a week.
 - COAs and CCC's are being completed by the inhouse Principal Building Control Officer.
 - NTFs by the inhouse Principal Building Control Officer where and when required, and or Focus Consultancy when required.
 - Pool inspections undertaken by the inhouse Principal Building Control Officer (PBCO).
 - BWoF inspections are being undertaken by the PBCO and Focus Consultancy Ltd when available. One of the Building Administration team will be trained in the future in BWoF audits and pool inspections to grow the resource in delivering this function.
- The 20-day timeframe for building control functions continues to be met.
- Solutions Team have a signed contract; however, no work has been allocated to Solutions since the commencement of the substantially decreased services effective from 1st April 2023.
- The current resource is considered by the BCA to be sufficient.

Action:

- Continue to send all Building Consent applications and Compliance Schedules to Focus Consultancy Limited.
 - Monitor the delivery of inspections, inspection bookings and CCC's on a daily basis to ensure effective implementation.
 - Continue to monitor and address the delivery of COA's and NTF's.
 - Continue to undertake the BWoF and pool inspections when required
 - Continue to monitor resource to ensure it is adequate and sufficient.
-

10. Technical resources – information, facilities, and equipment; are these all appropriate?

BCA Managers response:

- MDC equipment list updated; technical equipment required is stored in the vehicle for the Principal Building Control Officer. The equipment within the vehicle has been checked (audited) to ensure all required equipment is present and fit for purpose.
- The thermometers and moisture meters are held on site in Twizel or within the Principal Building Control Officers vehicle. These are currently calibrated and fit for purpose. One moisture meter will be held in the Fairlie Office and Twizel Office which will be able to be loaned by a builder when required.
- All technical resources considered to be appropriate.
- 4WD Ute for Principal Building Control Officer was expected to arrive in September 2023, however, has not been seen as yet. Tina requested an update on the arrival time for the vehicle and has been advised by GM Strategic Financial Management and Commercial Services the new arrival date is November 2023. November 2023 has now passed, and no update has been provided to date on the arrival of the Ute.

Action:

- Continue to monitor technical resources to ensure they are appropriate.
-

11. Training – are the identified training needs being met and if not, what is being done to ensure they will be?

BCA Managers response:

- One on one training will continue to be delivered to Krista from Leonie in relation to building administration functions.
- Any training identified as needed is recorded on the individuals training plan e.g., from audit results

BCA Management Report

Action:

- Continue to monitor training needs and where any are identified record within the relevant training plans.
-

12. Complaints – are there any to report and are they being managed appropriately?**BCA Managers response:**

- One written complaint was received to the BCA for December 2023. This was received via a LGOIMA in relation to whether a sleepout / playhouse located on a property had a building consent. A site visit was undertaken which identified no building consent was required and no issues were identified by the BCA.

Action:

- Continue to monitor complaints register to ensure any written complaints received are being addressed in a timely manner and in accordance with the written procedure to meet the building accreditation requirements.
-

13. Contractors – communicate how contractor's performance is going, any issues to report?**BCA Managers response:**

- 20-day statutory timeframes continue to be met by the Contractors.
- Tina continues to liaise with Focus and Waikato Building Compliance and advises them of any issues that may be identified.
- Focus Consultancy Limited continue to deliver an outstanding service to MDC.
- Waikato Building Compliance are delivering a good service as required.

Action:

- Continue to monitor contractors' performance and report on any issues.
-

14. Team meetings – any issues or opportunities to bring forward or relay back to the team?**BCA Managers response:**

- Any issues or opportunities that may be identified during the monthly team meetings are being addressed by the BCA Manager and if required will be escalated to upper management. Where any issues are identified or raised outside of the team meetings, the Building Manager has liaised directly with Management (David Adamson) to advise and seek advice where required.
- Where any issues or opportunities are identified by upper management, these are either feed down to the BCA Manager and staff or to the BCA Manager directly who will relay these messages during either a monthly meeting, via email to staff or by direct conversation.
- Monthly BCA team meetings are occurring each month.

Action:

- Continue to relay / escalate issues or opportunities to upper management and or staff if and where identified and required.
-

15. 6A Notifications – have there been any notifications made.**BCA Managers response:**

- No new 6A notifications have been required to be sent to MBIE and IANZ.

Action:

- Continue to advise IANZ and MBIE of any 6A notifications where required.
-

BCA Management Report

16. Accreditation

BCA Managers response:

- Accreditation has been retained and continues to be maintained.
- The next accreditation assessment date will take place in July 2025.

Action:

- Continue to maintain accreditation.
-

17. Other

- Conflicts of interest register continues to be monitored and maintained by the Building Manager. There are currently 6 open conflicts of interests on the register.
- Health and Safety – No issues reported

Action:

- Continue to monitor and maintain conflicts of interest.
 - Report any health and safety issues if any are identified.
-

18. Territorial Authority functions

TA Compliance Schedule review:

- Checking and amending Compliance Schedules for all relevant building within the district to ensure the document is fit for purpose, it is also noted that this was also a requirement of the TA under the Building Act 2012 amendment. The methodology for implementation is as follows:
 - First 12 months - "high" risk buildings (Sleeping Accommodation) within the district. Roughly 60 Compliance Schedules relevant that require review and possible amendment.
 - Following 12 months - "Medium" risk buildings (Assembly buildings, shops, halls. Offices, no sleeping) within the district. Roughly 70 Compliance Schedules relevant that require review and possible amendment.
 - Final 12 months - "low" risk buildings (Commercial buildings, Powerhouses, service stations, public toilets etc) within the district. Roughly 25 Compliance Schedules relevant that require review and possible amendment.
- It is to be noted that currently the compliance schedule stock for the TA grows at about 5 per year and as these are created via a Building Consent for building work, they will be created at the Code Compliance Certificate stage and will be of the required technical level so will not fall into the above TA review workstream.
- Once this body of work has been completed for review of the existing compliance schedules, this will not need to be done again. The only time once the initial review is completed, is if they were to change the systems that were in the building, and this would follow the normal process of the owner advising the change and the amendment made to the compliance schedule.

BWOF audit schedule:

- As the TA is reviewing the existing compliance schedules on a 'risk' based approach, the TA will implement this into the BWOF audit schedule whereby the following methodology for implementation is as follows:

BCA Management Report

- First 12 months - "high" risk buildings identified within the TA compliance schedule review will have a BWOFF audit performed.
- Following 12 months - "medium" risk buildings identified within the TA compliance schedule review will have a BWOFF audit performed. Then the buildings that may have been identified within the first 12-month audit of high-risk buildings that contain additional risk may have an annual audit until such time the TA feel it is reasonable due to successful audit results to reduce this risk down to 2 or 2 yearly.
- Following 12 months – remaining of the 'medium' risk buildings identified within the TA compliance schedule review will have a BWOFF audit performed, plus as indicated above any required high-risk buildings.
- By the fourth year the cycle would start again and every five years some of the low-risk buildings will be slotted into the schedule.

EQPB review:

- The main object for the next 12 months is to have a decision made and recorded for all priority buildings, either they are not EQP, or an EQP notice is required to be issued and the property is to be listed on the national register.

To date there are two lists within MDC system e.g., a main list and a secondary list with a mixture of priority and other buildings:

The main list has a total of 48 addresses. Of the 48:

- 13 x have had a EPB notice issued (majority being priority buildings)
- 5 x extensions issued
- 22 x confirmed as EPB not applicable
- 2 x waiting on a response to an RFI
- 4 x addresses require further review
- 1 x notice to be issued

The secondary list has a total of 139 addresses or buildings. Of the 139:

- 38 x have been reviewed and either added to the main list for further review or confirmed as EPB not applicable.
- If an EQP building notice is issued, then the owner of the priority building has 12 years and 6 months to complete the required seismic work of the building, this time frame will be monitored by the TA from the date of issue of the EQP building notice.

December 2023

Building / Regulatory: Our performance measures from the Annual Plan

Key: Green – Achieved
 Orange – Not yet due and or not advised of outcomes
 Red – Not achieved

What you can expect from us	What we will measure	Targets: 2022/23	Target achieved	Notes
To provide a customer focused building control service that achieves our obligations under the Building Act 2004.	The percentage of building consents granted within the 20-working day statutory timeframe from the date of acceptance.	100% compliance	100%	
	The percentage of applicants for building consents who are satisfied with the quality of the service they receive	≥70%	42%	The BCA are committed to ensuring the delivery of services is of a high standard and will continue to monitor this through feedback from customers
	Building Consent Authority status is maintained.	Building Consent Authority status is maintained	Accreditation maintained	
	The percentage of Code of Compliance Certificates issued within the 20-working day statutory timeframe from the date of acceptance	100% compliance	100%	
To issue annual Building Warrant of Fitness Certificates that ensure public safety and confidence.	The percentage of Building Warrant of Fitness Certificates audited on an annual basis.	20%	30%	
To maintain an up-to-date register of earthquake prone buildings in Mackenzie District.	The % of earthquake prone building assessments received prior to 28 March 2023	92.5%	12.5%	3 assessment reports were received by 28 March 2023. As advised at previous Council meeting, we cannot make people deliver to this target.
	The % of outstanding assessments issued with a follow up notice by 31 May 2023	100%	100%	Note: Reports that have been received are in the process of being assessed to determine the next step. Where no extension or report received, these are also in the process of being assessed to determine the next step.

6.8 INFORMATION REPORT - FORESTRY UPDATE

Author: Murray Dickson, GM - Strategic Financial Management and Commercial Services
Authoriser: Angela Oosthuizen, Chief Executive
Attachments: 1. Forestry Operations Report to 31 December 2023 [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Summary

The purpose of this report is to update the Council on forestry activity for the period 1 September to 31 December 2023.

FORESTRY OPERATIONS

A report is attached from PFOlsen covering an update on forestry business. This covers the wide range of activities. PFOlsen will be available to speak to this report.

Health and Safety

No health and safety incidents of note arose in the period. We did receive a report of hunters potentially having been in one of our blocks – we have installed new locks, but public use of our forestry blocks is an ongoing challenge. We are moving to erect signage across our estate as required making clear there is no hunting.

FOREST ESTATE MODELLING/STRATEGIC PLANS

Following initial analysis by PFOlsen, discussions were with management including the Chief Executive, the two Councillors on the Forestry Working Group, and the Mayor, to work through trade-offs to get the best outcomes from our forestry operations for the future of the community.

In particular, these covered the primary purpose of our forestry (commercial returns to provide a source of revenue other than rates) and the carbon shortfall in 2050 and beyond. As a result, PF Olsen are completing their analysis. Drafts are expected by the end of January and the final plans will be worked through over the coming months. To assist this, we brought forward PF Olsen consultancy work expenditure to gain better information on our forests. An overview of this was shared with Councillors in December 2023.

Currently we have received some initial numbers and views to assist our initial Long Term Plan budgeting.

OTHER MATTERS

Council's licence to occupy (LTO) with a lessee at Fox Peak Plantation has been terminated. However, the resource consent required from the lessee to remedy the track works and clearing of vegetation within the riverbed is still in process, and early termination of the LTO will not affect his legal obligation to remedy these works and cover all costs associated with this, under the lease.

Ahead of Wallaby Control activity proposed for the winter we are looking to put in place a short-term grazing alternative.

Clearing works has been completed at Sandy Cutting adjacent to the State Highway to safely allow for the Central South Trail. A new fence will be erected in front of the block and conversations with an adjacent landowner will continue regarding renewal of a boundary fence at Sawdon Station.

Some items re grazing leases and access to our forestry blocks are reported in the Property Report on today's agenda.





Author	
Signature	
Author Name	Andrew Heather
Author Role	Harvest and Forest Manager
Date	08 January 2024
Reviewed By	
Name	Marty Watson
Role	Regional Manager- Canterbury
Date	08 January 2024

DISCLAIMER

This document has been prepared for you by PF Olsen for the purposes stated in the document. PF Olsen has used reasonable endeavours to ensure that the data and any other information in the document including any estimates, quotes, valuations and analyses are based on reliable sources and, where applicable, industry-appropriate methodology and software.

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Background

PF Olsen management of the Mackenzie District Council (MDC) Forest Estate commenced on 1st April 2023.

The purpose of this report is to update the Commercial Committee on the following topics:

- Progress against the annual work programme and budget
- Financial
- Health and Safety
- Environmental
- Harvest/Forest Operations
- Log and Carbon Markets

Summary

During the reporting period, PF Olsen has continued to work collaboratively with MDC to finalise ETS and Forest Management Strategy. Once complete, this strategy will then flow into work programmes and budgets for the next financial year.

The annual work programme and budgets up to 30th June 2024 were developed before the commencement of PF Olsen management, so this year's operations are somewhat set in place. Wherever possible we will work within the current budget, but there will likely be minor amendments where we consider recommendations are necessary. A Financial Summary for the year to date has been provided in this report.

The past 2 months have seen chemical releasing of the replanted area in Willets and ongoing wilding control in Simons Hill.



1. Progress against the Annual Work Programme

Other operations on the Annual Work Programme planned for the next 2 months include;

- Pest management (Willeys 2023).
- Windrowing at Woodburn, Pareora Gorge and Dobson.
- Roadside spraying of gorse and broom in various forests.
- Harvest Planning for 14.4 ha of radiata at Simons Hill.
- Wilding control at Simons Hill

2. Financial

Financial Summary (YTD) by Operation

Operation	YTD Actual (\$)	Annual Budget (\$)	Spend (%)
Timber Sales	(281,503)	(564,503)	50
Forestry Consultancy	53,908	58,063	93
Stumpage Management	14,726	27,954	53
Forestry Management	22,655	41,988	54
Windrowing	4,699	34,299	14
Desiccation	0	16,837	0
Planting	6,270	5,918	106
Releasing -Chemical	3,949	4,455	89
Survival Assessment	0	700	0
Thinning	0	7,200	0
Inventory	4,324	3,000	144
Road maintenance	0	10,000	0
Pest and Livestock Control	802	8,000	4
Wilding Control-Manual	1,680	8,000	21
Road/boundary Spraying	0	4,500	0
Security	2,253	5,000	45
Total	(166,236)	(318,590)	56



Timber Sales – Timber sales from Simons Hill are forecast in the second half of the FY.

Road/Boundary Spraying – Due to commence in November 2023.

Wilding Control – Started in December 2024.

3. Health and Safety

Throughout the reporting period, there have been operations within Willets and Simons Hill Forests.

There were no incidents reported from these operations and no other incidents have been reported throughout the estate during this period.

PF Olsen continues to work with MDC on various Health & Safety aspects within the forests including restricting public access and the risk levels around powerlines coming in contact with plantation trees.

4. Environmental

Environmental management plays an important part in the overall forest management. Identifying issues such as wilding and pest management requirements, as well as any potential sediment discharge, from both active and past operations are a key focus for forest inspections.

Throughout the operations in the period, there have been no reported environmental incidents.

There has been a pest animal issue identified in Top Burkes Pass Forest. A management plan for the rabbits in the forest is being developed and will be implemented in due course.

Please note that under new rules released in the National Environmental Standard for Commercial Forestry NES-CF (Previously NES- PF for Plantation Forestry), more emphasis is placed on forest owners' responsibilities and obligations relating to the spread of wilding conifers from their forests. While no immediate action is required, the changes will likely have implications for MDC and will be a significant consideration in the development of the estate management plan.



5. Harvest and Forest Operations

Simons Hill

A 'Lump Sum Stumpage Tender' for 14.9ha of radiata at Simons Hill is currently being developed.

This tender will go to market by the end of January with the harvest due to be completed by June 30, 2024.

Willets

In early December, a contract crew from Native Solutions completed the post-plant release of the 4.4ha of pinus radiata at Willets.

The next operation for this stand is some pest animal control which will be scheduled for late January along with some repairs to fences that were removed for the Harvest.

Top Burkes Pass

A pest control operation is being developed for Top Burkes Pass to help deal with a rabbit problem that has decimated the trees planted in 2020.

Dobson

Site prep is planned for early 2024 in readiness for proposed redwood planting in winter 2025.

Pareora and Woodburn

Site prep works will be done over the next few months and planting of radiata will be done during the winter months.

Some fencing work will be needed at Pareora once all site prep work is completed.

6. Log and Carbon Markets

Carbon Market

The carbon market is continuing the trend of the past few months and staying relatively stable with the price floating around \$70.

As anticipated, the fourth and final carbon auction for 2023 has failed to clear. In the December auction, around 15 million New Zealand Units (NZUs) were on offer, which included NZUs carried over from the preceding three unsuccessful auctions this year. The clearing price did not meet the minimum price settings, resulting in the cancellation of the entire allocation for 2023.

The political and policy uncertainties, stemming from last year's government decisions and ongoing debates around forestry-created NZUs, contribute to a lack of confidence in the carbon market. To improve the situation, the incoming government must instil confidence in the ETS, ensuring stable and predictable rules.

Price History

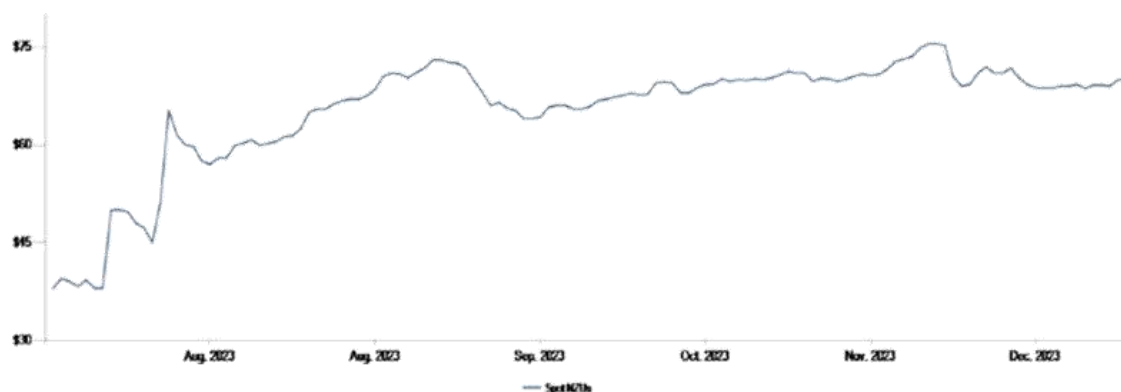


Image 3- NZU Spot price since August 2023



Log Market

Updated 15/01/24

January has seen log prices increase in China with A grade now in the 126-132 USD per JASm³. This increase is due to a drop in expected supply levels from New Zealand towards the end of last year.

The CFR price increases in China were offset by the strengthening NZD and slightly higher shipping rates. Therefore, January AWG prices have increase by 3-5 NZD per JASm³.

China demand for logs will continue to reduce as we head into the Lunar New Year (Dragon) starting February 10th. Log inventory levels in China will rise as New Zealand log supply picks up again after the holiday period in NZ, with some additional harvesting stimulated by the higher pricing. This means further price increases in China are unlikely. If the exchange rate and freight costs work against us over Feb and March, then exporters may struggle to hold the AWG prices.

The PF Olsen Log Price Index increased \$5 to \$123. The index is currently \$4 above the two-year average and \$2 above the three-year and five-year averages.

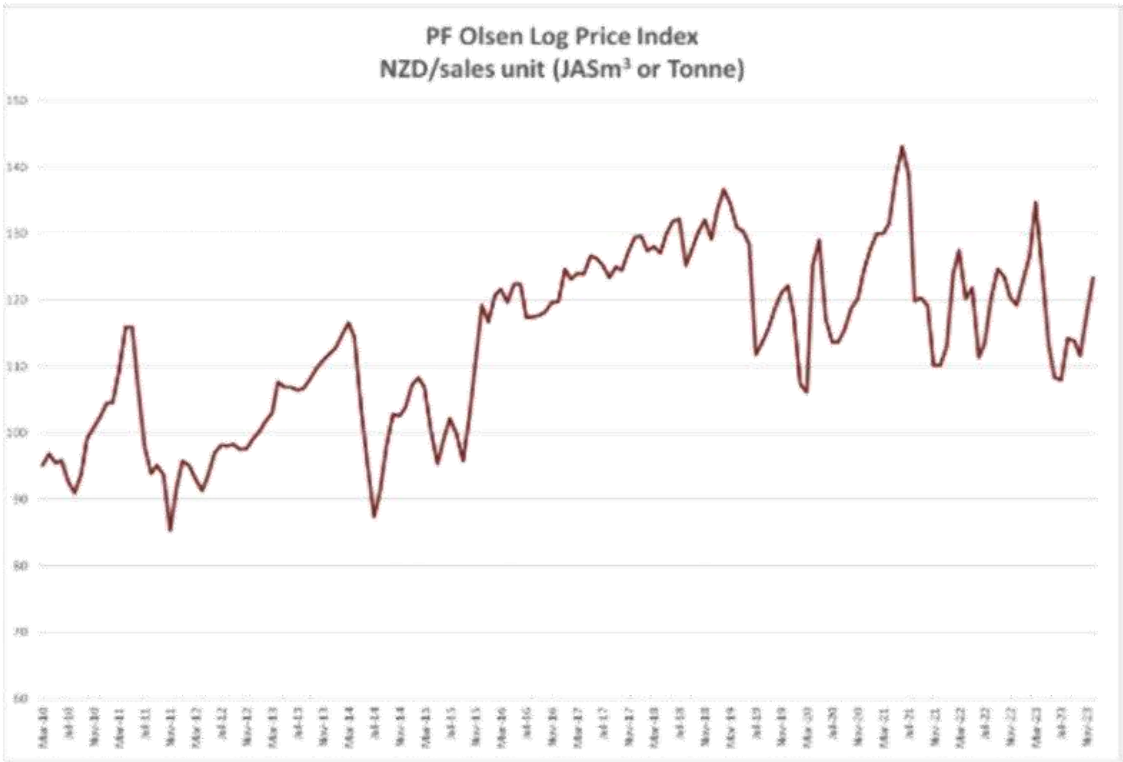


Image 3 – PF Olsen Log Price Index since 2010



7. Annual Planning Document

An annual forest estate plan is being developed as part of the overall modelling and strategic review of the estate. This will be completed in the coming months with input required from MDC.

8. General Management Update

After some consultation with MDC, PF Olsen Consultants are busy finalising the harvest schedule which will, in turn, flow into budgets and work programmes for FY 2034-25. This schedule will look to strike a balance between MDC's objectives of profitability, long-term sustainability and social and cultural needs in the region, and will be the basis of the work programme and budget for the next financial year.

An extra \$60,000 has been allocated to estate inventory to enable stand-specific growth and yield modelling and improve the precision of the estate model. This programme will start early in the new calendar year.

Extra work is being planned in early January to assess ETS eligibility across the MDC Estate to ensure all eligible stands are entered into the ETS and that any unplanted land is being fully utilised.

Some anomalies in stand data have been picked up so PF Olsen will start to work through and fix some of the incorrect data, whilst also remapping some of the more recently replanted stands.

PF Olsen staff continue to spend time visiting forests, talking with neighbours and graziers, and looking at areas of past and future operations. While visiting forests, staff are also watching for potential health & safety, environmental and forest health risks, and any maintenance or forest management requirements that will be included in future budgets.

7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 14 DECEMBER 2023

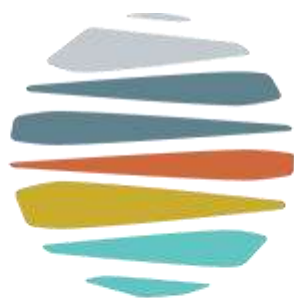
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Fairlie Community Board Meeting - 14 December 2023

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 14 December 2023 be received.
2. That Council notes the following resolutions passed by the Fairlie Community Board:
 - a) That a grant of \$250 be approved to the Mackenzie Heritage Museum towards the promotion of the new Hamilton Jet display.
 - b) That a grant of \$250 be approved to the Mackenzie Heritage Museum towards the event "Christmas at the Museum".
 - c) That a grant of \$250 be approved to the Mackenzie Heritage Museum towards the cost of advertising the museum's New Year's Day parade.
 - d) That a grant of \$250 be approved to the Mackenzie Community Enhancement Board towards the purchase of a ten foot Christmas tree.
 - e) That a grant of \$250 be approved to the Mackenzie District Local History Archive towards the purchase of a reconditioned laptop.
3. That the Fairlie Community Board requests that Council receives its priorities and incorporates them into the 2024 Long Term Plan, with an amendment to remove the \$200,000 cost listed against the Stonleigh Reserve project.
4. That the Fairlie Community Board recommends to Council that the preferred Fairlie Septic Sewage reception facility be located on the wastewater site already owned by Council with the condition that monitoring is carried out and the results are reported back to the community board six monthly over a two year period.
5. That the community board approves spending \$7,565 from the Community Board's Township Projects Budget to purchase two new picnic tables and one seat. And also the additional costs to refurbish three existing picnic tables at Denmark Street and one in Albury.
6. That the Fairlie Community Board agrees to buy an A6 stainless steel plaque for the new dog park to recognise former chairman Les Blacklock, at a cost of \$140.
7. That the Fairlie Community Board recommends to Council that the revised design for the Fairlie Toilets be approved.



Mackenzie
DISTRICT COUNCIL

Draft
Unconfirmed MINUTES

Fairlie Community Board Meeting

14 December 2023

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON THURSDAY, 14 DECEMBER 2023 AT 4.30PM**

PRESENT: Chairperson Angela Habraken, Holly Lane, Kieran Guiney, Cr Murray Cox

IN ATTENDANCE: Mayor Anne Munro, Cr Phillipa Guerin, General Manager David Adamson, Utilities Manager Geoff Horler, Community Services Officers Craig Motley, Tom O'Neill and Rachel Carr, Governance Advisor Arlene Goss.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

Apologies were received from member Damon Smith, chief executive Angela Oosthuizen, and resident Suzanne Blyth.

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 28 SEPTEMBER 2023

The community board approved the minutes with the inclusion of the feedback from Richard Willis, who spoke in the public forum at the last meeting.

COMMITTEE RESOLUTION FCB/2023/204

Moved: Chairperson Angela Habraken

Seconded: Member Kieran Guiney

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 28 September 2023 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

COMMITTEE RESOLUTION FCB/2023/205

Moved: Member Holly Lane

Seconded: Cr Murray Cox

That the community board financial report be received.

CARRIED

5.3 GRANT APPLICATIONS

It was noted that the Hamilton Jet display was already open. The governance advisor has received an email from the applicant asking to change her application to a grant for the promotion of the display, rather than the opening of the display.

The community board noted it had carried forward \$650 from the year before. This money was put towards these grants.

COMMITTEE RESOLUTION FCB/2023/206

Moved: Chairperson Angela Habraken

Seconded: Member Holly Lane

1. That a grant of \$250 be approved to the Mackenzie Heritage Museum towards the promotion of the new Hamilton Jet display.
2. That a grant of \$250 be approved to the Mackenzie Heritage Museum towards the event "Christmas at the Museum".
3. That a grant of \$250 be approved to the Mackenzie Heritage Museum towards the cost of advertising the museum's New Year's Day parade.
4. That a grant of \$250 be approved to the Mackenzie Community Enhancement Board towards the purchase of a ten foot Christmas tree.
5. That a grant of \$250 be approved to the Mackenzie District Local History Archive towards the purchase of a reconditioned laptop.

CARRIED

5.4 LONG TERM PLAN PRIORITIES FOR FAIRLIE

The purpose of this report was for the community board to consider its long-term priorities and submit them towards the Long Term Plan process.

Cr Cox asked how these suggestions fitted into the other priorities and projects of council. David Adamson said councillors would need to remove their local hat and put on their council hat during deliberations, and work out what fits into the overall strategy.

Discussion took place on some projects, such as a proposed pedestrian bridge across the river at Allandale. This should be fully funded by Waka Kotahi but would still be included in the long term plan. The community board would like this to be a priority for the community.

Cr Guerin updated the community board on the Stoneleigh Road forestry reserve project. A discussion has been held with the council's forest managers. Members of the public will be able to have access to the monument at the top of the hill. An MOU was being drawn up with the help of the Kimbell Residents Association. Planting would be done next season, into the autumn. This

area would become a permanent forest. This would be a work in progress. It was noted that this would not cost \$200,000 as mentioned in the document.

Was the word 'replacement' correct for the playground on the village green in the long term priorities. The community board changed the work replacement to rejuvenate.

COMMITTEE RESOLUTION FCB/2023/207

Moved: Member Kieran Guiney

Seconded: Chairperson Angela Habraken

1. That the report be received.
2. That the Fairlie Community Board requests that Council receives its priorities and incorporates them into the 2024 Long Term Plan, with an amendment to remove the \$200,000 cost listed against the Stonleigh Reserve project.

CARRIED

5.5 FAIRLIE COMMUNITY BOARD ENGINEER'S REPORT

The purpose of this report was to provide the community board with general information on engineering activities in the Fairlie area. David Adamson spoke to this report on behalf of Ashley McLachlan, who was away sick.

He updated the members on the central government direction of three waters and the RMA legislation. Although the new government was repealing legislation, there was no word yet on what it would be replaced with.

He then went through the highlights of the report. Regarding the Fairlie sewage/dump station project, Mr Adamson provided some background on this issue. He said this was two projects rolled into one. The first project was to upgrade the area used currently by septic tank trucks to offload sewage. The second was to introduce a site for campervans to discharge black water.

Combining these projects onto the same site was the most efficient way to do both. This was a council decision, not a community board decision, but he was asking the community board to recommend a way forward to council.

Noting the concern that campervans would create a dust nuisance, Mr Adamson said the seal widening programme would include Talbot Road and this would mitigate the dust. He also did not believe the number of campervans using the dump station would be large. He was concerned that council would lose government tourism infrastructure funding if it did not go forward soon with this project.

Questions from the community board included:

1. Has Council already purchased the land shown in fig 1 on page 50 of the agenda? No. If this option was chosen it would require a purchase of land and a subdivision cost.
2. How would tourists find this location? It would be listed on apps used by tourists, and would be signposted.

3. Would this facility include water and rubbish facilities? Yes to water. Not sure yet about rubbish. There is room for it and a user-pay skip on site.
4. What about bad behaviour? There is CCTV already at the site already.

A letter from resident Suzanne Blyth was circulated before the meeting and was tabled at the meeting. A copy is available as an attachment to these minutes.

David Adamson went through the points raised in the letter and responded to them. He said the biggest issues raised by residents have been potential traffic generation and dust. Traffic would be monitored. A number of campervans already stayed overnight at the golf club. Mr Adamson anticipated the number of additional vehicles would be no more than one or two vehicles per hour.

He believed the project was in line with the goals of the destination management plan, Te Manahuna ki uta, and other policies mentioned in the letter. It also improved the environmental impact of campervans on the district by directing their waste to the appropriate facility. He said this site was the best option for long term operational costs and reliability. Dust was mainly a wind issue, and was also caused by milk tankers and other trucks using the road several times a day.

The community board would like to make sure that the situation was monitored so concerns could be addressed. A requirement to monitor the traffic was added to the resolution below.

Utilities manager Geoff Horler said he had spoken to resident Richard Willis since the last meeting and listened to his concerns.

The chairperson said this was the best option, as long as traffic was monitored. Mr Adamson suggested using a traffic counter several times over different seasons to get an appreciation of traffic movements at different times of the year.

When would this decision go before Council? At the January council meeting.
How would the community be advised it was going ahead? It would be in the public agenda.
A press release could also go out or the Mayor could include it in her column.

COMMITTEE RESOLUTION FCB/2023/208

Moved: Chairperson Angela Habraken

Seconded: Cr Murray Cox

1. That the Engineering Managers report be received.
2. That the Fairlie Community Board recommends to Council that the preferred Fairlie Septic Sewage reception facility be located on the wastewater site already owned by Council with the condition that monitoring is carried out and the results are reported back to the community board six monthly over a two year period.

CARRIED

PARKS, FACILITIES AND PLACES UPDATE

The purpose of this report was to provide the Fairlie Community Board with a general update on projects and activities related to Parks, Public Facilities and Places in the Fairlie area.

The governance advisor apologised that this report was accidentally left out of the agenda. It was tabled at the meeting and a copy is available as an attachment to these minutes. Staff Craig Motley, Rachel Carr and Tom O'Neill joined the table. The contents of the report were outlined and a resolution was passed to buy and refurbish town furniture (as below).

COMMITTEE RESOLUTION FCB/2023/209

Moved: Chairperson Angela Habraken

Seconded: Member Kieran Guiney

1. That the report on the Fairlie parks, facilities and public places be received.
2. That the community board approves spending \$7,565 from the Community Board's Township Projects Budget to purchase two new picnic tables and one seat. And also the additional costs to refurbish three existing picnic tables at Denmark Street and one in Albury.

CARRIED**5.6 GENERAL BUSINESS AND COUNCILLOR UPDATE**

McLeans Park furniture – No action yet. Timber for this is currently in the ageing process.

Dog Park seat and plaque to acknowledge Les Blacklock – The community board viewed two suggestions for a plaque. They preferred the second of the two options. Cost \$140 for an A6 stainless steel plaque. A resolution was passed (below).

Councillor Update - Cr Cox updated the community board on recent council activity. Most work has been around the Long Term Plan and District Plan Review. Council has passed the new freedom camping bylaw. There are some changes for camping at Lake Opuha, in that campers must be self-contained and are limited to three days. Freedom camping ambassadors will be monitoring the camping over summer. Cr Cox answered questions about the new bylaw.

He has also been involved in work on a climate change strategy, which council will take to the community for feedback next year.

COMMITTEE RESOLUTION FCB/2023/210

Moved: Chairperson Angela Habraken

Seconded: Member Holly Lane

That the Fairlie Community Board agrees to buy an A6 stainless steel plaque for the new dog park to recognise former chairman Les Blacklock, at a cost of \$140.

CARRIED**5.7 COMMUNITY BOARD ACTION LIST**

Furniture for dog park – still with the men's shed. They need to send an invoice for the money. Member Keiran Guiney said he will follow up.

Shade sail – remove from action list. Will reactivate this action if the group comes back to the community board for help.

Community centre – maintenance completed. Remove from list. The curtains in the storage area are rotten and need replacing. This area is used by Mackenzie Theatre Group and needs a clean up. Send them a reminder to clean the area.

Village green enhancements – Remove from list.

Stonleigh Road forestry reserve – Referred to council. Remove from list.

Signage – projects underway. Swimming sign at Opihi River needs a QR code with “check before you swim” that links to the latest information on the website regarding swimming water quality.

Frisbee golf – not suitable for McLeans Park. Tom O’Neill suggested using un-used land at the back of Strathconan Park. This project needs to come from the community. A community member needs to drive this if it’s popular. Remove from list.

Communication – remove from list

Hayes Road toilet – toilet is still there. Remove from list.

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION FCB/2023/211

Moved: Chairperson Angela Habraken

Seconded: Cr Murray Cox

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Fairlie Public Toilet - Design Review	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

COMMITTEE RESOLUTION FCB/2023/212

Moved: Chairperson Angela Habraken

Seconded: Member Holly Lane

That the community board meeting moves out of public excluded into open meeting.

CARRIED

The Meeting closed at 6.33pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 25 January 2024.

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CHAIRPERSON

7.2 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 30 OCTOBER 2023

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Twizel Community Board Meeting - 30 October 2023

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 30 October 2023 be received.

No resolutions were passed by the community board at this meeting.



Mackenzie
DISTRICT COUNCIL

MINUTES

Twizel Community Board Meeting

30 October 2023

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE EVENTS CENTRE LOUNGE, TWIZEL
ON MONDAY, 30 OCTOBER 2023 AT 4.30PM**

PRESENT: Chairperson Tracey Gunn, Member Tony Hodges, Member Jan Spriggs, Member Mary Murdoch, Cr Kerry Bellringer

IN ATTENDANCE: David Adamson (General Manager Operations), Craig Motley (Community Facilities Manager), Ashley McLachlan (Engineering Manager), Sue Wilkins (Communications Advisor), Emma Bailley (Personal Assistant), Arlene Goss (Governance Advisor) and about 11 members of the public.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

Apologies were received from Mayor Anne Munro and chief executive Angela Oosthuizen.

3 PUBLIC FORUM

Pat Shuker thanked the community board for mending the road at Manuka Terrace. She also thanked community services officer Tom O'Neill for his help. She raised the issue of bikes in Market Place. She said elderly people were being hit by them when the rowing crowd were here. She would like this problem addressed.

Another member of the public named Jan (last name not provided) said the planting of trees around the reserves has been amazing. She recently rode the river track on a pushbike and the track was not good enough to ride. She would like this track to be brought up to a better standard. Staff member Craig Motley said this was on the list of works.

Nicola Collins from Twizel Promotions (TPDA) said she had submitted a grant request for a mobile "Love Twizel" sign. The community board sent some questions back to her and she was here with the answers. She answered those questions for the board members. She suggested that the community board or the council could gift the sign to the community. They would have a booking system so other organisations could use it. It was as light as possible and easy to move. She suggested putting the sign with the heritage machinery at the entrance to Twizel. TPDA would manage the sign.

Regarding colour, they wanted it to be white. Would the sign withstand Twizel's weather? She believed it would. Would they like lighting on it? That would be costly so they haven't added it at this stage. Dark Sky rules would need to be taken into consideration.

Merrin (last name not given) asked where things were with the sports fields and Ministry of Education. The principal is on leave so the board of trustees has said they don't want a meeting until she's back. The school has emailed a list of terms for the lease of the field, and there are many conflicting views in the community. The first step was to meet with the school.

Trevor (last name not given) said the bike stands in Market Place were not suitable for modern bikes. The chairperson said they were aware of problems in Market Place and wanted to do an overall plan for the area, including bike stands.

Craig Motley said signs had been ordered asking people to dismount from their bikes. The bike stands were a temporary measure.

Trevor said he also disagreed with the Events Centre being locked all the time. The issue has been vandalism. He wanted the public to be able to view the picture display in the foyer area.

He asked why Dump Hill was being called Ohau Road Hill in signage.

Jan Spriggs and others noted more issues with the security of the Events Centre. The community patrol used to check the events centre every night. Pat Shuker suggested the community board contact the community patrol organiser.

Justin McLaughlin from Environment Canterbury introduced himself to the community board. He offered to connect the community board to the zone committee, especially regarding the Love Our Lakes campaign.

Diane Finn? From DOC also introduced herself. She encouraged people to get involved in their events, such as Bird of the Year.

Russell (last name not given) said the sealing of footpaths was unsatisfactory and was a health and safety issue. He said they needed to be re-sealed. The engineering manager said he would have a look at the problem tomorrow.

Darryl Purtin wanted to know what was happening to the Twizel Youth Centre/also known as the pavilion. The chairperson said the community board previously agreed to remove the building but there was a group of people who wanted it fixed. It was part of a larger discussion.

He also wanted the council office moved to Twizel. He complained that he had to go to Fairlie to do his business. It was noted that all business could be conducted in the Twizel office.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 28 AUGUST 2023

COMMITTEE RESOLUTION TWCB/2023/298

Moved: Cr Kerry Bellringer

Seconded: Member Jan Spriggs

1. That the Minutes of the Twizel Community Board Meeting held on Monday 28 August 2023 be received and confirmed as an accurate record of the meeting, including those matters taken in public excluded.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

Jan Spriggs asked for clarification on the cost of the bike stands. Craig Motley offered to get this information.

The community board asked for two financial reports to be included on the agenda of the next meeting, both for the last financial year and this year.

5.3 ENGINEER'S REPORT

The purpose of this report was to provide the Twizel Community Board a general update on engineering projects, activities, and developments in the Twizel community.

Ashley McLachlan summarised his report. Discussion included the following matters:

There was a power outage in Twizel and it knocked out the power to the water treatment station. The generator started up but the surge in power stopped the pumps. This means the water stopped flowing. An operator from Fairlie came to fix it. Since then they have found the bug and in the future this would re-set without the need to send an operator from Fairlie.

A meeting will be held next week about potential options with Lyford Lane.

Jan Spriggs asked about water charges following the installation of water meters. She asked for clarification. David Adamson said at the moment Council had no charges on water use except for commercial users. There were no plans to change this currently. But there was the potential in the bylaw to add an excess use charge.

The following information was provided by member Jan Spriggs following the community board meeting on December 12, 2023:

“Member Jan Spriggs raised a concern regarding the Twizel Community Board being presented with a different version of Council policy than what was later provided to the community in a press release. In this situation it relates to water use charges in Twizel once the water meter project is completed. Member Spriggs commented that the Council had previously told the Community Board that no extra water charges would be applied to ratepayers. This was supported by a person in the public gallery who commented that this was to apply for a three year period. Council's recently issued press release stated that Council would be charging for the water usage once installed. Dave Adamson provided details of Council's water usage policy however no explanation was provided as to why two different policy statements have been provided.”

The minutes taken by the governance advisor continue here:

Jan Spriggs said there were trust issues between the town and the council. She questioned why there had been a reversal of information that had been originally given regarding water meters. The relevant part of the media release was read out, clarifying there was no change to what is currently charged for water. Excess water use was currently charged for, and this would continue to be charged with the use of water meters. There was some discussion about water charging changes that may happen in the future under Three Waters.

Mr McLachlan continued to summarise the contents of his report.

Cr Bellringer asked if your water toby was on your section could it be shifted? Council has not engaged the contractors to do this.

The chairperson asked where the bulk filling station was – Glen Lyon Road just before the cemetery.

Tussock Bend footpaths – money to complete these paths was suggested in the draft Long Term Plan so it was up to Council to consider whether they wanted to fund this. Discussion also took place on the need for footpaths on North West Arch. The community board would like to make this a priority.

5.4 PARKS, FACILITIES AND PLACES UPDATE

The purpose of this report was to provide the Twizel Community Board with a general update on projects and actions related to parks, facilities, and places in the Twizel area.

Craig Motley summarised the contents of his report.

Ruataniwha toilets are completed and operational.

Belgravia are having a public meeting the week before the pool opens. On Monday 13th November there would be a power cut at the pool. Will possibly use the civil defence generator to provide pool heating on that day.

Mr Motley will apply for funding re swimming lessons and an AGM is happening for the new Swim Club next week. After the AGM they will be able to access money for this purpose.

Jan Spriggs expressed concerns about the safety of the bike track on Man Made Hill. The health and safety audit only showed issues with the connecting tracks, not the pump track.

Questions were asked about the use of Maori macrons on signage. Council currently uses the Linz data base while a dual language policy is discussed with Runanga.

Beca and staff will inspect the verandas in Market Place, then individual letters will go to each property owner regarding their veranda. This will happen as soon as possible.

If any are declared dangerous would it mean the area is closed to the public? It depends. There are various ways to address this.

Regarding the pontoon on Lake Ruataniwha, Mr Motley outlined the current situation. Jan Spriggs said it could not just be sitting on the bank where it is now because people were using it dangerously.

First option would be to look at whether it could be modified or repaired, then if not consider building a new one. If it could not be made safe Council would remove it in the short term. The community board were happy for it to be moved in the short term.

Greta Lodge – Cr Bellringer and Jan Spriggs volunteered to join this committee.

Jan Spriggs asked about cleaning the Ruataniwha toilets. Mr Motley said these toilets had been added to the standard cleaning contract. A paper is going to council tomorrow requesting budget to increase cleaning frequency.

Discussion took place on the nohonga area near the boat ramp at Lake Ruataniwha. Ngai Tahu would take over this area and erect signage. Discussion followed on parking at the other boat ramp for cars and boat trailers. Jan Spriggs said the community board had not agreed with the plans for paths in the Lake Ruataniwha area near the new toilets.

The following information was provided by member Jan Spriggs following the community board meeting on December 12, 2023:

“The proposed carparking projects at Lake Ruataniwha was raised by Dave Adamson who told the meeting that the Twizel Community Board had previously approved the plans. This comment was disputed by the Community Board and this was supported by a member of the public.”

5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

Council’s Health and Safety manager was coming on Thursday to do a walkover at Man Made Hill and to inspect the improvements as noted.

Growth projections, to go to councillors first then to community boards.

Confirmation of public meeting with Belgravia – date to be advised.

Signage outside TELC and school – Mary Murdoch said she forwarded a letter to the roading team from Twizel Early Learning Centre and school asking for a reduced speed limit. Suggested that they put a submission into the speed limit review which closes on November 19th. Jan Spriggs said the survey on Let’s Talk did not provide the option of staying with the status quo and she felt this would not provide a true response.

Snap Send Solve – No feedback has been received on service requests sent via this app. Discussion took place on how this works. Contact details of people who report through this app are not passed to the council so staff are unable to respond directly. Council is currently developing an app with similar functionality that will go live next year.

Tennis Courts – Mary raised the problem of a pole that is difficult to remove to allow these courts to be dual use. Mr Motley has received a service request about this and the problem is being addressed.

Dump Hill rock fall – A boulder has landed on the road. The community was worried about a rock coming down while people walked past. If there was any obvious overhanging rocks the board could put in a service request to have it addressed. Mr Adamson asked if the community board wanted a price for a fence. They did not request one.

Use of locals for projects – Jan Spriggs asked about using local people and contractors for council work. The procurement policy included asking local people to quote for work and staff made them aware of upcoming tenders.

Track at Lake Ruataniwha from start of rowing – Mary Murdoch asked about a track that had been worked on by a member of the community. She did not want work to happen ad hoc without the community board’s input. David Adamson suggested organising a walk around at Lake Ruataniwha with reference to the concept plan.

Market Place Urban Design Plan – This was high on their list of priorities. Money was set aside in their budget to engage someone. Mr Motley said he could find someone to do this. Advice was given on the scope and Mr Motley will arrange this. The community board had \$10,000 put aside for this.

Meeting with Aoraki Foundation – Jan Spriggs will circulate email with offer from Aoraki Foundation.

LTP priorities – will be forwarded to the governance advisor.

Councillor Update - Cr Bellringer updated the community board on recent council activity. Council has been talking to FENZ about fire prevention work. Further communication is planned.

5.6 COMMUNITY BOARD ACTION LIST

Remove from list Lake Ruataniwha improvements.

Tree planting kings coronation done. Queens totara have arrived. Seat still to come. Mr Motley offered to send the community board information about seats that are available, including prices.

Street and Reserve names – Map of reserves to be supplied. Road naming policy to be circulated.

Shade sails for playground – No progress.

Money for swim club – remove from list. Assign to Aiden.

Youth centre demolition – Quotes received. Need a wider discussion.

Twizel Master Plan – Budget is available.

Workshop on Watering Greenways – Now that the ring main is going in we need to decide what irrigation to put in. Mr Motley asked the community board for a priority of what greenways needed irrigation. Jan Spriggs suggested other options for water like roof collection be considered.

Twizel River Reserve – remove from list.

EV charger stations – Information did not turn up as promised. No update available at present due to staff resigning. Remove from list.

The Meeting closed at 7.17pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on .

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CHAIRPERSON

7.3 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 27 NOVEMBER 2023

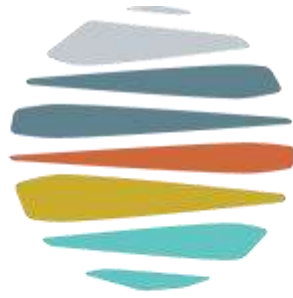
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Tekapo Community Board Meeting - 27 November 2023

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Monday 27 November 2023 be received.
2. That Council notes the following resolution passed by the Tekapo Community Board:
 - a) That the That the Tekapo Community Board approves the request from the Mackenzie County Scholarship Trust Board for \$1,000 towards a student scholarship, and requests reimbursement from Council.
 - b) That the Tekapo Community Board approves funding the request from the Tekapo Promotions and Business Association to the amount of \$2,475, towards the Lake Tekapo Sculpture Walk.
 - c) That the Tekapo Promotions and Business Association is asked to report back to the community board on how the money was spent and the benefits to the community, and that the community board is mentioned as a sponsor of the event.
 - d) That the Tekapo Community Board recommends to council that staff move ahead with tendering for a toilet and shelter at the start of the Alps2Ocean trail at Hamilton Drive, in line with the concept plan that has been attached to the community board agenda.



Mackenzie

DISTRICT COUNCIL

MINUTES

Tekapo Community Board Meeting

27 November 2023

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON MONDAY, 27 NOVEMBER 2023 AT 3.00PM**

PRESENT: Deputy Chairperson Carroll Simcox, Member Sharron Binns, Member Stephanie Hagen, Cr Matt Murphy

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), Craig Motley, Tom O'Neill and Rachael Carr (Community Parks and Facilities officers), Governance Advisor Arlene Goss, Anne Relling from Xyst, Ashley McLachlan (Engineering Manager), and members of the public Roy Callow, Jim Stocker and Prue Blake.

1 OPENING

The deputy chairperson declared the meeting open and asked everyone to introduce themselves.

2 APOLOGIES

Apologies were received from Mayor Anne Munro and chairman Steve Howes.

3 PUBLIC FORUM

Prue Blake spoke in support of her application for funding towards the sculpture walk. This was an event that happened last year and is being planned again. She showed a map of where the sculpture art would go this time. They are asking for \$3,000 funding to run the event. They also had sponsors and commitments from businesses to assist.

Questions were asked about the financial process, especially related to the sale of sculptures and commissions on this. Member Stephanie Hagen raised the point that Lake Tekapo Promotions could be liable for various taxes on the income. There was further discussion on various matters and Prue Blake was thanked for attending.

Roy Callow spoke about the proposed wallaby fence through Tekapo. He said he spoke to someone from Environment Canterbury and was worried about the location of the fence near his property. He would like to ensure a track is kept open. He was also concerned about a fire risk in an area behind his property.

Cr Matt Murphy explained the current situation with the wallaby fence. Ecan was planning to put out their plan for the fence location to the community so people could provide feedback.

The community board would like to let people know when this consultation takes place.

Jim Stocker said he was annoyed that the minutes/notes of the last few meetings were not published more widely. They are currently available on the council website but Mr Stocker did not have access to this. Member Sharron Binns said she has been submitting them to the Fairlie Accessible. The chief executive suggested he phone the council and make a service request for the minutes he has not seen.

Other matters raised by Mr Stocker:

- He asked about the current state of Lakeside Drive, the road was rough. The chief executive suggested he place a service request.

- Was there any discussion on building a bus shelter for the Intercity bus passengers? Sharon Binns said there had been discussion on this and they were aware of the issues.
- The public car park opposite the tavern entrance, the overflow car park, was being used for storage. Send this matter to the compliance officer.
- Lakefront on Lakeside Drive, this area is barren with no landscaping.
- Boat ramp, there was talk of it being extended. Was anything planned in this area? Currently a problem with low lake levels. This has been discussed and would require iwi approval, and would be expensive. Was this the right boat ramp to extend or would it be better to spend the money on one of the other boat ramps? This has been tagged to council as a priority.
- Playground at the four square. Looks a bit of a mess. An area needs mowing. This would be checked.

4 DECLARATIONS OF INTEREST

Cr Murphy declared an interest in the grant application from the Mackenzie County Scholarship Trust. He is the chair of that trust. He would not vote on that item.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 27 SEPTEMBER 2023

COMMITTEE RESOLUTION TKCB/2023/217

Moved: Cr Matt Murphy

Seconded: Member Stephanie Hagen

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 27 September 2023 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

The report was received and there were no questions.

5.3 GRANT APPLICATIONS

The purpose of this report was for the Tekapo Community Board to consider and approve or decline two grant applications.

Mackenzie Country Scholarship Trust – Cr Murphy declared an interest. Sharon Binns asked about how the scholarships were distributed. This was based on how candidates were scored at the interview. The criteria of the community board grant was that the money had to promote Tekapo. Cr Murphy provided a history of the trust and the work it does. Interviews were held last week and the candidates were of very high quality. The reason for the grant application was that over

the last few years the fund was not sustainable, so the trust decided to go out privately and ask for sponsorship.

Sculpture Walk – Stephanie Hagen was not comfortable with the financial situation of it being a profit making exercise, and suggested supporting the sculpture walk in other ways, for example buying a sculpture for the community. Sharron Binns said the town needed events like this. The application asked for money for marketing. Could the community board pay for some specific items instead? Cr Murphy was happy to support. Financial difficulties are up to them to sort out, not the responsibility of the community board.

He would like to pick out some tangible items to pay for. For example the printing of the catalogue, signs and information board.

- Information board \$875
- Production of signs \$600
- Printing of catalogue \$1000

The community board would like the event to come back with final costs for these things and a report on how the event benefitted the community. They would also like to be acknowledged on the back of the catalogue.

COMMITTEE RESOLUTION TKCB/2023/218

Moved: Member Stephanie Hagen

Seconded: Member Sharron Binns

1. That the report be received.
2. That the Tekapo Community Board approves the request from the Mackenzie County Scholarship Trust Board for \$1,000 towards a student scholarship, and requests reimbursement from Council.

CARRIED

Cr Murphy did not vote.

COMMITTEE RESOLUTION TKCB/2023/219

Moved: Cr Matt Murphy

Seconded: Member Stephanie Hagen

3. That the Tekapo Community Board approves funding the request from the Tekapo Promotions and Business Association to the amount of \$2475, towards the Lake Tekapo Sculpture Walk.
4. That the Tekapo Promotions and Business Association is asked to report back to the community board on how the money was spent and the benefits to the community, and that the community board is mentioned as a sponsor of the event.

CARRIED

5.4 TEKAPO COMMUNITY BOARD ENGINEERS REPORT

The purpose of this report was to provide the Community Board with a general information on

Engineering activities in the Tekapo area. Ashley McLachlan went through the contents of his report.

Member of the public Jim Stocker asked if there was any provision for a long vehicle carpark in Tekapo. The community board was currently working through a master plan process which would include parking.

5.5 PARKS, FACILITIES AND PLACES UPDATE

The purpose of this report was to provide the Tekapo Community Board with a general update on projects and activities related to the Tekapo area.

Craig Motley said he has not been able to determine who crashed their vehicle into the public toilets, meaning council was left to pay for the damage.

Anne Relling from Xyst spoke about the plans attached to the agenda for **a toilet and shelter at the start of the Alps2Ocean trail at Hamilton Drive**. Comments from the community board members included the following:

- The design is good.
- Is the structure too large for the area?
- It's future proofing the area.
- Needs to be funded with money currently held, not future funding.
- Maintenance costs of toilets to be considered.
- Does it need that number of picnic tables?
- May be able to stage the project.
- This is a mobile trader area and this was a good set up for people to buy from mobile traders.
- The toilets would take pressure off the township.
- This would mean more people crossing the highway to take photos on the side of the lake.
- Should the public be asked for feedback on the design?
- There is a high point in the vicinity that could be used to encourage people to take photos from a high vantage point rather than cross the road.
- A member would like a look similar to the current bus shelter. Less of a hydro look.
- Was there a need for public engagement? Craig Motley suggested giving the public different options in terms of size of the structure, and look. The community board said just put it out and ask people what they think.
- Cr Murphy said he was of the view that the community board could approve this small piece of infrastructure without going out for public consultation.
- Craig Motley suggested a representative from the community board be involved in the tendering process.

Fire break mitigation – Tom O'Neill updated the community board on fire mitigation work.

Picnic tables – the community board asked staff to bolt them down so they cannot be moved. The community board has provided a map of locations. Tom O'Neill to confirm location by email.

Naming policies are currently with the manawhenua.

A new plan of the **Lakeside Drive playground** was discussed. Don't include a sandpit, the wind would blow the sand out, and animals will poo in it. The community board agreed with the new plan.

COMMITTEE RESOLUTION TKCB/2023/220

Moved: Member Stephanie Hagen

Seconded: Cr Matt Murphy

That the Tekapo Community Board recommends to council that staff move ahead with tendering for a toilet and shelter at the start of the Alps2Ocean trail at Hamilton Drive, in line with the concept plan that has been attached to the community board agenda.

CARRIED

5.6 LONG TERM PLAN PRIORITIES FOR TEKAPO

The purpose of this report was for the community board to consider its long-term priorities and submit them towards the Long Term Plan process. David Adamson asked if rabbit control or fencing was a priority of the community board. The community board asked to add this to the list.

5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

Letter from Colin McLaren – The community board noted that some of his comments were misinformed. Ecan did a substantial amount of public consultation. This was not a community board issue. The board has responded to the regional park management plan. Chairman Steve Howes has sent the management plan to Mr McLaren.

Continuation of footpath – Cr Murphy showed the location of a path on the map that he asked could be improved. Ashley McLachlan said this would be added to the Long Term Plan. Would also need to talk to DOC about this area.

Amenity planting on roadside – Cr Murphy would like to see planting on roadsides similar to what has happened on Lochinvar. A good idea but need trees to be maintained and watered. Subdivision standards do include tree planting. The community board discussed walking around and finding places to plant trees. This would be an appropriate use of the township budget. Community board to decide on locations.

Overflow camping at Lakeside Drive playground – David Adamson offered to look into this further. The compliance officer would be asked to have a talk to the campground manager about this.

5.8 COMMUNITY BOARD ACTION LIST

Carpark marking is done but leave it on the list because it needs doing regularly.

Gravel pull off area – will be addressed when the cycleway comes through there. Trying to get funding from Waka Kotahi towards this project.

CCTV Project – assign this to Ashley McLachlan. Funding in place.

Cr Murphy encouraged the community board members to submit their views to the district plan review.

The Meeting closed at 5.24pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 22 January 2024.

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CHAIRPERSON

7.4 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 12 DECEMBER 2023

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Audit and Risk Committee Meeting - 12 December 2023

RECOMMENDATION

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 12 December 2023 be received.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Audit and Risk Committee Meeting

12 December 2023

**MINUTES OF MACKENZIE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 12 DECEMBER, 2023, AT 11.00AM**

PRESENT: Mr Bruce Mincham (Chair), Cr Anne Munro, Cr Murray Cox, Cr Matt Murphy, Cr Kerry Bellringer, Cr Scott Aronsen (online), Cr Karen Morgan, Cr Phillipa Guerin, Cr Rit Fisher

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (General Manager Operational, Planning and Regulatory Services), Murray Dickson (General Manager Strategic, Financial Management and Commercial Services), Alexis Kereikepa (General Manager, People, Customer and Cultural Relationships), Arlene Goss (Governance Advisor), Sandy Hogg (Finance Manager)

1 OPENING

The chairman opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

The chairman declared a new interest in that he is now the Treasurer for Twizel Area Committee of St John.

4 VISITORS

There were no visitors.

5 REPORTS

5.1 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 26 SEPTEMBER 2023

The chairman noted that Cr Guerin had asked about the policy for receivables, as this was past its due date. The debt recovery policy was due for review in June. Regarding the audit fees, these had come back to council. The Mayor noted the need to inform the chairman on any relevant decisions made by council.

COMMITTEE RESOLUTION AUD/2023/82

Moved: Mr Bruce Mincham

Seconded: Cr Karen Morgan

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 26 September 2023 be received.

CARRIED

5.2 LONG TERM PLAN UPDATE

The chairman took the report as read and asked for any comments. Murray Dickson said this project was tracking reasonably well. The steering group was meeting weekly and workshops had been held with council. The first cut of the budget was presently taking place.

The period from Christmas onwards would be very busy with auditors coming in March. Key workshops were planned with councillors in January and February. Unfortunately the corporate planner had resigned. He had already spoken to a couple of people with experience in LTPs who would be considered to fill the gap.

The Three Waters uncertainty remains but he understood the government would repeal this legislation in the next week or two. He believed the government would ask councils to come up with proposals to fully fund three waters. There was a concern that at a time councils were stressed by long term plans they would be required to carry out extensive analysis on this.

The chief executive said the Canterbury Mayoral Forum chief executives group had met to discuss how to address this. A proposal would eventually come back to council, but probably not until after the Long Term Plan was completed. A meeting was held yesterday to discuss a South Canterbury three waters model, but he not aware of what came from that yet.

Cr Cox asked if the 16th of January was still a workshop. This was no longer on the schedule. Instead the 22nd and 23rd was planned for a two day workshop. Noted the Tekapo Community Board met on the 22nd so that day would need to be shortened.

5.3 QUARTERLY REPORT - AGED RECEIVABLES

Cr Guerin asked about staff debtors outstanding on page 19 of the agenda – would this be cleared by the end of the year? Yes. Most staff had regular deductions from their payroll.

Cr Morgan asked about outstanding rates, especially regarding an individual property in Fairlie. This individual did make payments in the last financial year.

Regarding the fire damaged property, council was ready to collate the costs of the asbestos clean-up and would put a caveat on the property to recover costs.

Cr Cox asked if the rates recovery policy was being adhered to. The chief executive reviewed this last year and the rates in arrear were significantly lower than at other councils. But this needed to be checked every year.

Cr Morgan noted the amount overdue from 2018 and was concerning. It would not be possible to recover these if the statutory deadline passed. The finance manager said there were three properties involved and they were on a repayment scheme. While they were paying she would not write off the debt.

Were there plans to move away from water billing once a year and make this more regular? Yes in the next six months.

COMMITTEE RESOLUTION AUD/2023/83

Moved: Cr Anne Munro

Seconded: Cr Phillipa Guerin

That the quarterly report on Aged Accounts Receivables for September 2023, be received.

CARRIED

5.3 HEALTH AND SAFETY REPORT

This report was late and tabled at the meeting. The General Manager, People, Customer and Cultural Relationships apologised for the lateness of this report, which was due to technical issues in pulling information from the IT system.

The chairman asked about elected members focus point 6. A workshop session had been held with elected members to update them on responsibilities and personal liability. The chief executive includes health and safety in her report to council once a month. If there was an incident council would be informed in that report.

Murray Dickson said the health and safety officer was doing an impressive job and was pulling health and safety into the organisational culture. A recent internal survey on health and safety showed council was over the benchmark in most areas. The focus was now on contractors.

COMMITTEE RESOLUTION AUD/2023/84

Moved: Mr Bruce Mincham

Seconded: Cr Anne Munro

That the Health and Safety Report be received.

CARRIED

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION AUD/2023/85

Moved: Cr Anne Munro

Seconded: Cr Kerry Bellringer

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Minutes of Public Excluded Audit and Risk Committee Meeting - 26 September 2023	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(h) - the withholding of the information is necessary to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

	enable Council to carry out, without prejudice or disadvantage, commercial activities	withholding would exist under section 6 or section 7
6.2 - Risk Management Report	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

COMMITTEE RESOLUTION AUD/2023/86

Moved: Mr Bruce Mincham

Seconded: Cr Matt Murphy

That the Audit and Risk Committee moves out of closed meeting into open meeting.

CARRIED**The Meeting closed at 11.48am.****The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on .**

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CHAIRPERSON

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 28 NOVEMBER 2023

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting - 28 November 2023

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 28 November 2023 be received and confirmed as an accurate record of the meeting.



Mackenzie
DISTRICT COUNCIL

MINUTES

Ordinary Council Meeting

28 November 2023

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 28 NOVEMBER 2023 AT 9.00AM**

PRESENT: Mayor Anne Munro, Deputy Mayor Karen Morgan, Cr Murray Cox, Cr Kerry Bellringer, Cr Scott Aronsen, Cr Phillipa Guerin, Cr Rit Fisher, Cr Matt Murphy

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), Alexis Kereikeepa (General Manager, People, Customer and Cultural Relationships), David Adamson (General Manager Operational, Planning and Regulatory Services), Murray Dickson (General Manager Strategic, Financial Management and Commercial Services), Chris Clarke (General Manager, Information, Engagement and Community Development), Aaron Hakkaart (Manager Planning), Arlene Goss (Governance Advisor), Craig Motley (Manager Public Facilities, Parks and Places), Ashley McLachlan (Engineering Manager), Tina Donald (Building Services Manager), Joe Rush (Emergency Management Officer), Isaac Ryall (IT support), Sue Wilkins (Communications Advisor)

1 OPENING

The Mayor opened the meeting with a karakia and welcomed everyone back to the newly renovated council chambers.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 BEREAVEMENTS

The Mayor read out the list of bereavements and a moment of silence was observed:

- Franklyn HARWOOD of Fairlie. Died at South Canterbury Hospice on November 10. Dearly Loved brother of Jan and Stefani.
- Leonard SMITH of Burkes Pass. Died at Timaru Hospital on November 6. Dearly loved son of the late Eric and Ivy.
- Betty SMITH, formerly of Fairlie. Dearly loved wife of the late Charles.
- Paula VALENTINE of Twizel. Passed away peacefully in her sleep at home on October 26, aged 69 years. Dearly loved wife of Ross Valentine, and mother of Joanne, Janelle, Andrea, Cindy, Kathryn and Shannon.
- Shirley BISHALL
- Annette SEIGART

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

The Mayor said a quarterly hui was held in Tekapo on November 13 and a new chair of Ngai Tahu was elected. Council would be sending a letter to acknowledge him.

She also spoke about the Te Manahuna Aoraki Project Christmas Party at Glentanner, and the good work of this organisation.

Cr Fisher asked about the Long Term Plan process. The Mayor said councils had been overwhelmed by change from central government. Councils would be making assumptions in their Long Term Plan until they received clearer direction. LGNZ would be asked to advocate on behalf of councils.

Cr Aronsen asked about the future for local government process and the chief executive answered his questions.

6 VISITORS

Miles O'Connor from Bancorp was invited to attend the meeting at 11am to speak to his report at Item 7.7.

Council's representative on the Alpine Energy Board, Linda Robertson, would attend at 11.45am to meet the councillors and stay for lunch. This was after the meeting ended.

7 REPORTS

7.1 CHIEF EXECUTIVE OFFICER'S REPORT FOR NOVEMBER 2023

The chief executive noted that an audit of council practices against the recent Ombudsman's Report on open meetings and workshop had been carried out and a workshops policy would be coming to council at a later date.

She then spoke about the challenges of funding capex and opex for the increased tourism, as this had also been discussed at a recent mayoral forum.

She also said there would be an update on the recent fire in Fairlie, and the removal of asbestos from the site. This cost would be borne by Council and recovered from the property owner.

Cr Guerin congratulated the chief executive for an article in the Fairlie Accessible.

Cr Aronsen asked if consultants employed by Council to work on three waters had been let go. Council still had one consultant on call but she was only paid for the work she performed. She was working on some projects not related to three waters.

RESOLUTION 2023/155

Moved: Cr Phillipa Guerin

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

7.2 COUNCIL ACTION LIST - NOVEMBER 2023

Cr Morgan asked about the meeting to discuss the contaminated land in Twizel was going ahead on the 30th. The chief executive said it was.

7.3 DECISION REPORT - COUNCIL STRATEGY AND COMMUNITY OUTCOMES FOR THE TEN YEAR PLAN

The purpose of this report was to present council's business strategy, environmental scan and community outcomes, which details the strategic and operational context for the next three years. Cr Morgan asked to amend a detail in the strategy that was incorrect, in that council no longer had an information centre in Twizel.

RESOLUTION 2023/156

Moved: Cr Kerry Bellringer

Seconded: Cr Rit Fisher

1. That the report be received.

CARRIED

RESOLUTION 2023/157

Moved: Cr Kerry Bellringer

Seconded: Deputy Mayor Karen Morgan

2. That Council accept the draft Business Strategy, environmental scan and community outcomes for the Ten Year Plan as a core supporting document.
3. That the CEO incorporate feedback from the Community Boards and Runanga once this is received.

CARRIED

7.4 DECISION REPORT - SET NEW COMMERCIAL SOLID WASTE FEES AND CHARGES

This report proposed a new fee for the acceptance of glass from commercial waste operators at the Twizel Resource Recovery Park (RRP).

Solid waste manager Angie Taylor joined the meeting on Teams and said this matter was reasonably straightforward and came from a change to how glass was handled. The Mayor said she trusted that the proposed fee had been appropriately calculated.

Cr Aronsen asked for more detail. The current contractor was unable to accept glass now due to a change in operation, so an alternative arrangement was made through the Redruth plant in Timaru.

RESOLUTION 2023/158

Moved: Cr Phillipa Guerin

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

RESOLUTION 2023/159

Moved: Cr Kerry Bellringer

Seconded: Cr Scott Aronsen

2. That a new commercial glass fee of \$68 per tonne including Gst is added to the fees and charges for solid waste.

CARRIED

7.5 DECISION REPORT - MEETING SCHEDULE FOR 2024

The purpose of this report was to advise Council of the Schedule of Meetings for the Mackenzie District Council, Council Committees and Community Boards for 2024.

Cr Murphy asked to add workshops every Tuesday.

Cr Guerin asked about the mid-year holiday period on the calendar - does this cause disruption? The governance advisor noted this period was included so she could take leave.

The chief executive said the July holiday period would be needed if there was any slip in the Long Term Plan process. An amendment was made to the resolution before it was carried.

RESOLUTION 2023/160

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Rit Fisher

1. That the report be received.

CARRIED

RESOLUTION 2023/161

Moved: Mayor Anne Munro

Seconded: Deputy Mayor Karen Morgan

2. That Council adopts the meeting calendar attached to the agenda, showing the meeting dates for 2024, with workshops added every Tuesday, and noting that July may be needed for meetings.

CARRIED

7.6 DECISION REPORT - FUNDING MEMORIAL WALL, FAIRLIE CEMETERY, AND INFORMATION REPORT - COMMUNITY FACILITIES

This report gave Council an overview of activities within the parks and community facilities area, and asks Council to approve the redirection of a small amount of funding.

Craig Motley joined the meeting and explained that the Fairlie cemetery work was now complete and looked pretty spectacular. He also updated the councillors on other projects, including the start of work on the Twizel Community Centre kitchen.

The Mayor said the memorial wall was a good example of the council allowing a community group to run with a project. The wall group would like the councillors to meet them down at the wall at some point so they can have a quiet opening.

Cr Aronsen asked about the Twizel Youth Centre. The community board has asked for more information before making a decision on the future of this building.

Cr Morgan has spoken to people in Twizel about replicating the memorial wall project and asked Mr Motley if it could happen in Twizel. The Mayor said this was a case of a community group approaching council and also fundraising to meet some of the cost.

Cr Murphy asked about Lake Alexandrina. How are we approaching the overall management plan? Mr Motley said the first step was to approach groups and get to know them. He planned to get the groups together in January.

Councillors discussed the need to manage grants to ensure projects didn't go over budget and come back to council for more money. And also the need for an accountability statement. Chris Clarke said staff were working on this and it would come to a workshop. The Mayor asked to add this to the action list.

RESOLUTION 2023/162

Moved: Cr Murray Cox

Seconded: Cr Kerry Bellringer

1. That the Community Facilities report be received.

CARRIED

RESOLUTION 2023/163

Moved: Cr Scott Aronsen

Seconded: Deputy Mayor Karen Morgan

2. That Council approves spending the residual funding of \$10,000, originally allocated to the Fairlie Memorial Wall, on seating at the Fairlie Cemetery.

CARRIED

7.10 INFORMATION REPORT - CIVIL DEFENCE AND EMERGENCY MANAGEMENT UPDATE

Joe Rush joined the table. He spoke about the recent exercise and workshops with the community.

The Mayor attended the regional CDEM meeting yesterday and asked Mr Rush to make her aware of any concerns he had so she could advocate through that committee.

The Mayor asked for an update on the recent situation of a fire in a shop on the main street of Fairlie, and the resulting asbestos contamination. Regulatory manager Tina Donald and General Manager, Information, Engagement and Community Development Chris Clarke joined the table to update the council on this event.

Tina Donald outlined her activity during and after the fire. She had asked for legal advice on the correct approach of Council. When there was an immediate danger, Council could act without permission of the owner, but attempts had been made to contact the owner.

The site was shut down and fenced, and asbestos testing was carried out. This was positive for asbestos. Then the wind picked up, and this increased the risk of the contamination spreading.

Chris Clarke outlined the advice that was sought from asbestos experts and public health. They communicated quickly with neighbouring businesses in person. Then followed health and safety plans and organised the demolition of the building.

Legally council had the ability to recover costs from the owner. The chief executive said the cost of this would be expensive.

Mr Clarke offered asbestos testing to all the businesses and most took advantage of this. The good news was that all the testing done outside the cordon were at levels below what would cause concern.

About 35-40 truckloads of debris was going to a special facility at Redruth. The next step was to find out if the soil needed to be removed. Tests have been done and we are waiting for these to come back. If the soil is contaminated, Council would need to remove it from the site.

The situation needed to be managed quickly and the emergency management team was called in to enable this.

Cr Aronsen asked if the owner of the land could challenge council's actions in court. No because council has taken legal advice all the way through. The Medical Officer of Health was involved in every decision.

Staff were complimented on their initiative and the speed with which they acted.

The meeting adjourned for morning tea at 10 and reconvened at 10.15

7.8 INFORMATION REPORT - ENGINEERING MANAGER'S UPDATE

The purpose of this report was to update the council on matters relating to engineering activities across the 3 waters services, transportation, and land development.

Engineering manager Ashley McLachlan joined the meeting and updated the councillors on staff matters. Regarding the delay to the Fairlie water treatment plant, this was mainly due to the building consent process.

Regarding the proposal for the Fairlie dump station, staff were working with the community board but this project had been planned for two years with 14 options investigated. Mr McLachlan was concerned about central government funding being pulled due to the delay.

7.12 INFORMATION REPORT - COUNCIL FINANCIAL REPORT TO 30 SEPTEMBER 2023

Murray Dickson and Sandy Hogg joined the meeting.

This report was taken as read. Discussion and questions included the following matters:

- Building consent level remains low and if it continues will create a permanent deficit.
- The cost of cleaning up the asbestos in the building in Fairlie will also create a deficit.
- The Forestry Working Group has met and will come back to council with a plan.
- The second tranche of funding from the Tourism Infrastructure Fund has arrived.
- Council has been borrowing short-term because it was not willing to lock in five year fixed term rates at the top of the market.
- Need to be realistic in budgeting for capex in the next LTP.
- The timing of money from MBIE was noted.
- The Mayor thanked Murray and Sandy for their report.

RESOLUTION 2023/164

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Rit Fisher

That the financial report be received.

CARRIED

7.2 DECISION REPORT - FUTURE FOR LOCAL GOVERNMENT

The purpose of this report was to decide how Mackenzie District Council would vote on the proposed resolution at the upcoming Local Government New Zealand (LGNZ) Special General Meeting to endorse “The Future by Local Government – A consensus outcome paper” as LGNZ’s agreed parameters for further engagement and advocacy with central government on local government system reform.

The Mayor said this was a late paper because the information was only received on Friday and the next council meeting was the day after the AGM, so it had to be considered urgently.

Councillors expressed hesitance about not knowing the policy of the new incoming government. Cr Cox did not think some of the wording in the LGNZ document talked about localism as he saw it. He did not think he was on the same page as the document.

The chief executive outlined some of the thinking behind the paper.

The Mayor said it was noted in the paper that one size does not fit all. There was concern about the amount of unmandated work coming in from central government. Local government was not sustainable as it was running now. This paper was to find out if there was support from across the country for negotiations.

Cr Fisher said it was just a discussion document. It’s not a consensus. He was happy for it to go forward as a discussion document. Cr Morgan agreed but there were some things missing. It did not talk about promoting local government itself and community engagement in the democratic process.

STAFF RECOMMENDATIONS

1. That the report be received.

RESOLUTION 2023/165

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Kerry Bellringer

2. That Mackenzie District Council agree to vote in favour of the proposed resolution at the upcoming Local Government special general meeting to endorse The Future by Local Government – A consensus outcome paper as LGNZ's agreed basis for engagement and advocacy with central government on local government system reform.

CARRIED

7.9 INFORMATION REPORT - PLANNING AND COMPLIANCE UPDATE

Aaron Hakkaart joined the meeting.

Cr Guerin asked about the funding of freedom camping enforcement and infringement notices. Currently it was being funded by MBIE. The previous government had a freedom camping fund and the money came from this, but it would not continue. At the Long Term Plan deliberations there would be discussion around whether council would fund this shortfall.

Cr Murphy asked about ongoing investigations needing legal advice. Mr Hakkaart said council always tried to recover costs.

Are residential building issues across the district. Yes. A check against records was currently underway. This would provide a history of every property and whether it was used for visitor accommodation or not.

7.11 INFORMATION REPORT - MACKENZIE TOURISM AND DESTINATION MARKETING QUARTERLY UPDATE

The Mayor took the report as read. Lydia Stoddart joined the table. She said there was a very pleasing result in visitor spend in the district. The main market was people from Christchurch, and this surged at weekends.

She then continued to highlight the main points of her report.

Comments included the success of sport-related events in the district, such as the Masport Cup. Also how would the district attract high value tourists? Lydia Stoddart said the question was what visitor market stayed in the region longer and spent more. At the moment the north American market that was doing this.

7.7 INFORMATION REPORT - BANCORP TREASURY SERVICES QUARTERLY PORTFOLIO REPORT

Miles O'Connor from Bancorp joined the meeting on Teams. He updated the councillors on what had happened since the report was written.

Interest rates globally peaked on October 3 and have fallen since then. New Zealand rates have fallen in line with this. He expects interest rates to continue to fall next year.

The Mayor asked about being non-compliant with policy. This was temporary and was to take advantage of lower interest rates. Miles O'Connor said this would work to council's advantage and would mean council would have a lower interest rate on borrowing, going forward several years.

Mr O'Connor was thanked for his report and wished the best for the Christmas season. He would like to attend the next meeting in person.

RESOLUTION 2023/166

Moved: Cr Scott Aronsen

Seconded: Cr Kerry Bellringer

1. That the report be received.

CARRIED

8 CONFIRM COUNCIL MINUTES

9.1 MINUTES OF COUNCIL MEETING - 31 OCTOBER 2023

RESOLUTION 2023/167

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Kerry Bellringer

That the Minutes of the Council Meeting held on Tuesday 31 October 2023 be received and confirmed as an accurate record of the meeting, including those matters taken in public excluded.

CARRIED

RESOLUTION 2023/168

Moved: Mayor Anne Munro

Seconded: Cr Murray Cox

That the minutes from the public excluded council meeting of October 31 be released in public, with any commercially sensitive information redacted.

(See below for these minutes.)

CARRIED

The Meeting closed at 11.37am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 12 December 2023.

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CHAIRPERSON

11 PUBLIC EXCLUDED MINUTES OF COUNCIL, OCTOBER 31, 2023

11.1 MINUTES OF PUBLIC EXCLUDED AUDIT AND RISK COMMITTEE MEETING - 26 SEPTEMBER 2023

RESOLUTION 2023/146

Moved: Cr Phillipa Guerin

Seconded: Deputy Mayor Karen Morgan

1. That the Minutes of the Public Excluded Audit and Risk Committee Meeting held on Tuesday 26 September 2023 be received.

CARRIED

11.2 DECISION REPORT - PUBLIC TOILET CLEANING CONTRACT

The purpose of this report was to seek approval to increase the cleaning frequency of the busiest public toilets in the district. Craig Motley joined the table. He said this report had been discussed previously in a workshop.

He believed the suggested increase in cleaning was an appropriate level of service for the district. He asked for questions.

Cr Aronsen asked how long the contract had to run. It finished in June, 2025.

<2 paragraphs redacted due to commercial sensitivity>

Cr Cox said the main issue was how to pay for it ongoing, and who pays for it. The chief executive raised questions about user pays toilets and said this was a discussion to be had. Cr Murphy would like user pay toilets to go out for public consultation.

Cr Murphy questioned the timing of the Fairlie toilet cleanings. Mr Motley said there was some negotiation to do regarding timing.

The Mayor said this cost was solely as a result of tourists coming into the area. "At what point as a council do we say enough is enough." Cr Guerin suggested going through LGNZ to try and get some funding from central government.

David Adamson said the cost of tourism included parking and other things, as well as toilets.

The chief executive said councillors needed to be aware there would be complaints if the toilets were not clean.

Cr Morgan said central government needed to support small communities to provide the level of service they were marketing to visitors. They needed to step up.

Cr Cox agreed but there was only so much you could do. Tourists go to a town for what's there and they put up with a lack of infrastructure in small towns.

Cr Murphy said we have to consider the impact on the local ratepayer when they are already paying a contribution towards that service.

David Adamson said reactive maintenance was more expensive than planned maintenance. Responding to complaints was more expensive, especially bringing people from Timaru. He asked for some direction for staff.

Cr Fisher asked if \$143,000 is enough to cover the need. He also considered the pride factor. He didn't want to damage the future reputation of the district. There were counties overseas where local residents had a swipe card for public facilities and didn't pay for use of public toilets on top of rates. This could be a solution.

Cr Aronsen asked if the off peak season was included in the cleaning schedule. Yes, it was year round. Mr Motley said he received complaints about the state of the toilets every week through winter.

Cr Murphy asked where the money would come from. From cash reserves.

Mr Motley said the \$143,000 does not include additional planned toilets that were coming into the district shortly. Does he know what the cost would rise to with the additional toilets at Pukaki? It wouldn't be a whole lot more as they were only adding two more toilets to the four that were already there.

The councillors requested a report to the next council meeting on the costs of the Pukaki toilets.

Cr Guerin asked if waste facilities would cope with the projected increase in tourism. No. Council had been successful in receiving funding for capital expenditure, but not operational expenditure to maintain tourism facilities.

Cr Guerin asked what would happen if council wrote letters to central government before making a decision. The toilets would be dirty over that time.

Cr Aronsen said we might be able to stretch this out a bit longer while more information is sought.

Cr Morgan said there was only about four weeks to do something before the December rush started. Cr Murphy said November was traditionally busy for tourists. He disagreed that there was time to delay.

The Mayor then called for a vote and the motions passed unanimously with the addition of a resolution that the Mayor write to central government to request funding.

RESOLUTION 2023/147

Moved: Cr Rit Fisher

Seconded: Cr Murray Cox

1. That the public toilet cleaning report be received.

CARRIED

RESOLUTION 2023/148

Moved: Cr Murray Cox

Seconded: Cr Kerry Bellringer

2. That the Council approve the additional funding of \$143,000 per annum for the 2023/2024 financial year to allow for the increased frequency of public toilet cleaning throughout the district, noting that this expenditure is unbudgeted.
3. That council instructs the Mayor to send an urgent letter to central government outlining the concerns of council and requesting funding.

CARRIED

11.3 INFORMATION REPORT - PROPERTY UPDATE

This report updated Council on key property matters for the period 1st August to 30th September 2023.

Murray Dickson and Keri-Ann Andrews joined the table. Cr Morgan thanked staff for this report and was pleased to see it. She said it would help the councillors understand the property portfolio.

Cr Murphy said council was keen to have a full database of property. The chief executive said there were no major surprises coming out of the property review.

RESOLUTION 2023/149

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Scott Aronsen

1. That the report be received.

CARRIED

8.2 MINUTES OF COUNCIL MEETING - 21 NOVEMBER 2023

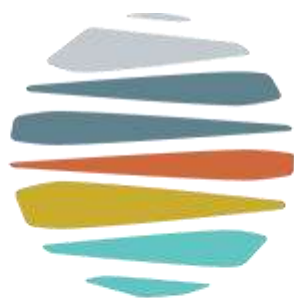
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting - 21 November 2023

RECOMMENDATION

That the Minutes of the Freedom Camping Bylaw Hearing held on Tuesday 21 November 2023 be received and confirmed as an accurate record of the meeting.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

**Freedom Camping Bylaw
Hearing of Submissions and Deliberations
21 November 2023**

**MINUTES OF MACKENZIE DISTRICT COUNCIL
BYLAW HEARING
HELD AT THE TEKAPO HALL, TEKAPO
ON TUESDAY, 21 NOVEMBER 2023 AT 10.30AM**

PRESENT: Mayor Anne Munro, Deputy Mayor Karen Morgan, Cr Murray Cox, Cr Phillipa Guerin, Cr Rit Fisher, Cr Matt Murphy

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), Aaron Hakkaart (Manager Planning), Rachel Willox (Planning officer), Isaac Ryall (IT support), Arlene Goss (Governance Advisor), Carroll Simcox (Tekapo Community Board), and submitters as noted in the minutes below.

1 OPENING

The Mayor opened the meeting with a karakia.

2 APOLOGIES

Apologies were received from Cr Aronsen and Cr Bellringer.

3 DECLARATIONS OF INTEREST

Cr Morgan and Cr Cox declared an interest in that they are members of the New Zealand Motor Caravan Association (NZMCA).

4 FREEDOM CAMPING BYLAW - HEARING OF SUBMISSIONS

The purpose of this report was to receive and hear submissions to the review of the Mackenzie District Council Freedom Camping Bylaw.

The Mayor gave some background as to why the bylaw was created in 2016, and what the public indicated it wanted included in the bylaw back in 2016. New legislation has since been created with new requirements regarding toilets in self-contained vehicles. A copy of the Mayor's introduction is available as an attachment to these minutes.

Discussion moved to the late submission received from Opuha Water. Cr Morgan did not agree with the late submission being received, as it was outside the timeframe and this created a disadvantage for other submitters. A vote was taken and the submission was received. Cr Morgan asked for her vote against to be recorded.

Cr Murphy asked if the new Act did not cover a situation where someone walked more than 200m from their vehicle to where they were camping in a tent. Mr Hakkaart said that was correct. Cr Murphy said this distinction was important.

Discussion followed on whether the bylaw should ban camping in a tent within 200m of a vehicle. This meant defining what freedom camping was. The Mayor said it was important to work with a legal advisor during deliberations to ensure a decision was made that was within legislation.

RESOLUTION 2023/150

Moved: Cr Phillipa Guerin

Seconded: Cr Matt Murphy

1. That the report and written submissions be received.

CARRIED

RESOLUTION 2023/151

Moved: Cr Murray Cox

Seconded: Cr Rit Fisher

2. That the late submission from Opuha Water be received.

CARRIED

Cr Morgan voted against the motion.

RESOLUTION 2023/152

Moved: Cr Phillipa Guerin

Seconded: Deputy Mayor Karen Morgan

3. That the panel hears from people wishing to speak to their submission.

CARRIED

5 SUBMISSION FROM M VERMEER

Although Mr Vermeer indicated in his submission that he wished to speak, he was unable to attend and sent his apologies.

6 SUBMISSION FROM TENIESHA

Although Teniesha indicated in her submission that she wished to speak, she was unable to attend and sent her apologies.

7 SUBMISSION FROM H IVEY

Ms Ivey attended the hearing on Teams. She said she supported the bylaw generally but was concerned about clause 4.1. This clause said the bylaw only applied to land managed by the council. Other Crown land had policies available online. She asked if the bylaw rules would also apply to Waka Kotahi land, yes, and she would like the council to join other agencies with an interagency alignment that covered all freedom camping land.

Mr Hakkaart said council and Waka Kotahi had agreed that the bylaw would apply to their camping area in the district. LINZ had also provided delegation to council staff to manage freedom camping on their land. Officers were working with the authorities to ensure freedom camping was managed across the district.

The chief executive said in the future the cost of employing compliance staff would fall to the ratepayer and this was a hidden cost of tourism. Up to now this had been funded by central government via the Tourism Infrastructure Fund. This was a substantial ratepayer cost.

Ms Ivey asked if council was paying to remove the contents of the septic tank at The Pines camping area. Yes. The chief executive said it was important to get cost recovery from agencies in situations where council was managing their camping areas.

Cr Cox asked Ms Ivey if she knew of any camping sites that were causing problems. Various sites were discussed with no specific major problems.

Cr Fisher asked about her suggestion of an interagency alignment. She said she was coming from the perspective of a ratepayer, and the costs to the ratepayer. She said it must be difficult for a freedom camping ambassador to only issue tickets in one area and not another. Mr Hakkaart said education would be used in circumstances where a ticket was not issued.

Ms Ivey noted there would be a two-year phase in period for people to get their vehicles certified. The Mayor thanked Ms Ivey for her submission.

8 SUBMISSION FROM C GRAHAM

Mr Graham did not attend the hearing and did not send an apology.

9 SUBMISSION FROM S WOODS

Mr Woods did not attend the hearing and did not send an apology.

The hearing adjourned at 11.07am for morning tea and reconvened at 11.34am.

10 SUBMISSION FROM NZMCA (NEW ZEALAND MOTOR CARAVAN ASSOCIATION)

James Imlach from the New Zealand Motor Caravan Association (NZMCA) joined the hearing on Teams and was welcomed to the Mayor.

He acknowledged the bylaw was necessary but was opposed to the prohibition on camping within the townships. He did not agree that the legislation allowed the bylaw to prohibit camping to protect the amenity of private properties, only to protect council-owned land.

He also disagreed that banning camping in the townships would help prevent the spread of disease such as Covid19.

He said the prohibition prevented responsible campers from parking in town overnight or when visiting friends and family. He acknowledged that overcrowding in the townships was an issue but suggested only prohibiting freedom camping at the busy times of the year.

He felt there was little risk in allowing self-contained campers to stay overnight in the townships. He supported that the council was not wanting to prohibit freedom camping across the whole district and thanked the council for choosing some nice areas where freedom camping was allowed.

Cr Cox asked whether he thought the council could differentiate between NZMCA members and other freedom campers. He said this would be difficult. The legislation introduced this year did require campers to have fixed toilets, and his understanding was that it was vehicles without toilets causing the issues, rather than non-member vehicles.

Mr Imlach said the association could help the council financially to set up freedom camping areas but he did not think it would be appropriate to limit those areas to members only. Cr Fisher asked if these would be un-serviced sites. Yes, for self-contained vehicles.

Mr Imlach was thanked for attending and he left the meeting.

11 DELIBERATIONS

The Mayor noted that two panel members belonged to the NZMCA but said she was happy for them to take part in the discussion because they provided valuable insight. She asked for this to be noted in the minutes.

The panel discussed various issues related to the bylaw and discussion included, but was not limited to, the following matters:

- The council needed an understanding of the maximum capacity of the district.
- Would making a concession to ban township camping only at peak times be reasonable? Peak times changed according to events in the district. The rules needed to be simple to understand.
- Where would the bylaw push the campers to, who were not welcome in the townships?
- Should council establish an area on council land that only self-contained campers can use?
- Need to communicate the positive messages of where people can camp, rather than where they can't.
- The biggest risk to Council, from the bylaw, was the risk of legal action if the townships were prohibited.
- Town centres were currently restricted and this was a good fallback position.
- The public did not understand the tenting issue. There was a need to communicate that people could still camp in tents in specific areas, and soften the message.

The hearing adjourned for lunch at 12.07pm and reconvened at 12.34pm.

Legal advisor Judith Cheyne from Simpson Grierson joined the meeting on Teams and was welcomed. She was updated on the submission from NZMCA.

She outlined the current situation related to the proposal to ban freedom camping in the townships. She asked for specific issues that people had in each township regarding freedom campers staying overnight. It was not the role of the Act to protect people's private space. There needed to be a proportional response to any issues.

The Mayor said over lunch there had been discussion regarding Twizel - about leaving Market Place as prohibited, and the town's greenways prohibited, and only allowing overnight camping for three days in other areas.

She could not say there was a problem with overnight stays in Fairlie. Cr Morgan suggested prohibiting camping in Fairlie in the centre of town, to protect the commercial area as was the case in the other two towns.

Cr Fisher said any problems in Fairlie were mitigated by the golf club initiative to use their carpark for freedom camping. But Twizel was different.

The bylaw would not stop people using the public toilets to wash their clothes. Cannot stop that. The panel agreed on the following provisions:

- Tekapo – keep the status quo maintaining prohibition across the township.
- Twizel - Market Place keep the status quo and include green space as prohibited areas.
- Rest of Twizel - three days maximum stay per month.
- Fairlie - create a prohibited area on the main road corridor from the cemetery to the bridge at the reserve.

Judith Cheyne said this was a proportionate approach and she felt the NZMCA would feel their submission was listened to.

Cr Guerin asked about the area near the existing campground in Fairlie and near the dog park. This area from Allandale Bridge would be included in the main corridor prohibited area.

The panel was comfortable with its decisions on the townships and moved to the issue of people camping in tents.

Mr Hakkaart said people misunderstood the bylaw. Tenting did not affect the area as significantly.

If a group wanted to come into the area and put tents on council land they could contact council and receive consent to do this, with appropriate hygiene facilities.

The only issues that come up around tenting were at Lake Opuha in the summer period.

Cr Morgan agreed with no tenting except in designated areas with the appropriate facilities.

Seeking permission to camp outside of this process would require permission and this process would be free for people to apply for.

Cr Murphy would like to allow tents as an addition to a self-contained campervan. Judith Cheyne said this could be monitored and included in the bylaw at its next review.

The Mayor said she was inclined to remain silent on tenting and see how it evolves.

Mr Hakkaart said there was some funding available for education around the bylaw, including tenting. This included updating the website and signage.

The panel agreed to keep the bylaw as notified, prohibit tenting, but there was opportunities to seek permission to use council land.

The panel then went through the submission summary table and accepted the suggestions from staff as recorded on that table. Further notes were:

Helen Ivey submission – accept action point that council needs to be seen to be advocating for alignment with other agencies in the district and explore opportunities for cost recovery.

Opuha Water – Let them know that council will take a harder position on late submissions going forward.

Respond to other submitters as required.

There was further discussion on the need to notify the bylaw before it came into effect. This was not a long period. The camping ambassadors would prioritise education over enforcement this summer while the bylaw was new.

RESOLUTION 2023/153

Moved: Cr Matt Murphy

Seconded: Cr Murray Cox

That the panel deliberates and suggests any changes to the draft bylaw.

CARRIED

RESOLUTION 2023/154

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Murray Cox

That the hearings panel recommends that Council adopts the amended bylaw at its meeting on December 12, 2023.

CARRIED

The Meeting closed with a karakia at 1.36pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 12 December, 2023.

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CHAIRPERSON

8.3 MINUTES OF COUNCIL MEETING - 12 DECEMBER 2023

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting - 12 December 2023

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 12 December 2023 be received and confirmed as an accurate record of the meeting.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Ordinary Council Meeting

12 December 2023

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 12 DECEMBER 2023 AT 9.00AM**

PRESENT: Mayor Anne Munro, Deputy Mayor Karen Morgan, Cr Murray Cox, Cr Kerry Bellringer, Cr Scott Aronsen (online), Cr Phillipa Guerin, Cr Rit Fisher, Cr Matt Murphy

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), Alexis Kereikeepa (General Manager, People, Customer and Cultural Relationships), David Adamson (General Manager Operational, Planning and Regulatory Services), Murray Dickson (General Manager Strategic, Financial Management and Commercial Services), Chris Clarke (General Manager, Information, Engagement and Community Development), Aaron Hakkaart (Manager Planning), Arlene Goss (Governance Advisor), Isaac Ryall (IT support), Rachael Williams (Regulatory Manager), Sue Wilkins (Communications Advisor)

1 OPENING

The Mayor opened the meeting with a karakia.

2 APOLOGIES

There were no apologies.

3 VISITORS

There were no visitors.

4 DECLARATIONS OF INTEREST

Deputy mayor Karen Morgan declared an interest in Item 7.1 Adoption of Freedom Camping Bylaw, in that she is a member of the NZMCA.

Cr Murphy declared an interest in Item 7.3 in that he is the chairman of the Mackenzie Scholarship Trust.

5 BEREAVEMENTS

There were no bereavements.

6 MAYOR'S REPORT

There was no mayor's report.

7 REPORTS**7.1 DECISION REPORT - ADOPTION OF FREEDOM CAMPING BYLAW**

The purpose of this report was to adopt the Responsible Freedom Camping Bylaw 2023. There were no questions from councillors.

RESOLUTION 2023/173

Moved: Cr Murray Cox

Seconded: Cr Phillipa Guerin

1. That the report on Responsible Freedom Camping be received.

CARRIED

RESOLUTION 2023/174

Moved: Cr Matt Murphy

Seconded: Deputy Mayor Karen Morgan

2. That the summary of deliberations attached to the report be adopted as a true and accurate reflection of the deliberations held.

CARRIED

RESOLUTION 2023/175

Moved: Cr Rit Fisher

Seconded: Cr Kerry Bellringer

3. That the tracked change version of the Responsible Freedom Camping Bylaw 2023 (attached) be adopted as a true and accurate reflection of the changes adopted following the deliberations held.

CARRIED

RESOLUTION 2023/176

Moved: Cr Murray Cox

Seconded: Cr Kerry Bellringer

4. In accordance with Section 11 of the Freedom Camping Act 2001, determine that the Responsible Freedom Camping Bylaw 2023 is:
 - (a) Necessary to protect the areas from which freedom camping is prohibited or restricted, and to protect local authority areas, protect the health and safety of people who may visit the local authority areas.
 - (b) The most appropriate and proportionate way of addressing the perceived problem in relation to the areas.

- (c) Not inconsistent with the New Zealand Bill of Rights Act 1990.

CARRIED

RESOLUTION 2023/177

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Kerry Bellringer

5. That the Responsible Freedom Camping Bylaw 2023 (Attachment 3) be adopted, with the Bylaw coming into effect on 16 December 2023.

CARRIED

7.2 DECISION REPORT - ADOPTION OF WASTE MANAGEMENT AND MINIMISATION PLAN 2024-2030 FOR CONSULTATION

The purpose of this report was for Council to approve the draft Waste Management and Minimisation Plan 2024-30 for public consultation.

Solid waste manager Angie Taylor joined the meeting. She introduced the plan, which would go out for consultation in the new year. David Adamson said there was a foreword to be drafted asking for submissions. This was yet to be signed off by the chief executive.

RESOLUTION 2023/178

Moved: Cr Phillipa Guerin

Seconded: Cr Kerry Bellringer

1. That the report be received.

CARRIED

RESOLUTION 2023/179

Moved: Cr Matt Murphy

Seconded: Deputy Mayor Karen Morgan

2. That the Council adopt the attached draft Waste Management and Minimisation Plan 2024-30 for public consultation through the Special Consultative Procedure, in accordance with section 83 of the Local Government Act 2002.
3. That the attached draft Waste Management and Minimisation Plan 2024-30 Statement of Proposal be approved for public consultation through the Special Consultative Procedure, in accordance with section 83 of the Local Government Act 2002.

CARRIED

7.3 DECISION REPORT - REQUEST FOR REIMBURSEMENT FROM THE TEKAPO COMMUNITY BOARD

The purpose of this report was to seek Council approval to reimburse the Tekapo Community Board's grants fund the amount of \$1,000 from Council's discretionary grants budget.

Cr Murphy declared an interest in that he chairs the Mackenzie Scholarship Trust. He said he would not speak to this report or vote but was happy to answer any questions.

The Mayor said the Mackenzie Scholarship Trust didn't have the money it needed to provide ongoing grants.

Cr Morgan asked about the policy of community boards contributing to the scholarship and would this be an even playing field?

Cr Murphy provided background information on the fund and the application via the Tekapo Community Board. The other two community boards were not approached for funding, but businesses have provided sponsorship to make up the amount needed to provide the scholarships this year.

The Mayor said this was not a tidy way of doing it and before next year they would need to see a tidier way to do it.

Cr Murphy said the best approach would be an application to council rather than the community boards. The chief executive said there was an opportunity to grow the fund by approaching businesses in the other areas of the district. The Mayor asked for this to be attended to by August next year. Action to be added to the action list.

RESOLUTION 2023/180

Moved: Cr Phillipa Guerin

Seconded: Cr Murray Cox

1. That the report be received.
2. That Council instructs staff to reimburse the Tekapo Community Board grants fund the amount of \$1,000, from the council's discretionary grants fund, in recognition of a grant the community board has made to the Mackenzie County Scholarship Trust.

CARRIED

7.4 DECISION REPORT - REQUEST FOR INCREASED FUNDING FROM THE AORAKI FOUNDATION

The purpose of this report was to present the new proposed funding agreement for the Aoraki Foundation to Council for approval and to seek approval for funding to the Aoraki Foundation. The Mayor said this request was signalled to council earlier in the year.

Cr Morgan said if there was an increase in funding it usually provided for an increased level of service. Were they providing more to the district? The chief executive said they were offering to be a provider of an emergency fund if needed.

The Mayor said it was only recently that the Aoraki Foundation had taken more interest and been more proactive. Cr Fisher asked what was paid to the trust already - \$1,000 per year. The recommendation was asking for an additional \$3,000 to a total of \$4,000 per year.

Cr Morgan was concerned about the requirement in the MOU that they be the only provider of fundraising. The chief executive said it needed to be made clear to them that they could be a provider but not the only provider. Noted that community development staff could do this work so it would not need to be outsourced.

Cr Murphy noted that Mackenzie only received a small proportion of the funding they handed out and contributing would be a way for council to show support of the fund and encourage applications.

He asked a question around the council discretionary grants fund. General manager Chris Clarke said many grants funds were not well defined. Community development staff were working on this and would come back to council next year with recommendations for a way forward.

Murray Dickson said the discretionary fund was created at the last Long Term Plan with no structure to it.

Cr Morgan suggested that Council organise itself around grants before engaging with a third party. She said \$9,000 can go a long way in a small community. The \$1,000 per year was still in place. She suggested revisiting this in a year's time.

Cr Murphy asked for the dollar value the foundation has returned to the Mackenzie district in years gone by. This may be significantly more than the money they are asking for.

The chief executive offered to find this out and bring it back to council. The Mayor said she was meeting with Mr Spackman from the foundation and would take these thoughts back to him.

Other councillors agreed with tidying up council's grants before going further.

RESOLUTION 2023/181

Moved: Deputy Mayor Karen Morgan

Seconded: Cr Kerry Bellringer

1. That the report be received.
2. That Council agrees to **not approve** the additional funding (\$3000 p.a.) for the Aoraki Foundation for the next three years.

In Favour: Crs Anne Munro, Karen Morgan, Kerry Bellringer, Scott Aronsen, Phillipa Guerin and Rit Fisher

Against: Crs Murray Cox and Matt Murphy

CARRIED

7.5 LATE ITEM: REQUEST FOR FUNDING FROM TPDA

The Mayor said an urgent request had come from the Twizel Community Board at their meeting "last night" and it was not included in the agenda for the council meeting because it had only arisen the night before.

A grant application was tabled and handed around to the councillors. A copy of this document is available as an attachment to these minutes.

The grant application was from the Twizel Promotions and Development Association (TPDA) requesting \$5,000 towards the purchase of a mobile sign to be used at the Wine and Salmon Festival, and occasions thereafter. The Twizel Community Board was not delegated to authorise grants to that amount, so they referred the request to full council.

Cr Bellringer is the council representative on the Twizel Community Board. He said the grant application was for a Love Twizel mobile sign. TPDA would look after the sign and would take it to events. The community board didn't have the power to grant this much money and would like council to grant this.

Cr Morgan said the urgency on this matter was only set by the TPDA. TPDA has already received funding from the Mackenzie Tourism Fund towards the Wine and Salmon Festival and this would be "double dipping". This was a project that another funding source would support if asked. She did not see any urgency in this matter.

General manager Murray Dickson said the regional events fund had funded the event but this was from MBIE, not from council money, so this would not be double dipping.

Discussion took place on the benefits of having a sign that people could take photographs in front of and post on social media. It was noted that existing street art has "Twizel" in the artwork so people could take photos. This was a nice to have, but not essential to the festival.

Cr Aronsen said \$5,000 was a lot for a sign. He believed there were creative people in the community that could come up with something. Cr Bellringer replied that the sign would be constructed locally.

Cr Murphy said the community board could give the rest of their grant funding towards this project. Or they could take over the project themselves and fund it from the township budget.

Cr Cox said he was concerned that the request came to the council meeting urgently with no options or considerations provided.

The councillors decided to decline the grant application and passed the resolution below.

RESOLUTION 2023/182

Moved: Mayor Anne Munro

Seconded: Cr Rit Fisher

That Council acknowledges the situation that the community board finds itself in but does not wish to accept the application from TPDA as a late agenda item, and the grant is declined.

CARRIED

7 COMMUNITY BOARD RECOMMENDATIONS

Nil

8 CONFIRM COUNCIL MINUTES**8.1 MINUTES OF COUNCIL MEETING - 21 NOVEMBER 2023****RESOLUTION 2023/183**

Moved: Cr Phillipa Guerin

Seconded: Cr Murray Cox

1. That the Minutes of the Bylaw Hearing held on Tuesday 21 November 2023 be received and confirmed as an accurate record of the hearing.

CARRIED**8.2 MINUTES OF COUNCIL MEETING - 28 NOVEMBER 2023**

Cr Guerin noted that two names under Bereavements were incorrect. They should read Shirley Bishall and Annette Seigart (?).

RESOLUTION 2023/184

Moved: Cr Phillipa Guerin

Seconded: Cr Murray Cox

1. That the Minutes of the Council Meeting held on Tuesday 28 November 2023 be received and confirmed as an accurate record of the meeting, with the corrections noted above.

CARRIED

The meeting adjourned at 9.55am and the Mayor presented a Mackenzie County Scholarship to Kate Harrison. It reconvened at about 10.30am.

9 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2023/185**

Moved: Cr Matt Murphy

Seconded: Cr Murray Cox

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Decision Report - Chief Executive's Key Performance Indicators and Remuneration	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

RESOLUTION 2023/186

Moved: Cr Phillipa Guerin

Seconded: Cr Rit Fisher

That Council moves out of closed meeting into open meeting.

CARRIED

9.1 DECISION REPORT - CHIEF EXECUTIVE'S KEY PERFORMANCE INDICATORS AND REMUNERATION

The purpose of this report was for Council to adopt the 2023-24 Key Performance Indicators for the chief executive and consider remuneration for the current financial year.

The full notes of the discussion of agenda item are available in Laserfiche under Chief Executive's Performance Committee. Access to this folder is restricted for privacy reasons.

RESOLUTION 2023/187

Moved: Deputy Mayor Karen Morgan

Seconded: Mayor Anne Munro

1. That the report be received.
2. That Council adopts the Chief Executive's Key Performance Indicators for 2023-24 as attached to this report.
3. That Council agrees to increase the chief executive's remuneration by 5.5%.
4. That the chief executive's KPIs, and these resolutions regarding the chief executive's KPIs and remuneration, be made available in the public minutes of the council meeting.

CARRIED

The Meeting closed at 10.50am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30 January 2024.

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CHAIRPERSON

9 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Information Report - Property Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
11.2 - Minutes of Public Excluded Council Meeting - 12 December 2023	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
11.3 - Minutes of Public Excluded Audit and Risk Committee Meeting - 12 December 2023	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

11.4 - Minutes of Public Excluded Fairlie Community Board Meeting - 14 December 2023	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
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