



505TH MEETING

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

Date: Tuesday, 23 June 2020

Time: **10.00am** (note new time)

Location: Council Chambers
Fairlie

AGENDA

Ordinary Council Meeting

23 June 2020

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

Council Membership:

Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to 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)

Order Of Business

1	Opening and Apologies	5
2	Visitors	5
3	Declarations Of Interest	5
4	Bereavements	5
5	Mayor's Report.....	6
5.1	Mayoral Activities Report	6
6	Reports.....	10
6.1	Chief Executive Officer's Activities Report	10
6.2	Council Financial Report	21
6.3	Capital Carry Forwards 2018/19 to 2019/20	28
6.4	Mackenzie Community Sports Hall Heating Charges.....	31
6.5	Proposed Fees and Charges 2020/21	34
6.6	Annual Plan 2020/21 Variances and Consultation.....	42
6.7	Mackenzie Holdings Limited	50
6.10	Adoption of Committee Terms of Reference	52
6.15	Council Matters Under Action	57
7	Community Board Recommendations	69
7.1	Minutes of Twizel Community Board Meeting - 9 March 2020	69
7.2	Minutes of Tekapo Community Board Meeting - 11 March 2020.....	76
7.3	Minutes of Fairlie Community Board Meeting - 12 March 2020.....	85
8	Confirm Council Minutes.....	91
8.1	Minutes of Council Meeting - 24 March 2020	91
8.2	Minutes of Council Meeting - 12 May 2020	104
9	Adjournments	111
10	Public Excluded	112
10.1	Minutes of Public Excluded Council Meeting - 12 May 2020	112
10.2	Public Excluded Matters Under Action	112
10.3	Tender Acceptance Contract 1251, Township Maintenance 2020 - 2025.....	112
10.4	ChristchurchNZ and South Canterbury Chamber of Commerce Memoranda of Understanding.....	112
10.5	Alpine Energy Shareholder Report.....	113

- 1 OPENING AND APOLOGIES**
- 2 VISITORS**
- 3 DECLARATIONS OF INTEREST**
- 4 BEREAVEMENTS**

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

ACTIVITIES

When the COVID-19 pandemic started, from the last week of March 2020 up until mid-May 2020, I attended daily EOC briefings on COVID-19 with Suzette van Aswegen, Chief Executive and Phill Mackay, Emergency Management Officer.

I met weekly with South Canterbury Chamber of Commerce, the CDEM Joint Committee Group, and Canterbury Mayoral Forum. We covered topics such as the welfare needs arising in the community as a result of COVID-19, the large number of redundancies in businesses and identification of shovel ready projects to help business recover post-COVID. CDEM and the National Emergency Management Agency (NEMA) updated regularly on the status of COVID-19 spread, cases and some of the issues the DHBs were experiencing including lack of PPE.

I engaged with Jacqui Dean MP and Hon Kelvin Davis, Minister for Tourism on socio-economic issues facing the Mackenzie.

I attended a Wilding Conifer work programme presentation in Queenstown hosted by Minister Damien O'Connor.

I wrote letters of support to the Mackenzie Basin Wilding Trust application for funding and in support of the MDC A20 Opex Funding application.

I met with Opuha Water who has expressed real concerns around Plan Change 7 and its implications on Opuha. ECAN has addressed submissions by MDC and other affected parties with concerns about their draft plan. The plan has now been adopted and will go to hearing in June. 42A is the section that will affect the reliability of Opuha.

Council had regular workshop via Zoom that covered the draft Annual Plan and budgets, roading, tourism and district plan review.

I attended the Mayoral Forum where topics for discussion included:

- Climate change with an emissions study with all Councils to follow in November
- Essential freshwater reforms – Mayors to engage with central Government in Wellington
- 3-waters reform
- Forests (Regulation of log traders and Forestry)
- Migrant workers including workers stuck outside the country but needed for dairy and other work
- EDS report

- Plan for Canterbury – This Plan will be workshopped with Council in July to allow formal adoption
- Canterbury Water Management Strategy

Constituent queries include:

- Woodburn East Fire
- Dog Control
- Pukaki Airport and Dawn and SkyBase Aero
- Aorangi Motel
- Mt Cook Lakeside Retreat
- Fairlie Holiday Park
- Dark Sky Project closure
- Aoraki Foundation's offer to assist families in need during COVID-19
- Job applications for the Wilding Conifer programme

MEETINGS AND EVENTS

24 – 31 March 2020 - Meetings attended via Zoom due to COVID-19

- March 25, CEs and Mayors meeting Mackenzie, Timaru, Waitaki, Waimate
- March 27, ECAN meeting to discuss COVID-19 response
- March 27, Mayor/CEO/EOC meeting
- March 27, Mayoral Forum
- March 30, Mayor/CEO meeting
- March 31, EOC meeting Mayor/EOC/CEO
- March 31, Councillor/CE meeting

April 2020 - Meetings attended via Zoom due to COVID-19

- April 1, EOC meeting Mayor/EOC/CEO
- April 1, South Canterbury Mayors and CEO meeting
- April 2, EOC meeting Mayor/EOC/CEO
- April 2, South Canterbury Chamber of Commerce meeting
- April 3, EOC meeting Mayor/EOC/CEO
- April 3, CDEM / CEG Joint Briefing Covid-19 c9
- April 3, Canterbury Mayoral Forum
- April 6, EOC meeting Mayor/EOC/CEO
- April 6, CDEM update
- April 7, EOC meeting Mayor/EOC/CEO
- April 7, Councillors/CE meeting
- April 8, EOC meeting Mayor/EOC/CEO
- April 8, South Canterbury Mayoral and CEO meeting
- April 9, EOC meeting Mayor/EOC/CEO
- April 9, TDC and South Canterbury Chamber of Commerce meeting
- April 9, CDEM TA CEO update
- April 9, Meeting Elizabeth McKenzie, ECAN Councillor
- April 14, Council Workshop
- April 15, EOC meeting Mayor/EOC/CEO

- April 15, South Canterbury Mayoral and CEO meeting
- April 16, EOC meeting Mayor/EOC/CEO
- April 16, TDC and South Canterbury Chamber of Commerce meeting
- April 17, EOC meeting Mayor/EOC/CEO
- April 17, Joint Committee CDEM Group
- April 17, Canterbury Mayoral Forum
- April 17, NEMA and Local Government Response Unit
- April 20, EOC meeting Mayor/EOC/CEO
- April 21, EOC meeting Mayor/EOC/CEO
- April 21, Councillors/CE meeting
- April 22, EOC meeting Mayor/EOC/CEO
- April 22, South Canterbury Mayoral and CEO meeting
- April 23, EOC meeting Mayor/EOC/CEO
- April 23, South Canterbury Chamber of Commerce meeting
- April 23, Jacqui Dean MP meeting
- April 23, Andrew Mockford, ECAN
- April 24, EOC meeting Mayor/EOC/CEO
- April 24, CDEM Joint meeting
- April 24, Canterbury Mayoral Forum meeting
- April 28, EOC meeting Mayor/EOC/CEO
- April 28, Councillors/CEO meeting
- April 29, EOC meeting Mayor/EOC/CEO
- April 29, South Canterbury Mayoral and CEO meeting
- April 30, EOC meeting Mayor/EOC/CEO
- April 30, South Canterbury Chamber of Commerce

May 2020 meetings via Zoom unless otherwise indicated

- May 1, EOC meeting Mayor/EOC/CEO
- May 1, NEMA and Local Government Response Unit
- May 4, Canterbury Chief Executives
- May 5, EOC meeting Mayor/EOC/CEO
- May 5, Council Workshop
- May 5, Mackenzie Tourism Advisory Group meeting
- May 6, EOC meeting Mayor/EOC/CEO
- May 6, Destination Mackenzie Working Group meeting
- May 6, South Canterbury Mayoral and CEO meeting
- May 6, Kaye Paardekooper, Mackenzie Tourism Advisory Group meeting
- May 7, EOC meeting Mayor/EOC/CEO
- May 7, TDC and South Canterbury Chamber of Commerce meeting
- May 8, EOC meeting Mayor/EOC/CEO
- May 8, Infrastructure meeting
- May 8, Canterbury Mayoral Forum
- May 8, CDEM Joint Committee meeting
- May 11, EOC meeting Mayor/EOC/CEO
- May 12, Extraordinary Council Meeting
- May 13, EOC meeting Mayor/EOC/CEO
- May 13, South Canterbury Mayoral and CEO meeting
- May 14, TDC and South Canterbury Chamber of Commerce Meeting

- May 15, Regional Transport Committee
- May 19, Council Workshop
- May 19, Department of Conservation meeting
- May 20, Destination Mackenzie Working Group meeting
- May 21, Regional Transport Committee
- May 22, Canterbury Mayoral Forum
- May 26, Commercial and Economic Development Committee Workshop
- May 26, Councillors and CEO meeting
- May 27, South Canterbury Mayoral and CEO meeting
- May 28, Mackenzie Tourism Industry Association
- May 28, South Canterbury Chamber of Commerce and Local Councils
- May 28, Anne Thomson Heartlands
- May 29, Mt Cook Lakeside Retreat

JUNE 2020

- June 2, Mayor/Executive Team meeting to discuss Budget
- June 4, Inca-Hub launch
- June 5, Queenstown with Minister Damien O' Connor
- June 8, Twizel Community Board meeting
- June 9, Council meeting
- June 10, Jacqui Dean MP
- June 10, Tekapo Community Board meeting
- June 12, Mayoral Forum
- June 15, Mayor/CEO/EA/Recovery Manager meeting
- June 15, Minister Kelvin Davis meeting
- June 17, Destination Mackenzie Working Group meeting
- June 19, Destination Mackenzie Governance Group meeting
- June 19, Zone 5 Water reforms meeting

MEDIA AND COMMUNICATIONS

- OJ's radio Show - monthly
- May 15, TV1 interview in Tekapo
- Sunday Star column on COVID-19
- Timaru Herald
- Accessible and Twizel Update

6 REPORTS

6.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

ACTIVITIES

The pandemic event of COVID-19 saw a re-prioritisation of Council activities during April 2020 and May 2020. I was afforded delegated authority by Council for the duration of the event.

I attended weekly meetings with Chief Executives of neighbouring Councils of Timaru, Waikato and Waimate, weekly Canterbury Mayoral Forums, weekly meetings with South Canterbury Chamber of Commerce, weekly briefings by the National Emergency Management Agency (NEMA) and fortnightly meetings of the South Canterbury Interagency Psychosocial Committee.

Council activated its local Civil Defence function with daily updates by the Emergency Management Officer and working with local community groups like Heartlands and government agencies such as Ministry of Social Development amongst others to lead the response to the health event.

At the same time, Council staff continued to prepare the draft Annual Plan and rates setting, anticipated to be adopted by full Council on 23 June 2020.

Virtual workshops held with Councillors during this time include topics of Budget, Housing Stock Market, Commercial and Economic activity, Annual Plan and in June, risk assessments on Roding, Footpaths and Tourism.

Following national Government direction to move to COVID-19 recovery phase under Alert Level 2, Council has appointed a Recovery Manager to lead Council's recovery response, working with a Community Recovery Reference Group with membership that include the local community groups, business, rural sector, Iwi sector and tourism sector.

Council has also finalised a Memorandum of Understanding with ChristchurchNZ, RTO and South Canterbury Chamber of Commerce.

Stakeholder engagement activities include meetings with the Minister for Tourism, Hon Kelvin Davis, Jacqui Dean MP and various government agencies including Department of Conservation and ECAN.

The annual AuditNZ audit commenced on 2 June and concluded recently.

Upcoming activities include the IANZ audit which this year will be conducted virtually.

Destination Mackenzie project documentation have been finalised for consideration and sign-off by the Governance Group on 19 June 2020. This will be followed by a RFP process commencing 30 June 2020. A formal timeline with updated milestone dates will be communicated in future reports to Council.

On 12 June 2020, I attended a Mayoral Forum meeting with Mayor Graham in person in Christchurch. Topics discussed include:

- Climate change with an emissions study with all Councils to follow in November
- Essential freshwater reforms – Mayors to engage with central Government in Wellington
- 3-waters reform
- Forests (Regulation of log traders and Forestry)
- Migrant workers including workers stuck outside the country but needed for dairy and other work
- EDS report
- Plan for Canterbury – This Plan will be workshopped with Council in July to allow formal adoption
- Canterbury Water Management Strategy

KEY PROJECTS AND ACTIVITIES

ITEM	COMMENTARY	NEXT KEY MILESTONES	STATUS
DESTINATION MACKENZIE	<ul style="list-style-type: none"> Terms of Reference, Scope of Works and Consultants Brief finalised. Governance Group meeting on 19 June 2020 to sign off on RFP process. 	<ul style="list-style-type: none"> Governance Group meeting to approve project documents and RFP process RFP Process commencement 30 June 2020 Appointment of a consultant to commence work. 	GREEN
DISTRICT PLAN REVIEW	<ul style="list-style-type: none"> Engagement of stakeholders Workshop - District Plan review, Discuss Survey results 	<ul style="list-style-type: none"> Report Council Community Consultation. Option workshops. Spatial Planning 	GREEN
LONG TERM PLAN	<ul style="list-style-type: none"> The LTP programme will be reviewed following the adoption of the Annual Plan with a revised project plan necessary following COVID-19 delays and impacts on processes. Provision booking of AuditNZ have been made for the audit of the Consultation Document and Long Term Plan, however these may be subject to change due to other pressures on AuditNZ resulting from COVID-19. 	<ul style="list-style-type: none"> Initial steps following the review of the programme plan will involve review of mission, values and community outcomes, activity groupings and theme for the LTP 	GREEN
TEKAPO LAKEFRONT FOOTPATH UPGRADE	<ul style="list-style-type: none"> Council workshopped footpaths upgrade. 	<ul style="list-style-type: none"> Tender the works, engage contractor and complete before 30 June 2020. Community engagement is ongoing. 	GREEN
TOWNSHIP MAINTENANCE CONTRACT	<ul style="list-style-type: none"> Tenders received and successful respondent identified. 	To Council 23 June for approval.	GREEN
TOURISM INFRASTRUCTURE FUND 4	<p>Bus shelters Tekapo:</p> <ul style="list-style-type: none"> Scope written for bus shelters need to confirm with new GM Operations 	Assess proposals, decide on the most appropriate solution, select supplier, begin design and construction. Organise location and install.	AMBER

TOURISM INFRASTRUCTURE FUND 4	Carparks Tekapo and Twizel: <ul style="list-style-type: none"> ▪ Working on designs for Tekapo and Twizel to deal with stormwater. ▪ Tender documentation being prepared to enable contract to be let. ▪ Works still at early stages due to COVID-19. Discussed design with consultant for carparks. 	<ul style="list-style-type: none"> ▪ Check and approve designs ▪ Put works out for tender, ▪ Award and begin construction. ▪ May be affected by winter and pub demolition. ▪ Carparking won't be completed to Spring. 	AMBER
WASTE MANAGEMENT CONTRACT	<ul style="list-style-type: none"> ▪ A Request for Proposals (RFP) was issued to registered suppliers on Tuesday 10 March. ▪ Proposals closed on 15 May. 	<ul style="list-style-type: none"> ▪ Tender evaluation in progress. ▪ It is anticipated to award the contract in July. 	GREEN

COMMUNITY FACILITIES BOOKINGS

- Fairlie Community Centre – 0 hours in April (COVID-19), 7.5 hours in May.
- Twizel events centre – 0 hours in April and May (COVID-19).

TWIZEL INFORMATION CENTRE VISITOR NUMBERS

- Winter operating hours commenced from Anzac Day 26 April 2020 shifting from a seven to a six day operation (with effective date of 14 May 2020).
- Visitor numbers recorded for April and May were heavily impacted due to COVID-19 lockdown and then opening restrictions due to social distancing requirements.
- April 2020 – 0 visitors. Although we continued NZ post items to PO Boxes and released parcels to customers, as no-one physically entered the building we did not record official visitor numbers. In comparison, in April 2019 we recorded 6177 visitors.
- May 2020 – 783 visitors. The building remained closed to customers until move from Alert Level 3 to Alert Level 2 on 14 May 2020. Numbers recorded are for the period 14 – 31 May 2020 only. In comparison, numbers of visitors in May 2019 were 3,948.

COMPLAINTS REGISTER – PERIOD APRIL AND MAY 2020

Department	Nature of complaint	Stage	Status
Compliance	Mobile Trader Operation	One	Resolved
	Food Licencing Complaint	One	Resolved
	Unregistered Food Premises	One	Resolved
	Responsible Camping Site Closure	One	Resolved
	Animal Control processes	One	In progress
CEO	Delays with Resource Consent Process	One	Resolved

LGOIMA REGISTER

Ref	Date Received	Who From	Subject	Forwarded Date	Due Date	Date Completed
298	16.04.2020	Mike Dobson	Woodburn East Plantation	17.04.2020	17.05.2020	22.05.2020
299	19.04.2020	Mike Dobson	FENZ debrief - Burkes Pass fire	22.04.2020	19.05.2020	19.05.2020
300	20.04.2020	Matt Holden, Taxpayers Union	Salaries and COVID salary cuts	22.04.2020	19.05.2020	07.05.2020
301	21.04.2020	Mike Dobson	Agreements with Don or Graham Willetts	22.04.2020	21.04.2020	21.04.2020
302	21.04.2020	Lynette Ellison	Industrial Plastics	22.04.2020	20.05.2020	
303	21.04.2020	Lynette Ellison	Plastics	22.04.2020	20.05.2020	
304	21.04.2020	Lynette Ellison	Tyres	22.04.2020	20.05.2020	
305	22.04.2020	Mike Dobson	Forestry management	22.04.2020	21.05.2020	21.05.2020
306	22.04.2020	Mike Dobson	MDC Visit to Burkes Pass fire location	22.04.2020	21.05.2020	21.05.2020
307	23.04.2020	Mike Dobson	Fire response schedules - Woodburn Plantations	28.04.2020	22.05.2020	22.05.2020
308	28.04.2020	Mike Dobson	RC's - Woodburn East Plantation	28.04.2020	26.05.2020	26.05.2020
309	28.04.2020	Mike Dobson	Job descriptions - Forestry Manager and Forester	28.04.2020	26.05.2020	26.05.2020
310	07.05.2020	Zita Speck	Chlorine dose - usual and safe	07.05.2020	05.06.2020	05.06.2020
311	11.05.2020	Leo Barnett	Minutes from inaugural council meetings	11.05.2020	09.06.2020	11.06.2020
312	12.05.2020	Bruce Thompson, Aspiring Consultancy	Documentation re Burkes Pass Fire	15.05.2020	10.06.2020	15.06.2020
313	14.05.2020	Tom Kay, Forst & Bird	Nitrates in Drinking Water	15.05.2020	12.06.2020	04.06.2020
314	15.05.2020	Natalia Zuleta	BC for Tekapo Hotel	15.05.2020	15.06.2020	25.05.2020
315	19.05.2020	Natalia Zuleta	Info re Lakeside Drive Hotel development	19.05.2020	17.06.2020	
316	24.05.2020	Karen Anderson, Canine Research	Statistics re Dog control	29.05.2020	22.06.2020	
317	26.05.2020	Christopher Guigel	Dog control info and statistics	29.05.2020	24.06.2020	
318	26.05.2020	Christopher Guigel	Details of dog control incident	29.05.2020	24.06.2020	
319	28.05.2020	Liz Weir, Mackenzie Guardians	RC's Maryburn Station	29.05.2020	26.06.2020	
320	05.06.2020	Natalia Zuleta	Change of Resource Consent Condition	05.06.2020	03.07.2020	08.06.2020
321	11.06.2020	Mike Dobson	Maintenance of Growth Limit Zone	15.06.2020	09.07.2020	
322	13.06.2020	Mike Dobson	Initial primary forestry application for fire insurance	15.06.2020	13.07.2020	

CUSTOMER CALLS

Call numbers were recorded differently in April and the information captured confirms 158 calls were answered by Council reception. Call numbers for May are included in the following table. Note: Unanswered calls includes calls transferred to another extension to be answered. These transferred calls are recorded as “unanswered” calls.

Customer Calls (ACD Data) – March-20 – May-20				
Group	Agent	Total	Unanswered	Busy
600	780 Twizel Reception	51	16	0
	790 Twizel Reception	0	0	0
601	800 Fairlie Reception	588	329	0
	752 Fairlie Reception	0	0	0
611	781 Building	0	0	0
612	751 Planning	67	67	0
613	721 Finance	31	31	0
614	925 Roding	44	44	0
615	719 Rates	0	0	0
TOTAL		822	487	0

SERVICE REQUESTS**APRIL 2020**

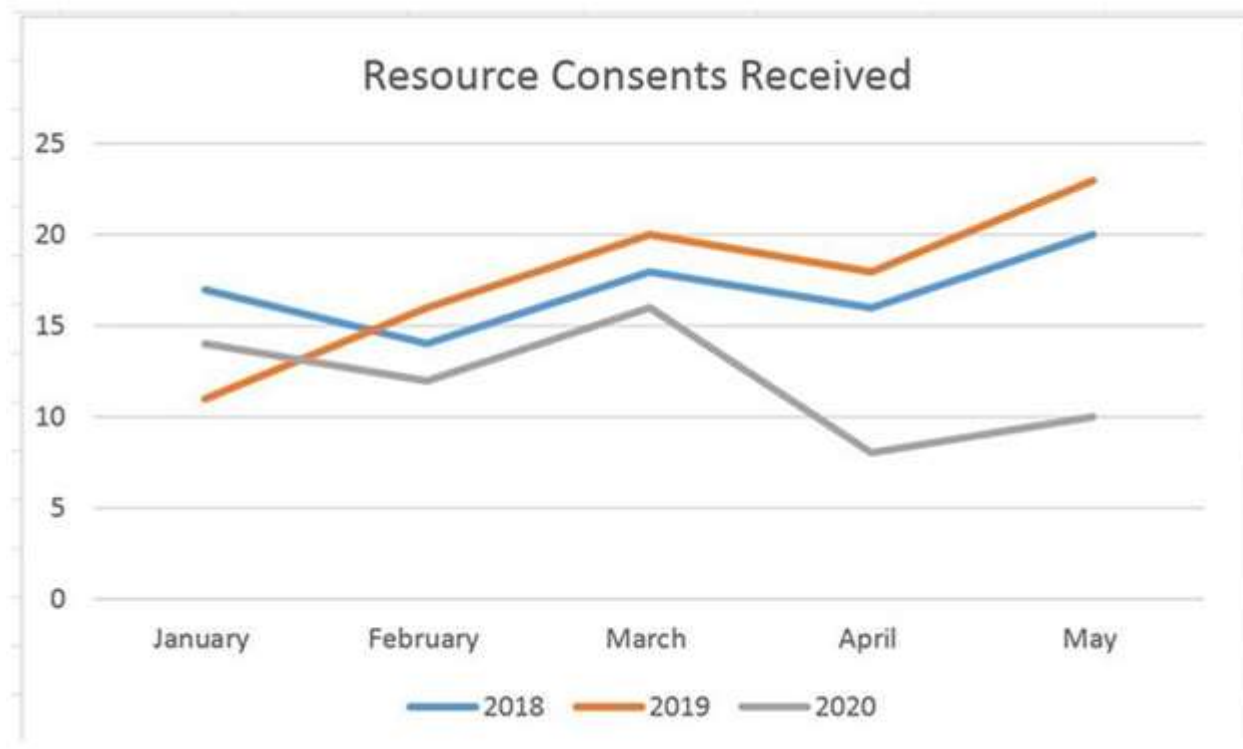
35 Requests Received from 01/04/20 to 30/04/20

District: Allendale	Total	Completed	In Time
Asset Management	2	2	2
Total for Allendale	2	2	2
District: Burkes Pass	Total	Completed	In Time
Asset Management	1	1	1
Community Facilities	1	1	0
Total for Burkes Pass	2	2	1
District: Fairlie	Total	Completed	In Time
Asset Management	5	5	5
Community Facilities	2	2	1
Total for Fairlie	7	7	6
District: Lake Tekapo	Total	Completed	In Time
Asset Management	7	5	5
Total for Lake Tekapo	7	5	5
District: Twizel	Total	Completed	In Time
Asset Management	17	16	13
Total for Twizel	17	16	13
Grand Total:	35	32	27

MAY 2020

46 Requests Received from 01/05/20 to 31/05/20

District: Allendale	Total	Completed	In Time
Asset Management	4	1	1
Total for Allendale	4	1	1
District: Ashwick	Total	Completed	In Time
Asset Management	1	1	1
Total for Ashwick	1	1	1
District: Burkes Pass	Total	Completed	In Time
Asset Management	1	1	1
Community Facilities	1	1	1
Total for Burkes Pass	2	2	2
District: Fairlie	Total	Completed	In Time
Asset Management	7	7	7
Community Facilities	1	1	1
Planning and Regulatory	1	0	0
Total for Fairlie	9	8	8
District: Lake Tekapo	Total	Completed	In Time
Asset Management	5	4	4
Community Facilities	1	1	1
Total for Lake Tekapo	6	5	5
District: Twizel	Total	Completed	In Time
Asset Management	22	17	17
Community Facilities	2	1	1
Total for Twizel	24	18	18
Grand Total:	46	35	35

PLANNING**PEOPLE AND CULTURE UPDATE**

This report provides an update to Council on People and Culture and Health and Safety activities and matters.

RECRUITMENT

- Recruitment activity has been steady however halted during the month of May due to COVID-19. Vacancies are to be advertised once we reach Alert Level 2. These will include a Principal Building Control Officer and a Compliance / Monitoring Officer role.

POLICIES

- A number of policies have been finalised including the Recruitment and Selection Policy, Recruitment and Selection Timeframes, Code of Conduct, Remuneration Policy, Bullying and Harassment Policy, Health and Safety Statement and Policy.
- A number of other key policies are currently in draft form i.e. Motor Vehicle Policy, Leave Policy and Learning and Development Policy.

HEALTH, SAFETY AND WELLBEING

- Due to COVID-19 and being in Lockdown under Alert Level 4, health and wellbeing was a key focus of the Executive and Senior Leadership teams. A pulse check survey was sent out to all of the Mackenzie District Council employees with the view that it would provide us valuable information as to how our employees coped during this time. Results to be discussed with the Senior Leadership Team and then they will be shared with all Council employees.
- No Lost Time Injuries have been reported.
- The Health, Safety and Wellbeing Team have confirmed their team charter and this will be communicated to all Mackenzie District Council employees in June 2020. Work has continued on getting the information configured for the online health and safety system. The incident reporting module will be tested in mid June 2020.

MEETINGS AND EVENTS

23 March 2020 onwards - Meetings attended via Zoom due to COVID-19

- March 25, CEs and Mayors meeting Mackenzie, Timaru, Waitaki, Waimate
- March 27, ECAN meeting to discuss COVID-19 response
- March 27, Mayoral Forum
- March 30, Mayor/CEO meeting
- March 31, EOC meeting Mayor/EOC/CEO
- March 31, Councillor/CE meeting

April 2020 - Meetings attended via Zoom due to COVID-19

- April 1, EOC meeting Mayor/EOC/CEO
- April 2, EOC meeting Mayor/EOC/CEO
- April 2, South Canterbury Chamber of Commerce meeting
- April 3, EOC meeting Mayor/EOC/CEO
- April 3, CEO/MBIE meeting Destination Mackenzie
- April 3, CDEM / CEG Joint Briefing Covid-19 c9
- April 6, EOC meeting Mayor/EOC/CEO
- April 6, Senior Leadership Meeting
- April 7, EOC meeting Mayor/EOC/CEO
- April 7, Councillors/CE meeting

- April 7, Budget meeting follow up CEO/Executive Team
- April 7, Alicia McKay
- April 7, Andrew Tombs Alpine Energy
- April 8, EOC meeting Mayor/EOC/CEO
- April 8, South Canterbury Mayoral and CEO meeting
- April 9, EOC meeting Mayor/EOC/CEO
- April 9, TDC and South Canterbury Chamber of Commerce meeting
- April 9, Tekapo Community Board meeting
- April 9, Budget meeting with staff
- April 14, Council Workshop
- April 15, EOC meeting Mayor/EOC/CEO
- April 15, South Canterbury Mayoral and CEO meeting
- April 16, EOC meeting Mayor/EOC/CEO
- April 16, TDC and South Canterbury Chamber of Commerce meeting
- April 17, EOC meeting Mayor/EOC/CEO
- April 17, Joint Committee CDEM Group
- April 17, Canterbury Mayoral Forum
- April 17, NEMA and Local Government Response Unit
- April 20, EOC meeting Mayor/EOC/CEO
- April 21, EOC meeting Mayor/EOC/CEO
- April 21, Executive Team meeting
- April 21, Staff meeting
- April 21, Councillors/CE meeting
- April 21, Christchurch NZ meeting
- April 22, EOC meeting Mayor/EOC/CEO
- April 22, Executive Team meeting
- April 22, South Canterbury Mayoral and CEO meeting
- April 23, EOC meeting Mayor/EOC/CEO
- April 23, South Canterbury Chamber of Commerce meeting
- April 23, Jacqui Dean MP meeting
- April 23, Recovery Communications meeting
- April 23, 3 CEOs recovery meeting
- April 24, EOC meeting Mayor/EOC/CEO
- April 24, CDEM Joing meeting
- April 24, Canterbury Mayoral Forum meeting
- April 28, EOC meeting Mayor/EOC/CEO
- April 28, ChristchurchNZ meeting
- April 28, Councillors/CEO meeting
- April 29, EOC meeting Mayor/EOC/CEO
- April 29, South Canterbury Mayoral and CEO meeting
- April 30, EOC meeting Mayor/EOC/CEO
- April 30, South Canterbury Chamber of Commerce
- April 30, Executive team budget meeting
- April 30, SOLGM Chief Executive Forums
- April 30, Downlands Audit Brief

May 2020 meetings via Zoom unless otherwise indicated

- May 1, EOC meeting Mayor/EOC/CEO

- May 1, NEMA and Local Government Response Unit
- May 4, EOC meeting Mayor/EOC/CEO
- May 4, Canterbury Chief Executives
- May 5, EOC meeting Mayor/EOC/CEO
- May 5, Council Workshop
- May 5, 3 CEOs Recovery Chat
- May 6, EOC meeting Mayor/EOC/CEO
- May 6, Destination Mackenzie Working Group meeting
- May 6, TA, CEO, Working for Communities update
- May 6, Executive Team meeting
- May 6, South Canterbury Mayoral and CEO meeting
- May 7, EOC meeting Mayor/EOC/CEO
- May 7, TDC and South Canterbury Chamber of Commerce meeting
- May 7, Senior Leadership meeting
- May 7, ChristchurchNZ meeting
- May 8, EOC meeting Mayor/EOC/CEO
- May 8, Infrastructure meeting
- May 8, Canterbury Mayoral Forum
- May 8, CDEM Joint Committee meeting
- May 11, EOC meeting Mayor/EOC/CEO
- May 12, Extraordinary Council Meeting
- May 13, EOC meeting Mayor/EOC/CEO
- May 13, South Canterbury Chamber of Commerce - MOU
- May 13, South Canterbury Mayoral and CEO meeting
- May 13, Executive Team meeting
- May 14, Staff meeting
- May 14, TDC and South Canterbury Chamber of Commerce Meeting
- May 14, ImmigrationNZ meeting
- May 15, EOC meeting Mayor/EOC/CEO
- May 15, Interagency Psychosocial Committee
- May 15, April 17, NEMA and Local Government Response Unit
- May 15, Regional Tourism restart
- May 19, Council Workshop
- May 19, Department of Conservation meeting
- May 20, Executive Team meeting
- May 20, Destination Mackenzie meeting
- May 21, Chief Executives Goal Setting workshop
- May 22, Canterbury Mayoral Forum
- May 26, Commercial and Economic Development Committee Workshop
- May 26, Councillors and CEO meeting
- May 27, South Canterbury Mayoral and CEO meeting
- May 28, South Canterbury Chamber of Commerce and Local Councils
- May 28, Anne Thomson Heartlands
- May 28, Mackenzie, Timaru and Waimate CEOs meeting

JUNE 2020

- June 2, Mayor/Executive Team meeting to discuss Budget
- June 3, Executive Team meeting

- June 4, Senior Leadership Team meeting
- June 4, Monthly staff meeting
- June 4, 3 CEO's Recovery update
- June 8, Twizel Community Board meeting
- June 9, Council meeting
- June 10, Tony Tosswill meeting
- June 10, Jacqui Dean MP
- June 10, Tekapo Community Board meeting
- June 11, South Canterbury Interagency Psychosocial meeting
- June 11, Fairlie Community Board meeting
- June 12, Mayoral Forum
- June 15, Mayor/CEO/EA/Recovery Manager meeting
- June 15, Minister Kelvin Davis meeting
- June 15, Dave Wilkins, Barry Hanson DOC meeting
- June 16, Executive Team meeting
- June 17, Destination Mackenzie Working Group meeting
- June 18, Christchurch NZ meeting
- June 19, Destination Mackenzie Governance Group meeting
- June 19, Zone 5 Water reforms meeting

6.2 COUNCIL FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Adrian Hodgett, Finance Manager

Attachments: 1. Council financial report to April 2020 [↓](#) 

STAFF RECOMMENDATIONS

That the financial report for Mackenzie District Council to April 2020 be received.



Financial Performance April 2020

	YTD Actual 2019/20	YTD Budget 2019/20	YTD Actual 2018/19	Variance v Budget	Variance v Budget (%)	Variance v 2018/19	Variance v 2018/19 (%)
Rates Revenue	8,520	8,516	7,938	4	0.05%	582	7.34%

The forecast average rates rise for the 2019/20 year per the Annual Plan was 7.57%.

Other Revenue	7,927	6,197	6,964	1,730	27.92%	964	13.84%
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Other income is up on budget due to an increase in financial contributions of \$693,000, resource consent fees of \$130,000 and inspectorate income of \$400,000. Unbudgeted income has been received from timber sales of \$155,000 and tourism grants of \$269,000. Compared to 2018/19, financial contributions are up by \$303,000 and reserve contributions up \$318,000 as these are dependent upon developer activity. Inspectorate income is up \$379,000 and tourism grants have increased by \$183,000. There were no timber sales in the prior year however income from carbon credit sales had been received.

Operating Expenditure	14,770	15,222	13,418	452	2.97%	(1,352)	-10.08%
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Year to date expenditure is just under budget however township project spending is up in Tekapo with \$136,000 spent on the Eastern carpark. Employment expenses are up \$242,000 due to the organisational restructure and the new camping ambassadors. (Camping Ambassador wages will be covered by tourism grants). This is offset by underspends in roading (delays occurred in April due to Covid-19, significant work in May to catch this up) and consultancy costs. Compared to the 2018/19 year, expenditure to date is up as employment expenses have increased after the organisational restructure, consultancy fees have increased due to the increase in building consents and vacant positions in the building team, the infrastructure valuations required this year and work on the district plan review.

Capital Expenditure	3,717	5,669	3,770	1,952	34.43%		
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Capital expenditure is showing as under budget year to date, \$232,718 of unbudgeted expenditure was spent on the Pukaki Airport, surfacing the taxi runway. \$251,686 was spent on the Twizel swimming pool to complete the upgrade which was budgeted for in the prior year and an unbudgeted spend in sewer occurred with \$49,837 required to complete the treatment upgrade from the prior year. Further reticulation was required in Glencairn Road, Twizel to allow for future buildings, and a UHF link system for Tekapo to prevent communication breakdowns. Unbudgeted water service connections were required to be replaced due to age. In corporate services vehicle costs are \$81,476 over the year's budget as seven vehicles were purchased this year due to the organisation restructure.

**Mackenzie District Council
Financial Report
For The Period Ended April 2020**

Balance Sheet	Actual April	Annual Plan June 2020	Actual June 2019
Current Assets			
Cash and cash equivalents	12,521,394	3,341,000	15,854,358
Receivables	2,679,649	2,516,000	3,043,801
Other Financial assets		1,526,000	-
Inventory	2,282,245	2,449,000	2,282,245
Total Current Assets	17,483,288	9,832,000	21,180,404
Non-current Assets			
Other Financial assets	12,348,715	14,133,000	11,648,715
Inventory		-	-
Forestry	6,556,586	5,557,000	6,556,586
Intangible assets	375,883	-	375,883
Property, plant and equipment	213,812,417	231,346,000	217,211,342
Total Non-current Assets	233,093,601	251,036,000	235,792,526
TOTAL ASSETS	250,576,889	260,868,000	256,972,930
Current Liabilities			
Payables and deferred revenue	3,231,172	1,834,000	2,959,843
Employee entitlements	351,200	320,000	282,956
Provisions	51,838	-	51,838
Total Current Liabilities	3,634,210	2,154,000	3,294,637
Non-current Liabilities			
Employee entitlements	-	22,000	-
Provisions	-	58,000	-
Borrowings and other financial liabilities	-	5,944,000	-
Total Non-current Liabilities	-	6,024,000	-
TOTAL LIABILITIES	3,634,210	8,178,000	3,294,637
NET ASSETS	246,942,679	252,690,000	253,678,293
Equity			
Accumulated Funds	118,718,310	118,167,000	120,619,621
Reserves	128,224,369	134,523,000	133,058,672
Total Equity	246,942,679	252,690,000	253,678,293

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 30 April 2020**

Budget	YTD Actual
2019/20	2019/20

WATER

Allandale Water Supply		
342406. Treatment		1,200
342404. Comm Assets - Water Supply	69,836	9,505
Ashwick/Opuha Water Supply		
343404. Community Assets - Water	51,350	
Urban Water		
349403. Vested Assets	378,806	
349407. Service Connections - Renewal		46,019
349412. Plant		3,623
349405. Headworks - new		2,936
349406. Treatment - new	900,000	9,705
349427. Pump Station - Renewal		12,244
349404. Reticulation - Renewal	408,746	326,731
TOTAL WATER SUPPLY	1,808,738	411,963

SEWER

Urban Sewer		
350403. Vested Assets	1,068,080	
350418. Sewer Reticulation New		29,496
350419. Sewer Treatment New		49,837
350427. Pump Station Renewal		5,902
TOTAL SEWER	1,068,080	85,235

STORMWATER

Urban Stormwater		
352403. Vested Assets	320,861	
352404. Stormwater Reticulation		47,632
352420. Resource Consent Costs		14,361
TOTAL STORMWATER	320,861	61,993

ROADING

District Roading		
3554193. Vested Assets	1,121,635	
3554211. Unsealed Road Metalling	650,000	559,827
3554212. Sealed Road Resurfacing	475,000	459,482
3554213. Drainage Renewal	72,000	35,865
3554214. Sealed Road Pavement Rehabilitation	190,000	32,354
3554215. Structures Component replacements bridges	50,000	35,289
3554222. Traffic Services Renewals	60,000	66,541
3554310. Footpaths - Surfacing	30,810	44,519
3554341. Minor Improvements	410,000	418,319
355417. Sealing Past Houses	143,780	71,446
354422. Plant and Equipment	3,000	
TOTAL ROADING	3,206,225	1,723,642

REGULATORY SERVICES

Civil Defence		
320422. Plant and Equipment	45,805	4,860
Total Civil Defence	45,805	4,860
TOTAL REGULATORY SERVICES	45,805	4,860

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 30 April 2020**

Budget	YTD Actual
2019/20	2019/20

COMMUNITY SERVICES

Waste Management		
353420. Resource Consent	30,810	8,005
Total Waste Management	30,810	8,005
Public Toilets		
386421. Buildings		8,766
Total Public Toilets		8,766
Pensioner Housing - Fairlie		
391421. Buildings - housing	7,189	10,747
Total Pensioner Housing - Fairlie	7,189	10,747
Pensioner Housing - Twizel		
392424. Furniture & Fittings - Other	18,243	11,855
Total Pensioner Housing - Twizel	18,243	11,855
TOTAL COMMUNITY SERVICES	56,242	39,373

RECREATIONAL FACILITIES

District General		
361420. Strategic Development Policy		37,857
Total District General		37,857
Fairlie Domain		
372425. Adventure Playground	30,810	57,023
Total Fairlie Domain	30,810	57,023
Fairlie Township		
365425. Playground Upgrade	73,953	8,509
Total District General	73,953	8,509
Mackenzie Community Centre		
379424. Community Assets - Buildings	112,430	44,880
Total Mackenzie Community Centre	112,430	44,880
Fairlie Swimming Pool		
384422. Plant and Equipment		4,317
Total Fairlie Swimming Pool		4,317
Tekapo Community Hall		
381421. Community Assets - Buildings		2,200
Total Tekapo Community Hall		2,200
Tekapo Township		
366420. Implement of Development Plan	444,940	9,612
Total Tekapo Township	444,940	9,612
Twizel Township		
367420. Implement of Development Plan	129,728	
367421. Community Assets - Public Amenities	114,000	4,842
Total Twizel Township	243,728	4,842
Twizel Community Centre		

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 30 April 2020**

	Budget 2019/20	YTD Actual 2019/20
382424. Furniture & Fittings - Other	51,350	9,963
382421. Community Assets - Buildings	41,080	
Total Twizel Community Centre	92,430	9,963
Twizel Swimming Pool		
385422. Plant and Equipment	30,810	32,692
385421. Comm Asset - Public Amenities	226,343	218,994
Total Twizel Swimming Pool	257,153	251,686
Total Recreational Facilities	1,255,444	430,889
TOTAL COMMUNITY AND TOWNSHIP SERVICES	1,311,686	470,262

COMMERCIAL

Development		
407401. Alps2Ocean Capex	554,580	8,360
Total Development	554,580	8,360
Pukaki Airport		
403420. Land - Admin & Operating		232,718
Total Development		232,718
TOTAL COMMERCIAL	554,580	241,078

CORPORATE SERVICES

Fairlie Building		
368421. Building - Administrative	513,500	217,201
368424. Furniture & Fittings - Other	20,000	25,229
Total Fairlie Building	533,500	242,430
Twizel Building		
369424. Furniture & Fittings		5,916
Total Twizel Building		5,916
Information Technology		
319400. Computer Equipment	261,000	22,569
314402. Software	100,000	
319422. Plant and Equipment	5,000	
319428. Projects		250,818
Total Information Technology	366,000	273,387
Plant and Equipment		
408432. Vehicles	115,024	196,500
Total Plant and Equipment	115,024	196,500
TOTAL CORPORATE SERVICES	1,014,524	718,233
GRAND TOTAL CAPITAL EXPENDITURE	9,330,499	3,717,266

6.3 CAPITAL CARRY FORWARDS 2018/19 TO 2019/20

Author: Katherine Hill, Senior Corporate Planner
Authoriser: Paul Numan, General Manager Corporate Services
Attachments: Nil

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **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.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **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.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

The purpose of this report is for Council to confirm capital carry forwards from 2018/19 into 2019/20 for inclusion in the Annual Report 2019/20.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council confirm the carry forward of the following budgets from 2018/19 into 2019/20:
 - (a) Resource Planning – Tekapo Planning: \$59,400
 - (b) Resource Planning – Other Consultancy: \$45,000
 - (c) Resource Planning – District Plan Review: \$63,430
 - (d) Resource Planning – Rural Development: \$14,103

- (e) Roding – Minor Improvements: \$110,000
- (f) Civil Defence – Plant and Equipment: \$4,860
- (g) Information Technology – GIS Aerials: \$30,000
- (h) Information Technology – Website: \$30,000
- (i) Fairlie Township – Playground Upgrade: \$43,953
- (j) Tekapo Township – Implementation of Development Plan: \$219,000
- (k) Twizel Township – Implementation of Development Plan: \$64,000
- (l) Mackenzie Community Centre – Community Assets – Building: \$20,000
- (m) Twizel Swimming Pool – Community Assets – Public Amenities: \$226,343
- (n) Twizel Pensioner Housing – Furniture and Fittings: \$9,000

BACKGROUND

Each year the Council sets/confirms its budgets for the coming financial year. At the end of each financial year, Council is required to complete an Annual Report, which details compliance against those budgets and confirms completeness.

Where budgets have not been fully utilised, or where projects are proposed to be delayed a carry forward of the remaining amount can be made to a subsequent year.

The following budgets/amounts are proposed to be carried forward from 2018/19 to 2019/20:

ACTIVITY AREA	BUDGET	CARRY FORWARD
Resource Planning	Tekapo Planning	\$59,400
	Other Consultancy	\$45,000
	District Plan Review	\$63,430
	Rural Development	\$14,103
Roding	Minor Improvements	\$110,000
Civil Defence	Plant & Equipment	\$4,860
Information Technology	GIS Aerials	\$30,000
	Website	\$30,000
Fairlie Township	Playground Upgrade	\$43,953
Tekapo Township	Implementation of Development Plan	\$219,000
Twizel Township	Implementation of Development Plan	\$64,000
Mackenzie Community Centre	Community Assets – Building	\$20,000
Twizel Swimming Pool	Community Assets – Public Amenities	\$226,343
Twizel Pensioner Housing	Furniture and Fittings	\$9,000

This paper has been prepared for completeness of this process, in readiness for the Annual Report 2019/20.

POLICY STATUS

The carrying forward of these budgets complies with Council policy.

SIGNIFICANCE OF DECISION

This matter is not considered significant with regard to Council's Significance and Engagement Policy.

OPTIONS

Council has the following options available:

1. Confirm the carry forwards from 2018/19 to 2019/20 outlined in this paper; or
2. Decline to carry forward the budgets outlined in the paper from 2018/19 to 2019/20.

As these amounts which are proposed to be carried forward have been rated for or otherwise funded in 2018/19, there is no financial impact on the carry forward. This allows the works/projects to be completed as planned and ensure appropriate use of funds and rates. For these reasons option 1 is recommended.

CONSIDERATIONS**Legal**

N/A

Financial

As identified, these budgets have been rated for or otherwise funded in 2018/19 but were not spent in full during the year. This proposal allows the remaining amounts to be carried forward into 2019/20, with no financial impact.

Other

N/A

CONCLUSION

For completeness, it is recommended that Council resolve to carry forward the detailed budgets from 2018/19 into 2019/20, prior to the end of the 2019/20 financial year. This allows Council to prepare it's financials for the Annual Report and audit of 2019/20 financials.

6.4 MACKENZIE COMMUNITY SPORTS HALL HEATING CHARGES

Author: Charlotte Borrell, Community Facilities and Services Officer

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: Nil

PURPOSE OF REPORT

For Council to consider the Fairlie Community Board recommendation to remove the charges for heating at the Mackenzie Community Hall (sports hall) and to reduce hire fees by 50% for the 2020/21 financial year.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council note the Fairlie Community Board recommendations.
3. That Council remit heating charges for the Mackenzie Community Hall to bring it in line with other halls in the district and encourage increased hiring of the facility.
4. That Council workshop the Fairlie Community Board recommendation to reduce Mackenzie Community Hall hire fees by 50% for the 2020/21 financial year in respect to the Revenue and Financing Policy and district wide impacts.

BACKGROUND

The Fairlie Community Board have, on multiple occasions, discussed the reduction in use of the Mackenzie Community Hall. The previous and current Board have been focused on increasing the usage of the hall and discussed the reluctance of users to hire the Mackenzie Community Sports Hall in winter due to heating charges.

In January this year four replacement heat pumps were installed in the Mackenzie Community Centre Sports Hall as part of the Long Term Plan facility upgrade. This was to encourage users to hire the venue without the usual apprehension towards heating costs. In response to discussions with the Board, a staff report was presented at the 11 June 2020 meeting with a recommendation to remove these costs. No other halls in the district have separate/additional heating charges for use of their heat pumps.

Through the Long Term Plan further building upgrades are planned, focusing on the kitchen and theatre area, which will be progressed now Level 1 is in place. This is anticipated to make the facility more desirable to hirers. In addition to Council upgrades the Jack and Enid Hutt Community Lounge will also be renovated. A new heat pump has already been installed which has had positive feedback.

The board discussed ways to make the venue more attractive for hirers and to encourage use of the facility by those groups that have sought other venues, in part due to the plan for Council staff to use the community lounge for the duration of the council building upgrade, which did not eventuate, but bookings have suffered as a result. The Board agreed that, along with revoking heating charges, a reduction of hire fees for an initial 12 month period would contribute to

affordability and the ability for hirers to experience the new upgrades. As a result the following resolutions were made:

COMMITTEE RESOLUTION FCB/2020/1

Moved: Angela Habraken

Seconded: Damon Smith

1. That the Fairlie Community Board recommend to Council that heating charges for the Mackenzie Community Hall be removed to bring it in line with other halls in the district and encourage increased hiring of the facility.
2. That the Fairlie Community Board recommends to Council that hire fees for the Fairlie Community Centre be reduced by 50% for a year as a Covid-19 recovery measure, with a review to be held in one year.

CARRIED

POLICY STATUS

Revenue and Funding Policy. Any changes to the proposed fees beyond the remitting of the heating charge at the Mackenzie Community Hall may impact on this policy.

SIGNIFICANCE OF DECISION

This decision is not significant under the Significance and Engagement Policy.

OPTIONS

Option 1: Do nothing

Option 2: Resolve to remove heating charges for the Mackenzie Community Sports Hall and resolve to workshop the implications of reducing fees by 50% for the 2020/21 financial year.

Option 3: Make an alternative resolution

CONSIDERATIONS**Legal**

Not applicable.

Financial

Revenue (below) has reduced year by year due to the additional competition from other venues such as the school gymnasium and the reluctance to hire the venue due to hire being more expensive than other venues and the additional heating charge.

2017 Revenue \$16,181

2018 Revenue \$14,647

2019 Revenue \$10,350

2020 Revenue \$6,552 (year to date)

If Council resolve to remit heating charges, winter heating costs will not be covered by hirers. However, the Community Board goal is that the newly installed energy efficient heat pumps will

encourage the community to utilise the facility more as well as being more cost efficient than the previous units. The more the centre is utilised the more the fixed costs are offset, and the greater the benefit to the community.

Other

There have been no discussions held with Community Boards regarding the Tekapo Community Hall or Twizel Events Centre fees and charges as no changes were proposed by staff for the 2020/21 financial year fees and charges.

CONCLUSION

The revocation of the heating charge for the Mackenzie Community Centre Sports Hall will remove a significant barrier for potential hirers and should increase the frequency the facility is hired.

The Community Board and other local groups such as Heartlands are focussed on increasing the usage of the hall and reinstating it to its former status of a thriving community hub. The Board is also working on additional ways to achieve this goal and Heartlands have events planned at the Centre such as the Mid-Winter Market on 26 July.



The recommendation for a 50% reduction in hire fees has not allowed sufficient time prior to the setting of fees and charges for 2020/21 to enable Council to consider all implications on the Revenue and Financing Policy or the impact on the district and other community centres and halls. For that reason it is recommended that this matter be included in a council workshop for broader consultation and discussion to enable Council to make a fully informed decision.

6.5 PROPOSED FEES AND CHARGES 2020/21

Author: Katherine Hill, Senior Corporate Planner

Authoriser: Paul Numan, General Manager Corporate Services

Attachments:

1. Fees and Charges 2020-21 - Proposed including 2019-20 (under separate cover) 
2. Fees and Charges 2020-21 (under separate cover) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **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.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **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.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

For Council to adopt the proposed fees and charges for the 2020/21 financial year.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Council exempt the breach of the Revenue and Financing Policy with regard to the funding of Governance General (7%) and Twizel Swimming Pool (14%) from the prescribed 20-40% user charges.
3. That the Council adopt the attached fees and charges for the 2020/21 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. The review of fees and charges to ensure that:

- Those who benefit from the services of the 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.

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 for a number of Councils activities.

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.

In reviewing the current fees and charges proposals for 2020/21, officers have given regard to the far reaching financial impact of COVID-19 on our communities, and Council's desire to limit this, while encouraging community and economic recovery. This has informed the recommendation of officers that the fees and charges for 2020/21 remain largely unchanged from current year. Exceptions to this are discussed in detail below.

Council workshopped this proposal and the attached fees and charges on 9 June.

Financial Contributions

Financial 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.

This calculation has been completed resulting in the following changes:

Financial Contributions	Fees 2019/20	Fees 2020/21
Water	\$7,108.10+GST	<u>\$7,621.37+GST</u>
Wastewater	\$3,850.51+GST	<u>\$4,349.34+GST</u>
Stormwater	\$1,705.63+GST	<u>\$1,789.52+GST</u>

Building Control

To dissuade from contractors from booking inspections as placeholders or as a quality check on work before it is ready and the subsequent impact on staff time, the following charges for cancelled and reinspections are proposed:

Building Consents	Fees 2019/20	Fees 2020/21
Re-inspection	No charge	<u>\$160.00 (first hour)</u>
Cancelled inspection (if cancelled same working day)	No charge	<u>\$180.00 per inspection</u>

In addition new fees are proposed in relation to cost recovery of illegal building work inspections and registration of earthquake prone buildings. These fees have been proposed to ensure recovery of costs incurred through staff time for work completed.

Building Consents	Fees 2019/20	Fees 2020/21
Illegal building work investigation	No charge	<u>At scheduled staff rates</u>
Registration and maintenance of earthquake prone building	No charge	<u>\$450</u>

The means of charging for travel time and travel costs for building inspections has also been reviewed. The following was proposed at the workshop on 9 June 2020:

Fees 2020/21	
<u>Within Community Board areas in Fairlie or Twizel, or remote inspections</u>	<u>No cost</u>
<u>Within Tekapo or within 5km of State Highway 8</u>	<u>\$50</u>
<u>Other locations</u>	<u>\$250 for each hour of travel at intervals of 15 minutes</u>

Following discussion at the workshop, officers modelled a flat charge for all inspections to cover travel time and costs, at the request of Councillors. Based on 2019/20 actual distance travelled in building allocated vehicles (excluding 10% for other travel reasons, eg. meetings), and factoring travel times, a flat rate of \$30.00 per inspection is considered appropriate to meet costs associated with travel.

The following change to the 2020/21 fees and charges is now proposed:

Building Consents	Fees 2019/20	Fees 2020/21
Travel costs and travel time for inspections and site visits	At scheduled staff rates + \$0.76/km	<u>\$30.00 per inspection</u>

Geographic Information Services

The following fees have been reduced to reflect actual costs:

With Aerial Photography	Fees 2019/20	Fees 2020/21
A0 paper	\$30.00	<u>\$20.00</u>
A1 paper	\$20.00	<u>\$16.00</u>
A2 paper	\$15.00	<u>\$12.00</u>
A3 paper	\$10.00	<u>\$4.00</u>
A4 paper	\$5.00	<u>\$3.00</u>

No Aerial Photography	Fees 2019/20	Fees 2020/21
A0 paper	\$20.00	<u>\$10.00</u>
A1 paper	\$15.00	<u>\$8.00</u>
A2 paper	\$10.00	<u>\$16.00</u>
A3 paper	\$5.00	<u>\$2.00</u>
A4 paper	\$2.00	<u>\$1.00</u>

LGOIMA

The charges associated with requests for information have been adjusted to bring them in line with recommendations of the Ombudsmen New Zealand, including a shift from the first 30 minutes at no cost, to the first 60 minutes being at no cost:

Staff Time			
The first 60 minutes of any request will be at no charge. After the first 60 minutes in responding to a request, staff time will be charged out at the following rates:			
		Fees 2019/20	Fees 2020/21
Administration staff		\$70.00/hr	
Council officer	Staff time	\$130.00/hr	<u>\$38.00 per 30 minutes</u>
Management staff		\$180.00/hr	

Photocopying (first 20 pages at no cost, thereafter \$0.20 per A4 page). All other copying will be in line with the scheduled photocopying charges.

Miscellaneous charges - photocopying

Reduced to reflect actual costs:

Black and white copies	Fees 2019/20	Fees 2020/21
A4 single sided	\$1.00	<u>\$0.30</u>
A4 S/S greater than 100	\$0.50	<u>Remove</u>
A4 double sided	\$1.20	<u>\$0.50</u>
A4 D/S greater than 100	\$0.70	<u>Remove</u>
A3 single sided	\$1.50	<u>\$0.60</u>
A3 double sided	\$1.70	<u>\$1.00</u>
Card add extra	\$0.50	<u>\$0.30</u>

Colour copies	Fees 2019/20	Fees 2020/21
A4 single sided	\$2.50	<u>\$1.00</u>
A4 double sided	\$3.50	<u>\$2.00</u>
A3 single sided	\$4.50	<u>\$2.00</u>
A3 double sided	\$6.00	<u>\$4.00</u>

Other matters

A proposal, including recommendations from the Fairlie Community Board, is the matter of a separate meeting paper before Council. These relate to a proposal to remit heating/cooling costs associated with the hire of the Mackenzie Community Centre for the 2020/21 year and proposed reduction in hire costs. For the reasons outlined in the separate paper, no further action is required at this stage with regard to those matters.

A wider review of the swimming pool operations is being undertaken ahead of the next season. If this should result in changes to the schedule of fees and charges, consultation with the relevant Community Boards will be undertaken before being brought to Council for consideration of adopting a change to the schedule of fees and charges for 2020/21 in this regard.

These matters are not considered further by this paper.

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 and Governance General 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%. Similarly, the Governance General activity is funded 7% through user charges, below the prescribed 20-40%. In accordance with the Policy the cost recovery of these activities is considered to be marginally outside the recommended range. However, to avoid increasing fees, it is considered appropriate that these breaches remain. Council can, by resolution acknowledge the breach of the limits within the Revenue and Financing Policy and indicate their intention to review the policy in this regard.

A review of the Revenue and Financing Policy is scheduled for later in 2020, at which time these, and other matters will be addressed.

SIGNIFICANCE OF DECISION

An assessment of this proposal has been undertaken in consideration of the matters in clause 3 of Council's Significance and Engagement Policy (2014). It is the opinion of the author of this paper that the proposal under consideration has a low significance.

OPTIONS

The following options available to Council:

1. Adopt the proposed Fees & Charges for the 2020/21 financial year; or
2. Freeze all Fees & Charges increases for the 2020/21 financial year; or
3. Direct staff to review Fees & Charges across all activities, to ensure full cost recovery in line with actual costs and the Revenue and Financing Policy limits; or
4. Decline to adopt the Fees & Charges for 2020/21 financial year.

These options are assessed below:

Option	Advantage	Disadvantage
1 – Adopt the proposed Fees & Charges	<ul style="list-style-type: none"> Ensures that Council is meeting its legal responsibility to adopt fees and charges annually; Recognises the financial impact of COVID-19 on the community; Increases revenue to building control to recover actual costs. 	<ul style="list-style-type: none"> None
2 – Freeze all 2020/21 Fees & Charges	<ul style="list-style-type: none"> Ensures that Council is meeting its legal responsibility to adopt fees and charges annually; Recognises the financial impact of COVID-19 on the community. 	<ul style="list-style-type: none"> Will not allow appropriate recovery of costs associated with Increases revenue to building control to recover actual costs.
3 – review all 2020/21 Fees & Charges with consideration to increases	<ul style="list-style-type: none"> Ensures that Council is meeting its legal responsibility to adopt fees and charges annually; Ensures that full cost recovery is achieved and that all activities are in line with the funding sources recognised in the Revenue and Financing Policy. 	<ul style="list-style-type: none"> Fails to recognise the financial impact of COVID-19 on the community; Potential impacts on timing of adoption for fees and charges prior to the start of the financial year if engagement with Community Boards and/or formal consultation is required.
4 – Decline to adopt the proposed Fees & Charges	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Council will not be meeting its legal responsibility to adopt fees and charges annually.

Notwithstanding the above options, Council may resolve to instruct staff to amendments to the proposed Fees & Charges for 2020/21 and adopt those fees including amendments.

Analysis Conclusion

With regard to the above assessment, recognising the financial impact of COVID-19 on the communities of the Mackenzie District in balance with ensuring costs of activities can be recovered. Option 1 is the preferred option. For the purposes of the following assessment, this has been considered as the preferred option.

CONSIDERATIONS

Legal

The proposal has been assessed against the consultation requirements of the Local Government Act 2002 and also the legislation applicable to the different activity of charges for which Council is

setting (ie. the proposed building control fees have been considered against the Building Control Act 2004).

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. In addition, the revenue to be collected from fees and charges has been included in Council's financial modelling for the Annual Plan 2020/21.

Other

Risk

There is a risk associated with the proposal, because the community and community boards have not had an opportunity to have their say on the fees and charges for the 2020/21 year. However, this risk is considered minimal because the fees and charges are proposed to remain largely unchanged from the 2019/20.

The usual practice, including that run in 2019/20, is for any changes to the Resource Management Fees to be consulted on (excluding Financial Contributions) and engagement with the Community Boards for community facilities (eg. swimming pools). It is noted however that these fees are not proposed to be amended, minimising the risk of not engaging in this way. Engagement was undertaken when these fees were set in the 2019/20 year.

Alignment with Council vision

Council's vision is to '*foster our communities*'. This is accompanied by a core set of values to underpin decision making, the following of which are relevant to this particular proposal: Be Fair to Everyone; Not Afraid to be Different; and Do Things with Respect and Trust.

In addition, the decision to freeze fee increases (with the exception of the above matters) is consistent with Council's intent in progressing its COVID-19 Economic & Community Recovery Action Plan, in particular the short-medium term goal of *examining policies and processes to ensure Council can assist ratepayers who are experiencing financial hardship*.

Communication

The fees and charges, when adopted, will be communicated via the usual communication channels: facebook, website, use of local publications. As required by legislation, a notice of dog control fees will be publicised in the Timaru Herald prior to 1 July 2020.

CONCLUSION




Council is required to set fees and charges prior to the beginning of the 2020/21 financial year. This paper seeks that Council adopts the attached proposed Fees and Charges for the 2020/21 financial year.

6.6 ANNUAL PLAN 2020/21 VARIANCES AND CONSULTATION

Author: Katherine Hill, Senior Corporate Planner

Authoriser: Paul Numan, General Manager Corporate Services

Attachments:

1. Annual Plan 2020/21 Variance Analysis (under separate cover) 
2. Risk Assessment - Roading Budget (under separate cover) 
3. Risk Assessment - Tourism Budget (under separate cover) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **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.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **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.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

The purpose of this report is for Council to consider whether to consult on the 2019/20 Annual Plan.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Council resolve that the attached variances are / are not material or significant.
3. *That Council note the attached variances from Year 3 of the Long Term Plan 2018-2028 and agree to those items for inclusion in the Annual Plan 2020/21 [Only if resolution 2 confirms that the variances are not material or significant].*
4. That Council confirm that consultation is / is not required on the Annual Plan 2020/21.
5. *That Council direct staff to prepare a consultation document for the draft Annual Plan 2020/21 [Only if resolution 4 confirms that consultation is warranted].*

BACKGROUND

Once every three years, Council is required to adopt a Long Term Plan (LTP) and in the intervening years an Annual Plan. These plans set out the service levels and budgets for the coming year and provide the basis on which Council's rates are set.

Amendments to the Local Government Act 2002 (LGA) in 2014 have streamlined the process for developing and adopting Annual Plans. Essentially the Act now provides that where there are no significant or material differences from the content of Year 3 of the Long Term Plan 2018-2028 (LTP), the Council is not required to consult during the development of the Annual Plan.

Section 95 of the Local Government Act 2002) prescribed the following:

(5) The purpose of an Annual Plan is to –

- a) Contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and*
- b) Identify any variation from the financial statements and funding impact statement included in the local authority's long term plan in respect of the year; and*
- c) Provided integrated decision making and co-ordination of the resources of the local authority; and*
- d) Contribute to the accountability of the local authority to the community.*

(6) Each annual plan adopted under this section must –

- a) be prepared in accordance with the principles and procedures that apply to the preparation of the financial statements and funding impact statement included in the long-term plan; and*
- b) contain appropriate references to the long-term plan in which the local authority's activities for the financial year covered by the annual plan are set out; and*
- c) include the information required by Part 2 of Schedule 10.*

(6A) Except where subsection (5) requires otherwise, the local authority must comply with subsection (6)(b) and (c) by means of reference to, rather than duplication of, the long-term plan.

The 2014 amendments to the Local Government Act relating to Annual Plans were designed to reduce cost by removing unnecessary duplication in consultation processes and in the preparation of information. The changes to the Act do this by:

- Removing the requirement to prepare information that duplicates Long Term Plan content, if that content is unchanged from the Long Term Plan (i.e. an annual plan is now an exceptions document).
- Removing the requirement to consult on an annual plan unless the differences from the Long Term Plan are significant or material.

An annual plan no longer exists to "*extend opportunities for participation by the public in decision-making processes relating to the costs and funding of activities to be undertaken by the local authority*". However, the annual plan is still the statutory link between the Long Term Plan and the annual setting of rates.

Determining Material or Significant Variances

Consultation is not required if the plan *"does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates"*. There has to be something significantly or materially different from the Long Term Plan before Council is required to consult on it in an annual plan process.

Variances

The initial step is to identify whether the proposed annual plan content "includes significant or material differences" from the LTP for the year to which it relates.

Having established if variances between the proposed Annual Plan and the relevant year of the LTP exist, the test then becomes whether any of these variances are *significant* or *material*. Where a variance is identified, the following two tests materially and significance are then applied to each identified variance: materiality and significance.

Materiality

For the purposes of this part of the Act, a difference is material if *'it could, in itself, or in conjunction with other differences, influence the decisions or assessment of those reading or responding'*

In this context, what is and is not material will be circumstance specific. The following statutory tests are useful:

- does the difference involve a change to the financial strategy or funding impact statement;
- might the difference(s) alter a reasonable person's conclusion about the affordability of the plan;
- Might the difference(s) lead to a reasonable person deciding (or not deciding) to make a submission on any consultation document (for example, has some policy shift been signaled).

Significance

The Council's Significance and Engagement Policy is the primary tool for determining the significance of any of these matters or decisions. Council must therefore consider both its Significance and Engagement Policy and whether the Annual plan differs significantly or materially from Year 3 of the Long Term Plan.

Section 3.1 of the Significant and Engagement Policy sets out the thresholds to be used in determining if a matter is significant:

- *Monetary – Any decision not highlighted in either the Long Term Plan or the Annual Plan with cost greater than \$400,000 will be regarded as significant.*
- *Strategic Assets – any decision to sell, abandon or dispose of any of Councils' strategic assets will be regarded as significant.*

Section 3.2 of the policy sets out the criteria that Council will use in determining the degree of significance of proposals and decisions regardless of whether the above thresholds have been triggered. The attached variance analysis details all variances from Year 3 of the LTP exceeding \$15,000, with a complete assessment against the thresholds and criteria contained in the Significance and Engagement Policy for those variances which were considered to have some significance.

Setting budgets for 2020/21

Council staff have reviewed programmes of work and budgets included in Year 3 of the LTP, and confirmed or made amendments as appropriate. For example some budgets have been adjusted to reflect prior year actuals. During this process, the financial impacts of COVID-19 on our communities and local economy began to be known, some further adjustments were made including realignment of tourism promotion and economic development support, and a reduction in anticipated building activity for 2020/21.

The Council has had a number of workshops and meetings on the process, considering the budgets and work programmes for the 2020/21 year. Given the current economic climate following the impact of COVID-19, Council has worked hard to reduce rates increases while maintaining existing levels of service and undertaking community and economic recovery actions, including acceleration of shovel ready projects. This has resulted in a rates rise of 4.48%, lower than the forecast rates increase for Year 3 of 8%. This reduction to forecast rates increases in 2020/21 has been achieved through application of forestry income, internal adjustments to overhead costs, and increased use of external debt to fund shovel ready capital works.

Staff have considered each change or variance against the statutory tests including materiality, significance and engagement, to provide guidance to Council on its decision on whether to consult or not on the 2020/21 Annual Plan. These variances were outlined to Council at a workshop on 9 June 2020. A detailed analysis of these variances is attached to this report.

Overall Impacts of the Changes

The proposed budgets and work programmes will comply with the overall limits on rates increases set in the Council's Financial Strategy.

	FINANCIAL STRATEGY LIMITS (YEAR 3)	DRAFT ANNUAL PLAN 2020/21
RATES	8%	4.48%

While debt will increase to \$10.5 million, exceeding the anticipated peak borrowing of \$5.873 million in 2020/21, it does not breach the Financial Strategy limits of debt level to rates income nor the financing costs limit. Changes to debt relate to Council's prioritisation of shovel ready projects as part of its COVID-19 Community and Economic Recovery Action Plan. These projects are intended to be debt funded to spread costs in an equitable manner, while supporting the local economy.

	FINANCIAL STRATEGY LIMITS (YEAR 3)	DRAFT ANNUAL PLAN 2020/21
DEBT (not >2x rates income)	\$XX	\$XX
FINANCING COSTS (not >10% of total rate income)	\$XX	\$XX

Levels of service will continue to be maintained, as outlined in Year 3 of the Long Term Plan.

Risk

Risks associated with the following variances have been assessed by the relevant Council officers, and are attached to this paper:

- Tourism and Economic Development proposed changes;
- Roading minor improvements proposed increase;
- Footpaths projects.

No further risk assessment has been undertaken for the purposes of this paper.

Consultation

The Council adopted the 2018-28 LTP following extensive public consultation and a public process of submissions and hearings.

As identified above, a local authority is required to consult in a manner that gives effect to the requirements of Section 82 of the Local Government Act before adopting an Annual Plan, except if the proposed annual plan does not include significant and/or material differences from the content of the long term plan for the relevant financial year. The attached variance analysis identifies all variances in excess of \$15,000 from Year 3 of the LTP. In addition to this, risk assessments on three of the variances were workshopped with Council on 9 June 2020. The Council is now asked to consider the attached analysis and confirm whether or not Council deem the variances to be significant or material, and subsequently whether or not it intends to consult on the draft Annual Plan 2020/21.

Should consultation be considered by Council, a Consultation Document would be produced relating to the matter/s to be consulted on. A period of consultation would then need to be undertaken with relevant affected communities, ratepayers and key stakeholders identified by the Council, and in a manner that complies with the Local Government Act. Council would then need to make decisions on the issue/s before finalising its Annual Plan for adoption. The following is an indicative timeframe for the continuation of the Annual Plan should consultation be included:

Draft Consultation Document	23 June – 3 July
Extraordinary Council meeting to adopt Consultation Document	7 July
Consultation Period	8 July - 7 August
Hearings (if required)	11 August
Changes to draft Annual Plan (if required)	12-17 August
Extraordinary Council meeting to adopt Annual Plan and strike rates	20 August

It should be noted that the above timeframes would not allow for rates to be struck in time for the first quarter. Requiring the first quarter of 2020/21 to be set at a quarter of the 2019/20 rates.

Alternatively, if Council resolve that consultation is not required, and that the community will be engaged through other means, the draft Annual Plan will be brought to Council for adoption on 30 June 2020.

The Annual Plan 2020/21 is required to be adopted by Council on or before 30 June 2020. Failing to adopt budgets for 2020/21 in time could impact on Council's ability to continue to deliver services and projects to the communities of the Mackenzie, and on the Council's ability to strike new rates for the 2020/21 year.

POLICY STATUS

Revenue and Financing Policy

The Revenue and Financing Policy outlines the choices that Council has made to determine the appropriate funding of operational and capital expenditure from the sources of funding listed in the Local Government Act 2002.

As identified in the attached Variance Analysis, the proposed Annual Plan 2020/21 budget breaches the operational funding sources and the extent by which these sources have been breached.

The breaches of limits can be confirmed, by resolution of Council, with a signalled intent to review the Revenue and Finance Policy during the financial year. A complete review of the Revenue and Financing Policy is intended for later in 2020, in preparation for the LTP 2021-31. This will be included for Council consideration at the time of adopting the Annual Plan for 2020/21.

Liability Management Policy and Investment Policy

These policies place restrictions on the use of borrowing as a funding source. The LTP forecast that external debt in Year 3 would be \$5.873m. To date Council has no external debt, although the Annual Plan includes a proposal to increase debt to \$10.5m. This will be utilised for the funding of a number of capital works including planned water supply upgrades and local share of capital roading projects. The increase relates to Council's intention to progress shovel ready projects as part of its COVID-19 Economic and Community Recovery Action Plan. The intended borrowing is in accordance with the Liability Management and Investment Policies.

SIGNIFICANCE OF DECISION

The Annual Plan is, in itself, of high significance as it contains the Council's budget for 2020/21, including its forecast financial, capital programme, operational plans and rates.

The Annual Plan 2020/21 is based on year 3 of the LTP which was consulted on in early 2018. Council is asked to consider the variances contained in the draft Annual Plan 2020/21 with regard to those matters included in Year 3 of the LTP, and resolve whether it considers the variances to be significant or material or not. The attached variance analysis has been completed, assessing each variance against the matters contained in Council's Significance and Engagement Policy, to support Council in making this decision.

OPTIONS

Council has the following options available:

Significance/Materiality

Option 1: Council resolve that the attached variances **are not** material or significant.

OR

Option 2: Council resolve that the attached variances **are** material or significant.

Consultation

Option 1: Council confirm that consultation **is not** required on the Annual Plan 2020/21.

OR

Option 2: Council confirm that consultation **is** required on the Annual Plan 2020/21.

Council are asked to consider the significance of the variances (as detailed in the attachment) and whether consultation is required prior to the adoption of the Annual Plan 2020/21. In assessing this, the following matters can be considered:

- The degree of significance of the variances from Year 3 of the Long Term Plan 2018-2028;
- The level of community interest in the proposal;
- The views and preferences of person likely to be affected by, or have an interest in the matter;
- The risks associated with the decision;
- The benefits and costs of the proposed variances;
- The reasons for any inconsistencies with prior decisions;
- Any other matters relating to the proposal.

This paper and the attached documentation have been prepared by officers to support Council in making these decisions.

CONSIDERATIONS**Legal**

The statutory process to develop an Annual Plan for the 2020-2021 year is set down in the Local Government Act 2002.

Local authorities need to consult with the public on the key consultation issues as determined by Council during the Annual Plan process only if the Annual Plan includes significant or material differences from the content of the relevant financial year in the LTP (see clause 2A, section 95A of the Local Government Act).

Council is asked to consider the significance of the variances against LTP Year 3 and whether it considers any of the variances to be significant or material.

Financial

The Annual Plan, and included forecast financials comply with all relevant financial benchmarks and the Council's Financial Strategy.

Other

N/A

CONCLUSION

This paper, and attachments, outline the requirements for developing the 2020/21 Annual Plan, the variances from Year 3 of the Long Term Plan with consideration of the matters of the Significance and Assessment Policy, and risk assessments of three of the proposed variances. These have been prepared to assist Council in resolving whether or not any of the variances are significant or material, and whether or not the Council intend to undertake formal consultation on the draft Annual Plan 2020/21.

6.7 MACKENZIE HOLDINGS LIMITED

Author: Katherine Hill, Senior Corporate Planner
Authoriser: Paul Numan, General Manager Corporate Services
Attachments: Nil

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **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.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **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.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

For Council to reconfirm the exemption of the Mackenzie Holdings Limited under Section 7 of the Local Government Act 2002.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council reconfirm the resolution to exempt Mackenzie Holdings Limited under Section 7 of the Local Government Act 2002.

BACKGROUND

Council holds 100% ownership in Mackenzie Holdings Limited which was established in 2004, primarily to operate the Pukaki Airport.

The assets and liabilities of Mackenzie Holdings Limited were assumed by Council as of 1 July 2007. At this point, the company ceased trading. Operation of the Pukaki Airport was transferred to the

Pukaki Airport Board Committee, more recently returning to Council operation with governance oversight through the Commercial and Economic Development.

Mackenzie Holdings Limited has since been dormant from the perspectives of the Inland Revenue Department and Companies Office. Council resolved on 20 July 2017, to exempt the Company under section 7 of the Local Government Act 2002 from the requirements of the Act in relation to Mackenzie Holdings Limited as a Council Controlled Organisation (CCO).

Section 7 (6) (b) of the Local Government Act requires that this exemption be reviewed within a minimum of three years and at subsequent intervals not exceeding three years.

POLICY STATUS

This matter is consistent with the decision regarding Mackenzie Holdings Limited in the Long Term Plan 2018-28.

SIGNIFICANCE OF DECISION

The decision is not considered to be significant in relation to Councils Significance and Engagement Policy.

OPTIONS

Council has two options;

1. Decline to reconfirm the resolution to exempt Mackenzie Holdings Limited; or
2. Resolve to reconfirm the exemption of Mackenzie Holdings Limited under section 7 (6) (b) of the Local Government Act

CONSIDERATIONS

Legal

When exempting an organisation under the Act, Council should take into account the following;

- The nature and scope of the activities provided by the Organisation and
- The costs and benefit if an exemption is granted, to the Local Authority, the Council Controlled Organisation and the Community

Any decision to revoke the exemption will incur additional auditing and impact on Councils ability to adopt its Annual Report within the specified timeframes (as discussed in a separate agenda item).

For this reason option 2 is recommended.

Financial

Mackenzie Holdings Limited is currently considered dormant from the perspectives of the Inland Revenue Department. A renewal of the section 7 exemption of Mackenzie Holdings Limited will therefore have no financial impacts.

CONCLUSION

It is appropriate that Council resolve to reconfirm the declaration that Mackenzie Holdings Limited be an Exempt organisation under Section 7 of the Local Government Act 2002.

6.10 ADOPTION OF COMMITTEE TERMS OF REFERENCE

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. **Draft Terms of Reference for Chief Executive Performance Committee** [↓](#)



Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☐ **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.
- ☒ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **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.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

The purpose of this report is for Council to confirm and adopt the terms of reference for the newly established Chief Executive Performance Committee.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council confirms the establishment of a new standing committee called the Chief Executive Performance Committee, reporting directly to Council.
3. That Council adopt the attached terms of reference for the Chief Executive Performance Committee.
4. That Council's decisions related to the Chief Executive Performance Committee be communicated to the Chairman of the Audit and Risk Committee.

BACKGROUND

The oversight of the chief executive's performance were originally written into the Terms of Reference for the Audit and Risk Committee.

At its first meeting of the triennium, the Audit and Risk Committee considered these Terms of Reference and the following discussion was recorded in the minutes:

5.1 AUDIT AND RISK COMMITTEE - TERMS OF REFERENCE

Mr Mincham raised the subject of the chief executives performance review, which was included in the Terms of Reference for Audit and Risk. He said it was not normal practice to have this within the responsibility of the Audit and Risk Committee.

He suggested that this become either a sub-committee of Council or a sub-committee of Audit and Risk. He was concerned that he would not have the same amount of contact with the chief executive as other members of the committee and therefore not be able to discharge this duty well.

Discussion took place on this matter. John Mackey from Audit NZ was asked for his view. He said the usual practice was to form a small subcommittee which made recommendations to Council.

The chairperson suggested that the Audit and Risk Committee forms a subcommittee with membership consisting of the Mayor, Deputy Mayor, and Chair of the Audit and Risk Committee. There was general agreement on this and resolutions were passed accordingly.

COMMITTEE RESOLUTION AUD/2020/1

Moved: Cr Stuart Barwood

Seconded: Cr Anne Munro

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION AUD/2020/2**

Moved: Mayor Graham Smith

Seconded: Cr Anne Munro

2. That a sub-committee be formed to review the Chief Executive's performance with membership consisting of the Mayor, Deputy Mayor and Chairperson of the Audit and Risk Committee.

CARRIED**COMMITTEE RESOLUTION AUD/2020/3**

Moved: Mr Bruce Mincham

Seconded: Cr Matt Murphy

3. That the Audit and Risk Committee recommends to Council that it reconsiders whether the chief executive's overview sits with the Audit and Risk Committee or with Council.
4. That the Audit and Risk Committee be informed of Council's decision.

CARRIED

Staff have, following the request by the Audit and Risk Committee, reviewed mechanisms for achieving the performance review of the Chief Executive. The option presented is to establish a standing committee of Council responsible for these tasks. Terms of Reference have been drafted and are attached to this report.

Establishing a standing committee of council rather than a sub-committee of Audit and Risk is being suggested for the following reasons:

- (a) Recommendations regarding the employment of the chief executive must be confirmed and actioned by full Council.
- (b) Other councils in South Canterbury use this structure.

POLICY STATUS

If adopted, the new terms of reference will be added to Council's Delegations Manual, with the amendment recorded within the schedule of changes.

SIGNIFICANCE OF DECISION

The decision to adopt terms of reference is an important one, but is not considered significant under the terms of the Council's Significance and Engagement Policy.

OPTIONS

The options available to Council are to either:

Option 1: Confirm the new Chief Executive Performance standing committee and adopt the terms of reference or

Option 2: Confirm the new committee but instruct staff to make amendments to the terms of reference, then adopt the revised terms.

Option 3: Recommend to the Audit and Risk Committee that the Chief Executive Performance Committee as a sub-committee of the Audit and Risk Committee and adopt the terms of reference as amended to reflect that the establishment as a subcommittee.

Option 4: Decline to confirm the committee or adopt the terms of reference.

CONSIDERATIONS

Legal

The draft terms of reference of Council's standing committees have been prepared in accordance with the Local Government Act 2002 and Mackenzie District Council Standing Orders.

Financial

There are no direct financial implications.

CONCLUSION

The purpose of this report is for Council to confirm and act on the decisions made by the Audit and Risk Committee at its last meeting.

Chief Executive Performance Committee

The purpose of the Chief Executive Performance Committee is to review the performance of the Chief Executive annually, and also undertake the legislative requirements in relation to the Chief Executive's performance. The legislative basis for this committee is Schedule 7 clause 30 (1) (a), Local Government Act 2002.

1.1 Terms of Reference

The committee's role is to:

1. Review the performance of the Chief Executive Officer annually, and to make recommendations to Council on the Chief Executive Officer's performance targets for each year.
2. Undertake a performance review at end of first term of appointment as required by Schedule 7, clause 35 of the Local Government Act 2002, which currently provides:
 - (1) *A local authority must, not less than 6 months before the date on which the chief executive's contract of employment for the first term expires, conduct and complete a review of the employment of the chief executive.*
 - (2) *The review must assess –*
 - (a) *The performance of the chief executive; and*
 - (b) *The mix of skills and attributes possessed by the chief executive, and the degree to which they are consistent with the skills and attributes that the local authority considers necessary for the future; and*
 - (c) *Any other factors that the local authority considers relevant.*
 - (3) *To avoid doubt, responsibility for determining the degree to which any factors in subclause (2)(a) and (b) apply to a review, and the relevance of any additional factors under subclause (2)(c), rests solely with the local authority.*

Subclause (1) does not apply if the incumbent chief executive declares in writing to the local authority that he or she does not wish to be considered for appointment to a second term.

1.2 The scope of this Committee includes:

Considering matters relating to the performance of the Chief Executive Officer, including annual performance review.

The Committee does not have the delegated authority to make decisions for and on behalf of the Council. All matters requiring a decision of Council must be referred, by way of recommendation, to the Council for final consideration and determination.

Membership	The Mayor, the Deputy Mayor, and the Chair of the Audit and Risk Committee
Quorum	The quorum shall be two members.

Chair	The Chair will be appointed by the Mayor.
Meetings	The Committee will meet at least once annually (June or July), and six months before the expiry date of the Chief Executive's contract of employment.

6.15 COUNCIL MATTERS UNDER ACTION

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. List of Matters Under Action [!\[\]\(74d4806277d7e73349d8e8c0897931e9_img.jpg\) !\[\]\(5f42d2cd7ad901bc24e5d35a38c777fd_img.jpg\)](#)

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Over the lockdown period a new database to track and update actions across all of Council's committees and community boards was introduced.

The database is an extended function of Infocouncil, already used by Council. Therefore there was no extra financial cost to introduce this.

At any time it is possible to run reports from the database that bring up a list of actions by committee, by staff member, by department, by key word, by township, by date or by type of action.

For example, it is possible for a staff member to bring up a list of all outstanding actions assigned to them across all of the community boards and committees.

Over the Covid-19 lockdown period the database was loaded with all the actions that have been requested this triennium (from October, 2019, onwards). As time goes on and more actions are added, this database will become more useful.

AUDIT COMPLIANCE

The database meets the requirements of legislation and can be accessed by Audit New Zealand on request.

At any time, the chief executive or management can also carry out an internal audit of the action list and follow up on outstanding actions.

CONCLUSION

Attached to this report is a list of the outstanding actions requested at council meetings since the start of the triennium.

Each action will be updated after the meeting and will come back to the next meeting unless it is completed and signed off by staff.

Overdue	Division: Committee: Council Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 10 June 2020 10:40:50 AM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Albury - Proposed Council Reserve	Rodgers, Ann	Council 31/10/2019	14/11/2019		
8.8		van Aswegen, Suzette				
	2019/126 , 2019/127					
	RESOLUTION 2019/127					
	Moved: Cr Stuart Barwood Seconded: Cr Emily Bradbury					
	2. That Council request staff to consider the section, title CB186/226, located on the corner of State Highway 8 and Butterworth Lane to be included in the District Plan township review.					
						CARRIED
	3 Apr 2020 - 11:33 am - Arlene Goss Action reassigned to Numan, Paul by: Goss, Arlene for the reason: 14 Apr 2020 - 12:19 pm - Arlene Goss Update from Paul Numan: Please reassign to Stuart Grant and Ann Rodgers – who have responsibility for the DP. 14 Apr 2020 - 12:20 pm - Arlene Goss Action reassigned to Rodgers, Ann by: Goss, Arlene for the reason: Re-assigned by Paul Numan					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Solid waste services - long term contract	Grant, Stuart	Council 17/12/2019	31/12/2019		
8.13		Haar, Bernie				
	2019/149 , 2019/150					

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	
Action Sheets Report			Printed: Wednesday, 10 June 2020 10:40:50 AM	

RESOLUTION 2019/150

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

2. That Council continues with the joint procurement process with Waimate District Council and Timaru District Council.
3. That the Council approves the continuation of the procurement process for a waste minimisation services contract to be entered into for a term of approx. 15 years with a five year extension clause.
4. That the Council approves the unbudgeted expenditure of approx. \$30,000 for the early procurement process for the current financial year. The early procurement allows for the joint process with Waimate District Council and Timaru District Council.

CARRIED

3 Apr 2020 - 11:37 am - Arlene Goss

Action reassigned to Grant, Stuart by: Goss, Arlene for the reason:

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	COVID-19 Emergency and Business Continuity	van Aswegen, Suzette	Council 24/03/2020	7/04/2020		
1.1		van Aswegen, Suzette				
	2020/30, 2020/31					
	RESOLUTION 2020/31					
	Moved: Deputy Mayor James Leslie					
	Seconded: Cr Stuart Barwood					

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	Printed: Wednesday, 10 June 2020 10:40:50 AM
Action Sheets Report				

2. That in order to ensure business continuity throughout the COVID-19 pandemic, Council delegates to the Chief Executive Officer the authority to make decisions on all Council business, except those that cannot be delegated under Clause 32 of Schedule 7 of the Local Government Act 2002, as attached, and in consultation with the Mayor. This level of delegation to remain in place from 25 March 2020 and until the return of Business as Usual as per the Green Alert Level of the Mackenzie District Council Pandemic Plan, as attached.
3. That all decisions made under this delegation be recorded and reported to the first ordinary meeting of the Council upon return of Business as Usual mentioned in recommendation 2 above.
4. That Council cancels the Schedule of Meetings until the end of May 2020.

CARRIED

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Tekapo Pathways	Grant, Stuart	Council 24/03/2020	7/04/2020		
1.2	2020/32 , 2020/33	Haar, Bernie				
RESOLUTION 2020/33						
Moved: Cr Anne Munro						
Seconded: Cr Matt Murphy						
2.	That a 1.8m wide concrete path be installed on Lakeside Drive to match the colour and finish of the existing path.					CARRIED
3 Apr 2020 - 11:39 am - Arlene Goss						
Action reassigned to Grant, Stuart by: Goss, Arlene for the reason:						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
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Overdue	Division:	Council	Date From:
	Committee:		Date To:
Action Sheets Report	Officer:		Printed: Wednesday, 10 June 2020 10:40:50 AM

Report	Mackenzie District Recovery Action Plan	Mulcock, Tim	Council 12/05/2020	26/05/2020
4.1		van Aswegen, Suzette		

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	
Action Sheets Report			Printed: Wednesday, 10 June 2020 10:40:50 AM	

Matters raised included the following:

1. The need for a review or debrief to discover how effective council's civil defense response was and whether lessons could be learned from this.
2. The need for a recovery manager on council staff.
3. The need for high level work around visas for some local workers.
4. Council needs to work with other recovery groups that are forming in the community, and invite those people to join the recovery forum.
5. Offer people a monthly payment plan to pay their rates.
6. Assist people with their application for rates remission to make the process simpler.
7. Remove the word "extreme hardship" and just use "hardship" in the rates policy.
8. MBIE and DoC are currently working on tourism and more is expected from them.
9. Staff are working with the Chamber of Commerce and ChristchurchNZ on business and tourism support.
10. Council is working with DoC and the other councils in the Mackenzie basin on job opportunities in wilding pine and pest control. No detail on number of jobs yet.
11. The Canterbury Mayoral Forum is lobbying for more support for tourism operators and will continue to lobby government.
12. The Open for Business website was now available for businesses to use.
13. Suggestion of an offer of a free day/s at resource recovery parks. This was supported by the councillors and the chief executive was asked to look into this.

Discussion took place on the new roles of economic development manager and community development manager. Cr Cox requested to see the position descriptions for these people. Tim Mulcock said a council structure would be presented to council as a result of the decisions made on the plan at this meeting.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Conversation on Road User Charges (Workshop?)	Grant, Stuart		14/04/2020		
		Haar, Bernie				
31 Mar 2020 - 2:07 pm - Arlene Goss						

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	Printed: Wednesday, 10 June 2020 10:40:50 AM
Action Sheets Report				

Cr Munro asked for a further conversation to be held by Council regarding the use of road user charges to upgrade roads used by logging trucks. The Mayor asked for this to be recorded as an action point.
 6 Apr 2020 - 10:14 am - Arlene Goss
 Action reassigned to Grant, Stuart by: Goss, Arlene for the reason: Suzette has asked for this action to be assigned to you and can you please inform Scott.
 Thanks.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Pukaki Airport Website	Numan, Paul van Aswegen, Suzette		14/04/2020		
31 Mar 2020 - 2:09 pm - Arlene Goss Council requested an action point that the Pukaki Airport website be updated as soon as possible to reflect the correct fees. Cr Leslie also asked staff to pass a message to the property manager that there was a 20% discount in place for some airport users and this was to continue. 3 Apr 2020 - 11:28 am - Arlene Goss Action reassigned to Numan, Paul by: Goss, Arlene for the reason:						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Mackenzie County Scholarship Trust	Goss, Arlene van Aswegen, Suzette		16/04/2020		
2 Apr 2020 - 4:52 pm - Arlene Goss Cr Matt Murphy and the chair of the Tekapo Community Board will join the current three board members as board trustees.						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
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Overdue	Division: Committee: Officer:	Council	Date From: Date To:	
Action Sheets Report			Printed: Wednesday, 10 June 2020 10:40:50 AM	

Council: Reference to Tekapo/Takapo	Numan, Paul van Aswegen, Suzette	16/04/2020
<p>2 Apr 2020 - 4:58 pm - Arlene Goss The purpose of this report was to confirm Council's intention to use the dual names: Lake Tekapo / Takapō in all Council-produced material. It was agreed that this report be received and tabled for further consultation, including consultation with runanga.</p> <p>3 Apr 2020 - 11:29 am - Arlene Goss Action reassigned to Numan, Paul by: Goss, Arlene for the reason:</p>		

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Financial Report - Use of Consultants	Numan, Paul van Aswegen, Suzette		16/04/2020		
<p>2 Apr 2020 - 5:03 pm - Arlene Goss Discussion took place on the use of consultants. The chief executive suggested a workshop to show councillors where and when consultants were normally used. In the regulatory area consultant costs were recovered from users.</p> <p>3 Apr 2020 - 11:30 am - Arlene Goss Action reassigned to Numan, Paul by: Goss, Arlene for the reason:</p> <p>14 Apr 2020 - 12:25 pm - Arlene Goss Update from Paul Numan: Finance (Adrian/Jo) to prepare a report on Consultants and provide to next Council Workshop</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Downlands Water Scheme Committee	Numan, Paul		16/04/2020		

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	
Action Sheets Report			Printed: Wednesday, 10 June 2020 10:40:50 AM	

van Aswegen,
Suzette

2 Apr 2020 - 5:13 pm - Arlene Goss

Mr Mackey recommended that Council works out what it wants to achieve from the joint committee, and then ensure the formal agreement with Timaru District and Waimate District meets the council's intentions. The Mayor said the Downlands scheme was planning a major upgrade so it was the right time to review this.
The chief executive said a staff member needed to go with the councillor to Downlands Water Supply Committee meetings to pick up on any technical issues.

6 Apr 2020 - 10:15 am - Arlene Goss

Action reassigned to Numan, Paul by: Goss, Arlene for the reason: Suzette has asked me to reassign this action to you.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Audit and Risk - Risk Register to go to council meetings	Goss, Arlene		16/04/2020		
		van Aswegen, Suzette				
	2 Apr 2020 - 5:15 pm - Arlene Goss The chairman asked if councillors wanted to see changes to the risk register at each council meeting? They agreed with this.					
	3 Apr 2020 - 11:30 am - Arlene Goss Action reassigned to Mulcock, Tim by: Goss, Arlene for the reason:					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Rates Response to Covid19	Numan, Paul		16/04/2020		

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	
Action Sheets Report			Printed: Wednesday, 10 June 2020 10:40:50 AM	

van Aswegen,
Suzette

2 Apr 2020 - 5:21 pm - Arlene Goss

Discussion took place on whether a general rates reduction would be appropriate. This would apply across all ratepayers, whereas targeted assistance was available for people on low incomes.

The Mayor asked if a fund could be set up to help ratepayers on low incomes. The legislation already allows for this scenario.

The chairperson said the next rates payments were not due for three months. Council needed to do an analysis and work out what was going to happen, then how any shortfall would be funded.

The finance team would be working from home on this.

6 Apr 2020 - 10:15 am - Arlene Goss

Action reassigned to Numan, Paul by: Goss, Arlene for the reason: Suzette has asked me to reassign this action to you.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Ben Ohau Golf Club Land	Numan, Paul		16/04/2020		
		van Aswegen, Suzette				
	2 Apr 2020 - 5:26 pm - Arlene Goss					
	A policy on whether the land should be leased or sold needed to come to Council for a decision. That policy was drafted but needed to be workshopped first. This would come to a future meeting.					
	14 Apr 2020 - 12:27 pm - Arlene Goss					
	Update from Paul Numan: Underway - Property and Commercial Manager					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Tekapo Squash Club	Numan, Paul		16/04/2020		
		van Aswegen, Suzette				

Overdue	Division: Committee: Officer:	Council	Date From: Date To:	
Action Sheets Report			Printed: Wednesday, 10 June 2020 10:40:50 AM	

2 Apr 2020 - 5:27 pm - Arlene Goss
An MOU came back from squash club last week. Need to go back to the community board to say they need to talk to the community and start planning what was needed in an alternative venue.

3 Apr 2020 - 11:32 am - Arlene Goss
Action reassigned to Numan, Paul by: Goss, Arlene for the reason:

14 Apr 2020 - 12:27 pm - Arlene Goss
Update from Paul Numan: Underway - Property and Commercial Manager

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Council: Review of Community Board Delegations	Numan, Paul		16/04/2020		
		van Aswegen, Suzette				
	2 Apr 2020 - 5:29 pm - Arlene Goss Cr Munro asked for clarification regarding affected person approval under the Resource Management Act, and the community boards' role in giving approval when council land is impacted. Is this beyond the community board's experience and should this delegation be reviewed? The chief executive agreed to look into this as part of her review of community board delegations.					
	6 Apr 2020 - 10:16 am - Arlene Goss Action reassigned to Numan, Paul by: Goss, Arlene for the reason: Suzette has asked me to reassign this action to you.					

7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 9 MARCH 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Twizel Community Board meeting. [↓](#) 

RECOMMENDATION

1. That the minutes of the Twizel Community Board meeting held on 9 March, 2020, be received.
2. That Council notes the following resolutions from the Twizel Community Board:
 - That the Twizel Community Board resolves to find funding from the township fund for free wifi in the Twizel Market Place, using the council building as a site for the router, with the ability to gather data on users such as visitors to the area.
 - That the Twizel Community Board approves the designs for upgrades to the south eastern corner of the Twizel Market Place submitted at the meeting on March 9, 2020.



MINUTES

Twizel Community Board Meeting

9 March 2020

Twizel Community Board Meeting Minutes

9 March 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE LOUNGE, TWIZEL
ON MONDAY, 9 MARCH 2020 AT 3.06PM**

PRESENT: Jacqui de Buyzer (Chairperson), Tracey Gunn, Renee Rowland, Amanda Sargeant, Cr Emily Bradbury

IN ATTENDANCE: Mayor Graham Smith, Bernie Haar (Asset Manager), Angie Taylor (Twizel Township Supervisor), Arlene Goss (Governance Advisor) and about 10 members of the public.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

An apology was received from Cr Matt Murphy. An apology for lateness was received from the governance advisor.

3 PUBLIC FORUM

Garey Hanifin raised the issue of the grass outside the gym, also raised at the last meeting. This used to be a green grass area but now it's dust. He was concerned it would turn to mud in winter. Bernie Haar said Cr Leslie has talked to the roading manager about this and they have agreed the first step would be to talk to the transport company that drives over the area. If this doesn't work the area will be blocked off.

Pat Shuker raised an issue with the council's pensioner flats. Rangehoods should have been installed by July 1 last year but haven't been. She said steam was running down the windows. Angie Taylor said the council's property manager was organising for this to be done.

Regarding maintenance of the river walk, the Mayor offered to take Mrs Shuker to check this out after the meeting. Mrs Shuker also said clay was needed on the pump track.

Part of Glen Lyon Road had not been mowed, this was Department of Conservation land. The Mayor offered to raise this with DOC. Community Facilities and Services Officer Charlotte Borell was considered to be the best person to raise this, due to her work with DOC on other matters.

Mrs Shuker raised the location of the wood chipper. This was originally never to leave the Twizel area as she believed it belongs to the community board. Mr Haar said it was currently in Tekapo being used to clear trees. Mrs Shuker did not mind Council using it in other parts of the district.

Russell Armstrong said he wished to raise several issues. These included:

Long Parking Bay car park - Mr Armstrong asked for a date when it would be tarsealed. Bernie Haar said the roading manager has engaged a consultant to take a document to the market to get quotes for this job. The community board questioned the delay, as the work was promised this summer. Mr Haar said council staff were limited by the resources available.

Page 2

Twizel Community Board Meeting Minutes

9 March 2020

Footpath Glen Lyon Road and maintenance to Max Smith Drive – Bernie Haar said this work was not currently budgeted for and would be included in the Long Term Plan. The community board asked why the Tekapo community had a budget for footpaths and Twizel didn't. Mr Haar said the Tekapo Community Board had historically asked for Tekapo ratepayers to be rated an extra \$200,000 to pay for things like the upgrade of the Tekapo Hall and new footpaths.

Cycleway down Ohau Drive and tarsealing of road – this needs to be done.

Whitestone Yard – Mr Armstrong asked when this would be tidied up.

Golf Club – Mr Armstrong suggested that five meters back from the footpath be retained as council land so a cycle path could be added later.

Play area behind Payne Subdivision, between Rata and Totara streets – This has been earmarked as a green area. It needed to be mowed or rolled and was suggested as a play area. Angie Taylor and the chairperson offered to look at this.

Speed limits on Glen Lyon Road - Bernie Haar explained that speed limits were set by a bylaw and needed to change in the bylaw or they could not be enforced. He could change the speed limit on Glen Lyon Road but it would not be enforceable unless done properly. He suggested that the community board recommend to council that they review the speed limit on Glen Lyon Road.

Jo Johnstone asked to discuss the plan on the agenda (page 21) for the disabled access ramp in the area outside the information centre. She asked for more information and the background to the project was outlined by the chairperson. Mrs Johnstone questioned the cost of the ramp. Angie Taylor said she was still to get firm prices for the work and would not require the entire budget.

Mrs Johnstone would like to see an overall plan for the area that included removing the chess set and the sculpture. She wants to see another building erected as a postal centre. The sculpture is a hazard for young children who climb on it. The Mayor said council was looking at proposals regarding the information centre and there were some big changes coming. He said these changes would need to be consulted with the community.

4 DECLARATIONS OF INTEREST

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 27 JANUARY 2020

COMMITTEE RESOLUTION TWCB/2020/229

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

That the Minutes of the Twizel Community Board Meeting held on Monday 27 January 2020 be received and confirmed as an accurate record of the meeting with the names of the Mayor and Cr Murphy added as being present at the meeting.

CARRIED

5.2 MATTERS UNDER ACTION

Donated Seat: The donated seat installation has gone ahead. Extra paths are being priced by Whitestone. Remove from list.

Theatre seating: The seating is in. The end barriers are being re-designed and need further work to meet fire egress rules.

Twizel Swimming Pool: Most of the upgrade work has been completed. There are a few minor things to finish this season, such as a timer for the heat pump.

River Walk: The Mayor, Angie Taylor and Pat Shuker will have a look at this area after the meeting.

Market Place Completion: The bike stands have been installed. Remove from list.

Correspondence from Dean and Sandy Nelson: The roading manager is replying.

Correspondence from Sam Frank and Caylen Taylor: Angie Taylor has left a message and has not received a reply.

Grant Request: Has been dealt with. Remove from list.

Barriers at Lake Ruataniwha: Bernie Haar has looked at this area before the meeting. He was puzzled about who would have removed the chains. Once the location of the chains was confirmed, Angie Taylor was asked to replace them.

Shower curtains in Changing Rooms at the Pool: Angie Taylor to follow up.

Sports Hall Floor: Angie Taylor is working to find funds and a time in between bookings to get the work done.

Golf Club: Still working through lease. The Mayor reported that Norman Geary was pleased that an agreement had been reached and he would carry on with plans for planting on Manmade Hill.

Relocating trees from Glen Lyon Road: Trees are too big for relocation. An arborist is in town next week and one of his jobs will be to look at a tree on corner of Ohau Drive and Mackenzie Road that needs work.

30k speed sign on Mount Cook Street: This has been moved by the community board. Remove from list.

Wifi in Market Place: Renee Rowland spoke. The community board has received a quote and wants to go ahead with the work, with the help of council's IT manager. He will be asked to contact Renee Rowland to organise this. A resolution was passed.

COMMITTEE RESOLUTION TWCB/2020/230

Moved: Member Renee Rowland

Seconded: Cr Emily Bradbury

That the Twizel Community Board resolves to find funding from the township fund for free wifi in the Twizel Market Place, using the council building as a site for the router, with the ability to gather data on users such as visitors to the area.

CARRIED

5.3 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was for the Twizel Community Board to note the financial performance of the Twizel community as a whole.

COMMITTEE RESOLUTION TWCB/2020/231

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Renee Rowland

1. That the report be received.

CARRIED

5.4 MARKET PLACE - SOUTH EASTERN CORNER UPGRADE

The purpose of this report was for the Twizel Community Board to review and comment on designs for upgrades to the south eastern corner of the Twizel Market Place.

Angie Taylor said these plans were drawn up because the community board had requested to make safety and accessibility its priority. The plans had been reviewed by a builder and by the original designer who drew up the full Market Place upgrade plan. Estimates for the work are less than the full budget and would allow some additional work to be carried out at a later date.

Questions were asked about the plan and options for a handrail, and whether the path could be curved or straight. It was agreed that straight lines were a feature of Market Place. Discussion was held on whether accessible carparks could be moved closer to the accessway and this was possible. A member of the public asked for a handrail to be included and this was already in the plan. After the project was approved, Angie Taylor said she would firm up the pricing and engage a contractor.

COMMITTEE RESOLUTION TWCB/2020/232

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the Twizel Community Board approves the designs for upgrades to the south eastern corner of the Twizel Market Place submitted at the meeting on March 9, 2020.

In Favour: Jacqui de Buyzer, Tracey Gunn, Renee Rowland and Cr Emily Bradbury

Against: Amanda Sargeant

CARRIED

5.5 CORRESPONDENCE

Amanda Sargeant offered to answer questions about the letter from Selina Ekerdt, Chloe Underwood, Hannah Beer and Amanda Feck requesting support with a Twizel Parent Hub.

Twizel Community Board Meeting Minutes

9 March 2020

The board heard that Council owns the Plunket building in Twizel and leases it to Plunket. It was suggested that council be asked to upgrade this building so it could be more suitable for parent and children-friendly activities.

The community board agreed that it was difficult to tell from the letter what type of support the group were asking for, and what they were willing to do themselves. If they were asking about use of the Plunket building, they needed to be specific about their requirements. Were they willing to form a fundraising group?

The chairperson asked the governance advisor to respond to the letter thanking them for raising the issue and asking for specific details on what their plan was moving forward and what type of support they were requesting.

5.6 GENERAL BUSINESS

The Mayor updated the community board on the governance of the Pukaki Airport. He said it was business as usual except that the airport now came under Council's Commercial and Economic Development Committee, chaired by Cr Murray Cox. Former airport board member Rick Ramsay was also on that committee.

A Pukaki Airport user meeting had been held. Users were concerned that Trevor, the caretaker, had not been re-employed and they had nobody to contact on a day-to-day basis. The Mayor said he had now signed a contract and was again situated at the airport. The airport had a strong user group that met every couple of months, and was in good hands.

Cr Bradbury was asked if she wished to give a verbal update on council activity and she agreed that this would go on the agenda for the next meeting onwards.

The Meeting closed at 4.27pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 20 April 2020.

.....
CHAIRPERSON

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 11 MARCH 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Tekapo Community Board meeting. [↓](#) 

RECOMMENDATION

1. That the minutes of the Tekapo Community Board Meeting held on Monday, March 11, 2020, be received.
2. That Council notes the following resolutions from the Tekapo Community Board:
 - That the Tekapo Community Board approves the following work to be constructed at the Domain Playground, from Tekapo Township Project funds, to improve access, safety and aesthetics:

Boardwalk

- (a) Over swale beside Four Square carpark - 4.0m long x 1.6m wide and 700mm high, with 1.0m concrete apron at each end:

Deck built with railway sleepers \$3,800 + GST (estimate)

- (b) Over wet area adjacent to main playground - 18m long x 1.6m wide and 700mm high:

Deck built with railway sleepers \$12,500 + GST (estimate)

Sun shade picnic table covers

- (c) Double table cover 6.1m long x 5.0m wide and 3.0m high

Built with macrocarpa posts and beams, \$14,500 + GST (estimate).

- That the Tekapo Community Board receives the report (on the Barbara Hay Reserve) and moves ahead with Option 1 (the current design) after seeing pricing for the project.



MINUTES

Tekapo Community Board Meeting

11 March 2020

Tekapo Community Board Meeting Minutes

11 March 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON WEDNESDAY, 11 MARCH 2020 AT 4.00PM**

PRESENT: Chairperson Steve Howes, Chris Scrase, Caroll Simcox, Sharron Binns, Cr Matt Murphy

IN ATTENDANCE: Mayor Graham Smith, Cr Murray Cox, Cr Ann Munro, Suzette van Aswegen (Chief Executive), Charlotte Borrell (Community Services Officer), Geoff Horler (Utilities Manager), Scott McKenzie (Roading Manager), Arlene Goss (Governance Advisor), and 10 members of the public including Stephanie Hagen, Jenny Green, Sheila Preston, Maria Roche, Chrissy Rhodes, Richard Rayward, Walter Speck, Barry Green and Angie Taylor.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

Nobody requested to speak at the public forum.

4 DECLARATIONS OF INTEREST

Members Sharron Binns and Caroll Simcox declared an interest in Item 5.7: Barbara Hay Reserve - Landscape Design Plans, in that they are both neighbours of the reserve.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 3 FEBRUARY 2020

COMMITTEE RESOLUTION TKCB/2020/176

Moved: Caroll Simcox

Seconded: Sharron Binns

That the Minutes of the Tekapo Community Board Meeting held on Monday 3 February 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 12 FEBRUARY 2020**COMMITTEE RESOLUTION TKCB/2020/177**

Moved: Chris Scrase

Seconded: Sharron Binns

That the Minutes of the Extraordinary Tekapo Community Board Meeting held on Wednesday 12 February 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.4 MATTERS UNDER ACTION

The chairperson brought forward Item 5.4: Matters Under Action to allow Utilities Manager Geoff Horler to speak and then leave for another appointment. The chairperson asked him to speak about the sewage stench mentioned in Matters Under Action.

Mr Horler said he was aware of the issue with odour. The sewage pond at Lake Tekapo had not been de-sludged for 20 years and he was waiting on a price to do this. Once it was de-sludged this would not be a problem

To minimize the stench no contractors were allowed to dump septic waste into the pond in the meantime. Since stopping contractors, oxygen levels had stayed high with no smell.

Mr Horler was asked about the future of the sewage pond. He said it was efficient and would remain as it was for at least the next 10 years. After that there would need to be a time when the pond was looked at. It currently had capacity to cope with the growth of Tekapo.

Mr Horler was thanked for his attendance at the meeting.

5.3 NOTICE OF RESCISSION – SHARED PATHWAY ON TEKAPO WATERFRONT

The chairperson explained the background to this issue and said the community board had listened to and heard the concerns of the community since the last meeting. Therefore it wished to rescind the previous resolution related to the shared pathway on the Tekapo Waterfront.

COMMITTEE RESOLUTION TKCB/2020/178

Moved: Chairperson Steve Howes

Seconded: Caroll Simcox

That the resolution TKCB/2020/178 titled 'Proposed Shared Pathway on Tekapo Waterfront', that was passed on February 3, 2020, be rescinded.

CARRIED

The chairperson asked Roading Manager Scott McKenzie to address the board about any changes to this matter since the last community board meeting.

Tekapo Community Board Meeting Minutes

11 March 2020

Mr McKenzie said he had discussed the pathway with Council after taking into consideration the feedback received from the Tekapo community. As a result, Council advised him to reduce the width of the path down to 1.8m and match the surface of the concrete with the environment. Exposed aggregate and coloured concrete was favoured. The aim was to fit the path into the environment as much as possible.

He was also advised to complete the section that runs from the start of Pioneer Drive to the dog statue, and leave the area around the church at this stage, to allow further discussion with the church and the gifters of the land.

Board members asked questions about the route of the path and how to direct people from the dog statue around the church if the path was unfinished. The chairperson suggested that an on-site meeting be arranged between Scott McKenzie and the community board to discuss the smaller details.

The Mayor said councillors were worried about there being no formed single path, but several unformed paths around the church. This could cause problems in the future.

Sharron Binns asked if it was possible to get some samples of the finished look. Caroll Simcox asked what happens if there continues to be a lot of push back on the idea of a concrete path. Mr McKenzie said if the work was not done with the funding that was currently on offer from NZTA it would go back into the list of priorities for some future date. It was noted that NZTA would only fund a concrete path, not a crushed stone one.

Mr McKenzie was asked if he had considered the heritage status of the area. He explained that the heritage zone was contained between the dog statue and the church and this was the area being put on hold for now. The part of the path to go ahead was on road reserve.

Discussion was held on possibly reducing the speed limit on Pioneer Drive to 30km/h. It was not currently possible to limit who could drive on the road. People were walking on the road, including at night. This was not safe.

To change the speed limit required a bylaw change. This was a long, drawn out process. There was current discussion at central government about taking speed limits back to a national level rather than making decisions by district. The chairperson suggested there was an opportunity to change behavior with the use of signs, even if the speed level did not change.

The chairperson thanked Mr McKenzie for his work on this issue. Discussion moved to the options on page 26 of the agenda.

Chris Scrase suggested that doing nothing was a fourth option.

Caroll Simcox suggested going back to the submitters with the options to either do nothing or accept a 1.8m wide aggregate path. The Mayor said they were running out of time to do this. The chairperson said they would rather get it right than rush into it. He suggested a motion be passed to support option one in his report on page 26. This was to build a compacted crushed stone path the full length, at 1.8m wide.

Mr McKenzie explained that the criteria for NZTA funding was that the path would need to be a capital improvement for funding to be provided. If option one was chosen the funding would not be available from NZTA.

Caroll Simcox asked how much time would be available to do a quick consultation with the community before making a decision. Mr McKenzie suggested two weeks.

Tekapo Community Board Meeting Minutes

11 March 2020

The councillors at the table were asked for their input. Cr Murphy preferred option 2 part 2 on page 26 of the agenda. This was to use exposed aggregate.

Cr Cox would like to see a multi-purpose path from Mount John to the regional park. He would prefer a high quality concrete path with the right design and landscaping, wide enough to take bikes.

Cr Munro said a concrete footpath was desirable as a long term option. It would be a shame to have the opportunity of funding from central government and say we didn't want it when the district desperately needed footpaths.

The chairperson said there was a two-week window to have conversations with the community and they would like to hear from other members of the community. He asked for advice on how to do this. The chief executive suggested speaking to Council's communications advisor for advice.

COMMITTEE RESOLUTION TKCB/2020/179

Moved: Sharron Binns

Seconded: Chris Scrase

That the Tekapo Community Board consults with the community over the next two weeks and notifies the roading manager of its recommendation to Council, then ratifies that recommendation at the next community board meeting.

CARRIED**5.8 GENERAL BUSINESS - PRESENTATION FROM SCHOOL STUDENTS ON NEW NAME FOR D'ARCHIAC RESERVE**

Teacher Maria Roche and two children from Lake Tekapo School were at the meeting to present the winning entries in the school competition to name D'Archiac Reserve. This reserve is the space behind Bluewater Peppers Resort, bordering on school land.

Student Elijah suggested Maukatua Reserve, which is the Maori name for Mount Sefton which can be seen from the reserve.

Student Xavier suggested Atua Rangi Reserve, meaning God's Sky, reflecting the Dark Sky Reserve in the district.

The community board thanked the school for the suggested names and asked council staff to consult with Runanga on the appropriateness of the suggested names, with a decision to be made at the next meeting.

5.4 MATTERS UNDER ACTION CONTINUED

Western Carpark – Being re-marked. Tour buses are being directed to down by the bridge. Bus sign needs to be removed. Opportunity for signage on the road after marking is finished.

Community Hall – Price for pull-down screen is about \$500. Bring back to next meeting. Screen is considered a priority for the hall.

Letter to Mr Rayward – remove from list.

Tekapo Community Board Meeting Minutes

11 March 2020

George Scott walkway – Charlotte Borrell to meet with TJ from Tekapo Trails to discuss trails around Tekapo.

List of Works – The chief executive offered for Communications Advisor Chris Clarke to meet with the board to discuss the best way of notifying them of anything that would disrupt the community.

Community Hall – Discussion ongoing. Leave on list.

Bus Shelter – Scott McKenzie is working on a plan for the bus shelter.

60km speed limit – More information has gone back to NZTA. Waiting for them to move forward. They have asked for more pedestrian crossings. Another four throughout the town have been suggested.

Pioneer Drive – remove from list.

Boat ramp access – on hold. Scott McKenzie to come back with plans.

Pay toilet review – This will be done after the end of the financial year.

Cowan Hill walkway – This land is owned by Ecan and DoC or is state highway road reserve. Council has very little influence on this area. Scott McKenzie can raise with NZTA extending the gravel walkway down the road reserve.

Sewage stench - remove from list.

Demolition of the tavern – People are expressing concern about rats. The chairman has approached the tenant who thinks the landlord has applied for consent to demolish. The Mayor offered to seek more information and come back to the community board.

Old Earth and Sky building – to follow up with Property Manager Mark Samways.

Freedom camping communication – remove from list.

New Action for Playground Area – Add a drinking fountain to this area.

5.5 TEKAPO COMMUNITY BOARD FINANCIAL REPORT

For the Tekapo Community Board to note the financial performance of the Tekapo Community as a whole. Discussion took place on the current financial situation. It was noted there was still \$2000 in the grants budget until the end of June. The governance advisor offered to advertise the availability of community board grants on Facebook.

Charlotte Borrell advised of a further \$16k carry forward funds to add making a total of approximately \$34k in the Township Fund. She indicated this should be sufficient, or close enough, to cover the remaining playground improvements.

5.6 TEKAPO LAKEFRONT PLAYGROUND - BOARDWALKS AND SHADE SAILS

The purpose of this report was for the Tekapo Community Board to consider the board walk and sun shade picnic table cover options for the Domain Playground to improve access, safety and beautify the area.

Tekapo Community Board Meeting Minutes

11 March 2020

Community Services Manager Charlotte Borrell updated the community board on work carried out to date in the playground. It was noted that there was enough money in the budget to afford both the boardwalk and sunshade options.

The board asked if the picnic tables in the playground could be moved north of the playground.

COMMITTEE RESOLUTION TKCB/2020/180

Moved: Chairperson Steve Howes

Seconded: Sharron Binns

That the Tekapo Community Board approves the following work to be constructed at the Domain Playground, from Tekapo Township Project funds, to improve access, safety and aesthetics:

Boardwalk

- (a) Over swale beside Four Square carpark - 4.0m long x 1.6m wide and 700mm high, with 1.0m concrete apron at each end:

Deck built with railway sleepers \$3,800 + GST (estimate)

- (b) Over wet area adjacent to main playground - 18m long x 1.6m wide and 700mm high:

Deck built with railway sleepers \$12,500 + GST (estimate)

Sun shade picnic table covers

- (c) Double table cover 6.1m long x 5.0m wide and 3.0m high

Built with macrocarpa posts and beams, \$14,500 + GST (estimate).

CARRIED**5.7 BARBARA HAY RESERVE - LANDSCAPE DESIGN PLANS**

The purpose of this report was for the Tekapo Community Board to provide input into the attached concept plans for the development of Barbara Hay Reserve.

The board asked if going ahead with changes to Barbara Hay Reserve would delay plans for D'Archaic Drive. No. This project is smaller and can be done by the end of the financial year. Need more consultation with the community on D'Archaic Drive before moving ahead.

Neighbours, ratepayers/affected parties would be notified of the programme of work to address any access or health and safety requirements. A question was asked about the boundaries outlines in the plan. These were estimated only. The correct boundaries have been surveyed.

COMMITTEE RESOLUTION TKCB/2020/181

Moved: Chris Scrase

Seconded: Sharron Binns

That the Tekapo Community Board receives the report and moves ahead with Option 1 (the current design) after seeing pricing for the project.

CARRIED

5.8 GENERAL BUSINESS AND UPDATE FROM COUNCILLOR REPRESENTATIVE

Lochinver Irrigation – Mr Wilkins did not attend the meeting to raise this matter at the public forum. Geoff Horler will reply to his email.

Rubbish near skip at YHA building – Concerns have been raised about rubbish being dumped next to this skip. Screening around the skip might stop this. Charlotte Borrell said she was planning to trial rubbish bin options in that location. She will also contact the YHA about screening their skip.

Councillor Update - Cr Murphy updated the board on council activity. He said there was nothing significant happening that would disturb the residents that he knows of. He appreciated the work carried out by the community board on the footpath issue over the past few weeks.

Cr Murphy has spoken to the community police officer about doing a check outside the school during drop off or pick up times to monitor traffic. This will take place.

6 PUBLIC EXCLUDED**6.1 MINUTES OF PUBLIC EXCLUDED TEKAPO COMMUNITY BOARD MEETING - 12 FEBRUARY 2020****COMMITTEE RESOLUTION TKCB/2020/182**

Moved: Chairperson Steve Howes

Seconded: Chris Scrase

That the Minutes of the Public Excluded Tekapo Community Board Meeting held on Wednesday 12 February 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

The Meeting closed at 6.08pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 22 April 2020.

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CHAIRPERSON

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 12 MARCH 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Fairlie Community Board meeting [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#) 

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 12 March 2020 be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
 - That the Fairlie Community Board approves the construction of a cobble stone footpath across the garden area between the footpath on State Highway 8 and the Riddle Street shops, as a Township Project. This is to improve safety and visual appeal of the area.
 - That the Fairlie Community Board recommends to Council that a new accessible carpark be established at the back of the Fairlie Community Centre.



MINUTES

Fairlie Community Board Meeting

12 March 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON THURSDAY, 12 MARCH 2020 AT 4.30PM**

PRESENT: Les Blacklock (Chairperson), Leaine Rush, Angela Habraken, Cr Murray Cox
IN ATTENDANCE: Mayor Graham Smith, Charlotte Borrell (Community Services Officer), Arlene Goss (Governance Advisor), Bernie Haar (Asset Manager).

1 OPENING

The chairperson opened the meeting and welcomed those present.

2 APOLOGIES

An apology was received from member Damon Smith.

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 30 JANUARY 2020

COMMITTEE RESOLUTION FCB/2020/143

Moved: Member Leaine Rush
Seconded: Member Angela Habraken

That the Minutes of the Fairlie Community Board Meeting held on Thursday 30 January 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 FAIRLIE MATTERS UNDER ACTION

War Memorial Maintenance – Being grouted at the moment. Almost complete. Will be finished by the next meeting.

Dog Signs – Cleaned up existing signage. Dogs on lead signs still to come.

Community Centre Heating – Ms Borrell asked how the community centre should charge for heating. Need a robust discussion about fees and charges to encourage users. Waiting until the

Fairlie Community Board Meeting Minutes

12 March 2020

fees and charges are reviewed would enable the community board to see how much heating costs in extra power. Ms Borrell will put a notice out on Facebook that new heating has been installed in the community centre. Remove from list.

Bus Parking – The Mayor left the room to find Mr Haar to attend and update on this item.

Fairlie Skate Park – Skate park group is planning to start this project just after Easter.

Bernie Haar joined the meeting.

Bus Parking by Playground – Mr Haar has found a copy of the original plan for the area. He suggested sharing this with the community board. Need to get this project into the Long Term Plan, with the aim to get buses away from parking outside the public toilets and playground.

The chairman had a copy of the plan with him and said he wanted to move the footpath. A separate Long Term Plan session was suggested. Ms Borrell offered to organise a workshop and invite Mr Haar.

Dog Park – The community board has established that council has vacant possession of the land for the proposed dog park. Ms Borrell will prepare a report for next meeting.

Wifi for Fairlie Main Street - 5G is still on track to happen in Fairlie.

Abley Study - no change

Street lighting – Council has decided to include all of Mackenzie in the Dark Sky reserve. This means as street lights go out they will be replaced with dimmer lights.

Rating System – The Mayor said he believed rural ratepayers should pay rates towards town amenities that they use. The chairman also suggested that rural ratepayers should be able to vote for the community board. This is on the agenda for the rates representation review later this year.

5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was for the Fairlie Community Board to note the financial performance of the Fairlie community as a whole.

Revenue from the pool users has not yet been invoiced so this variance is a timing issue.

Charlotte Borrell spoke about the younger staff at the Fairlie swimming pool and how helpful they were during the swimming season.

The opening of the pool was the most people they had ever had. The pool season went very well.

An opening for the playground was suggested for mid-April. Charlotte Borrell asked if any members of the community board would like to organise this. Angela Habraken suggested a bring your own picnic with games and a lolly scramble, to be held in the school holidays.

Anzac Day holiday on April 27 was suggested as a good date. Angela Habraken offered to organise this.

5.4 INVOICE FOR PAYMENT

The purpose of this report was for the Fairlie Community Board to authorise payment of an invoice for flowers that were presented to a member of the community at the last meeting of the board.

COMMITTEE RESOLUTION FCB/2020/144

Moved: Mr Les Blacklock

Seconded: Member Angela Habraken

1. That the Fairlie Community Board authorises payment of \$50.00, including GST, to Mackenzie Florist, trading as J Rs General Store Limited, for flowers presented to a member of the community at the community board's meeting on January 30, 2020 (GI Code 306230).

CARRIED

5.5 PATHWAY BETWEEN STATE HIGHWAY 8 AND RIDDLE STREET SHOPS

The purpose of this report was for the Fairlie Community Board to consider replacing the current pathway over the garden between the footpath on State Highway 8 and the Riddle Street shops.

Charlotte Borrell spoke to this report. She said she may be able to reduce the cost by re-using some of the pavers. The question was asked if this was a footpath and would the roading manager pay for some of the costs. Cr Cox offered to ask him.

COMMITTEE RESOLUTION FCB/2020/145

Moved: Member Angela Habraken

Seconded: Mr Les Blacklock

1. That the report be received.
2. That the Fairlie Community Board approve the construction of a cobble stone footpath across the garden area between the footpath on State Highway 8 and the Riddle Street shops, as a Township Project. This is to improve safety and visual appeal of the area.

CARRIED

5.6 GENERAL BUSINESS AND UPDATE FROM COUNCILLOR REPRESENTATIVE

Accessible Parking

Leaine Rush spoke regarding the accessible parking proposal attached to the agenda on page 24.

Charlotte Borrell asked whether the current parking could be improved. She also questioned how many accessible parks would be needed for each building. The community board agreed with the suggestion to install a new accessible carpark at the back of the community centre and passed a resolution instructing Council to do this (below).

Security Cameras

The chairman raised this issue. He said when a ute was stolen recently the police asked if anyone had security cameras. There are some outside Aorangi Electrical that were put in by the community board many years ago, but the picture was not clear due to the age of the cameras. The owner of Aorangi Electrical, Owen Hunter, asked if the community board would like to upgrade these.

There were issues around privacy and security, and who could access the information collected by the security cameras.

Cr Cox suggested a district wide approach as all towns would need cameras. Council needed to look at the wider issue of security cameras. Also, the skate park may need cameras once it is built.

It was agreed that member Leaine Rush would speak to Owen Hunter regarding the need for a wider scope.

Update on Council Matters from Cr Murray Cox

Cr Cox has spent time as chairperson of the Commercial and Economic Development Committee. Some changes have been made to management of council property as a result of this work.

Forestry logging is on hold due to Covid19.

Council has workshopped the Fairlie Library contract. Council supports the service and wants to maintain it. More money will go towards staffing.

There will be changes in the way Council markets tourism.

The Mayor has spent time working with runanga. Destination Mackenzie was put on hold and there was a need to improve Council's relationship with runanga. This is now on track.

There have been a few staff changes at council. The office building is being restructured.

Cr Cox said there will be public meetings held soon for the District Plan Review. There will also be some bylaws up for review.

COMMITTEE RESOLUTION FCB/2020/146

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

That the Fairlie Community Board recommends to Council that a new accessible carpark be established at the back of the Fairlie Community Centre.

CARRIED

The Meeting closed at 5.37pm

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 30 April 2020.

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CHAIRPERSON

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 24 MARCH 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the meeting of Council on March 24, 2020  

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 24 March 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Ordinary Council Meeting

24 March 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COMMUNITY CENTRE LOUNGE, FAIRLIE
ON TUESDAY, 24 MARCH 2020 AT 9.30AM**

PRESENT: Mayor Graham Smith, Deputy Mayor James Leslie, Cr Anne Munro, Cr Stuart Barwood, Cr Murray Cox, Cr Emily Bradbury, Cr Matt Murphy

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Chris Clarke (Communications Advisor), Charlotte Borrell (Community Services Officer), Stuart Grant (General Manager Operations), Arlene Goss (Governance Advisor), Paul Numan (General Manager Corporate Services), Alexis Gray (Manager People and Culture), Connie Gilquiel (Executive Assistant), Adrian Hodgett (Finance Manager), Scott McKenzie (Roading Manager), Katherine Hill (Senior Corporate Planner)

1 OPENING

The Mayor opened the meeting. He noted it was a difficult time with the Covid19 shutdown beginning the next day, and he thanked staff and councillors for attending.

2 APOLOGIES

There were no apologies.

3 VISITORS

An invitation was extended to the former members of the Pukaki Airport Board, Derek Kirke, Grant Bisset, Rick Ramsay and Cr James Leslie to attend the meeting for a short ceremony to celebrate the success of the Pukaki Airport and recognise their governance efforts over the years.

Due to the situation with Covid19 this was unable to take place and apologies were received from Mr Kirke, Mr Bisset and Mr Ramsay.

Cr James Leslie was in attendance and the Mayor presented him with a rimu plaque to recognise his contribution to the airport board.

4 DECLARATIONS OF INTEREST

It was noted that some members may have a conflict of interest related to Item 6.3: Pukaki Airport Landing Fees. This would be declared when that item was discussed.

5 BEREAVEMENTS

The Mayor read out the following bereavements and a minute's silence was observed:

- Janet Ann Caddie (nee Crampton) – Died on March 7, 2020, aged 76. Wife of Ray Caddie.
- Fiona Moffat Coulter (nee Anderson) – Died on March 15, aged 88. Wife of Robert Coulter.
- Sharon Gail Johnstone (nee McClenaghan) – Died on March 6 while fishing the canals at Twizel. Wife of Ray Johnstone.

6 MAYOR'S REPORT**6.1 MAYORAL ACTIVITIES REPORT**

It was noted that the complaints listed in the Mayor's report were not included in the chief executive's report as being listed in the complaints register. The Mayor said he would log complaints he received from now on. The chief executive said it was important to differentiate between a complaint and a customer service request. If people complain about something being broken it was usually treated as a customer service request.

Clarification was sought regarding the mention of a MOU with Stewart Island. This is an error and there is no MOU between Council and Stewart Island.

Other questions were asked about FENZ, and the costs of water regulation.

The local governance conference has been cancelled due to the Covid19 pandemic. The 3 Waters project is likely to be postponed until later.

Cr Munro asked for a further conversation to be held by Council regarding the use of road user charges to upgrade roads used by logging trucks. The Mayor asked for this to be recorded as an action point.

RESOLUTION 2020/17

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

That the report be received.

CARRIED**7 REPORTS****7.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT**

Some of the projects listed under Key Projects may need to be delayed due to the current pandemic.

An offer has been made to a person to take the position of General Manager Operations and he has accepted verbally.

Cr Leslie asked for staff to have another look at the design of the long vehicle carpark in Twizel before sealing takes place. He anticipates difficulties with the current design.

The Mayor asked why a lot of customer calls were going unanswered. The general manager of corporate services said there was a need to look at why this was happening. Some calls were sent to a message box. Discussion took place on this. A second administrator had been employed to take phone calls in the building department.

The chief executive spoke about her and Mayor Graham's meeting with the Minister of Conservation Eugenie Sage. Discussion included the Drylands Heritage Area that was planned for the basin. The need for DOC to fund the maintenance of the Cass Bridge was also raised.

Ordinary Council Meeting Minutes

24 March 2020

Cr Munro asked if Destination Mackenzie was at risk. The chief executive said this was still with the runanga for consideration and would not advance during the pandemic.

A conversation took place on how Destination Mackenzie and the District Plan Review would fit together.

The Executive Assistant updated the meeting on progress with the terms of reference from the three runanga. The Mayor offered to phone David Higgins at Moeraki regarding this.

The Manager of People and Culture updated on the vacant positions at Council and explained the details of the Twizel car accident that is mentioned in the chief executive's report.

The chief executive said there were problems with the water system at the Pukaki public toilets because of the 'flour' in the lake water, and also problems with cleaning. Cr Munro said the design of the hand basin was not appropriate for the numbers going through there. The lease of the visitor centre there ends in 2025. Staff are looking at options to solve the problems. The toilets were being shut tomorrow so that would give time to sort it out.

The General Manager of Operations was asked for an update on the deferment of the Fairlie water treatment plant. He said Council could not do anything until they had a secure supply and did not have this until they talked to the land owner and got a legal agreement in place. Once the supply was secured they could start with the planning and design of the work.

To date all discussions with the land owner had been verbal, with nothing in writing. Needed to get council's lawyers and the landowner's lawyers to reach an agreement and sign it off. This will be the first job for the new GM Operations. Cr Munro asked for this action to be noted. The Mayor and Cr Barwood asked to be involved in discussions with the land owner. A resolution was passed to ensure this happened urgently, as below.

Cr Munro asked if it was possible to carry over Council's unspent funds to the next year. The Finance Manager said yes. Discussions are to be held with NZTA regarding the carryover of road funding.

Building contractors were home for four weeks so the planned renovation of the council office would be postponed. The only building work that can happen is associated with health and safety and critical infrastructure. Discussion took place on whether the council office was critical infrastructure. The answer to this was no.

RESOLUTION 2020/18

Moved: Cr Anne Munro

Seconded: Mayor Graham Smith

That the report be received.

CARRIED**RESOLUTION 2020/19**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That staff take urgent action to secure the land for the Fairlie water supply.

CARRIED

6.2 COUNCIL FINANCIAL REPORT

The purpose of this report was to update the Council on financial performance.

The finance manager spoke to this report and explained the variances from budget. The water treatment plant in Fairlie would be postponed until next year. Staff costs were up because the Responsible Freedom Camping officers were not budgeted for, however the money was coming from an MBIE grant.

RESOLUTION 2020/20

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

That the Mackenzie District Council financial report to January, 2020, be received.

CARRIED

6.3 PUKAKI AIRPORT LANDING FEES

The purpose of this report was for Council to formalise the landing fees for Pukaki Airport as part of Council's Fees and Charges for 2019/20.

Discussion was held on whether three council members who owned property or aircraft at Pukaki Airport had a conflict of interest and would be able to take part or vote.

The Mayor said he did not believe there was a conflict of interest and allowed the discussion to continue.

The senior corporate planner spoke to her report. She said the fees listed in the report were taken from the airport's website. Cr Leslie said the website was out of date and he would like to see the website become a council responsibility so it could be updated and managed in the future.

Cr Leslie said he would like to amend the motion to reflect the correct prices, and also add a motion that allowed for the continuation of a 20% discount as follows:

That all owners of sections and operators based at Pukaki Airport are able to claim a 20% discount on landing fees for their own aircraft on application to the Commercial and Economic Development Committee.

The Mayor asked who determines which users get a 20% discount. Cr Leslie explained the criteria and listed some of the users who were currently receiving the discount. He said his motion was worded so it was up to the committee to decide who would get the 20%. The discount had been introduced as an incentive to sell property at the airport. His amended motion would ratify the status quo, if passed.

The corporate services general manager said it was unusual for an airport to offer a discount on landing fees and this process should be documented. It was noted that all of council's fees and charges, including airport fees, would again come up again for review later in the year.

The councillors decided to retain the status quo in the meantime and reconsider the fees later in the year as part of the annual review. They passed a resolution to reflect this.

Council requested an action point that the website be updated as soon as possible to reflect the correct fees. Cr Leslie also asked staff to pass a message to the property manager that there was a 20% discount in place for some airport users and this was to continue.

RESOLUTION 2020/21

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2020/22

Moved: Cr Murray Cox

Seconded: Mayor Graham Smith

2. That Council continue with the status quo for Pukaki Airport Landing Fees until the fees and charges are reviewed. These fees being:

For all aircraft (including helicopters but excluding parachutes) based on maximum all up weight;

Up to (kg) GST inclusive

0 - 1500	\$10
1501 – 2500	\$15
2501 – 3000	\$20
3001 – 4000	\$35
4001 – 5000	\$45
5001 – 15000	\$100

CARRIED

6.4 COUNCILLOR APPOINTMENT TO SPACES AND PLACES GOVERNANCE GROUP

The purpose of this report was to appoint a councillor to represent Mackenzie on the Sport Canterbury Spaces and Places Governance Group.

Cr Leslie was thanked for his work with this group. Council has a good working relationship with Sport Canterbury. Cr Leslie said there were some good opportunities in the Mackenzie to develop spaces for young people.

The governance advisor was asked to send out copy of the Spaces and Places plan to councillors.

RESOLUTION 2020/23

Ordinary Council Meeting Minutes

24 March 2020

Moved: Cr Anne Munro
Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

RESOLUTION 2020/24

Moved: Cr Anne Munro
Seconded: Cr Emily Bradbury

2. That Cr James Leslie represent Mackenzie District Council on the Sport Canterbury Spaces and Places Governance Group.

CARRIED

6.5 MINUTES OF THE TWIZEL COMMUNITY BOARD MEETING

RESOLUTION 2020/25

Moved: Cr Stuart Barwood
Seconded: Deputy Mayor James Leslie

1. That the minutes of the Twizel Community Board Meeting held on Monday, January 27, 2020, be received.
2. That Council notes the following resolutions from the Twizel Community Board:
 - That the Twizel Community Board adopts the Twizel Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.
 - That the Twizel Community Board recommends to Council that the 30km/h speed sign on Mount Cook Street be shifted north to include the school in the 30km area.

CARRIED

6.6 MINUTES OF THE TEKAPO COMMUNITY BOARD MEETING

RESOLUTION 2020/26

Moved: Cr Stuart Barwood
Seconded: Deputy Mayor James Leslie

1. That the minutes of the Tekapo Community Board Meeting held on Monday, February 3, 2020, be received.
2. That Council notes the following resolutions from the Tekapo Community Board:
 - That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at

Ordinary Council Meeting Minutes

24 March 2020

its meeting on February 3, 2020. (Note: This resolution was rescinded at the Tekapo Community Board meeting on March 11).

- That the Tekapo Community Board approve the use of Tekapo Township Project funds for the construction of the following items to ensure the playground complies with NZ soft fall safety standards, and to improve general safety and aesthetics:
 - Flying fox – erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - Playground - erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - Flying fox – Erect a timber barrier (to match existing) behind and on the lake edge of the flying fox platform \$1,500 + GST (estimate).
 - Slide – Build 1m railway sleeper steps, with shingle in each step, up the both sides of the slide \$6,000 + GST (estimate).
 - Slide – Erect a 1m high fence on the south side of the slide to promote access to the new stairs and prevent access up the steep side of the hill (to the left of the slide) \$2000 + GST (estimate).

CARRIED

6.7 MINUTES OF THE FAIRLIE COMMUNITY BOARD MEETING

RESOLUTION 2020/27

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

1. That the minutes of the Fairlie Community Board Meeting held on Thursday, January 30, 2020, be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
 - That the Fairlie Community Board approves the final plans from the Fairlie Skate Committee to allow construction to begin on the Fairlie Skate Park, as long as the middle section is concrete and relevant consents are granted.
 - That the Fairlie Community Board adopts the Fairlie Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.
 - That the Fairlie Community Board grants a request from Andrew Hurst for \$230 including GST (\$200 excluding GST) for hall hire of the Community Centre to hold an auction evening, with the proceeds going to the Westpac Rescue Helicopter.

CARRIED

7 CONFIRM COUNCIL MINUTES**7.1 MINUTES OF COUNCIL MEETING - 11 FEBRUARY 2020****RESOLUTION 2020/28**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

That the Minutes of the Council Meeting held on Tuesday 11 February 2020 be received and confirmed as an accurate record of the meeting, including those matters considered in the public excluded part of the meeting.

CARRIED

7.2 MINUTES OF COUNCIL MEETING - 25 FEBRUARY 2020**RESOLUTION 2020/29**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

That the Minutes of the Council Meeting held on Tuesday 25 February 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

8 LATE ITEMS**8.1 COVID-19 EMERGENCY AND BUSINESS CONTINUITY**

The purpose of this report was for Council to consider recommendations to ensure business continuity throughout the COVID-19 emergency situation.

The chief executive apologised for the lateness of the report. This was due to waiting for advice from SOLGM.

At the moment Council cannot hold meetings via Skype and still vote due to legislative difficulties. This situation may continue for nine months or until the end of the year, which would cause major problems.

There were some things that Council could not delegate to the chief executive and these were listed in the attachment to the report. But in the meantime there were some major contracts going through procurement. The Emergency Management Officer might also need delegations to carry out some activities.

The annual plan needs to be adopted by June 30. Council staff could still continue to work on this and might get the plan adopted in time. If not adopted, councils can strike the same rates as the current year and let them roll over until an annual plan is adopted.

The Mayor said he would need to contact the chairs of the community boards and ask them not to meet during this time.

Cr Murphy asked how community issues would be managed if all meetings were cancelled. Discussion took place on how elected members could discuss and contribute to the response.

The Mayor said a lot of people would be looking to the elected members for leadership. Councillors could still talk to the community and he encouraged them to do this.

The situation would be reviewed at the end of May and every two months after that.

Councillors asked the chief executive if they could be kept informed during the shut-down period. Cr Murphy suggested donating councillor salaries into a welfare pot and distributing it to the community. This was considered to be a good idea.

RESOLUTION 2020/30

Moved: Cr Anne Munro

Seconded: Deputy Mayor James Leslie

1. That the report be received.

CARRIED

RESOLUTION 2020/31

Moved: Deputy Mayor James Leslie

Seconded: Cr Stuart Barwood

2. That in order to ensure business continuity throughout the COVID-19 pandemic, Council delegates to the Chief Executive Officer the authority to make decisions on all Council business, except those that cannot be delegated under Clause 32 of Schedule 7 of the Local Government Act 2002, as attached, and in consultation with the Mayor. This level of delegation to remain in place from 25 March 2020 and until the return of Business as Usual as per the Green Alert Level of the Mackenzie District Council Pandemic Plan, as attached.
3. That all decisions made under this delegation be recorded and reported to the first ordinary meeting of the Council upon return of Business as Usual mentioned in recommendation 2 above.
4. That Council cancels the Schedule of Meetings until the end of May 2020.

CARRIED

1.2 TEKAPO PATHWAYS

The purpose of this report was for Council to decide on the course of action for the proposed pathway upgrade on the Tekapo lakefront.

Scott McKenzie updated the councillors regarding his discussions with the community board and also with the acting chairman of the Church of the Good Shepherd.

Ordinary Council Meeting Minutes

24 March 2020

He said he does not believe the money for the Pioneer Drive path can be used elsewhere, as suggested by the community board, because it was set aside in the Long Term Plan for lakefront development.

Cr Murphy said there were differing opinions in the community. Those not directly affected by the path were indifferent. There was a perception that improved footpaths were needed around Tekapo.

The current situation with Covid19 meant that council was on essential services only. This work was not essential so may not be able to be built until the end of the year. Cr Cox asked if it was possible to do the Lakeside Drive path at 2.5m wide. Scott McKenzie said the reason for the 1.8m was to fit in with the existing path.

Cr Cox asked if a path near Hamilton Drive from the bund to the beginning of Pioneer Drive, along the highway, would fit into the funding requirements. Yes. Scott McKenzie would need to have discussions with NZTA. Re-allocating the funding to this would not solve safety problems caused by people walking on the road on Pioneer Drive.

Cr Munro said this area was a heritage area and a unique situation. She wondered if there was an opportunity for Council to push back and get NZTA to appreciate Tekapo was a unique situation and deserved leniency. Scott McKenzie said the issue was not with NZTA but with the local share of the funding.

Concern was expressed that if Council did not go ahead with the path complaints would continue to come in about the safety of people walking on the road. The councillors would need to think about how they would defend deferring the path when it was a safety issue. They said it was a community board decision.

Scott McKenzie said if the path was not done now it would fall into a low priority list and may not get funding in the future. Regarding the safety issue, he was hoping to work on a speed limit bylaw review while working from home during the pandemic. This may improve the safety of the area.

The chief executive asked for clarity around work that should be done in Tekapo, because if staff were getting push-back on everything that was proposed, then nothing would happen in Tekapo.

Cr Cox said the overall plan for Tekapo, that was drawn up three to four years ago and consulted with the community, was no longer being communicated and projects were happening ad-hoc. Councillors agreed that there was a need to have a big picture plan for the Tekapo township.

The resolution that a concrete path be installed on Lakeside Drive was carried. It was agreed to set aside the staff recommendation for a concrete path on Pioneer Drive, meaning this would not go ahead.

RESOLUTION 2020/32

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

Ordinary Council Meeting Minutes

24 March 2020

1. That the report be received.

CARRIED

RESOLUTION 2020/33

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

2. That a 1.8m wide concrete path be installed on **Lakeside Drive** to match the colour and finish of the existing path.

CARRIED

The Meeting closed at 12.14pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 5 May 2020.

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CHAIRPERSON

8.2 MINUTES OF COUNCIL MEETING - 12 MAY 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the extraordinary meeting of Council on May 12, 2020 [!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\)](#) 

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on Tuesday 12 May 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Extraordinary Council Meeting

12 May 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD ONLINE AND LIVE STREAMED ON THE COUNCIL YOUTUBE CHANNEL
ON TUESDAY, 12 MAY 2020 AT 9.30AM**

PRESENT: Mayor Graham Smith, Deputy Mayor James Leslie, Cr Anne Munro, Cr Stuart Barwood, Cr Murray Cox, Cr Emily Bradbury, Cr Matt Murphy

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Paul Numan (General Manager Corporate Services), Tim Mulcock (Transition Manager), Alexis Grey (Manager People and Culture), Chris Clarke (Manager Communications), Arlene Goss (Committee Administrator), Geoff Horler (Utilities Manager), Bernie Haar (Asset Manager)

1 OPENING AND BEREAVEMENTS

The Mayor welcomed everyone to the meeting and noted the following bereavements:

MACDONALD, Kathleen Anne: On 27 April, at Hospice South Canterbury, after a short illness, Anne died peacefully in the presence of husband Derek. She was aged 68. A private burial at Tekapo Cemetery has been held, with a memorial service to be arranged for a later date.

WILDMAN, Joan Lilian: On 3 May, died at the Croft Resthome. Dearly beloved wife of the late Derek, much loved Mum of Deb Harris, Jo and Peter Johnstone, Sally and Bill Gaddum.

RYE, Maxwell: On 4 May. Aged 84, at Iona Rest Home Oamaru. Dearly loved husband of Jacqui for 64 years. Max was on the committee for Wings over Water airshow in 2011 and had a lifelong interest in earthmoving machinery and trucks.

BINNS, Stephen Alan (Steve): On 5 May, died peacefully at home with family on Tuesday, May 5, 2020. Dearly loved husband and soulmate of Sharron, and cherished dad of Joshua, and Jayson.

A moment of silence was observed.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

4.1 MACKENZIE DISTRICT RECOVERY ACTION PLAN

Council was asked to consider adopting the Mackenzie District Recovery Action Plan, attached to the agenda. The plan outlined a programme of actions to support and strengthen the Mackenzie District community to help mitigate the social and economic impact of the COVID-19 pandemic.

Extraordinary Council Meeting Minutes

12 May 2020

The plan takes a sustainable development approach, aligning with the Local Government Act 2002 which provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities.

Transition Manager Tim Mulcock asked the councillors to adopt the plan as an immediate path to move forward on recovery in the district.

The Mayor then went through the list of immediate response items on page 8 of the agenda and invited the councillors to ask questions or comment on each one. Matters raised included the following:

1. The need for a review or debrief to discover how effective council's civil defense response was and whether lessons could be learned from this.
2. The need for a recovery manager on council staff.
3. The need for high level work around visas for some local workers.
4. Council needs to work with other recovery groups that are forming in the community, and invite those people to join the recovery forum.
5. Offer people a monthly payment plan to pay their rates.
6. Assist people with their application for rates remission to make the process simpler.
7. Remove the word "extreme hardship" and just use "hardship" in the rates policy.
8. MBIE and DoC are currently working on tourism and more is expected from them.
9. Staff are working with the Chamber of Commerce and ChristchurchNZ on business and tourism support.
10. Council is working with DoC and the other councils in the Mackenzie basin on job opportunities in wilding pine and pest control. No detail on number of jobs yet.
11. The Canterbury Mayoral Forum is lobbying for more support for tourism operators and will continue to lobby government.
12. The Open for Business website was now available for businesses to use.
13. Suggestion of an offer of a free day/s at resource recovery parks. This was supported by the councillors and the chief executive was asked to look into this.

The Mayor then outlined the items in the medium term and long term recovery lists.

Cr Leslie suggested council focus priorities on local businesses that are based in the district. Mobile traders are generally from outside the district and have lower costs. Tim Mulcock agreed to remove the reference to mobile traders.

Community organisations are not mentioned by name in the report but it was agreed this would include Heartlands.

Discussion took place on the new roles of economic development manager and community development manager. Cr Cox requested to see the position descriptions for these people. Tim Mulcock said a council structure would be presented to council as a result of the decisions made on the plan at this meeting.

The Mayor thanked staff for their work collating the plan.

RESOLUTION 2020/15

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

Extraordinary Council Meeting Minutes

12 May 2020

1. That the report be received.

CARRIED

RESOLUTION 2020/16

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

2. That the Mackenzie District Recovery Action Plan be adopted by Council.

CARRIED

4.2 NEW AND UPDATED POLICIES FOR ADOPTION

As part of implementing recommendations from Audit New Zealand, several policies have been updated and created. Some proposed changes are to allow Council to better respond to the impact of the COVID-19 virus on the Mackenzie community.

Tim Mulcock introduced his report and the Mayor listed those policies that were new, and those that were being updated. He then asked for comments or questions from the councillors. Discussion included the following:

1. The subject of the disposal of assets (Roads and Footpaths) was listed in two of the policies. Was this a double up? Tim Mulcock said the two policies addressed different aspects of the disposal of roads and footpaths.
2. The Mayor asked if council fully depreciated roads. Paul Numan said yes.
3. Cr Munro noted that the Disposal of Assets policy did not include the impact of dumping on the environment and asked for this to be included.
4. Cr Barwood asked for clarification of section 4 under Borrowing in the Liability Management Policy and this was provided by Paul Numan.
5. Cr Leslie asked for the following changes to be made to the Community Grants Policy and this was agreed:

Section 8.4: Each year the authorised council staff member will appoint **from a pool of applicants after advertising across the district and be representative of all ratepayers and residents.**

Page 91: Under dates and times for various grants, Creative Communities Scheme grant. In July add **advertise and appoint committee.**

6. Clarification was provided on what would happen if there was a deviation from the policy.

RESOLUTION 2020/17

Moved: Deputy Mayor James Leslie

Seconded: Cr Emily Bradbury

1. That the report be received.

CARRIED

RESOLUTION 2020/18

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

2. That the following new and updated policies be adopted by Council:

- Procurement Policy
- Sensitive Expenditure Policy
- Cash Handling Policy
- Asset Management Policy
- Asset Disposal Policy
- Fixed Assets Accounting Policy
- Community Grants Policy
- Privacy Policy
- Property Sales and Acquisitions Policy
- Investment Policy
- Liability Management Policy
- Risk Appetite Statement

CARRIED

5 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/19

Moved: Cr Murray Cox

Seconded: Deputy Mayor James Leslie

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
5.1 - Tender Acceptance Contract 1240, Utilities Services 2020 - 2025	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	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

Extraordinary Council Meeting Minutes

12 May 2020

	commercial position of the person who supplied or who is the subject of the information	withholding would exist under section 6 or section 7
CARRIED		

RESOLUTION 2020/20

Moved: Cr Matt Murphy

Seconded: Cr Emily Bradbury

That Council moves out of Closed Council into Open Council.

CARRIED

The Meeting closed at 11.17am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 23 June 2020.

.....
CHAIRPERSON

6 ADJOURNMENTS

7 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
16.1 - Minutes of Public Excluded Council Meeting - 12 May 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
17.2 - Public Excluded Matters Under Action	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
18.3 - Tender Acceptance Contract 1251, Township Maintenance 2020 - 2025	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.4 - ChristchurchNZ and South Canterbury Chamber of Commerce Memoranda of Understanding	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

20.5 - Alpine Energy Shareholder Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
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