



496TH MEETING

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

Date: Tuesday, 18 June 2019

Time: 9.30am

Location: Council Chambers Fairlie

AGENDA

Ordinary Council Meeting

18 June 2019

**Suzette van Aswegen
Chief Executive Officer**

Council Membership:

Mayor Graham Smith (Chair)

James Leslie

Russell Armstrong

Anne Munro

Stuart Barwood

Chris Clarke

Paul Hannagan

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 meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002)

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1 OPENING

2 APOLOGIES

3 VISITORS

10.15am citizenship ceremony followed by morning tea with the new citizens.

4 DECLARATIONS OF INTEREST

5 BEREAVEMENTS

6 MAYOR'S REPORT

6.1 MAYORAL ACTIVITIES REPORT

File Reference: PAD

Attachments: Nil

RECOMMENDATIONS

That the report be received.

ACTIVITIES

Meetings and Events

Recent meetings and events of note that I have attended since the last Council meeting on 7 May 2019 include:

May 2019

- 8 May – Met with Mayors Taskforce for Jobs in Timaru.
- 9 May – Met with Albury residents.
- 10 May – Met with Audit NZ for relationship meeting.
- 14 May – Met with Timaru business person in morning, then with a generator company in afternoon and DOC for relationship meeting. Also met with Tekapo business person.
- 15 May – Attended Pukaki Airport Board meeting.
- 16 May – Attended Council workshop in Tekapo.
- 17 May – Attended the South Canterbury Sports Awards evening in Timaru.
- 20 May – Visited Council forestry sites.
- 21 May – Committee Day and Fees and Charges workshop.
- 23 May – Attended Kimbell and School Roads Rural Water Supply AGMs in morning. Travelled to Christchurch with CE and attended Regional Transport Committee and then Mayoral Forum working dinner.
- 24 May – Attended Mayoral Forum with CE and then the Canterbury CDEM Group Joint Committee meeting.
- 25 May – Attended Mackenzie Lodge 125th year celebrations in Fairlie.
- 29 May – The CE and I met with the South Canterbury Chamber of Commerce.
- 31 May – Spoke on The Breeze for Mayoral radio show.

June 2019

- 5 June – Attended Tekapo Community Board meeting.
- 6 & 7 June – Attended Rural Provincial meeting in Wellington with CE.
- 7 June – Attended first Governance Group meeting of Destination Mackenzie.
- 10 June – Participated in District Licencing Committee meeting. Attended Twizel Community Board meeting.
- 11 June – Had relationship teleconference with NZTA.

- 13 June – Met with Sport South Canterbury representative.
- 18 June – Council meeting.

Canterbury Regional Transport Committee – 23 May 2019

- Concern was expressed over rising levels CO² in our atmosphere and it was agreed to advocate to central government for more incentives for alternative powered vehicles.
- The call for more drug testing has resulted in more information being needed to understand the problems with some drivers on medication that will affect the test.
- NZTA has over programmed work and costs. Letters have been sent to those Councils whom have this work programmed within their Long Term Plans to now say this work will not happen this year. They are saying that this is due to a change of Government priorities. This will not affect us at Mackenzie.
- Speed management, rural roads, safe roads, safe vehicles. We need a consistent set of rules. NZTA are yet to consult with Local Authorities and as our Rooding Manager has said there is no use us pushing ahead with RTA.
- NZTA working with mode shift plans. High occupancy lanes, 6000 vehicles a day are in danger of head on crash. 19% head on die. Need for barrier strips and rumble areas, jug handle turn bays. This safety work will be called Head On Program. The draft strategy for this will be due out in July.

Canterbury Mayoral Forum - 24 May 2019

- Canterbury Water Management Strategy - We were presented a report by Hugh Logan entitled "Fit for the Future". The Ecan work is coming to an end on water management plans, with all plans to be notified by October. Zone committee members need to reinforce, add value and some work needs to be done on how to keep committees focused. There is a need to reset goals and strategy, more to reflect future programs. Mayoral Forum plays a key part in this. There will be some financial implications to this.
- Tim Loftus of ChristchurchNZ presented on the Canterbury Story that is being put together to advertise Canterbury as a home. The story is "there is more to life every day in Canterbury". We have a unique story crafted to show innovation spirit, determination, bold can do attitude. The CanterburyStory.com, will be on line, in libraries. It is not just all about tourism and is aimed at attracting skilled people to our region to live and work.
- Our Mayoral Triennial agreement is coming due and will need to be signed by incoming councils. I hope that new councils will give this agreement about the collaborative approach, the support it needs. Collectively Canterbury Mayors work very well together with good communication can help development in their Districts.
- The South Island Destination plan is under way. Stafford Strategies will liaise with all councils. The first push is to obtain better data collection.

- CE Forum report on the 3 waters, that by August they will be talking to the Government as regards regulations to manage water standards.
- Timaru District Council and Ecan transport trial – Mayors agreed to seek Government funding with an application, connecting the trial to savings in carbon.
- The Mayoral Forum agreed to continue to push for Shane Jones to address us at the next forum.

Canterbury Civil Defence Emergency Management Joint Committee - 24 May 2019

- Two new controllers were appointed: Jason Ellis from Timaru District Council and Michael Dawes from Waimate District Council were appointed.
- John Price from NZ Police gave a debrief of the Mosque shootings. First time in New Zealand history the terrorism threat was raised to high with 50 fatalities and 50 injured. It was a lone wolf attack but took some time before this was ascertained. St John and CDHB were very well coordinated. St John worked on a “scoop, load and go” process. There is a new phone number 105 for St John medical but if in doubt ring 111.
- Colonel Marcus Lineham of Burnham Army Camp has offered Defence Force as a lead agency in emergency response, and recognizes the need for local advice and input. Defence Force would work with our controllers.
- Fly in emergency response team members are being interviewed and the inaugural team is to be announced middle August. It will be good to have these on board.
- A new strategy National Disaster Resilience has been adopted. It is a whole of society approach to disaster resilience, wherein everyone at all levels understands what can be done to reduce risk and build resilience.

Rural Provincial Meeting 6 and 7 June 2019

Gisborne and Wairoa rural area have had excellent prime grazing land being bought and planted into forestry by off shore investors. Some communities around Gisborne and other parts mainly North Island.

Mayor of Ashburton District Council feels that Federated Farmers did not step up and realise the effect that M-Bovis has had on the farming community. There is a need to strengthen Rural Support teams.

Gang numbers are rising in the Hawkes Bay which is causing concern.

Rural community resilience has identified transient populations which are vulnerable in rural areas and need to be looked after by locals.

Andrea Reeves of Office of the Auditor General spoke on Audit reports. Key aspects for all Councils LTPs are water and the key challengers are increasing capital expenditure on Long Term Plans. Some Council LTP's may not be fit for purpose, as much is not useful. Changing levels of service,

challenging construction industry, increasing ratepayer expectation, creating solutions often create unintended problems and with major expenditure needed, she warned a perfect storm is developing in terms of expenditure and angst in communities not being addressed. Going forward communities need to have trust and confidence in their Council.

Dave Cull LGNZ President is very dissatisfied with the level of cooperation from central Government. There is wide spread dissatisfaction of NZTA in areas as funding and capacity for NZTA to perform. Kiwi Build is a simplistic view of our housing issue and we are still building houses too expensive and 30 years out of date.

Malcolm Alexander CEO LGNZ stated the aggregation of water is not acceptable. It is not supported by data and mega councils cannot pay for more. The \$35 Tourist levy needs to fund Opex. Some changes are coming to speed limits as road safety focus is on Vision Zero.

David Kelly CEO Master Builders spoke about how the new building reforms will not improve building process, many regulation proposals are not working and some construction companies are collapsing and others are in trouble.

Nathan Guy of the National Party spoke about overseas buyers paying \$13000/ha for land to plant in forestry. This needs to stop happening on good farming land. The Government's "Wellbeing" budget does nothing to kick start our slowing economy. There is concern if the Government takes the cap off carbon credits which are at present \$25.

James Shaw, Associate Finance Minister spoke on the Budget and how this now makes some long term challenges intergenerational, the outcomes will be indicators of success. We need to build a productive nation with long term infrastructure. The Government has allowed for \$1billion investment into rail. Unemployment is at 4% but Maori is at 8%. The Tourist levy has been set to manage tourism but more work needs to be done on the distribution of this levy.

Mark Ratcliffe CEO NZTA wants the organization to get back to grass roots. The Transport Minister is asking where has the money gone and there is going to have to be more monitoring. More connection with regions, needs stronger leadership NZTA, extra money to rebuild Kiwi rail. Focus on safety rails, rumble strips, safe cars, re imports, most cost effective method is to reduce speed.

Alex Walker Mayor of Hawkes Bay spoke about their Council and how they have refocused their values on trust, honesty, respect, innovation and excellence therefore to spell the word THRIVE.

Peter Mersi, CEO of Ministry of Transport spoke about NZTA's strong safety program working on compliance with Vision Zero. 8 per 100 people still die on New Zealand's roads. Many speed limits are wrong but regions need to make these calls and these must be consistent. The NZ land Transport fund is under extreme pressure.

Minister Sage spoke on waste and the need to further levy waste, need to incentivize business to divert waste, take a responsibility for tyres, lithium batteries, refrigerants and packaging. Extra \$4 million to look at waste issues. Ten Councils have stopped recycling as the costs do not stack up.

Katie Milne President Federated Farmers is concerned about the media attention that farmers are up against. She warned of damage to local economies if measures around climate change happen too fast. This is do-able for farmers but they need to be given the tools for this to happen for

example to vaccinate to stop methane, GE grass that does not contain methane and new technological advances.

Liz Macpherson CEO Statistics New Zealand spoke about the Census and how they are disappointed with the result with 58,000 people not captured. They had made some estimates to get averages. On line Census forms worked well when people used it but would have to be more face to face for the next Census in 2023. Statistics New Zealand have been asked to work with Local Government. Good information is essential for many decisions.

7 PUBLIC EXCLUDED REPORTS

8 REPORTS

8.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

File Reference: PAD 2/3

Attachments: Nil

RECOMMENDATIONS

That the report be received.

ACTIVITIES

Provincial Growth Fund Application - Destination Mackenzie (Feasibility Study)

The inaugural meeting of the Destination Mackenzie Governance Group took place in Wellington on 7 June 2019. The Terms of Reference for the Governance Group, the Scope of Work and meeting schedule were agreed upon. Once the final paper work for this is in place, it will come before Council for ratification.

CORPORATE WORK ITEMS

Staff Movements

Since the last Council meeting we have farewelled Garth Nixon Group Manager – Community Facilities; Paul Morris Group Manager – Finance and IT; and Karina Morrow Group Manager - Regulations.

Water Supplies

There have been no failed water supply tests since the last Council meeting.

Civil Defence

There have been no Civil Defence incidents since the last Council meeting.

Health and Safety

Since the last report to the Council meeting on 7 May one Near Miss incident has been reported.

Local Government Official Information Meeting Act (LGOIMA) Requests

The following LGOIMA requests were received since the Council meeting:

Date Received	From Whom	Nature of Request
16/04/2019	Anthony Honeybone	RM180075 - Pukaki Canal Failure & Emergency Response Plans for Hocken Lane
26/04/2019	Anthony Honeybone	Info regarding Meridian Energy as affected party by MDC
06/05/2019	Charlotte Honeywill, Milward Finlay Lobb	HAIL Report - Talbot Rd - Valn. 25310/022.00 & 25310/021.01
09/05/2019	Responsible Campers Association, R Osborne	Freedom Camping Bylaws
09/05/2019	Toni Kennerley, Planalytics	Copy of all RCs issued 2017/2018

10/05/2019	Charlotte Honeywill, Milward Finlay Lobb	HAIL Report - Strathallan Rd - Valn. 25280/15110
09/05/2019	Marie Russell, Otago Uni	Firing/Shooting Ranges in Mackenzie
14/05/2019	Charlotte Honeywill, Milward Finlay Lobb	HAIL Report - Blainslie Rd - Valn. 25270/18300
10/05/2019	Jess Algie, Pact Group	Waste Management Info
10/05/2019	Tony Attewell, MBIE	Alleged Illegal Aggregate Mining at Omahau Hill Station
14/05/2019	Laura Dooney, Radio NZ	Kerbside Collections
15/05/2019	Charlotte Childs, Duncan Cotterill	Property File Request for Peppers Resort
16/05/2019	Brenda Macdonald, Logan Stone	Resource Consents for 2530020100 and 2350019301
21/05/2019	Alice Geary, Stuff	Freedom Camping Fines
21/05/2019	Craig Dunn, Paw Justice	Dog Management in Mackenzie
22/05/2019	Charlotte Honeywill, Milward Finlay Lobb	HAIL Report - Ostler Rd - Valn. 25320/00687 & 25313/00766
24/05/2019	Tabitha Lorck, Taxpayers Union	CEO Remuneration for 2017/18 and 2018/19
31/05/2019	Janet Lewin, Ministry of Health	Questions around Environmental Health Officers
04/06/2019	Gail Pacheco, Auckland Uni	Class 4 Gambling Policy

Meetings and Events

Recent meetings and events of note that I have attended since the last Council meeting on 7 May 2019 include:

May 2019

- 8 May – Met with Ngai Tahu representatives. Attended meeting of South Canterbury Council Chief Executives in Timaru.
- 9 May – Attended the Project Group workshop for Destination Mackenzie followed by Alpine Energy Shareholders Officers Meeting.
- 10 May – Had relationship meetings with Audit NZ. Met with the CE of Alpine Energy.
- 14 May – The Mayor and I had separate business meetings with a Timaru business person, a Generator Company, the Department of Conservation and a Tekapo business person.
- 15 May – Attended the Pukaki Airport Board meeting. Met with the independent member of the Audit and Risk Committee.
- 16 May – Attended Council workshop in Tekapo.
- 21 May – Attended Committee Day and Fees and Charges workshop.
- 22 May – Met with Fairlie business person.
- 23 May – Travelled to Christchurch with Mayor for Mayoral Forum dinner.
- 24 May – Attended Mayoral Forum and Canterbury Civil Defence Group Joint Committee.
- 28 May – Teleconference with a Local Government New Zealand – CouncilMARK representative.
- 29 May – The Mayor and I met with the South Canterbury Chamber of Commerce.

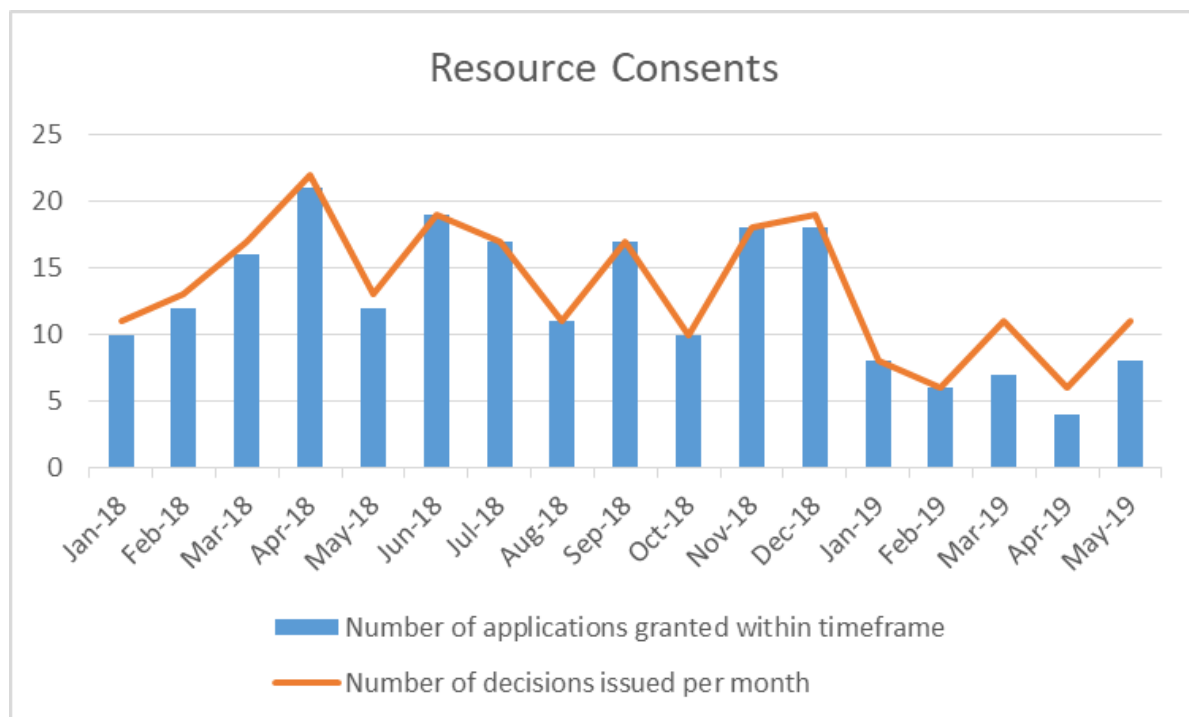
June 2019

- 4 June – Relationship teleconference with Ecan, followed by a meeting in Tarras with legal representatives.
- 5 June – Met with Audit New Zealand representatives, then travelled to Wellington. Held separate teleconferences with a Destination Mackenzie consultant and a HR consultant.
- 6 & 7 June – Attended Rural Provincial meeting with the Mayor.
- 7 June – Attended Mackenzie Alignment meeting followed by the first Governance Group meeting for Destination Mackenzie in Wellington.
- 10 June – Relationship teleconference with South Canterbury Council Chief Executives.
- 11 June – Held monthly staff meeting followed by relationship teleconference with NZTA.
- 12 June – Met with the PSA then travelled to Wellington.
- 13 & 14 June – Attended SOLGM Future Workforce Forum.
- 18 June – Council meeting.

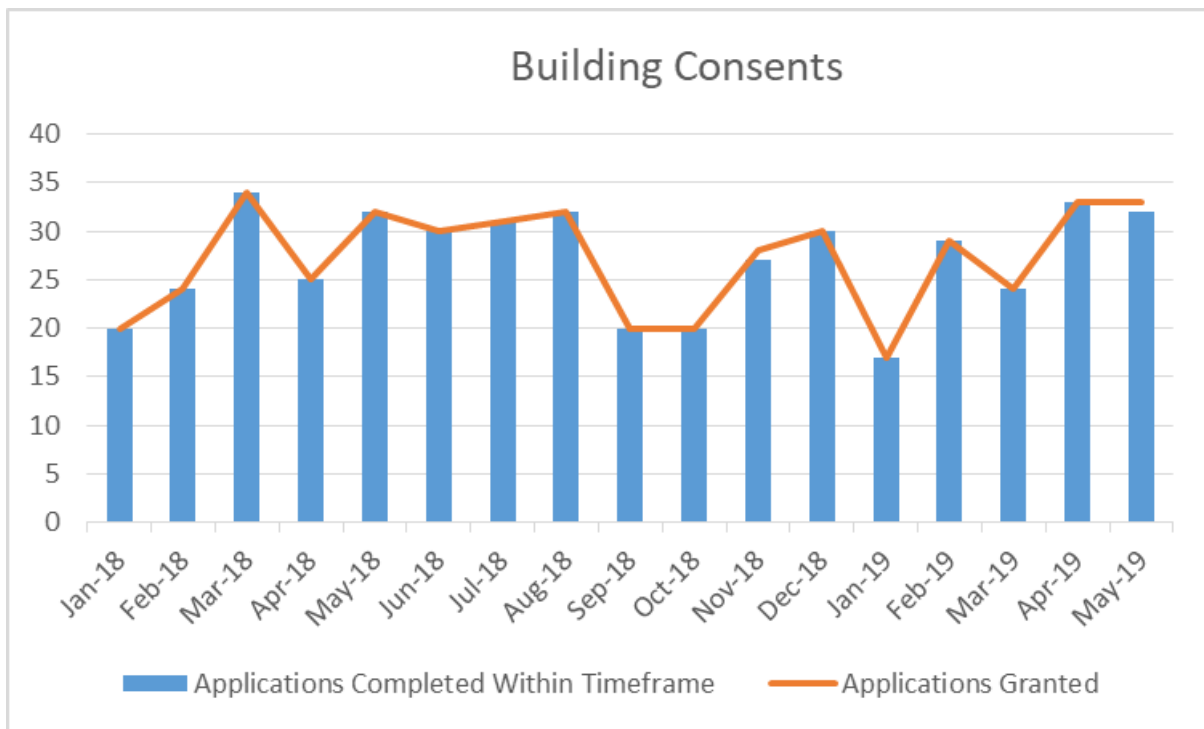
Complaints/Service Requests for April and May 2019

From 1 April to 31 May, 73 service requests were received from residents or visitors throughout the district. Of these, 66 have been completed and closed off, and the remaining 7 have been initially inspected and the essential issues dealt with.

Resource Consents





Building Consents



SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

8.2 PROPOSED FEES AND CHARGES 2019/20**File Reference:** FIN 4/11**Author:** Suzanne Blyth, Resource Management Planner**Authoriser:** Stuart Grant, Acting General Manager Corporate Services

Attachments:

1. Draft Fees and Charges 2019-20 FINAL [↓](#) 
2. Discussion Document - Council Workshop on Proposed Fees and Charges 2019/20, 21 May 2019 [↓](#) 

PURPOSE OF REPORT

For Council to adopt the proposed fees and charges for the 2019/20 financial year.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Council adopt the attached fees and charges for the 2019/20 financial year.

BACKGROUND

Each year Council sets its fees and charges for the provision of services. In doing so, the Council sets fees for various activities in accordance with relevant statutes. Each manager has reviewed the fees for their respective areas, and the attached schedule sets out the proposed fees and charges for the 2019/20 year.

There are two attachments to this paper. The first attachment are the fees and charges the Council is asked to adopt. The second attachment shows these new fees in comparison to the current financial year, for the Council's information.

Council has already consulted on the resource management fees and charges and is considering the changes to those fees separately. These are included for completeness in the attachments.

Those fees relating to the use of community halls and swimming pools have been workshopped with the relevant community boards. The proposed community hall and swimming pool fees, including changes as requested by the community boards, are recommended to Council for adoption.

Council workshopped the attached fees and charges on 21 May. Changes requested by Council have been included in the attachments.

In summary, changes to the current year's fees and charges are proposed in the following areas:

Administrator Fees

- Fees for administration have been increased from \$60.00/hr to \$70.00/hr in all areas of Council.

Assets

New fees/increases to fees and charges have been introduced to reduce the costs to the rate payer by recovering the costs of providing a service. A number of the fees have also been introduced to ensure that Council controls the quality of the works undertaken.

- All Inspections/re-inspection (per inspection) – increase from \$175.00 to \$180.00.
- Water supply:
 - A tanker load of water Bulk Water (Maximum of 10,000 litres) – change to the charging regime from charging 1.50/m³ to \$70.00 per tanker load of water.
 - Metered Stand Pipe (used to extract water from Fire Hydrant) deposit is a new charge of \$500.00.
- Water supply by the meter (minimum annual fees):
 - A charge has been introduced for the Application for Connection/Disconnection of a water supply of \$200.00.
 - Water Connection (20mm) charging has been brought in-house the fee is \$1,800.00 + reinstatement.
 - Water connection (commercial) are to be charged out at the Actual Cost + 15% (administration fee).
 - The volume of water provided to Twizel by water metre at no cost is reduced from 1400m³ to 700m³, the cost of water per cubic metre remains 90c /m³.
 - Meter Special read outside of the normal cycle (including Final reading) increases from \$60.00 to \$80.00.
 - Back flow installation fees have been specified, the fee is Actual Cost + 15%.
 - Back flow testing has been brought in-house to control quality, the cost is \$150.00.
 - Right to withdraw from fire hydrant increases from \$60.00 to \$65.00.
 - A fixed fee of \$500.00 instead of Actual + 15% for Restrictor Change (Quick Fill) Charges in lieu of Urban Water Supply Rates for part of the year.
- Foul Sewer
 - Application for Connection/Disconnection is a new fee set at \$200.00.
 - Application to “Build over Services” is a new fee set at \$500.00.
 - Septic tank/holding tank to oxidation pond increases from \$5.20/m³ to \$6.00/ m³.
- Roothing and Footpaths
 - Inspections/re-inspection (per inspection) – increases from \$175.00 to \$180.00.
 - Vehicle Crossing Application if inspection required increases from \$175.00 to \$180.
 - Temporary road closure costs increases from \$60.00 + disbursements to \$120.00 + disbursements.
 - Hoarding/footpath occupation Application Processing Fee and road lease changes from \$18.00/m²/year and –\$12.00/linear metre/month to \$350.00+\$12.00/linear metre/month.
 - Rapid Number application and plate costs \$75.00.
 - New Rapid Plate costs \$25.00.

Solid Waste

- Fees for waste accepted at weighbridge (exclusive of greenwaste) increases:

- Refuse from \$322.00/tonne to \$330.00/tonne.
- Greenwaste from \$60.00/tonne to \$70.00/tonne.
- Metal from \$62.00/tonne to \$64.00/tonne.
- Clean fill from \$31.00/tonne to \$35.00/tonne.
- Waste not accepted via weighbridge per cubic metre rate – Refuse increases from \$86.00m³ to \$89.00m³.
- Greenwaste per cubic metre rate increases from \$20.00m³ to \$22.00m³.
- Cleanfill per cubic metre rate increases from \$30.00m³ to \$32.00m³.
- Cleanfill minimum charge is removed.
- Whiteware per item increases from \$22 to \$23 per item.
- Recyclable - metal per cubic metre increases from \$86.00m³ to \$89.00m³.
- Tractor tyre per item increases from \$30.00 to \$40.00.
- Removal of asbestos disposal service.
- New/bin extra bin request introduced with a fee of \$90.00.

Building

- Application fee new charge with a graduated scale:
 - Building work of a value up to and including \$50,000.00 is \$180.00.
 - Building work valued greater than \$50,000.00 is \$500.00.
- Staff Rate for Principle Building Control Officer of \$150.00.
- Rename Building Control Manager rate with Regulatory Manager to reflect the new council structure.
- Solid Fuel Fire increases from \$320.00 (total fee incl. admin & CCC) to \$360.00 (total fee incl. admin & CCC).
- Notice to Fix Base Charge introduced.

Dog Control Fees

- Increases to all fees by \$10.00 per fee.
- Removal of fees for owners with SOP status the fees for Neutered urban dog, Rural dog, Working dog, Menacing Dog.

Liquor Licensing and Gambling Act – Other fees

- Introduction of Fees for a Planning Certificate for On/Off Licences renewals and new premises:
 - Planning Certificate Renewal of an On/Off Licence \$130.00.
 - Planning Certificate new application for an On/Off Licence \$250.00.
- Online advertising of all Liquor License Applications new set fee of \$50.00.

Cemeteries

- Internment and plot fees increased at approximately 2% to maintain split between user charges and the general rate requirement

Hall and Venue Hire

- Charges adjusted at approximately 2% to maintain split between user charges and targeted rates, with changes recommended by the respective community boards.

Squash

- Increase of \$2.00 for causal use of the court.

Pensioner Housing

- Adjusted at approximately 2% to maintain split between user charges and general rate, whilst remaining within policy cap of not more than 1/3 of weekly national superannuation

Swimming Pools

- Adjusted at approximately 2% to maintain split between user charges and general rate for the Strathconan Swimming Pool. Align the fee increases for the Twizel Swimming Pool with those of the Strathconan Swimming Pool, which means the reduction in cost recovery for the Twizel Swimming Pool.
- Amend the pre-school category and charge \$3.50 for an adult with a pre-schooler instead of two separate charges for adult and a pre-schooler.
- Changes have also been made to the terms used to describe the activities so they are the same terms for both swimming pool sites.

Local Government Official Information and Meetings Act (LGOIMA) Requests

- Property File Requests charge introduced for non-property owners and the provision of a flash card:
 - Preparation time for non-property owners \$15.00.
 - Flashcard (USB) – if requested \$15.00.

POLICY STATUS

The proposed changes to the fees and charges ensure that Council's Revenue and Financing Policy (the Policy) can be complied with. The proposed changes to the fees and charges have been determined in accordance with the Revenue and Financing Policy and will ensure that all activities with the exception of the Twizel Swimming Pool meet the Policy.

The Twizel Swimming is currently recovering 14% of the costs through user charges, under the Policy the recommended range of cost recovery for swimming pools user charges is 20-40%. In accordance with the Policy the cost recovery is considered to be marginally outside the recommended range. The variance with the policy is not considered significant and does not warrant a change to the Policy.

It is recommended that the funding sources for swimming pools is reviewed when the Policy is considered as part of the Long Term Plan review in 2021.

SIGNIFICANCE OF DECISION

This matter is not considered to be significant under the Council's Significance and Engagement Policy.

OPTIONS

The options available to Council are to either:

- a) Adopt the proposed Fees and Charges for the 2019/20 financial year; or
- b) Instruct staff to make amendments to the proposed Fees & Charges for 2019/20 and adopt those fees including amendments.

CONSIDERATIONS**Legal**

There are no similar statutory requirements in relation to the other fees and charges which Council are now asked to adopt. Council can simply adopt these.

Financial

The setting of fees and charges provides part of the Council's funding for its activities as set out in the Revenue and Financing Policy.

Other

N/A

CONCLUSION

Council is required to set fees and charges prior to the beginning of the 2019/20 financial year. This paper seeks that Council adopts the attached proposed Fees and Charges for the 2019/20 financial year.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER



Mackenzie District Council

DRAFT

Fees and Charges

2019/2020



While Council has made every effort to provide an accurate and exhaustive Schedule of Fees and Charges, if any errors and/or omissions are identified, Council reserves the right to vary and/or introduce fees and charges at its discretion.

Unless stated otherwise all fees and charges are inclusive of GST.

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MACKENZIE DISTRICT COUNCIL

Food Act	20
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Compliance and Monitoring	20
Verification (Audit)	20
Complaint Driven Investigation	20
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Asset Management

1 July 2019 to 30 June 2020

	Fees 2019/20
On-cost for all chargeable private works carried out by Councils contractor	15%
Inspections/re-inspection (per inspection)	\$180.00

Staff Charge-Out Rates

Per hour (15 minute increments to the nearest quarter of an hour)	Fees 2019/20
Administrator	\$70.00/hr
Engineering Officer	\$130.00/hr
Engineering Manager/Group Manager Operations	\$180.00/hr

Water Supply

	Fees 2019/20
Tanker load of water Bulk Water (Maximum of 10,000 litres)	\$70.00
Metered Stand Pipe (used to extract water from Fire Hydrant) deposit	\$500.00

Water Supply by the Meter (Minimum Annual Fees)

	Fees 2019/20
Inspections/re-inspection (per inspection)	\$180
Application for Connection/Disconnection	\$200.00
Water connection (20mm)	\$1,800.00 + reinstatement
Water connection (commercial)	Actual Cost +15%
Re-allocation of units –rural supply	\$180
Fairlie	90c/m ³ (1 st 700m ³ free)
Tekapo	90c /m ³ (1 st 700m ³ free)
Twizel	90c /m ³ (1 st 700m ³ free)
Burkes Pass	90c /m ³ (1 st 700m ³ free)
Meter Special read outside of the normal cycle (including Final reading)	\$80.00
Water meter testing fee (On-site) (if requested by the consumer and not found faulty)	\$150.00
Back flow installation	Actual +15%
Back flow testing	\$150.00
Right to withdraw from fire hydrant	\$65.00
Restrictor Change (Quick Fill) Charges in lieu of Urban Water Supply Rates for part of the year	\$500.00

Foul Sewer

	Fees 2019/20
Application for Connection/Disconnection	\$200.00
Inspections/re-inspection (per inspection)	\$180.00
Application to "Build over Services"	\$500.00
Septic tank/holding tank to oxidation pond	\$6.00/m ³

Roading and Footpaths - General

	Fees 2019/20
Inspections/re-inspection (per inspection)	\$180.00
Vehicle Crossing Application if no inspection required	\$25.00
Vehicle Crossing Application if inspection required	\$180.00
Temporary road closure costs	\$120.00 + disbursements
Temporary road closure costs – late applications	Base fee + \$150.00
Road occupation fee	\$90.00+disbursements
Over Weight Permit	\$160 + disbursements
Footpath occupation (including Market Place)	\$45/m ²
Hoarding/footpath occupation Application Processing Fee and road lease	\$350 + \$12/linear metre/month
Project work application	Actual Cost
Rapid Number application and plate	\$75.00
New Rapid Plate	\$25.00
Copy of RAPID rural numbering/register, following official information request	N/A

Subdivision Inspection and Approval for Assets to be Vested or Constructed on Legal Road

	Fees 2019/20
Total construction cost less than \$10,000	\$500.00
Total construction cost greater than \$10,000	2% of the value of the complete works

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Corridor Access Request (Car)

Fees 2019/20

Works within footpaths/berms	
Type FB1 (Minor) Up to 6m ² and/or 20 lineal metres	\$30.00
Type FB2 (Major) Greater than 6m ² and/or 20 lineal metres, but less than 10m ² and/or 100 lineal metres	\$350.00
Works within road carriageway (formed road)	
Type C1 (Minor) Up to 2m ² and/or 5 lineal metres	\$350.00
Type C2 (Major) Greater than 2m ² and/or 5 lineal metres, but less than 10m ² and/or 15 lineal metres	\$900.00
Project Work	
Areas greater than the above category types	Actual cost

Part Year Services - New Dwellings Completed During the Year

Fees 2019/20

Solid Waste	Pro-rated for length of year
Water Supply	Pro-rated for length of year
Foul Sewer	Pro-rated for length of year
Storm Water	Pro-rated for length of year

Solid Waste, water, sewer and storm water rates will be charged as a targeted rate in the Properties Rates invoice from the following year onwards.

Solid Waste

1 July 2019 to 30 June 2020

Charges for off-loading of waste by the public at a Resource Recovery Park

Fees for Waste Accepted via Weighbridge

Fees 2019/20

Refuse	\$330/tonne
Greenwaste	\$70/tonne
Metal	\$64/tonne
Clean Fill	\$35/tonne

Fees for Waste NOT Accepted via Weighbridge Refuse

Fees 2019/20

Refuse per cubic metre	\$89.00
Refuse minimum charge	\$6.00
Mattress- single	\$18.00
Mattress - double	\$30.00

Green Waste

Fees 2019/20

Green waste per cubic metre	\$22.00
Green waste minimum charge	\$6.00

Clean Fill

Fees 2019/20

Clean fill per cubic metre	\$32.00
Clean fill minimum charge	

Car Body

Fees 2019/20

Car body	\$100.00
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Recyclable Materials

	Fees 2019/20
Co-mingled recycling and glass (other than recyclable materials specified below)	No Charge
TV (if recycled)	\$50.00
Whiteware – per item	\$23.00
E-Waste including desktop pc's and servers, laptops, UPS, small appliances such as drills, alarm clocks, landline phones, SLR cameras, DVD and VCR players, stereo systems, stereo speakers (per unit)	\$5.00
E-Waste including vacuum cleaners, microwaves, heaters	\$8.00
E-Waste including keyboards, mice, GPS units, digital cameras, cell phones, modems, switches, small computer speakers	No charge
Metal per cubic metre	\$18.00
Metal minimum charge	\$5.00

Tyres

	Fees 2019/20
Car and 4WD tyres – per tyre	\$8.00
Truck tyres – per tyre	\$20.00
Tractor tyres – per tyre	\$40.00

Administration

	Fees 2019/20
New/Extra Bin Request	\$90.00

Resource Management Act

1 July 2019 to 30 June 2020

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, and monitoring of resource consents in accordance with Section 36 of the Resource Management Act 1991.

Subdivision

	Fees 2019/20
Subdivision Consent	\$1,200.00 (deposit)
Section 223 (Individual application)	\$300.00 (deposit)
Section 223 and 224 (Joint application)	\$600.00 (deposit)
Section 224 (Individual application)	\$450.00(deposit)
Section 226 Certification	\$500.00 (deposit)
Lapsing Period Extension	\$400.00(deposit)

Land Use

	Fees 2019/20
Enhancement/restoration to historic building	No Charge
Resource consent exemption for boundary activities	\$250.00
Resource consent exemption for marginal/temporary rule breach	\$250.00
Controlled activity	\$500.00 (deposit)
Restricted discretionary activity	\$500.00 (deposit)
Discretionary activity	\$750.00 (deposit)
Non-complying activity	\$1,000.00 (deposit)

All Planning Applications

	Fees 2019/20
Administration (Included in the deposit fee for each application)	As per scheduled staff time
Legal Advice	Actual Cost
Travel Time for site visits ¹	\$130.00/hr
Travel cost for site visits ¹	\$0.76/km
Change or Cancellation of Conditions – delegated authority	\$500.00 (deposit)
Commissioning a specialist report	Actual Cost
Public notification – (where required)	\$5,000.00(deposit)

¹ The travel time and travel costs for a site visit will be measured from the closest Council Office to the site visit location.

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Limited notification – Subdivision or Land Use Consent (Where required)	\$3,000.00 (deposit)
Public Notice	Actual Cost

Plan Change

	Fees 2019/20
District Plan change	\$10,000 (deposit)

Designations

	Fees 2019/20
Notice of Requirement (including applications for heritage orders)	\$10,000.00(deposit)
Amendment to Designation	Actual Cost
Outline plan approval	\$500.00 (deposit)
Outline plan waiver	\$500.00 (deposit)

Other

Certificate of compliance	\$500.00 (deposit)
Certificate of existing use	\$500.00 (deposit)
Section 348 LGA 1974 – ROW's	\$500.00 (deposit)
HAIL Search	\$310.00

A HAIL search consists of a search of Council records for Hazardous Activities and Industries (HAIL) in relation to a site in accordance with the “National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health”, and Natural and Geotechnical Hazards.

Financial Contributions

Council, under its revenue and Financing Policy, levies Financial Contributions. These contributions are levied for water, sewer and stormwater and are paid when new sections or multi-unit residential developments are created.

The formula used to calculate the contributions is:

$$\frac{V - L}{R}$$

Where:

- V** = Latest independent valuation of the water supply/sewerage system/stormwater system plus the value of any capital additions made since that time and less the value of depreciation charged since the date of revaluation.
- L** = Capital reserve balance with water supply/sewerage system/stormwater system as at 1 July each year. (The reserve may be in funds or overdrawn resulting in a positive or negative balance.)
- R** = Number of connectable properties (or properties for stormwater) contributing to the assets as at 1 July each year.

Schedule of Financial Contributions

Utility	Fees 2019/20
Water	\$7108.10+GST
Sewer	\$3850.51+GST
Stormwater	\$1705.63+GST

Monitoring

	Fees 2019/20
Compliance Monitoring	\$130.00/hr
Issuing an abatement notice	\$310.00
Noise monitoring & noise complaints	No charge

Staff Charge-Out Rates

Per hour (15 minute increments to the nearest quarter of an hour)	Fees 2019/20
Administrator	\$70.00/hr
Planning Officer	\$130.00/hr
Senior Planning Officer	\$150.00/hr
Planning Manager/Group Manager Operations	\$180.00/hr
Engineering Officer	\$130.00/hr
Engineering Manager/Group Manager Operations	\$180.00/hr

Council Hearings Panel

	Fees 2019/20
Chair (Councillor)	\$100.00 per hearing hour
Member (Councillor)	\$80.00 per hearing hour (set by remuneration authority)
Hearing Panel Administration/Minute Secretary	\$70.00/hr

Independent Commissioners

	Fees 2019/20
Independent Commissioner	Actual Cost

Consultants

	Fees 2019/20
Planning Consultant	Actual Cost
Engineering Consultant	Actual Cost
Legal advice	Actual Cost
Other specialist consultants	Actual Cost

Building Consents

1 July 2019 to 30 June 2020

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, supervision and monitoring of building consents in accordance with Section 219 of the Building Act 2004.

Building Consents

Fees 2019/20	
Application Fee	Building work of a value up to and including \$50,000.00 \$180.00 Building work valued greater than \$50,000.00 \$500.00
Scheduled Staff Rates	Administrator \$70.00/hr Building Control Officer \$130.00/hr Principle Building Control Officer \$150.00/hr Regulatory Manager \$180.00/hr Consultants \$180.00/hr (not more than) Engineering Consultant \$230.00/hr (not more than) Planning Manager \$180.00/hr Senior Planning Officer \$150.00/hr Planning Officer \$130.00/hr Asset Manager \$180.00/hr Engineering Officer \$130.00/hr
Resource Management Act/Asset Management Compliance Review	
Administration	\$70.00/hr
Inspections - Additional charges will be incurred at scheduled staff rates when inspections are in excess of 1 hour	\$180.00 per inspection (first hour)
Travel Time for Inspections and Site Visits ²	At scheduled staff rates
Travel Costs Inspections and Site Visits ²	\$0.76/km
Amendments to Building Consents	At scheduled staff rates
Solid Fuel Fire	\$360.00 (total fee incl admin & CCC)
Code Compliance Certificate	Building work < \$19,000 \$65.00
Additional charges will be incurred at scheduled staff rates when processing of CCC is in excess of 1 hour	\$20,000 - \$99,999 \$130.00 Building work > \$100,000 \$260.00
Waivers and Modifications	At scheduled staff rates

² The travel time and travel costs for a site visit will be measured from the closest Council Office to the inspection/site.

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Other Charges

	Fees 2019/20
PIM Only	At scheduled staff rates
Notice to Fix – Base Charge (further costs may be incurred associated with any Notice to Fix)	\$500.00 + scheduled staff time
NZ Fire Service Section 46 Notice	At scheduled staff rates
Statistical Returns	\$300.00
Swimming Pool Audit	\$180.00
Certificate Under Sale and Supply of Alcohol Act 2012	\$150.00
Change of Use/Extension of Life	At scheduled staff rates
Waivers and Modifications	At scheduled staff rates
Notification of Exempt Building Work	At scheduled staff rates
Section 73 Certificate (building on land subject to natural hazard)	At scheduled staff rates
Section 77 Certificate (build on two or more allotments)	At scheduled staff rates
Warrant of Fitness (audit of annual warrant of fitness)	\$60.00 admin plus inspection based on scheduled staff rates
Certificate of Acceptance	\$300.00 + scheduled staff time and inspections in addition to any fees, charges or levies which would have been payable had building consent been applied for prior to building work commencing.
Certificate for Public Use	\$250.00
Certificate for Public Use – First extension	\$750.00
Certificate for Public Use – Subsequent extension	\$1,250.00
Section 133AJ Extension (extension of time to provide engineering assessment)	At scheduled staff rates
Section 133AN Exemption (exemption from requirement to carry out seismic work)	At scheduled staff rates
Section 133AO Extension (extension of time to complete seismic work on certain heritage buildings)	At scheduled staff rates

Compliance Schedules

	Fees 2019/20
New Compliance Schedule	At scheduled staff rates
Variation of Compliance Schedule Compliance Schedule Amendment	At scheduled staff rates

Other Fees and Levies

A **building research levy** of \$1.02 for each \$1,000.00 (or part thereof) and a **Ministry of Housing Building levy** of \$2.01 per \$1,000.00 (or part thereof) of the total value of all buildings of \$20,000.00 or more must be added to the consent fees scheduled above.

A **Building Consent Accreditation fee** of \$1.02 per \$1,000.00 (or part thereof) of work over the amount of \$20,000.00 must be added to the consent fees scheduled above.

General

Due to the nature and complexity of some applications (e.g. multi-complex units and multi store commercial developments) a dedicated job cost centre for the project will be developed and all actual and reasonable charges will be levied to the applicant. This includes mileage charged at a rate of 72 cents/km and staff time charged out in the schedule of fees.

Cancelled Work- Refunds may be approved on fees for cancelled work and subject to Council retaining actual and reasonable costs (e.g. inspection fees).

Important Note

All building consents received by Council will be receipted. An assessment for processing the application, including the number of inspections required to be carried out to ensure compliance with the Act and Building Code will be made at that stage. A schedule of charges will be collated and an invoice generated. The building consent will not be issued until the schedule of charges have been paid to Council.

Dog Control Fees

1 July 2019 to 30 June 2020

	Fees 2019/20
Urban dog	\$70.00
Neutered urban dog	\$50.00
Rural dog	\$30.00
Working dog	\$30.00
Working dog (disability)	No charge
Menacing dog	\$100.00

A **Penalty Fee for late registrations** will be imposed after 1 August of 50% of the appropriate fee.

For those owners with SOP status the fees are as follows

	Fees 2019/20
Urban dog	\$40.00

All known owners will be forwarded an account for registration of their dog(s) during July. All dogs of three months or more must be registered by the due date of **31 July**.

Registration fees can be made in instalments up to 31 July.

Replacement tag

	Fees 2019/20
Replacement tag	5.00 per replacement tag

Impound Fees

	Fees 2019/20
First impound	\$80.00
Additional impound of same dog	\$130.00
Daily pound fee	\$20.00

To be imposed once on impound and once every 24 hours thereafter.

Call-Out Fees

A **call-out fee of \$60.00** will apply and be charged to the owner of a dog that has been identified wandering or causing a minor nuisance. This fee may be imposed over and above any impoundment fee or infringement fine that Council may issue.

Stock Control

1 July 2019 to 30 June 2020

	Fees 2019/20
Call-out for wandering stock	\$60.00
Call-out for wandering stock- second offence (within any 12 month period)	\$120.00
Call-out for wandering stock- third offence (within any 12 month period)	\$200.00

Environmental Health

1 July 2019 to 30 June 2020

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, supervision and monitoring of Environmental Health services in accordance with Section 7 of the Health (Registration of Premises) Regulations 1966.

	Fees 2019/20
Food premises (including mobile shop food premises)	\$250.00
Camping ground registration	\$250.00
Hairdressers	\$150.00
Offensive trade	\$150.00
Transfer fee	\$100.00
Re-inspection fee	Actual Cost plus mileage

Food Act

1 July 2019 to 30 June 2020

New Registration

	Fees 2019/20
Food Control Plan (FCP) – single site	\$150 fixed fee plus \$75 per half hour after the first hour
FCP – multi site	\$225 fixed fee plus \$75 per half hour after the first hour
National Programme (NP)	\$150 fixed fee plus \$75 per half hour after the first hour
Consultancy (optional) – new business set up assistance/preopening visit	\$150 per hour
FCP Mentoring (optional)	\$300 fixed fee

Registration Renewal

	Fees 2019/20
12 month renewal - FCPs single site	\$150 fixed fee
12 month renewals - FCPs multi-site	\$225 fixed fee
24 month renewals - NPs	\$200 fixed fee
FCP Mentoring	\$300 fixed fee

Compliance and Monitoring

	Fees 2019/20
FCP – annual (incl those FCPs registered before 1 March 2016)	\$75 fixed fee
NP – 24 month	\$150 fixed fee

Verification (Audit)

	Fees 2019/20
FCP – single site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP – multi site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP Audit close-out over 15 minutes	\$150 per hour
NP1 Check (one-off)	\$150 per hour
NP2 Audit – 3 yearly	\$150 per hour
NP3 Audit – 2 yearly	\$150 per hour

Complaint Driven Investigation

	Fees 2019/20
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150 per hour plus actual travel costs and disbursements

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Exemption

	Fees 2019/20
Application & Assessment	\$150 per hour

Travel Charges (applied to fees above as appropriate)

	Fees 2019/20
Zone 2 (Mackenzie District Council)	\$55 fixed charge per visit
Actual Travel Costs	Where applicable, charged at 85cents per km plus staff travel time at \$150 per hour

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Liquor Licensing and Gambling Act

1 July 2019 to 30 June 2020

On/Off Licence and Club Licence Applications

Category	Fees 2019/20
Very low	\$368.00
Low	\$609.50
Medium	\$816.50
High	\$1,023.50
Very High	\$1,207.50

Special Licence Fees

	Fees 2019/20
Class 3: one or two small events	\$63.25
Class 2: three to twelve small events, or one to three medium events	\$207.00
Class 1: one large event, more than three medium events, more than twelve small events	\$575.00

Annual Licence Fees

Category	Fees 2019/20
Very low	\$172.50
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Other Application Fees

	Fees 2019/20
Planning Certificate – Renewal of On/Off License Applications where a Resource Consent has been granted or a PIM with a permitted activity status has been granted previously	\$130.00
Planning Certificate – On/Off License Applications for new premises	\$250.00
Online Advertising of all Liquor License Applications	\$50.00
Managers Certificate application and renewals	\$316.25
Temporary Authority	\$296.70
Temporary License	\$296.70
Appeal to ARLA (paid to ARLA)	\$517.50
Extract of Register	\$57.50
Permanent Club Charter	\$632.50

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Gambling Act Consent

\$250.00 (deposit)

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Other Regulatory Charges

1 July 2019 to 30 June 2020

Unmanned Aircraft

	Fees 2019/20
Flying approval application	\$150.00

Mobile Trading

	Fees 2019/20
Mobile Shops and Traders License	At scheduled staff rates

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Cemeteries

1 July 2019 to 30 June 2020

Internment Fees

	Fees 2019/20
Adult	\$1367.00
Child	\$687.00
Ashes	\$240.00
Stillborn	\$240.00
RSA Ashes	\$240.00
RSA Burial	\$1367.00
Designated ash area (Fairlie and Twizel only)	\$240.00
Ash beam & plinth fee	\$240.00
Lawn beam fee	\$98.00
Tekapo – Burial	\$1367.00
Tekapo – Ash	\$240.00
Weekend and Public Holidays additional fee	\$330.00

Plot Fee

	Fees 2019/20
Adult	\$583.00
Child	\$583.00
Ashes	\$583.00
Stillborn	\$583.00
Designated ash area (Fairlie and Twizel only)	\$393.00
Tekapo – Burial	\$1396.00
Tekapo – Ash	\$700.00

Hall and Venue Hire

1 July 2019 to 30 June 2020

Mackenzie Community Centre

Stadium (per hour)	Fees 2019/20
Local user (and any non-profit organisation)	\$23.50
Set up charge	\$8.40
Regular user*	\$18.40
Stadium Heating (per unit)	\$23.50
Commercial function**, hourly rate plus heating	\$56.00
Commercial set up fee	\$17.00
Hall hire bond	\$250.00
Theatre (seats 180) (per hour)	Fees 2019/20
Local user (and any non-profit organisation)	\$19.00
Set up cost per hour	\$8.40
Regular user*	\$15.85
Commercial function**	\$46.50
Theatre heating (per unit)	\$23.00
Kitchen (per hour)	Fees 2019/20
Kitchen Hire	\$18.40
Morning, afternoon teas, suppers etc. where only zip and fridge is used	\$12.00
Meeting Rooms (per hour)	Fees 2019/20
Upstairs Meeting Room	\$12.00
Hire Lounge (includes tea making facilities and power consumption)	\$15.85
Lounge Hire Regular User	\$12.25
Miscellaneous Hire Items	Fees 2019/20
Crockery available without charge (not to be removed from the centre).	
Furniture (Each)	
Hire of chairs	\$2.00
Hire of forms	\$3.00
Hire of tables	\$15.00
Furniture bond per 10 items	\$50.00

NOTE: If furniture is required in the complex, it is not available for hire.

* Regular user: user with 20 or more pre-bookings

** Commercial business rates: rates for people getting profit from hiring the facility

Lake Tekapo Community Hall

NOTE: 10 % discount for regular bookings, eight or more consecutive bookings

Community Board Room (Kitchen for cup of tea/coffee per use, zip and mugs included)	Fees 2019/20
Local	\$15.30
Commercial	\$36.00
Main Hall (Kitchen for cup of tea/coffee per use, zip and mugs included)	Fees 2019/20
Local	\$20.50
Commercial	\$41.00
Kitchen (for catering use includes ranges, crockery and cutlery)	Fees 2019/20
Local	\$31.50
Commercial	\$93.00
Whole complex (per day)	Fees 2019/20
Local	\$168.00
Commercial	\$336.00
Whole complex (per hour)	Fees 2019/20
Local	\$45.20
Commercial	\$96.00

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Twizel Events Centre

Sports Hall		Casual fees per hour 2019/20
Local		\$25.50
Commercial		\$41.00
Theatre		Casual fees per hour 2019/20
Local		\$25.50
Commercial		\$51.00
Community Room with Kitchen		Casual fees per hour 2019/20
Local		\$20.50
Commercial		\$61.20

NOTES:

- 10% discount for four hours or more in one block
- 10% discount for regular users – 20 times or more per season

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Squash

1 July 2019 to 30 June 2020

Fees 2019/20

Casual use

\$12.00 per court
plus \$25 bond for swipe card

NOTES:

- \$1 coin in the meter will give players 15 minutes of lighting.
- Lighting for both courts is run on a meter system regardless of whether you are a member or casual user.

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Pensioner Housing

*1 July 2019 to 30 June 2020***Fairlie Pensioner Housing****Fees 2019/20****Target Weekly Rental**

Single Unit	\$135.00
Double Unit	\$179.00
Single Person in Double Unit	\$157.00

Twizel Pensioner Housing**Fees 2019/20****Target Weekly Rental**

Single Unit	\$135.00
Double Unit	\$179.00
Single Person in Double Unit	\$157.00

NOTE:

Council has set its policy that the target Pensioner Housing weekly rentals will be at market rates less 20%, and that the weekly rental charged at any given time will not exceed one third of the weekly National Superannuation.

Swimming Pools

1 July 2019 to 30 June 2020

Strathconan Swimming Pool

	Fees 2019/20
Adult	\$5.00
Child (under 18 years)	\$3.50
Adult with a Pre-Schooler	\$3.50
Adult Concession Ticket (12 swims)	\$50.00
Child Concession Ticket (12 swims)	\$35.00
Adult Season Pass	\$216.00
Child Season Pass	\$115.00
Family Season Pass (Up to two adults and three children)	\$220.00
School Use	\$21.25
Private Hire, 1 lifeguard (per hour)	\$78.00
Private Hire, 2 lifeguards (per hour)	116.00

Twizel Swimming Pool

	Fees 2019/20
Adult Session	\$5.00
Child Session (under 18 years)	\$3.50
Adult with a Pre-Schooler	\$3.50
Adult Concession Ticket (12 swims)	\$50.00
Child Concession Ticket (12 swims)	\$35.00
Adult Season Pass	\$216.00
Child Season Pass	\$115.00
Family Season Pass (Up to two adults and three children)	\$220.00
School Use	\$21.25
Private use per hour, Structured session including one lifeguard	\$78.00
Private use per hour, play session including two lifeguards	\$116.00

Geographic Information Services

1 July 2019 to 30 June 2020

Customised by GIS staff, the charges listed below are for printing only. Additional charges may apply where the time to customise exceeds five minutes, then the hourly rate below applies after the first five minutes.

GIS Staff

	Fees 2019/20
GIS staff hourly rate	\$130.00

With Aerial Photography

	Fees 2019/20
A0 paper	\$30.00
A1 paper	\$20.00
A2 paper	\$15.00
A3 paper	\$10.00
A4 paper	\$5.00

No Aerial photography

	Fees 2019/20
A0 paper	\$20.00
A1 paper	\$15.00
A2 paper	\$10.00
A3 paper	\$5.00
A4 paper	\$2.00

NOTE: all printing is in colour.

GIS Aerial Photography

	Fees 2019/20
Fully referenced – per title	\$81.00
Non-referenced (CD ROM or emailed JPEG file restricted to 5 hectares for urban areas and 1/2km ² for rural areas).	\$13.00

Local Government Official Information and Meetings Act Charges

1 July 2019 to 30 June 2020

Local Government Official Information and Meetings Act Requests

Requests for copies of records or information held under the Local Government Official Information and Meetings Act 1987:

Staff Time

Fees 2019/20

The first 30 minutes of any request will be at no charge. After the first 30 minutes in responding to a request, staff time will be charged out at the following rates:

Administration staff	\$70.00
Council Officer	\$130.00/hr
Management staff	\$180.00/hr

Property File Requests

Fees 2019/20

Preparation time for property owners	No charge
Preparation time for non-property owners	\$15.00
Flashcard (USB) – if requested	\$15.00

Turnaround for viewing property files

- **Fairlie:** there is a 24-hour turnaround to view a property file in Fairlie.
- **Twizel:** there is a 3-day turnaround to view a property file in Twizel.

All other charges incurred shall be fixed at an amount that recovers the actual costs involved. This includes:

- Producing a document by computer, USB or other like equipment;
- Reproducing a film, video or audio recording;
- Arranging for a requestor to hear or view an audio or visual recording.

In accordance with s13(4) of the Act, the Council may require that the whole or any part of any charge be paid in advance.

Land Information Memorandum (LIMS)

Land Information Memorandums (LIMS)

Fees 2019/20

LIMs	\$310.00
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NOTE:

- Payment must be made on application.

Miscellaneous

1 July 2019 to 30 June 2020

Photocopying

Black and White Copies	Fees 2019/20
A4 single sided	\$1.00
A4 S/S greater than 100	\$0.50
A4 double sided	\$1.20
A4 D/S greater than 100	\$0.70
A3 single sided	\$1.50
A3 double sided	\$1.70
A2 single sided Plan copying	\$6.00
A1 single sided Plan copying	\$8.00
A0 single sided Plan copying	\$10.00
Card add extra	\$0.50
Colour Copies	Fees 2019/20
A4 single sided	\$2.50
A4 double sided	\$3.50
A3 single sided	\$4.50
A3 double sided	\$6.00

Valuation Roll Enquiries

	Fees 2019/20
Abstracts from Rating Rolls – paper copy	\$115.00 per town

Lake Alexandrina Lease Assignments

	Fees 2019/20
Lease Assignment	\$120.00

Certificate of Title Search

	Fees 2019/20
Certificate of Title	\$25.00 (inclusive of 4 current i \$5.00 per additional current interest



Mackenzie District Council

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Fees and Charges

2019/2020



While Council has made every effort to provide an accurate and exhaustive Schedule of Fees and Charges, if any errors and/or omissions are identified, Council reserves the right to vary and/or introduce fees and charges at its discretion.

Commentary on draft Fees and Charges 2019/20

17 May 2019

Nominal fee increases are highlighted in yellow in the document.

Of particular note are the proposed changes to fees under:

- Assets Management – pp. 4-6, multiple fees.
 - The new fees/increases are to reduce the costs to the rate payer by recovering the costs of providing a service as directed by Council. A number of the fees have also been introduced to ensure that Council controls the quality of the works undertaken.
- Building Consents – pp. 13-14, includes the introduction of an administration fee, and an hourly charge out rate for Principal Building Control Officer, and flat fee for Notice to fix.
- Swimming Pools – pp. 30-31.

Other areas where new fees have been introduced are:

- Solid Waste – pp. 8, a new fee for the provision of new bins.
- Liquor Licensing – pp. 21, fees for Planning Certificates, and online advertising of applications.
- Property File Requests – pp. 33, fees for the provision of information on property files for non-property owners and/or on a Flashcard.

The RMA Fees and Charges are managed under a separate consultative process and are excluded from this discussion.

30 May 2019

Responses to queries raised by Council at the Council Workshop 17 May 2019 are highlighted in green in the text below.

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Asset Management

1 July 2019 to 30 June 2020

	Fees 2018/19	Proposed Fees
On-cost for all chargeable private works carried out by Council's contractor	15%	15%
Inspections / re-inspection (per inspection)	\$175	\$180.00

Staff Charge-Out Rates

Per hour (15 minute increments to the nearest quarter of an hour)	Fees 2018/19	Proposed Fees
Administrator	\$60.00/hr	\$70.00/hr
Engineering Officer	\$130.00/hr	\$130.00/hr
Engineering Manager / Group Manager Assets	\$180.00/hr	\$180.00/hr

Water Supply

	Fees 2018/19	Proposed Fees
Tanker load of water Bulk Water (Maximum of 10,000 litres)	1.50/m ³	\$70.00
Metered Stand Pipe (used to extract water from Fire Hydrant) deposit	New charge	\$500.00

Water Supply by the Meter (Minimum Annual Fees)

	Fees 2018/19	Proposed Fees
Inspections / re-inspection (per inspection)	\$175	\$180
Application for Connection/Disconnection	New charge	\$200.00
Water connection (20mm)	N/A	\$1,800.00 + reinstatement
Water connection (commercial)		Actual Cost +15%
Re-allocation of units –rural supply	New charge	\$180
Fairlie	90c/m ³ (1 st 700m ³ free)	90c/m ³ (1 st 700m ³ free)
Tekapo	90c /m ³ (1 st 700m ³ free)	90c /m ³ (1 st 700m ³ free)
Twizel	90c /m ³ (1 st 1400m ³ free)	90c /m ³ (1 st 700m ³ free)
Burkes Pass	90c /m ³ (1 st 700m ³ free)	90c /m ³ (1 st 700m ³ free)
Meter Special read outside of the normal cycle (including Final reading)	\$60	\$80.00
Water meter testing fee (On-site) (if requested by the consumer and not found faulty)	\$100	\$150.00
Back flow installation	N/A	Actual +15%
Back flow testing	N/A	\$150.00
Right to withdraw from fire hydrant	\$60	\$65.00
Restrictor Change (Quick Fill)	Actual +15%	\$500.00
Charges in lieu of Urban Water Supply Rates for part of the year		

Comment [SB1]: Under the current structure Council does not recover the cost of the service. The updated fee includes administration and means council is recovering the cost of the service.

Comment [SB2]: Previously the rate payer absorbed this cost. Now costs are being recovered.

Comment [SB3]: The cost of a reinstatement was previously paid directly to Whitestone's who undertakes the works. The management of the works are now managed in-house to ensure works meet Council standards. All costs are now recovered under the fee.

Comment [SB4]: Previously paid directly to Whitestone's. Because Commercial work is more expensive, the fee is the actual cost plus a 15% administration fee.

Comment [SB5]: This cost was previously carried by the ratepayer. The fee ensures that costs of service are recovered.

Comment [SB6]: Previously approved by Council 7 May 2019

Comment [SB7]: Given importance of protecting water quality the management of the works have been bought in-house. Also enables cost recovery.

Comment [SB8]: Under the current structure Council does not recover the cost of the service. The updated fee includes administration and means council is recovering the cost of the service. The new fee also provides certainty.

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Foul Sewer

	Fees 2018/19	Proposed Fees
Application for Connection/Disconnection		\$200.00
Inspections / re-inspection (per inspection)	\$175	\$180.00
Application to "Build over Services"		\$500.00
Septic tank / holding tank to oxidation pond	\$5.20/m ³	\$6.00/m ³

Comment [SB9]: Under the current structure Council does not recover the cost of the service. The updated fee includes administration and means council is recovering the cost of the service.

Comment [SB10]: The application process incurs significant staff time. A new fee to cover costs previously absorbed by the ratepayer.

Comment [SB11]: Nominal fee increase.

Comment [SB12]: The current fees were not recovering costs of the road occupation. The change from cubic metres to linear metres is a better way of controlling the area of roading that is occupied.

Comment [SB13]: For consistency with RMA Charges changed to Actual costs. There is no change in meaning.

Comment [SB14]: The proposed fees cost recovery previously paid for by the rate payer.

Roading and Footpaths - General

	Fees 2018/19	Proposed Fees
Inspections / re-inspection (per inspection)	\$175.00	\$180.00
Vehicle Crossing Application if no inspection required	\$25.00	\$25.00
Vehicle Crossing Application if inspection required	\$175.00	\$180.00
Temporary road closure costs	\$60.00 + disbursements	\$120.00 + disbursements
Temporary road closure costs – late applications	Base fee + \$150.00	Base fee + \$150.00
Road occupation fee	\$90.00+disbursements	\$90.00+disbursements
Over Weight Permit	\$160 + disbursements	\$160 + disbursements
Footpath occupation (including Market Place)	\$40/m ²	\$45/m ²
Hoarding / footpath occupation Application Processing Fee and road lease	\$18/m ² /year \$12/linear metre/month	\$350 + \$12/linear metre/month
Project work application	At Cost	Actual Cost
Rapid Number application and plate	New Charge	\$75.00
New Rapid Plate	New Charge	\$25.00
Copy of RAPID rural numbering / register, following official information request	N/A	N/A

Subdivision Inspection and Approval for Assets to be Vested or Constructed on Legal Road

	Fees 2018/19	Proposed Fees
Total construction cost less than \$10,000	\$500.00	\$500.00
Total construction cost greater than \$10,000	2% of the value of the complete works	2% of the value of the complete works

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Corridor Access Request (Car)

	Fees 2018/19	Proposed Fees
Works within footpaths/berms		
Type FB1 (Minor) Up to 6m ² and/or 20 lineal metres	\$30.00	\$30.00
Type FB2 (Major) Greater than 6m ² and/or 20 lineal metres, but less than 10m ² and/or 100 lineal metres	\$350.00	\$350.00
Works within road carriageway (formed road)		
Type C1 (Minor) Up to 2m ² and/or 5 lineal metres	\$350.00	\$350.00
Type C2 (Major) Greater than 2m ² and/or 5 lineal metres, but less than 10m ² and/or 15 lineal metres	\$900.00	\$900.00
Project Work		
Areas greater than the above category types	At cost	Actual cost

Comment [SB15]: For consistency with the RMA Fees and Charges it is recommended that the terminology if changed from 'At cost' to 'Actual Cost' There is no change in meaning

Part Year Services - New Dwellings Completed During the Year

	Fees 2018/19	Proposed Fees
Solid Waste	Pro-rated for length of year	Pro-rated for length of year
Water Supply	Pro-rated for length of year	Pro-rated for length of year
Foul Sewer	Pro-rated for length of year	Pro-rated for length of year
Storm Water	Pro-rated for length of year	Pro-rated for length of year

Solid Waste, water, sewer and storm water rates will be charged as a targeted rate in the Properties Rates invoice from the following year onwards.

Solid Waste

1 July 2019 to 30 June 2020

Charges for off-loading of waste by the public at a Resource Recovery Park

Fees for Waste Accepted via Weighbridge

	Fees 2018/19	Proposed Fees
Refuse	\$322/tonne	<u>\$330/tonne</u>
Greenwaste	\$60/tonne	<u>\$70/tonne</u>
Metal	\$62/tonne	<u>\$64/tonne</u>
Clean Fill	\$31/tonne	<u>\$35/tonne</u>

Fees for Waste NOT Accepted via Weighbridge Refuse

	Fees 2018/19	Proposed Fees
Refuse per cubic metre	\$86.00	<u>\$89.00</u>
Refuse minimum charge	\$6.00	\$6.00
Mattress- single	\$18.00	\$18.00
Mattress - double	\$30.00	\$30.00

Green Waste

	Fees 2018/19	Proposed Fees
Green waste per cubic metre	\$20.00	<u>\$22.00</u>
Green waste minimum charge	\$6.00	\$6.00

Clean Fill

	Fees 2018/19	Proposed Fees
Clean fill per cubic metre	\$30.00	<u>\$32.00</u>
Clean fill minimum charge	\$28.00	

Car Body

	Fees 2018/19	Proposed Fees
Car body	\$100.00	\$100.00

Recyclable Materials

	Fees 2018/19	Proposed Fees
Co-mingled recycling and glass (other than recyclable materials specified below)	No Charge	No Charge
TV (if recycled)	\$50.00	\$50.00
Whiteware – per item	\$22.00	<u>\$23.00</u>

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	Fees 2018/19	Proposed Fees
E-Waste including desktop pc's and servers, laptops, UPS, small appliances such as drills, alarm clocks, landline phones, SLR cameras, DVD and VCR players, stereo systems, stereo speakers (per unit)	\$5.00	\$5.00
E-Waste including vacuum cleaners, microwaves, heaters	\$8.00	\$8.00
E-Waste including keyboards, mice, GPS units, digital cameras, cell phones, modems, switches, small computer speakers	No charge	No charge
Metal per cubic metre	\$17.00	\$18.00
Metal minimum charge	\$5.00	\$5.00

Tyres

	Fees 2018/19	Proposed Fees
Car and 4WD tyres – per tyre	\$8.00	\$8.00
Truck tyres – per tyre	\$20.00	\$20.00
Tractor tyres – per tyre	\$30.00	\$40.00

Asbestos

	Fees 2018/19	Proposed Fees
Purchase and disposal of 1m³ Hazibag	\$199.30	The service is no longer offered.
Purchase and disposal of 1.5m³ Hazibag	\$407.90	The service is no longer offered.
Purchase and disposal of 3m³ Hazibag	\$685.90	The service is no longer offered.

Administration

	Fees 2018/19	Proposed Fees
<u>New/Extra Bin Request</u>	<u>New charge</u>	<u>\$90.00</u>

Comment [SB16]: Servicing charge for the purchase and delivery of new extra bins. Cost Recovery.

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Resource Management Act

1 July 2019 to 30 June 2020

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, and monitoring of resource consents in accordance with Section 36 of the Resource Management Act 1991.

Comment [SB17]: RMA Fees and Charges have already been work shoped and will be managed under a different Consultative Process.

Subdivision

	Fees 2018/19	Proposed Fees
Subdivision Consent	\$1,000.00 (deposit)	<u>\$1,200.00 (deposit)</u>
Section 223 (individual application)	\$300.00 (deposit)	\$300.00 (deposit)
Section 223 and 224 (joint application)	\$450.00 (deposit)	<u>\$600.00 (deposit)</u>
Section 224 (individual application)	\$450.00 (deposit)	\$450.00 (deposit)
Section 226 Certification	\$400.00 (deposit)	<u>\$500.00 (deposit)</u>
Lapsing Period Extension	\$400.00 (deposit)	\$400.00 (deposit)

Land Use

	Fees 2018/19	Proposed Fees
Enhancement / restoration to historic building	No charge	No Charge
Resource consent exemption for boundary activities	\$250.00	\$250.00
Resource consent exemption for marginal/temporary rule breach	\$250.00	\$250.00
Controlled activity	\$500.00 (deposit)	\$500.00 (deposit)
Restricted discretionary activity	\$500.00 (deposit)	\$500.00 (deposit)
Discretionary activity	\$500.00 (deposit)	<u>\$750.00 (deposit)</u>
Non-complying activity	\$1,000.00 (deposit)	\$1,000.00 (deposit)

All Planning Applications

	Fees 2018/19	Proposed Fees
Administration (included in the deposit fee for each application)	As per scheduled staff time	As per scheduled staff time
<u>Legal Advice</u>	<u>New charge</u>	<u>Actual Cost</u>
<u>Travel Time for site visits¹</u>	<u>New charge</u>	<u>\$130.00/hr</u>
<u>Travel Time for site visits²</u>	<u>New charge</u>	<u>\$0.76/km</u>
Change or Cancellation of Conditions – delegated authority	\$450.00 (deposit)	<u>\$500.00 (deposit)</u>
<u>Commissioning a specialist report</u>	<u>New charge</u>	<u>Actual Cost</u>
Public notification – <u>(where required)</u>	\$5,000.00 (deposit)	\$5,000.00 (deposit)

¹ The travel costs for a site visit will be measured from the closest Council Office to the site visit location.

² The travel costs for a site visit will be measured from the closest Council Office to the site visit location.

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Hearing fee (where required)	\$3,000.00 (deposit)	
Limited notification – Subdivision or Land Use Consent (where required)	New charge	\$3,000.00 (deposit)
Public Notice	New charge	Actual Cost

Plan Change

	Fees 2018/19	Proposed Fees
District Plan change	\$1,500.00 (deposit)	\$10,000 (deposit)

Other Applications Designations

	Fees 2018/19	Proposed Fees
Notice of Requirement (including applications for heritage orders)	\$10,000.00 (deposit)	\$10,000.00 (deposit)
Amendment to Designation	New charge	Actual Cost
Outline plan approval	\$400.00 (deposit)	\$500.00 (deposit)
Outline plan waiver	\$250.00 (deposit)	\$500.00 (deposit)
Certificate of compliance	\$450.00 (deposit)	Moved
Certificate of existing use	\$450.00 (deposit)	Moved
Change or cancellation of conditions	\$450.00 (deposit)	Moved
Section 348 LGA 1974 – ROW's	\$450.00 (deposit)	Moved

Other

Certificate of compliance	\$450.00 (deposit)	\$500 (deposit)
Certificate of existing use	\$450.00 (deposit)	\$500 (deposit)
Change or cancellation of conditions	\$450.00 (deposit)	Moved
Section 348 LGA 1974 – ROW's	\$450.00 (deposit)	\$500 (deposit)
HAIL Search ³	New charge	\$310

³ A HAIL search consists of a search of Council records for Hazardous Activities and Industries (HAIL) in relation to a site in accordance with the "National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health", and Natural and Geotechnical Hazards.

Financial Contributions

Council, under its revenue and Financing Policy, levies Financial Contributions. These contributions are levied for water, sewer and stormwater and are paid when new sections or multi-unit residential developments are created.

The formula used to calculate the contributions is:

$$\frac{V - L}{R}$$

Where:

V = Latest independent valuation of the water supply/sewerage system/stormwater system plus the value of any capital additions made since that time and less the value of depreciation charged since the date of revaluation.

MACKENZIE DISTRICT COUNCIL

L = Capital reserve balance with water supply/sewerage system/stormwater system as at 1 July each year. (The reserve may be in funds or overdrawn resulting in a positive or negative balance.)

R = Number of connectable properties (or properties for stormwater) contributing to the assets as at 1 July each year.

Schedule of Financial Contributions

Utility	Fees 2018/19	Proposed Fees
Water	\$6,801+GST	<u>\$7108.10+GST</u>
Sewer	\$4,103+GST	<u>\$3850.51+GST</u>
Stormwater	\$1,550+GST	<u>\$1705.63+GST</u>

Monitoring

	Fees 2018/19	Proposed Fees
Compliance Monitoring	Not specified	<u>\$130.00/hr</u>
Issuing an abatement notice	\$310.00	\$310.00
Noise monitoring & noise complaints *If response time exceeds one hour, added costs will be incurred.	\$130.00 / call-out (based on one hour minimum)*	<u>No charge</u>

Staff Charge-Out Rates

Per hour (15 minute increments to the nearest quarter of an hour)

	Fees 2018/19	Proposed Fees
Administrator	\$60.00/hr	<u>\$70/hr</u>
Planning Officer	\$130.00/hr	\$130.00/hr
Senior Planning Officer	\$150.00	\$150.00/hr
Planning Manager / Group Manager Regulations	\$180.00/hr	\$180.00/hr
Engineering Officer	\$130.00/hr	\$130.00/hr
Engineering Manager / Group Manager Assets	\$180.00/hr	\$180.00/hr

Council Hearings Panel

	Fees 2018/19	Proposed Fees
Chair (Councillor)	\$100.00 per hearing hour	\$100.00 per hearing hour
Member (Councillor)	\$80.00 per hearing hour (set by remuneration authority)	\$80.00 per hearing hour (set by remuneration authority)
Hearing Panel Administration/Minute Secretary	<u>New charge</u>	<u>\$70.00/hr</u>

Independent Commissioners

	Fees 2018/19	Proposed Fees
Independent Commissioner	\$1,800.00/day (not more than)	<u>Actual Cost</u>

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Consultants

	Fees 2018/19	Proposed Fees
Planning Consultant	\$210.00/hr (not more than)	<u>Actual Cost</u>
Engineering Consultant	\$230.00/hr (not more than)	<u>Actual Cost</u>
Legal advice	\$520.00/hr (not more than)	<u>Actual Cost</u>
Other specialist consultants	\$210.00/hr (not more than)	<u>Actual Cost</u>

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Building Consents

1 July 2019 to 30 June 2020

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, supervision and monitoring of building consents in accordance with Section 219 of the Building Act 2004.

Building Consents

	Fees 2018/19	Proposed Fees
Application Fee	New Charge	Building work of a value up to and including \$50,000.00 \$180.00 Building work valued greater than \$50,000.00 \$500.00
Scheduled Staff Rates	Administrator \$60.00/hr Building Control Officer \$130.00/hr Building Control Manager \$180.00/hr Consultants \$180.00/hr (not more than) Engineering Consultant \$230.00/hr (not more than)	Administrator \$70.00/hr Building Control Officer \$130.00/hr Principle Building Control Officer \$150.00/hr Regulatory Manager \$180.00/hr Consultants \$180.00/hr (not more than) Engineering Consultant \$230.00/hr (not more than)
Resource Management Act/Asset Management Compliance Review	Planning Manager \$180.00/hr Senior Planning Officer \$150.00/hr Planning Officer \$130.00/hr Asset Manager \$180.00/hr Engineering Officer \$130.00/hr	Planning Manager \$180.00/hr Senior Planning Officer \$150.00/hr Planning Officer \$130.00/hr Asset Manager \$180.00/hr Engineering Officer \$130.00/hr
Administration	\$60.00/hr	\$70.00/hr
Inspections Additional charges will be incurred at scheduled staff rates when inspections are in excess of 1 hour	\$180.00 per inspection (first hour)	\$180.00 per inspection (first hour)
Travel Time for Inspections and Site Visits ³	New Charge	At scheduled staff rates
Travel Costs Inspections and Site Visits ³	New Charge	\$0.76/km
Amendments to Building Consents	At scheduled staff rates	At scheduled staff rates

³ The travel time and travel costs for a site visit will be measured from the closest Council Office to the inspection/site.

Comment [SB18]: The proposed fee ensure that the overheads associated with the administration of a building consent application are recovered.

To address issues of fairness in Building Consents applications for lower value we are proposing a tiered fee with:

Application fee (building work value ≤ \$50,000) = \$180
Application fee (building work value > \$50,000) = \$500

Comment [SB19]: Increase admin from \$60 to \$70/hr in line with Planning fees and Add Principle BCO level at \$150/hr which is consistent with the fees charged for Senior Planner hours.

Comment [SB20]: Change of Name to recognise new Position

Comment [SB21]: Added after the Workshop. The purpose of the fees to align fees charged for planning site visits and recover costs of travel time to ensure the full costs are passed onto the applicant.

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Solid Fuel Fire	\$320.00 (total fee incl admin & CCC)	\$360.00 (total fee incl admin & CCC)
Code Compliance Certificate	Building work < \$19,000	Building work < \$19,000
Additional charges will be incurred at scheduled staff rates when processing of CCC is in excess of 1 hour	\$65.00	\$65.00
	\$20,000 - \$99,999	\$20,000 - \$99,999
	\$130.00	\$130.00
	Building work > \$100,000	Building work > \$100,000
	\$260.00	\$260.00
Waivers and Modifications	At scheduled staff rates	At scheduled staff rates

Comment [SB22]: Introduce flat fee of \$500 plus scheduled staff time for notice to fix, which will provide certainty.

Other Charges

	Fees 2018/19	Proposed Fees
PIM Only	At scheduled staff rates	At scheduled staff rates
Notice to Fix – Base Charge (further costs may be incurred associated with any Notice to Fix)	At scheduled staff rates	\$500.00 + scheduled staff time
NZ Fire Service Section 46 Notice	At scheduled staff rates	At scheduled staff rates
Statistical Returns	\$300.00	\$300.00
Swimming Pool Audit	\$180.00	\$180.00
Certificate Under Sale and Supply of Alcohol Act 2012	\$150.00	\$150.00
Change of Use/Extension of Life	At scheduled staff rates	At scheduled staff rates
Waivers and Modifications	At scheduled staff rates	At scheduled staff rates
Notification of Exempt Building Work	At scheduled staff rates	At scheduled staff rates
Section 73 Certificate (building on land subject to natural hazard)	At scheduled staff rates	At scheduled staff rates
Section 77 Certificate (build on two or more allotments)	At scheduled staff rates	At scheduled staff rates
Warrant of Fitness (audit of annual warrant of fitness)	\$60.00 admin plus inspection based on scheduled staff rates	\$60.00 admin plus inspection based on scheduled staff rates
Certificate of Acceptance	\$300.00 + scheduled staff time and inspections in addition to any fees, charges or levies which would have been payable had building consent been applied for prior to building work commencing.	\$300.00 + scheduled staff time and inspections in addition to any fees, charges or levies which would have been payable had building consent been applied for prior to building work commencing.
Certificate for Public Use	\$250.00	\$250.00
Certificate for Public Use – First extension	\$750.00	\$750.00
Certificate for Public Use – Subsequent extension	\$1,250.00	\$1,250.00
Section 133AJ Extension (extension of time to provide engineering assessment)	At scheduled staff rates	At scheduled staff rates
Section 133AN Exemption (exemption from requirement to carry out seismic work)	At scheduled staff rates	At scheduled staff rates
Section 133AO Extension (extension of time to complete seismic work on certain heritage buildings)	At scheduled staff rates	At scheduled staff rates

Compliance Schedules

	Fees 2018/19	Proposed Fees
New Compliance Schedule	At scheduled staff rates	At scheduled staff rates
Variation of Compliance Schedule Compliance Schedule Amendment	At scheduled staff rates	At scheduled staff rates

Other Fees and Levies

A **building research levy** of \$1.02 for each \$1,000.00 (or part thereof) and a **Ministry of Housing Building levy** of \$2.01 per \$1,000.00 (or part thereof) of the total value of all buildings of \$20,000.00 or more must be added to the consent fees scheduled above.

A **Building Consent Accreditation fee** of \$1.02 per \$1,000.00 (or part thereof) of work over the amount of \$20,000.00 must be added to the consent fees scheduled above.

General

Due to the nature and complexity of some applications (e.g. multi-complex units and multi store commercial developments) a dedicated job cost centre for the project will be developed and all actual and reasonable charges will be levied to the applicant. This includes mileage charged at a rate of 72 cents/km and staff time charged out in the schedule of fees.

Cancelled Work- Refunds may be approved on fees for cancelled work and subject to Council retaining actual and reasonable costs (e.g. inspection fees).

Important Note

All building consents received by Council will be receipted. An assessment for processing the application, including the number of inspections required to be carried out to ensure compliance with the Act and Building Code will be made at that stage. A schedule of charges will be collated and an invoice generated. The building consent will not be issued until the schedule of charges have been paid to Council.

MACKENZIE DISTRICT COUNCIL

Dog Control Fees

1 July 2019 to 30 June 2020

	Fees 2018/19	Proposed Fees
Urban dog	\$60.00	\$70.00
Neutered urban dog	\$40.00	\$50.00
Rural dog	\$20.00	\$30.00
Working dog	\$20.00	\$30.00
Working dog (disability)	No charge	No charge
Menacing dog	\$90.00	\$100.00

A **Penalty Fee for late registrations** will be imposed after 1 August of 50% of the appropriate fee.

For those owners with SOP status the fees are as follows

	Fees 2018/19	Proposed Fees
Urban dog	\$40.00	\$40.00
Neutered urban dog	\$40.00	Addressed above
Rural dog	\$20.00	Addressed above
Working dog	\$20.00	Addressed above
Menacing Dog	\$90.00	Addressed above

All known owners will be forwarded an account for registration of their dog(s) during July. All dogs of three months or more must be registered by the due date of **31 July**.

Registration fees can be made in instalments up to 31 July.

Replacement tag

	Fees 2018/19	Proposed Fees
Replacement tag	\$5.00 per replacement tag	5.00 per replacement tag

Impound Fees

	Fees 2018/19	Proposed Fees
First impound	\$80.00	\$80.00
Additional impound of same dog	\$130.00	\$130.00
Daily pound fee	\$20.00	\$20.00

To be imposed once on impound and once every 24 hours thereafter.

Call-Out Fees

A **call-out fee of \$60.00** will apply and be charged to the owner of a dog that has been identified wandering or causing a minor nuisance. This fee may be imposed over and above any impoundment fee or infringement fine that Council may issue.

Comment [SB23]:

Comment [SB24]: Nominal Increases all dog control fees

Stock Control

1 July 2019 to 30 June 2020

	Fees 2018/19	Proposed Fees
Call-out for wandering stock	\$60.00	\$60.00
Call-out for wandering stock- second offence (within any 12 month period)	\$120.00	\$120.00
Call-out for wandering stock- third offence (within any 12 month period)	\$200.00	\$200.00

Environmental Health

1 July 2019 to 30 June 2020

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, supervision and monitoring of Environmental Health services in accordance with Section 7 of the Health (Registration of Premises) Regulations 1966.

	Fees 2018/19	Proposed Fees
Food premises (including mobile shop food premises)	\$250.00	\$250.00
Camping ground registration	\$250.00	\$250.00
Hairdressers	\$150.00	\$150.00
Offensive trade	\$150.00	\$150.00
Transfer fee	\$100.00	\$100.00
Re-inspection fee	At cost plus mileage	<u>Actual Cost</u> plus mileage

Food Act

1 July 2019 to 30 June 2020

New Registration

	Fees 2018/19	Proposed Fees
Food Control Plan (FCP) – single site	\$150 fixed fee plus \$75 per half hour after the first hour	\$150 fixed fee plus \$75 per half hour after the first hour
FCP – multi site	\$225 fixed fee plus \$75 per half hour after the first hour	\$225 fixed fee plus \$75 per half hour after the first hour
National Programme (NP)	\$150 fixed fee plus \$75 per half hour after the first hour	\$150 fixed fee plus \$75 per half hour after the first hour
Consultancy (optional) – new business set up assistance/preopening visit	\$150 per hour	\$150 per hour
FCP Mentoring (optional)	\$300 fixed fee	\$300 fixed fee

Registration Renewal

	Fees 2018/19	Proposed Fees
12 month renewal - FCPs single site	\$150 fixed fee	\$150 fixed fee
12 month renewals - FCPs multi-site	\$225 fixed fee	\$225 fixed fee
24 month renewals - NPs	\$200 fixed fee	\$200 fixed fee
FCP Mentoring	\$300 fixed fee	\$300 fixed fee

Compliance and Monitoring

	Fees 2018/19	Proposed Fees
FCP – annual (<i>incl those FCPs registered before 1 March 2016</i>)	\$75 fixed fee	\$75 fixed fee
NP – 24 month	\$150 fixed fee	\$150 fixed fee

Verification (Audit)

	Fees 2018/19	Proposed Fees
FCP – single site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP – multi site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP Audit close-out over 15 minutes	\$150 per hour	\$150 per hour
NP1 Check (one-off)	\$150 per hour	\$150 per hour
NP2 Audit – 3 yearly	\$150 per hour	\$150 per hour
NP3 Audit – 2 yearly	\$150 per hour	\$150 per hour

Complaint Driven Investigation

	Fees 2018/19	Proposed Fees
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150 per hour plus actual travel costs and disbursements	\$150 per hour plus actual travel costs and disbursements

MACKENZIE DISTRICT COUNCIL

Exemption

	Fees 2018/19	Proposed Fees
Application & Assessment	\$150 per hour	\$150 per hour

Travel Charges (applied to fees above as appropriate)

	Fees 2018/19	Proposed Fees
Zone 2 (Mackenzie District Council)	\$55 fixed charge per visit	\$55 fixed charge per visit
Actual Travel Costs	Where applicable, charged at 85cents per km plus staff travel time at \$150 per hour	Where applicable, charged at 85cents per km plus staff travel time at \$150 per hour

MACKENZIE DISTRICT COUNCIL

Liquor Licensing and Gambling Act

1 July 2019 to 30 June 2020

On/Off Licence and Club Licence Applications

Category	Fees 2018/19	Proposed Fees
Very low	\$368.00	\$368.00
Low	\$609.50	\$609.50
Medium	\$816.50	\$816.50
High	\$1,023.50	\$1,023.50
Very High	\$1,207.50	\$1,207.50

Special Licence Fees

	Fees 2018/19	Proposed Fees
Class 3: one or two small events	\$63.25	\$63.25
Class 2: three to twelve small events, or one to three medium events	\$207.00	\$207.00
Class 1: one large event, more than three medium events, more than twelve small events	\$575.00	\$575.00

Annual Licence Fees

Category	Fees 2018/19	Proposed Fees
Very low	\$172.50	\$172.50
Low	\$391.00	\$391.00
Medium	\$632.50	\$632.50
High	\$1,035.00	\$1,035.00
Very High	\$1,437.50	\$1,437.50

Other Application Fees

	Fees 2018/19	Proposed Fees
Planning Certificate – Renewal of On/Off License Applications where a Resource Consent has been granted or a PIM with a permitted activity status has been granted previously	New Charge	\$130.00
Planning Certificate – On/Off License Applications for new premises	New Charge	\$250.00
Online Advertising of all Liquor License Applications	New Charge	\$50.00
Managers Certificate application and renewals	\$316.25	\$316.25
Temporary Authority	\$296.70	\$296.70
Temporary License	\$296.70	\$296.70
Appeal to ARLA (paid to ARLA)	\$517.50	\$517.50
Extract of Register	\$57.50	\$57.50

2019/2020 FEES & CHARGES | 23

Comment [SB25]: The review of On/Off Licenses involves planning staff to review the proposal. To ensure appropriate cost recovery of these expenses, it is proposed that charges for Planning Certificates are introduced.

Comment [SB26]: The proposed fee recovers the cost of the designing an advertisement and publishing it on the online as required under Regulation 30 of the Sale and Supply of the Alcohol Regulations 2013.

Previously applications were advertised in print media at a cost of approximately \$150.00

MACKENZIE DISTRICT COUNCIL

Permanent Club Charter	\$632.50	\$632.50
Gambling Act Consent	\$250.00 (deposit)	\$250.00 (deposit)

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Other Regulatory Charges

1 July 2019 to 30 June 2020

Unmanned Aircraft

	Fees 2018/19	Proposed Fee
Flying approval application	\$150.00	\$150.00

Mobile Trading

	Fees 2018/19	Proposed Fee
Mobile Shops and Traders License	At scheduled staff rates	At scheduled staff rates

Cemeteries

1 July 2019 to 30 June 2020

Internment Fees

	Fees 2018/19	Proposed Fee
Adult	\$1,340.00	<u>\$1367.00</u>
Child	\$674.00	<u>\$687.00</u>
Ashes	\$235.00	<u>\$240.00</u>
Stillborn	\$235.00	<u>\$240.00</u>
RSA Ashes	\$235.00	<u>\$240.00</u>
RSA Burial	\$1,340.00	<u>\$1367.00</u>
Designated ash area (Fairlie and Twizel only)	\$235.00	<u>\$240.00</u>
Ash beam & plinth fee	\$235.00	<u>\$240.00</u>
Lawn beam fee	\$96.00	<u>\$98.00</u>
Tekapo – Burial	\$1,340.00	<u>\$1367.00</u>
Tekapo – Ash	\$235.00	<u>\$240.00</u>
Weekend and Public Holidays additional fee	\$324.00	<u>\$330.00</u>

Plot Fee

	Fees 2018/19	Proposed Fee
Adult	\$572.00	<u>\$583.00</u>
Child	\$572.00	<u>\$583.00</u>
Ashes	\$572.00	<u>\$583.00</u>
Stillborn	\$572.00	<u>\$583.00</u>
Designated ash area (Fairlie and Twizel only)	\$385.00	<u>\$393.00</u>
Tekapo – Burial	\$1,369.00	<u>\$1396.00</u>
Tekapo – Ash	\$686.00	<u>\$700.00</u>

31 May 2019 Cemetery Maintenance

Council holds a contract with Whitestone Contracting Ltd who undertake the operation and maintenance of cemeteries which includes interments, mowing, care of graves, and fencing.

The maintenance includes:

- Collecting litter, trimming hedges and trees, maintaining stock fences
- Weeding around the exterior of all plots and berms, the full width of all access roads, along fence lines, tree lines, under shrubs, around buildings and the interior area of metalled and non-grassed grave sites
- Maintenance of ornamental structures, fences and furniture
- Where graves have shrunk, topping up as required, and re-sowing

Hall and Venue Hire

1 July 2019 to 30 June 2020

Mackenzie Community Centre

Stadium (per hour)	Fees 2018/19	Proposed Fees
Local user (and any non-profit organisation)	\$23.00	\$23.50
Set up charge	\$8.20	\$8.40
Regular user*	\$18.00	\$18.40
Stadium Heating (per unit)	\$23.00	\$23.50
Commercial function**, hourly rate plus heating	\$54.60	\$56.00
Commercial set up fee	\$16.20	\$17.00
Hall hire bond	\$220.00	\$250.00
Theatre (seats 180) (per hour)	Fees 2018/19	Proposed Fees
Local user (and any non-profit organisation)	\$18.70	\$19.00
Set up cost per hour	\$8.20	\$8.40
Regular user*	\$15.30	\$15.85
Commercial function**	\$45.50	\$46.50
Theatre heating (per unit)	\$23.00	\$23.00
Kitchen (per hour)	Fees 2018/19	Proposed Fees
Kitchen Hire	\$18.00	\$18.40
Morning, afternoon teas, suppers etc. where only zip and fridge is used	\$11.50	\$12.00
Meeting Rooms (per hour)	Fees 2018/19	Proposed Fees
Upstairs Meeting Room	\$10.00	\$12.00
Hire Lounge (includes tea making facilities and power consumption)	\$15.30	\$15.85
Lounge Hire Regular User	\$12.00	\$12.25
Miscellaneous Hire Items	Fees 2018/19	Proposed Fees
Crockery available without charge (not to be removed from the centre).		
Furniture (Each)		
Hire of chairs	\$1.50	\$2.00
Hire of forms	\$2.50	\$3.00
Hire of tables	\$13.00	\$15.00
Furniture bond per 10 items	\$50.00	\$50.00
Hire of piano (per performance)	\$30.00	

* Regular user: user with 20 or more pre-bookings

** Commercial business rates: rates for people getting profit from hiring the facility

MACKENZIE DISTRICT COUNCIL

NOTE: If furniture is required in the complex, it is not available for hire.

Lake Tekapo Community Hall

NOTE: 10 % discount for regular bookings, eight or more consecutive bookings

Community Board Room (Kitchen for cup of tea/coffee per use, zip and mugs included)	2018/19	Proposed Fee
Local	\$15.00/hr	\$15.30
Commercial	\$35.00/hr	\$36.00
Main Hall (Kitchen for cup of tea/coffee per use, zip and mugs included)	2018/19	Proposed Fee
Local	\$20.00/hr	\$20.50
Commercial	\$40.00/hr	\$41.00
Kitchen (for catering use includes ranges, crockery and cutlery)	2018/19	Proposed Fee
Local	\$31.00/hr	\$31.50
Commercial	\$60.50/hr	\$93.00
Whole complex (per day)	2018/19	Proposed Fee
Local	\$165.00	\$168.00
Commercial	\$330.00	\$336.00
Whole complex (per hour)	2018/19	Proposed Fee
Local	\$44.30/hr	\$45.20
Commercial	\$94.00/hr	\$96.00

MACKENZIE DISTRICT COUNCIL

Twizel Events Centre

Sports Hall	Casual fees per hour 2018/19	Proposed Fee
Local	\$25.00	<u>\$25.50</u>
Commercial	\$40.00	<u>\$41.00</u>

Theatre	Casual fees per hour 2018/19	Proposed Fee
Local	\$25.00	<u>\$25.50</u>
Commercial	\$50.00	<u>\$51.00</u>

Community Room with Kitchen	Casual fees per hour 2018/19	Proposed Fee
Local	\$20.00	<u>\$20.50</u>
Commercial	\$60.00	<u>\$61.20</u>

NOTES:

- 10% discount for four hours or more in one block
- 10% discount for regular users – 20 times or more per season

MACKENZIE DISTRICT COUNCIL

Squash

1 July 2019 to 30 June 2020

	Fees 2018/19	Proposed Fee
Casual use	\$10.00 per court plus \$25 bond for swipe card	\$12.00 per court plus \$25 bond for swipe card

NOTES:

- \$1 coin in the meter will give players 15 minutes of lighting.
- Lighting for both courts is run on a meter system regardless of whether you are a member or casual user.

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Pensioner Housing

1 July 2019 to 30 June 2020

Fairlie Pensioner Housing	Fees 2018/19	Proposed Fee
Target Weekly Rental		
Single Unit	\$132.00	<u>\$135.00</u>
Double Unit	\$175.00	<u>\$179.00</u>
Single Person in Double Unit	\$154.00	<u>\$157.00</u>

Twizel Pensioner Housing	Fees 2018/19	Proposed Fee
Target Weekly Rental		
Single Unit	\$132.00	<u>\$135.00</u>
Double Unit	\$175.00	<u>\$179.00</u>
Single Person in Double Unit	\$154.00	<u>\$157.00</u>

NOTE:

Council has set its policy that the target Pensioner Housing weekly rentals will be at market rates less 20%, and that the weekly rental charged at any given time will not exceed one third of the weekly National Superannuation.

Comment [SB27]: Fees have increased 2%.

Swimming Pools

1 July 2019 to 30 June 2020

Commentary on proposed fees for Swimming Pools

Introduction to proposed fees

- Initially fee increases of 25% were recommended for both the Strathconan Swimming Pool (Fairlie) and Twizel Swimming Pool.
- The purpose of the increase was to ensure that the cost recovery for both pools meets the 20-40% cost recovery under Councils Revenue and Financing Policy.
- Currently the Strathconan Swimming Pool is meeting the target for cost recovery. The Twizel Swimming Pool cost recovery is at 14%.
- The proposals were discussed with both the Fairlie and Twizel Community Boards (details to be discussed in the workshop).

Community Board Feedback

- Twizel Community Board was particularly concerned with effects of the cost increases on the users of the Family Pass and the Child Concession Ticket. The Board recommend capping the increases and offsetting the reduction in income by increasing the charges for the Events Centre..
- Fairlie Community Board was also concerned about the effects of the fee increase on users of the pool and recommended a 2% overall increase in fees.

Council Staff Recommendations:

- 2% fee adjustment across both swimming pools to retain equitable access to swimming pools across the District.
- Council accepts a lower cost recovery from the Twizel Swimming Pool for the 2019/20 financial year.
- Twizel Swimming Pool explores other options for increasing use of the pool and subsequently income for the coming season.
- Council consider revising the user charges contribution to operating costs in the Long Term Plan.

Rationale:

- Twizel and Fairlie pools have different user groups which influences the income from each swimming pool. The Strathconan Swimming Pool is used by three schools and a swimming club. Only one school uses the Twizel Swimming Pool and there is no swimming club currently using the pool privately (outside public hours).
- Given recent improvements at the Twizel Swimming Pool (heating of learner pool, relining of all pools and introduction of a splash pad) it is expected that there will be an improvement in income for the Twizel Swimming pool.
- The Concession tickets and season tickets are interchangeable between both swimming pools therefore, parity needs to be maintained.

17 May 2019 – Councillor Workshop Recommendations

The Councillors recommended that the fees increases for the swimming pool fees be capped at 2% and that Council consider revising the user charges contribution to operating costs in the Long Term Plan, considering:

- That access to the swimming pool needs to be equitable across the District.
- It is important for the community to have access to the swimming pool and access to the Twizel Swimming Pool out ways the need to meet the Revenue and Finance Policy.
- There is the potential for increased returns from the Twizel Swimming Pool given the recent improvements and the exploration of other options to improve patronage at the pool.

30 May 2019 – Additional recommendation

MACKENZIE DISTRICT COUNCIL

The terminology used to describe activities provide by the pools is slightly different. I have confirmed with Angie Taylor, Community Services and Waste Officer, that the services offered are the same service. Therefore, it is recommend that the text for child, Adult, Child Family Season Pass, and School Usage are aligned and that the concession ticket is quantified for each swimming pool.

The definition of Family Season Pass has also been confirmed. A Family Season Pass is Up to two adults and three children.

Strathconan Swimming Pool

	Fees 2018/19	Proposed Fee
Adult	\$4.50	\$5.00
Child (under 18 years)	\$3.20	\$3.50
Adult with a Pre-Schooler	\$1.00	\$3.50
Adult Concession Ticket (12 swims)	\$45.00	\$50.00
Child Concession Ticket (12 swims)	\$32.00	\$35.00
Adult Season Ticket/Pass	\$162.00	\$216.00
Child Season Ticket/Pass	\$108.00	\$115.00
Family Season Ticket/Pass (Up to two adults and three children)	\$216.00	\$220.00
School Use	\$17.00	\$21.25
Private Hire, 1 lifeguard (per hour)	\$76.00	\$78.00
Private Hire, 2 lifeguards (per hour)	\$113.00	\$116.00

Comment [SB28]: Fees as recommended by Council Staff.

Comment [SB29]: Proposal to charge an adult to take pre-schooler instead of charge for the pre-schooler and an adult separately.

Comment [SB30]: Proposal to charge an adult to take pre-schooler instead of charge for the pre-schooler and an adult separately.

Comment [SB31]: Is this the same service as the private hire for

Twizel Swimming Pool

	Fees 2018/19	Proposed Fee
Adult Session	\$4.50	\$5.00
Child (under 18 years)	\$3.20	\$3.50
Adult with a Pre-Schooler, Preschool Session	\$1.00	\$3.50
Adult Concession Ticket (12 swims)	\$45.00	\$50.00
Child Concession Ticket (12 swims)	\$32.00	\$35.00
Adult Season Pass	\$162.00	\$216.00
Child Season Pass	\$108.00	\$115.00
Family Season Pass (Up to two adults and three children)	\$216.00	\$220.00
School Usage Use	\$17.00	\$21.25
Private use per hour, Structured session including one lifeguard	\$76.00	\$78.00
Private use per hour, play session including two lifeguards	\$113.00	\$116.00

Geographic Information Services

1 July 2019 to 30 June 2020

Customised by GIS staff, the charges listed below are for printing only. Additional charges may apply where the time to customise exceeds five minutes, then the hourly rate below applies after the first five minutes.

GIS Staff

	Fees 2018/19	Proposed Fee
GIS staff hourly rate	\$130.00	\$130.00

With Aerial Photography

	Fees 2018/19	Proposed Fee
A0 paper	\$30.00	\$30.00
A1 paper	\$20.00	\$20.00
A2 paper	\$15.00	\$15.00
A3 paper	\$10.00	\$10.00
A4 paper	\$5.00	\$5.00

No Aerial photography

	Fees 2018/19	Proposed Fee
A0 paper	\$20.00	\$20.00
A1 paper	\$15.00	\$15.00
A2 paper	\$10.00	\$10.00
A3 paper	\$5.00	\$5.00
A4 paper	\$2.00	\$2.00

NOTE: all printing is in colour.

GIS Aerial Photography

	Fees 2018/19	Proposed Fee
Fully referenced – per title	\$81.00	\$81.00
Non-referenced (CD ROM or emailed JPEG file restricted to 5 hectares for urban areas and 1/2km ² for rural areas).	\$13.00	\$13.00

MACKENZIE DISTRICT COUNCIL

Local Government Official Information and Meetings Act Charges

1 July 2019 to 30 June 2020

Local Government Official Information and Meetings Act Requests

Requests for copies of records or information held under the Local Government Official Information and Meetings Act 1987:

Staff Time	Fees 2018/19	Proposed Fee
The first 30 minutes of any request will be at no charge. After the first 30 minutes in responding to a request, staff time will be charged out at the following rates:		
Administration staff	\$60.00/hr	\$70.00
Council Officer	\$130.00/hr	\$130.00/hr
Management staff	\$180.00/hr	\$180.00/hr

Property File Requests

	Fees 2018/19	Proposed Fee
Preparation time for property owners		No charge
Preparation time for non-property owners	New Charge	\$15.00
Flashcard (USB) – if requested	New Charge	\$15.00

Copying

- The first 20 A4 black and white pages will be provided at no charge. Copying will be charged out thereafter at the normal rate applicable. All other copying will be charged at the applicable rate.

Turnaround for viewing property files

- Fairlie:** there is a 24-hour turnaround to view a property file in Fairlie.
- Twizel:** there is a 3-day turnaround to view a property file in Twizel.

All other charges incurred shall be fixed at an amount that recovers the actual costs involved. This includes:

- Producing a document by computer, USB or other like equipment;
- Reproducing a film, video or audio recording;
- Arranging for a requestor to hear or view an audio or visual recording.

In accordance with s13(4) of the Act, the Council may require that the whole or any part of any charge be paid in advance.

Land Information Memorandum (LIMS)

Land Information Memorandums (LIMS)	Fees 2018/19	Proposed Fee
LIMs	\$310.00	\$310.00

NOTE:

- Payment must be made on application.

Comment [SB32]: The fees are to provide for the preparation of the property file for public viewing, which requires the removal of confidential information before the property file can be released.

The costs are for the staff time and if necessary the preparation of an electronic file for data to be provided to the Twizel Office.

Previously the costs were covered by the Rate Payer.

Comment [SB33]: It is very uncommon for people to request copying of property files and therefore, the proviso regarding copying can be removed. The majority of property file information that we provide is digitally. If someone specifically would like a plan copied or printed instead of emailed the charges would fall under Miscellaneous Photocopying (covered the next page).

Comment [SB34]: The 3 day turnaround time for the provision of property files to Twizel relates to the provision of hard copies. If timing allows we have had occasions where property files have been put in the courier/mail bag in time for collection by the courier and delivery to Twizel the next day that depends on the time the request is received, communicated to Fairlie and the availability of the file to be put in the post bag.

Even allowing for the new digitised version files we still need to physically get the data back from Fairlie to Twizel and again this needs to rely on the mail bag system.

We advise customers requesting files to allow a three day turnaround to avoid disappointment.

Barbara McDonald, Team Leader Customer Services

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MACKENZIE DISTRICT COUNCIL

Miscellaneous

1 July 2019 to 30 June 2020

Photocopying

Black and White Copies	Fees 2018/19	Proposed Fee
A4 single sided	\$1.00	\$1.00
A4 S/S greater than 100	\$0.50	\$0.50
A4 double sided	\$1.20	\$1.20
A4 D/S greater than 100	\$0.70	\$0.70
A3 single sided	\$1.50	\$1.50
A3 double sided	\$1.70	\$1.70
A2 single sided Plan copying	\$6.00	\$6.00
A1 single sided Plan copying	\$8.00	\$8.00
A0 single sided Plan copying	\$10.00	\$10.00
Card add extra	\$0.50	\$0.50

Colour Copies	Fees 2018/19	Proposed Fee
A4 single sided	\$2.50	\$2.50
A4 double sided	\$3.50	\$3.50
A3 single sided	\$4.50	\$4.50
A3 double sided	\$6.00	\$6.00

Valuation Roll Enquiries

	Fees 2018/19	Proposed Fee
Abstracts from Rating Rolls – paper copy	\$115.00 per town	\$115.00 per town

Lake Alexandrina Lease Assignments

	Fees 2018/19	Proposed Fee
Lease Assignment	\$120.00	\$120.00

Certificate of Title Search

	Fees 2018/19	Proposed Fee
Certificate of Title	\$25.00 (inclusive of 4 current interests) \$5.00 per additional current interest	\$25.00 (inclusive of 4 current interests) \$5.00 per additional current interest

Comment [SB35]: The Lease assignment fee is only for the Lake Alexandrina Leases which are managed in-house by Council. Commercial leases are managed separately.



8.3 RESOURCE MANAGEMENT ACT 1991 FEES AND CHARGES

File Reference: FIN/11

Author: Suzanne Blyth, Resource Management Planner

Authoriser: Stuart Grant, Acting General Manager Corporate Services

Attachments:

1. Statement of Proposal - RMA Fees and Charges 2019/20 [↓](#) 
2. Submission by Mr J Underwood on the Statement of Proposal - RMA Fees and Charges 2019/20 [↓](#) 

PURPOSE OF REPORT

To consider the submission from Mr J Underwood on the proposed changes to the fees and charges for 2019/20 set under the Resource Management Act 1991 (RMA), to decide whether to accept or reject that submission, and to adopt a final set of RMA fees and charges.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the submission from Mr J Underwood on the proposed Resource Management Act fees and charges be received.
3. That Council adopts the fees and charges for 2019/20 as set out in Statement of Proposal (Attachment 1).

BACKGROUND

Each year, Council sets its fees and charges for the provision of services. In doing so, the Council sets fees for various activities, in accordance with relevant statutes and within the ranges set in Council's Revenue and Financing Policy.

Where changes are proposed to be made to Resource Management Act (RMA), Council must consult with the public using the Special Consultative Procedure (SCP) prior to adopting these fees.

For the 2019/20 year, Council is proposing several changes to the fees and charges set under the RMA. The changes are proposed to ensure that:

- Those who benefit from the services of the resource management activity pay a fair and reasonable share of the costs of these services; and
- The fees and charges reflect any changes in the cost of providing these services; and
- The fees and charges align with Council's Revenue and Financing Policy.

At the 19 April meeting of the Planning and Regulation Committee it was resolved to adopt a Statement of Proposal for Resource Management Act Fees 2019/20, for consultation through the SCP. This is appended as Attachment 1. The Statement of Proposal was made available at Council offices and on the Council website. The SCP was advertised via public notice, with submissions closing on May 16th.

Submission

Council received one submission to the proposed changes (refer Attachment 2). The submitter noted they do not want to be heard in regard to their submission and then stated that they wished to be heard via teleconference in Twizel. Efforts were made unsuccessfully to contact the submitter to clarify if they wished to present their submission. No response was received.

The submission received opposed an increases to fees and charges as proposed. The submitter, stated they were disappointed in the service they received during a resource consent application and raised three main concerns:

- They believed Council needs to provide a better service when processing resource consents and have the current fees reflect better quality before increasing fees.
- They believed it was not fair to charge applicants time and mileage for site visit in Twizel from the Fairlie Office.
- They believe that Council needs to move the location of the Council Offices from Fairlie to Twizel and have fees that 'better reflect the actual work required'.

As outlined in the Statement of Proposal, in order to comply with the Revenue and Financing Policy some of the RMA fees and charges are proposed to be increased. This is to ensure 100% of the costs of these services are met by individual applicants as the beneficiaries.

The costs of processing a resource consent have not been increased. The proposed changes to the fees and charges are intended to accurately reflect the actual costs that might be expected processing a resource consents. The Council refunds applicants where the actual cost of processing their application is less than the deposit amount.

The proposed site visit fees will be calculated from the council office closest to the site visit, therefore, reflect the true costs of undertaking a site visit.

In this instance the location of where council business is conducted from is outside the scope of Special Consultative Procedure.

POLICY STATUS

The proposed changes to the RMA fees and charges ensure the Revenue and Financing Policy can be complied with; i.e. that 100% of the cost of RMA services such as resource consents, certificates of compliance and private plan change processes are met by applicants. Increasing the costs, as outlined in the proposal, will ensure cost recovery requirements are met.

SIGNIFICANCE OF DECISION

The decision is not considered significant under the Council's Significance and Engagement Policy.

OPTIONS

Council has the following options available to it:

1. Reject Mr J Underwood's submission and adopt the proposed Schedule of RMA Fees and Charges for the 2019/20 year as attached.
2. Accept Mr J Underwood's submission, and amend and adopt a revised Schedule of RMA Fees and Charges for the 2019/20 year.

For the reasons outlined in this paper, Option 1 is recommended.

CONSIDERATIONS**Legal**

Consultation on the proposed 2018/19 Resource Management Fees and Charges has been undertaken in accordance with section 36 of the Resource Management Act 1991 and Section 83 of the Local Government Act 2002.

Financial

The special consultative process has been provided for in Council budgets.

Other

N/a.

CONCLUSION

It is recommended that the Council adopt the attached Fees and Charges without amendment, as this will ensure fees set under the RMA are consistent with the Council's Revenue and Financing Policy.

SUZETTE VAN ASWEGEN

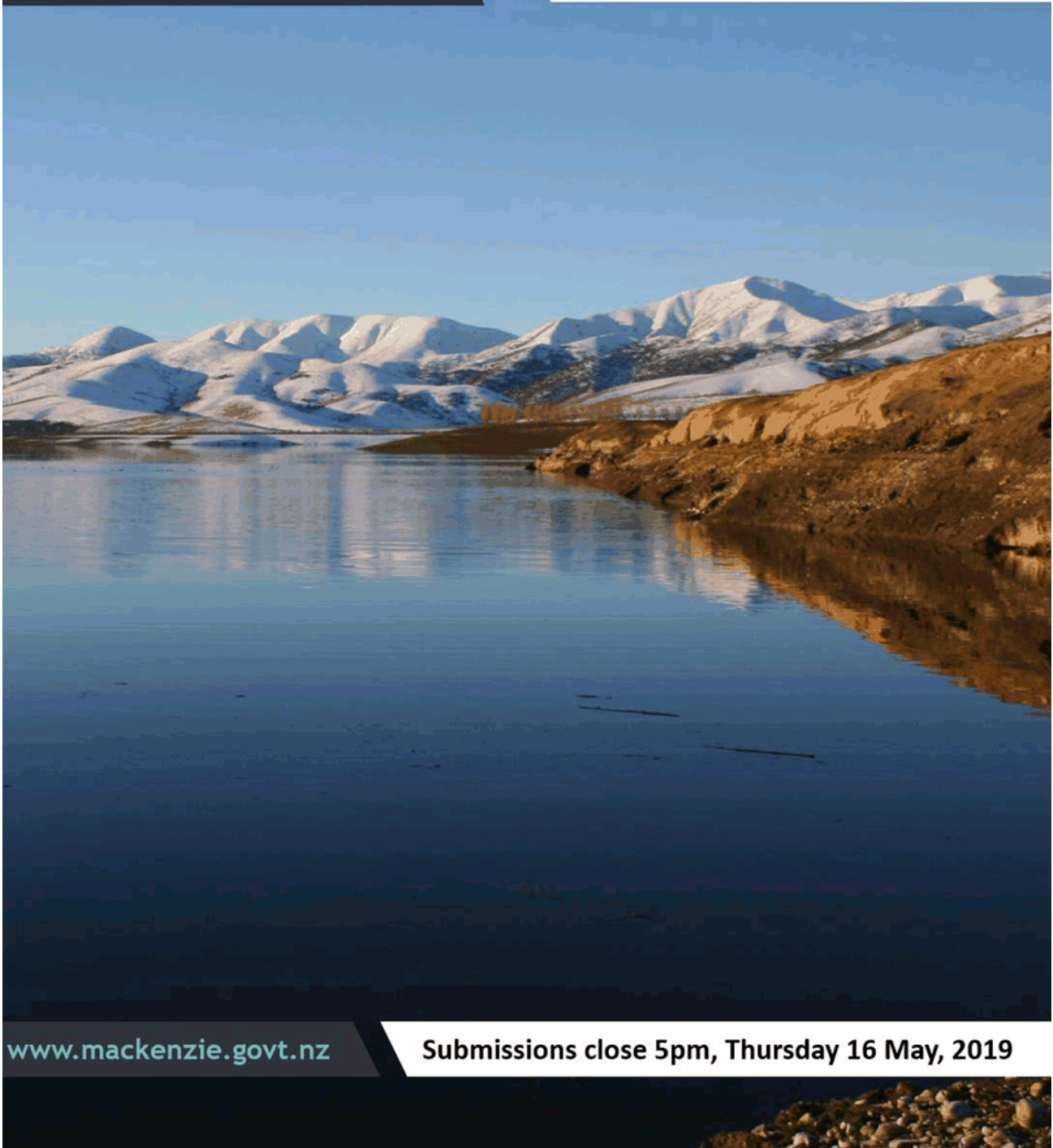
CHIEF EXECUTIVE OFFICER



MACKENZIE
DISTRICT COUNCIL

Statement of Proposal

PROPOSED RMA FEES AND CHARGES 2019/20



www.mackenzie.govt.nz

Submissions close 5pm, Thursday 16 May, 2019

Contents

1. Introduction
2. Reasons for Proposed Fees & Charges
3. RMA Proposed Fees & Charges
4. Have Your Say
5. Submission Form

This Statement of Proposal has been prepared as part of consultation regarding proposed fees to be charged under the Resource Management Act 1991.

Section 36(2) of the Resource Management Act (RMA) requires Council to seek public feedback on its proposed fees and charges through the Special Consultative Procedure under Section 83 of the Local Government Act 2002 (LGA).

The Special Consultative Procedure gives the public an opportunity to make submissions and provide feedback on the proposed fees. Once the submission period closes, a hearing will be conducted if people indicate they wish to speak in support of their submission.

1. Introduction

Council's Planning and Regulatory Department has a variety of functions which have an element of cost recovery. While some charges are set by statute, other statutes give local authorities the power to set charges.

Each financial year, the Council reviews its resource management fees and charges to ensure that:

- I. Those who benefit from the services of the resource management activity pay a fair and reasonable share of the costs of these services;
- II. The fees and charges reflect any changes in the cost of providing these services; and
- III. The fees and charges align with council's Revenue and Financing Policy.

Section 101(3) of the LGA and Section 36(4) of the RMA provide that charges can be set for regulatory functions.

Council's Revenue and Financing Policy provides information on funding sources which are available to Council and provides rationale for the use of each funding source. Fees and charges are a legitimate funding source.

2. Reasons for the Proposed Fees and Charges

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, and monitoring of resource consents in accordance with Section 36 of the Resource Management Act 1991 (RMA).

In fixing fees under Section 36 of the RMA, Council is required to have regard to the following:

- That the sole purpose of the charge is to recover reasonable costs incurred by the local authority;
- A particular person or persons should only be required to pay a charge to the extent that;
 - the benefit of the local authorities actions to which the charge relates is obtained by those persons as distinct from the community or the local authority as a whole; or
 - where the need for the local authority's actions to which the charge relates is caused by the actions of those persons; or
 - in a case where the charge is in respect of the local authority's monitoring functions under section 35(2)(a) (which relates to monitoring the state of the whole or part of the environment), to the extent that the monitoring relates to the likely effects on the environment of those persons' activities, or to the extent that the likely benefit to those persons of the monitoring exceeds the likely benefit of the monitoring to the community of the local authority as a whole.

In addition, Council must also have regard to its Revenue and Financing Policy which identifies user charges as the primary funding source for resource consent planning and regulatory activities of Council.

Changes to existing Resource Management Fees & Charges

The resource management charges proposed for 2019/20 have mostly remained unchanged from the charges for the 2018/19 financial year. However, where charges are proposed to be amended, this is to reflect the actual costs to Council in processing applications under the RMA.

Council proposes the following changes:

- **Subdivision Consent Processing:**

Current deposits for subdivision consent and related applications do not cover actual costs. To ensure that fair and reasonable costs are recovered and to reflect the actual costs incurred, following deposit fees are proposed to be increased:

 - Subdivision Consent processing (from \$1,000 to \$1,200);
 - Joint Section 223 and 224 (from \$450 to \$600); and
 - Section 226 applications (from \$400 to \$500).

- **Land Use Consent Fees:**

Similarly, the current deposits fee for Discretionary Land Use Consent application does not accurately reflect the average costs (based on the mean) to assess these applications. Deposit fees for the Discretionary Activity Land Use Consent applications are proposed to be increased from \$500 to \$750 to better reflect actual costs.

- Changes/Cancellations of Consent Conditions (increase from \$450 to \$500).

- **Change/Cancellation of Conditions:**

Deposits for applications to change or cancel conditions of a consent are proposed to be increased from \$450 to \$500 to reflect the actual costs of processing an application.

- **Notification of consent applications:**

Council has previously used a standard 'hearing fee deposit' when hearings are required or either a limited notified or public notified consent. It is proposed that this generic hearing fee deposit be removed and a deposit fee for Limited Notification be introduced. Actual costs associated with Limited Notification are generally less than the costs of public notification. The proposed deposit fee will more accurately reflect this and provide greater transparency for applicants. Public notification deposit fees remain unchanged.

It is also proposed that a public notice fee has been introduced to recover actual cost associated with placing a public notice. This will be charged at the cost incurred.

- **Plan Changes:**

Council's current deposit of \$1,500 for Plan Change applications does not give a realistic indication to applicants of the actual costs likely to be involved in processing an application for a Plan Change. Therefore the deposit is proposed to be increased to \$10,000. This will also reduce Council's exposure to risk in the form of outstanding fees.

- **Resource Consent Compliance Monitoring:**

It is proposed that the fee for Noise Monitoring and Noise Control Complaint call outs be removed and that a general Compliance Monitoring charge out rate be imposed. This will be at the rate of \$130/hour, to be consistent with the charge out rates of Planning Officers.

- **Notice of Requirement and Outline Plans:**

Applications for Heritage Orders have been included under the deposit for Notice of Requirement, attracting a \$10,000 deposit.

To ensure that the deposit fees reflect indicative processing costs to improve transparency and reduce the need for additional billing over and above the deposit, the following changes are also proposed:

- A new charge has been proposed for amendments to designations. To ensure costs recovery, this is proposed to be charged at cost;
- The deposit fee for Outline Plan Approvals is proposed to be increased from \$400 to \$500;
- Outline Plan Waivers application are proposed to have an increased deposit (from \$250 to \$500).

- **Other Applications: Certificate of Compliance, Certificate of existing use, and Section 348 LGA 1974 – ROW’s**

The deposit fees are proposed to be increased to ensure that the deposit fees reflect indicative actual costs. This will improve transparency and reduce the need for additional billing over and above the deposit.

- Deposits for Certificate of Compliance applications to be increased from \$450 to \$500;
- Deposits for Certificate of Existing Use to be increased from \$450 to \$500; and
- Section 348 LGA 1974 – Right of Ways (ROW) deposits to be increased from \$450 to \$500.

- **Hazardous Activities and Industries List (HAIL) searches**

A charge is proposed to recover the costs of preparing a Hazardous Activities and Industries List (HAIL) search of properties. Under the “*National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health*” (the NES), applicants may request a search of Council records for Hazardous Activities and Industries (HAIL) in relation to any site or sites. When a request is received, staff search Council files for specific activities associated with the HAIL list. These requests are currently managed through Local Government Official Information and Meetings Act (LGOIMA).

Because the process and the time spent by staff in a HAIL search is similar to an application for a Land Information Memorandum (LIM), and is directly related to the provisions of the Resource Management Act, Council proposed to introduce a specific HAIL search fee at \$310, consistent with the fee for LIM applications.

- **Staff Charge-Out Rates:**

To ensure appropriate cost recovery, the charge-out rate for an Administration Officer is proposed to be increased from \$60/hour to \$70/hour.

- **Hearing Panel Administration/Minute Secretary:**

Hearings involve administration work and require accurate records to be kept. To ensure appropriate cost recovery of these expenses, it is proposed that a charge out rate for Hearing Panel Administration/Minute Secretary at \$70/hour is introduced to reflect the charge rates of staff undertaking this work (Administrator).

- **Independent Commissioners, Planning Consultant, Engineering Consultant, Legal Advice and Other Specialist Consultants at ‘actual cost’:**

To ensure that fair and reasonable costs are recovered, it is proposed to change the full charge out rate for Independent Commissioners and other experts so the full costs are passed on directly to the applicant.

New Resource Management Act Fees & Charges to be introduced

- Travel Costs:**

For greater transparency, it is proposed that travel cost charges be clearly identified. Time and mileage for site visits will be charged from the council office closest to the site and reflect the true costs of undertaking a site visit. These are proposed at the following rates:

- \$0.76/km travel cost (comparable with IRD rate); and
- \$130/hr travel time (comparable with Planning Officer charge-out rate)

- Commissioning Specialist reports:**

A new fee is proposed to account for the actual costs associated with commissioning specialist reports.

3. Resource Management Act - Proposed Fees and Charges

The fees and charges for the 2019/20 year have been reviewed and Council considers that minor changes are appropriate.

Council is proposing amendments to the existing fees and charges as discussed in Section 2 of this Statement of Proposal.

The proposed fees are shown below with changes to the fees shown as underlined and deletions shown with ~~striketrough~~.

Subdivision	Fees 2019/20	Proposed 2019/20
Subdivision Consent	\$1,000.00 (deposit)	<u>\$1,200.00 (deposit)</u>
Section 223 (individual application)	\$300.00 (deposit)	\$300.00 (deposit)
Section 223 & 224 (joint application)	\$450.00 (deposit)	<u>\$600.00 (deposit)</u>
Section 224 (individual application)	\$450.00 (deposit)	\$450.00 (deposit)
Section 226	\$400.00 (deposit)	<u>\$500.00 (deposit)</u>
Lapsing Period Extension	\$400.00 (deposit)	\$400.00 (deposit)

Land Use	Fees 2018/19	Proposed 2019/20
Enhancement / restoration to historic building	No charge	No Charge
Resource consent exemption for boundary activities	\$250.00	\$250.00
Resource consent exemption for marginal/temporary rule breach	\$250.00	\$250.00
Controlled activity	\$500.00 (deposit)	\$500.00 (deposit)
Restricted discretionary activity	\$500.00 (deposit)	\$500.00 (deposit)
Discretionary activity	\$500.00 (deposit)	<u>\$750.00 (deposit)</u>
Non-complying activity	\$1,000.00 (deposit)	\$1,000.00 (deposit)

All Planning Applications	Fees 2018/19	Proposed 2019/20
Administration (included in the deposit fee for each application)	As per scheduled staff time	As per scheduled staff time
<u>Legal Advice</u>	<u>New charge</u>	<u>Actual Cost</u>
<u>Travel Time for site visits¹</u>	<u>New charge</u>	<u>\$130.00/hr</u>
<u>Travel costs for site visits¹</u>	<u>New charge</u>	<u>\$0.76/km</u>
<u>Change or Cancellation of Conditions – delegated authority</u>	\$450.00 (deposit)	<u>\$500.00 (deposit)</u>
<u>Commissioning a specialist report</u>	<u>New charge</u>	<u>Actual Cost</u>
<u>Public notification (where required)</u>	\$5,000.00 (deposit)	\$5,000.00 (deposit)
<u>Hearing fee (where required)</u>	\$3,000.00 (deposit)	<u>No charge</u>
<u>Limited notification - Subdivision or Land Use Consent (where required)</u>	<u>New charge</u>	<u>\$3,000.00 (deposit)</u>
<u>Public Notice</u>	<u>New charge</u>	<u>At Cost</u>

Plan Change	Fees 2018/19	Proposed 2019/20
District Plan change	\$1,500.00 (deposit)	<u>\$10,000.00 (deposit)</u>

Other Applications-Designations	Fees 2018/19	Proposed 2019/20
Notice of Requirement (including applications for heritage orders)	\$10,000.00 (deposit)	\$10,000.00 (deposit)
<u>Amendment to Designation</u>	<u>New charge</u>	<u>Actual Cost</u>
Outline plan approval	\$400.00 (deposit)	<u>\$500.00 (deposit)</u>
Outline plan waiver	\$250.00 (deposit)	<u>\$500.00 (deposit)</u>
Certificate of compliance	\$450.00 (deposit)	<i>Moved</i>
Certificate of existing use	\$450.00 (deposit)	<i>Moved</i>
Change or cancellation of conditions	\$450.00 (deposit)	<i>Moved</i>
Section 348 LGA 1974 – ROW's	\$450.00 (deposit)	<i>Moved</i>

¹ The travel costs for a site visit will be measured from the closest Council Office to the site visit location.

Other	Fees 2018/19	Proposed 2019/20
Certificate of compliance	\$450.00 (deposit)	\$500 (deposit)
Certificate of existing use	\$450.00 (deposit)	\$500 (deposit)
Change or cancellation of conditions	\$450.00 (deposit)	Moved to 'Land Use'
Section 348 LGA 1974 – ROW's	\$450.00 (deposit)	\$500 (deposit)
HAIL Search ³	New charge	\$310

³ A HAIL search consists of a search of Council records for Hazardous Activities and Industries (HAIL) in relation to a site in accordance with the "National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health", and Natural and Geotechnical Hazards.

Financial Contributions

Council, under its Revenue and Financing Policy, levies Financial Contributions. These contributions are levied for water, sewer and stormwater and are paid when new sections or multi-unit residential developments are created.

The formula used to calculate the contributions is:

$$\frac{V - L}{R}$$

Where:

- V** = Latest independent valuation of the water supply/sewerage system/stormwater system plus the value of any capital additions made since that time and less the value of depreciation charged since the date of revaluation.
- L** = Capital reserve balance with water supply/sewerage system/stormwater system as at 1 July each year. (The reserve may be in funds or overdrawn resulting in a positive or negative balance.)
- R** = Number of connectable properties (or properties for stormwater) contributing to the assets as at 1 July each year.

Schedule of Financial Contributions	Fees 2018/19	Proposed 2019/20
Water	\$6,801+GST	\$7108.10+GST
Sewer	\$4,103+GST	\$3850.51+GST
Stormwater	\$1550+GST	\$1705.63+GST

Monitoring	Fees 2018/19	Proposed 2019/20
Compliance Monitoring	Not specified	\$130.00/hr
Issuing an abatement notice	\$310.00	\$310.00
Noise monitoring & noise complaints	\$130.00/call-out (based on one hour minimum) If response time exceeds one hour, added costs will be incurred.	No charge

Staff Charge-Out Rates ³	Fees 2018/19	Proposed 2019/20
Administrator	\$60.00/hr	<u>\$70/hr</u>
Planning Officer	\$130.00/hr	\$130.00/hr
Senior Planning Officer	\$150.00	\$150.00/hr
Planning Manager / Planning & Regulations Manager	\$180.00/hr	\$180.00/hr
Engineering Officer	\$130.00/hr	\$130.00/hr
Engineering Manager	\$180.00/hr	\$180.00/hr

Council Hearings Panel	Fees 2018/19	Proposed 2019/20
Chair (Councillor)	\$100.00 per hearing hour	\$100.00 per hearing hour
Member (Councillor)	\$80.00 per hearing hour (set by remuneration authority)	\$80.00 per hearing hour (set by remuneration authority)
Hearing Panel Administration/Minute Secretary	New charge	<u>\$70.00/hr</u>

Independent Commissioners	Fees 2018/19	Proposed 2019/20
Independent Commissioner	\$1,800.00/day (not more than)	<u>Actual Cost</u>

Consultants	Fees 2018/19	Proposed 2019/20
Planning Consultant	\$210.00/hr (not more than)	<u>Actual Cost</u>
Engineering Consultant	\$230.00/hr (not more than)	<u>Actual Cost</u>
Legal advice	\$520.00/hr (not more than)	<u>Actual Cost</u>
Other specialist consultants	\$210.00/hr (not more than)	<u>Actual Cost</u>

Notes

- All charges are GST inclusive, unless otherwise stated
- ³ Staff charges: While charges are per hour, Council may charge on a pro-rata basis to the nearest 15 minutes.
- Where a deposit paid exceeds the full cost of processing a refund will be paid.

4. Have your say

Let us know what you think about our proposed RMA fees and charges.

Submissions should be received no later than 5pm, Thursday 16 May, 2019

You can do this by:

- Going to the Council website www.mackenzie.govt.nz and completing the online feedback form;
- Cutting out the following page, filling it out with your feedback and returning via one of the following:
 - Post: PO Box 52, Fairlie, 7949
 - Email: submissions@mackenzie.govt.nz
 - Drop in to the Council office, 53 Main Street, Fairlie or the Council Service Agency, Market Place, Twizel.

Want more information?

If you have any questions about the proposed fees or need further information you can contact Ann Rodgers, Planning Manager (Annr@mackenzie.govt.nz).

If you have any questions about the consultation process, please contact Suzanne Blyth (suzanne@mackenzie.govt.nz).

Telephone 03 685 9010.

Timeline

Timeline for considering the proposed RMA fees.

15 April 2019 – 16 May 2019	Consultation period
5pm, Friday 16 May 2019	Submissions close
28 May 2019	Hearing of submissions (if required)
18 June 2019	Council decision on fees to be charged
1 July 2019	New fees apply

Mackenzie District Council

Main Street, Fairlie
PO Box 52, Fairlie

Ph: 03 685 9010
Fax: 03 685 8533
info@mackenzie.govt.nz
www.mackenzie.govt.nz



5. Submission form

Submissions can be:

Delivered to:

Mackenzie District Council Offices:
Main Street, Fairlie or
Market Place Twizel

Posted to:

Mackenzie District Council
Po Box 52, Fairlie 7949

Completed online:

www.mackenzie.govt.nz

Emailed to:

Submissions@mackenzie.govt.nz

Submissions must be received no later than 5pm Thursday 16 May

Your Details

Full Name: _____

Organisation: _____

Telephone: _____ Mobile: _____

Email address: _____

Address: _____

_____ Post Code: _____

Hearing

(Hearings of submissions will be held at the MDC Chambers, Fairlie on Tuesday 28th May 2019)

Do you wish to speak about your submission at a Council Hearing?

☐ Yes

☐ No

If yes, do you wish to present your submission in person (Fairlie) or by video conference (Twizel)?

☐ In person, at MDC Chambers, Fairlie, Tuesday 28th May 2019

☐ By video conference from MDC Office, Twizel, Tuesday 28th May 2019

You will be contacted after submissions close and allocated a hearing time. Please keep your presentation to 10 minutes maximum. The Councillor panel will have read your submission prior to the hearing.

Do you support or oppose the proposed changes to the resource management fees and charges for the 2019/2020 year?

☐ I support the proposed fees and charges.

☐ I oppose the proposed fees and charges.

Please outline which fees and charges you support or oppose and why.

(Attach a separate sheet if necessary)

Additional Comments

Please outline below any further comments you wish to make regarding the proposed fees and charges 2019/2020.

(Attach a separate sheet if necessary)

Submission on Proposed 2019/20 Resource Management (RMA) Fees and Charges

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, April 19, 2019 7:57:27 AM
Last Modified: Friday, April 19, 2019 8:06:56 AM
Time Spent: 00:09:29
IP Address: 115.189.100.100

Page 1: Mackenzie District Council

Q1 Submitter Details

Full Name	James Underwood
Address	36 North West Arch
City/Town	Twizel
ZIP/Postal Code	7901
Email Address	
Phone Number	

Q2 Do you wish to speak about your submission at a Council Hearing? Submissions will be heard in Fairlie on Tuesday 28 May 2019. Submissions can be heard in person or via teleconference from Council's Twizel office. If you wish to be heard, you will be required to keep your presentation to 10 minutes maximum. Councillors will have read your written submission prior to the hearing.

No

[Efforts were made unsuccessfully to contact the submitter to clarify if they wished to present their submission.]

Q3 If yes, how do you wish to present your submission? Submissions will be heard at the council chambers in Fairlie on Tuesday 28th May 2019. Submitters can connect via teleconference from Twizel on Tuesday 28th May 2019. If you wish to be heard, you will be required to keep your presentation to 10 minutes maximum. Councillors will have read your written submission prior to the hearing.

I wish to be heard via teleconference from Twizel on Tuesday 28th May 2019

Q4 Do you support or oppose the proposed changes to the resource management fees and charges for the 2019/20 year?

I oppose the proposed fees and charges

Please outline which fees and charges you support or oppose and why?:
See additional.

Submission on Proposed 2019/20 Resource Management (RMA) Fees and Charges

Q5 Additional comments: Please outline any further comments you wish to make regarding the proposed resource management fees and charges for 2019/20

We were extremely disappointed with the council during a resource consent application. Do a better job and have the current fees reflect a better quality before upping the fees for the same dismal service. \$130per hour for someone to drive from Fairlie (thats not in the mackenzie), have a coffee in Tekapo and then on to Twizel to poke around for 5mins is not fair. Get rid of Fairlie and centre council in the centre of the actual mackenzie and have the fees bettet reflect the actual work required. In short you need to do a better job before thinking about charging more.

Q6 Attach further documentation if required.

Respondent skipped this question

8.4 ROAD STOPPING**File Reference:** Reg**Author:** Ann Rodgers, Planning Manager**Authoriser:** Suzette van Aswegen, Chief Executive Officer

Attachments:

1. Letter of request [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\)](#) [!\[\]\(a9bc825d1a15412853cf9ebcbd72219d_img.jpg\)](#)
2. Location aerial photograph - existing and proposed [!\[\]\(855eb27d3d242e620031eb19ab2e732f_img.jpg\)](#) [!\[\]\(528d698dbdf3a7863b8ddb9bfdc0181d_img.jpg\)](#)
3. SO 448942 DoC Easements [!\[\]\(74db6640e3542de97da9044296b61ac0_img.jpg\)](#) [!\[\]\(6702ba432e6ed220c908c99ca00fc2d7_img.jpg\)](#)
4. SO 518865 draft title plan 3 Oct 2018 [!\[\]\(372eb7bed732293b1d717db523e964a2_img.jpg\)](#) [!\[\]\(71ba8ae1e26f57f5f26e204088755d42_img.jpg\)](#)
5. CFR 605337 Sections 11, 12 and 13 SO 448942 [!\[\]\(9a1e2f2fef44d2dbf7f39d42e892968b_img.jpg\)](#) [!\[\]\(84f289b8b34ecf634253dafcb6e6ea51_img.jpg\)](#)
6. Title -Gazette Notice [!\[\]\(5a54b642dc44f13ee2b4ed16570dbe7d_img.jpg\)](#) [!\[\]\(c3715b3550b77a75dd12e2ab04e88c5d_img.jpg\)](#)
7. Email confirmation from Department of Conservation of approval in princ... [!\[\]\(26b53417b3379db7f5196f970fd5d7d0_img.jpg\)](#) [!\[\]\(26eed7a07baa56a240a44975be7ee822_img.jpg\)](#)

Council Role:

<input type="checkbox"/> Advocacy	When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting District Plans and plan changes, bylaws and policies.
<input type="checkbox"/> Review	When Council or Committee reviews decisions made by officers.
<input type="checkbox"/> Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
<input checked="" type="checkbox"/> Not applicable	(Not applicable to Community Boards).

PURPOSE OF REPORT

To seek approval from Council to commence the process to stop an unformed legal road that runs through Defence Force land near Lake Tekapo.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That approval be given to commencing the Road Stopping procedure.

BACKGROUND

Council has received a request from Mr R E W Austin on behalf of the New Zealand Defence Force (NZDF), to stop the legal road identified as Section 1 SO 518865 (shown on draft title plan SO518865

and shown on Location Aerial photograph). The legal road passes through the NZDF Tekapo Training Area, legally described as Sections 9-13 SO 448942.

The land to the north and north west of the Training Area primarily involves the DoC estate which has significant recreational value and a steadily increasing public interest in obtaining access to more remote areas. The NZDF has been reviewing access routes which pass through the Tekapo Training Area in conjunction with the Department of Conservation (DoC) to establish a practical and safe alternative to the legal Road proposed to be stopped, for those sections of access affected by the proposed road closure.

The legal road passes through the army operational training area, which is in regular use, and consequently presents a severe health and safety risk for the public. The road is a no exit route and provides no useful purpose for public access.

There are existing DoC easements for public use over NZDF land however in places the route relies upon sections of the legal road. The existing DoC easements are shown on SO 448942 as easements K, L & M. New Easements shown as A & B on SO 518865 will provide the necessary links once the road is stopped. There is another smaller section of legal road (Section 3 SO 518865), which will remain and link up with the easement arrangement.

Conditions associated with this access have been registered, see Gazette Notice dated 27th November 2012 no 142 page 4185.

POLICY STATUS

Council has no policy in relation to these considerations.

SIGNIFICANCE OF DECISION

This does not trigger Councils significance policy.

OPTIONS

1. Approve commencement of Road Stopping procedure.
2. Decline to approve commencement of Road Stopping procedure.

CONSIDERATIONS

Legal

There is a formal Local Government Act 1974 procedure for road stopping (Schedule 10), as follows:

- A Plan of the road proposed to be stopped along with an explanation is to be lodged with Land Information New Zealand.
- Approval and Plan Number received from the Chief Surveyor.
- Council will then open the plan for public inspection twice at intervals of not less than 7 day and call for objections to be lodged with on or before a date specified.
- If no objections are received within the time limit, the Council may by public notice declare the road closed.
- If objections are received the Council send all objections together with plans and a full description to the Environment Court who will decide the outcome.

Financial

The costs associated with the formal road stopping process will be met by the New Zealand Defence Force.

CONCLUSION

The proposal is to stop a legal road identified as Section 1 SO 518865 in order to rationalise public access through the NZDF Tekapo Training Area. The NZDF has been working with DoC to ensure a safe route is available for the public to access the DoC estate. The proposal will result in the stopping of a section of legal road, to be incorporated into the adjoining NZDF land, and which will be replaced by a safer alternative access arrangement open to the public.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

Armstrong Dixon Limited

PO Box 5133

WELLINGTON 6140E Mail Bobaustin422@gmail.com

Cell 021 454692

Phone 04 2356678

Fax 04 2356642

29 November 2018

Resource Management Planner
Mackenzie District Council
PO Box 52
Main Street
FAIRLIE 7949

Attention: Suzanne Blyth

Re Application for Road Stop/Closure. New Defence Force Training Area at Tekapo.

Many thanks for meeting with Helen Giller, Manager Property Rationalisation, Sam Staley, Caretaker at the Tekapo Military Camp and myself on the 18th July 2018. The discussion was most helpful and we further appreciate the email that you sent on the 23rd July 2018 which explains the process and procedures for road closure. Helen has since requested that Armstrong Dixon Limited submit an application on behalf of the New Zealand Defence Force (NZDF) to stop the legal road identified as Section 1 on SO Plan 518865.

The Application:

That the Mckenzie District Council proceed to undertake the necessary processes to stop the legal road identified as Section 1 on SO Plan 518865.

The Purpose of the Road Closure Request:

New Zealand Defence Force (NZDF) has over the past 5 years undertaken a review of access routes which pass through the Tekapo Training Area in conjunction with the Department of Conservation. The primary objectives have been:

- I) To establish practical access routes for the public which link the DOC Estate with other public access routes.
- II) To ensure public safety by selecting routes that exclude the army operational training areas.

There are two distinct issues affecting the legal road. One of those issues involves the legal road which runs in a similar line to Landslip Creek and the other is the legal road which passes north south and is the common boundary for Section 12 and Section 13 both on SO 448942.

a) Issues in respect to the legal road in the vicinity of Land Slip Creek.

Significant progress has been achieved in providing practical public access on the left bank of Landslip Creek. Already suitable access routes have been agreed by DOC and easements have been registered to formalise this access. For specific detail of the easements refer to SO Plan 448942, page Number T/7 and easement references K, L and M. The agreed conditions for this access have also been registered. Refer to Gazette Notice dated 27th November 2012 no 142 page 4185. SO 448942 and Gazette Notice are attached.

Note new easements will be registered shown as A and B on SO 518865 to connect the easements when the road is stopped on the same terms and conditions as embodied in Gazette Notice dated 27th November 2012.

b) Legal road adjoining Section 12 and Section 13 both on SO 448942.

This legal road passes through the army operational training area, which is in regular use, and consequently presents a severe health and safety risk for the public. The road is a no exit route and provides no useful purpose for public access. Closure and inclusion of the land within either Section 12 or Section 13 is appropriate.

Land Adjoining Roads Proposed for Closure:

The road proposed for closure and described as Section 1 on SO 518865 adjoins Section 11, 12 and Section 13 on SO 448942. These sections are Crown land set apart for Defence Purposes as confirmed by CFR 605337 attached.

The land on the north bank of Land Slip Creek, being Section 7 on SO 448942 is Crown land held by the Department of Conservation (DOC). DOC have been significantly involved with the rationalisation of this public access and they have confirmed their agreement to the road stop. Refer to the first indented paragraph of the correspondence dated 25th June 2018 which is attached.

Conclusion:

NZDF recognises that the land to the north and north west of the Training Area primarily involving the DOC Estate has significant recreational value with steadily increasing public interest keen to access these more remote areas.

In recognition of this increasing public interest NZDF has sought the co-operation and guidance from DOC to ensure that the access route proposed for the public provides a practical and safe alternative to the legal Road proposed to be stopped.

The existing easement (K, L, M on SO 448942) has been managed by the DOC since 27th November 2012 as substitute access for the road proposed to be stopped (being Section 1 on SO 518865) and DOC's concurrence with this proposal is an assurance that public access is adequately sustained by the existing easement.

Recommendation:

That the Mackenzie District Council undertake the necessary actions to close the legal road identified as Section 1 on SO 518865.

Please advise the writer of the process to be followed with the projected timeline for the various steps in the process.

Documents provided include:

Location aerial photograph

SO 448942

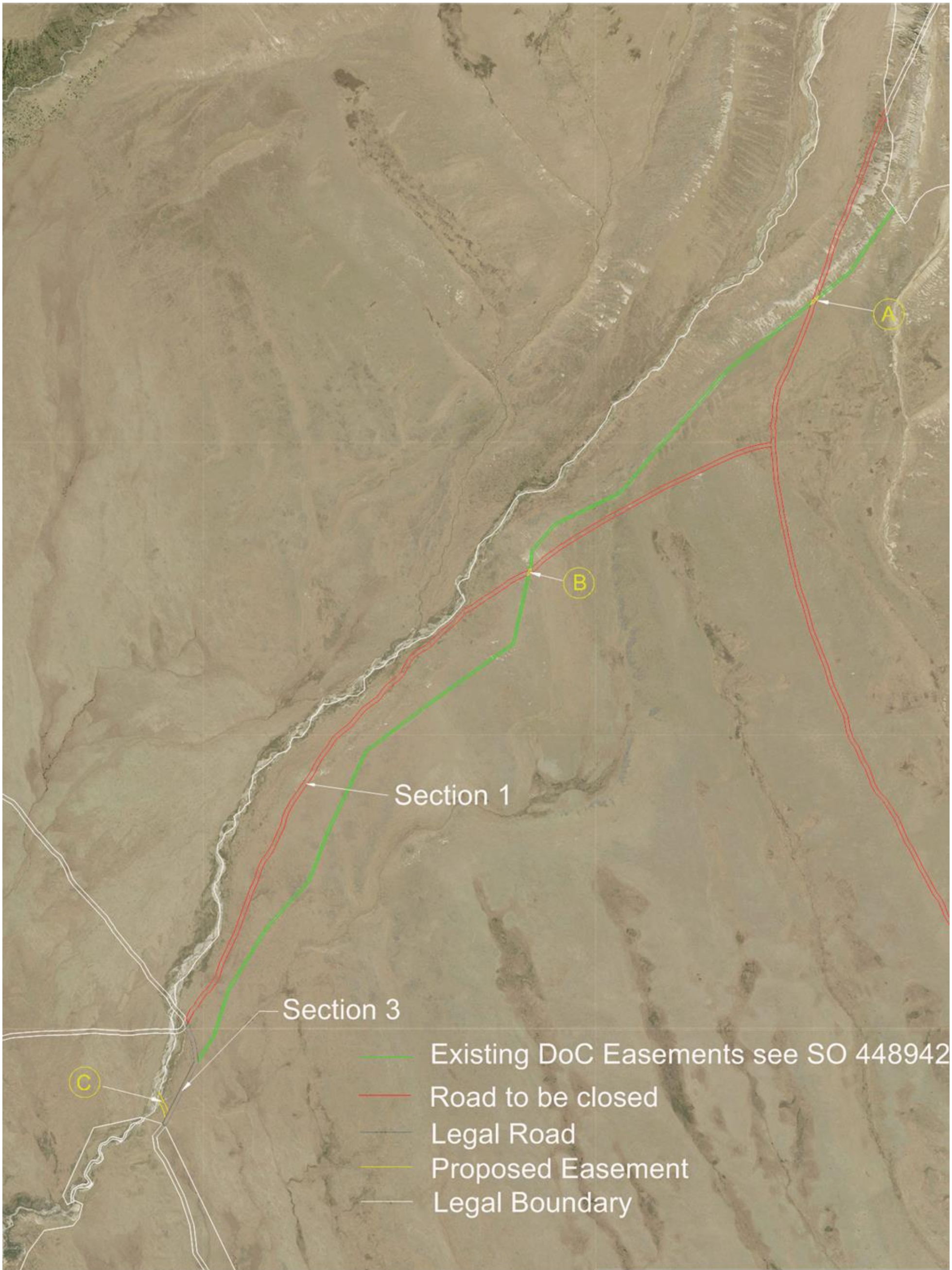
SO 518865

CFR 6055337

Gazette Notice dated 27th November 2012.

Correspondence from Department of Conservation dated 25th June 2018.

R. E. W. Austin
Consultant





Title Plan - SO 448942

Survey Number	SO 448942
Surveyor Reference	12450 - Braemar Tenure Review
Surveyor	Brian Darryl Andersen
Survey Firm	Andersen & Associates
Surveyor Declaration	I Brian Darryl Andersen, being a licensed cadastral surveyor, certify that: (a) this dataset provided by me and its related survey are accurate, correct and in accordance with the Cadastral Survey Act 2002 and the Rules for Cadastral Survey 2010, and (b) the survey was undertaken by me or under my personal direction. Declared on 16 Mar 2012 12:04 PM

Survey Details

Dataset Description	Sections 1 - 13 and Proposed Easement over Part RS 33306		
Status	Approved as to Survey		
Land District	Canterbury	Survey Class	Class B
Submitted Date	16/03/2012	Survey Approval Date	19/03/2012
		Deposit Date	

Territorial Authorities

Mackenzie District

Comprised In

CT CB7B/480
CT CB632/55

Created Parcels

Parcels	Parcel Intent	Area	CT Reference
Area O Survey Office Plan 448942	Marginal Strip		
Area P Survey Office Plan 448942	Marginal Strip		
Section 1 Survey Office Plan 448942	Fee Simple Title	78.3000 Ha	
Section 3 Survey Office Plan 448942	Fee Simple Title	93.1500 Ha	
Section 4 Survey Office Plan 448942	Fee Simple Title	3.3400 Ha	
Section 5 Survey Office Plan 448942	Fee Simple Title	721.6600 Ha	
Section 6 Survey Office Plan 448942	Fee Simple Title	139.4200 Ha	
Section 9 Survey Office Plan 448942	Fee Simple Title	4.2230 Ha	
Section 10 Survey Office Plan 448942	Fee Simple Title	0.3340 Ha	
Section 11 Survey Office Plan 448942	Fee Simple Title	166.0200 Ha	
Section 12 Survey Office Plan 448942	Fee Simple Title	4,119.6400 Ha	
Section 13 Survey Office Plan 448942	Fee Simple Title	2,548.7000 Ha	
Area A Survey Office Plan 448942	Easement		
Area B Survey Office Plan 448942	Easement		
Area C Survey Office Plan 448942	Easement		
Area E Survey Office Plan 448942	Easement		
Area F Survey Office Plan 448942	Easement		
Area G Survey Office Plan 448942	Easement		
Area H Survey Office Plan 448942	Easement		



Title Plan - SO 448942

Created Parcels

Parcels	Parcel Intent	Area	CT Reference
Area I Survey Office Plan 448942	Easement		
Area J Survey Office Plan 448942	Easement		
Area K Survey Office Plan 448942	Easement		
Area L Survey Office Plan 448942	Easement		
Area M Survey Office Plan 448942	Easement		
Area D Survey Office Plan 448942	Easement		
Section 7 Survey Office Plan 448942	Fee Simple Title	5,282.7200 Ha	
Section 2 Survey Office Plan 448942	Fee Simple Title	1,577.7600 Ha	
Section 8 Survey Office Plan 448942	Fee Simple Title	403.1800 Ha	
Area R Survey Office Plan 448942	Easement		
Area Q Survey Office Plan 448942	Easement		
	Hydro		
Total Area		<hr/> 15,138.4470 Ha	

Schedule / Memorandum

**Land Registration District****Canterbury****Plan Number****SO 448942****Proposed Easement Over Existing Fee Simple Land**

Nature	Shown As	Servient Tenement	Grantee
Public Access (on foot and non motorized vehicle only) and Conservation Management Access (<i>in gross</i>)	R	Pt RS33306 (CFR CB632/55)	Her Majesty The Queen (by and through the Minister of Conservation)
Public Access and Right to Park a Motor vehicle and Conservation Management Access (<i>in gross</i>)	Q	Pt RS33306 (CFR CB632/55)	

Andersen & Associates Ltd PO Box 13 343 Level 1 7 Lincoln Lane Christchurch 8141
 Phone: +64-3-379 9901 Fax: +64-3-379 9903 Email: mail@aasurvey.co.nz

Schedule / Memorandum


**Land Registration District
Plan Number**

Canterbury	SO 448942
-------------------	------------------

Schedule of Proposed Easements

Nature	Shown As	Servient Tenement	Grantee
Public Access (on foot and non motorized vehicle only) and Conservation Management Access (<i>in gross</i>)	A	Section 1	Her Majesty The Queen (by and through the Minister of Conservation)
	B, C, D, E, F, G	Section 2	
	H, J	Section 3	
	K	Section 13	
	L	Section 11	
	M	Section 12	
Conservation Management Access (<i>in gross</i>)	I	Section 3	

Note: This plan is exempt from s.348 Local Government Act 1974, as pursuant to s.27 of the Interpretation Act 1999 the Crown is not bound by that Act.

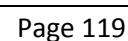
Parcel Reconciliation Schedule

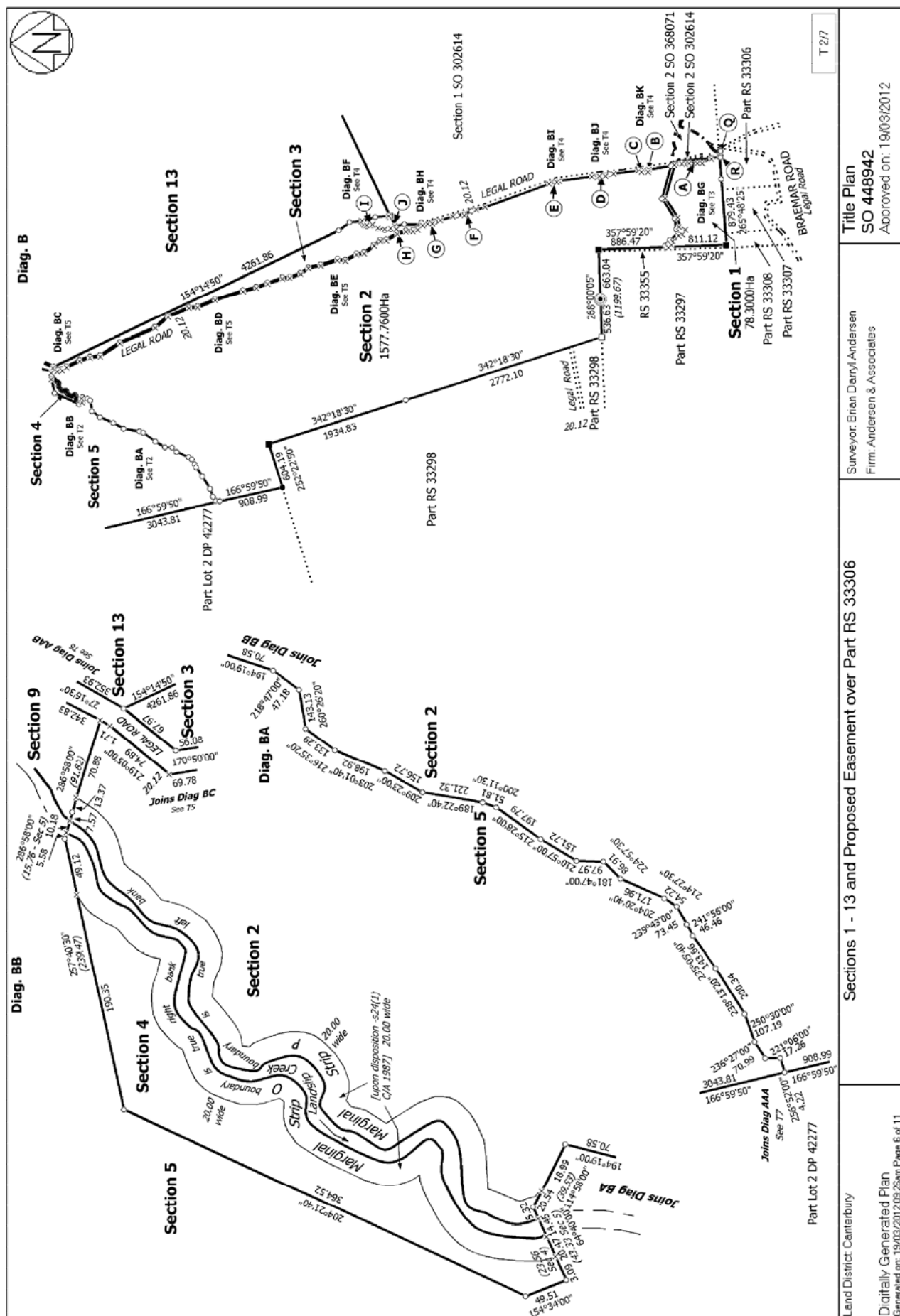
New Description	Former Description	Status
Section 1	Run 331	Crown Land (subject to Pastoral Lease CIR CB7B/480)
Section 2		
Section 3		
Section 4		
Section 5		
Section 6		
Section 7		
Section 8		
Section 9		
Section 10		
Section 11		
Section 12		
Section 13		

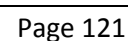
Note: Marginal Strips Reserved:

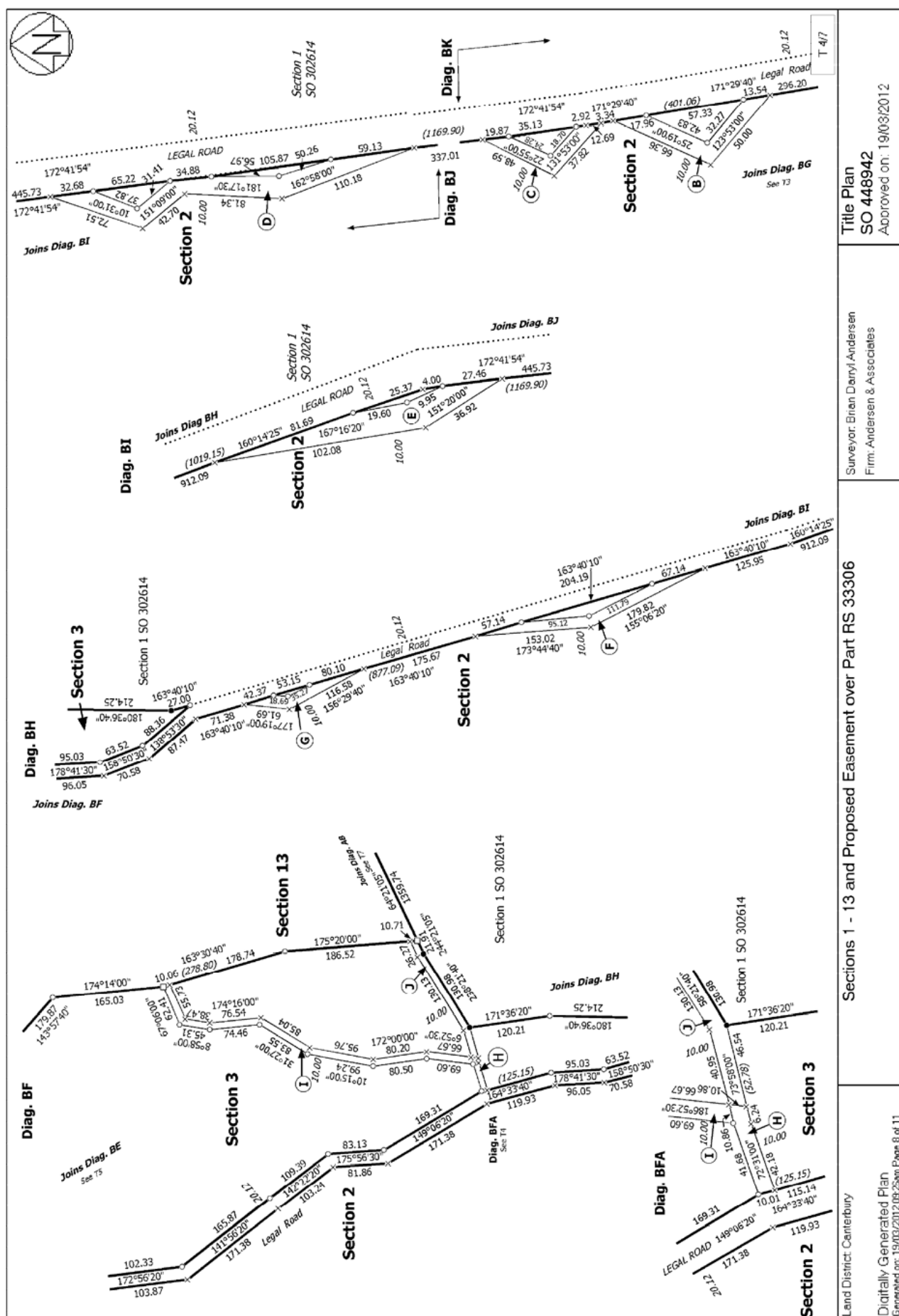
- Sections 1, 2, 3 & 4 hereon are subject to Part IVA Conservation Act 1987 upon disposition.
- Therefore upon disposition of Sections 1, 2, 3 & 4 marginal strips will apply to a) the landward margins of Landslip Creek adjoining Sections 2 & 4 from the point upstream where Landslip Creek exits Section 5 to the point downstream where it re-enters Section 5 and b) the landward margins of all rivers and streams within Sections 1, 2, 3 & 4 that have an average width of 3m or more whether shown hereon or not.
- The bed of Landslip Creek shown hereon is excluded from Sections 2 & 4 hereon.

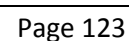
Andersen & Associates Ltd PO Box 13 343 Level 1 71 Lincoln Lane Christchurch 8141
Phone: +64-3-379 9901 Fax: +64-3-379 9903 Email: mail@aasurvey.co.nz

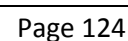


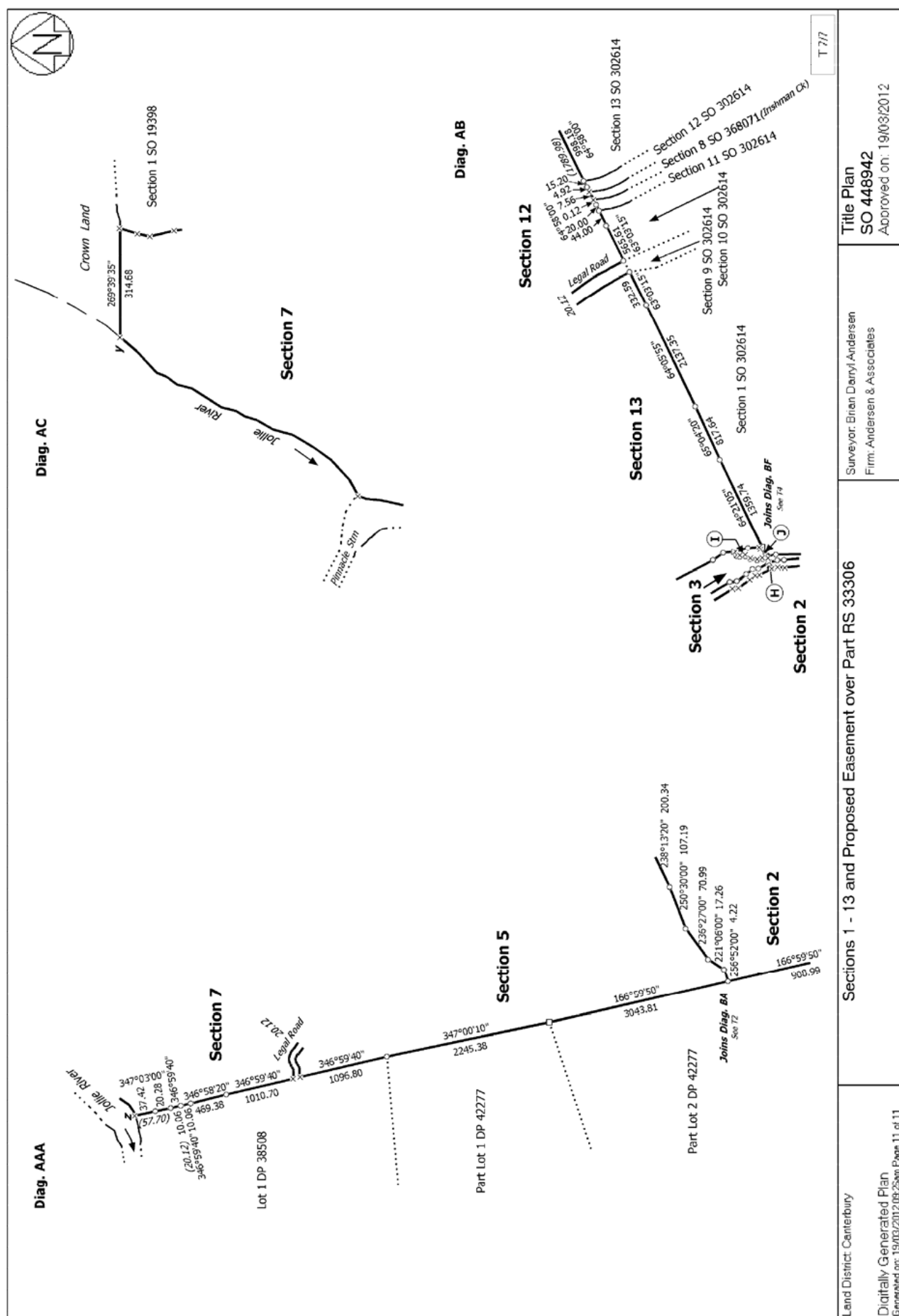














Title Plan - SO 518865

Survey Number SO 518865
Surveyor Reference 5343 Tekapo Road Closing
Surveyor Michael Patrick Flaherty
Survey Firm Flaherty Survey & Mapping Ltd
Surveyor Declaration

Survey Details

Dataset Description Sections 1-3 and Easement Over Section 9 SO 448942
Status Initiated
Land District Canterbury **Survey Class** Class B
Submitted Date **Survey Approval Date**
Deposit Date

Territorial Authorities

Mackenzie District

Created Parcels

Parcels	Parcel Intent	Area	CT Reference
Section 1 Survey Office Plan 518865	Legalisation	25.7900 Ha	
Area A Survey Office Plan 518865	Easement		
Area B Survey Office Plan 518865	Easement		
Section 2 Survey Office Plan 518865	Legalisation	1.1540 Ha	
Area C Survey Office Plan 518865	Easement		
CSC Parcel Number: 11	Road		
CSC Parcel Number: 12	Road		
Area D Survey Office Plan 518865	Easement		
Section 3 Survey Office Plan 518865	Legalisation	1.4111 Ha	
Total Area		28.3551 Ha	

Schedule / Memorandum

Land Registration District

Canterbury

Survey Number

SO 518865

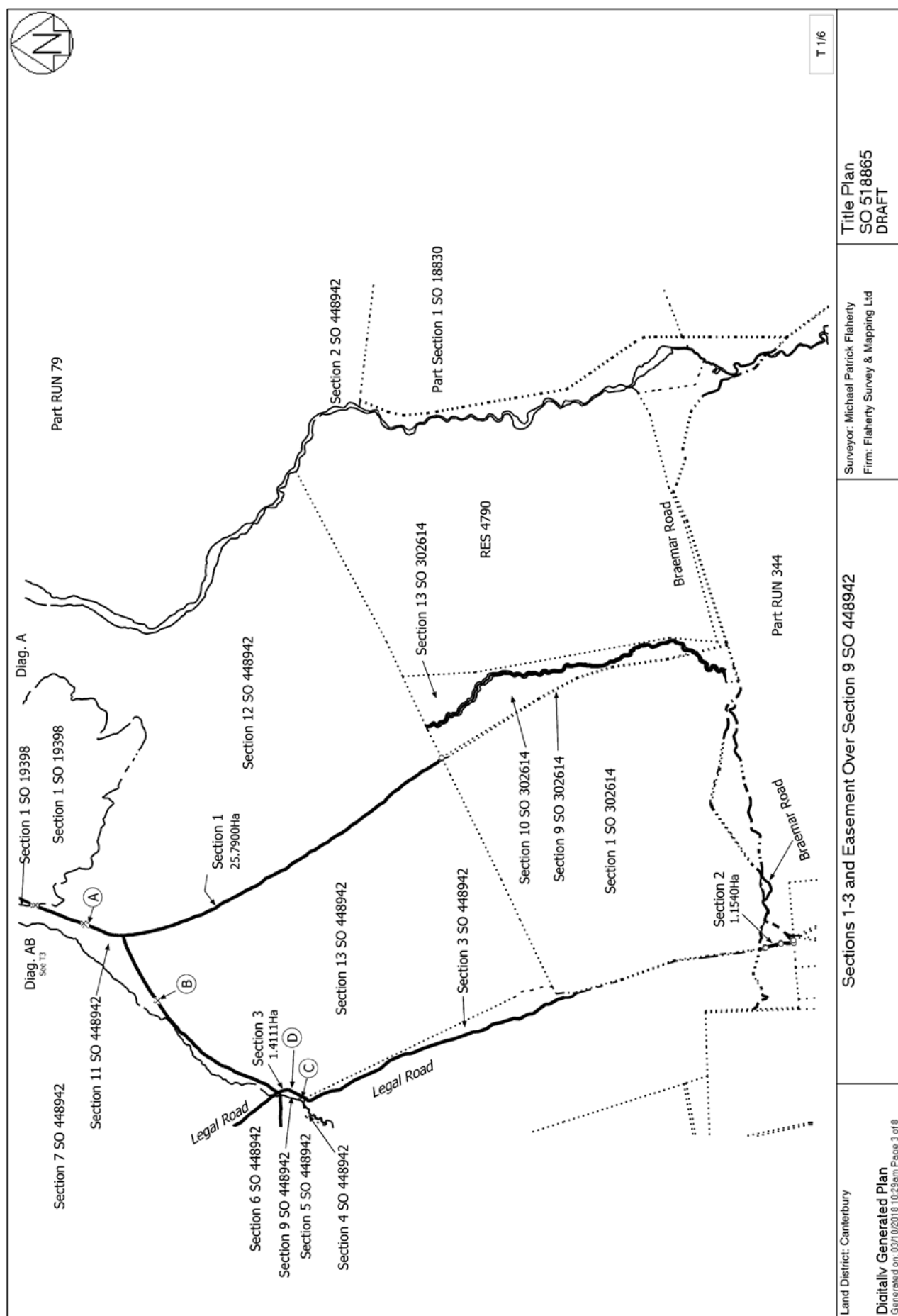
Territorial Authority (the Council)

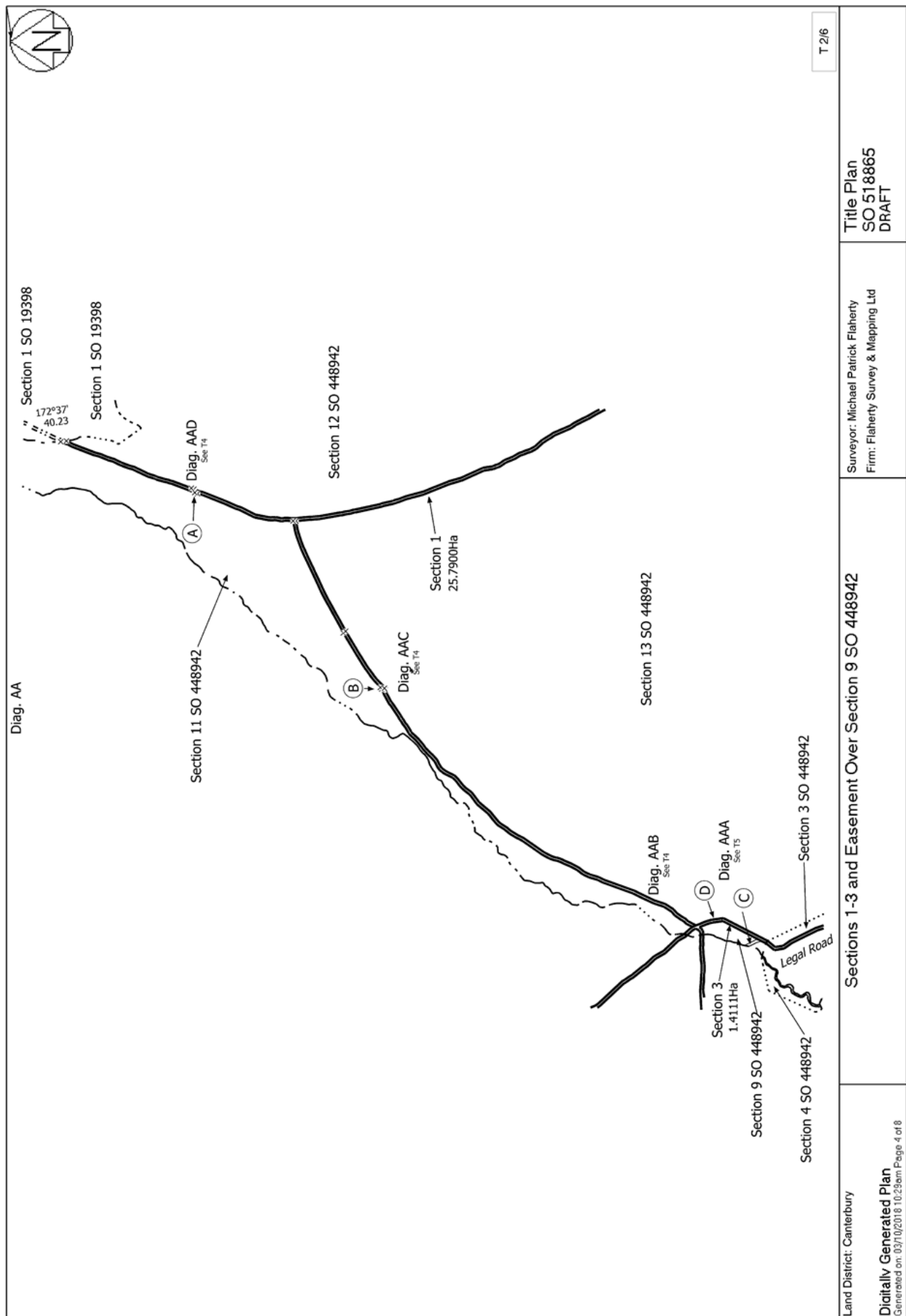
Mackenzie District

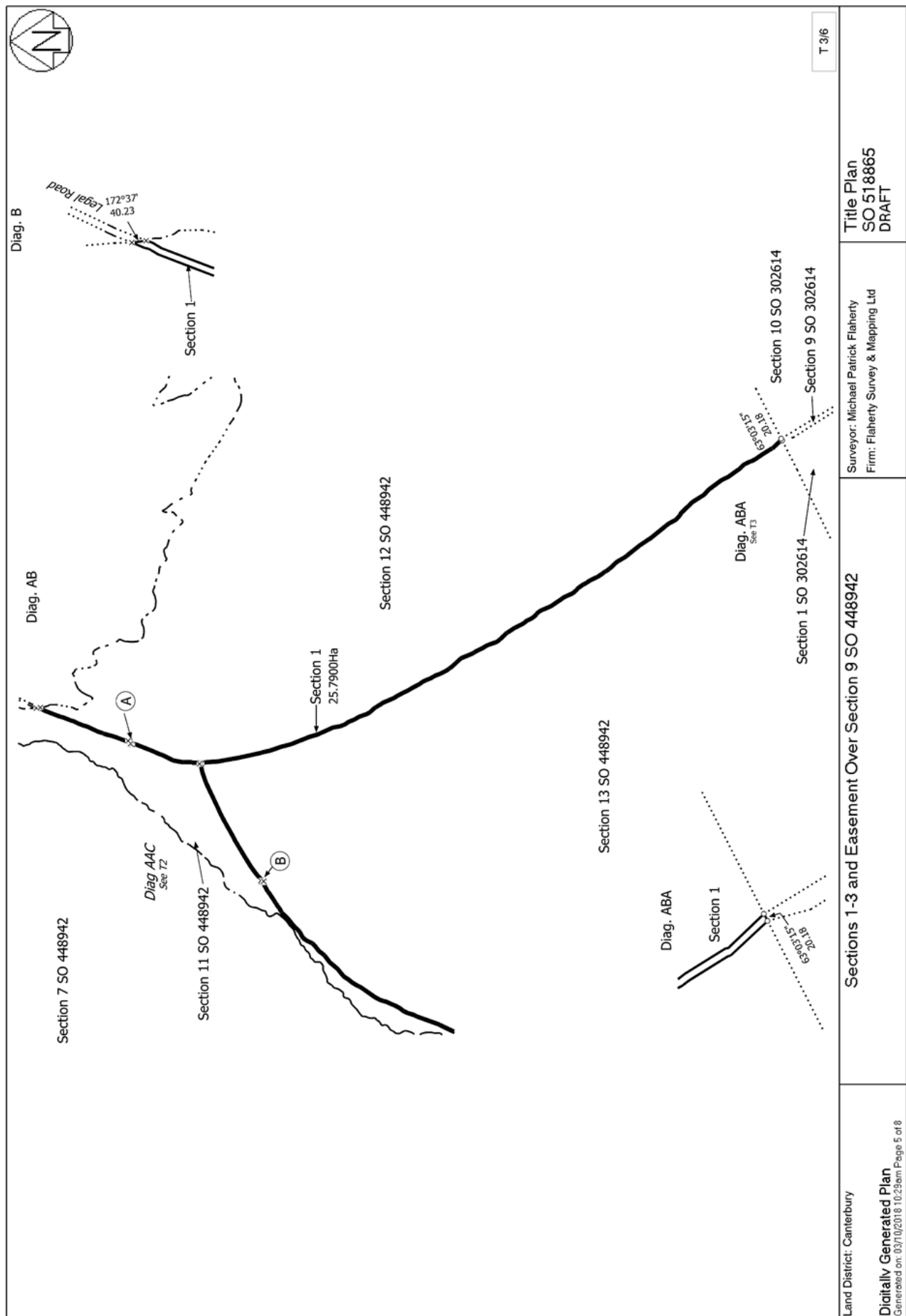
Schedule of Easements in Gross

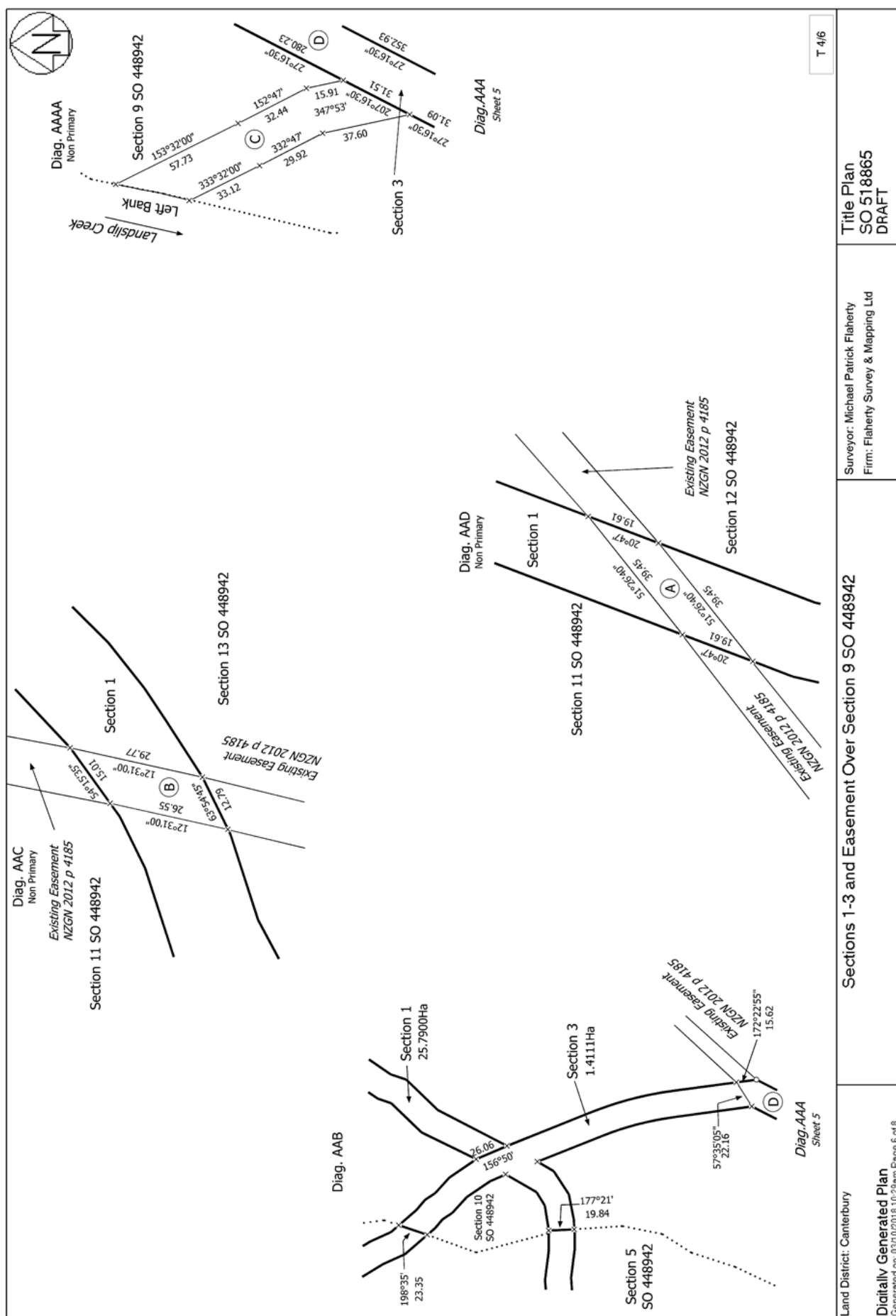
Last Edited: 03 Oct 2018 10:16:00

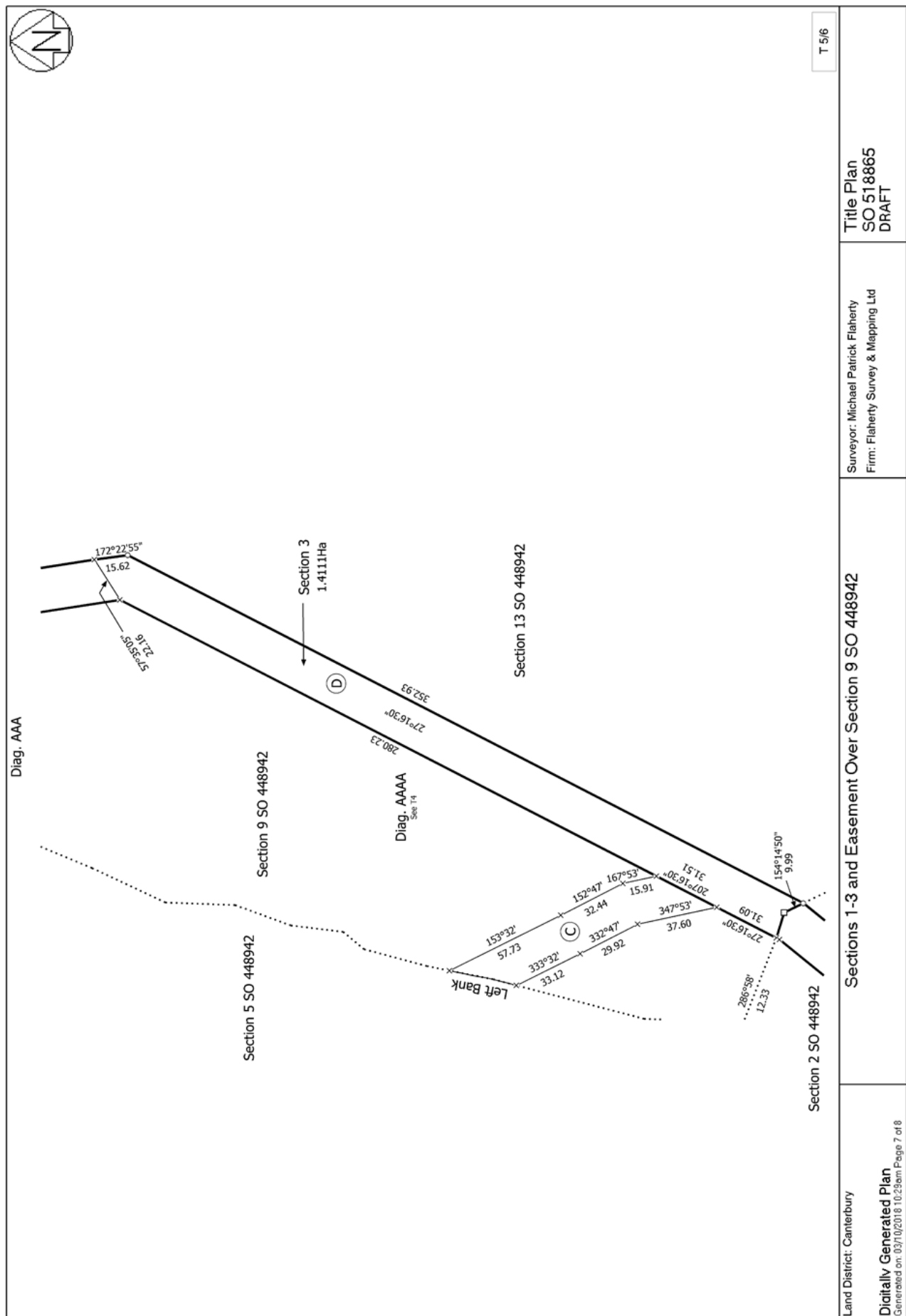
<u>Purpose</u>	<u>Shown</u>	<u>Servient Tenement</u>	<u>Grantee</u>
Right of Way	A, B	Sect 1	HM the Queen (Dept of Conservation)
	C	Section 9 SO 448942	HM the Queen (Dept of Conservation)
	D	Sect 3	HM the Queen (Dept of Conservation)

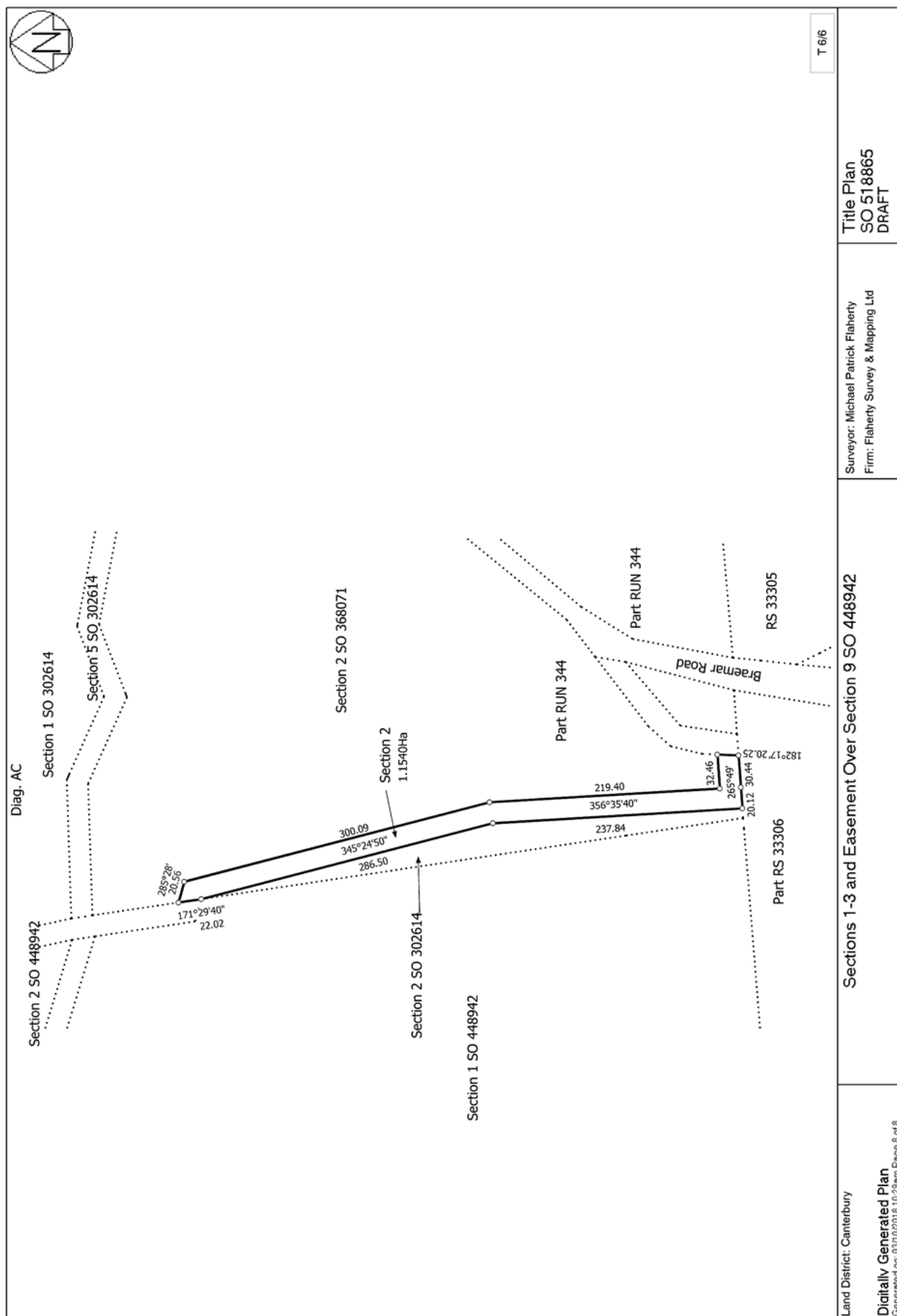














COMPUTER INTEREST REGISTER UNDER LAND TRANSFER ACT 1952

Search Copy



Identifier 605337
Land Registration District Canterbury
Date Registered 06 December 2012 07:00 am

Prior References
 9259942.1

Type	Fee Simple	Instrument	GN 9259942.1
Area	6838.9170 hectares more or less		
Legal Description	Section 9-13 Survey Office Plan 448942		
Purpose	Defence Purposes		

Proprietors
 Her Majesty the Queen

Interests

Subject to a public and conservation management access easement in gross over Section 11 SO 448942 part marked L , over Section 12 SO 448942 part marked M and over Section 13 SO 448942 part marked K on SO 448942 in favour of Her Majesty the Queen created by Gazette Notice 9259942.1 - 6.12.2012 at 7:00 am



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
GAZETTE NOTICE**

Search Copy



R. W. Muir
Registrar-General
of Land

Identifier 605337
Land Registration District Canterbury
Date Registered 06 December 2012 07:00 am

Prior References
9259942.1

Type	Fee Simple	Instrument	GN 9259942.1
Area	6838.9170 hectares more or less		
Legal Description	Section 9-13 Survey Office Plan 448942		
Purpose	Defence Purposes		

Registered Owners
Her Majesty the Queen

Interests

Subject to a public and conservation management access easement in gross over Section 11 SO 448942 part marked L, over Section 12 SO 448942 part marked M and over Section 13 SO 448942 part marked K on SO 448942 in favour of Her Majesty the Queen created by Gazette Notice 9259942.1 - 6.12.2012 at 7:00 am

Transaction Id 56667154
Client Reference kmorrow002

Search Copy Dated 18/03/19 10:13 am, *Page* 1 of 1
Register Only

Extract from *New Zealand Gazette*, 29/11/2012, No. 142, p. 4185

Land Set Apart for Defence Purposes— Braemar, Mackenzie District

Pursuant to section 52(1)(b) of the Public Works Act 1981, and to a delegation from the Minister for Land Information, Natasha Pollard, Land Information New Zealand, declares the land described in the First Schedule to this notice to be set apart for defence purposes and shall remain vested in the Crown, subject to an easement in gross in perpetuity for public and conservation management access granted in favour of Her Majesty The Queen acting by and through the Minister of Conservation under section 12 Reserves Act 1977, on the terms and conditions set out in the Second Schedule on the date of publication of this notice in the *New Zealand Gazette*.

Canterbury Land District—Mackenzie District Council First Schedule

Area ha	Description
6838.9170	Sections 9, 10, 11, 12 and 13 SO 448942.

Second Schedule

Definitions

1. In this easement unless the context otherwise requires:
 - 1.1 "Easement Area" means that part of the Servient Land being 10 metres wide which is marked "K", "L" and "M" on SO 448942.
 - 1.2 "Management Purposes" means:
 - (a) the protection of a significant inherent value of the land managed by the Grantee; and/or
 - (b) the ecological sustainable management of the land managed by the Grantee.
 - 1.3 "Servient Land" means the land owned by the Grantor and described in the First Schedule.
 - 1.4 "Grantee" means Her Majesty the Queen acting by and through the Minister of Conservation and includes tenants, agents, contractors, licensees and employees of the Minister of Conservation and the Director-General of Conservation; and for the purposes of clause 2.1 only, includes any member of the public.
 - 1.5 "Grantor" means New Zealand Defence Force as owner of the Servient Land and includes the Grantor's tenants and invitees.

Standard Easement Terms

Access

2. The Grantee has the right in common with the Grantor:
 - 2.1 To pass and re-pass at any time over and along the Easement Area marked "K", "L" and "M" on foot, or by non-motorised vehicle powered by a person or persons.
 - 2.2 To pass and re-pass at any time over and along the Easement Area marked "K", "L" and "M" on foot, or by non-motorised vehicle, or by motor vehicle, with or without machinery and implements of any kind, for Management Purposes.
3. The Grantor must keep the Easement Area clear at all times of obstructions whether caused by parked vehicles, deposit of materials or unreasonable impediment to the use and enjoyment of the Easement Area, where such event or outcome is caused by or under the control of the Grantor.

Exclusion of Schedule:

Title Diagram Gazette Ti

Cpy - 01/01, Pgs - 002, 18/12/12, 17:21



DocID 213271793

4. The rights and powers contained in Schedule 4 of the Land Transfer Regulations 2002 and the Fifth Schedule of the Property Law Act 2007 are expressly negated.

Term

5. This easement is to be in perpetuity.

Temporary Suspension

6. The Grantee and Grantor may by agreement, at any time in exercise of her/his powers, temporarily close all or part of the Easement Area for such period as she/he considers necessary.

Dispute Resolution

7. If a dispute arises between the Grantor and Grantee concerning the rights, management and operation created by this easement, the parties are to enter into negotiations in good faith to resolve it.
8. If the dispute is not resolved within 14 days of written notice by one party to the other, it is to be referred to mediation.
9. If the dispute is not resolved within 21 days or such other period as agreed to in writing between the parties after the appointment of the mediator, the parties must submit to the arbitration of an independent arbitrator appointed jointly by the parties or, if one cannot be agreed within 14 days, to an independent arbitrator appointed by the President of the New Zealand Law Society.
10. The arbitration is to be determined in accordance with the Arbitration Act 1996 and its amendments or any enactment passed in substitution.

Notice

11. A notice to be given under this easement by one party to the other is to be in writing and must:
 - 11.1 be hand delivered to the receiving party;
 - 11.2 be sent by ordinary post to the receiving party; or
 - 11.3 be sent by facsimile to the receiving party.
12. If clause 11.2 applies, the notice will be deemed to be received by the receiving party on such date on which the ordinary post would be delivered.
13. If clause 11.3 applies, the notice will be deemed to have been received on the day on which it is dispatched or, if dispatched after 5.00pm, on the next day after the date of dispatch.

Special Easement Terms

14. The standard easement terms contained above must be read subject to any special easement terms set out below.
15. The Grantee will, in consultation with the Grantor:
 - 15.1 Mark the easement area with poles, along the ridge above the true left of Landslip Creek towards Mt Stevenson.
 - 15.2 Erect and maintain stiles and/or gates.
 - 15.3 Erect and maintain signs informing the public:
 - (a) of the location of the land managed by the Crown and available for public access and recreation; and
 - (b) of their rights and responsibilities in relation to the Easement Area; and
 - (c) of the safety issues associated with the adjoining New Zealand Defence Force Land.
 - 15.4 From time to time, modify the surface of the Easement Area so that it becomes and remains fit for the purpose of clauses 2.1 and 2.2.
 - 15.5 Use whatever reasonable means of access he/she thinks fit over the Easement Area to carry out the works in clause 15.1 to 15.4.

NOTICE NO: 7819

16. The Grantee and the Grantor will develop a Memorandum of Understanding that ensures that public access is managed in a safe and co-ordinated manner.

Dated at Wellington this 23rd day of November 2012.

N. POLLARD, for the Minister for Land Information.

(LINZ CPC/2012/16844)

In 7819

NOTICE NO: 7819

Ann Rodgers

From: Mary-Anne Baxter <mbaxter@doc.govt.nz>
Sent: Monday, 25 June 2018 12:42 PM
To: Bob Austin
Cc: Sally Jones; Ian Guthrie; John Blue
Subject: RE: MOU Tekapo Road stops and easements

Hi Bob,

Sincere apologies for not being able to get back to you on this. Management has directed our team to do some other priority work over the last few weeks. As a result of this I have not been able to complete the Braemar work and get back to you with a formal response.

Given that I will also be away on leave for the next two weeks, I am comfortable with you progressing with the road stopping process with the Council on the understanding that the outcome DOC requires is:

- A new easement that will complete public foot and non-motorised vehicle access up the existing public access when the road is closed due to the road closing leaving small 'gaps' in the exiting legal route. The conditions will be the same as those provided in the gazette notice easement.
- A new easement crossing Landslip Creek to the DOC land (C on SO 518865).
- Public access over the Landslip Creek crossing and easement linking it to Braemar Station (C and D on SO 518865) is to include public vehicle access.
- DOC needs to have an easement for public carparking registered on the Braemar Station title before the road closing beside Braemar Road occurs (DOC has this underway and does not anticipate a problem achieving this, however any support of a road closing here is provisional on completion of the carpark registration).

We have already discussed all these points in email conversation previously and my understanding is all these points will be acceptable to NZDF. I anticipate being able to provide you with our formal letter on this and revised MOU once I am back at work in a few weeks' time.

Kind regards,

Mary-Anne Baxter
Statutory Land Management Advisor
Department of Conservation—*Te Papa Atawhai*
M: +64 27 327 9046
Christchurch Shared Services Office
Private Bag 4715 Christchurch Mail Centre Christchurch 8140
T: +64 3 371 3700
Conservation leadership for our nature *Tākina te hī, Tiakina, te hā o te Āo Tūroa*
www.doc.govt.nz

From: Bob Austin <bobaustin422@gmail.com>
Sent: Tuesday, 19 June 2018 6:40 a.m.
To: Mary-Anne Baxter <mbaxter@doc.govt.nz>
Subject: MOU Tekapo Road stops and easements

Hi Mary Anne

The situation is quite difficult with NZDF putting pressure on to get the road stops process under way with the MDC. Can you give a firm commitment as to when the MOU will be available?

What is your attitude to NZDF proceeding with the road stops with MDC prior to the MOU being signed off?
A response to day would be appreciated.

Kind regards

Bob Austin

Caution - This message and accompanying data may contain information that is confidential or subject to legal privilege. If you are not the intended recipient you are notified that any use, dissemination, distribution or copying of this message or data is prohibited. If you received this email in error, please notify us immediately and erase all copies of the message and attachments. We apologise for the inconvenience. Thank you.

8.5 GRANT APPLICATION - SKATE N SKOOTER**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services

Attachments: 1. Grant Application Skate n Skooter [↓](#) 

2. Skate n Skooter Plan [↓](#) 

Council Role:

<input type="checkbox"/> Advocacy	When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting District Plans and plan changes, bylaws and policies.
<input type="checkbox"/> Review	When Council or Committee reviews decisions made by officers.
<input type="checkbox"/> Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
<input type="checkbox"/> Not applicable	(Not applicable to Community Boards).

PURPOSE OF REPORT

For Council to consider a grant request for financial support for the Mackenzie Community Enhancement Board's Fairlie Skate and Skooter Park.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council grant \$25,000 from the Land Subdivision Reserve towards this project.

BACKGROUND

The Long Term Plan 2018/28, page 71, refers to the Skate Park with the following; "The Fairlie Community Board has expressed support for a Skate Park to be constructed on the northern end of the Fairlie Village Green. This project is being driven by a community group. Whilst no specific budget has been provided for this project, the proposal for a recreational facility such as the skate park may qualify for a contribution from the land subdivision reserve. Council would consider this should an application for funding be made."

Currently the balance of the land subdivision fund is \$78,000.

The total project budget is \$100,000. In order to obtain Lotteries funds the group are required to have one third of the total cost. The group currently has \$10,000. If Council grant \$25,000 the group will then have sufficient funds to apply to Lotteries for the balance of \$65,000.

If Council does not provide a grant of \$25,000 then the group will not be in a position to apply to Lotteries for the balance of \$65,000.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER

Fairlie Skate and Scooter Committee
Fairlie 7925

27th May 2019

Mackenzie District Council
Main Street
Fairlie 7925

Dear Sir/Madam,

We write in reference to the proposed skate and scooter park on Fairlie's Village Green. This has already been approved by Fairlie Community Board.

To date, we have approximately \$10,000 from community fund raising efforts.

We are seeking \$25,000 from the Mackenzie District Council's Parks and Recreation Fund.

The total budget for the skate and scooter park is estimated at \$100,000.

The project will proceed as soon as all funding is secured. We will seek further funding from Lotteries and other sources.

We look forward to hearing from you.

Yours sincerely

Jamie McMurtrie
Cell: 0211 597 551



APPLICATION FOR GRANT

1. Name of Organisation/Individual: Mackenzie Community Enhancement Board
Fairlie Skate and Skooter Committee
2. Address: c/- 67 Main Street
FAIRLIE 7925

Telephone: 0211 597 551
Fax: _____
Email: trouser99@hotmail.com / mackenziecommunity@x
10-1
3. Contact Person: Jamie McMurtrie
Position: Builder
Phone: Business: 0211 597 551
Phone: Home: 03 685 8496
4. Please specify the legal status of your organization – trust/Incorporate Society/other. Incorporate Society
5. Is your organisation recognised as a non profit body by the Inland Revenue Department?
☒ Yes/No
6. Name of principal officers:
Chairperson/President: Barbara Adams
Secretary: Rev Andrew McDonald
Treasurer: Anne Harrison

7. State your organisation's purpose and objectives: To enhance life through co-ordination of activities and the development of opportunities in the Albury, Fairlie and Tekapo district
The Board operates a Centre in Fairlie from which its activities are co-ordinated and run.

8. How long has your organisation existed?

25 years

9. Is your organisation responsible to or controlled by any other organisation/authority? No

Please specify: _____

10. What level of funding does your organisation request from the Mackenzie District Council?

\$25,000.00

11. State the purpose for which the grant is requested:

Purpose is to build a skate park and to seek funds from the Council's parks and recreation fund. We hold \$10,000 of community fundraisi

12. State the number whom you expect will benefit from the grant you are requesting:

Current generation of two years olds up, plus future children and young persons

Members: _____

Others: _____

13. Has your organization received a donation during the past five years?

Yes ☒ No ☐

Annual Operation Grants & Creative NZ Grants otherwise none

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
TOTAL			

14. If your organisation is registered for GST, please supply your GST number:

062 317 329

15. Please supply a copy of your latest audited financial statements.

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: Barbara Adams

Position: Chairperson Mackenzie Community Enhancement For

Signature: 

Date: 6-6-2019



MACKENZIE DISTRICT COUNCIL GRANT EVALUATION CRITERIA

1. Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments). *yes*
2. Will the grant *directly* benefit ratepayers/residents in the Mackenzie District? If so, how many? *yes 100%*
3. Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission? *Lotteries Community Facilities Fund, Mid/SC community trust*
4. Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much? *No*
5. How much of their own funds does the organisation have to put toward this request/project? *\$10K*
6. Is the organisation/individual a non-profit body and able to accurately account for any funds granted? *yes*
7. Has the organisation supplied all information on the application form including a set of accounts? *- Yes*
8. What is the effect on the individual/organisation if the Council does not support the application? *the project will not proceed.*

C:\Users\christineo\Desktop\Grant Evaluation Criteria.docx

Mackenzie Community Enhancement Board**Performance Report**

For the year ended
31 March 2018

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Mackenzie Community Enhancement Board**Entity Information**

"Who are we?", "Why do we exist?"

For the year ended
31 March 2018

Legal Name of Entity Mackenzie Community Enhancement Board Incorporated

Type of Entity and Legal Basis (if any): Incorporated Society and Registered Charity. Date of Incorporation 11/6/2008

Registration Number: CC25654

Entity's Purpose or Mission:

To enhance life through co-ordination of activities and the development of opportunities in the Albury, Fairlie and Tekapo districts. The Board operates a Centre in Fairlie from which its activities are co-ordinated and run.

Entity Structure:

Membership of the Society is automatically conferred by being a Board member, being accepted by the Board as a volunteer to the Society, or by being in the employment of the Society. A public AGM is held annually and the Board meets monthly. Decisions taken at these meetings will be by a simple vote. The Board has the power to co-opt additional members for specific purposes and periods. Board membership is limited to 9 people representing geographical areas and/or community organisations and groupings. Within the Board there are areas of responsibilities e.g. Chairman, Treasurer, Secretary, Staff Supervisor etc.

Main Sources of the Entity's Cash and Resources:

The Board publishes a fortnightly newspaper which is delivered free of charge to the households in the area. This publication generates income from its advertisers. Also the Society receives funding from MSD in the form of Heartlands annual funding, grant from the Mackenzie District Council, seeks grants from other government agencies for specific projects and costs (e.g. COGS and Lottery funding) Other funds are generated by administration on behalf of other community groups in the area.

Main Methods Used by the Entity to Raise Funds:

Publication of 'The Fairlie Accessible'; the application for grants; contracting services to organisations within the district.

Entity's Reliance on Volunteers and Donated Goods or Services:

The contribution of volunteers to the running of the Centre is pivotal to the successful day to day operations. The community contributes time and goods for various projects and activities.

Mackenzie Community Enhancement Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended

31 March 2018

Additional Information:

IRD Number

62-317-329

Contact details

Physical Address:

67 Main Street, Fairlie

Phone/Fax:

36858496

Email/Website:

fairlie@xtra.co.nz



fairlie recycles

Board Members

Barbara Adams (Chairman)
Rev Andrew McDonald (Secretary)
Peter Bell
Russell Halkett

Ernie Gabsa
Chris Clarke
Ann Thomson (Staff Rep)

Mackenzie Community Enhancement Board

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
31 March 2018

Description of the Entity's Outcomes*:

The enhancement of the lives of the people of the Lower Mackenzie by the provision of services and activities to achieve this. A special emphasis this year is the continued support of the elderly to enable them to live effectively in the community. The centre continues to connect the community with local and national government services.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Publication of the Fairlie Accessible each fortnight	26 issues	26 issues	26 issues
Maintenance of social media: Fairlie NZ; Fairlie Recycles; Fairlie 150 yrs; Heartlands Fairlie Service Centre.	3410		2920
Monthly outings and weekly home visits for local elderly folk	1110		656
Liaison and support for community organisations eg RSA Rugby Club, Theatre Group, Learn to Swim etc.	400		300
Employment of a Mackenzie Wide Community Development Worker	1		1
Provision of services/information for the Mackenzie District Council	520		400
Provision of admin for Fairlie Vehicle Trust	12 months		12 months
Provision of tourist information	700		1300

Mackenzie Community Enhancement Board

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

31 March 2018

	Note	Actual* This Year \$	Actual* Last Year \$
Revenue			
Donations, fundraising and other similar revenue *	1	109,136	94,160
Accessible Trading	1	23,649	22,176
Shop Trading	1	(2,767)	(202)
Interest, dividends and other investment revenue *	1	89	257
Community Car Administration		7,042	7,042
Other Community Raised funds		2,115	3,543
Total Revenue*		139,263	126,976
Expenses			
Expenses related to public fundraising *	2	17,784	37,695
Volunteer and employee related costs *	2	80,825	77,306
Other expenses	2	17,875	16,551
Total Expenses*		116,484	131,552
Surplus/(Deficit) for the Year*		22,778	(4,576)

Mackenzie Community Enhancement Board

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
31 March 2018

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*	3	96,167		56,493
Debtors and prepayments*	3	51,742		45,345
Inventory*	3	471		4,386
Other current assets				
Total Current Assets		148,380	-	106,224
Non-Current Assets				
Property, plant and equipment*	4	1,280		2,061
Investments*	3	3,500		3,500
Other non-current assets				
Total Non-Current Assets		4,780	-	5,561
Total Assets*		153,160	-	111,785
Liabilities				
Current Liabilities				
Bank overdraft*				
Creditors and accrued expenses*	3	12,172		16,106
Employee costs payable*	3	1,802		2,188
Unused donations and grants with conditions*		22,917		
Other current liabilities				
Total Current Liabilities		36,891	-	18,294
Non-Current Liabilities				
Loans*				
Other non-current liabilities				
Total Non-Current liabilities		-	-	-
Total Liabilities*		36,891	-	18,294
Total Assets less Total Liabilities (Net Assets)*		116,269	-	93,491
Accumulated Funds				
		-		
Accumulated surpluses or (deficits)*	5	116,269		93,491
Reserves*		-		-
Total Accumulated Funds*		116,269	-	93,491

Mackenzie Community Enhancement Board

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2018

	Actual* This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*		
Cash was received from:		
Donations, fundraising and other similar receipts*	100,871	94,161
Fees, subscriptions and other receipts from members*		
Receipts from providing goods or services*	109,036	78,760
Interest, dividends and other investment receipts*	89	257
 Cash was applied to:		
Payments to suppliers and employees*	171,845	177,536
Donations or grants paid*		
Net GST	18,588	
 Net Cash Flows from Operating Activities*	19,563	(4,358)
 Cash flows from Investing and Financing Activities*		
Cash was received from:		
Increase in Creditors etc	22,593	2,464
Decrease in Debtors		1,899
Decrease in Stock on Hand	3,915	
 Cash was applied to:		
Payment for Equipment		575
Decrease in Creditors		86
Increase in Debtors	6,397	
 Net Cash Flows from Investing and Financing Activities*	20,111	3,702
 Net Increase / (Decrease) in Cash*	39,674	(656)
Opening Cash*	56,493	57,149
Closing Cash*	96,167	56,493
 This is represented by:		
Bank Accounts and Cash*	96,167	56,493

Mackenzie Community Enhancement Board
Statement of Accounting Policies
 "How did we do our accounting?"
 For the year ended
 31 March 2018

Basis of Preparation^a

Measurement Base - Unless otherwise stated the accounting principles recognised as appropriate for the measurements and reporting of earnings and financial position are on a historical cost basis.

Goods and Services Tax (GST)^a

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Accounts Receivable

Accounts receivable are valued at expected realisable value after due allowance for bad and doubtful debts.

Stock on Hand

Stock on Hand is stated at the lower of cost, determined on a first-in first-out basis, and net realisable value

Fixed Assets

Fixed assets are valued at cost less accumulated depreciation

Investments

Investments are recorded at cost

Premises Lease

The Board has entered a lease for the premises at 67 Main Street Fairlie for a term of 9 years expiring 31 July, 2020

Revenue Recognition

All revenue is recognised when it received.

Changes in Accounting Policies^a

There have been no changes in accounting policies during the financial year (last year - nil)

Mackenzie Community Enhancement Board

Notes to the Performance Report

For the year ended
31 March 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year This Year	Last Year Last Year
Donations and other similar revenue	Mackenzie District Council - Grant	\$ 37,000	\$ 30,000
	COGS - re Community Development Worker	18,750	10,000
	Lotteries - re Community Development Worker (See Note 7)	23,333	24,441
	Heartlands Funding	22,398	22,398
	Other Income	438	
	Donation - re War Memorial Plaque		3,705
	Fairlie Work Trust Winding Up Funds	7,217	680
	Boys Brigade Wind up Fund		2,936
	Total	109,136	94,160
Accessible Trading	Sales	\$ 63,777	\$ 61,884
	Less Cost of Sales:		
	Printing	(17,585)	(19,921)
	Collating - Contract Payments		(14,953)
	Collating - wages (PAYE Deducted)	(17,651)	(762)
	Delivery expenses	(2,201)	(2,238)
	Other Expenses	(2,691)	(1,834)
	Total	23,649	22,176
Shop Trading	Sales	\$ 10,648	\$ 5,757
	Less Cost of Sales:		
	Purchases	(9,501)	(6,275)
	Change in Stock	(3,914)	316
	Total	(2,767)	(202)
Interest, dividends and other investment revenue	Westpac	\$ 89	\$ 257
	Total	89	257

Mackenzie Community Enhancement Board

Notes to the Performance Report

For the year ended
31 March 2018

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Community Development Worker ex Grants:		
	Travel Costs etc.	827	5,782
	Wages & TCC Reimbursement for Wages	10,377	20,956
	Activities Costs ex Grants, Community Raised Funds etc.	6,580	7,252
	Plaque Memorial Costs	-	3,705
Total		17,784	37,695

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Wages	77,955	73,647
	Staff Training and volunteer Travel	1,702	2,511
	Staffing Ancillary Costs	1,168	1,149
Total		80,825	77,307

Expense Item	Analysis	This Year \$	Last Year \$
Other Expenses	Advertising	344	136
	Electricity	3,880	4,395
	Community Support Costs	52	898
	Repairs and Maintenance	107	115
	Accounting & Consulting Fees(Inc XERO)	3,762	1,539
	Stationery, Postage etc.	2,709	3,288
	Telephone & Internet	2,380	2,523
	General Expenses	1,101	579
	ACC	295	327
	Insurance	2,466	2,304
	Depreciation and Loss on Disposal of Assets	781	449
Total		17,875	16,553

Mackenzie Community Enhancement Board

Notes to the Performance Report

For the year ended
31 March 2018

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cash	140	140
	Westpac Cheque Account	9,224	12,021
	Westpac Call Account	54,402	25,157
	Westpac Accessible Account	28,512	15,134
	Westpac Credit Card Imprest Account	3,889	4,041
	Total	96,167	56,493
Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accessible Debtors	9,242	9,245
	Accounts receivable - Mackenzie District C.	42,500	34,500
	Accounts receivable - Other	-	1,600
	Total	51,742	45,345
Asset Item	Analysis	This Year \$	Last Year \$
Inventory	Shop Stock	471	4,386
	Total	471	4,386
Asset Item	Analysis	This Year \$	Last Year \$
Investments	Accessible Purchase	3,500	3,500
	Total	3,500	3,500
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Various	5,760	11,718
	GST Payable	6,412	4,388
	Total	12,172	16,106
Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	PAYE	1,802	2,188
	Total	1,802	2,188
Liability Item	Analysis	This Year \$	Last Year \$
Grants Received in Advance	Grants (see Note 7)	22,917	-
	Total	22,917	-

Mackenzie Community Enhancement Board

Notes to the Performance Report

For the year ended
31 March 2018

Note 4 : Property, Plant and Equipment

This Year

Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	-				-
Motor Vehicles*	-				-
Furniture and fixtures*	490			49	441
Office equipment*	202			43	159
Computers (including software)*	1,369			689	680
Machinery*	-				-
Heritage assets	-				-
Total	2,061	-	-	781	1,280

Last Year

Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	-				-
Motor Vehicles*	-				-
Furniture and fixtures*	544		-	54	490
Office equipment*	257		-	55	202
Computers (including software)*	1,135	574	-	340	1,369
Machinery*	-				-
Heritage assets	-				-
Total	1,936	574	-	449	2,061

Mackenzie Community Enhancement Board

Notes to the Performance Report

For the year ended
31 March 2018

Note 5: Accumulated Funds

This Year				
Description ^a	Capital Contributed by Owners or Members ^a	Accumulated Surpluses or Deficits ^a	Reserves ^a	Total ^a
Opening Balance	-	93,491	-	93,491
Capital contributed by owners or members ^a	-	-	-	-
Capital returned to owners or members ^a	-	-	-	-
Surplus/(Deficit) ^a	-	22,778	-	22,778
Distributions paid to owners or members ^a	-	-	-	-
Transfer to Reserves ^a	-	-	-	-
Transfer from Reserves ^a	-	-	-	-
Closing Balance	-	116,269	-	116,269

Last Year				
Description ^a	Capital Contributed by Owners or Members ^a	Accumulated Surpluses or Deficits ^a	Reserves ^a	Total ^a
Opening Balance	-	98,067	-	98,067
Capital contributed by owners or members ^a	-	-	-	-
Capital returned to owners or members ^a	-	-	-	-
Surplus/(Deficit) ^a	-	(4,576)	-	(4,576)
Distributions paid to owners or members ^a	-	-	-	-
Historical Difference	-	-	-	-
Transfer from Reserves ^a	-	-	-	-
Closing Balance	-	93,491	-	93,491

Note 6 : Commitments and Contingencies

Commitments

There are no commitments as at balance date (Last Year - nil)

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

Note 7: Other

Significant Grants and Donations with Conditions which have been Recorded as a Liability^a

Description ^a	Original Amt ^a	Not Fulfilled Amt ^a	Purpose and Nature of the Condition(s) ^a
Lotteries	40,000	16,667	Community Development Project
COGs	15,000	6,250	Community Development Project

Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year - Nil)









Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)



8.6 GRANT APPLICATION - AORAKI MACKENZIE INTERNATIONAL DARK SKY RESERVE BOARD**File Reference:** FIN 9/6**Author:** Garth Nixon, Group Manager Community Facilities**Authoriser:** Suzette van Aswegen, Chief Executive Officer

Attachments:

1. Grant Application  
2. Financial Report  
3. Grants Policy  
4. Grant Criteria  

Council Role:

<input type="checkbox"/> Advocacy	When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting District Plans and plan changes, bylaws and policies.
<input type="checkbox"/> Review	When Council or Committee reviews decisions made by officers.
<input type="checkbox"/> Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
<input type="checkbox"/> Not applicable	(Not applicable to Community Boards).

PURPOSE OF REPORT

To consider the grant application from the Aoraki Mackenzie International Dark Sky Reserve Board for financial support for their Conference in October 2019.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council grant \$5,000 from the Land Subdivision Reserve towards this project.

BACKGROUND

A grant application has been received from the Aoraki Mackenzie International Dark Sky Reserve Board requesting funding to assist with their International Starlight Conference planned for 20-23 October 2019.

POLICY STATUS

Council's Grants Policy and Assessment Criteria provides guidance and an assessment of the application is attached.

SIGNIFICANCE OF DECISION

Not considered to be a significant decision under the Significance and Engagement Policy.

OPTIONS

Options for Council to considered are:

1. Fully support the request
2. Decline the request
3. Partially fund the request.

Council has previously supported the Aoraki Mackenzie International Dark Sky Reserve Board with funding for their bi-annual Conferences providing funding in 2013 and 2015.

The Board have stated that they expect publicity to be derived from this conference which will advantage the residents of the Mackenzie District through being better informed about the importance of maintaining the night sky for stargazing, astronomy, human health and nocturnal life. Other benefits are economic with the conference being held in the Mackenzie, which in turn benefits businesses and accommodation providers.

CONSIDERATIONS**Legal**

Not applicable.

Financial

The Mackenzie District Council has recently contributed \$2,000 to Professor John Hearnshaw of this Board, towards his travel costs to Utah, USA to collect the Global Dark Sky Place Award for 2018.

According to the Board's Grant Application, this Board has already received \$35,000 from other funding sources for this Conference.

Other

Not applicable.

CONCLUSION

Council should fully fund this grant application.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER



APPLICATION FOR GRANT

1. Name of Organisation/Individual:
Aoraki Mackenzie International Dark Sky Reserve Board (AMIDSR)

2. Address:

39 Kirkwood Avenue

Upper Riccarton Christchurch 8041

Telephone: 03 3484369

Fax: _____

Email: john.hearnshaw@canterbury.ac.nz _____

3. Contact Person: Margaret Austin

Position: Former Board Member and designated Fund-raiser

Phone: Business: _____

Phone: Home: _03 3588687 austinme@xtra.co.nz

4. Please specify the legal status of your organisation.

_Charitable Trust_____CC50892_

5. Is your organisation recognised as a non profit body by the Inland Revenue Department?

Yes/

6. Name of principal officers:

Chairperson/President: _Professor John Hearnshaw

Secretary: __Rebecca Greatrex__

Treasurer: __Bruce Mincham__

7. State your organisation's purpose and objectives: _AMIDSR exists

- 1.To protect the Dark Skies of the Mackenzie basin and Aoraki Mt Cook National Park**
 - 2. To monitor compliance within the area of the MDC lighting ordinances**
 - 3. To partner with Tangata Whenua and to promote the cultural significance of the area**
 - 4. To Promote appreciation of the night sky, the effects of Light Pollution on the environment, nocturnal life and human health**
 - 5. To promote the Reserve as a destination where Dark Skies can be appreciated.**
 - 6. To hold festivals and conferences_to achieve the objectives**
-
-

- 8. How long has your organisation existed?**
It was established in 2012

- 9. Is your organisation responsible to or controlled by any other organisation/authority?**

Please
specify: _NO_

- 10. What level of funding does your organisation request from the Mackenzie District Council?**
\$5000.00

- 11. State the purpose for which the grant is requested:**

To assist with Funding for the International Starlight Conference planned for 20th – 23rd October 2019

- 12. State the number whom you expect will benefit from the grant you are requesting:**

Members:

Others: We expect the publicity derived from the conference will advantage the people of the Mackenzie District and also ensure that people generally are better informed about the importance of maintain Dark Skies for stargazing, astronomy, human health and nocturnal life

13. Has your organisation reviewed the FundView database to assess possible funding sources?

Yes/No

14. Please list other grants applied for/received for this purpose:

Funding Source	Amount
Westpac Bank	\$10 000.00
Mid & South Canty. Community Trust	\$10 000.00
Christchurch International Airport	\$5000.00
Alpine Energy	\$5000.00
Trust Aoraki	\$5000.00

15. Has your organisation received a grant from the Mackenzie District Council during the past five years?

If so, please specify: Professor Hearnshaw was supported with \$2000.00 to attend the International Dark Sky Conference in Utah and to collect the Global Dark Sky Place award 2018 Starlight Festivals have been supported in 2013 and 2015.

16. If your organisation is registered for GST, please supply your GST number:

Yes 12-519-842

17. Please supply a copy of your latest audited financial statements.

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name:__ Margaret Austin

Position:__ Inaugural Board member and Designated Fund Raiser for the Conference__

Signature:__  __

Date:__ April 2nd 2019



BDO CHRISTCHURCH

**INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
TO THE MEMBERS OF AORAKI MACKENZIE INTERNATIONAL DARK SKY RESERVE**

Report on the Performance Report

We have reviewed the accompanying performance report of Aoraki Mackenzie International Dark Sky Reserve on pages 5 to 16, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, and the statement of accounting policies and other explanatory information.

Responsibilities of the Members for the Performance Report

The members are responsible on and behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board; and

- c) for such internal control as the members determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity* ("ISRE (NZ) 2400"), and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised) *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* ("ISAE (NZ) 3000 (Revised)"). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.



BDO CHRISTCHURCH

A review of the performance report in accordance with ISRE (NZ) 2400 and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Aoraki Mackenzie International Dark Sky Reserve.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a) The reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable;
- b) The performance report on pages 5 to 16 does not present fairly, in all material respects,
 - The financial position of Aoraki Mackenzie International Dark Sky Reserve as at 30 June 2018, and its financial performance and cash flows for the year then ended; and
 - The entity information and its service performance for the year then ended

in accordance with Public Entity Simple Format Reporting - Accrual (Not-For-Profit).

A handwritten signature in blue ink that reads 'BDO Christchurch'.

BDO Christchurch
Christchurch
New Zealand
16 October 2018

Aoraki Mackenzie International Dark Sky Reserve Board**Performance Report**

For the year ended
30 June 2018

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Aoraki Mackenzie International Dark Sky Reserve Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
30 June 2018

Legal Name of Entity:*	Aoraki Mackenzie International Dark Sky Reserve Board
Other Name of Entity (if any):	
Type of Entity and Legal Basis (if any):*	Registered Charity and the Board operates in accordance with the Constitution
Registration Number:	CC50892
Entity's Purpose or Mission: * The goals of the reserve are to promote star-gazing and astro-tourism, to educate the public about the night sky and to inform the public about the adverse effects of light pollution and how to combat it. The Board aims to protect the dark night sky for the enjoyment of everyone engaged in star-gazing and astro-tourism, as well as to protect the night-sky environment for astronomical research at Mt John Observatory.	
Entity Structure: * The entity is managed by a Board with representatives from the University of Canterbury, Mackenzie District Council, Department of Conservation, Royal Astronomical Society, International Dark Sky Association, Ngai Tahu and residents of the Mackenzie Basin.	

Page 1



Aoraki Mackenzie International Dark Sky Reserve Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
30 June 2018

Main Sources of the Entity's Cash and Resources:*

Donations, grants and entry fees to educational events

Main Methods Used by the Entity to Raise Funds:*

Approaches to corporates, universities and community trusts and astro-tourism operators by the Board members.

Entity's Reliance on Volunteers and Donated Goods or Services:*

The day to day activities are undertaken by the Board members on a voluntary basis.

Aoraki Mackenzie International Dark Sky Reserve Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
30 June 2018

Contact details

Physical Address:	39 Kirkwood Avenue Upper Riccarton Christchurch 8041
Postal Address:	39 Kirkwood Avenue Upper Riccarton Christchurch 8041
Phone/Fax:	03 3642533 03 3642469 (fax)
Email/Website:	www.darkskyreserve.org.nz
	
	

Aoraki Mackenzie International Dark Sky Reserve Board

Approval of Financial Report

For the year ended
30 June 2018

The Chairman and Treasurer of the Board are pleased to present the approved financial report including the historical financial statements of Aoraki Mackenzie International Dark Sky Reserve Board for the year ended 30 June 2018.

APPROVED

Approver 1 Signature:



Approver 1 Name: John Hearnshaw
Approver 1 Position: Chairman

Date: 16 October 2018



Approver 2 Name: Bruce Mincham
Approver 2 Position: Treasurer

Date: 16 October 2018

Aoraki Mackenzie International Dark Sky Reserve Board

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
30 June 2018

Description of the Entity's Outcomes*:

Raised an additional \$2,000 during the year for the special fund established in 2016 for nationwide dark sky protection.

Continued communication with Mackenzie District Council concerning lighting compliances within the Mackenzie Basin and made a submission to the Council's ten year plan. Supported the Mackenzie District Council in its successful request to NZ Transport Authority to permit appropriate road lighting guidelines to ensure that the Reserve's Gold Star status would be preserved.

Successfully held the third Starlight Festival at Aoraki Mt Cook in October 2017.

Continued monitoring light pollution in Twizel, Lake Pukaki and Lake Tekapo.

Description and Quantification (to the extent practicable) of the Entity's Outputs*:	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Purchase of light meters	0		413
Contributions received for Starlight Project	2,075		20,400
Surplus from Starlight Festival	7,770		0

Additional Output Measures:

As a member of the International Dark-Sky Association filed our annual compliance report in accordance with our obligations as an accredited member of the association.

Aoraki Mackenzie International Dark Sky Reserve Board

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended
30 June 2018

	Note	Actual* This Year \$	Actual* Last Year \$
Revenue			
Donations, fundraising and other similar revenue*	1	2,075	20,400
Interest, dividends and other investment revenue*	1	1,957	1,671
Starlight Festival	1	17,206	11,285
Total Revenue*		21,238	33,356
Expenses			
Other expenses	2	3,968	1,735
Starlight Festival	2	20,720	-
Seminars		-	196
Total Expenses*		24,688	1,931
Surplus/(Deficit) for the Year*		(3,450)	31,425

Aoraki Mackenzie International Dark Sky Reserve Board

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
30 June 2018

	Note	Actual* This Year \$	Actual* Last Year \$
Assets			
Current Assets			
Bank accounts and cash*	3	10,690	38,740
Debtors and prepayments*	3	-	6,514
Other current assets	3	-	-
Investments	3	52,799	32,625
Total Current Assets		63,489	77,879
Non-Current Assets			
Term deposits	3	10,050	-
Total Non-Current Assets		10,050	-
Total Assets*		73,539	77,879
Liabilities			
Current Liabilities			
Creditors and accrued expenses*	3	-	890
Total Current Liabilities		-	890
Total Liabilities*		-	890
Total Assets less Total Liabilities (Net Assets)*		73,539	76,989
Accumulated Funds			
Accumulated surpluses or (deficits)*		73,539	76,989
Total Accumulated Funds*	4	73,539	76,989

Aoraki Mackenzie International Dark Sky Reserve Board

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
30 June 2018

	Actual* This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*		
Cash was received from:		
Donations, fundraising and other similar receipts*	21,693	29,185
Interest, dividends and other investment receipts*	1,808	1,046
Net GST	(168)	3,077
Cash was applied to:		
Payments to suppliers and employees*	21,309	5,571
Net Cash Flows from Operating Activities*	2,024	27,737
Cash flows from Investing and Financing Activities*		
Cash was received from:		
Term deposit maturing	8,000	28,408
Cash was applied to:		
Term deposit	38,074	32,000
Net Cash Flows from Investing and Financing Activities*	(30,074)	(3,592)
Net Increase / (Decrease) in Cash*	(28,050)	24,145
Opening Cash*	38,740	14,595
Closing Cash*	10,690	38,740
This is represented by:		
Bank Accounts and Cash*	10,690	38,740

Aoraki Mackenzie International Dark Sky Reserve Board**Statement of Accounting Policies****"How did we do our accounting?"**

**For the year ended
30 June 2018**

Basis of Preparation*

Aoraki Mackenzie International Dark Sky Reserve Board has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Aoraki Mackenzie International Dark Sky Reserve Board is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Donations specifically received for the Starlight Project have been deposited into a bank account separate from other funds and will only be for the objectives of the Starlight Project.

Recognition of Income

Grants and business sponsorship income is recorded as income as received unless there are unfulfilled conditions attached to the funding, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to income as the conditions are fulfilled. Donations are recorded at the point where their receipt is formally acknowledged by the Board.

Interest Income

Interest on cash and cash equivalents is recorded as income in the period it is earned.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year (last year - nil)

Aoraki Mackenzie International Dark Sky Reserve Board
Notes to the Performance Report
 For the year ended
 30 June 2018

Note 1 : Analysis of Revenue

		This Year	Last Year
Revenue Item	Analysis	\$	\$
Fundraising revenue	Starlight Project	2,075	20,400
	Total	2,075	20,400
		This Year	Last Year
Revenue Item	Analysis	\$	\$
Donations and other similar revenue	Grants and donations Starlight Festival 2017	6,594	11,285
	Total	6,594	11,285
		This Year	Last Year
Revenue Item	Analysis	\$	\$
Interest, dividends and other investment revenue	Interest	1,957	1,671
	Total	1,957	1,671

Aoraki Mackenzie International Dark Sky Reserve Board

Notes to the Performance Report

For the year ended
30 June 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
Other revenue	Starlight Festival ticket sales and merchandise	\$ 10,612	\$ -
	Total	10,612	-

Aoraki Mackenzie International Dark Sky Reserve Board

Notes to the Performance Report

For the year ended
30 June 2018

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Starlight Festival	Advertising	2,135	-
	Accommodation and travel	14,752	-
	Administration	3,833	-
	Total	20,720	-

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	General expenses	544	802
	Light meters	-	413
	Board meetings	229	520
	Visit to Great Barrier dark sky sanctuary	1,195	-
	Contribution to TS2 project	2,000	-
	Total	3,968	1,735

Aoraki Mackenzie International Dark Sky Reserve Board

Notes to the Performance Report

For the year ended
30 June 2018

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Operating account	7,242	19,424
	Short term deposit	-	18,074
	Starlight Project operating account	3,448	1,242
			-
	Total	10,690	38,740
Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Debtors	-	2874.00
	Goods and services tax	-	-
	Prepaid Starlight festival 2017 expenses	-	3,640
	Total	-	3,640
Asset Item	Analysis	This Year \$	Last Year \$
Investments	Short Term Deposit	30,765	10,046
	Starlight Term Deposit	22,034	22,579
	Long term deposit	10,050	-
	Total	62,849	32,625
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	GST Payable	-	890
	Total	-	890

Aoraki Mackenzie International Dark Sky Reserve Board
Notes to the Performance Report
For the year ended
30 June 2018

Note 4: Accumulated Funds

This Year		
Description*	Accumulated Surpluses or Deficits*	Total*
Opening Balance	76,989	76,989
Capital contributed by owners or members*		-
Capital returned to owners or members*		-
Surplus/(Deficit)*	(3,450)	(3,450)
Distributions paid to owners or members*	-	-
Closing Balance	73,539	73,539

Last Year		
Description*	Accumulated Surpluses or Deficits*	Total*
Opening Balance	45,564	45,564
Capital contributed by owners or members*		-
Capital returned to owners or members*		-
Surplus/(Deficit)*	31,425	31,425
Distributions paid to owners or members*	-	-
Closing Balance	76,989	76,989

Aoraki Mackenzie International Dark Sky Reserve Board

Notes to the Performance Report

For the year ended
30 June 2018

Note 5 : Commitments and Contingencies

Commitments

There are no commitments as at balance date (Last Year - nil)

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

Aoraki Mackenzie International Dark Sky Reserve Board

Notes to the Performance Report

For the year ended
30 June 2018

Notes 6-9

Note 6: Other

Significant Grants and Donations with Conditions which have not been Recorded as a Liability*

Description*	Original Amt*	Not Fulfilled Amt*	Purpose and Nature of the Condition(s)*
Starlight Project	25,482	25,482	To promote good lighting practices and mount educational activities to attract young people to scientific study and which lead to an informed public about the importance of dark skies.

Goods or Services Provided to the Entity in Kind*

Description*	Amount*
Review of Performance Report- BDO Christchurch	2,000

Note 7: Related Party Transactions*

Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 8: Events After the Balance Date*

This Year

Nature of Event*	Estimate of Financial Effect*	Effect, if any on the entity's ability to continue operating*
No events have occurred	0	No effect on the entity's ability to continue operating.

Note 9: Ability to Continue Operating*

Mainly reliant upon grants and donations to enable the Board to continue to operate.

MACKENZIE DISTRICT COUNCIL

GRANTS

RATIONALE

From time to time Council and community boards provide grants budgets from which financial support for general purposes can be funded, eg for a donation to a worthy cause such as flood relief. Council also has budgets for specific purposes, eg the Heritage Protection Fund.

When Council is requested to provide financial support by remitting rates, fees or charges, transparency can be preserved if the request is approved, by making a grant funded from the affected cost centre. For example, if a request by the Fairlie Ice Skating Club for remission of excess water charges is approved, a grant funded from the Fairlie Water Supply Account will ensure that the cost of the remission actually falls where it should lie.

GUIDELINES:

1. All requests for financial assistance are to be submitted on an “Application for Donation” form to the Council.
2. All requests for financial support are to be dealt with as requests for grants.
3. Requests for grants from clubs, groups or organisations are to be accompanied by full financial information.
4. Applications for grants are to be evaluated in terms of
 - the direct benefit of the grant to ratepayers/residents of the District
 - the availability of funds from other sources for the project
 - the level of contribution to the project made by the applicant
5. Recipients are to be required to account accurately for grants.

(See Grant Evaluation Criteria)

Grants Assessment Criteria	Assessment
1. Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments).	This funding application supports the new Council values of “Peace and Serenity Matters” and “Leave Things Better For the Future” highlighting the unique feature of our night sky and the importance of protecting this.
2. Will the grant <i>directly</i> benefit ratepayers/residents in the Mackenzie District? If so, how many?	As well as business owners and accommodation providers benefiting from the Conference, residents will be better educated about the night sky.
3. Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission?	Yes there are, please see below.
4. Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?	The Board has already applied for funding from Mid & South Canterbury Community Trust, Christchurch International Airport, Alpine Energy and Trust Aoraki and received \$35,000.
5. How much of their own funds does the organisation have to put toward this request/project?	
6. Is the organisation/individual a non-profit body and able to accurately account for any funds granted?	Non profit organisation.
7. Has the organisation supplied all information on the application form including a set of accounts?	Yes, please see attached to the report.
8. What is the effect on the individual/organisation if the Council does not support the application?	It would mean that more funding would need to be sought by the Board from other organisations.

8.7 CONTRACT 1213 AND CONTRACT 1214 EXTENSION**File Reference:** Con 1213 & Con 1214**Author:** Bernie Haar, Acting Group Manager Operations**Authoriser:** Suzette van Aswegen, Chief Executive Officer**Attachments:** Nil**Council Role:**

<input type="checkbox"/> Advocacy	When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting District Plans and plan changes, bylaws and policies.
<input type="checkbox"/> Review	When Council or Committee reviews decisions made by officers.
<input type="checkbox"/> Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
<input type="checkbox"/> Not applicable	(Not applicable to Community Boards).

PURPOSE OF REPORT

This report is to seek approval to extend both Contract 1214 – Township and Reserves Maintenance and Contract 1213 - Utilities Services Contract by a further twelve months. The reason for the contract extension is to allow time for the Organisation Review to settle in and those staff with new roles to understand the network, extent of the contract works along with the expected levels of service before preparing the updated “request for tender” documents prior to calling tenders in 2020..

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council agree to extend Contract 1213 – Utilities Services Contract by twelve months with an end date of 31 July 2020
3. That Council agree to extend Contract 1214 – Township and Reserves Maintenance by twelve months with an end date of 31 July 2020

BACKGROUND

Both these contracts expire on the 31st June 2019 and staff have been working on reviewing and updating the documents since last year.

However with the organisation review there has not been the focus in recent months to complete the work. There is also the review of Key Performance Indicators to include in the new contracts to measure the performance of the contractor and ensure contract compliance.

Also Section 17A (Delivery of Services) of the Local Government Act comes into play here. *Within 2 years of a contract completion every local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities* The 17A review has been completed for the three waters delivery but no work has been undertaken on the community services delivery.

To complete all this work is a significant undertaking and along with the new structures and staffing roles, etc. it would be sensible to shift the work load, wherever possible out into the future to allow other projects that are time critical to be completed.

POLICY STATUS

The annual budget for each of these contracts is around \$500,000 per contract and as such is greater than the staff delegations.

SIGNIFICANCE OF DECISION

It is considered that this is of low significance given these contracts are in place now with all the required quality plans, health and safety plans, etc. in place.

The Contractor in both cases is Whitestone Ltd and has been performing well on them.

OPTIONS

Option 1. Call tenders with the documents as they are currently. I could not recommend this option as the documents are now 5 years old and there have been a number of changes in all areas in that time. Those changes have been confirmed by way of variation to contract but need to be woven into the fabric of a new request for tender document.

Option 2. Extend the current contracts to allow time for the Section 17A reviews to be completed and the current contract tender documents to be rewritten/amended to capture all the variations, legislative changes and any revised levels of services changes. Resulting in a fit for purpose document ensuring Councils expectations and levels of services are met.

CONSIDERATIONS**Legal**

As there are already contracts in place for the delivery of these services, it is appropriate to allow the contract extension.

Financial

The current budgets are sufficient to allow for the work anticipated to be undertaken during this period.

Other

N/A

CONCLUSION

The least risk to Council is to extend the two current contracts by 12 months to allow time to complete the process with the Section 17A reviews and update the request for tender documents to meet current legislative requirements and community expectations. With the incumbent Contractor, Whitestone Ltd, performing well and to at least the required levels of service within the respective contracts, there is no risk to Council that the service level will not be maintained. As such I would recommend that Council extends the contract completion date for Contract 1213 and Contract 1214 until 31st July 2020. At the end of that time it is expected that new contracts for the delivery of these works will be in place that have been confirmed through an open market tender process.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER

8.8 COMMON SEAL AND AUTHORISED SIGNATURES**File Reference:** NA**Author:** Charlotte Borrell, Governance Advisor**Attachments:** Nil**PURPOSE OF REPORT**

To advise of the documents signed under the Common Seal from 30 April to 6 June 2019.

STAFF RECOMMENDATIONS

That the following documents be executed under the Common Seal of the Council:

Date Sealed		Details	
21/5/19	Deed of Assignment of Lease, Lake Alexandrina Huts.	Between MDC and Laurence Clive Wallace, Mary Vernon Wallace, Peter John Woodnorth (departing lessee) and Glen Peter McLachlan, Tracey Janine Lachlan, Ross Sinclair Wells (new Lessee).	897
29/5/19	Deed of Lease	Mackenzie District Council and Lake Tekapo Power Boat and Ski Club	898

9 COMMUNITY BOARD RECOMMENDATIONS

9.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 18 APRIL 2019

File Reference: NA

Author: Charlotte Borrell, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: Nil

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 18 April 2019 be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
 - a) That the Village Green and Denmark Street areas (as shown in Attachment One) be designated as specified areas for mobile trading for up to six mobile traders (three traders in each location) within the period 1 May 2019 to the 30 April 2020.
 - b) That the Fairlie Community Board recommend that Council adopt the 2019/20 fees and charges for Mackenzie Community Centre as proposed with an increase based on 2% for Strathconan Swimming Pool.
 - c) That the heating options for the Mackenzie Community Centre be reviewed.

STAFF COMMENT

Resolution 2a – This is implemented

Resolution 2b – This recommendation has been considered by council

Resolution 2c – Community Services Officer yet to be appointed will complete this review.

RESOLUTIONS FROM FAIRLIE COMMUNITY BOARD MEETING – 6 JUNE 2019

That Council notes the following resolutions from the Fairlie Community Board:

2. That the Fairlie Community Board formally endorse the Fairlie Skate Park and write a letter of support.
5. That the Fairlie Community Board approve the final Skate Park plans before work commences.

**Note: The 6 June 2019 meeting minutes are unconfirmed and will be confirmed by the Fairlie Community Board on 1 August 2019.*

RECOMMENDATION FROM THE FAIRLIE COMMUNITY BOARD

That further to the resolutions from the board request that Council considers the following resolutions:

3. That Council approve the application for \$25,000 from the land subdivision reserve for the Fairlie Skate Park.
4. That the Mayor, on behalf of Council, write a letter of support for the Skate Park Committee to include in their application to the Lotteries Commission and Trust Aoraki for funding for this project, including acknowledging the planned 1200 volunteer hours from the community.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

9.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 17 APRIL 2019

File Reference: NA
Author: Charlotte Borrell, Governance Advisor
Authoriser: Paul Numan, General Manager Corporate Services
Attachments: Nil

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 17 April 2019 be received.
 2. That Council notes the following resolutions from the Tekapo Community Board:
 - a) That the Tekapo Community board adopt the Genesis Tekapo Promotions Grant process.
- MOTION LOST**
- b) That the Tekapo Community Board and Lake Tekapo Promotions Association will meet with Genesis and agree on a formal process in terms of the expenditure of the Genesis grant.
 - c) That the Tekapo Community Board recommend that Council adopt the 2019/20 fees and charges for the Lake Tekapo Community Hall as proposed.
 3. That Council *considers* the following resolutions from the Tekapo Community Board:
 - d) That the Tekapo Community Board request that Council support the erection of a temporary bus shelter in Tekapo to shelter approximately 20 people.
 - e) That the Tekapo Community Board recommend to Council to erect a 60km/hr sign on Lilybank Road on the sealed portion - State Highway 8 to the cattlestop, and a sign indicating children present to be erected

STAFF COMMENT

Resolution 2a – no action required

Resolution 2b – meeting has been held

Resolution 2c – no action required

Resolution 2d – Staff are investigating

Resolution 2e – Staff have investigated this

RESOLUTIONS FROM TEKAPO COMMUNITY BOARD MEETING – 5 JUNE 2019

**Note: The 5 June 2019 meeting minutes are unconfirmed and will be confirmed by the Tekapo Community Board on 31 July 2019.*

RECOMMENDATION FROM THE TEKAPO COMMUNITY BOARD

That further to the resolutions from the board request that Council considers the following resolutions:

- a) That the Tekapo Community Board request the annual budget for grants be increased to \$3000 (exclusive of GST).
- b) That Council grant the Lake Tekapo Lions Club the funds to cover the cost of consent fees to erect a bus shelter subject to suitable Mackenzie District Council land being found.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

9.3 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 15 APRIL 2019

File Reference: NA
Author: Charlotte Borrell, Governance Advisor
Authoriser: Paul Numan, General Manager Corporate Services
Attachments: Nil

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 15 April 2019 be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
 - a) That the Community Board purchase 12 seats to fill in the spaces in the theatre.
 - b) That the Twizel Community Board recommend that Council adopt the 2019/20 fees and charges for the Twizel Swimming Pool and Twizel Events Centre with the following items to be reviewed: commercial fees to be increased to ensure the Twizel Swimming Pool Family Season Pass and Child Season Pass be kept as close to the current pricing as possible. That the coin operated shower price increase from \$1.00 to \$2.00.

STAFF COMMENT

Resolution 2a – The seats are ordered and awaiting delivery.

Resolution 2b – The recommendation has been taken into consideration by Council. The coin operated showers are managed by the Community Services Officer who will implement this change.

RESOLUTIONS FROM TWIZEL COMMUNITY BOARD MEETING – 10 JUNE 2019

That Council notes the following resolutions from the Fairlie Community Board:

- a) That the Twizel Community Board approve the request from the Twizel Snow Club for \$80 for hall hire.
- b) That the Twizel Community Board recommend to Council that affected persons approval be provided to construct a dwelling to be used for visitor accommodation for up to eight guests, 11.9m from the boundary of Lot 32 DP 523429, (Temple Drive Twizel), with Lot 202 DP 523429 that is vested in Council as local purpose (recreation reserve) and 11.2m from the boundary with Temple Drive.

**Note: The 6 June 2019 meeting minutes are unconfirmed and will be confirmed by the Twizel Community Board on 29 July 2019.*

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

10 RECEIVE COMMITTEE MINUTES**10.1 MINUTES OF ASSETS AND SERVICES COMMITTEE MEETING - 21 MAY 2019****File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the Assets and Services Committee Meeting held on Tuesday 21 May 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.2 MINUTES OF FORESTRY COMMITTEE MEETING - 21 MAY 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the open and public excluded Forestry Committee Meeting held on Tuesday 21 May 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.3 MINUTES OF FINANCE COMMITTEE MEETING - 21 MAY 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the open and public excluded Finance Committee Meeting held on Tuesday 21 May 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.4 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 21 MAY 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 21 May 2019 be received.

All confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.5 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 9 APRIL 2019

File Reference: PAD

Author: Charlotte Borrell, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: Nil

RECOMMENDATION

That the Minutes of the open and public excluded Planning and Regulations Committee Meeting held on Tuesday 9 April 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.6 MINUTES OF ASSETS AND SERVICES COMMITTEE MEETING - 9 APRIL 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the open and public excluded Assets and Services Committee Meeting held on Tuesday 9 April 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.7 MINUTES OF FINANCE COMMITTEE MEETING - 9 APRIL 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the open and public excluded Finance Committee Meeting held on Tuesday 9 April 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.8 MINUTES OF STRATEGY COMMITTEE MEETING - 9 APRIL 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the Strategy Committee Meeting held on Tuesday 9 April 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

10.9 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 9 APRIL 2019**File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 9 April 2019 be received.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

11 CONFIRM COUNCIL MINUTES**11.1 MINUTES OF COUNCIL MEETING - 7 MAY 2019****File Reference:** PAD**Author:** Charlotte Borrell, Governance Advisor**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**RECOMMENDATION**

1. That the Minutes of the Council Meeting held on Tuesday 7 May 2019 be received and confirmed as an accurate record of the meeting.

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at www.mackenzie.govt.nz.

12 ADJOURNMENTS

13 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
13.1 - Minutes of Public Excluded Council Meeting - 7 May 2019	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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
13.2 - Lot 7 Village Centre Tekapo	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
13.3 - Alpine Energy Shareholder Report	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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

