



510TH MEETING

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

Date: Tuesday, 9 February 2021

Time: 9.30am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

9 February 2021

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)

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1 OPENING, APOLOGIES AND PUBLIC FORUM

A public forum of up to 30 minutes will be held at the beginning of the meeting at 9.30am.

Robin McCarthy from Pukaki Airport has indicated that he wishes to speak at the public forum.

2 VISITORS

Kris Rodgers from Quotable Value (QV) will attend the meeting at 11am to talk about the results of the district's three-yearly revaluation, which has just been completed.

Craig Carter, the chief executive of CLM, and Vaughan Hope, the chief executive of the Richmond Aquatic Centre, have been invited to attend following lunch at about 1pm.

3 DECLARATIONS OF INTEREST**4 BEREAVEMENTS**

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

MACKENZIE COUNTY SCHOLARSHIPS TRUST

The Mackenzie County Scholarships were offered again over the months of November/December last year and 13 students were invited to be interviewed by a panel comprising of five representatives from the Council, Schools and Business Community. All the applicants were extremely impressive and made the job of selecting a winner very difficult for the panellists, but it's an excellent indication of how the high standard of education that's being offered to our young people in the District. As a result, I was invited to attend the school prizegiving's at Twizel School and Mackenzie District College to present the awards to Tom Grant and Eliza Pudney who were the winners from their respective schools. The regional scholarship for students who are residents of the Mackenzie but study outside of the District was awarded to Georgia Possier who attends Mount Aspiring College in Wanaka and although Jessica was unable to attend the meeting to receive her award, it was lovely to have her Mother attend to accept the award in her place. I would just would like to thank Councillor Murphy for accepting the role of the panels Chair this year, and Samantha Molyneux for coordinating the entire process.

MEETING WITH THE DEPARTMENT OF CONSERVATION

Myself and CE, Suzette welcomed the Deputy Director General, Bruce Parkes, of the Department of Conservation to Mackenzie District Council in December 2020, along with a number of other senior DOC officials for a relational meeting to discuss how we go forward working together with the mutual idea of investing and improving the Mackenzie region. There was discussion of several important environmental topics, what's occurring within their agency, specific projects and areas of interest that are occurring around the Mackenzie and any slight changes with the appointment of the new Environmental Minister, the Honourable Kiri Allan and the corresponding portfolio. We've since sent a letter to Minister Allan, congratulating her on her appointment and inviting her to visit the Mackenzie District Council to discuss important issues and provide a further understanding as to what their long term plan is for the Mackenzie District.

ALPINE ENERGY – PRESENTATION OF HALF YEARLY RESULTS

We met with Alpine Energy so they could present their half yearly results. The company's revenue is up by \$2 million which was largely driven by capital and operational cost savings. This has allowed the debt to be less than what was budgeted. Alpine has refinanced due to the post covid climate and in preparation due to the prediction that banks will become tighter with loans due to the change in national and international economies.

The Social dividend which had been around \$400k has been reduced to \$200k. This will have a wide-reaching impact on South Canterbury. CE, Suzette asked about our credit with Alpine as both Waimate and Timaru has

had significant assistance with community projects. They assured us we are not forgotten and when we have a project and make application, we were assured we would be supported in these endeavours.

Infratec was sold with the given reasons being that it was unable to meet its set targets, and never really delivered any significant financial performance. The sale price was \$10 million with \$4 million up front. There is some risk that still sits with the remaining unpaid \$6 million, but this will be resolved when contracts are completed. The original investment was 10 million.

Netcon is being made to tender for some of Alpines work in this next round of contract renewal in order to allow a fair opportunity to any other third party providers to apply, and means Alpine is much more commercially focused. This also means that Netcon will have to be more efficient and present a competitive tender alongside all other agencies.

Energy management team is looking at climate change and their carbon footprint which is required for audit while the company is to undertake new benchmarking figures and inform shareholders.

ALPS2OCEAN

I was extended an invitation for the opening of the Sailors Cutting to Otematata Alps2Ocean cycling trail. A report published by Lincoln University, their studies show up to 20,000 people are using the track and an estimation that it is generating \$27 million for both the Mackenzie and Waitaki Districts which is 6% of our Tourists spend.

It was entirely my pleasure to cycle the track with Mayor Gary of Waitaki District Council from Sailors Cutting to Otematata and it was a wonderful experience. A real credit to the Alps2Ocean Team for the execution of a fantastic initiative and investment in the future of the two districts.

TE MANAHUNA KI UTA – DESTINATION MACKENZIE

A hui was held with the representatives of the Governance Group for Te Manahuna Ki Uta at the Arowhenua Marae in Temuka. It was well supported with the 3 chairs of the Runanga present and we were extremely grateful for their welcoming of our group with a powhiri onto the marae. It was a great opportunity for the projects group to come together at the beginning of the year to meet face to face and discuss any issues, ideas and aspirations for the project. The meeting went very well and not only opened but further strengthened communication lines. We appreciate that we all want to work together in this research study and plan for the Mackenzie over the next 30-50 years so that all parties understand one another and ensure that each groups individual interests and respective aspirations will be considered and delivered upon mutually.

MEETINGS

7 December 2020

- Meeting with Twizel Councilors
- Twizel Community Board
- Business Network Evening – Tekapo

8 December 2020

- Audit and Risk Meeting
- Chief Executive Performance Committee

- Mackenzie College Awards Ceremony

9 December 2020

- Twizel school Prize Giving
- Tekapo Community Board Meeting

10 December 2020

- DOC Deputy Director General Meeting
- Fairlie Community Board

11 December 2020

- NZTA Contract Extension Workshop

14 December 2020

- Council Meeting

17 December 2020

- Alpine Energy – Half Yearly Accounts

18 December 2020

- Alps2Ocean Trail Opening Sailors Cutting

22 December 2020

- Mackenzie Property Meeting – Andrew Hocken

13 January 2021

- Te Manahuna Working Group Meeting

14 January 2021

- MTIA Meeting

19 January 2021

- Meeting with Morah Representatives

22 January 2021

- Tekapo Sky Hotels and Luxury Resorts Development Meeting

25 January 2021

- Mayoral Zoom Meeting – Three Waters Discussion
- Twizel community Board Meeting

26 January 2021

- Councillor Workshop

27 January 2021

- Te Manahuna Working Group Meeting

28 January 2021

- Fairlie Community Board Meeting

29 January 2021

- Te Manahuna Governance Group Hui at Arowhenua Marae

1 February 2021

- CCR Workshop – Shared Regulatory Services
- Meeting with Waitaki Mayor, CE and Waitaki Tourism

2 February 2021

- Councillor Workshop

6 REPORTS

6.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

- Attachments:**
1. **CEO Report - People Culture and HS (January 2021)** [↓](#) 
 2. **Hazard Spotting Report (November 2020)** [↓](#) 

RECOMMENDATIONS

That the report be received.

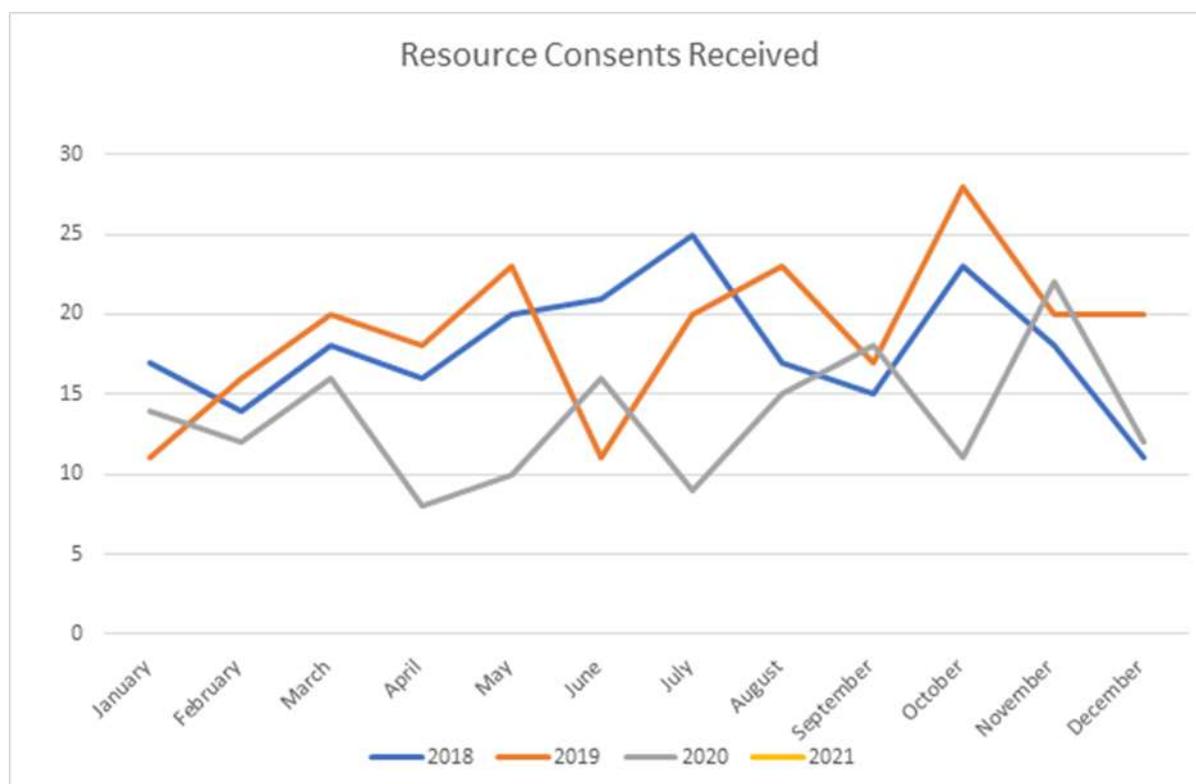
ACTIVITIES

Te Manahuna Ki Uta Project (Destination Mackenzie)

The project is progressing well and within budget. A successful and enjoyable relational hui was held at the Arowhenua Marae on Friday 29 January 2021 and attended by the Governance Group, Working Group and Beca consultancy. During this event all project partners reinforced their commitment to and passion for the project. Once the outcome of the cultural mapping and storytelling with Mana Whenua has been achieved, the project will be launched in anticipation of Public Engagement #1. Work with a long list of stakeholders is ongoing.

OPERATIONS UPDATE

Resource Consents applications received



CORPORATE UPDATE

Complaints received

One formal complaint was received during January:

- Operations SR2000031 – Resource consent issue.

Community Centre Bookings

- Fairlie Community Centre – total bookings 21.5 hours
- Lake Tekapo Community Hall – total bookings 22 hours
- Twizel Events Centre – total bookings 445 hours (includes 307 hours used by Mackenzie District Council (including hours using the Community Lounge as office space)).

Twizel Information Centre Visitor Numbers

- Customer numbers recorded for November 2020 = 1847.
- Information Centre operating hours Monday to Friday only.

Twizel Customer Numbers

Customer numbers recorded for January 2021 = 1641.

Land Information Memorandums (LIM)

For the period 1 July 2020 to 31 January 2021 154 LIM applications were received. This compares with 129 for the same period last financial year.

Customer Calls

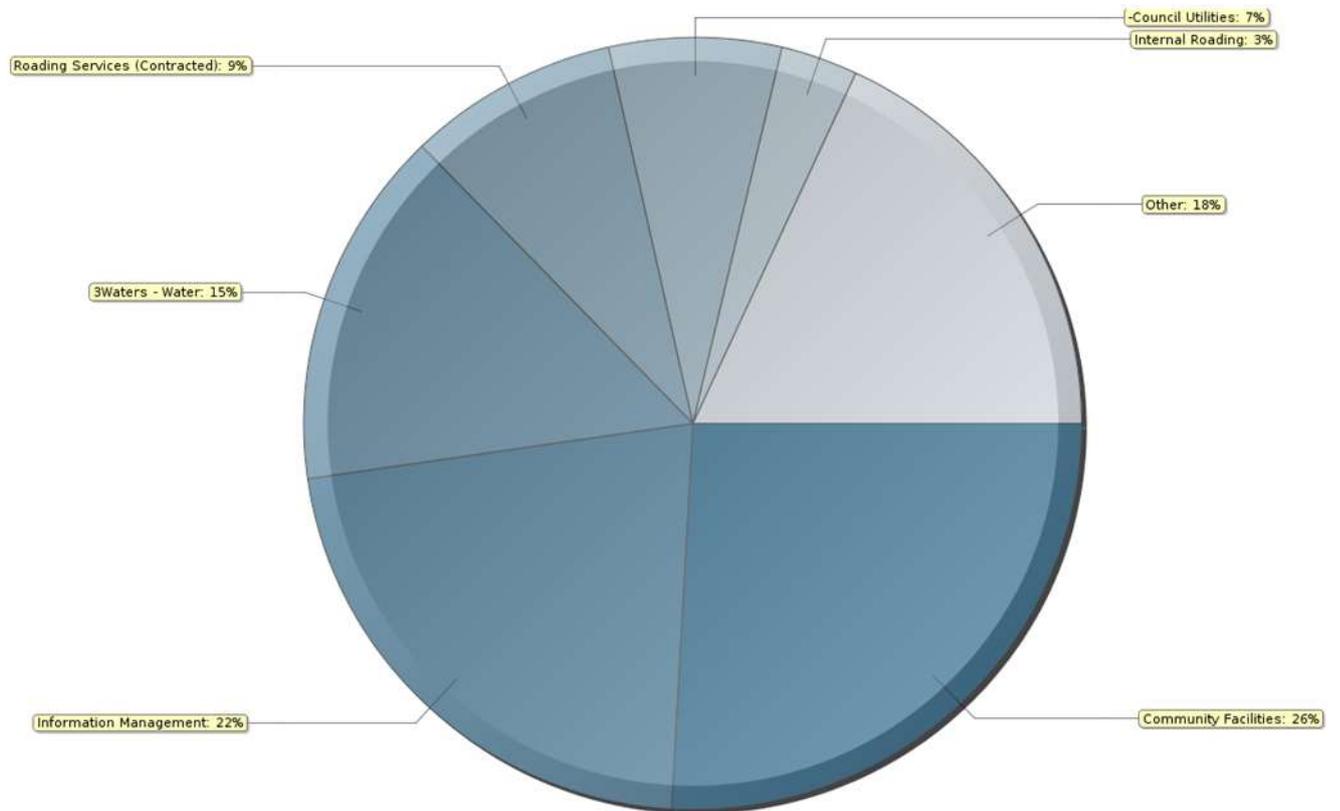
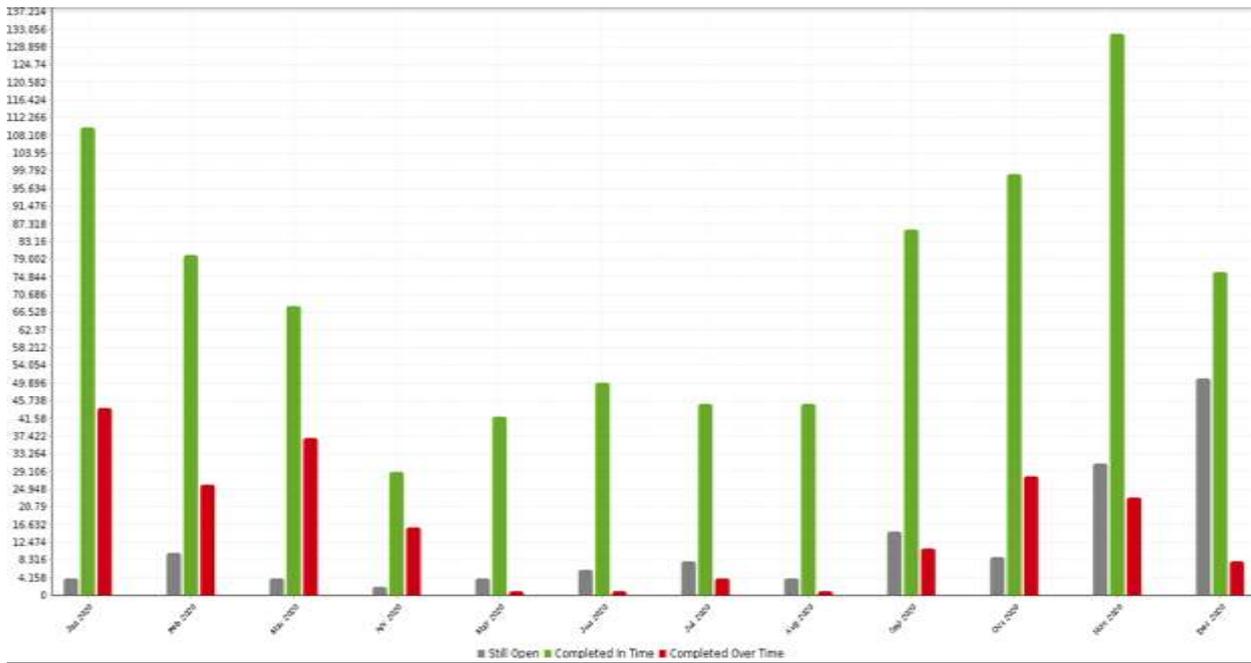
Customer Calls (ACD Data)				
Jan 21				
Group	Agent	Total	Unanswered	Busy
600	780 Twizel Reception	28	3	0
	790 Twizel Reception	10	2	0
601	800 Fairlie Reception	291	170	3
	752 Fairlie Reception	170	23	0
611	611 Building	139	81	20
	781 Building	155	54	0
612	Planning	0	0	0
613	721 Finance	22	7	0
	755 Finance	55	38	0
614	925 Roding	50	21	3
615	719 Rates	0	0	0
TOTAL		924	399	26

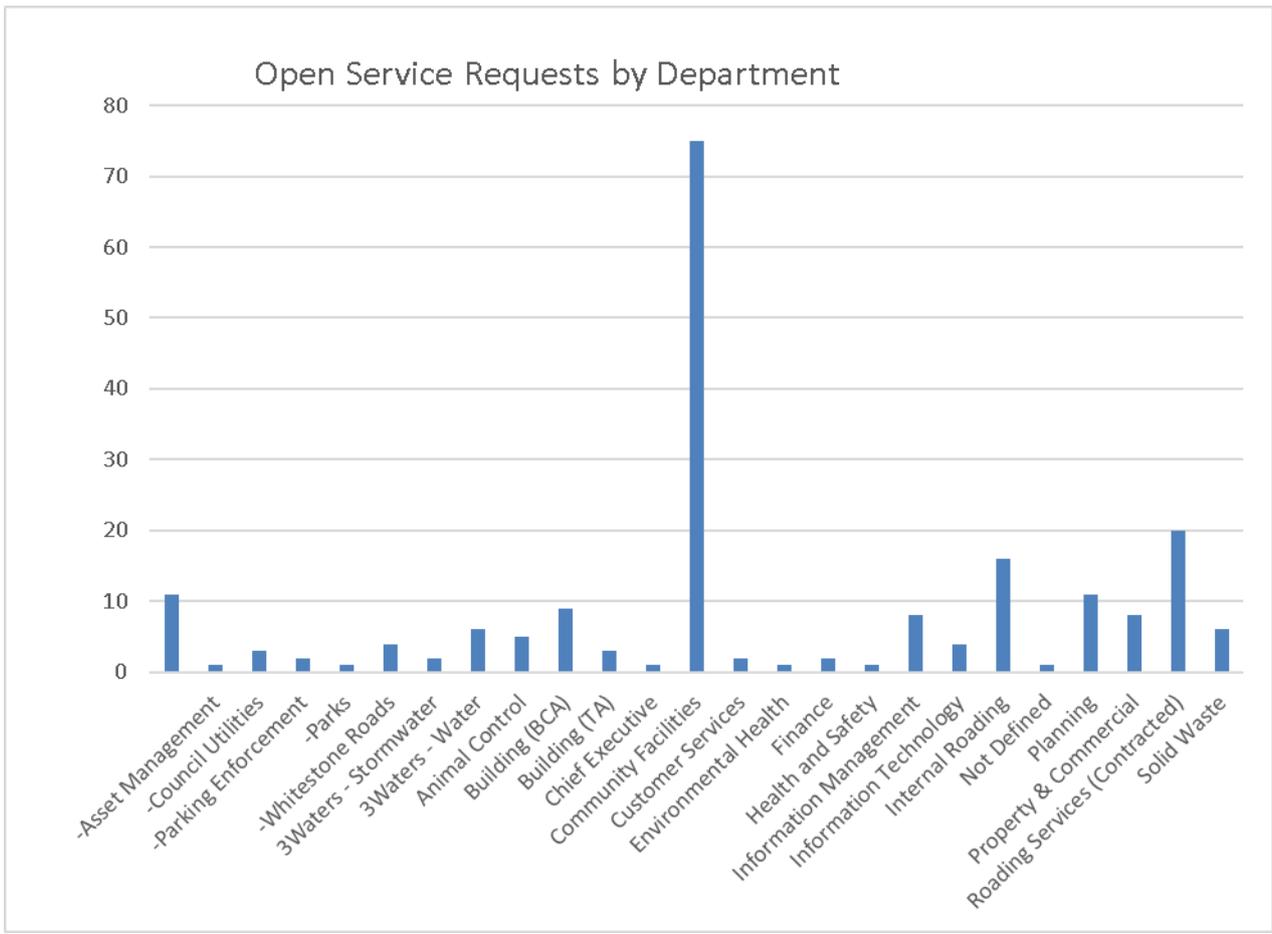
NOTE Unanswered call numbers include calls transferred to another extension to be answered. These transferred calls are then recorded as "unanswered" calls.

LGOIMAs received – Please see following page.

Received	From	Subject	Forwarded on	Due	Completed	Result
02.12.2020	Mazz Scannell	Bridge Inspections	03.12.2020	21.01.2021	21.01.2021	Supplied
27.11.2020	Robin McCarthy	Land subdivision		18.01.2021	15.01.2021	Supplied
07.12.2020	Claudia Cooper, NZ Taxpayers' Union	Contract not tendered 2020	07.12.2020	26.01.2021		
01.01.2021	Claudia Cooper, NZ Taxpayers' Union	Discretionary funds	07.12.2020	15.02.2021		
12.11.2020	Anthony Honeybone	Twizel wastewater	08.12.2020	10.12.2020	09.12.2020	Supplied
08.12.2020	Michael Dobson	Insurance Presentation	08.12.2020	27.01.2021	14.12.2020	Supplied
08.12.2020	Claudia Cooper, NZ Taxpayers' Union	Number of Employees	08.12.2020	27.01.2021	01.02.2021	Supplied
08.12.2020	Anthony Honeybone	Projects on the MDC List for the 5.21m govt water grant	08.12.2020	27.01.2021	01.02.2021	Supplied
23.11.2020	Karen Anderson, Canine Research	Dog control activity	14.12.2020	21.12.2020		
10.12.2020	Natalie Akoorie, Radio NZ	Info re Council Meetings	14.12.2020	01.02.2021	01.02.2021	Supplied
10.12.2020	Ngahi Marks, LINZ	Address data	14.12.2020	29.02.2021		
15.12.2020	Michael Dobson	Tree planting process and documentation Woodburn	16.12.2020	03.02.2021		
15.12.2020	Joanna Holden, Timaru Herald	Consents for Agricultural Conversion	16.12.2020	03.02.2021		
12.12.2020	Lindsay Eagle, Tekapo Ski Club	Meeting minutes and Outcomes	16.12.2020	01.02.2021	01.02.2021	Supplied
11.12.2020	Luke Paardekooper	Workshop cost and Spatial Plan process	16.12.2020	01.02.2021	16.12.2020	Withdrawn
18.12.2020	Charlie O'Mannin - Stuff	Spatial Plan Survey Responses	18.12.2020	09.02.2021		
21.12.2020	Jamie Robinson, Duncan Cotterill	GIS Shape Files	24.12.2020	15.02.2021		
12.01.2021	Charlie O'Mannin - Stuff	Representation Review survey results	12.01.2021	09.02.2021		
13.01.2021	N Cunningham, Mount Cook Trophy Hunting	Various complaints relating to the airport	15.01.2021	11.02.2021		
14.01.2021	Rick Ramsay	Twizel water slide	15.01.2021	12.02.2021		
18.01.2021	Bill Davis	Planning Regulations	18.01.2021	15.02.2021		
29.01.2021	Charlie O'Mannin - Stuff	Fire Report – Twizel Event Centre	01.02.2021	01.03.2021		
29.01.2021	Nikki Macdonald - Stuff	Landfill & Waste Generated	01.02.2021	01.03.2021		

Service Requests





MEETINGS**Key meetings attended since the previous Council meeting.**

16 December 2020

- Meeting with John Eatwell – Strategic People Group
- Executive KPI meeting
- Meeting with CEO – Whitestone Contracting Ltd
- Te Manahuna Ki Uta Working Group

17 December 2020

- Alpine Energy – Half Yearly Accounts

18 December 2020

- Mana Whenua and Mackenzie CE's Hui
- Te Manahuna Ki Uta – Governance Group Meeting

21 December 2020

- Monthly Executive Leadership Team Meeting

22 December 2020

- Mackenzie Property Meeting – Andrew Hocken

23 December 2020

- Recovery Manager KPIs

13 January 2021

- Te Manahuna Ki Uta – Working Group Meeting

14 January 2021

- MTIA Meeting

19 January 2021

- CE meeting with Mayor and Deputy Mayor

20 January 2021

- Jacobs PR Meeting

22 January 2021

- Tekapo Sky Hotel & Lake Tekapo Resort Developments Meeting
- Te Manahuna Ki Uta – Administrative Meeting

25 January 2021

- Canterbury Chief Executives Forum – Christchurch
- PWC Three Waters Review Workshop

26 January 2021

- Council Workshop
- Executive Leadership Team Building

1 February 2021

- CCR Workshop – Shared Services
- Meeting with Waitaki Mayor, CE & Waitaki Tourism CE

2 February 2021

- Council Workshop

4 February 2021

- Monthly Team Mackenzie meeting
- Pre-Council meeting with Mayor

9 February 2021

- Council Meeting

PEOPLE AND CULTURE MONTHLY REPORT
January 2021

1. RECRUITMENT:

Recruitment activity was quiet during January and no permanent positions were advertised or recruited for. However work is being done on revising and / or developing position descriptions and advertisements for several key roles including Manager Engineering, Manager Planning, Manager Regulatory, Community Facilities and Services Officer and Administration Support Officer, Planning.

2. LEARNING FOR DEVELOPMENT (LFD):

All permanent MDC employees have now had their KPI's set for the next six months which will be measured formally and informally throughout the remainder of the financial year.

3. ASSURE ONLINE HEALTH AND SAFETY SYSTEM:

Further work is being undertaken in the background to configure the Assets module. This is a module whereby we can record all equipment that has been issued to employees and / or contractors. It will be a useful way to ensure that we have all items returned to us when an employee or contractor leaves as well as recording the condition the item was returned in.

People and Culture Key Metrics

Full Time Employee (FTE) Headcount information for MDC

Headcount refers to the number of employees working at MDC (with headcount, each individual counts as 'one' regardless of the number of hours worked. FTE stands for full time equivalent and refers to the number of hours considered full time. FTE includes all permanent full / part time employee and fixed termers. FTE excludes Casuals and Contractors.

MONTH	TOTAL MDC FTE
February 2020	51
March 2020	44
April 2020	44
May 2020	42
June 2020	46
July 2020	48
August 2020	47
September 2020	47
October 2020	45
November 2020	49
December 2020	47
January 2021	48

Full Time Employee (FTE) Headcount by Business Unit – January 2021

BUSINESS UNIT	TOTAL FTE BY BUSINESS UNIT
CEO	4
Finance	5
GM Operations	2
Planning	4
Regulatory	8
Engineering	7
GM Corporate Services	5
Customer Service	5
Information & Engagement	7
Fleet / Cars	1
TOTAL	48 Total FTE

Turnover rates by Business Unit and Termination reasons

Annual Voluntary Attrition

Total number of permanent employees who resigned over the past 12 months divided by FTE for current month. Excludes casual and fixed-term employees.

MONTH	EXITS	TOTAL FTE	% ATTRITION
February 2020	1	51	2.0%
March 2020	2	44	4.5%
April 2020	1	44	2.3%
May 2020	1	42	2.3%
June 2020	1	46	2.2%
July 2020	1	48	2.1%
August 2020	0	47	0.0%
September 2020	1	46	2.2%
October 2020	4	45	8.8%
November 2020	2	49	4.1%
December 2020	2	49	4.3%
January 2021	0	48	0.0%

Termination Reasons – January 2021

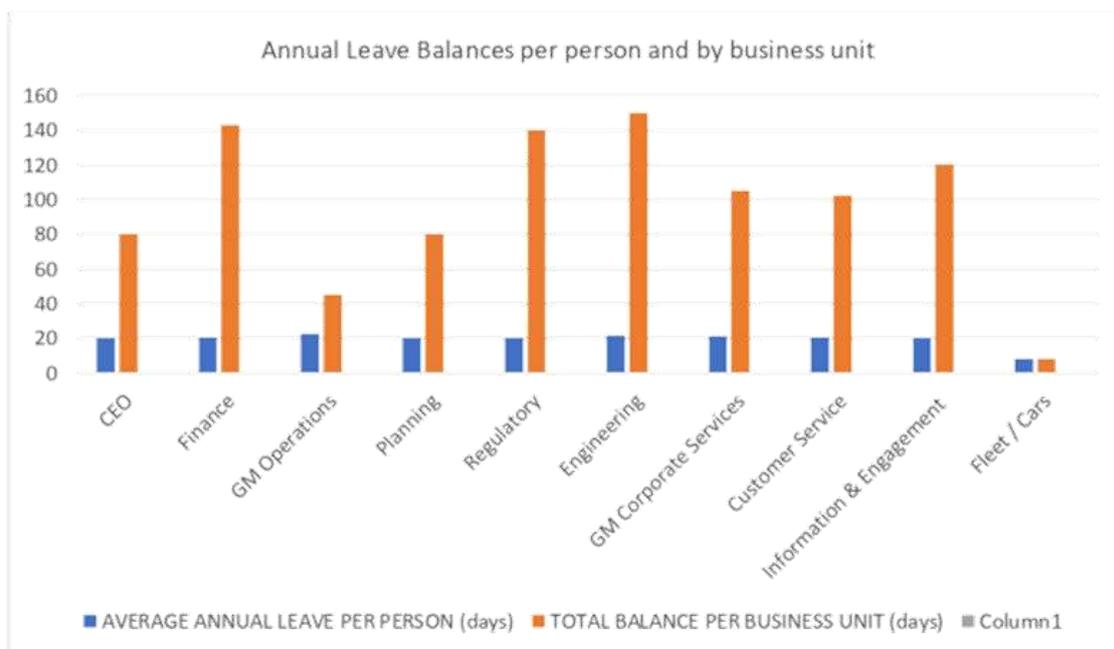
Redundancy	
Resignation	
Dismissal	
Transfer to another BU	
Abandonment	
Fixed Term Expiry	
Retirement	
Other	

Annual Leave by Business Unit

Includes current and advancing annual leave. Annual Leave liability includes all permanent and fixed term employees by Business Unit.

BUSINESS UNIT	AVERAGE ANNUAL LEAVE PER PERSON (days)	TOTAL BALANCE PER BUSINESS UNIT (days)
CEO	20	80
Finance	20.4	143
GM Operations	22.5	45
Planning	20	80
Regulatory	20	140
Engineering	21.4	150
GM Corporate Services	21	105
Customer Service	20.5	102.5
Information & Engagement	20	120
Fleet / Cars	8	8
TOTAL:	193.8	973.5

Accrued Annual Leave Balances in Graph Format



Total annual leave liability in dollars and hours per business unit

BUSINESS UNIT	TOTAL ANNUAL LEAVE LIABILITY \$	TOTAL ANNUAL LEAVE LIABILITY HOURS
CEO	\$37,597.99	438.91
Finance	\$27,482.71	655.81
GM Operations	\$15,306.15	298.63
Planning	\$21,076.05	516.02
Regulatory	\$14,958.49	322.63
Engineering	\$56,157.04	1,094.72

GM Corporate Services	\$54,434.80	656.12
Customer Service	\$24,972.54	731.18
Information & Engagement	\$21,850.09	526.79
Fleet / Cars	\$432.77	23.95
TOTAL	\$288,489.88	5,291.13

HEALTH, SAFETY AND WELLBEING

Refer to the Assure Report for detail regarding Lost Time Injuries (LTI's), Near Misses, Incidents and Events.

- A process is being undertaken with SiteSafe to have an external audit completed. The purpose of this process is to provide MDC with information as to where our critical risk areas

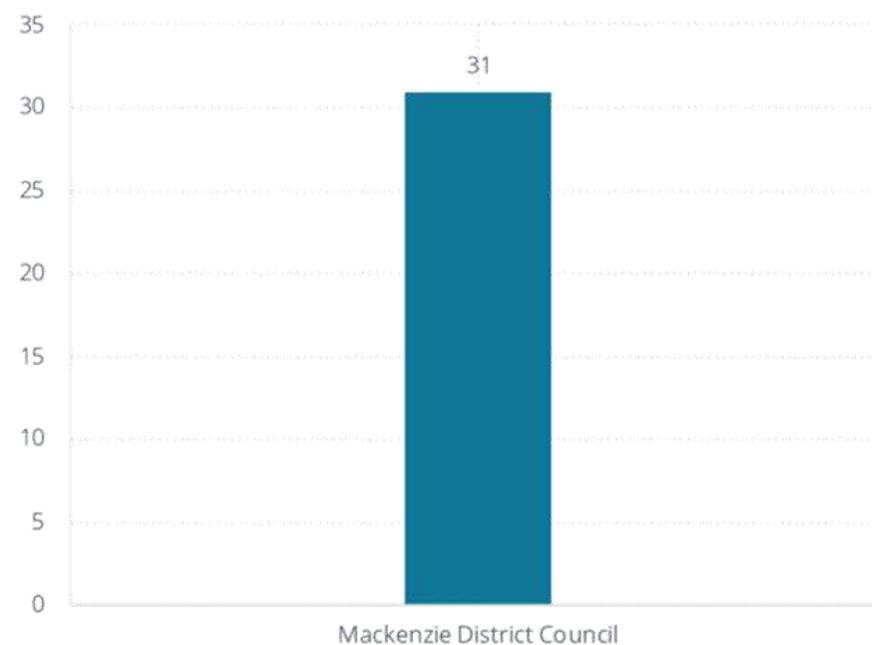
Hazard Spotting Nov 27, 2020 4:51:53 AM Risk

Filters

Hazard Spotting Dashboard

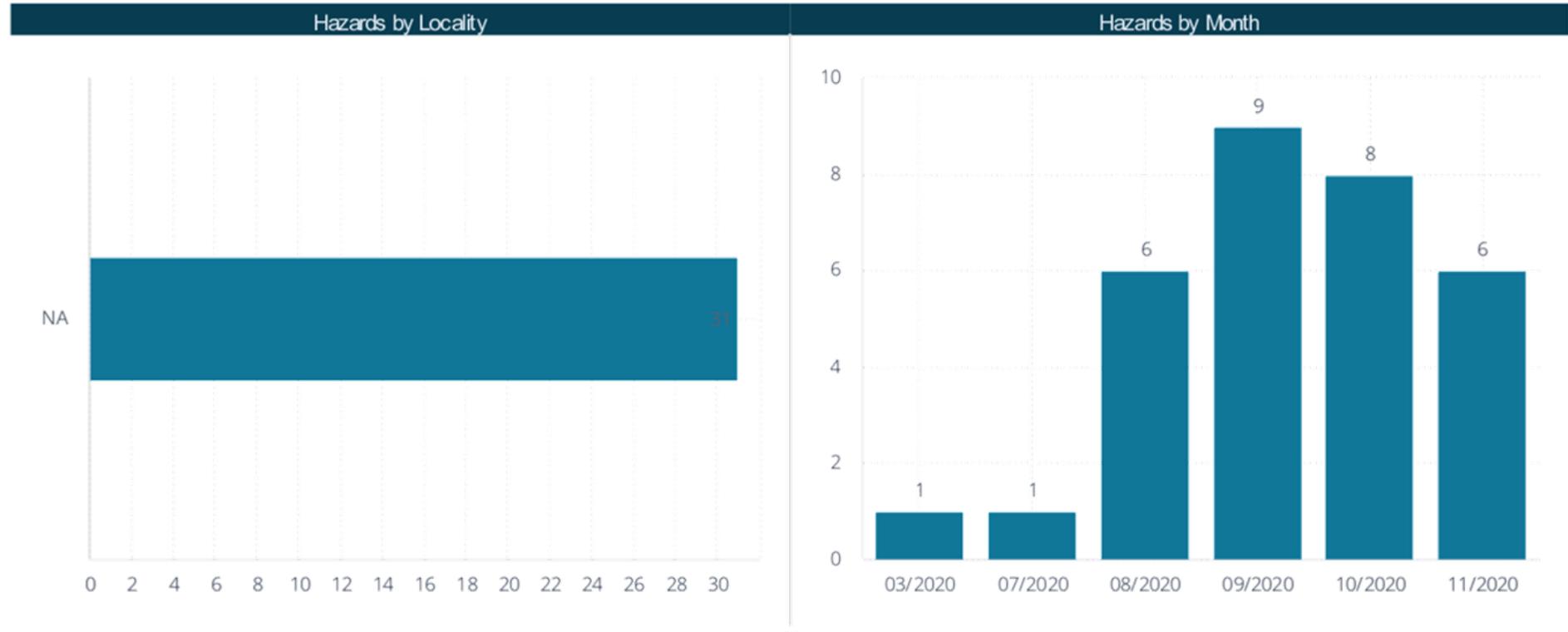
- See bottom of screen for list of records.
- Click on a graph segment to filter the rest of the dashboard based on that selection.
- To see other data relating to a segment right-click and 'Drill' to the desired field.
 - Access other filters using the right-hand filters panel.
 - NOTE: counters may be affected by any filters you apply.

Hazards by Type Hazards by Org Unit



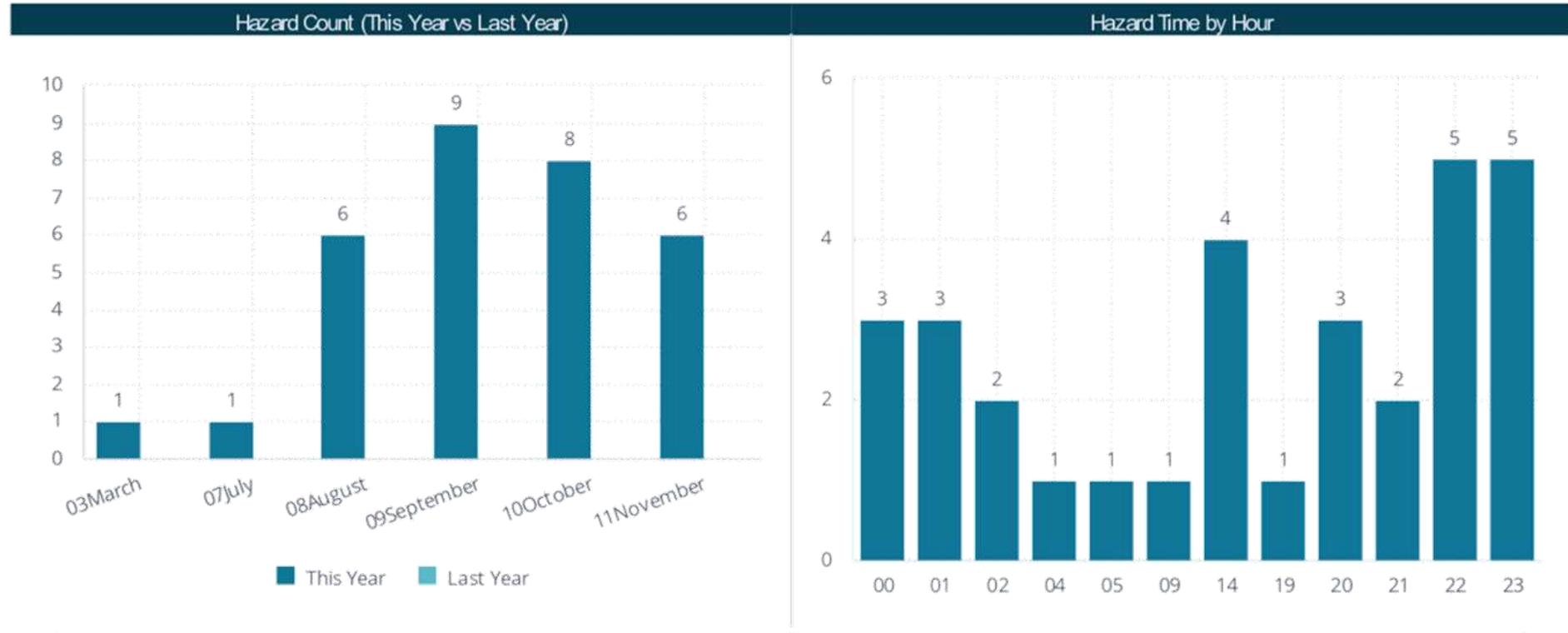
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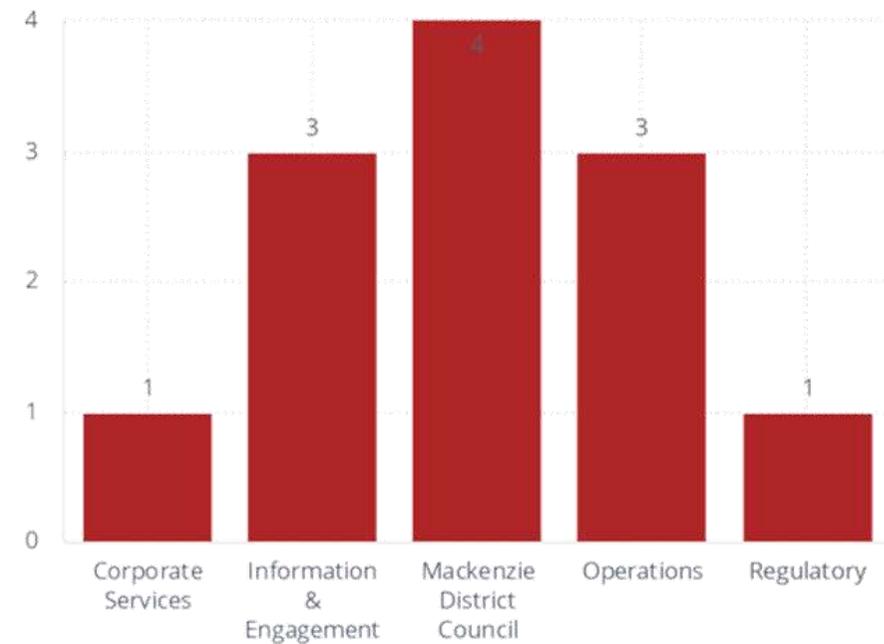
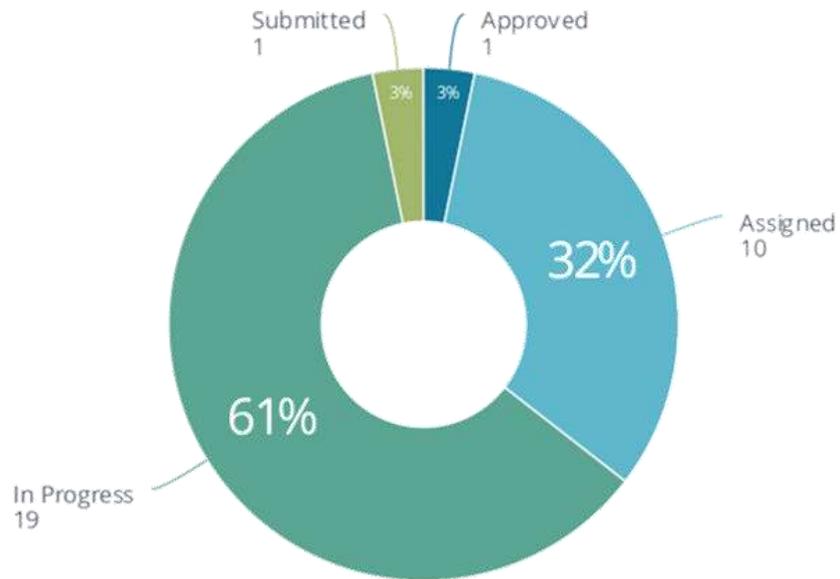
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Hazard Spotting Nov 27, 2020 4:51:53 AM Risk

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Hazards by Approval Stage Hazards with Outstanding Resolution Required



Record Summary

Hazard Spotting Nov 27, 2020 4:51:53 AM Risk

Filters

Hazard Summary

Link	Reference	Org Unit	Hazard Date	Reported By	Type Of Hazard	Hazard Details	Hazard Still Present?	Comme...	Steps To Resolve	Stage
Link to this record	31	Mackenzie District Council	11/23/20	Tony Hodges	Safety Equipment Missing Or Damaged	Fairlie District Council Office BWOFF Expired 1st July 2021 but has not been accepted by Raewyn Kinnis Building Compliance Officer – BWOFF Mackenzie District Council Twizel Event Centre BWOFF Expired 1st July 2020 ...FFP Timaru have not issued the BWOFF as outstanding non-compliances	Yes	N/A	N/A	In Progress

Hazard Spotting Nov 27, 2020 4:51:53 AM Risk

Filters

Action Summary

Hyperl... ^	Refere...	Org Unit	Date Raised	Raised by User	Action Title	Category	Action Descri...	Due Date	Assigned To	Priority	Current Status
Link to this record	4	Operations	8/19/20	Alexis Gray	Investigate ways in which these 'toppers' can be fixed to the book shelves.	Corrective	N/A	8/28/20	Tim Harty	Medium	Closed

6.2 COUNCIL FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Adrian Hodgett, Finance Manager

Attachments: 1. Council Financial Report to December 2020 [↓](#) 

STAFF RECOMMENDATIONS

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



Financial Performance December 2020

	YTD Actual 2020/21	YTD Budget 2020/21	YTD Actual 2019/20	Variance v Budget	Variance v Budget (%)	Variance v 2019/20	Variance v 2019/20 (%)
Rates Revenue	5,413	5,417	5,108	(3)	-0.06%	305	5.97%

The forecast average rates rise for the 2020/21 year per the Annual Plan was 4.48%

Other Revenue	8,037	5,425	5,720	2,613	48.16%	2,318	40.52%
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Other income is above budget as reserve contributions were up \$243,000, \$250,000 was received to fund the Mayors Taskforce for Jobs initiative and \$2,560,000 being 50% of the funding for the Three Waters project. Timber sales were up \$74,000 on budget, the final Alpine Dividend related to the previous year of \$197,000 was received in August, and \$602,000 received as part of a 2015 contract settlement for the Lakeside Drive Hotel development. This was offset by less NZTA subsidies received than had been budgeted due to less capital expenditure to date than had been anticipated and contributions had been budgeted for in roading which have yet to be received. Income is up on the previous year as income from timber sales, property sales and the Government grants were higher, corporate overhead recoveries have been processed during the year this year, while last year was a year end apportionment. Financial contributions in water and sewer were higher in the previous year, as were the NZTA subsidies received as there was higher capital expenditure.

Operating Expenditure	11,216	11,145	9,269	(72)	-0.64%	(1,947)	-21.01%
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Operating expenditure is just on budget year to date. The roading spend is significantly lower than budgeted due to resourcing issues with the contractor, and issues with securing gravel consents. The majority of projects are now well underway and resourcing is being programmed. Refuse collection costs are down due to lower volumes following Covid. Budget had also been allowed for in consultancy for the Destination Mackenzie project with only small spends to date. This was offset by overspends in consultancy due to resourcing of the building team and the management of the swimming pools. Compared to the 2019/20 year expenditure is up as consultancy costs are higher in planning due to the district plan review, and in the inspectorate due to resourcing. Roading costs were higher in the previous year as there were not the problems with resourcing and supply encountered this year. Employment expenses were higher than in the previous year due to timing and Covid recovery positions created.

Capital Expenditure	2,015	6,896	-	4,880	70.77%		
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Capital expenditure is under budget as the roading spend has been significantly less than budgeted due to the planning of projects and preparation of contracts. Gravel provisioning and consent has taken longer resulting in delayed expenditure. These projects are now underway. Significant work is budgeted for water supply with the major projects yet to commence. The Twizel Council building renovations are in progress and work will be finished early February. Budget has been allowed for the Alps 2 Ocean cycleway and the Twizel info self service kiosks with only minimal spend to date.

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

	YTD Actual 2020/21	YTD Budget 2020/21	%	Full Year Budget 2020/21	%	YTD Actual 2019/20	%
Income							
Governance	281,411	292,728	96.13%	585,222	48.09%	283,169	99.38%
Corporate Services	2,488,963	2,654,722	93.76%	5,224,053	47.64%	2,099,824	118.53%
Water Supply	3,706,198	1,203,179	308.03%	2,826,993	131.10%	1,356,990	273.12%
Sewer	571,845	609,115	93.88%	1,834,333	31.17%	703,244	81.32%
Stormwater	93,242	128,584	72.51%	398,292	23.41%	90,550	102.97%
Roading	1,072,992	1,748,298	61.37%	3,590,058	29.89%	1,279,178	83.88%
Solid Waste	564,115	575,277	98.06%	1,150,089	49.05%	520,949	108.29%
Planning	819,147	645,843	126.83%	1,291,179	63.44%	1,235,579	66.30%
Regulatory Services	681,386	779,708	87.39%	1,631,856	41.76%	772,449	88.21%
Community Facilities	258,927	258,093	100.32%	515,985	50.18%	237,933	108.82%
Recreational Facilities	922,166	959,705	96.09%	1,823,051	50.58%	892,742	103.30%
Commercial	1,990,056	985,838	201.86%	2,406,382	82.70%	1,355,119	146.85%
	13,450,448	10,841,090	124.07%	23,277,493	57.78%	10,827,726	124.22%
Operating Expenditure							
Governance	242,133	291,591	83.04%	582,927	41.54%	300,266	80.64%
Corporate Services	2,620,057	2,789,459	93.93%	5,316,654	49.28%	2,089,575	125.39%
Water Supply	867,222	850,068	102.02%	1,682,022	51.56%	717,510	120.87%
Sewer	445,408	462,467	96.31%	914,699	48.69%	382,782	116.36%
Stormwater	81,837	64,977	125.95%	129,165	63.36%	68,014	120.32%
Roading	1,911,772	2,187,981	87.38%	4,365,315	43.79%	1,827,999	104.58%
Solid Waste	472,357	579,117	81.57%	1,160,709	40.70%	512,463	92.17%
Planning	912,615	922,912	98.88%	1,966,304	46.41%	368,972	247.34%
Regulatory Services	1,070,895	765,080	139.97%	1,697,836	63.07%	732,915	146.11%
Community Facilities	277,587	287,819	96.44%	538,217	51.58%	257,743	107.70%
Recreational Facilities	1,304,187	1,044,553	124.86%	1,943,906	67.09%	1,038,666	125.56%
Commercial	1,010,198	898,603	112.42%	2,412,482	41.87%	972,156	103.91%
	11,216,268	11,144,627	100.64%	22,710,236	49.39%	9,269,061	121.01%
Operating Surplus/(Deficit)	2,234,180	- 303,537	-736.05%	567,257	393.86%	1,558,665	-143.34%

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

	YTD Actual 2020/21	YTD Budget 2020/21	%	Full Year Budget 2020/21	%
Capital Expenditure					
Governance				-	
Corporate Services	417,862	158,556	263.54%	298,479	140.00%
Water Supply	839,910	5,123,550	16.39%	11,649,153	7.21%
Sewer	16,178	7,382	219.15%	631,346	2.56%
Stormwater				141,236	0.00%
Roading	534,077	1,264,816	42.23%	2,301,820	23.20%
Solid Waste	9,187		#DIV/0!	22,085	41.60%
Planning					
Regulatory Services	2,906	150	1937.33%	41,245	7.05%
Community Facilities	3,669	42,700	8.59%	85,378	4.30%
Recreational Facilities	178,550	218,547	81.70%	1,049,263	17.02%
Commercial	13,010	80,000	16.26%	622,016	2.09%
	2,015,349	6,895,701	29.23%	16,842,021	11.97%

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 December 2020**

Budget	YTD Actual
2020/21	2020/21

WATER

	Budget	YTD Actual
	2020/21	2020/21
Allandale Water Supply		
342404. Comm Assets - Water Supply	54,660	
Ashwick/Opuha Water Supply		
343404. Community Assets - Water	51,350	
Urban Water		
349403. Vested Assets	421,600	
349405. Headworks - new		44,097
349406. Treatment - new	3,299,615	109,083
349427. Pump Station - Renewal		9,899
349404. Reticulation - Renewal	7,821,928	676,832
TOTAL WATER SUPPLY	11,649,153	839,911

SEWER

	Budget	YTD Actual
	2020/21	2020/21
Urban Sewer		
350403. Vested Assets	616,590	
350406. Treatment		2,101
350418. Sewer Reticulation New	14,756	
350419. Sewer Treatment New		13,987
350427. Pump Station Renewal		90
TOTAL SEWER	631,346	16,178

STORMWATER

	Budget	YTD Actual
	2020/21	2020/21
Urban Stormwater		
352403. Vested Assets	141,236	
TOTAL STORMWATER	141,236	

ROADING

	Budget	YTD Actual
	2020/21	2020/21
District Roading		
3554193. Vested Assets	94,860	
3554211. Unsealed Road Metalling	685,100	136,391
3554212. Sealed Road Resurfacing	475,000	235,566
3554213. Drainage Renewal	73,780	25,625
3554214. Sealed Road Pavement Rehabilitation	210,800	64,478
3554215. Structures Component replacements bridges	52,700	
35542151. Structures Component replacements cattlestops	10,540	
3554222. Traffic Services Renewals	63,240	15,786
3554310. Footpaths - Surfacing	31,620	
3554341. Minor Improvements	445,350	
355417. Sealing Past Houses	152,830	56,231
354422. Plant and Equipment	6,000	
TOTAL ROADING	2,301,820	534,077

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 December 2020**

Budget 2020/21	YTD Actual 2020/21
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REGULATORY SERVICES

Animal Control		
334422. Plant and Equipment	300	
Total Animal Control	300	
Civil Defence		
320422. Plant & Equipment	40,945	
Total Civil Defence	40,945	
Responsible Camping		
410400. Computer Equipment		2,906
Total Responsible Camping		2,906
TOTAL REGULATORY SERVICES	41,245	2,906

COMMUNITY SERVICES

Waste Management		
353420. Resource Consent	22,085	9,187
Total Waste Management	22,085	9,187
Public Toilets		
386421. Buildings	62,000	687
Total Public Toilets	62,000	687
Pensioner Housing - Fairlie		
391421. Buildings - housing	7,378	2,982
Total Pensioner Housing - Fairlie	7,378	2,982
Cemeteries		
389420. Land Improvements	16,000	
Total Cemeteries	16,000	
TOTAL COMMUNITY SERVICES	107,463	12,856

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 December 2020**

Budget 2020/21	YTD Actual 2020/21
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RECREATIONAL FACILITIES

District General		
361420. Strategic Development Policy	567	11,103
Total District General	567	11,103
Albury Hall		
378421. Buildings		9,399
Total Albury Hall		9,399
Fairlie Domain		
372425. Adventure Playground		5,928
Total Fairlie Domain		5,928
Fairlie Township		
365425. Playground Upgrade	13,672	6,554
365430. Skatepark Project		14,414
Total District General	13,672	20,968
Mackenzie Community Centre		
379421. Community Assets - Buildings	31,620	
379424. Furniture & Fittings	67,550	
Total Mackenzie Community Centre	99,170	
Fairlie Swimming Pool		
384422. Plant and Equipment		10,663
Total Fairlie Swimming Pool		10,663
Tekapo Community Hall		
381421. Community Assets - Buildings		2,662
Total Tekapo Community Hall		2,662
Tekapo Township		
366420. Implement of Development Plan	443,878	30,123
Total Tekapo Township	443,878	30,123
Twizel Township		
367420. Implement of Development Plan	197,184	
367421. Community Assets - Public Amenities	109,158	(9,783)
Total Twizel Township	306,342	(9,783)
Twizel Community Centre		
382421. Community Assets - Buildings	146,480	97,488
382424. Furniture & Fittings	39,154	
Total Twizel Community Centre	185,634	97,488
Total Recreational Facilities	1,049,263	178,551
TOTAL COMMUNITY AND TOWNSHIP SERVICES	1,156,726	191,407

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 December 2020**

Budget	YTD Actual
2020/21	2020/21

COMMERCIAL

Development	Budget	YTD Actual
2020/21	2020/21	2020/21
407400. Computer Equipment	80,000	5,395
407401. Alps 2 Ocean Cycleway	542,016	7,615
Total Development	622,016	13,010
TOTAL COMMERCIAL	622,016	13,010

CORPORATE SERVICES

Fairlie Building		
368421. Building - Administrative		35,932
368424. Furniture & Fittings - Other		22,593
Total Fairlie Building		58,525
Twizel Building		
369421. Building Renovations		236,323
369424. Furniture & Fittings	2,108	16,063
Total Twizel Building	2,108	252,386
Information Technology		
319400. Computer Equipment	35,000	9,309
314402. Software	131,371	
314422. Plant & Equipment	5,000	
319428. Projects	90,000	109,615
Total Information Technology	261,371	118,924
Plant and Equipment		
408432. Vehicles	35,000	(11,974)
Total Plant and Equipment	35,000	(11,974)
TOTAL CORPORATE SERVICES	298,479	417,861
GRAND TOTAL CAPITAL EXPENDITURE	16,842,021	2,015,350

6.3 TRANSPORTATION MAINTENANCE CONTRACT

Author: Scott McKenzie, Roading Manager

Authoriser: Tim Harty, General Manager Operations

Attachments:

1. MDC Road Maintenance Procurement Memo [↓](#) 
2. MDC Contract Review Workshop - Minutes [↓](#) 

PURPOSE OF REPORT

To secure Councils approval of the Section 17A review for procurement of road maintenance services, proposed procurement process and plan for the tendering of the 2021 Transportation Maintenance Contract and also the direct appoint Axell Consultants to support the tender procurement process.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopt the attached section 17A review for Procurement of road maintenance services, and further that,
3. That Council adopt the Proposed Procurement Process for the Road Maintenance Contract, as laid out within the attached Road Maintenance Procurement Memo, and further that
4. Council approves the additional expenditure to engage Axell Consultants to support and deliver tender in line the attached procurement process.

BACKGROUND

Councils current Road Maintenance Contract (RMC) was entered into via a combined Aoraki Roading Collaboration (ARC) tender process in 2015. The contract is a 5 year NZS 3917 Measure and Value (with some lump sum items) type contract that was awarded to Whitestone Contracting Limited (Whitestone).

The current contract was procured on an individual basis with Ashburton, Timaru and Waimate Districts Councils (all ARC members) using the same technical specification, but the resultant contracts let separately and managed by each Councils staff. A transfer payment is made by Council on a conditional tender submission to Waimate District Council for the benefit of both parties. The value of the contract works for Mackenzie District currently is approximately \$3m per annum.

Waka Kotahi approved a seven month extension to the contracts in mid 2020 allowing them to extend due to disruptions caused by the end of the contract coinciding with Councils LTP and Waka Kotahi (NZTA) NLTP process, Covid 19, and a number of other minor matters (at that point Ashburton had withdrawn from the joint process and has now directly engaged its own contractor). The current contract now expires the end of June 2021.

In late 2020 staff presented information to a Council workshop outlining matters related to ARC and the benefit of the collaboration to Council. ARC members (Timaru, Waimate and Mackenzie) continued to progress works on the maintenance contract renewals, with Timaru and Waimates process supported by independent 17a Reviews (a 17a Review is required by the Local Government Act each time Council comes to a point where it is renewing or retendering a significant activity or contract details can be found at <https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM6236168.html>).

At the 2020 workshop staff suggested that Council needed to further investigate the next steps for the RMC and that external support and further Council discussion was needed. This support was secured via Axell Consultants and in December a RMC discussion was held via a Councillor workshop and formed the basis of the attached Section 17a review. Discussions at the workshop also clarified the benefits and problems with the current delivery model and supported the need to develop suitable procurement strategy that reflected Councils needs.

DISCUSSION

The primary purpose of the workshop of 11th December 2020 was to collate data and provide information to inform the section 17a review, strategy, reports and tender report. The secondary focus of the workshop was to discuss with Council the potential procurement strategy approaches and options for the RMC renewal.

The Section 17a report, (circulated as a separate title), supports the continued procurement of market services to deliver road maintenance and transport services for Council. Discussions with Council identifying the challenges and issues faced in the road and transportation area strongly suggest that the current method of procurement i.e. the traditional market approach of drafting a tender document and placing it on the market, is not likely to provide Council with the support and delivery it needs to move forward and deliver on a sustainable infrastructure strategy.

The outcomes of the workshop and subsequent 17a review strongly support the need for change noting the following challenges and opportunities:

Challenges with current Contract	Opportunity:
- Affordability	- Visibility and Transparency
- Setting of Rates to achieve LOS	o Open days
- Value for Money	o FWP presentation
- Reliance on single staff member to check and monitor the Contractor's delivery.	- Understanding the cost of doing business
- Capability and capacity of the Contractor	- Quality of Delivery – KPIs and KRAs
- Ownership of the Network by the Contractor	- Visual Data (use data to provide information)
- Request for Services – management	- Affordability of the LOS – set the right level
- Health and Safety	- Tap into the silent majority of the community
- Client Care	- Try to increase the FAR rate
- Risk Allocation – threats and opportunities	
- Collaboration with other Councils	
- Tier 3 Contractor	

Procurement Approach

Following the workshop work has progressed developing a procurement method to address the challenges and opportunities outlined. A procurement strategy is outlined within the attached memo titled “Road Maintenance Procurement Memo”.

The proposed strategy recommends a collaborative approach to the tender process whereby Council approaches the market initially to gauge interest in contractors doing business with and in district. This approach allows both staff and the contractor to discuss matters that may hinder them tendering, or what opportunities may be able to be achieved from a tender.

Following gaining a better understanding of what would increase the chances of attracting a competitive market of appropriate experienced contractors/suppliers to tender for the work. Council would move into a more formal process of a Request for Expressions of Interest, followed by collaborative discussions, shortlisting and finally tender development and approval.

This approach ensures that Council has full knowledge of what will drive the market to actively participate in a process, and ensure that the tender process is fair, transparent, and cost effective for tenderers and members of the public.

The attached draft Procurement memo outlines the approach in more detail.

Timeframes and Support

Timing is critical to this process and a draft timeframe is included in the attached plan and outlined below.

- Timeline
 - Workshop – MDC - 03 February 2021
 - Meeting/Presentation to Council - 09 February 2021
 - Approval by Council to proceed - 09 February 2021
 - Supplier Market Analysis - 10 – 12 February 2021
 - Meeting with Suppliers - 16 – 19 February 2021
 - Group Meeting with suppliers - 24 February 2021
 - Tender Document Development - 10 February – 3 March 2021
 - Pre-Tender Briefing - 5 March 2021
 - ROI - 5 – 10 March 2021
 - Tenders Out - 10/11 March 2021
 - Tender Period - 11 March - 1 April 2021
 - Tender Evaluation - 2 – 16 April 2021
 - MDC Council Approval - 30 April 2021
 - Tender Award - 01 May 2021

The above timeframe allows any new contractor 60 days to ramp up and mobilise which is deemed the minimum amount needed.

Given the level of internal resources available in the Roding area, external support will be needed to meet the timeframe. Staff recommend Axell Consulting continue to support Council in this process as a direct appointment as per Councils Procurement Strategy for Land Transport Programme (2019) which is both endorsed by NZTA and adopted by Council.

Staff have discussed and communicated the approach as outlined above with other ARC partners (Timaru and Waimate) who are now progressing with their traditional market approach for their contract renewal. Staff will also need to discuss the approach with Waka Kotahi (NZTA), as a key stakeholder and co-funding partner, once this report has been considered by Council.

POLICY STATUS

Expenditure in the transport area is governed by Councils Procurement Strategy for Land Transport Programme (2019). The Policy provides a set of standards and guidelines for purchasing all Councils Goods and Services in the Land transport area, given works are co funded. The procurement and renewal of the RMC falls under the guidance provided by this policy.

Direct appointment of Professional services is allowed for in this plan up to a maximum of \$385,000.

The direct appointment of Axell Consultants to support the process fits within the threshold outlined in the procurement strategy for land transport, therefore staff recommend to Council to support this engagement.

SIGNIFICANCE OF DECISION

The renewal of the RMC is not considered as Significant under Council Significance and Engagement Policy as it is both funded and articulated in Council planning documentation (Long Term Plan and Annual Plan).

OPTIONS

There are three options available to Council:

Option 1: Retain Status Quo and retender the RMC with remaining ARC Partners.

Under this option staff would align the retendering process with the ARC tender, which is due to market 5th February. This is not supported as the tender developed by ARC does not take account all of the challenges and opportunities Council faces and that have identified through this process.

Option 2: Staff develop a Tender in line with the attached procurement strategy.

Under this option Council would request that staff develop and run the tender process outlined within this report. With the current level of staff capacity this would not be possible in the timeframes available, nor even with a reasonable extension granted by Waka Kotahi

Option 3: Engage Support and deliver tender in line the attached procurement strategy.

Under this option staff would engage support (proposed Axell consultants) to deliver the tender process as outlined within the attached procurement strategy.

This is staffs preferred option.

CONSIDERATIONS

Financial

The project is estimated to cost in the order of sixty thousand dollars (excl. GST) to complete the process of costs to date 17a Review, Procurement Plan, Engagement and document delivery. Staff request approval of expenditure up to an upper limit of seventy-five thousand dollars (excl. GST) to complete the required works. The current consultant budget centre in the Roding area is currently oversubscribed due to the economic stimulus package committed to post Covid 19 (shared pathways, some of which costs may be able to be capitalised).

This work will be coded against the appropriate Transport Cost Centre and staff will work on funding solutions both within current budgets and in discussions with Waka Kotahi.

CONCLUSION

To meet timeframes, provide appropriate resourcing and to deliver on an appropriate Road Maintenance Contract, to achieve our sustainable infrastructure strategy as well as our LTP. Staff recommend the adoption of the attached section 17a review, the procurement process and the approval of unbudgeted expenditure to appoint of Axell Consultants to aid in the support and delivery of this contract.



Memorandum

To: Tim Harty

From: Gansen Govender

Copy to: Scott Mackenzie, Dave Proctor

Date: 27 January 2021

Project No.: P20022

Project: Mackenzie District Council – Roading Maintenance Contract

Subject: Collaborative Procurement Strategy Process

Introduction

We have developed the following strategy to enable MDC to obtain a contractor, for the roading maintenance contract, that is willing to buy into the requirements of the District and to provide a level of service that is determined jointly so that the outcome achieved for the network is acceptable both to the long term resilience of the network and to the ratepayer base.

A Service Delivery Review under Section 17A of the Local Government Act is currently being completed concurrently on the MDC Road Maintenance Contract. The outcome of this review will inform the procurement and contract model for this contract.

Procurement Strategy - Collaborate Arrangement

This procurement strategy is based on a collaborative approach to engaging with the supplier market and the process of engaging a contractor that will work with Mackenzie District Council to achieve the specific outcomes required by the District.

Once the process of engaging a contractor is approved, the procurement strategy will be updated to include the procurement/contract model and type.

An example of what collaboration may look like is as per the figure below:

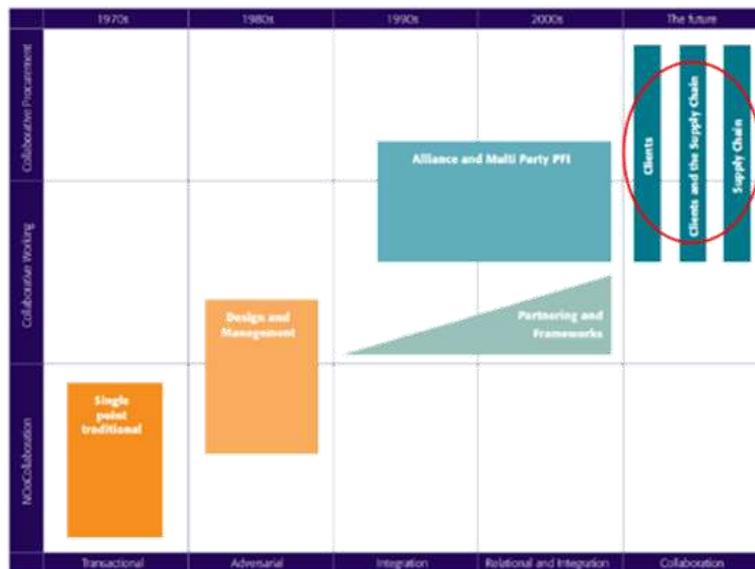


Figure 1 - Ref: Collaborative Procurement - Constructing Excellence

Note that clients working with the supply chain is a strong arrangement for strong collaboration.

Advantages:

- Collaboration establish longer term working arrangements between clients and contractors with the potential to improve value for money through lessons learnt
- Greater levels of investment from contractors due to potentially increased workload within defined work areas and/or locations.
- Greater level of involvement of the supply chain bringing benefits delivery processes.
- Improvements in cost, time and innovation.

Disadvantages

- Requires a greater level of staff input and management if the benefits are to be realised.
- Contractors do not achieve the certainty in turnover anticipated and lose interest.

We are presenting a team based collaboration strategy that facilitates a structured management approach to collaborative teamworking. The principles of this arrangement would consider the following:

- Mutual objectives
- Openness and honesty leading to trust
- Problem solving and resolution
- Risk and value management
- Better allocation of risk
- Improved certainty of time and cost
- Zero defects
- Change of culture – no blame
- Joint measurement of performance
- Lessons learnt and continuous improvement

Process

- Supplier Market Analysis
 - Impact on the supplier market
 - Number of suppliers, market share, size of and competition between suppliers
 - Quality of the supplier chain
 - Quality Assurance of work performed and health and safety practices
 - Meeting with Suppliers
 - Individual meetings with suppliers to determine appetite to tender for the contract. Discussion of any issues, roadblocks to tender, location/base and timeline
 - Group meeting with all interested suppliers – discussion on tender strategy
 - Tender Development
 - Terms of reference for a collaborative arrangement
 - Contract Objectives
 - Contract KPI's and KRA's
 - Development of Level of Service for the District
 - Determine Contract Model
 - Tender Document Development (ARC Document revised)
 - Contractor Engagement
 - Pre-tender market briefing
 - Registration of interest (ROI) to suppliers
 - Collaboration Workshop
 - Tender Release
 - Tender Period
 - Tender Evaluation
 - Tender Award
 - Post Award
 - Confirm LOS between contractor and MDC
 - Set Performance requirements (KRI's and KPI's)
 - Setup up working arrangements
- Timeline
- Workshop – MDC - 03 February 2021
 - Meeting/Presentation to Council - 09 February 2021
 - Approval by Council to proceed - 09 February 2021
 - Supplier Market Analysis - 10 – 12 February 2021
 - Meeting with Suppliers - 16 – 19 February 2021
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 - Tender Period - 11 March - 1 April 2021
 - Tender Evaluation - 2 – 16 April 2021
 - MDC Council Approval - 30 April 2021
 - Tender Award - 01 May 2021

Kind regards

Gansen Govender



Project	Mackenzie District Council – Procurement Strategy Workshop	From	Gansen Govender
Subject	Minutes of Meeting and Actions	Tel	021 090 66833
Venue/Date/Time	MDC Fairlie / 11 December 2020 /10:30am	Axell Project No.	P20022

Attendees	Copy	Name	Initial	Organisation	Role
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Suzette van Aswegen		MDC	CEO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scott McKenzie		MDC	Roading Manager
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stuart Barwood		MDC	Councillor – Chairman ESC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anne Munro		MDC	Councillor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Matt Murphy		MDC	Councillor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Graham Smith		MDC	Mayor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Harty		MDC	General Manager - Operations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chris		MDC	Communications Advisor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paul Numan		MDC	General Manager – Corporate Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dave Proctor		Axell	Facilitator

Agenda

1. Background
2. Contract Overview
3. MDC Objectives
4. Challenges/Drivers
5. Level of Service
6. Setting up for Success
7. Contract Models / Frameworks
8. Value for Money
9. Next Steps

Item	Discussion and Action	Action Required by:	Date
1	Introduction		
	Need to make some cost savings especially under the existing MoU rules – MoU not in best interest based on available information nor is it contractually binding. Statement of intent – need to know how government framework operates. Behaviour drives outcome. Need KRAs and KPIs in place to measure outcomes.		
	Review network operationally – ensure everybody starts on the same page in terms of background and knowledge. Confirm current community and Council objectives in terms of LOS. Check major services before renewing contract so need to review existing contract as to whether it fits into current legislative requirements.		
	Produce a successful procurement strategy which feeds into a contract – need to look at social, sustainability, environmental and efficiency – focus on available resources and future proofing. There is opportunity to segregate the contract by looking at location of machinery and economies of scale – deadline 1 August 2021		
2	Background		
	Assess availability and value of Tier 2 and Tier 3 Contractors but noting Tier 1 is ISO hence a trade-off. Consider upskilling within Council, noting it is easier to find managers than skilled employees. Important maintain continuity of knowledge.		
	There is a preferred list of Contractors that Council must use. Use economics to push against this and advise on how to achieve a wider selection.		
3	Contract Overview		
	MoU - identify what objectives in the MoU have been achieved and alternatives for those not achieved. In terms of governance structure there is the MoU and a contract management sitting separately. There is some tracking but whether MoU is working is subjective. There are no officials to refer to. Need the right governance framework.		
	Stakeholder engagement and cycleways/footpath funding – need to work in parallel. Safety is a common factor. Add knowledge and data. Be clear about outputs. Need balanced approach. Have increase in tourism but only 1.3% growth in community. Request for services – community is 95% satisfied. Few complaints, but also need to look at quality - No data to do this currently. MDC network is good in comparison to National benchmark. Present commercial model to community to get buy in perhaps.		
4	Challenges / Opportunities		

Item	Discussion and Action	Action Required by:	Date
	<p>Challenges with current Contract:</p> <ul style="list-style-type: none"> - Affordability - Setting of Rates to achieve LOS - Value for Money - Reliance on Scott to check and monitor the Contractor's delivery - Capability and capacity of the Contractor - Ownership of the Network by the Contractor - Request for Services – management - Health and Safety - Client Care - Risk Allocation – threats and opportunities - Collaboration with other Councils - Tier 1 Contractor 		
	<p>Opportunity:</p> <ul style="list-style-type: none"> - Visibility and Transparency <ul style="list-style-type: none"> o Open days o FWP presentation - Understanding the cost of doing business - Quality of Delivery – KPIs and KRAs - Visual Data (use data to provide information) - Affordability of the LOS – set the right level - Tap into the silent majority of the community - Try to increase the FAR rate 		
5	Level of Services		
	<p>LOS - Need to appear to the community that we maintain a high level of service. Need a commercial model which captures essential level of service. If too specific, then you pay extra for any additional work. LOS is same for all 4 Councils, but one size does not fit all. LOS also feeds into setting local rates. Need the right LOS for Mackenzie District Council through benchmarking against current conditions and future requirements.</p>		
	<p>NZTA - no access to NZTA audit reports and they have a priority list. Network purpose is changing so need more footpaths and safe places to pull off especially with the growth in tourism.</p> <ul style="list-style-type: none"> - Need to address deficiencies and probabilities of a road accident and whether consequences are serious if it occurs. Challenging if no track record exists, but need to start the written communication about this. - Willing to invest in safety improvements. Safety – cycleways practical alternative to vehicles. Consider shuttles. 		

Item	Discussion and Action	Action Required by:	Date
	<ul style="list-style-type: none"> - Weigh against speed reduction and whether roads will also deteriorate consequently. - Footpaths – practical alternative to driving all through town so less congestion. - Lighting – is there value in MDC night sky. Need to maintain the Dark Sky Reserve - Good storm water management – consider kerbing – channel water back into town. Weigh up against using more landscaping. 		
	<p>Steering groups:</p> <ul style="list-style-type: none"> - Need to assess whether amalgamated Local Authority roads are viable. - Assess to recycled material. - Spatial planning. - Carbon efficient by 2050 – linked to cycleways and footpaths. Incorporate carbon neutral emissions into maintenance contracts. Better to take this initiative than to be told what to do, so becoming the master not the slave. - Sustainability – cannot afford a reasonable level of service currently. We get huge winds and frosts then water proofing gives up to cracked roads. 		
6	Setting Up for Success		
	<p>Fit for purpose:</p> <ul style="list-style-type: none"> - Heavy duty vehicles like seasonal logging are on the high so need to develop district accordingly, so again funding required because the existing roads are getting wrecked. - Need to use education about this and work into a flexible strategy and maintenance plans for next 50 years. - Narrow network so not safe to use horse and cart roads for truck and trailer use carrying for example 30 tonnes. - Bring in GDP here with the main drive being quick transport to destination so need a business case. Road diversions mean doubling back. - Well-being encouraged through the use cycleways and footpaths. 		
	<p>Business management:</p> <ul style="list-style-type: none"> - We must know true cost to pitch funding request and to correctly set rates. Use data to maximise opportunity. 		

Item	Discussion and Action	Action Required by:	Date
	<ul style="list-style-type: none"> - Future proof for factors like climate change and start getting into preventative maintenance regimes. - Commercial acumen – comes down to trust, delivery, reliability, progressive thinking, integrity etc - all feeding into value for money. - Business acumen – good investment decision making. Rule of thumb – for every dollar spent you want to return around 3. 		
7	Contract Models		
	<p>Capability and capacity of the Contractor:</p> <ul style="list-style-type: none"> - Need regular monitoring - Need qualified people and Contractor capability in terms of technical skills, taking ownership, having diligence and paying attention to detail. - Health and safety which is non-negotiable. - There is no customer service currently. MDC only sees business development manager once a year and reporting done once a year. - Need to use a Contractor/s that is best for the district. - Weigh against risk in Contractor misinterpreting the contract. Also getting them to view long term benefits over short term fixes. - Difficulty getting Tier 1 Contractors established in MDC. With additional resources MDC can reduce Tier 2 and 3 risks. Need to pay to get quality people. Maybe this cost can be transferred somewhere else like technology. Contractors put commercial gains first. Need bigger Contractors to take MDC more seriously. 		
	<p>Other Contractors:</p> <ul style="list-style-type: none"> - Look for maintenance package with Contractors other than Whitestone. - Other Councils also struggling with availability for roading repairs. Ashburton went to market with measure and value but now they have exhausted funds with 2.5 years still to go. Need to be realistic about economic scalability in that cost is upfront as well as ongoing which exhausts very quickly. - Continuity – take reasonable ownership to do better than the minimum. Maintenance is equivalent to the level of funding and due to low volume, MDC will not see the repercussions until 5-10 years down the line. 		

Item	Discussion and Action	Action Required by:	Date
	<p>Contract model:</p> <ul style="list-style-type: none"> - Run multi criteria analysis. Can form a structure across all 3 options. - Commercial model sits behind the Contract Model. - Currently there is collaboration. Can party up with local Contractors. - Recommend 2+2 or 5+5 year contracts to gather interest. - Value for money principles need to be incorporated without ambiguity and within reason. - Align Council and Contractor values which can be a powerful tool for collaboration. - Can mix and match but do not want to be changing models every 3 years. 		
8	Value for Money		
	<p>Finance:</p> <ul style="list-style-type: none"> - Assess whether current rates are adequate – if no increase then what funding alternatives are there. Fuel tax probably not an option. - Asset value consumption – diminishing due to tourism pressure until you eventually rebuild. Increase financial contribution and reduce debt financing – currently \$11M (but used to be conservative). - NZTA formula does not work for MDC. Try to offset taxes. Pitch pedestrians and safety to central government. - Risk allocation – know who is managing before transferring that risk. Should be task specific and transparent in the Contract with a percentage. Consider bond retentions. 		
	<p>Cost:</p> <ul style="list-style-type: none"> - Need to resource up to manage and track work. - Tap into NZTA information about what roading costs are per m². - MDC cost is low compared to similar networks but is that because we settle for less or not managing the contract well? - MDC have the 3rd lowest paying rates base and central government still want them to be more cost efficient. - This may come down to nature of materials – what might be good for one district may not be for another smaller less busy district. 		

Item	Discussion and Action	Action Required by:	Date
	<p>Infrastructure:</p> <ul style="list-style-type: none"> - Trying to keep things local, for example river stones. More sustainable. But need to be wary of resource consent requirements and not giving away council gold. Weigh this against carbon footprint. - Consider recycle material such as glass or old aggregate. Waste collection options and repurposing here. Explore technology for this. May consider a private company. Weigh up against expectation that this material will be used everywhere. Which leads to what look you want to achieve – urban or rural or both. - Materials – Bitumen versus asphalt. Consider epoxy as in Australia. Consider cost of existing materials versus new recycled material. Get buy in from Infrastructure NZ. Need steering on this. 		
	<p>Technology:</p> <ul style="list-style-type: none"> - Assistance with measure and value using iPad and drones which might help with inspections. - Install cameras in vehicles then drive the network and analyse the data from a desk. This information will have ongoing use and provide a good basis for decision making. Use laser sensors to measure road surfaces and scanners for water table and drainage. Need to be precise about uses when seeking NZTA funding. Note a typical Tier 1 will have already made this investment. Try RAMM Contractor for project management. This will then collect data to inform decisions. - Axell can map out your requirement and needs then MDC can decide how much to invest and what role it will play. Weigh against coverage, network availability and human resource. Need to develop suite of options. 		
9	Next Steps		
	<ul style="list-style-type: none"> - Prepare a report on Procurement options and recommendations - Prepare a Draft Procurement Plan. 		

6.4 AFFECTED PERSONS APPROVAL – RM210003 – 14 UNWIN PLACE, TWIZEL

Author: Aaron Hakkaart, Planning Team Leader
Authoriser: Tim Harty, General Manager Operations
Attachments: 1. Application Plans [↓](#) 

PURPOSE OF REPORT

To consider a request for affected party approval under Section 95E of the Resource Management Act 1991.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That affected persons approval be either provided or withheld for land use consent RM210003 to construct a garage within the 2-metre internal setback required in the Residential 1 Zone from the southern internal boundary where the land adjacent is owned by Council and zoned Recreation Passive.

BACKGROUND

The landowner at 14 Unwin Place, Twizel has applied for land use consent to erect a new garage within the 2-metre southern internal boundary setback required for the Residential 1 Zone.

The applicant proposes to construct a garage 1 metre from the southern internal boundary with land zoned Recreation Passive that was vested with Council as part of the development of the Mackenzie Park subdivision.

The building will have a gross floor area of 81m² and a maximum height of approximately 4.9m. The building will be clad in Coloursteel in the colour Grey Friars, with one strip of translucent Coloursteel included in the roof. Access to the building will be via a roller door along the northern front of the building for vehicles and a pedestrian access door on the same side.

An aerial view of the site is provided below at Figure 1.



Figure 1 – An aerial view of the site. 14 Unwin Place is outlined in red with the Council reserve land located to the south of the site (Source: Canterbury Maps Viewer)

OPTIONS

Option 1: The Council provide affected person approval for a garage to be constructed within the 2 metre internal boundary setback required in the Residential 1 Zone.

Option 2: The Council withhold affected person approval for a garage to be constructed within the 2 metre internal boundary setback required in the Residential 1 Zone.

CONSIDERATIONS**Legal**

Section 95E of the Resource Management Act 1991 (the Act) states that a person(s) is 'affected' if the adverse effects of an activity on them are 'minor' or 'more than minor' (but not 'less than minor'). In deciding this, section 95E(2) of the Act requires a consent authority to disregard any effects on persons who have provided written approval.

Financial

It is considered there are no financial considerations pertaining to this application.

Other

Not applicable.

CONCLUSION

The Council needs to decide whether it should either provide or withhold written approval for application RM210003 at 14 Unwin Place, Twizel under Section 95E of the Act.

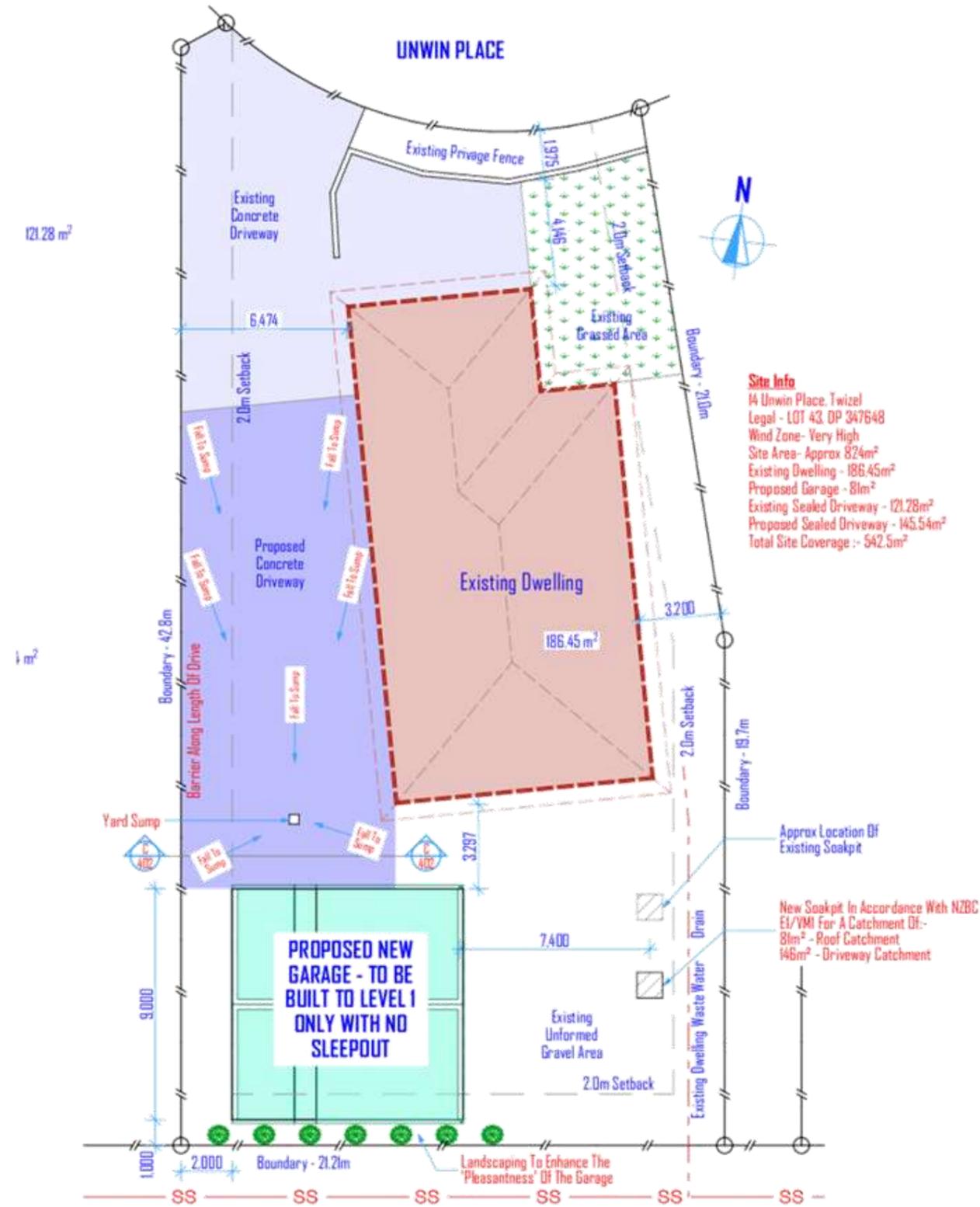
RECOMMENDATION

It is recommended that Council either provides or withholds affected persons approval for land use consent RM210003 to construct a garage within the 2-metre internal setback required in the Residential 1 Zone from the southern internal boundary where the land adjacent is owned by Council and zoned Recreation Passive.

ATTACHMENTS

The building consent plans provided with the application.

RevID	ChID	Revision	Date
1		RPI Date of 20/10/20 - Item 3	18/12/20
2		RPI Date of 07/02/21 - Item 3	07/02/21
3		Site Plan Altered For Resource Consent	22/1/21



Site Info
 14 Unwin Place, Twizel
 Legal - LOT 43, DP 347648
 Wind Zone - Very High
 Site Area - Approx 824m²
 Existing Dwelling - 186.45m²
 Proposed Garage - 81m²
 Existing Sealed Driveway - 121.28m²
 Proposed Sealed Driveway - 145.54m²
 Total Site Coverage :- 542.5m²

New Soakpit In Accordance With NZBC E1/YM1 For A Catchment Of:-
 81m² - Roof Catchment
 146m² - Driveway Catchment

All construction to comply with NZS3604:2003. Do NOT Scale off drawings. (only use figured dimensions) All dimensions are in millimetres unless stated otherwise. Read in conjunction with manufacturers specifications before installing products.



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 Drawn Mark Lowen

Job Title
Gary & Patricia Moir
New Shed - Consent

14 Unwin Place
 Twizel

ISSUED: Friday, 22 January 2021
 PROJECT #: 1743

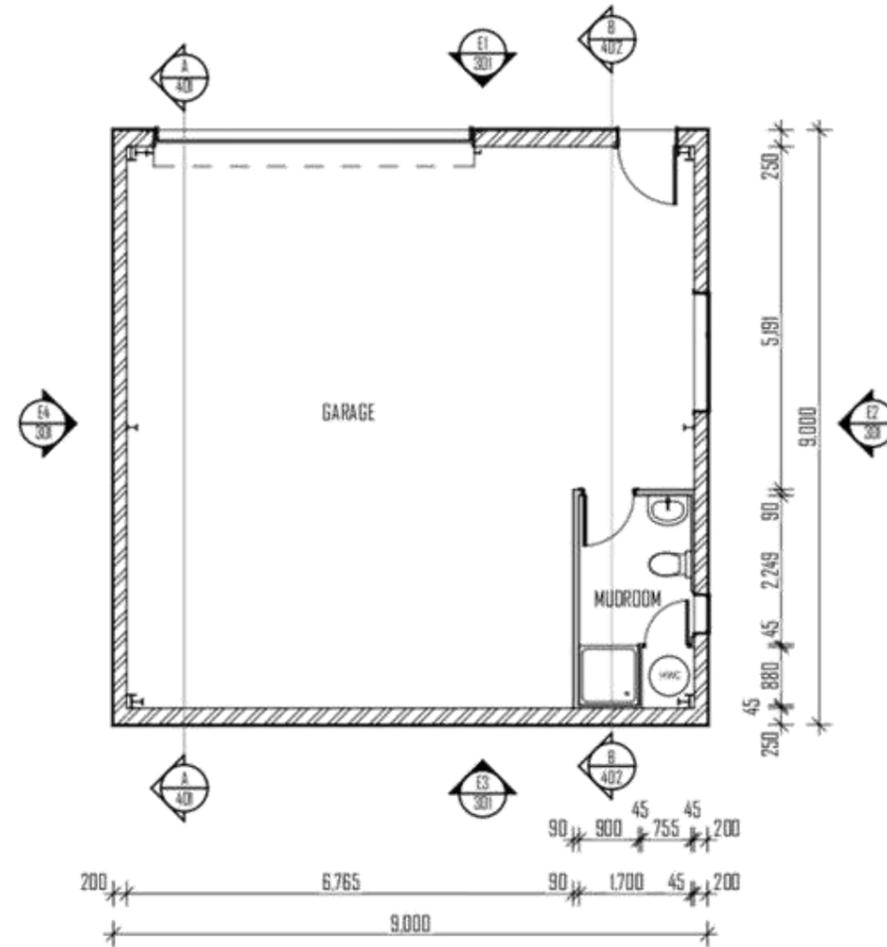
Drawing Title
Site Plan

Scale
1:200

REV **3**

Drawing Number
201

RevID	ChID	Revision	Date



All construction to comply with NZS3604:2018. Do NOT Scale off drawings. (Only use figured dimensions) All dimensions are in millimetres unless stated otherwise. Read in conjunction with manufacturers specifications before installing products.



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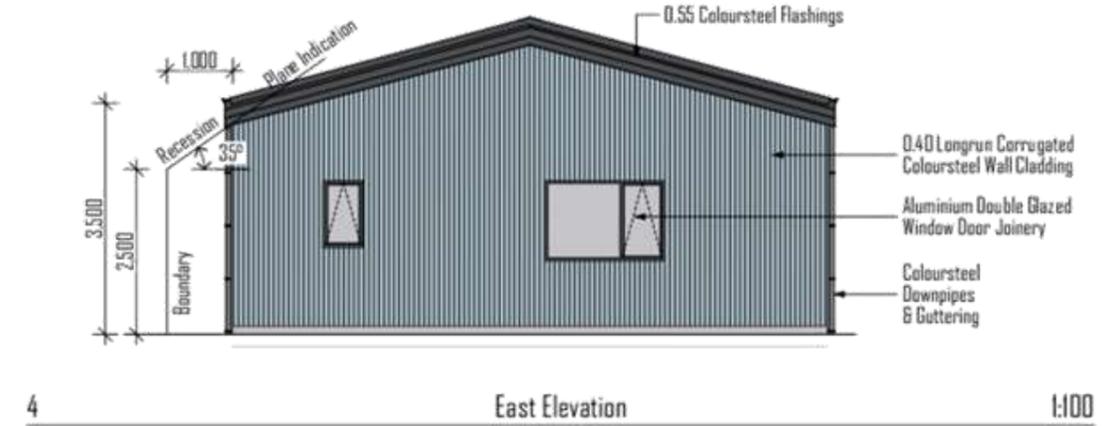
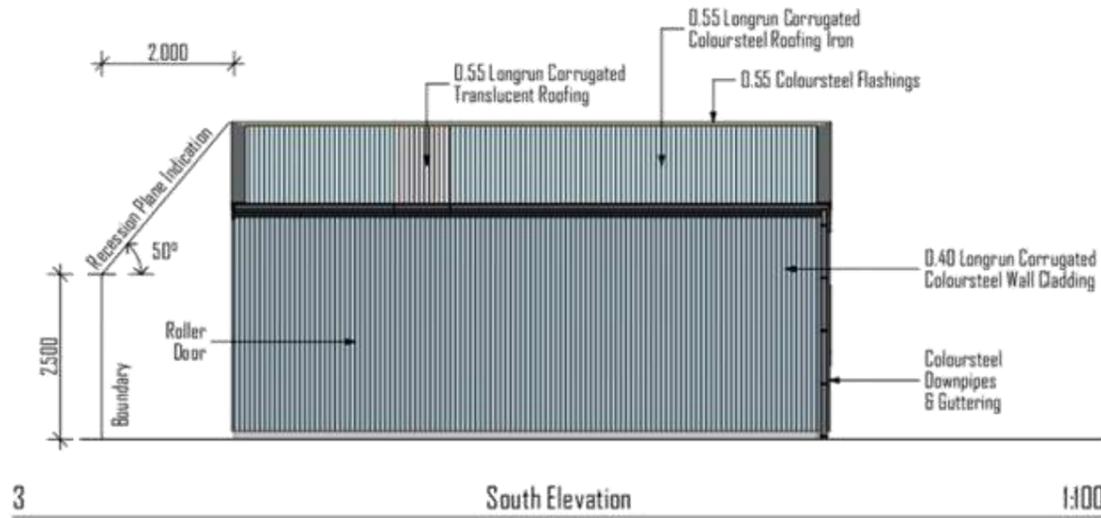
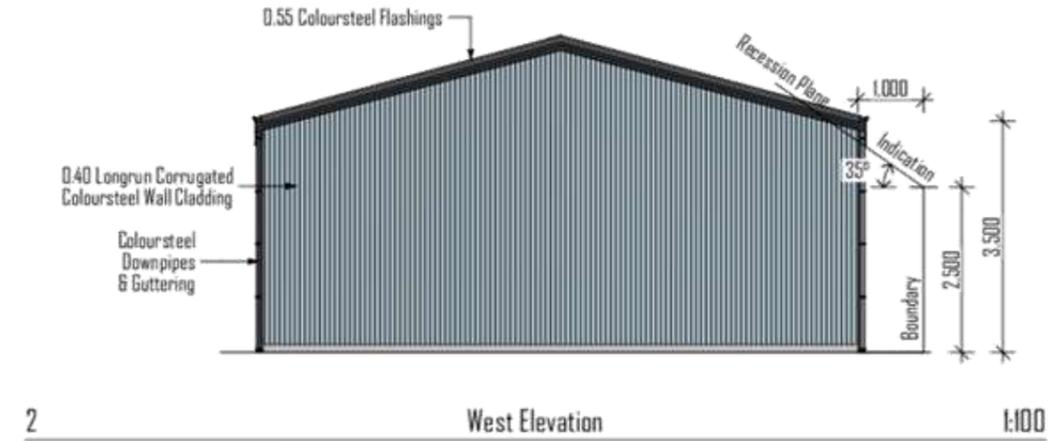
Drawing Title
Floor Plan

Scale
1:100

REV

Drawing Number
202

RevID	Chd	Revision	Date



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Job Title
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New Shed - Consent

14 Unwin Place
 Twizel

ISSUED: Friday, 22 January 2021
 PROJECT #: 1743

Drawing Title
Elevations

Scale
1:100

REV

Drawing Number
301

All construction to comply with NZS3604:2018. Do NOT Scale off drawings. (only use figured dimensions). All dimensions are in millimetres unless stated otherwise. Read in conjunction with manufacturers specifications before installing products.

6.5 REVISED SENSITIVE EXPENDITURE AND NEW PURCHASE CARDS POLICIES**File Reference:** na**Author:** Tim Mulcock, Transition Manager Tim Mulcock**Authoriser:** Suzette van Aswegen, Chief Executive Officer**Attachments:**

1. **Sensitive Expenditure Policy DRAFT 20210127** [↓](#) 
2. **Elected Members Reimbursement of Expenses Policy DRAFT 20210203**
[↓](#) 

PURPOSE OF REPORT

As part of implementing recommendations from Audit New Zealand, updated policies for Sensitive Expenditure and Elected Members Reimbursement of Expenses have been developed. These policies are presented to Council for adoption.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopts the revised Sensitive Expenditure Policy.
3. That Council adopts the revised Elected Members Reimbursement of Expenses Policy.

BACKGROUND

Following recommendations arising from the internal audit a review of the Sensitive Expenditure Elected Members Expenses Reimbursement Policies have been completed and several significant improvements have been considered and incorporated.

The Elected Members Expenses Reimbursement Policy has not been revised since November 2018 and needs to be revised in accordance with the latest Remuneration Authority guidance. The Sensitive Expenditure Policy refers to the Elected Members Expenses Reimbursement Policy and, as a result, has also been revised so that the policies align.

POLICY STATUS

These policies are in draft, submitted to Council for adoption.

CONSIDERATIONS

A summary of changes in each of the policies follows.

Sensitive Expenditure Policy Revisions**Section 3.5 Approval of Sensitive Expenditure**

This section has been revised to clarify the expenses authorisation approvals for elected members and the Mayor.

Section 4.1 User of Credit Cards

Updated with reference to the Purchase Cards Policy

Section 4.3 Travel and accommodation expenditure

Updated the reference to the Elected Members Reimbursement of Expense Policy

Section 4.5 Accommodation

The previous hard limit of a maximum of \$250 per night, and requirement to get prior approval has been challenging to achieve. This has been updated with a recommendation for mid-tier accommodation at a maximum of \$250/night subject to post expenses review of the justification for Elected Members by the chair of the Audit and Risk Committee. And the requirement for employees to have prior approval for an exception.

Section 4.18.5 Taxis

Updated the reference to the Elected Members Reimbursement of Expense Policy

Elected Members Reimbursement of Expenses Policy

The revised version is significantly different (from 3 pages to 8 pages). The policy document has been updated to the new standard format and specific financial reimbursement details are now all included as an Appendix for ease of ongoing maintenance. The key changes are:

Section 1. Definitions

This is a new inclusion.

Section 2.8 Childcare Allowance

This is a new inclusion.

Section 5. Appendix A – Allowance 2020-2021

Travel Kilometres Allowance Rates updated

Elected Members Allowances for Childcare added

CONCLUSION

It is recommended that the Council adopts the policies.



Mackenzie District Council

Sensitive Expenditure Policy

STATUS:	DRAFT
VERSION:	DRAFT 20210127
POLICY OWNER:	GM Corporate Services
POLICY APPROVER / S:	Chief Executive Officer, Mackenzie District Council
DATE:	DRAFT

“Fostering Our Community”

SENSITIVE EXPENDITURE POLICY

Purpose	The purpose of this policy is to ensure ‘sensitive expenditure’ is appropriately controlled. It addresses issues referred to in the Controller & Auditor-General’s good practice guide, “Controlling sensitive expenditure: Guideline for public entities” (February 2007). The policy has also been revised to align against the guidelines published on https://www.oag.govt.nz/good-practice/sensitive-expenditure .
Key Points	Mackenzie District Council spends public money and, as a consequence, all expenditure should be subject to a standard of probity and financial prudence expected of a local authority and be capable of withstanding public scrutiny.
Scope	This policy applies to all Mackenzie District Council employees and elected officials whether they are on a casual, fixed term, permanent or a collective employment agreement except for those items of sensitive expenditure specifically provided for by employment agreements.
Date of Issue	DRAFT Previous version ADOPTED 2020-05-12
File Retention	Mackenzie District Council Laserfiche, Organisational Policies.
Review	October 2022

RELATED DOCUMENTS / WEBSITES

<p>Related Council policies and strategies include:</p> <ul style="list-style-type: none"> • Fraud Policy • Code of Conduct • Delegations Manual • Risk Management Policy • Conflict of Interest Policy • Protected Disclosures Policy • Procurement Policy • Elected Members Reimbursement of Expenses Policy • Purchase Cards Policy <p>Relevant legislation and other resources includes (but is not limited to):</p> <ul style="list-style-type: none"> • Local Authorities (Members’ Interests) Act 1968 • Local Government Act 2002 (s.100 and 101)
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1. Definitions

Sensitive expenditure: Any council expenditure by Council that provides, has the potential to provide, or has the perceived potential to provide a private benefit to an individual Council officer that is additional to the business benefit to Council of the expenditure. It also includes expenditure by Council that could be considered unusual for Council's purpose and/or functions. In plain English, this is any expenditure that could be perceived as wasteful or extravagant use of ratepayer funds.

Supplier: Means a current or potential provider of goods or services to Council.

Credit Card: Includes vehicle fleet cards, purchase cards and equivalent cards used to obtain goods and services before a payment is made.

Approving Manager: An employee's line manager or a manager higher in the financial delegation approval hierarchy.

Conflict of Interest: Any situation in which a private interest or personal considerations may affect, or could be perceived to affect, an employee or elected member's judgement and/or ability to act in the best interest of MDC.

Entertainment Expenses: Expenditure on food, beverages, tickets for events, and related supplies for events, involving one or more Council employee(s)/or one or more guests, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.

Official Function: Social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the Council. Such functions must be sanctioned by the Chief Executive, or the relevant Executive Team member.

2. Principles

The Controller & Auditor-General's guide states because councils are dealing with "public money" expenditure should be subject to the standards of probity and financial prudence expected of a public entity. These expectations are higher than those that exist in the private sector.

MDC is obliged to safeguard and use its resources in a responsible manner. Furthermore, elected members and employees must guard against actual or perceived conflicts of interest in regard to the use of those resources. Due to the risk of perceived or actual personal benefit to the elected member or employee arising from certain expenditure categories, such as travel, accommodation, gifts and hospitality, the Controller and Auditor-General defines them as 'sensitive' expenditure.

Approval of sensitive expenditure should be:

- given only when the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met;
- given before the expenditure is incurred, wherever practical;
- made within any statutory limits on Council's delegations;
- made only when budgetary provision and delegated authority exist;

- given by a person senior to the person who will benefit or who might be perceived to benefit from the sensitive expenditure, wherever possible. Where this is not possible, this fact should be recorded, and any such expenditure should be subject to some form of monitoring.

General principles for expenditure decisions are that the expenditure must:

- be cost-effective;
- preserve impartiality;
- be made with integrity;
- be moderate and conservative, having regard to the circumstances;
- be transparent;
- be appropriate.

All expenditure must be in accordance with the Procurement Policy to ensure purchasing decisions are consistent, fair, transparent, lawful, and deliver value for money.

All expenditure must be in accordance with the Delegations Manual to ensure staff and elected members act within delegated authority.

Authorised staff members will make decisions on and/or payment for each item of sensitive expenditure.

They will need to exercise careful judgement in accordance with these principles and this policy. This will always be about balance in the particular context.

Expenditure must not be motivated by the potential for individual benefit.

Health and safety will be a consideration when cost-effective options for expenditure are being evaluated. For example, ensuring that staff and elected members are able to travel safely during winter months may incur additional expenditure.

2.2 Exercising Judgement

The responsibilities of the Mayor, Councillors and Executive Team include being accountable for the proper and prudent spending of public money. This includes sensitive expenditure and the supporting internal controls, such as adherence to this policy.

In the absence of a specific rule, Council staff and elected members must exercise good judgement by taking into account the principles of this policy and the context of a given situation.

3. Policy

3.1 Deciding when sensitive expenditure is appropriate

In deciding what appropriate sensitive expenditure is, elected members and employees need to take account of both individual transactions and the total value of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, MDC could be considered extravagant or wasteful.

3.2 Responsibilities of the Mayor, Councillors and General Managers

Overall responsibility for this policy rests with the Mayor, Councillors and the Executive Team. This group must make it clear to employees what is and is not 'acceptable sensitive expenditure' and model those behaviours to the highest standard.

3.3 Controls and judgement

In the absence of a specific rule for a given situation, the Mayor, Councillors and Executive Team are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Mayor, Councillors and Executive Team are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

3.4 General controls

All expense claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances, this means within one month. Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual and has been incurred directly in relation to MDC business.

Valid, original GST compliant invoices/receipts and other supporting documentation must be maintained/submitted for all sensitive expenditure. Credit card statements and EFTPOS receipts do not constitute adequate documentation for reimbursement.

All expense claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim. All expense claims for minor expenditure (under \$50) must document the date, amount, description, and purpose when receipts are not available.

3.5 Approval of Sensitive Expenditure

Approval of sensitive expenditure must:

- only be given where the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met as outlined in the Principles section above;
- be given before the expenditure is incurred, wherever practical;
- be made strictly within delegated authority;
- be given by a person senior to the person who will benefit or might be perceived to benefit from the expenditure, wherever practical.

Expenditure which is incurred (but not explicitly approved by Council) by elected members will be reviewed by the General Manager Corporate Services for compliance with this policy and authorised by both the Chief Executive Officer and the Mayor.

Expenditure by the Mayor which is incurred (but not explicitly approved by Council) will be reviewed by the chair of the Audit and Risk Committee for compliance with this policy.

In the case of the Executive Team, the “one up” principle must be applied to the maximum extent possible. In the case of the Chief Executive, approval is required from the Mayor or chair of the Audit and Risk Committee.

3.6 Review of sensitive expenditure

Sensitive expenditure is a standing agenda item for the Audit and Risk Committee. The General Manager Corporate Services will review sensitive expenditure and will report any instances of non-compliance with this policy to the Audit and Risk Committee.

4. Specific Areas of Expenditure

In general, reasonable expenses will be met for unexpected events, e.g. overnight expenses due to a cancelled plane flight. However discretionary entertainment expenses such as movies or personal internet access will not be reimbursed by Council.

All charges for Council business-related telephone calls, faxes, email and internet access made by an employee or elected member while travelling on Council business will be reimbursed according to the Elected Members Reimbursement of Expenses Policy.

Where travel arrangements are extended to accommodate an employee’s or member’s personal arrangements, all costs in addition to those that would be expected for the business component of the trip are the responsibility of the staff member or elected member.

4.1 Use of Credit Cards

The use of credit cards is not in itself a form of sensitive expenditure. However, credit cards are a common method of payment for such expenditure. This policy is designed to minimise the risks associated with the use of credit cards, namely:

- inappropriate business-related expenditure (in both quantity and type);
- obtaining cash for a business purpose (with subsequent expenditure being poorly documented or justified);
- for personal benefit, by obtaining cash or paying for personal items.

The issue of credit cards to the Mayor and Council staff is authorised under Council’s Delegations Manual. The Chief Executive will approve any staff credit card expenditure, the Mayor will approve the Chief Executive’s credit card expenditure, and the Mayor’s credit card expenditure will be approved by the chair of the Audit and Risk Committee. The General Manager Corporate Services will also approve expenditure of credit cards held by the Creditors Officer and the Executive Assistant.

All credit card transactions must be supported by original documentation to explain and corroborate transactions. The business reason and other parties (if any) must be recorded along with the purpose of the meeting for all entertainment and travel transactions.

Credit card use is monitored monthly by the Chief Executive. Items purchased must be coded by the card holder for entering in the accounting system. Credit card payments must be authorised like other invoices and in accordance with Council's Procurement Policy.

On the card holder's termination of employment, the Finance Manager will arrange with the bank to cancel the card. The credit card must be returned to the Finance Manager, who will ensure it is physically destroyed.

The use of Council credit cards for private expenditure or credit is prohibited. Please refer to the Purchase Cards Policy for further details.

Credit cards may not be used for cash advances unless:

- cash is required in an emergency (usually related to travel on Council business);
- cash is required for official purposes (in rare circumstances) and has prior approval.

Credit card payments made online need to reflect good security practice as per below:

- purchase only from established and reputable companies;
- the card holder must retain a copy of the online order form and invoice to support the payment;
- on-line purchases must comply with Council's Procurement Policy.

4.2 Employee Personal Discount Cards

If an employee has been issued a personal purchase card under the MDC Staff Benefits Plan they may use the card at stores, over the phone and over the internet to purchase items within the specified monthly limit and terms of the card provider.

The use of the card is restricted to the employee assigned to its use and the balance on the card at the end of each month must be paid in full by the 20th of the following month.

Failure to comply may cause the card to be withdrawn and/or payment of any outstanding balance to be deducted from the employee's wages.

4.3 Travel and accommodation expenditure

Elected members and Council staff may incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas. The principles of a justified business purpose, moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.

Travel and accommodation expenditure for elected members must be in accordance with Council's Elected Members Reimbursement of Expenses Policy.

4.4 Air Travel

To the extent practicable, air travel is to be booked well ahead of the travel date, so the expenditure is cost-effective.

- Air travel is to be booked by the Executive Advisor.
- Flights may be booked to leave the night before an event if it is considered reasonable to do so.
- Discounted economy or economy class and/or a discount airline must be the first choice provided that they meet business objectives, unless the need for flexibility can be justified.
- Council payment for membership of airline travel clubs e.g. Koru Club requires the approval of the Chief Executive. Membership must be supported by a clear business purpose and reviewed annually.
- Air points - Provided the use of carriers supplying air points does not result in Council incurring additional costs, air point rewards accruing to staff and elected members carrying out their official duties may be kept by the staff or elected member.

4.5 Accommodation

To the extent practicable, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. The guidance is for mid-tier priced accommodation to be booked. Exceptions to this must be fair and reasonable and take into account the location of the accommodation relative to the event, the standard of the accommodation and security issues.

- Accommodation is to be booked by the Executive Assistant.
- The indicative maximum amount to be spent on accommodation is \$250 (including GST) per night. Those booking accommodation are expected to look for the most cost-effective option.
- Where accommodation is greater than \$250 per night for Council employees, one-up approval is required before booking the accommodation.
- In the case of accommodation expenses by Elected Members exceeding the \$250 per night (including GST) threshold, a fair and reasonable explanation of the need for the more expensive accommodation must be able to be substantiated. These expenses are to be reviewed by the chair of the Audit and Risk Committee.
- Accommodation check-out times are to be observed. In the absence of extenuating circumstances, any additional costs as a result of failing to check out in time are the responsibility of the staff member or elected member.

4.6 Food and beverage

Council will pay for a maximum of one beverage per meal (non-alcoholic, with the exception of a single beverage with an evening meal which may be alcoholic or non-alcoholic), which must be clearly identifiable on receipts supporting the expenditure. Minibar costs will not be reimbursed by Council.

Reasonable meal costs will be met. In general, the total cost (including beverages) is not expected to exceed:

- Breakfast - \$30.00
- Lunch - \$30.00
- Dinner - \$60.00

Separate meal expenses will not be met where a meal has been provided as part of the meeting, conference, training, etc.

4.7 Motor Vehicles and Taxis

4.18.5 Council Pool Cars

Where possible, employees and elected members are to use Council pool cars for reasonable distances of travel within the South Island. Council vehicles (except those provided under a remuneration arrangement) are not available for private use. Fuel cards are provided in each MDC-owned/leased vehicle only for the purpose of refuelling the fleet vehicle. The person in the Corporate Services team responsible for fleet management is to check monthly invoices for compliance.

Any fines (parking or traffic offences) incurred while using a Council vehicle are the responsibility of the driver (unless the fines relate to an aspect of the condition of the vehicle outside the driver's control).

Council employees and elected members should endeavour to return Council vehicles as soon as possible following the completion of use. However, where an employee takes a vehicle home for the night, the employee must inform the Finance Team that Fringe Benefit Tax applies.

4.18.5 Rental Cars

Employees and elected members must use the most economical type and size of rental car, consistent with the requirements of the trip. Rental cars are only available for business conducted outside the district.

Any fines (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.

Private use of a rental car is only permitted in exceptional circumstances and requires the approval of the Chief Executive. All additional costs as a result of private use are the responsibility of the employee or elected member.

4.18.5 Taxis

Taxis, in relation to this policy, includes any alternative form of 'taxi' available, such as Uber and Take Me. Council will pay for travel by taxi for staff and elected members away on Council business. Council expects the use of taxis to be cost effective relative to other transport options.

Where possible, shuttles should be utilised for transport to and from airports for reasonable distances where time permits (i.e. for shuttling from a hotel or event to the airport).

4.18.5 Private Vehicles

Pre-approval is required in order for staff to be reimbursed for the use of a private motor vehicle. Council will not normally pay for travel by private motor vehicle when travel by other means is more practical and cost effective. Staff are always expected to use a Council vehicle for Council business, if there is one available. Circumstances where the use of private vehicles may be considered appropriate include:

- the employee will be absent for a period of longer than 2 days;
- no pool cars are available (it is the responsibility of the employee to ensure pool cars are booked as soon as possible to avoid this circumstance).

The vehicle owner must ensure that they have appropriate insurance cover for the vehicle while it is being used on Council business. Any fines (parking or traffic offences) incurred while using a private vehicle on Council business are the responsibility of the driver.

All reimbursement claims for use of a private motor vehicle must be made on the appropriate form. Reimbursement will be made in accordance with the current mileage rates for employee reimbursement recommended by IRD.

Elected members will be reimbursed for mileage and travel time in accordance with the Elected Members Reimbursement of Expenses Policy.

4.8 Parking

Employees/elected members may utilise airport parking options. The most time- and cost- effective parking option must be utilised. The cost of parking will be reimbursed provided the purpose of the trip is for approved Council business.

4.9 Tipping

Council will not reimburse employees or elected members for tipping while they are on business in New Zealand. Council will reimburse employees and elected members for appropriate tipping during international travel only in places where tipping is local practice.

4.10 Private arrangements and stopovers

Employees and elected members may undertake private travel before, during or at the end of Council travel, provided there is no additional cost to the entity and the private travel is only incidental to the business purpose of the travel. If there are additional costs incurred (such as a difference in the cost of flights) these must be covered by the employee/elected member.

Any costs such as travel or accommodation for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council.

The cost of stopovers will only be reimbursed by Council when they are pre-approved and have a clear business purpose.

4.11 Entertainment and hospitality expenditure

Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items, such as entry to sporting or cultural events. Four business purposes of entertainment and hospitality have been identified.

- building relationships;
- representing the organisation;
- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;

- building revenue.

Supporting the Council’s internal organisational development may, in occasional circumstances, also be a legitimate business purpose for moderate expenditure. This requires the approval of the Chief Executive. The principles of a justified business purpose, moderate and conservative expenditure are particularly relevant to Council. Council requires tight control of expenditure and transparent reporting.

4.18.5 Catering for meetings held internally

Where meetings are hosted internally by Council employees, external catering should only be provided where:

- external parties will be in attendance;
- the meeting extends over the lunch time period;
- approval has been obtained by an Executive Team member;
- elected members are present, such as for a workshop, working group, or Council meeting.

Supporting the Council’s internal organisational development may, in occasional circumstances, also be a legitimate business purpose for moderate expenditure. This might include expenditure that promotes the health and wellbeing of employees.

All entertainment and hospitality expenditure must be pre-approved where possible and always supported by clear documentation. This documentation must identify the date, venue, costs, recipients and benefits derived and/or reasons for the event. If the expenditure is not pre-approved the most senior person present should approve and confirm the expenditure as being appropriate.

4.12 Disposal of surplus assets

Council will, from time to time, dispose of assets. Typically, this is when the assets have become obsolete, worn out or surplus to requirements. Council’s disposals must be both transparent and fair.

Council will not dispose of assets to staff or elected members or related parties at a discounted rate if a greater net value is likely to be realised by an alternative method of sale.

The principles of preserving impartiality and integrity are particularly relevant. Council staff disposing of assets must not benefit personally from the disposal. To ensure transparency, fairness and receipt of best value for Council the disposal of assets shall be conducted on the open market or by way of trade-in on a replacement asset, unless the value of the assets are minimal (i.e. <\$500) or the Chief Executive has approved an alternative method of disposal.

Where disposal to officers or elected members is approved by the Chief Executive, the following principles shall apply:

- Officers involved in disposing of the asset shall not benefit from the disposal;
- All assets identified for disposal to officers shall be valued and subject to a tender or other process proportionate to the value of the asset.

4.13 Goods and services expenditure – loyalty reward scheme benefits

Loyalty rewards associated with transactions required to carry out Council duties are the property of Council. Individual staff members are not permitted to accrue loyalty rewards to their personal accounts. This excludes Air-Points schemes, which are covered under the "Air Travel" section of this policy.

In situations where receiving a prize or loyalty reward could be perceived as inappropriate, prize or rewards must be declined.

4.14 Use of Council & Private Assets

Any physical item owned, leased or borrowed by Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, cell phones, cameras, means of accessing the Internet, and stationery. The costs to Council of private use will be recovered, unless it is impractical or uneconomic to separately identify those costs.

The use of Council assets in any private business that any employee or elected member may operate is not permitted.

The main issue associated with Council's use of private assets is the risk of the Council paying or reimbursing amounts that inappropriately benefit the staff member or elected member. Therefore, pre-approval by an Executive Team member is required.

Council may decide that reimbursing staff for use of private assets is appropriate for reasons such as cost, convenience or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private motor vehicles, private cell phones and private computers.

Staff members must not approve or administer payments to themselves for the Councils use of their private assets.

4.15 Use of Council Suppliers

As Council employees may have access to some Council suppliers on the same basis as Council, they may receive preferential access to goods or services, and potentially at a preferential price, which is not available to the public. The risk is that the availability of the discount to staff will influence the choice of Council suppliers.

The selection of suppliers must be in the interest of Council. The availability or possibility of employee purchasing privileges must not factor into this selection.

Employees may make use of any preferential access to goods or services through Council's suppliers under the following conditions:

- The discount offered must be the same discount offered to all Council employees and not be particular to individual staff members.
- Discounted fuel is available to staff by way of Fuel cards which are issued to employees. The individual purchases are charged to employees on account and subject to normal credit terms and conditions.

In rare circumstances a Council order may include expenditure with a personal component, such as a travel or accommodation booking. In this case payment to Council for the personal component must be made on confirmation of the cost or the receipt of the invoice from the supplier, whichever occurs first.

Elected members may have preferential access to goods or services through Council suppliers on the same basis as staff, provided there is no real or perceived conflict of interest.

4.16 Donations & koha

A donation or a koha is a payment (in money or by way of goods or services) made voluntarily and without the expectation of receiving goods or services in return. MDC requires donations to be:

- Lawful in all respects;
- Made to a recognised organisation by normal commercial means (not to an individual);
- Not in cash (except as a koha and with the express approval of the Chief Executive or a General Manager);
- Non-political (i.e. politically neutral).

The amount given on behalf of MDC should reflect the occasion and the prestige of MDC in its relations with Tangata Whenua and be approved by the Chief Executive or relevant General Manager.

4.17 Gifts

Employees and elected members' impartiality and integrity must be maintained when receiving gifts. In all instances staff must inform their manager or supervisor that they have received a gift for service or appreciation.

The acceptance of any gift with a monetary value exceeding \$50 must have the express approval of the relevant General Manager for staff to retain it.

All gifts received with a monetary value exceeding \$50 shall be reported to the Executive Assistant and recorded on a register to be held by the Chief Executive. This includes tickets to events.

4.18 Employee support, wellbeing and welfare expenditure

4.18.1 Clothing

Other than official uniforms and health and safety related clothing, elected members or employees will not be clothed at MDC's expense when they are engaged in a normal business activity.

4.18.5 Care of dependants

The Chief Executive or a General Manager may authorise in exceptional circumstances the reimbursement of actual and reasonable costs in relation to the care of dependants. Some possible examples are when the employee is unexpectedly required to perform additional duties at very short notice, or a dependant unexpectedly requires additional care that the employee cannot provide because of the essential nature of their duties at the time. In all other instances care of dependants is to be treated as a personal and private expense of the employee.

4.18.5 Financing staff engagement activities dependants

MDC may make a prudent and reasonable monetary contribution to staff events or social club. The contribution may be in the form of an all-purpose grant towards the annual budget, or it may be a grant or subsidy for a specific event or item.

4.18.5 Farewells, long service and retirements

Expenditure on farewells, long service and retirements includes spending on functions, gifts and other items and should not be extravagant or inappropriate to the occasion.

4.18.5 Professional memberships

Membership to a professional body is sensitive expenditure due to its personal nature. Payment of professional fees by MDC on behalf of an employee must be:

- approved by the General Manager or Chief Executive in the case of employees. In the case of the Chief Executive or elected members, the General Manager Corporate Services is required to give approval;
- clearly relevant to the performance of the employee's duties and responsibilities;
- for the employee alone and is not to cover members of their family or other persons;
- for no longer than one-year in duration unless significant discounts are available and it is reasonable to expect a two-year membership to be an advantage to MDC;
- for the benefit of MDC and not intended to be a personal benefit to employees, and accordingly not liable for Fringe Benefit Tax;
- in accordance with the employee's employment agreement;
- cancelled or transferred to an appropriate employee if the employee's employment with MDC is terminated, via resignation or otherwise;
- refunded directly to MDC if the membership is cancelled.

5. Policy Management

5.1 Clarification

Clarification regarding this policy can be sought from the Mackenzie District Council General Manager Corporate Services.

5.2 Breaches

The Mackenzie District Council Chief Executive Officer and General Manager Corporate Services are responsible for monitoring compliance with this policy. All identified breaches will be escalated to the CEO and General Manager Corporate Services and will be treated as misconduct which may result in disciplinary action.

5.3 Exceptions

The Mackenzie District Council General Manager Corporate Services (being the policy owner) or the Chief Executive Officer (being the policy approver) will need to authorise any deviations from this policy.



Mackenzie District Council

Elected Members Reimbursement of Expenses Policy

STATUS:	DRAFT
VERSION:	20210203
POLICY OWNER:	GM Corporate Services
POLICY APPROVER / S:	Chief Executive Officer, Mackenzie District Council
DATE:	2021-02-03

“Fostering Our Community”

ELECTED MEMBERS REIMBURSEMENT OF EXPENSES POLICY

Purpose	<p>The purpose of this policy is to provide a financial and behavioural framework for allowances, expenditures, and resources available to the Mackenzie District Council (MDC) Elected Members during their term of office.</p> <p>Any Council rules for the reimbursement of expenses are required to be approved by the Remuneration Authority. These rules replace those adopted by Council in the last triennium and, following Council endorsement, will be submitted to the Remuneration Authority for its formal approval.</p>
Key Points	<p>Remuneration and expense allowances for members of local authorities, including community boards is determined by the Remuneration Authority, an independent body set up under its own Act of Parliament.</p> <p>The Authority is empowered to set rules for reimbursing expenses incurred by elected members under the Local Government Act 2002. The approach taken by the Authority is to invite local authorities to draft their own rules for it to consider and, if thought fit, approve.</p>
Date of Issue	<p>DRAFT</p> <p>Previous version ADOPTED 2018-11-06</p>
File Retention	Mackenzie District Council Laserfiche – Policies section
Review	Every two years at the anniversary date

RELATED DOCUMENTS / WEBSITES

<p>Related Council policies and documents include:</p> <ul style="list-style-type: none"> • Sensitive Expenditure Policy • Fraud Prevention Policy <p>Relevant legislation and other resources include (but are not limited to):</p> <ul style="list-style-type: none"> • Remuneration Authority Act 1977 • Local Government Act 2002 and the Local Government Act Amendment Act 2014 • https://www.remauthority.govt.nz/ • https://www.lgnz.co.nz/ • Public Records Act 2005
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1. Definitions

Actual: any expenditure supported by relevant original receipt(s) attached to the Expense Reimbursement Claim Form.

Council Business: includes, but is not limited to, formal Mackenzie District Council meetings, Committee meetings, workshops, Zone Water Management Committee meetings, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community

groups, and meetings with members of the public during which an Elected Member is formally representing Mackenzie District Council.

Elected Members: The Mayor and all Councillors elected to Mackenzie District Council.

Expenses: actual, authorised, and/or justifiable expenses including rental car, air travel, taxis, meals and non-alcoholic refreshments, parking, sundry vehicle costs, alternative travel options, and other such costs, including incidental costs, directly relating to MDC business.

Reasonable: an expenditure that, by the force of circumstance or necessity, exceeds defined expenditure limits or practices hereby outlined in the present policy and is deemed justifiable by the Mayor and/or Chief Executive.

Travel: journeys made by various means on MDC business, including travel by taxi, public transport, hired vehicles, or private vehicles.

2. Policy

In summary, Elected Members are to simultaneously uphold the following principles with regard to all expenditure decisions:

- Accountability
- Integrity
- Justifiability
- Impartiality
- Moderation and Conservatism
- Transparency

This policy is to be read in conjunction with Mackenzie District Council's Sensitive Expenditure Policy.

2.1 Vehicle Milage Allowance

Councillors generally incur expense in traveling to and from Council meetings, workshops and on other official business. In addition, the Mayor will incur other travel costs in undertaking duties outside of regular meetings.

Where possible, every effort should be made to share transport as to reduce costs and emission levels. Where possible, Elected Members will use a Mackenzie District Council fleet vehicle when travelling on Council business.

In the event of a fleet vehicle being unavailable, MDC will pay an Elected Member a vehicle travel distance allowance, subject to the fulfilment of the following:

- That the Elected Member is travelling in a private vehicle, and
- That the travel is directly related to MDC business, and
- That the travel route is the most direct route, as permitted by circumstances.

The vehicle per kilometre allowance will be paid up to the maximum rate per kilometre as set out in the latest Remuneration Authority Determination (See Appendix A). Detailed claims should be submitted as regularly as practicable (preferably monthly) to the Senior Payroll Officer.

2.2 Travel Time Allowance

A travel time allowance may be paid to all Elected Members at the full allowable rate in accordance with the conditions outlined in the Remuneration Authority Determination (see Appendix A), pending the fulfilment of all the following criteria:

- That the travel is directly related to MDC business, and
- That the journey is between one and nine hours long within a 24-hour period, and
- That the travel route is the most direct route, as permitted by circumstances, and
- The first hour of the journey is not covered by the allowance, as outlined by the Remuneration Authority.

An Elected Member residing outside the Mackenzie District's boundaries, when travelling from place of residence to the district on MDC business, is eligible for a travel time allowance in respect of eligible travel time only after the member crosses the district boundary after the first hour of eligible travel within the district.

2.3 Conference and Course Attendance

The following rules will apply:

- Attendance at conferences and courses will be authorised by way of a formal Council resolution.
- Council will arrange for the enrolment, registration fees, booking of accommodation and flight reservations if applicable.
- Wherever possible, payment will be made in advance by the Council or through the use of the Council credit card at the time. This is to reduce the number of instances where elected members have to incur expense out of their own pockets and then seek reimbursement from the Council.
- If payment is made directly by the member, reimbursement claims should be supported by appropriate GST receipts.
- Where the venue is within reasonable driving distance (say less than six hours travel time), Council will endeavour to arrange for a Council vehicle to be made available. If that is not possible, mileage may be claimed, but sharing of vehicles is also encouraged in such circumstances.
- Meal expenses are reimbursable but wherever possible such expenses should be added to the accommodation bill.
- Councillors are expected to meet their own personal expenses such as liquor and mini bar expenses.
- Councillors may wish to stay privately while attending courses and conferences. In such cases, a daily allowance is available when elected members do stay privately (see Appendix A).
- Many conferences, including the annual conference of Local Government New Zealand, make provision for the attendance of spouses and partners. Such attendance has value and is encouraged. The Council position is that it will meet any spouse's/partner's registration fees for such conferences or courses. No additional accommodation cost is normally involved. Councillors will be responsible for the airfares of their spouse or partner and any additional costs of meals.

2.4 Mayoral Telephone Expenses

The Council provides the Mayor with a mobile phone and calling plan as a convenient means of communication.

2.5 Other General Expenses

Council endeavours to minimise the amount of reimbursement required by meeting most expenses directly. However, there may still be some instances where out of pocket expenses are incurred. These may include meals on the road and consumables for faxes and computers.

It is essential for all Councillors to be contactable readily by either fax or e-mail or both. Past practice has been to either supply some consumables such as fax rolls or toner or to reimburse Councillors for such expense. Work related toll calls and call minder facilities can be reimbursed. It is proposed to continue these practices.

2.6 Communications Allowance

The Council provides a laptop/tablet and multi-function printer (if required) for the Mayor and each Councillor. Laser printers are favoured because of their modest capital outlay and very low running costs. The laptops will be fitted with a basic webcam to allow informal communication between meetings. This equipment will remain the property of the Council.

The Council will also arrange for the Mayor and each Councillor to have the most appropriate form of broadband internet connection depending on the coverage in their area. Council's preference is to provide mobile broadband where possible but where adequate mobile broadband is not available Council will contribute the equivalent cost of broadband provision to elected members of mobile broadband. Council's preference is to provide 3G network coverage with a 4Gb per month cap.

Consumables relating to Council use will be reimbursed as required on a reasonable basis.

If the member uses their own equipment instead of Council providing the equipment then the Council will pay an allowance for a personal computer, laptop or tablet (including docking station) and for the use of a multifunctional or other printer (see Appendix A for details).

Where Council does not provide a mobile phone for member use, an annual allowance can be claimed for the use of the member's phone equipment. Please see Appendix A for allowance details.

2.7 Hearing Fees

Hearing fees for non-council initiated resource consent hearings will continue to form part of the Authority's determination.

Preparation time of up to the time of the duration of the hearing may be remunerated at the same rates. Please refer to Appendix A for further details.

2.8 Childcare Allowance

Elected Members may claim for annual childcare allowance, pending the fulfilment of all the following criteria:

- That an elected member is engaged on MDC business at the time of the childcare, and
- That they are the parent or the guardian of the child, and

- That the child is under 14 years of age.

The childcare must be provided by a party who:

- Is not a family member of the Elected Member, and
- Does not ordinarily reside with the Elected Member.

Elected members must provide evidence of the amount paid for childcare.

3. Application of these rules

These rules shall apply to the Mayor, Councillors, appointed members of Council Committees and to Community Board members.

4. Clarification and Breaches

4.1 Clarification

Clarification regarding this policy can be sought from the Mackenzie District Council General Manager Corporate Services.

4.2 Breaches

The Mackenzie District Council General Manager Corporate Services is responsible for monitoring compliance with this policy. Failure to comply may be considered misconduct and may result in disciplinary action.

4.3 Exceptions

The Mackenzie District Council General Manager Corporate Services (being the policy owner) will need to authorise any deviations from this policy.

5. Appendix A – Allowances 2020-2021

The following tables summarise the allowance currently in place for expense reimbursements by Mackenzie District Council.

Elected Member allowance for Travel Kilometres

Type of Vehicle	Annual Eligible Kilometres	Allowance Rate per km
Petrol or Diesel	0 to 14,000km	\$0.79c
	➤ 14,000km	\$0.30c
Hybrid petrol vehicles	0 to 14,000km	\$0.79c
	➤ 14,000km	\$0.19c
Electric vehicles	0 to 14,000km	\$0.79c
	➤ 14,000km	\$0.09c

Elected Members Allowances for Travel Time

	Travel Time Allowance
Elected Members (excluding the Mayor)	\$37.50 per hour
<p>Criteria:</p> <p>The allowance is payable only when:</p> <ul style="list-style-type: none"> a. travel time is between one and nine hours long within a 24 hour period, AND b. travel time is for travel relating to the MDC business, AND/OR c. travel is between an Elected Member’s residence and an office of the MDC or board, <p>AND</p> <ul style="list-style-type: none"> d. the travel route is the quickest form of transport reasonable in the circumstances. <p>Conditions:</p> <ul style="list-style-type: none"> 1. The first hour of the journey is not covered by the allowance. 2. The allowance is not available for overseas travel. 3. The Mayor is not eligible for travel time allowance. 4. An Elected Member residing outside the Mackenzie District’s boundaries, when travelling from place of residence to the district on MDC business, is eligible for a travel time allowance in respect of eligible travel time only after the member crosses the district boundary after the first hour of eligible travel within the district. 	

Elected Members Allowances for Communications

Device or service	Annual Allowance
Personal Mobile Phone	\$150.00
Personal Computer, Tablet, Laptop (plus any docking station)	\$200.00
Multi-function or other printer	\$40.00
Personal Internet Plan	\$400.00
Communications Total Allowance Cap	\$790.00

Elected Members Allowances for Child Care

	Annual Allowance per Child
Elected Members	\$6,000 maximum

Elected Members Allowances for Private Accommodation when on Council Business

	Daily Allowance
Elected Members	\$50.00

Elected Members Allowances for Non-Council initiated Hearing

	Daily Allowance
Chairperson	\$100 per hour of hearing time
Others	\$80 per hour of hearing time

6.6 REVISED PRIVACY POLICY AND STATEMENT

Author: Tim Mulcock, Transition Manager
Authoriser: Suzette van Aswegen, Chief Executive Officer
Attachments: 1. Privacy Policy DRAFT 20210111  
 2. MDC Privacy Statement 20210111  

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

From December 1st 2020, the Privacy Act 2020 came into force, replacing the provisions of the Privacy Act 1993. As a result the Privacy Policy has been revised to align with the new Act. In parallel a statement has also been prepared for publication on the Mackenzie District council website.

This policy is presented to Council for adoption.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the revised Privacy Policy be adopted by Council.

BACKGROUND

Privacy has always been an important consideration for local government. But it is even more critical in our current digital age where we hold far more personal information for our staff and customers than ever before - and we have to traverse the border between Open Data transparency and the information rights of individuals. The Privacy Bill, which amends and repeals the Privacy Act 1993,

passed through Parliament on 30 June 2020. The changes in the bill came into effect from 1 December 2020.

The Privacy Act 1993 was introduced with the sole purpose of protecting people. It details how people's personal information can be collected and stored here in New Zealand. The legislation states that *people's personal information can only be obtained for lawful purposes*. That means you can only collect the information that is relevant to your business and is necessary for the services we are providing.

Once personal information is obtained, we have a responsibility to keep it safe and secure for the period that it is needed. It should not be disclosed unnecessarily, and the person should have the absolute right to amend their information for accuracy.

POLICY STATUS

The policy is in draft, submitted to Council for approval.

SIGNIFICANCE OF DECISION

In accordance with the Council's Significance and Engagement Policy, adoption of these policies has been assessed as having low significance and will not require community consultation.

OPTIONS

N/A

CONSIDERATIONS

Legal

Financial

Other

The core purpose of the Privacy Act is not changing. It is still a piece of legislation that is designed to protect people and their personal information.

The ever-increasing problem of cyber threats, numerous data breaches from high profile organisations, and international law like the European General Data Protection Law (GDPR) have highlighted the need for greater focus in this area. So, the update to the Act makes sure personal information is kept safe even with the use of new technology and new ways of doing business.

The changes impact every organisation that collects, stores, and uses personal information about their employees and/or customers. This includes New Zealand businesses that have overseas team members and use international service providers. It is each one of our responsibility to ensure that our work practices and behaviours meets NZ privacy laws.

The Specifics

These are the specific aspects that are being updated and our responsibilities.

Reporting Data Breaches

Any organisation that experiences a data breach that is likely to cause harm to the individual's whose data has been compromised **must** report this breach to the Privacy Commissioner and the individuals involved. This enables a constant demand for transparency and holds us accountable for our data security. It means we need to have strong systems and processes in place for ensuring that

all personal data is held securely. This is regardless of whether it is an email database or information in Magiq or GIS.

International Data Protection

All organisations will need to ensure any personal data will be protected by security that is comparable to New Zealand privacy laws if it is being transferred offshore. The most common example of this is cloud-based storage or software. This measure ensures that people are guaranteed the same level of safety and security regardless of whether their information is used within New Zealand's borders or beyond. Permission is always needed before any data is disclosed, both locally and internationally.

Beyond Our Borders

The Act now has global borders. So, privacy laws relate to anyone carrying out business in New Zealand. That includes both local and overseas organisations. Any organisations that operate in New Zealand are included, even if they don't have physical premises here or turn a profit. This amendment protects the people whose information is collected by companies doing business in New Zealand. It applies regardless of where the information was obtained or where the person resides.

Greater Power for the Privacy Commissioner

The Privacy Commissioner will now have greater power. They will be able to issue compliance notices that will require an organisation to do something, or to stop doing something. They will also be able to make binding decisions on complaints. The Commissioner also has increased information gathering powers and can shorten the timeframe that an agency has to comply with investigations.

Criminal Offences

New criminal offences are being introduced, making it an offence to breach data, destroy documents that contain requested personal information, or releasing data that people are not entitled to see. These new offences will carry a penalty of up to \$10,000.

CONCLUSION

It is recommended that the Council adopt this policy.



Mackenzie District Council

Privacy Policy

STATUS:	DRAFT
VERSION:	20210111
POLICY OWNER:	GM Corporate Services
POLICY APPROVER / S:	Chief Executive Officer, Mackenzie District Council
DATE:	2021-01-11

“Fostering Our Community”

PRIVACY POLICY

Purpose	The purpose of this policy is to outline how Mackenzie District Council, its employees and contractors will comply with good practise, transparency and accountability including the relevant requirements of the Privacy Act 2020 for the collection, recording and handling of public, personal and official information.
Key Points	<p>Mackenzie District Council respects and protects the privacy of all people we deal with and who provide us with information. This policy sets out our approach to the privacy of personal information and is based on the principles expressed through the Privacy Act 2020.</p> <p>This policy provides guidelines for the collection of personal information in general, including the operation of surveillance cameras, drones and other visual images collected by Council and the management of other personal information collected.</p>
Date of Issue	DRAFT Previous version ADOPTED 12 May 2020
File Retention	Mackenzie District Council Laserfiche – Policies section
Review	Every two years at the anniversary date

RELATED DOCUMENTS / WEBSITES

Related Council policies and documents include:

- Information Management Policy

Relevant legislation and other resources include (but are not limited to):

- Local Government Act 2002 and the Local Government Act Amendment Act 2014
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020
- Privacy-and-CCTV-A-guide-October-2009 (from Privacy Commissioner)
- Public Records Act 2005

1. Definitions

Authorised Council Officer: a member of staff of the Mackenzie District Council, who has been delegated authority to monitor and have direct access to recordings from surveillance and/or drone-based cameras and has been made aware of their obligations under the Privacy Act 2020 regarding the confidentiality and appropriate use of surveillance camera services and recordings. The Privacy Officer is considered to be an authorised council officer.

Council Controlled Organisation: means any company with a majority council shareholding, or a trust or similar organisation with a majority of council-controlled votes or council-appointed trustees, unless designated otherwise.

Criminal Activity: means any violation of the law where a person is liable to punishment for a criminal offence. A criminal act often threatens and harms public safety, property and/or welfare.

Drone (or UAV): A drone or unmanned aerial vehicle (UAV) is an aircraft without a human pilot on board, commonly used to capture aerial geographic images.

LGOIMA Request: A request is made by a person asking for access to official information a local authority holds. This means that the person receiving the request must be reasonably able to identify the information requested. The Local Government Official Information and Meetings Act 1987 describes the statutory requirements.

Other Visual Media: Data or information in the form of visual representations such as photographs or film footage, but excludes surveillance camera recordings.

Personal information (or Personal data): This means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Public Spaces: spaces that are completely accessible to the public, such as streets, footpaths and public reserves.

Semi-Public Spaces: spaces that (even if privately owned) are accessible to the public during opening hours, or sometimes even when the business is closed e.g. a petrol station forecourt.

Privacy Officer: a member of staff of the Mackenzie District Council who has been delegated the responsibilities under section 201 of the Privacy Act 2020.

2. Policy

Personal privacy is important to Mackenzie District Council (referred to in this Privacy Policy as “we”, “our” or “us”). This Privacy Policy governs our collection, use and disclosure of personal information (as defined in the Privacy Act 2020 (Privacy Act)) and has been prepared in accordance with the obligations and rights set out in the Privacy Act.

2.1 Communications or Use of Services

The personal information Council collects may include the name, date of birth, addresses, email address, telephone numbers, gender, information on the use of our services or facilities and any other information provided in connection with, or specifically related to communications with Council, or use of Council’s services or facilities.

Council may collect personal information when an individual or someone acting on their behalf provides information directly. For example:

- Applying for employment
- Corresponding, whether in person, by letter, phone, text, email, instant messages or other means of electronic communication

- Completing and submitting forms provided by Council for applications for consents, licences, approvals, permits, funding or other authorisations or for the use of any services or facilities, including signing up for and using our online services and apps, such as our online payment services
- Providing a written submission, request or other feedback in relation to applications for consents, licences, approvals, permits, funding or other authorisations, or in relation to any form of draft or proposed plan, policy, bylaw or other document
- Use any of our services or facilities
- Subscribing to any of our newsletter or update services
- Following or posting comments in response to our social media or other facilities such as Facebook, Twitter, LinkedIn, YouTube, etc.

2.2 Recording Information Requested

Council may keep a record of any information acquired from a request or other communication.

2.3 Phone Calls

Council may monitor and record phone calls made to or by Council for quality control or staff training purposes. If an inbound or outbound call is to be monitored and recorded, this will be disclosed at the time of the call.

2.4 Information from other Organisations

Council may collect personal information from other organisations, entities or persons, such as:

- Related organisations including Council Controlled Organisations
- Our suppliers, which include organisations such as:
 - Land Information New Zealand
 - QV
 - Solicitors/conveyancers
- The New Zealand Police, credit reporting agencies and other organisations, entities and persons where you have expressly authorised them to provide us with information.

2.5 Website Access

Council may use technology solutions such as “cookies” to provide website visitors with better access to tailored information and services on the websites.

Our internet service providers may also make a record of website visits and log information for statistical purposes. This information is only analysed on a bulk basis for broad demographic content. Individual use is not analysed. We do not attempt to identify users or their browsing activities unless they choose to give us personal information while using our website.

A privacy statement is published on the Mackenzie District Council website and updated from time to time advising ratepayers, residents and the people Council interacts explaining Council's commitment managing information with respect, trust and fairness to everyone.

2.6 Surveillance Cameras

Surveillance cameras such as "Closed Circuit Television" (CCTV) may be used in particular areas to monitor passenger and traffic movements, secure facilities such recreation centres, and monitor public places in order to help reduce crime and anti-social behaviour and to promote community safety.

Signage advising of CCTV equipment will give notice of areas covered by such equipment. Surveillance camera recordings will only be viewed by authorised people in accordance with the purpose noted above or for the purposes of regularly checking the system is operational. No attempt is made to identify individuals from surveillance camera recordings except in relation to a reported or suspected incident requiring investigation (see the following Section 3. for further policy detail about surveillance camera operation and management).

2.7 Use of Information Collected

The personal information that we collect may be used for any of the following purposes:

- To provide services or facilities, including those requested and assisting Council provide such services or facilities
- To positively confirm identity. This is to avoid inappropriate release or use of information
- To respond to correspondence or to provide information requested
- To process an application for any consent, licence, approval, permit or other authorisation applied for
- To process an application to use or to register for any of our services or facilities, including online services
- To process payments received by, or made by council
- To respond to requests, enquiries or feedback, or for customer service-related activities
- To provide information about our events, news, services or facilities
- To comply with relevant laws and regulations
- To carry out activities connected with the running of our business or operations such as personnel training, or testing and maintenance of computer and other systems
- For any specific purpose which we notify you of at the time your personal information is collected
- For general administrative and business purposes.

2.8 Sharing Information

Council may disclose personal information to:

- Any person engaged by the council to provide products or services, where that information is necessary for the provision of those products or services
- Council Controlled Organisations, in order to assist with the functions and services that they provide

- A third party if we are required to do so under any laws or regulations, or in the course of legal proceedings or other investigations. This may include sharing surveillance camera recordings with the New Zealand Police or other public sector agencies where criminal activity is reported or suspected. The New Zealand Police may also access live feeds from certain surveillance cameras from time to time, for law enforcement, investigation and emergency response purposes.
- Any person authorised by the information owner to disclose that personal information to
- Any person, if that information is held in a public register, e.g. information held on property files or the rating information database.

2.9 Security and Accuracy

Council will take reasonable steps to ensure personal information is:

- Protected against loss, damage, misuse and unauthorised access. Access to personal information is restricted to those individuals who need access to this information to performing our duties and obligations
- Accurate, up to date, complete, relevant, and not misleading.

2.10 Retaining Information

Council may retain all personal information that we collect (on both our active systems and our archive systems), for as long as administratively necessary, in accordance with the council's information retention and disposal schedule.

The Public Records Act 2005 requires Council to retain "protected records" indefinitely. In some circumstances, your personal information may be included within a protected record, including submissions you make in relation to bylaws, annual plans, and district or regional planning instruments.

2.11 Accessing and Correcting Personal Information

Members of the public may request confirmation of whether or not Council holds any personal information and may request access to such information by emailing us at info@mackenzie.govt.nz or otherwise contacting us. Once the identity of the requestor has been verified Council will provide confirmation and access unless one of the grounds for refusal to do so under the Privacy Act applies.

Members of the public may request that the personal information held by Council be corrected by emailing us at info@mackenzie.govt.nz. If Council agrees that the personal information is to be corrected an amended record will be provided if requested.

Rights of access to and correction of any personal information Council holds are subject to the procedures set out in the Privacy Act.

3. Surveillance Cameras (fixed or via Drones)

The Council's aim through the use of surveillance or aerial photography cameras (via CCTV (Closed Circuit Television System or drones) is:

- to improve safety for staff, our contractors and the public

- to deter potential vandalism and damage
- to assist in council by-law enforcement
- to assist in enhancing the operational effectiveness and safety of Council facilities and services
- to use, where appropriate, for law enforcement purposes

This policy applies to the on-going use of the systems (cameras, recording and viewing equipment) and data, whether on site or elsewhere, to ensure compliance with the Privacy Act 2020 (the Act) and other legislation. It is important that the system design, use and management complies with relevant sections of the Privacy Act and that recorded data is managed diligently. Compliance with the Act is necessary as surveillance camera recordings may include information covered by that Act.

3.1 Monitoring

The recording devices/servers for surveillance cameras (including drone footage) are to be installed in a secure location as agreed upon with the Authorised Council Officer. Only persons trained and authorised are allowed access to recorded camera footage stored in this location.

All footage is kept for the duration of the intended purpose and then the data is overwritten as part of the recording process, unless it is exported for evidential purposes.

Live streaming camera monitoring is restricted to locations where it is necessary, depending on the purpose of the camera.

Council reserves the right to have remote access to all footage created by Council owned cameras.

Where cameras are monitored via a mobile device (such as a smartphone, tablet or similar device) an Authorised Council Officer shall ensure that no unauthorised person has the ability to view the device.

3.2 Signage of Cameras

Public signs identifying a surveillance area will be clearly displayed within the vicinity of the cameras to notify the public that a camera is or may be in operation and to act as a crime deterrent. The erection and maintenance of the signs is the responsibility of the Mackenzie District Council.

Public notices will be placed in local newspapers at the time the system is about to start operating and at regular intervals during the life of the system to ensure that the public is aware that surveillance cameras are operating. Public notices will also be issued in local newspapers to inform the public of any changes to surveillance camera systems.

3.3 Camera Coverage

All Council facilities, premises and areas may at some point in time be monitored by surveillance cameras, the exceptions being listed below:

- Surveillance camera coverage will not include private areas within public spaces and facilities (e.g. changing rooms)
- Camera coverage will not be directed at private property except unavoidably as part of a wide angle or long shot while panning past.

- Authorised staff and contractors will select and place the surveillance camera equipment to meet the stated purposes. Servicing of the equipment and checking recording quality will be attended to as required.

Generally, unless there is sufficient justification for doing so (e.g. reasonable suspicion that an offence is taking place) cameras will not:

- Track or zoom in on any member of the public
- Be focused on entranceways to buildings or be directed to look through windows into buildings
- View into private spaces that lie alongside the public or semi-public spaces under surveillance by the system (except as part of a wide angle or long shot or while panning past them).

3.4 Secure Storage of Surveillance Camera Recordings

All information collected from surveillance cameras will be stored securely. All footage is kept for up to two months and then the data is overwritten as part of the recording process, unless it is required for evidential purposes or if the footage must be retained as an archive in accordance with the Public Records Act 2005.

- Access to the Council's surveillance camera services is protected by a password.
- A log of access to surveillance camera recordings will be maintained by Authorised Council Officers.
- Geo-spatial aerial images from drone cameras are not regarded as surveillance camera recordings and are outside the scope of this Policy.

3.5 Expansion of the Surveillance services

Requests and proposals for the expansion of the current surveillance camera services are to be directed to the Mackenzie District Council. The following shall be considered when assessing any request or proposal for expansion of the current system:

- Alignment with the purpose of the surveillance service as outlined in this policy
- The crime statistics and proposed benefits for locating a camera at the proposed area
- How well the existing system is working and whether there is a need for review or audit of the system
- Costs involved in extending the system
- Potential funding options
- The priority of installation
- The council's LTP and budget implications
- The Privacy Act 2020

Before making a decision, Council will also consider any affected parties to the application and undertake necessary consultation to gather all views to make a robust decision. Ultimately Council having received all the information, including any cost benefit analysis, may approve, decline or approve in part the proposal.

3.6 Access and Use of Surveillance Camera Recordings

Any formal written request by an individual to view recordings related to them will be referred to the Privacy Officer for consideration. Any such request will be limited by the ease of access to the

recordings and by the need to protect other people's privacy. If a request to view the recordings is unable to be granted without unreasonably breaching others' privacy, a written description may be provided of what they are doing in the footage. Any such request will be responded to within the terms of the Official Information Act and LGOIMA Requests (see Information Management Policy for further guidance).

The Privacy Officer and/or the Customer Services Manager will allow access only of relevant surveillance camera recordings to:

- Authorised staff of Mackenzie District Council.
- Contractors on site specifically to work on the surveillance camera equipment at the request of the Customer Service Manager or the Privacy Officer
- New Zealand Police or other public sector agency such as the Privacy Commissioner
- Individuals who have formally requested information at the authorisation and direction of the Privacy Officer and within the terms of a LGOIMA Request.

3.7 Access by Elected Members, Council Staff and Contractors

Only authorised council officers have direct access to the Council's surveillance camera services and recordings. Authorised council officers are specific officers that have been granted access through delegations by the Chief Executive Officer of the Council. These delegations are contained in the Council's Delegations Manual.

An authorised council officer may review any relevant surveillance camera recordings for monitoring purposes or in response to an event/incident.

Surveillance camera recordings can only be viewed by elected members, council contractors and council staff (that are not authorised council officers) if viewing that footage is relevant to their role within the Council and is in accordance with the purpose/s for the operation of the surveillance camera service.

Where an elected member, council employee or a council contractor has concerns about health and safety matters or compliance with Council regulations which may have been captured by a camera, they should in the first instance report the matter to the Council for authorised council officers to investigate.

The manner in which council officers access surveillance camera recordings will be audited to ensure access is only being used for its intended purposes. Any confirmed breach of access to the Council's surveillance camera services and recordings will be treated as non-compliance with the Council's workplace standards and subject to disciplinary action.

3.8 Access by NZ Police, Courts and Public Sector Agencies

The New Zealand Police may be provided access to surveillance camera services and recordings. Any criminal activity captured by the Council's surveillance camera services may be forwarded by authorised officers to the New Zealand Police for investigation.

In accordance with the Act any surveillance camera recordings will be made available to the Police, a court or tribunal proceeding, or a public sector agency where it is necessary to uphold the law.

3.9 Access Requests from other parties

The general public and media shall not have access to any surveillance camera recordings, unless a person is requesting to access footage of themselves.

Any person may request to access surveillance camera recordings of themselves, but this request will be assessed in accordance with the Act and will follow the LGOIMA Request process (see Information Management Policy for further details). In particular the request will be assessed in relation to the ability to readily retrieve the footage and to maintain the privacy of any other identifiable individual in the footage.

If a request to view the footage cannot be granted by an authorised council officer a written or oral description may be provided of the footage.

Where a member of the public believes a crime has been committed which may have been captured by a camera, they should in the first instance report the matter to the Police. Where a member of the public has concerns about health and safety matters or compliance with Council regulations which may have been captured by a camera, they should in the first instance report the matter to the Council for authorised council officers to investigate.

4. Other Visual Media

The Council may collect personal information in the form of other visual media, for the following purposes:

- For use in various documents of the Council and on the Council's website, including but not limited to planning documents, maps and promotional material
- To monitor the state of Council assets and facilities
- To monitor and respond to civil defence emergencies and health and safety situations at Council owned assets and facilities
- To monitor compliance with Council regulations and central government legislation, including but not limited to the Building Act 2004, the Resource Management Act 2002, and the Dog Control Act 1996.

4.1 Managing Other Visual Media

Where an individual is clearly identifiable in other visual media (excluding surveillance camera recordings) collected by the Council the council officer will endeavour, where practicable, to seek permission of the individual to collect that footage/image.

The general public and the media shall not have access to any visual media held by the Council, unless a person is requesting to access footage of themselves. These requests will be handled in accordance with LGOIMA Requests (see the Information Management Policy for further details).

Other visual media will be stored in the Council's document management system which can only be accessed by employees of the Council.

5. Audio Recording

Mackenzie District Council may record Council meetings and phone calls made to or by Council employees for the following purposes:

- To provide an accurate verbatim record of meetings
- For quality control or employee training purposes

If phone calls are to be recorded, this information will be provided at the time of the call. Similarly, with audio recording of meetings, Mackenzie District Council will inform attendees at the meeting outset that audio may be recorded.

Audio recordings are stored securely for up to one year from the date of recording.

6. Clarification and Breaches

6.1 Clarification

Clarification regarding this policy can be sought from the Mackenzie District Council General Manager Corporate Services.

6.2 Breaches

The Mackenzie District Council General Manager Corporate Services is responsible for monitoring compliance with this policy. Failure to comply may be considered misconduct and may result in disciplinary action.

6.3 Exceptions

The Mackenzie District Council General Manager Corporate Services (being the policy owner) will need to authorise any deviations from this policy.

6. Appendix A – Surveillance Camera Services

The following table summarises the surveillance camera services currently deployed by Mackenzie District Council.

Camera Service	Location	Primary Purpose
Twizel Town Centre	Market Place Southern Entrance Market Place Northern Entrance Market Place Overview (camera located on top of the Council building) Council reception x 2 Post Office Boxes Market Place Public Toilets Events Centre Gym Entrance Events Centre Gym Rear Door Events Centre Sports Hall Events Centre Entrance	Visibility to the Council of vandalism, theft or general damage
Twizel Sewage Ponds	Twizel-Tekapo Road	Holding contractors accountable for correct dumping procedures
Fairlie Sewage Ponds	Talbot Road, Fairlie	Holding contractors accountable for correct dumping procedures

Mackenzie District Council Privacy Statement

We need to collect personal information about ratepayers, residents and the people we interact with (our customers) in order to deliver services and carry out our statutory functions. We want our customers to feel comfortable about sharing their information with us and so this statement provides transparency about our privacy practices.

Privacy is more than a compliance obligation for us. Managing personal information with care and respect aligns strongly with our commitment to doing things with respect and trust and to be fair to everyone. Getting privacy right is fundamental to maintaining the trust and confidence of our customers and stakeholders.

This privacy statement explains what personal information we collect, how we store, use and share it, and how you can access or correct your own information. Here are a few important things to know:

- We only collect (or generate) the personal information we really need to carry out our functions and deliver services
- We use and share personal information only in the ways set out in this privacy statement or notified to you at the time we collect your information, or in other ways only where necessary and with a lawful basis
- We store personal information in secure platforms and systems, and take reasonable steps to protect both electronic and hard copy information from harm
- We keep personal information only for as long as we have a lawful purpose to use it, or for the period required by law
- You can ask us for a copy of your personal information at any time

We may update this privacy statement from time to time, for example to reflect changes to the Privacy Act 2020 (the Privacy Act), so take another look occasionally to see what might have changed. This statement was last updated in December 2020. Our formal Privacy Policy is publicly available from our website at <http://www.mackenzie.govt.nz/includes/download.ashx?ID=158028>

What personal information do we collect?

We collect personal information *directly from you* when you engage with us. Subject to our obligations under the Privacy Act, we may also collect personal information about you *from third parties* (such as other councils or government agencies) where this is necessary for us to deliver services. We also *generate* personal information as we carry out our functions and deliver services to you. In all cases, we make sure we only collect the personal information we really need to get the job done.

The personal information we may collect or generate as part of delivering services and carrying out our statutory functions will depend on the services requested, but includes:

- name
- contact details, including your address, email address or phone number
- date of birth
- gender
- information about your whānau or next of kin
- financial information, including payment methods, bank account details, credit card numbers and credit information (where we have to do a credit check)

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- licence plate details, for the purposes of managing infringements
- information about your domestic or financial affairs, for the purposes of managing hardship applications, rates rebates and debt collection
- information about your involvement in civil defence incidents and emergencies
- health information, for example to manage health and safety at our swimming pools
- information about your applications for services (including for consents, licenses, and permits), such as the type of application and details of your case
- information about properties, that may include personal information
- dog ownership status
- submissions or feedback
- surveys and focus group engagement
- complaints made to us, by you or by others about you
- correspondence about you (both internal and external)
- file notes of calls or meetings
- call recordings
- surveillance camera footage (explained further below)
- information about your use of our website (explained further below)
- any other information you choose to provide to us

When and where do we use surveillance cameras?

We use surveillance cameras (also called CCTV), which collect still or video footage, in a variety of places and circumstances, when this is necessary to deliver our statutory functions, such as managing infringements and ensuring that our public spaces are safe. For the most part, you will notice when we use surveillance cameras because you will see the cameras and our signage indicating that they are operating. We have surveillance cameras operating:

- in our service centres and some of our community centres
- in town centres
- at the Fairlie and Twizel sewage ponds

What information do we collect about website use?

When you visit our website or use any of our online services, we may collect the following additional information about you (though please note we make no efforts to associate this with your identity):

- generic web browser and operating system information, including IP address
- the search terms you used
- the pages you accessed on our website and the links you clicked on
- the date and time you visited the site
- the referring site (if any) through which you clicked to our website
- the device you used to access the site

We use “cookies” to generate a lot of the information listed above, including to track the way you have used our website. Cookies are small text files that are sent by a website and stored on your computer’s hard drive. You can manually disable cookies at any time in your browser settings without affecting your ability to use our website. While cookies can generate identifiable information, we make no effort to link this information with your identity.

How do we use personal information?

In order to carry out our functions and deliver services, we need to use your personal information in the ways set out below. Where we need to use information in a way we have not anticipated here, we will only do so if required or permitted by law or with your authorisation.

We will use your personal information to:

- make sure we can identify you, so we know we are interacting with and delivering services to the right person
- provide you with the services you have requested, or help our associated organisations to provide you with services
- manage the use of our facilities
- deliver our statutory functions to investigate and respond to statutory or bylaw infringements and issue infringement notices
- run Council events
- manage and respond to queries, feedback or complaints
- manage payment for services and debt collection processes
- respond to and manage civil defence incidents and emergencies
- provide community updates and notices, newsletters and surveys
- manage our relationships with other local and central government agencies
- ensure the health and safety of our staff and the public
- review and improve the delivery of our services, including auditing quality and performance
- (with respect to website data only) analyse website usage and improve website functionality and experience
- meet any other specific purpose we have notified to you at the time we collect your information

When do we disclose personal information?

To meet the uses and purposes set out above, and to effectively carry out our functions and meet our legal obligations, we may need to share your personal information with other people or agencies. Where we believe it is necessary to share your personal information with a third party, we will only ever share the minimum amount required to meet our purposes.

We may need to share your personal information with:

- our service providers and contractors, where necessary to deliver services
- our associated organisations (including Council Controlled Organisations), where necessary to deliver services or our statutory functions, such as:
 - government agencies or industry bodies, where necessary to deliver our statutory functions, meet regulatory and reporting requirements, or otherwise comply with the law, such as:
 - NZ Police
 - Fire and Emergency New Zealand
 - NZ Transport Agency
 - Environment Canterbury
 - Civil Defence agencies (like Victim Support, Salvation Army or Red Cross)
 - Department of Internal Affairs
 - Inland Revenue
 - Poolsafe NZ

- WorkSafe NZ
- other councils and local government agencies, where necessary to deliver services or our statutory functions
- a person who has requested information under the Local Government Official Information and Meetings Act 1987 ('LGOIMA') that includes personal information about you, although where necessary, we will withhold personal information from a LGOIMA response in accordance with our obligations under LGOIMA
- the public, where your personal information is held in a public register, such as the Rating Information Database

How do we store and protect personal information?

We use trusted third-party providers to store and process our data, including enterprise technology solutions designed specifically for local government, because we believe this is more secure and cost effective.

Wherever our data is stored, we take all reasonable steps to ensure that it is protected against loss, unauthorised access, disclosure or modification, or other misuse. As well as selecting service providers with strong security safeguards built in, we have appropriate internal policies, procedures and controls in place to ensure that personal information is protected from unauthorised use or disclosure.

We retain personal information only for as long as we need it, and in compliance with the requirements of the Public Records Act 2005. Surveillance camera footage is generally overwritten every few weeks.

What privacy rights do you have?

The Privacy Act gives you rights to request access to and correction of the personal information we hold about you. You can also take steps to control the ways we use your information (such as opting out of receiving newsletters), and you can complain to us at any time if you think we have misused your personal information.

Accessing or correcting your information

You have the right to request a copy of the personal information we hold about you (whether we have collected it from you directly or from a third party). You also have the right to ask us to correct your information if you think it is wrong.

We will need to verify your identity before processing your request but, once we have done this, we will process your request as soon as possible, and no later than 20 working days after we receive it.

We will be as open as we can with you, but there may be times when we need to withhold information from you in accordance with our obligations under the Privacy Act and/or LGOIMA. For example, we may need to withhold information about complaints we have received if we believe that releasing it would involve the unwarranted disclosure of information about someone else. If we do need to withhold information from you, we will tell you why.

If you have made a correction request, and we refuse to correct information because we believe it is accurate, you have the right to attach a statement to the information that explains the correction requested.

Asking us to stop using your information

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You can opt out of receiving our newsletter or being included on any other subscription list by following the unsubscribe link at the end of the email or contacting us. You can opt out of our cookies when you use our website by manually disabling cookies in your website browser.

However, if you want us to provide you with a service, such as a consent or permit application, then we may not be able to stop using your information, especially if we're using it to do something we're required to do by law.

Making a complaint

If you have any concerns about the way we have managed your personal information, or you believe we have unlawfully refused your request for information, please let us know, and we will try our best to resolve it. You call us on our main number or email us at info@mackenzie.govt.nz.

If we cannot resolve your concerns, then you have the right to complain to the Office of the Privacy Commissioner. Details for making a complaint to the Privacy Commissioner can be found at <http://privacy.org.nz/your-rights/making-a-complaint>.

6.7 ELECTED MEMBERS CODE OF CONDUCT FOR ADOPTION

Author: Arlene Goss, Governance Advisor
Alexis Gray, People and Culture

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments: 1. Draft Elected Members Code of Conduct. [↓](#) 

PURPOSE OF REPORT

The purpose of this report is to consider and adopt the draft Code of Conduct for Elected Members.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopts the Elected Members' Code of Conduct.

BACKGROUND

This Code of Conduct sets out the standards of behaviour expected from Elected Members in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the local authority and the provision of good local government of the community, and district
- promote effective decision-making and community engagement
- enhance the credibility and accountability of the local authority to its communities
- develop a culture of mutual trust, respect and tolerance between the Elected Members of the local authority and between the Elected Members and Management of the Mackenzie District Council.

POLICY STATUS

The Code of Conduct will be adopted in accordance with clause 15 of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all Elected Members, including the Elected Members of any community boards that have agreed to adopt it.



Mackenzie District Council

Elected Members Code of Conduct

STATUS:	Draft
VERSION:	1
POLICY OWNER:	Governance Advisor
POLICY APPROVER / S:	CEO Mackenzie District Council
DATE:	June 2020

“Fostering Our Community”

INTRODUCTION:

This Code of Conduct of Conduct sets out the standards of behaviour expected from Elected Members in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the local authority and the provision of good local government of the community, and district
- promote effective decision-making and community engagement
- enhance the credibility and accountability of the local authority to its communities
- develop a culture of mutual trust, respect and tolerance between the Elected Members of the local authority and between the Elected Members and Management of the Mackenzie District Council

This purpose is given effect through the Values, roles, responsibilities and specific behaviours agreed in this Code of Conduct of Conduct.

SCOPE:

This Code of Conduct of Conduct has been adopted in accordance with clause 15 of Schedule 7 of the Local Government Act 2020 (LGA 2020) and applies to all Elected Members, including the Elected Members of any community boards that have agreed to adopt it. The Code of Conduct of Conduct is designed to deal with the behaviours(s) of Elected Members towards:

- each other
- the Chief Executive Officer and employees of the Mackenzie District Council
- the media
- the general public

It is also concerned with the disclosure of information that Elected Members receive in their capacity as Elected Members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities.

This Code of Conduct of Conduct can only be amended (or substituted by a replacement Code of Conduct of Conduct) by a vote of at least 75 per cent of Elected Members present at a meeting when amendment to the Code of Conduct of Conduct is being considered. The Code of Conduct should be read in conjunction with the Council's Standing Orders.

PRINCIPLES:

The Code of Conduct is designed to give effect to the following values:

An Elected Member will act in the public interest: Elected Members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.

An Elected Member will build public trust: Elected Members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.

An Elected Member will behave ethically: Elected Members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.

An Elected Member will consider matters objectively: Elected Members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.

An Elected Member will show respect for others: will treat people, including other Elected Members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Elected Members will respect the impartiality and integrity of officials.

An Elected Member has a duty to uphold the law: Elected Members will comply with all legislative requirements applying to their role, abide by this Code of Conduct, and act in accordance with the trust placed in them by the public.

An Elected Member will make an equitable contribution: Elected Members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.

An Elected Member will demonstrate leadership: Elected Members will actively promote and support these values and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of s.14 of the LGA 2002 and the governance principles of s.39 of the LGA 2002.

ROLE AND RESPONSIBILITIES:

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the Council and those responsible for advice and the implementation of Council decisions.

The key roles are:

Elected Members

The role of the governing body includes:

- representing the interests of the people of the district
- developing and adopting plans, policies and budgets
- monitoring the performance of the Council against stated goals and objectives set out in its long term plan
- providing prudent stewardship of the Council's resources
- employing and monitoring the performance of the Chief Executive Officer
- ensuring the Mackenzie District Council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015
- ensuring that the Principles, Values and Behaviours described are embodied in all interactions

Chief Executive Officer

The role of the Chief Executive Officer includes:

- providing policy advice to the Mackenzie District Council and implementing the decisions of the Mackenzie District Council
- ensuring that all responsibilities delegated to the Chief Executive Officer are properly performed or exercised
- ensuring the effective and efficient management of the activities of the local authority
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the employees of the Mackenzie District Council
- employing people on behalf of the Mackenzie District Council (including negotiation of the terms of employment for those people)

- Under s.42 of the LGA 2002 the Chief Executive Officer is the only person *directly* employed by the Mackenzie District Council itself. All concerns about the performance of an individual employee must, in the first instance, be referred to the Chief Executive Officer

RELATIONSHIPS:

This section of the Code of Conduct sets out agreed standards of behaviour between Elected Members; Elected Members and staff; and Elected Members and the public.

Relationships between Elected Members

Given the importance of relationships to the effective performance of the Mackenzie District Council, Elected Members will conduct their dealings with each other in a manner that:

- maintains public confidence
- is open and honest
- is courteous
- is focused on issues rather than personalities
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and / or repetitious points of order
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language
- avoid any form of bullying or sexual harassment

Any failure by Elected Members to act in the manner described above represents a breach of this Code of Conduct.

Please note that nothing in this section of the Code of Conduct is intended to limit robust debate within the Mackenzie District Council as long as it is conducted in a respectful and insightful manner.

Relationships with staff

An important element of good governance involves the relationship between the Mackenzie District Council and its Chief Executive.

Elected Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the Chief Executive Officer
- raise any concerns about the performance or behaviour of the Chief Executive Officer with the Mayor or the chairperson of the Chief Executive Officer performance review committee (however described)
- make themselves aware of the obligations that the Mackenzie District Council and the Chief Executive Officer have as employers and observe those requirements at all times, such as the duty to be a good employer
- treat all employees with courtesy and respect and avoid publicly criticising any employee
- avoid familiar, aggressive, offensive or abusive conduct towards any employee
- avoid any form of bullying or sexual harassment
- observe any protocols put in place by the Chief Executive Officer concerning contact between Elected Members and employees
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee

Any failure by Elected Members to act in the manner described above represents a breach of this Code of Conduct.

Please note: Elected Members should be aware that failure to observe this portion of the Code of Conduct may compromise the Mackenzie District Council's obligations to be a good employer and consequently expose

the Mackenzie District Council to civil litigation or affect the risk assessment of Mackenzie District Council's management and governance control processes undertaken as part of the Mackenzie District Council's audit.

Relationship with members of the public

Given that the performance of the Mackenzie District Council requires the trust and respect of individual citizens, Elected Members will:

- interact with members of the public and all community board members in a fair, respectful, equitable and honest manner
- be available to listen and respond openly and honestly to community concerns
- consider all points of view or interests of members of the public and community board members when participating in debate and making decisions
- treat members of the public and community board members in a courteous manner
- act in a way that upholds the reputation of the local authority

Any failure by Elected Member to act in the manner described above represents a breach of this Code of Conduct.

CONTACT WITH THE MEDIA:

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of Mackenzie District Council.

From time to time individual Elected Members will be approached to comment on a particular issue either on behalf of the Mackenzie District Council, or as an Elected Member in their own right. When responding to the media Elected Members must be mindful that operational questions should be referred to the Chief Executive Officer and policy-related questions referred to the Mayor or the member with the appropriate delegated authority i.e. portfolio holder or Chair of Standing Committee.

When speaking to the media more generally Elected Members will abide by the following provisions:

Media contact on behalf of the Mackenzie District Council

- the Mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the Mayor is absent requests for comment will be referred to the Deputy Mayor or relevant standing committee chairperson or portfolio holder
- the Mayor may refer any matter to the relevant committee chairperson, portfolio holder, community board chairperson or to the Chief Executive Officer for their comment
- no other Elected Member may comment *on behalf of the Mackenzie District Council* without having first obtained the approval of the Mayor, or his / her delegate

Media comment on a member's own behalf

Elected Members are free to express a *personal view* in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of the Mackenzie District Council
- media comments which are contrary to a Mackenzie District Council decision or policy must clearly state that they do not represent the views of the majority of Elected Members
- media comments must observe the other requirements of the Code of Conduct; for example, comments should not disclose confidential information, criticize, or compromise the impartiality or integrity of Mackenzie District Council employees
- media comments must not be misleading and should be accurate within the bounds of reasonableness

Any failure by Elected Members to meet the standards set out above represents a breach of this Code of Conduct.

INFORMATION:

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

Confidential information

In the course of their duties Elected Members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, Elected Members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

Elected Members should be aware that failure to observe these provisions could impede the performance of the Mackenzie District Council by inhibiting information flows and undermining public confidence in the Mackenzie District Council. Failure to observe these provisions may also expose the Mackenzie District Council to prosecution under the Privacy Act or civil litigation.

Information received in capacity as an Elected Member

Elected Members will disclose to other Elected Members and, where appropriate the Chief Executive Officer, any information received in their capacity as an Elected Member that concerns the Mackenzie District Council's ability to give effect to its responsibilities.

Elected Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by Elected Members to act in the manner described above represents a breach of this Code of Conduct.

Please note: failure to observe these provisions may impede the performance of the Mackenzie District Council by inhibiting information flows and undermining public confidence. It may also expose the Mackenzie District Council to prosecution under the Privacy Act and / or civil litigation.

CONFLICTS OF INTEREST:

Elected Members will maintain a clear separation between their personal interests and their duties as Elected Members in order to ensure that they are free from bias (whether real or perceived). Elected Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Elected Members will not participate in any Mackenzie District Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse/partner contracts with the authority or has a pecuniary interest. Elected Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive Officer *immediately*.

Elected Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the Mackenzie District Council. Failure to observe these requirements could also leave the Elected Member open to prosecution (*see Appendix A*). In the event of a conviction, Elected Members can be ousted from office.

If Elected Members have a non-pecuniary interest in a matter for decision and for which a member of the public may perceive bias this should be carefully considered by the member as to whether it should also be declared. (*see Appendix A for a further explanation*).

REGISTERS OF INTEREST:

Elected Members will be requested to make a bi-annual declaration of interest at the ordinary Mackenzie District Council meeting held in June and December each year.

These declarations are recorded in a Register of Interests maintained by the Mackenzie District Council and listed on the Mackenzie District Council website. The declaration must include information on the nature and extent of any interest, including:

- any employment, trade or profession carried on by the Elected Member or the members' spouse / partner for profit or gain
- any company, trust, partnership etc. for which the member or their spouse / partner is a director, partner or trustee
- the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority
- the address of any land owned by the local authority in which the member or their spouse / partner is:
 - a tenant
 - the land is tenanted by a firm in which the member or spouse / partner is a partner, a company of which the member or spouse / partner is a director, or a trust of which the member or spouse / partner is a trustee
- any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive Officer)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable by notifying the Governance Manager.

ETHICAL BEHAVIOUR:

Elected Members will seek to promote the highest standards of ethical conduct. Accordingly Elected Members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Mackenzie District Council developed in accordance with that determination
- not influence, or attempt to influence, any Mackenzie District Council employee, officer or member in order to benefit their own, or families personal or business interests
- only use the Mackenzie District Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive Officer if any such gifts are accepted. Where a gift to the value of \$100 or more is accepted by a member, that member must immediately disclose this to the Chief Executive Officer for inclusion in the publicly available register of interests

Any failure by Elected Members to comply with the provisions set out in this section represents a breach of this Code of Conduct.

Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the Chief Executive Officer prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the Chief Executive Officer with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy. This Mackenzie District Council believes that bankruptcy does raise questions about the soundness of a person’s financial management skills and their judgement in general.

Disqualification from office

Elected Members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more year’s imprisonment, or if they cease to be or lose their status as an elector or of certain breaches of the Local Authorities (Members’ Interests) Act 1968.

CREATING A SUPPORTIVE AND INCLUSIVE ENVIRONMENT:

In accordance with the purpose of the Code of Conduct, Elected Members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance.

These include:

- attending post-election induction programmes organised by the Mackenzie District Council for the purpose of facilitating agreement on the Mackenzie District Council’s vision, goals and objectives and the manner and operating style by which Elected Members will work
- taking part in any assessment of the Mackenzie District Council’s overall performance and operating style during the triennium
- taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfil their Declaration of Office and contribute to the good governance of the district or region

BREACHES OF THE CODE OF CONDUCT:

Elected Members must comply with the provisions of this Code of Conduct (LGA 2002, schedule 5, s. 14(4)). Any member, or the Chief Executive Officer, who believes that the Code of Conduct has been breached by the behaviour of an Elected Member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

Principles

The following principles will guide any processes for investigating and determining whether or not a breach under this Code of Conduct has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code of Conduct. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway
 - are given due notice and are provided with an opportunity to be heard
 - have a right to seek appropriate advice and be represented
 - have their privacy respected

Complaints

All complaints made under this Code of Conduct must be made in writing, making specific reference to any allegation of breach and forwarded to the Chief Executive Officer. On receipt of a complaint from an Elected Member, member of the public or a staff member, the Chief Executive Officer will consult with the Mayor (or if the complaint is against the Mayor, the Chief Executive Officer will consult with the Deputy Mayor) and undertake a preliminary assessment to determine, prima facie, the level of seriousness, as outlined in this Code of Conduct of Conduct.

Investigation, advice and decision

The Code of Conduct of Conduct Committee, established at the start of each triennium, is responsible for overseeing alleged complaints that are considered material, as outlined in clause 12.4.

The Committee may seek advice from the Chief Executive Officer, Mayor, or whomever it considers would assist it in its decision making.

The process, following receipt of a complaint, is outlined in **Appendix B**.

Materiality

An alleged breach under this Code of Conduct is material if, in the opinion of the Chief Executive Officer and / or Mayor, it would, if proven, bring a member or the Mackenzie District Council into disrepute or, if not addressed, reflect adversely on another member of the Mackenzie District Council.

An alleged breach under this Code of Conduct is non-material if, in the opinion of the Chief Executive Officer and / or Mayor, that it does not warrant an investigation then clause 13.3 applies.

PENALTIES AND ACTIONS:

Where a complaint is determined to be material and referred to the Mackenzie District Council the nature of any penalty or action will depend on the seriousness of the breach.

Material breaches

In the case of material breaches of this Code of Conduct, the Code of Conduct of Conduct Committee which holds delegated authority to investigate a material breach, may recommend to the Mackenzie District Council one of the following:

- a letter of censure to the member
- a request (made either privately or publicly) for an apology
- a vote of no confidence in the member
- removal of certain Mackenzie District Council-funded privileges (such as attendance at conferences)
- restricted entry to Mackenzie District Council offices, such as no access to staff areas (where restrictions may not previously have existed)
- limitation on any dealings with Mackenzie District Council staff so that they are confined to the Chief Executive Officer only
- suspension from committees or other bodies
- an invitation for the member to consider resigning from the Mackenzie District Council
-

The Mackenzie District Council, or Code of Conduct of Conduct Committee, may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course
- work with a mentor for a period of time
- participate in voluntary mediation (if the complaint involves a conflict between two Elected Members)
- tender an apology
-

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

Statutory breaches

In cases where a breach of the Code of Conduct is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to Elected Members' interests (where Elected Members may be liable for prosecution by the Auditor-General under the LAMIA)
- breaches which result in the Mackenzie District Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s.30 of the LGA 2002 which may result in the member having to make good the loss or damage)
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the Elected Member liable for criminal prosecution).

Non-material breaches

Either following the Chief Executive Officer and Mayoral assessment or initial feedback from an independent investigator the breach may be considered non-material. In that event, low level resolution of the matter may be pursued including a meeting of the parties, an apology or other courses of action considered appropriate by the Mayor.

REVIEW:

Once adopted, a Code of Conduct continues in force until amended by the Mackenzie District Council. The Code of Conduct can be amended at any time but cannot be revoked unless the Mackenzie District Council replaces it with another Code of Conduct (LGA 2002 Schedule 7 s.15). Once adopted, amendments to the Code of Conduct require a resolution supported by 75 per cent of the Elected Members of the Mackenzie District Council present at a Mackenzie District Council meeting where the amendment is considered.

Mackenzie District Council may formally review the Code of Conduct as soon as practicable after the beginning of each triennium. The results of that review will be considered by the Mackenzie District Council in regard to potential changes for improving the Code of Conduct.

DISQUALIFICATION OF ELECTED MEMBERS FROM OFFICE:

Elected Members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more year's imprisonment, or if they cease to be or lose their status as an elector or of certain breaches of the Local Authorities (Members' Interests) Act 1968.

6.8 INFOMETRICS MACKENZIE DISTRICT QUARTERLY ECONOMIC REPORT 2020-09

Author: Leaine Rush, Finance Admin

Authoriser: Paul Numan, General Manager Corporate Services

Attachments:

1. **Infometrics Mackenzie District Quarterly Economic Monitor 2020-09**  [↓](#)
2. **Infometrics State of the Economy - October 2020**  [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

These reports have been received from South Canterbury Chamber of Commerce as per the contract held with Council. Although the reports are dated September 2020 and October 2020, these are the most recent reports that are available. The December report will not be available until late February.

BRIEF OVERVIEW:**Infometrics State of the Economy – October 2020**

- Businesses will watch the summer season to gauge consumer activity and what levels of demand will persist in 2021.
- Weak demand signals likelihood of job losses in early 2021.
- Jobseeker Support recipients has decreased – steady decrease since August 2020.
- Seasonal patterns is making it difficult to forecast job losses in coming months.
- Labour shortages will be evident this summer season, due to skilled workers from overseas unable to enter the country.
- Public-sector and healthcare-based positions are in strong demand and jobs are easy to fill. Tourism-related sectors, like transport, food and accommodation services are back too below 2019 levels and those jobs are increasingly difficult to fill.
- Ongoing surges at an international level is impacting the global outlook in regard to opening NZ borders to International workers and visitors.
- Analysis indicates that the tourism sector is still heading towards a decline. The impact from December 2020 to March 2021 could be as large as 3x what has been experienced by the tourism sector thus far.
- The primary sector is robust at present, but a decline is forecast with costs potentially rising from last year drought and an impending drought in some areas.
- Wider uncertainty indicates that 2021 will be another tough year.

Infometrics Mackenzie District Quarterly Economic Report – September 2020

- Mackenzie District economic activity eased by 2.3% over the past year, compared to a decline of 3.3% nationally.
- In the September 2020 quarter, domestic visitors spent an additional \$28m compared to the September 2019 quarter. This nearly offset the loss of international spend of \$36m in the September 2019 quarter.
- International visitors spent \$78m in the December 2019 quarter, so their absence will be apparent over the Christmas/New Year period with domestic visitors not likely to compensate with expenditure.
- Consumer spend is down 3.4% annually, again outlining that domestic spend has nearly offset the loss of international spend over the winter period.
- Mackenzie house prices have risen 7.7%, compared with 8.0% nationally.
- Jobseeker Support numbers have risen, with an additional 41 recipients over the last year, but unemployment remains low at 1.5%, compared to 4.4% nationally at September 2020. (Please be advised that Jobseeker Support numbers have dropped again since this report was created, sitting at 38 recipients at November 2020 – LR).
- GPD (provisional) was down 2.3% at September 2020 compared to September 2019. The GPD has fared better than the national decline of 3.3%.
- 21 new residential building consents were issued in September 2020 quarter compared to 40 in September 2019 quarter.
- Non-residential building consents valued at \$10m were issued during the year to September 2020.
- Tourism spend decreased by 16.0% in the year to September 2020.
- Total tourism spend was \$238m to September 2020 compared with \$337m to September 2019.
- Tourism spend is comparable with 2017 levels.
- Total dairy payout for Mackenzie District for the 2019/2020 season is estimated to be approximately \$43.2m.
- 2020/2021 payout is estimated to be approximately \$41.2m, \$2.08m lower than last season.
- The number of people enrolled in Mackenzie District healthcare organisations have risen 5.8% to the year September 2020, compared with the previous year.



Quarterly Economic Monitor

Mackenzie District September 2020

Overview of Mackenzie District

Economic activity in Mackenzie District has eased by 2.3% over the past year, according to Infometrics provisional estimates. This compares favourably to the national decline of 3.3%.

While Mackenzie has traditionally been reliant on international visitors, the district has benefited from a surge in domestic tourism. According to MBIE's regional tourism estimates, domestic visitors spent an extra \$28m in the district in the September 2020 quarter compared to the September 2019 quarter. This nearly offset the loss of international visitors, who spent \$36m in the district in the September 2019 quarter. International visitors spent \$78m in Mackenzie in the December 2019 quarter, so their absence will become particularly apparent in the summer, with the domestic tourism surge unable to close the gap.

Consumer spending overall in the district is down by only 3.4% on an annual basis, again reflecting that the domestic tourism surge has nearly offset the loss of internationals through winter.

Mackenzie's house values have appreciated by 7.7% over the past year – in line with the national average of 8.0%. Residential consents have fallen 9.1% over the past year, despite a 3.5% increase nationally. The number of residential consents issued in the September quarter is comparable to the District's ten-year average – indicating that there is still solid demand for the District's house builders. Non-residential consents dropped by 50.5% over the past year, as a burst of visitor accommodation construction comes to a close.

The number of Jobseeker Support recipients has continued to rise, with an additional 41 recipients in Mackenzie over the past year. The labour market remains tight, however, with an unemployment rate of 1.5%.

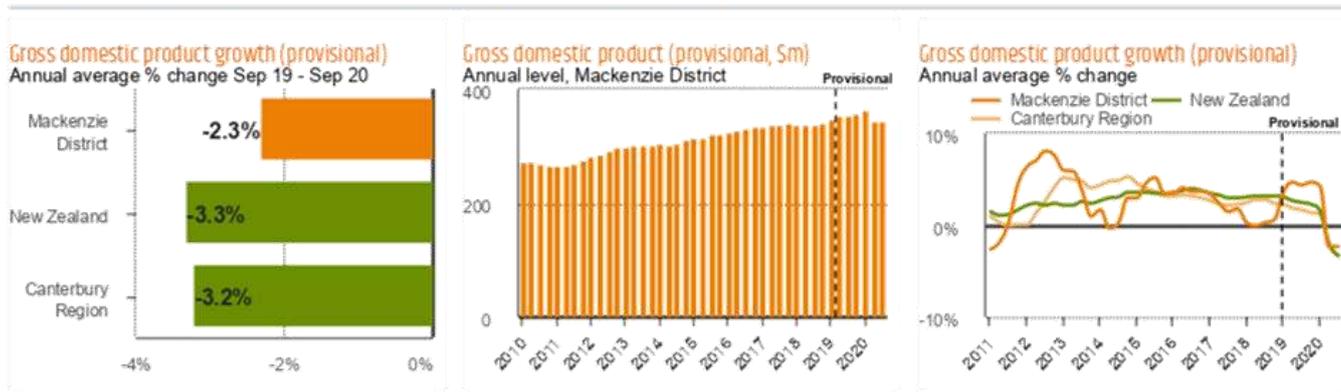
Indicator	Mackenzie District	Canterbury Region	New Zealand
<i>Annual average % change</i>			
Gross domestic product	↓ -2.3%	↓ -3.2%	↓ -3.3%
Traffic flow	↓ -7.8%	↓ -10.2%	↓ -10.5%
Health Enrolments	↑ 5.8%	↑ 2.0%	↑ 2.3%
Consumer spending	↓ -3.4%	↓ -2.5%	↓ -2.7%
Residential consents	↓ -9.1%	↑ 8.1%	↑ 3.5%
Non-residential consents	↓ -50.5%	↓ -51.7%	↓ -7.6%
House prices*	↑ 7.7%	↑ 5.4%	↑ 8.0%
House sales	↓ -0.9%	↑ 1.2%	↑ 1.1%
Tourism expenditure	↓ -16.0%	↓ -13.0%	↓ -16.5%
Car registrations	↓ -11.5%	↓ -49.6%	↓ -22.9%
Commercial vehicle registrations	↓ -21.3%	↓ -48.2%	↓ -26.1%
Jobseeker Support recipients	↑ 93.4%	↑ 33.7%	↑ 27.3%
<i>Level</i>			
Unemployment rate	1.5%	4.0%	4.4%

* Annual percentage change (latest quarter compared to a year earlier)

Overview of national economy

Economic activity rebounded strongly in the September 2020 quarter as the post-lockdown surge boosted spending levels and saw activity across various sectors attempt to make up for lost time. The pandemic still looms large over regional economies, and the pathway ahead is uncertain. But after a hammer blow to the economy in the first half of 2020, the economic rebound in the September quarter has set New Zealand on a more optimistic course ahead. Sustained export activity, combined with New Zealanders opening their wallets to domestic tourism, new cars, and home improvements, has buoyed confidence that the New Zealand economy will emerge from COVID-19 less battered than other parts of the world. The strength of the bounce back in economic activity is cause for celebration, but make no mistake, the pandemic has not finished yet.

Gross domestic product (provisional)



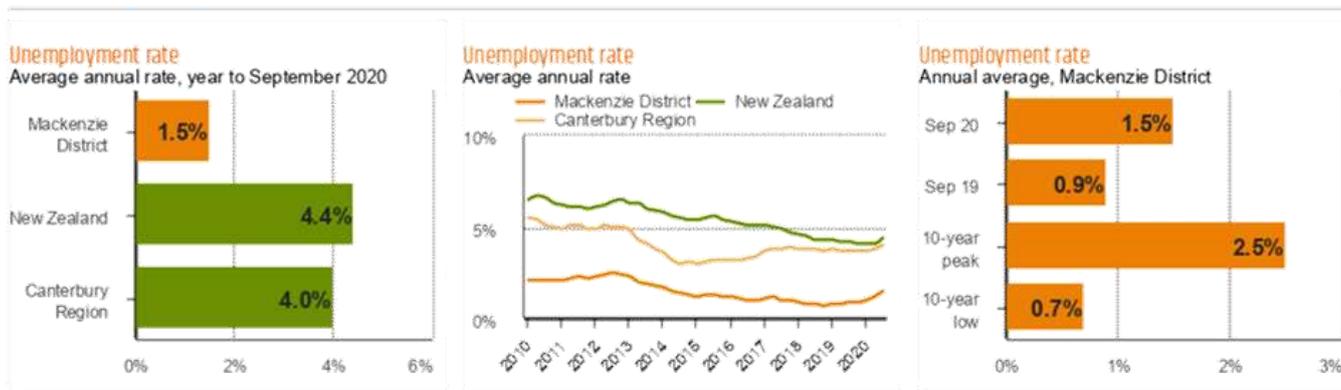
Highlights for Mackenzie District

- GDP (provisional) in Mackenzie District was down 2.3% for the year to September 2020 compared to a year earlier. Growth was higher than in New Zealand (-3.3%) and higher than in Canterbury Region (-3.2%).
- GDP (provisional) was \$346 million in Mackenzie District for the year to September 2020 (2019 prices).
- Annual GDP growth in Mackenzie District peaked at 8.1% in the year to September 2012.

National overview

Economic activity in New Zealand expanded 11.8% in the September quarter, according to provisional estimates from Infometrics. After recording the sharpest quarterly fall in economic activity on record in the June quarter, September's rebound was always going to sound impressive. Although New Zealand is now technically out of a recession (for now), economic activity in September was still 3.3%pa below 2019 levels. Tourism-based sectors and others originally unable to operate drove the rebound in the September quarter after being severely restricted from operating during higher Alert Levels, although the Auckland restrictions in August took the shine off activity in the third quarter.

Unemployment rate



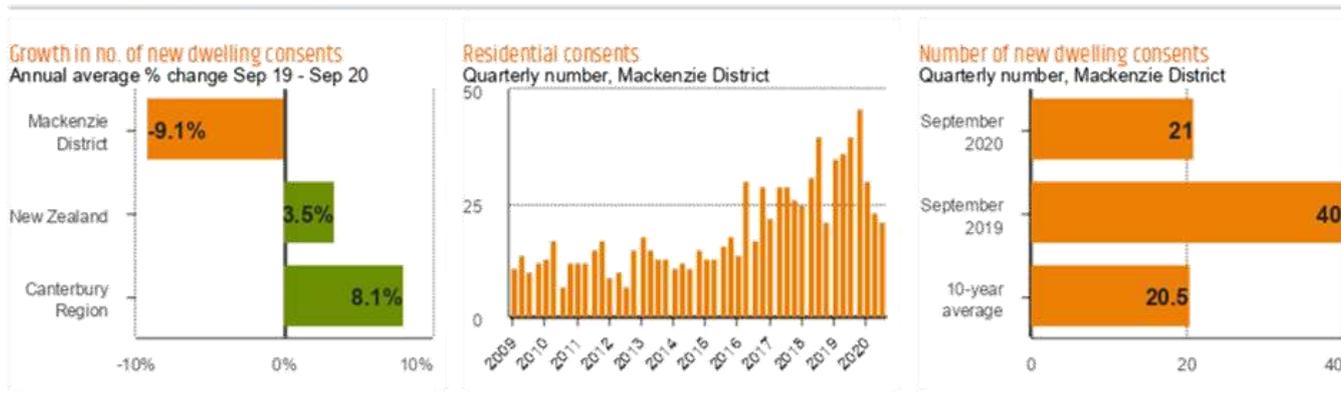
Highlights for Mackenzie District

- The annual average unemployment rate in Mackenzie District was 1.5% in September 2020, up from 0.9% a year earlier.
- The unemployment rate in Mackenzie District was lower than in New Zealand, where the unemployment rate averaged 4.4% over the year to September 2020.
- Over the last ten years the unemployment rate reached a peak of 2.5% in September 2012;

National overview

The national unemployment rate rose to 5.3% (seasonally adjusted) in the September 2020 quarter, as job losses continued to mount. On average over the last 12 months, the unemployment rate nationally was 4.4%, highlighting just how fast the pandemic has shifted economic conditions. Our system focuses on annual averages to smooth out volatility at a regional level each quarter, but the sharp rise in unemployment has been felt across the country. The labour market hit from COVID-19 has been less severe than originally feared, with fewer job losses than forecast. The labour market hit is coming through various channels. Some workers are still employed but working fewer hours, whereas others are out of a job, but not looking for a new role yet. However, women, Māori, and young people continue to be hardest hit by the downturn, and we expect that unemployment will continue to rise as we head into 2021.

Residential consents



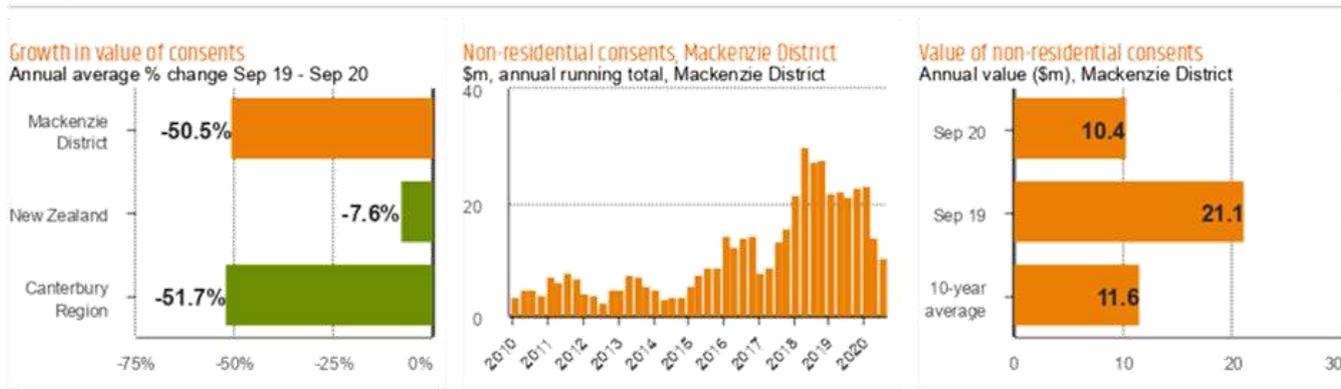
Highlights for Mackenzie District

- A total of 21 new residential building consents were issued in Mackenzie District in the September 2020 quarter, compared with 40 in the same quarter last year.
- On an annual basis the number of consents in Mackenzie District decreased by 9.1% compared with the same 12-month period a year ago. The number of consents in New Zealand increased by 3.5% over the same period.

National overview

Residential building consents were up 3.5% over the year to September 2020. New townhouses were responsible for most of the growth over the year, up 34%, driven by an incredibly hot housing market and rapid house price growth. Apartment and retirement buildings were dragging the chain for the quarter. We expect the number of residential consents to weaken throughout next year. However, the heat in the housing market continues to provide upside risks, particularly as interest rates are set to be lower, and loan to value ratio restrictions are still a few months away at earliest.

Non-residential consents



Highlights for Mackenzie District

- Non-residential building consents to the value of \$10 million were issued in Mackenzie District during the year to September 2020.
- The value of consents decreased by -50.5% over the year to September 2020. By comparison the value of consents in New Zealand decreased by -7.6% over the same period.
- Over the last 10 years, consents in Mackenzie District reached a peak of \$30 million in the year to June 2018.

National overview

Non-residential building consents were strong in the September 2020 quarter, helping to offset some of the weakness earlier in the year, with consents now down 7.6% over the year to September 2020. New consents were responsible for all the growth in the last quarter, while the value of alterations and additions contracted. Social, cultural, and religious building consents have been particularly strong in recent months. We expect the government to open their purse strings to help support the COVID-19 recovery, and therefore expect strong public non-residential consents going forward. Conversely, we expect private consents to weaken over the next year as businesses struggle with a weaker economy going forward.

Traffic flow



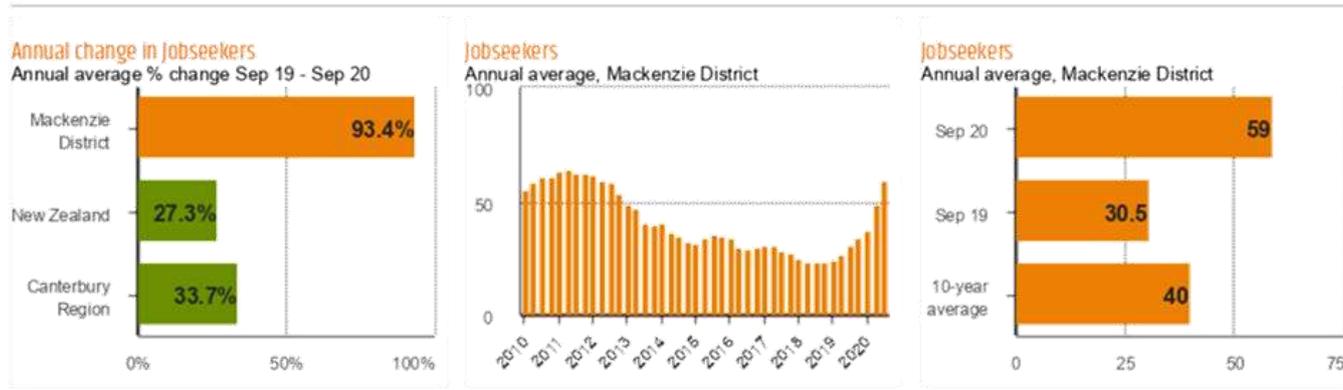
Highlights for Mackenzie District

- Traffic flows in Mackenzie District decreased by -7.8% over the year to September 2020. This compares with an decrease of -10.5% in New Zealand.

National overview

Vehicle movements in the September 2020 quarter recovered substantially from lower levels in June, as Kiwis got moving again. However, traffic activity was still 3.3%pa lower than a year earlier, with fewer tourists in the country and lower trade activity overall. The effects of the Auckland restrictions in August are clear, with Auckland and neighbouring Waikato recording sustained hits to traffic activity even as most of the country saw a sustained bounce-back from the Level 4 lockdown hit the previous quarter. Otago recorded an annual decline, partially stemming from the lack of tourist activity, while both Wellington and Canterbury also saw weak traffic activity as major urban centres remained harder hit.

Jobseekers



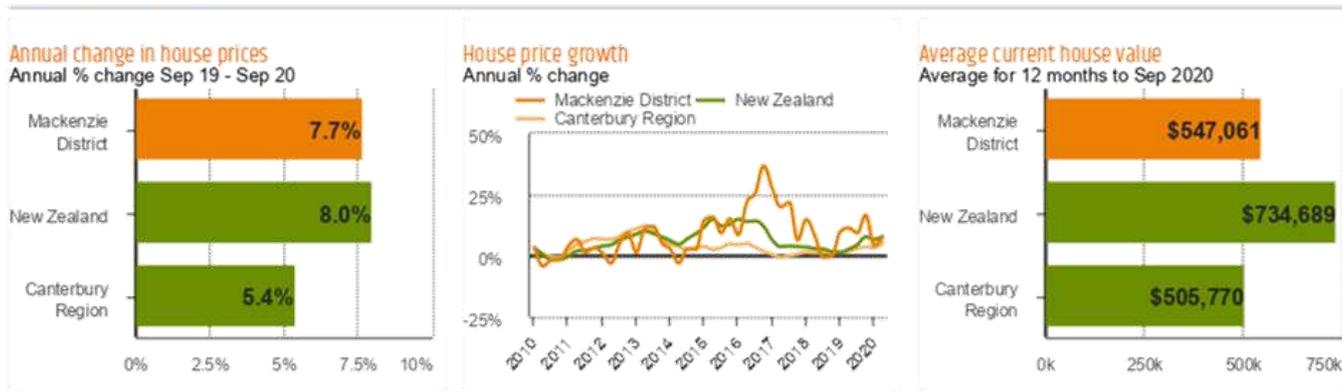
Highlights for Mackenzie District

- Working age Jobseeker Support recipients in Mackenzie District in the year to September 2020 increased by 93.4% compared with the previous year. Growth was higher relative to New Zealand, where the number of Jobseeker Support recipients increased by 27.3%.
- An average of 59 people were receiving a Jobseeker Support benefit in Mackenzie District in the 12 months ended September 2020. This compares with an average of 40 since the start of the series in 2010.

National overview

The number of Jobseeker Support has continued to rise, as job losses mounted across the economy. In total, over 204,000 New Zealanders are on a Jobseeker Support benefit, up over 61,000 from September 2019 – a 43%pa rise. There were also a considerable number of Kiwis on the COVID-19 Income Relief Payment (CIRP). In August, nearly 25,000 people were CIRP recipients, which provides a 12-week payment. With entitlements now ending, just under 12,000 CIRP recipients were recorded at the end of September 2020.

House prices



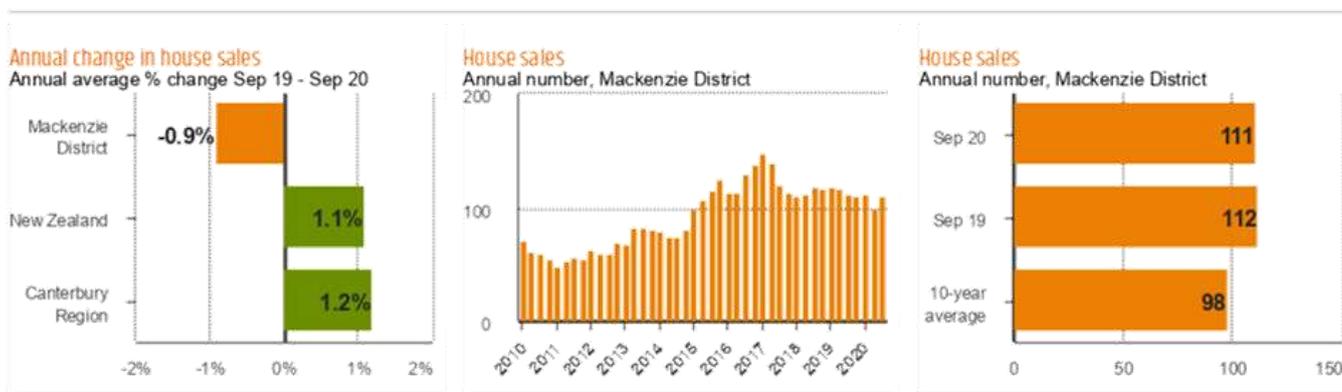
Highlights for Mackenzie District

- The average current house value in Mackenzie District was up 7.7% in September 2020 compared with a year earlier. Growth underperformed relative to New Zealand, where prices increased by 8.0%.
- The average current house value was \$547,061 in Mackenzie District over the September 2020 year. This compares with \$734,689 in New Zealand.

National overview

House prices have shot ahead in the September quarter, rising 8.0% on average over the year to September 2020. This incredibly strong growth has been driven by high net migration at the beginning of the pandemic, and incredibly low interest rates. We expect house prices to continue to grow through summer, as the Reserve Bank implements policy to lower interest rates further, while threatening the return of loan to value ratio restrictions. This strong growth in house prices is at a time where housing is already highly unaffordable to most first home buyers, and the economy battles its sharpest contraction on record.

House sales



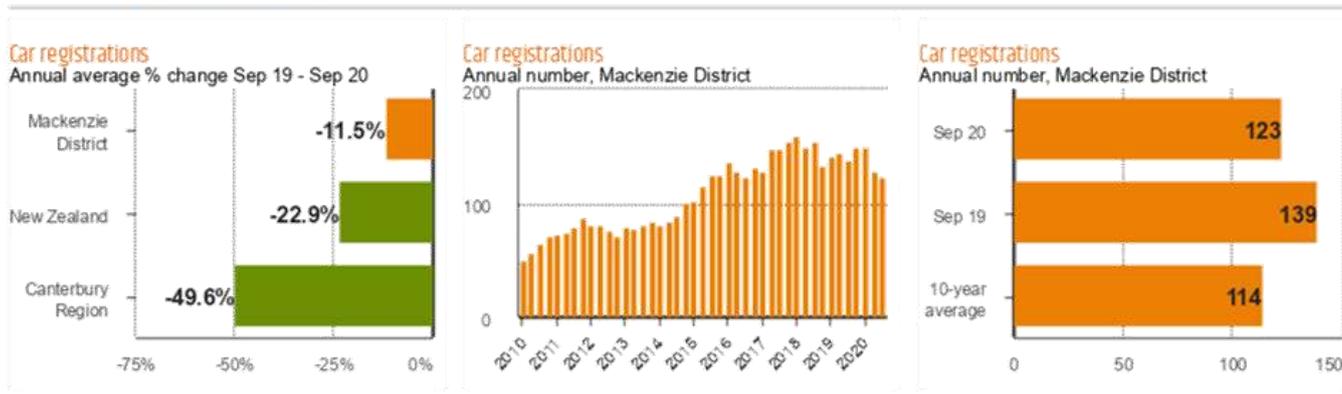
Highlights for Mackenzie District

- House sales in Mackenzie District in the year to September 2020 decreased by 0.9% compared with the previous year. Growth underperformed relative to New Zealand, where sales increased by 1.1%.
- A total of 111 houses were sold in Mackenzie District in the 12 months ended September 2020. This compares with the ten year average of 98.

National overview

The number of houses sold in the year to September 2020 was sitting 1.1% higher than the same period a year earlier. Growth in sales has been particularly high through the last couple of months, as prices race ahead and interest rates fall lower, encouraging even more buyers into the market. We expect real estate activity to remain hot through summer, as buyers look to take advantage of record low interest rates before loan to value ratio restrictions return.

Car registrations



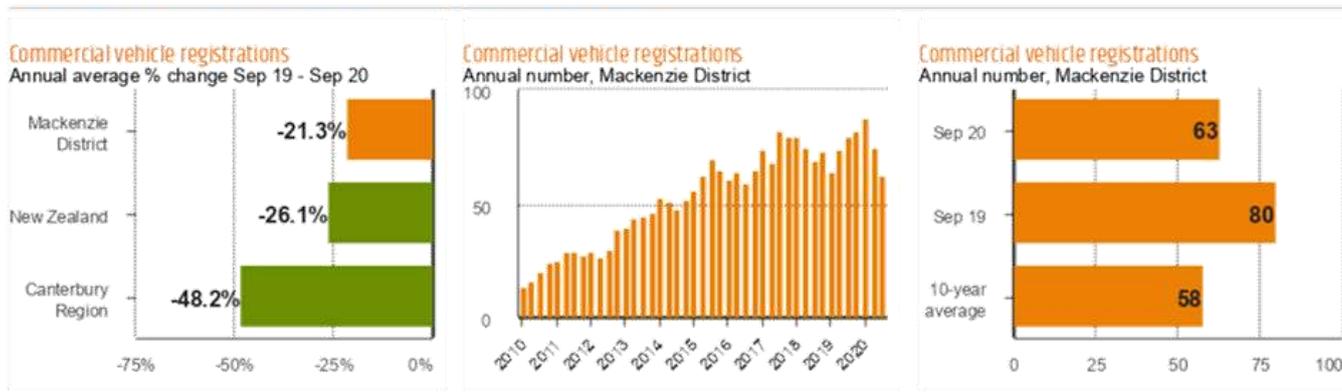
Highlights for Mackenzie District

- The number of cars registered in Mackenzie District decreased by -11.5% in the year to September 2020 compared with the previous 12 months. Growth was higher than in New Zealand, where car sales decreased by -22.9%.
- A total of 123 cars were registered in Mackenzie District in the year to September 2020. This compares with the ten year average of 114.

National overview

Car registrations recovered ground after lockdown, as pent up demand and a shift in spending patterns seeing a focus on vehicle sales. However, registrations in the September quarter were still 19% below registration levels last year. The momentum in car registrations is unlikely to continue, as job losses in the economy mount, the lack of international tourism reduces registrations of new rental cars, and potential constraints on the international supply of both new and used cars start to bite.

Commercial vehicle registrations



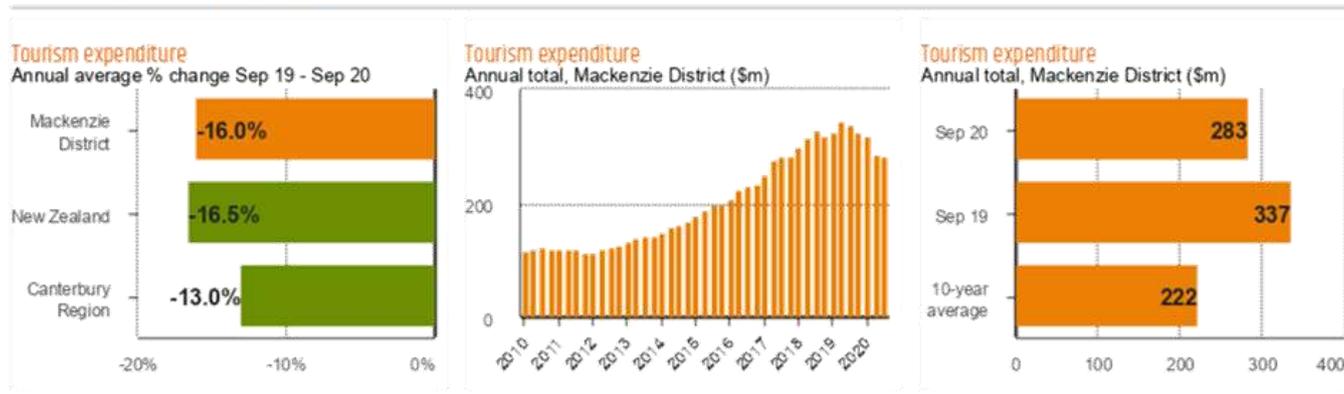
Highlights for Mackenzie District

- The number of commercial vehicles registered in Mackenzie District decreased by -21.3% in the year to September 2020 compared with the previous 12 months. Growth was higher than in New Zealand, where commercial vehicle sales decreased by -26.1%.
- A total of 63 commercial vehicles were registered in Mackenzie District in the year to September 2020. This is higher than the ten year annual average of 58.

National overview

Commercial vehicle registrations have recovered some ground from their sharp fall experienced during lockdown earlier this year. This recovery points to continued resilience in the primary sector, where demand for New Zealand's food products remains high, and in construction, where sharp growth in house prices is stimulating residential construction activity. Despite this recovery, commercial registrations remain considerably weaker than pre-pandemic, with commercial vehicle registrations in the September quarter still sitting 13% lower than a year ago.

Tourism Spending



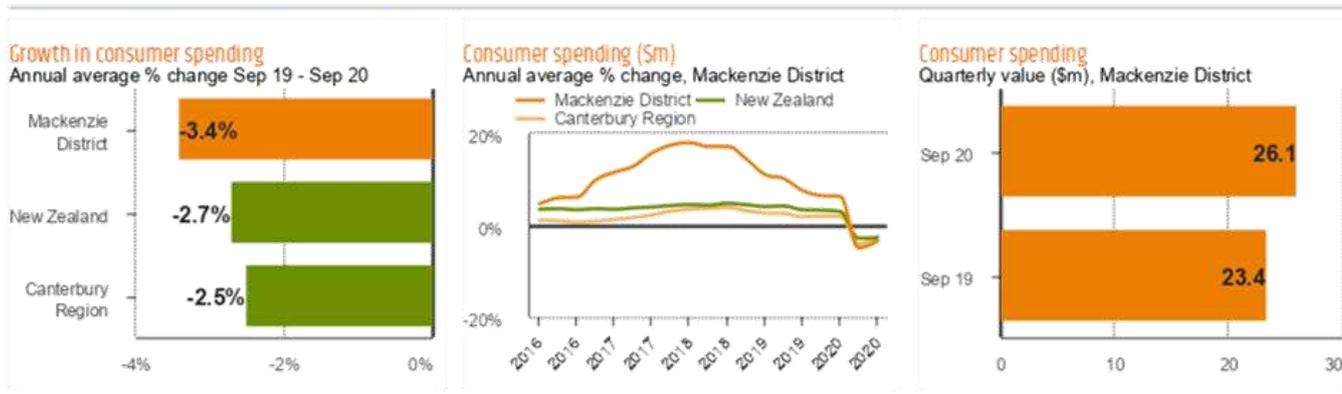
Highlights for Mackenzie District

- Total tourism expenditure in Mackenzie District decreased by 16.0% in the year to September 2020. This compares with a decrease of 16.5% in New Zealand.
- Total tourism expenditure was approximately \$283m in Mackenzie District during the year to September 2020, which was down from \$337m a year ago.

National overview

With New Zealand's borders remaining closed to all but essential travellers and returning citizens and residents, tourism expenditure continued to decline, falling 16.5% over the year to September 2020. This decline was despite relatively successful efforts to promote domestic tourism during the July school holidays. Auckland was the worst affected region, with visitor spending declining by 24% over the year to September 2020, partly as a result of the second lockdown in August. Other regions heavily affected include Otago (-21%) and the West Coast (-20%). Tourism spending figures are likely to continue this downward trend through the summer months, as the lack of international tourists becomes more acutely felt.

Consumer Spending



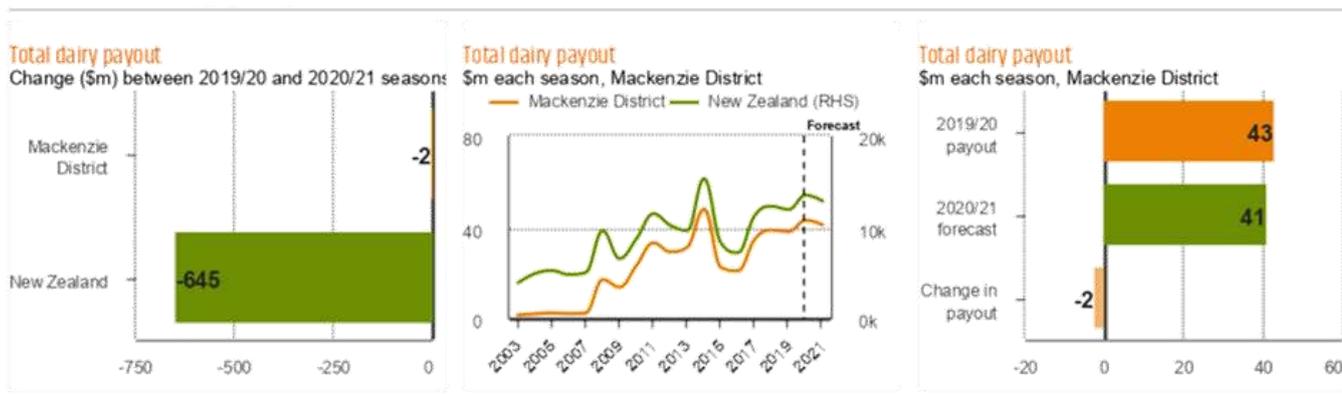
Highlights for Mackenzie District

- Electronic card consumer spending in Mackenzie District, as measured by Marketview, decreased by -3.4% over the year to September 2020 compared to the previous year. This compares with an decrease of -2.7% in New Zealand.

National overview

Consumer spending roared back into life after lockdown, growing 3.0%pa in the September 2020 quarter according to Marketview data. Declines in spending categories such as hospitality and accommodation were offset by growth in retail spending, particularly in the food and home improvement segments. Despite the impressive bounce back, considerable risk exists for spending to soften as the wage subsidy and COVID-19 Income Relief Payment benefit come to an end, and consumers feel the need to hold onto their wallets. The December quarter is expected to provide something of a litmus test for retailers – if spending levels hold up relatively well, it may relieve some of the pressure on employers to make further staff cuts in the new year.

Total dairy payout



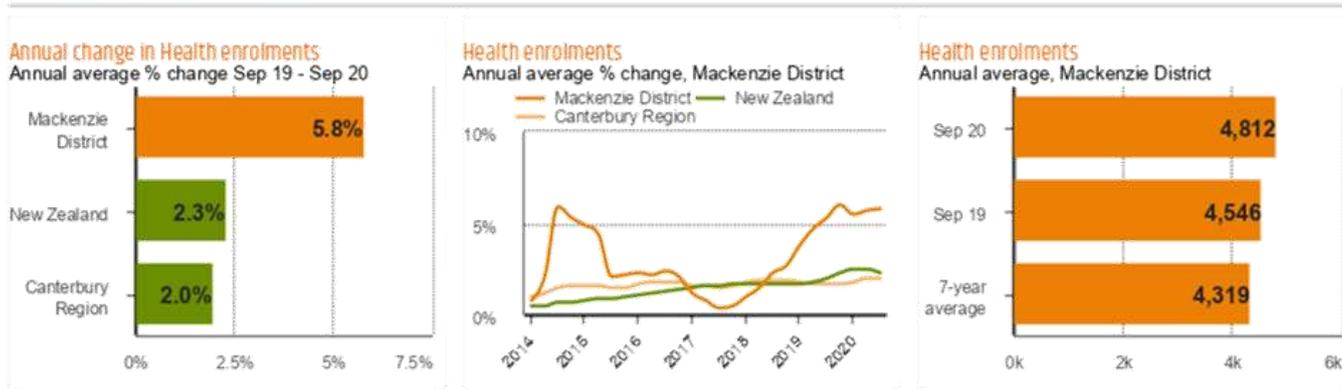
Highlights for Mackenzie District

- Mackenzie District's total dairy payout for the 2019/20 season is estimated to have been approximately \$43.2m.
- Mackenzie District's dairy payout for the 2020/21 season is expected to be approximately \$41.2m, \$2.06m lower than last season, assuming that production levels from last season are maintained.
- The total dairy payout for New Zealand is estimated to have been approximately \$13,537m in the 2019/20 season, and is expected to be \$645m lower in the 2020/21 season.

National overview

Primary sector performance remains robust, as New Zealand exports continue their solid run. Dairy export values since February remain up 3.8%pa, although activity weakened in September and through into October. Dairy won't escape the expected hit from COVID-19 but will weather the blow better. Fonterra has recently revised the midpoint milk price for the 2020/21 season to \$6.80/kgms off the back of stronger GlobalDairyTrade performances – a 40c lift from May's forecast. This rise in pay-out will bring an additional \$758m into the economy. However, the 2020/21 pay-out is lower than the pay-out last season, with a \$644m gap year-to-year.

Health Enrolments



Highlights for Mackenzie District

- The number of people enrolled with a primary health organisation in Mackenzie District in the year to September 2020 increased by 5.8% compared with the previous year. Growth was higher relative to New Zealand, where the number of enrolments increased by 2.3%.
- An average of 4,812 people were enrolled with primary healthcare providers in Mackenzie District in the 12 months ended September 2020. This compares with an average of 4,319 since the start of the series in 2013.

National overview

Population growth is slowing, with health enrolment figures rising at a slower pace of 2.3%pa over the 12 months to September 2020. Recent months have driven the deceleration in population growth, with total health enrolments in the September 2020 quarter up just 1.7%pa – the slowest since the end of 2018. The key driver of New Zealand’s population growth – migration – has collapsed. Although there are a steady stream of people moving through Managed Isolation and Quarantine (MIQ) facilities, migration estimates from Stats NZ point towards a collapse in inward migration since COVID-19 forced New Zealand to close its borders. Net migration over the last six months has been just 2,513, compared to nearly 30,000 for the same period in 2019.

Technical notes

Building Consents

Building consents data is sourced from Statistics New Zealand. The number of residential consents issued for new dwellings is the measure for residential consents. For non-residential consents, the measure is the value of both new buildings and alterations.

Consumer Spending

The consumer spending data is sourced from Marketview. It measures total electronic card spending using spending through the Paymark network and adding to it an estimate of non-Paymark network spending using the pattern of BNZ card holder spending at non-Paymark retailers. For further breakdown of the data by storetype and other variables contact Marketview.

Dairy

Dairy data has been sourced from the "New Zealand Dairy Statistics", a publication co-owned by DairyNZ and LIC, as well as calculations made by Infometrics. The data accords to dairy seasons, which run from June to May. Total dairy payouts in each territorial authority have been calculated by Infometrics by utilising milk solids production in conjunction with Fonterra's farmgate milk price (excluding dividends) from the dairy season in question. For the current season, Infometrics calculates a payout forecast using our own expectation of the farmgate milk price and the assumption that milk solids production continues running at the same level from the previous season.

Earnings

The earnings data comes from the quarterly Linked Employer Employee Data (LEED) published by Statistics New Zealand. LEED publishes the mean earnings of full quarter jobs for each quarter. Full quarter jobs may include full time and part time jobs. Earnings include overtime and lump sum payments. We sum the mean earnings for the four quarters making up the year to arrive at an estimate of average annual earnings. Infometrics projects average annual earnings to the current quarter using growth rates in industry earnings measured in the Labour Cost Index.

Gross Domestic Product

Gross Domestic Product is estimated by Infometrics. A top down approach breaks national industrial production (sourced from production based GDP measures published by Statistics New Zealand) is broken down to TA level by applying TA shares to the national total. Each TA's share of industry output is based on earnings data from LEED. GDP growth in recent quarters is based on a model which uses the various partial economic indicators presented in this report as inputs. Estimates of GDP for these most recent quarters are provisional until Infometrics updates its annual GDP series in the Regional Economic Profile at the beginning of each year. Gross domestic product is measured in 2019 dollar terms.

Health Enrolments

Health enrolments are sourced from the Ministry of Health. They record the number of people in each area who are enrolled with a Primary Health Organisation (PHO). Enrolment is voluntary, but most New Zealanders enrol at a general practice for health reasons and for the benefits of enrolment, such as cheaper doctors' visits and reduced costs of prescription medicines. Changes to how the Ministry of Health recorded this data led to Infometrics revising our approach to health enrolment figures for the March 2019 Quarterly Economic Monitor onwards. Our new approach completely revises our timeseries of health enrolments, so care should be taken when comparing the March 2019 report with previously downloaded reports.

Previously, the data provided was only for those people whose addresses are able to be accurately recorded by the Ministry of Health. We have now switched to breaking down TA-level health enrolments based on trends in stated health enrolments by area, to ensure that the total number of enrolees published in the Monitor align with the national-level figures published by the Ministry of Health. A new system for classifying and recording health enrolment addresses from March 2019 onwards by the Ministry means significantly higher numbers of unallocated enrolees, resulting in the need to review our model.

House Sales

The number of house sales is sourced from REINZ. The indicator measures the number of house sales at the point when the sale becomes unconditional. The unconditional date is the date when all the terms of an agreement have been satisfied and the sale and purchase can proceed to settlement.

House Values

House value (dollar value) are sourced from QVNZ. The levels quoted in the report are average current values over the past 12 months. An average current value is the average (mean) value of all developed residential properties in the area based on the latest house value index from QVNZ. It is not an average or median sales price, as both of those figures only measure what happens to have sold in the period. These average current values are affected by the underlying value of houses (including those not on the market) and are quality adjusted based on the growth in each house's price between sales.

Jobseekers Support

In July 2013 the New Zealand's welfare system changed to better recognise and support people's work potential. As part of this the Jobseekers Support benefit was introduced. This benefit is for people who can usually look or prepare for work but also includes people who can only work part-time or can't work at the moment, for example, because they have a health condition, injury or disability.

Tourism Expenditure

Tourism expenditure data is sourced from the Ministry of Business, Innovation and Employment's (MBIE) Monthly Regional Tourism Estimates. These are estimated values for tourism spending that approximate values found in the International Visitor Survey (IVS) and Tourism Satellite Account (TSA), using modelling of a sample of electronic card spending throughout New Zealand from domestic and international accounts.

Traffic Flow

Traffic flow growth rates are calculated from the number of vehicles passing approximately 110 sites monitored by New Zealand Transport Agency. Each of the sites has been mapped to a territorial authority.

Unemployment

Regional level unemployment rates are sourced from Statistics New Zealand's Household Labour Force Survey. Trends in the number of Jobseekers are used to break down regional unemployment rates to TA levels. The TA level unemployment rates are benchmarked on census following the release of each census. To reduce volatility the unemployment rate is presented as an average for the last four quarters.

Vehicle Sales

Car and commercial vehicle sales data are sourced from New Zealand Transport Authority. Sales are based on new registrations which include the first time registration of new vehicles and used vehicles imported from overseas.

Household Income

The Infometrics household income series is a comprehensive estimate of household incomes within each territorial authority area. The series captures labour market earnings (wages, salaries and self-employment) as well as allowances (e.g. Disability Allowance), benefits (e.g. Jobseeker Support) and superannuation. Investment income is excluded. Infometrics models the series with a top-down approach, first measuring all incomes received by households in New Zealand, then apportioning them to territorial authorities using various sources of administrative data. As there is a time lag in the availability of administrative data we use contemporary indicators to project our estimates to the most recent quarter. Infometrics estimates of the number of occupied private households are used to translate total income in each territorial authority area into a per household mean. Mean household incomes are then translated into median household incomes using a Pareto distribution. The Infometrics household income series tends to be slightly higher than Census measures. Census tends to underestimate household incomes because individuals often fail to recall all of their income when completing their Census form.

Weekly Rents

Rents (\$ per week) are averaged across the quarter in question from monthly rental data sourced from MBIE. Rental data pertains to averages from data collected when bonds are lodged and does not control for specifications of the home (eg. size, number of bedrooms, age of home, etc).

State of the Economy – October 2020

Our monthly *State of the Economy* provides regional clients with an overview of current economic activity.

Domestic outlook in limbo ahead of summer

The New Zealand economy looks likely to remain in a state of limbo as we head into summer. More upbeat indicators are showing a resilient economic outlook, but the threat remains for a further downturn as tourism's decline hits in full.

We expect that businesses will watch the summer season, especially Christmas spending, to gauge consumer activity and what levels of demand will persist in 2021. Weak demand signals over summer would likely see firms cut staff in early 2021 ahead of the new financial year.

For now, job losses seem to have stabilised, with the last two weeks showing a decrease in the number of Jobseeker Support recipients – the first declines since June. There's an element of seasonality in the Jobseeker Support numbers – they often plateau or decline in October and November before ramping up in December.

These seasonal patterns will make it harder to discern the underlying trend in job losses over the next few months. Increased Jobseeker Support numbers in December will likely comprise both seasonal increases as well as further job cuts. However, a clearer picture should emerge in the first quarter of 2021.

Labour shortages will bite this summer

With skilled workers unable to come in from overseas, it appears inevitable that labour shortages will hit soon. Increasing concerns are being raised about the ability for some sectors to fill their workforce gaps.

The government has been unwilling so far to signal any intended changes at the border, with criticisms raised about Managed Isolation and Quarantine (MIQ) vacancies seeing MBIE update their reporting in the last week to better reflect the status of rooms. With no firm plans we remain suspect over the ability for changes to occur quickly enough to address the shortage issues.

At least two groups – in Auckland and Wellington – are working on plans for additional MIQ spaces and a more coordinated plan, but there have been no public discussions either way as to progress.

A firmer labour market... for now

Filled job numbers are holding at stronger than expected levels, with [our latest release](#) noting that the industry-level differences in employment show a divergence of fortunes.

2 State of the Economy – October 2020

Public-sector based employment is continuing strongly to increases in filled jobs, with an 11,000 job increase in public administration and safety over the last year. Healthcare-based roles are also rising. However, tourism-related sectors, like transport and accommodation and food services are still well down on 2019 levels.

Young people, especially young women, continue to bear the brunt of the economic downturn, with higher job losses so far.

In this October 2020 update we have included new local-level filled job data to provide a more comprehensive view of job numbers in each local area – these filled jobs numbers can be seen on the first Local Indicators page of the LEI. Although there's not a lot of history (with data starting in May 2019), and some strong seasonal patterns, the numbers do help to expand our understanding of local economies.

We've also included an update to our Regional Indicators, with filled jobs by age now available. This update highlights the differences in employment outcomes by age, comparing August 2019 with August 2020 (for a apples-with-apples comparison).

International surge undermines global outlook

We **noted our concerns two weeks ago** of the rush of COVID-19 surges across the globe, and how these increases could stall the global economy. Lockdowns in Germany, France, UK. These concerns appear well-founded, with restrictions being reintroduced across Europe.

- The UK has u-turned, and is implementing a 4-week lockdown to curb the rise of the virus
- Belgium, France, Germany, and Greece have all announced lockdowns or similar restrictions in recent weeks, as case numbers grow.
- Italy and Spain have announced further restrictions on activities across their countries, after seeing some of the heaviest burdens during the early stages of the virus' advance into Europe in March and April.

These renewed restrictions will further upend trade with supply and demand during the restrictions set to be uncertain. These further restrictions will also batter local economies, hampering the expected global economic recovery. A slower recovery, and a prolonged global downturn, is expected to weigh on New Zealand's trading options into 2021.

Still a catastrophic hit for tourism looming

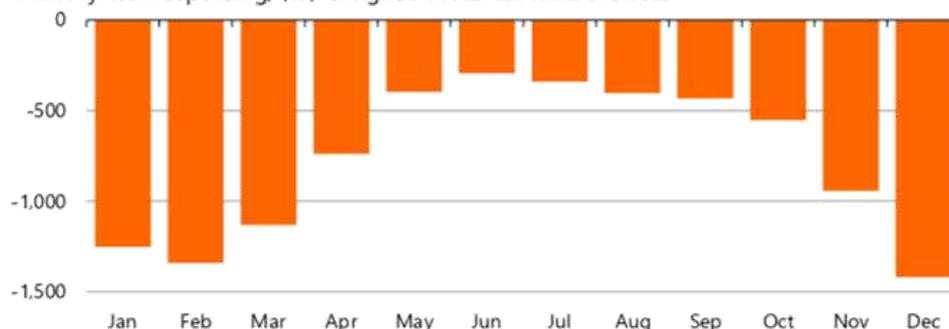
Infometrics published analysis in the last week that highlighted the hit to tourism is still looming. We expect that the decline in international tourism spending will be felt more keenly in the next few months, as summer rolls around. The hit during December to March could be as large as three-times what has been experienced so far by the tourism sector.

3 State of the Economy – October 2020

Graph 1

Lack of tourists will be most apparent over summer

Monthly tourist spending, \$m, foreigners in NZ less Kiwis overseas



Most visitors to New Zealand come for summer, meaning the decline in spending is still to come. New Zealanders often travel most during our winter, and so the refocusing of international spending to domestic has already mostly occurred.

Primary: robust now, but weakness coming?

Fonterra recently announced a rise in the expected farmgate milk price, after solid results in recent GlobalDairyTrade auctions. The firmer pricing will be welcome news for farmers, with Chinese demand for our milk products still strong.

However, higher costs last season from the drought could well be repeated, with some parts of the country already showing signs of impending drought.

Expectations are rising that 2021 might see more softness for parts of the primary sector as global economic declines filter through into trade. Beef + Lamb is forecasting drops of between 8% and 15% for meats in 2021. Part of this expectation is around the shift in product types as consumers switch from restaurant meals to at-home cooking. But the wider uncertainty in the market makes clear that 2021 is likely to be another tough year.

Published 2 November 2020

For more information, please contact:

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6.9 ADOPTION OF REVISED MEETING SCHEDULE FOR 2021

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Council Meeting Schedule as at February 2, 2021 [↓](#) 

PURPOSE OF REPORT

To advise Council of the Revised Schedule of Meetings for the Mackenzie District Council and Council Committees for 2021.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Revised Schedule of Meetings attached to the agenda, showing the meeting dates for 2021, be adopted.



2021 Schedule of Meetings for Council & Committees
(as at 2/2/21)

Council	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Council Meetings		Tue 09-Feb 9.30am Fairlie	Tue 23-Mar 9.30am Fairlie		Tue 18-May 9.30am Twizel	Wed 30-Jun 9.30am Adopt Annual Plan, Fairlie		Tue 03-Aug 9.30am Fairlie	Tue 14-Sep 9.30am Twizel	Tue 12-Oct 9.30am Fairlie		Tue 14-Dec 9.30am Fairlie
Councillor Workshops	Tue 26-Jan 9.30am	Tues 16-Feb 9.30am	Tues 9-Mar 9.30am	Tues 6-Apr 9.30am	Tues 4-May 9.30am	Tues 22-Jun 9.30am		Tues 3 -Aug 9.30am Tues 31-Aug 9.30am	Tues 28-Sep 9.30am		Tues 2-Nov 9.30am Tues 30-Nov 9.30am	
Citizenship Ceremonies (if required)												
Committees												
Engineering and Services Committee			Tue 2-Mar 9.30am Fairlie	Tue 20-Apr 9.30am Fairlie				Tue 17-Aug 9.30am Fairlie			Tue 16-Nov 9.30am Fairlie	
Commercial and Economic Development Committee			Tue 2-Mar	Tue 20-Apr				Tue 17-Aug			Tue 16-Nov	
Strategy Committee			Tue 2-Mar	Tue 20-Apr				Tue 17-Aug			Tue 16-Nov	
Planning & Regulations Committee			Tue 2-Mar	Tue 20-Apr				Tue 17-Aug			Tue 16-Nov	
Audit and Risk Committee			Tue 16-Mar 1.00pm Fairlie		Tue 18-May after council meeting Twizel				Tue 14-Sept after council meeting Twizel	Tue 12-Oct After council meeting Fairlie		Tue 14-Dec after council meeting Fairlie
Chief Executive's Performance Committee					Tue 18-May after council meeting			Tue 17-Aug after committees				Tue 14-Dec after council meeting Fairlie
Community Boards												
Twizel Community Board	Mon 25-Jan 3.00pm		Mon 15-Mar 3.00pm		Mon 03-May 3.00pm		Mon 12-Jul 3.00pm	Mon 30-Aug 3.00pm		Mon 1-Oct 3.00pm		Mon 06-Dec 3.00pm
Tekapo Community Board		Weds 10-Feb 3.00pm	Weds 17-Mar 3.00pm		Weds 5-May 3.00pm		Weds 14-Jul 3.00pm		Weds 1-Sep 3.00pm	Weds 20-Oct 3.00pm		Weds 8-Dec 3.00pm
Tekapo Community Board Extraordinary Meeting to Allocate Tekapo Township Genesis Grants										Weds 20-Oct 1.00pm		
Fairlie Community Board	Thu 28-Jan 4.30pm		Thu 18-Mar 4.30pm		Thu 06-May 4.30pm		Thu 15-Jul 4.30pm		Thu 04-Sep 4.30pm	Thu 21-Oct 4.30pm		Thu 09-Dec 4.30pm
Upper Waitaki Zone Water Committee												
Upper Waitaki Zone Water Management Committee		Fri 19-Feb 9.30am	Fri 19-Mar 9.30am	Fri 16-Apr 9.30am	Fri 21-May 9.30am	Fri 18-Jun 9.30am	Fri 23-Jul 9.30am	Fri 20-Aug 9.30am	Fri 17-Sept 9.30am	Fri 15-Oct 9.30am	Fri 19-Nov 9.30am	

6.10 NOTICE OF MOTION - REQUEST TO HOLD EXTRAORDINARY MEETING

Attachments: Nil

I, Mayor Graham Smith, give notice that at the next Ordinary Meeting of Council be held on 9 February 2021, I intend to move the following motion:-

MOTION

That an Extraordinary Meeting of Council be called (between now and the next scheduled meeting) to decide on the following urgent matters:

- The adoption of the Mackenzie District Council Annual Report.
- The consideration of tenders for watermain renewals in Twizel, Contract 1266.
- The consideration of tenders for the construction of a shared use path in Twizel, mainly on Ostler Road, Contracts 1268, 1269 and 1270 (to be confirmed).

RATIONALE

An extraordinary meeting can be called in the following ways:

1. By resolution of the Council, or
2. By a written request delivered to the chief executive and signed by the Mayor, or not less than one-third of the total membership of the Council, or
3. By the Mayor, or if they are unavailable, by the chief executive, but only if the business to be dealt with requires particularly urgent consideration and the above modes are not practicable.

(From the Standing Orders of the Council and the Local Government Act 2002)

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I commend this Notice of Motion to Council.

7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 7 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Twizel Community Board December 7, 2020. (under separate cover) 

RECOMMENDATION

That the Minutes of the Twizel Community Board Meeting held on Monday 7 December 2020 be received.

That Council notes the following resolutions passed by the Twizel Community Board:

1. That the Twizel Community Board funds a day of free entry to the resource recovery park for green waste to the value of \$4,000
2. That the following two locations are identified as suitable locations for mobile trading within the Twizel Township: Ostler Road car park, and the corner of Nuns Veil Road and Mackenzie Drive.
3. That the Twizel Community Board approves the grant application from Twizel Area School for \$100 towards student prize giving.
4. That the Twizel Community Board approves the grant application from Lisa Geary for \$166.05 to pay for Events Centre hire for the Twizel Community Christmas Lunch.
5. That the Twizel Community Board recommends to Council that the bus pick up and drop off is moved to the Long Vehicle Parking Area.

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 9 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. **Minutes of the Tekapo Community Board December 9, 2020 (under separate cover)** 

RECOMMENDATION

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 9 December 2020 be received.

That Council notes the following resolutions passed by the Tekapo Community Board:

1. That the three locations identified as suitable locations for mobile trading within the Tekapo township are Hamilton Drive, Simpson Lane and a Lakeside Drive site to be determined, with the intention of developing an appropriate amenity.
2. That the Tekapo Community Board approves a grant of \$1,000 towards the swing upgrade project carried out by the Bright Stars Trust, by way of soft fall to maintain compliance.
3. That the revised community board meeting schedule for 2021 be adopted.
4. That the Tekapo Community Board supports the engagement of a project manager to scope the implementation of works on the Tekapo lakefront.
5. That the Tekapo Community Board approves the plans for D'Archaic Drive with the addition of a fixed roof structure rather than a shade sail for the barbeque area.

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 10 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. **Minutes of Fairlie Community Board Meeting December 10, 2020 (under separate cover)** 

RECOMMENDATION

That the Minutes of the Fairlie Community Board Meeting held on Thursday 10 December 2020 be received.

That Council notes the following resolutions passed by the Fairlie Community Board:

1. That the Village Green and Denmark Street are identified as suitable locations for mobile trading within the Fairlie Township, and that mobile trading be allowed within the 200m limit with written permission from competing shops.
2. That the Fairlie Community Board approves a grant of \$250 to Cameron Bennison towards a community Christmas dinner in Fairlie.
3. That the Fairlie Community Board approves a grant of \$250 to Mackenzie Library towards the Books for Babies project.
4. That the Fairlie Community Board approves a grant of \$250 to the Fairlie Heritage Museum towards the New Year's Day Parade.
5. That the Fairlie Community Board approves a grant of \$250 to the Mackenzie Enhancement Board towards the Southern Man concert on New Year's Eve.
6. That the Fairlie Community Board approves a grant of \$250 to the Mackenzie Enhancement Board towards the Fairlie Kids Christmas Event.
7. That flowers be sent to Charlotte Borrell from the Fairlie Community Board and the money come from the community board's grants budget.
8. That provision for a dog park on the south east site, across the Allandale bridge, gets added to the parks strategy for consideration.

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 15 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council meeting on December 15, 2020 (under separate cover) 

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 15 December 2020 be received and confirmed as an accurate record of the meeting.

8.2 MINUTES OF ENGINEERING AND SERVICES COMMITTEE MEETING - 15 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Engineering and Services Committee December 15, 2020
(under separate cover) 

RECOMMENDATION

1. That the Minutes of the Engineering and Services Committee Meeting held on Tuesday 15 December 2020 be received.

8.3 MINUTES OF COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING - 15 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. **Minutes of the Commercial and Economic Development Committee December 15, 2020 (under separate cover)** 

RECOMMENDATION

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 15 December 2020 be received.

8.4 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 15 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Planning and Regulations Committee December 15, 2020
(under separate cover) 

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 15 December 2020 be received.

8.5 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 8 DECEMBER 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Audit and Risk Committee December 8, 2020 (under separate cover) 

RECOMMENDATION

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 8 December 2020 be received.

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>9.1 - Fairlie Water Treatment Plant - Confirmation of Land Purchase Approach</p>	<p>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</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(f)(i) - the withholding of the information is necessary to allow free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.2 - Building Control Authority Funding and Business Case</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

<p>9.3 - Risk Management Report</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.4 - Outstanding Actions from Council and Committee Meetings</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.5 - Minutes of Public Excluded Council Meeting - 15 December 2020</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>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</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.6 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 15 December 2020</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.7 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 15 December 2020</p>	<p>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</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for</p>

	<p>person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>withholding would exist under section 6 or section 7</p>
<p>9.8 - Minutes of Public Excluded Audit and Risk Committee Meeting - 8 December 2020</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>