



# **Mackenzie**

## **DISTRICT COUNCIL**

*113TH MEETING*

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

**Date: Tuesday, 29 June 2021**

**Time: 9.30am**

**Location: Council Chambers**

**Fairlie**

# **AGENDA**

## **Ordinary Council Meeting**

**29 June 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**
- 2 VISITORS**
- 3 DECLARATIONS OF INTEREST**
- 4 BEREAVEMENTS**

## **5 MAYOR'S REPORT**

### **5.1 MAYORAL ACTIVITIES REPORT**

**Attachments:** Nil

#### **RECOMMENDATIONS**

That the report be received.

#### **SUMMARY OF ACTIVITIES**

##### **Meeting 10th June Rural Provincial**

###### RMA Reform

Minister Parker agreed that the reform is necessary. RMA has a tarnished reputation, is expensive to operate and has plans and words longer than the bible. It has been degrading water for 30 years.

Randerson report is forming the base. Will replace strategic planning act to be outcomes based. Single regional planning catchment districts. There is a need to invigorate councils by way of formal structures to engage on issues.

Need to make decisions with expertise, not just representative engagement.

###### LGNZ Chairperson, Stuart Crosby

Need to focus on what matters. The big picture of reform is mostly resourcing and capability. At present we are not delivering on infrastructure and reforms to RMA have significant implications.

Unparalleled policy change. The question is how do we cope?

Status Quo has councils struggling placing them into debt. Poverty and inequality is growing. Roading funding issues are arising.

LGNZ needs to play a hand that is not engaged with emotion but with evidence and creditability and then turn these reforms into opportunities.

There's a need to work in the housing space with Ministers and reinforce a message of working together.

###### CEO Susan Freeman

LGNZ wants to be an equal credible partner with Central Government. We all want sustainable and thriving local communities. The Government will not wait for a universal agreement. Government is very confident and is prepared to use its majority to push for change. We need evidence and we need to understand that our 3 Waters model is developed for New Zealand conditions.

Water Regulator Taumata Arowai will provide leadership, lift water standards, enforce national water standards, monitoring both waste and storm waters.

75,000 small water schemes to be managed. Many of these are roof waters, rural schemes and private spring bores. Any rural scheme supplying under 500 people will have to work through options and come to end point solutions. Cartridge filters UV disinfection. But anyone who supplies water must be compliant to New Zealand standards.

**Meeting Minister Wood**

Again, there is a need for this country to quickly decarbonize electricity and be rid of all coal burning stations. Energy to be 100% renewable and be insured against a dry year risk.

With respects to housing, Central and Local Government need to work together and unleash housing funding to overcome hardships. LGNZ provides a vehicle especially in the South Island, not only in cities, but towns also. Private partnerships with Councils need to be set up. New build ownership by the public and communities. Councils need to address housing hardships.

Minister of Transport, Michael Wood raised our Mackenzie concerns around safety <road to zero > heavy trucks, tourists fare rate and co-funding are all issues. The Minister spoke on building resilient connections with our networks. Mayors are having trouble in connecting with Kiwi Rail and they need to be at discussions. Agreed 30 % of freight could go on rail but means a massive mode shift. We need to have a linked-up strategy across the country with clear efficiency gains, inclusive of coastal shipping. While I support this, I have made it clear to the Minister that full vital investment into roading must continue.

**Regional Land Transport**

Agreed submissions, better freight options, fewer trucks on road, fewer deaths, improved advocacy, regional needs, consistent journey times, sustainable mode shift and resilient transport network. Officers group to continue to develop strategic work.

Canterbury Mayors have developed shovel ready projects of 1.6 million that are ready to go. Other Councils have billions of dollars submitted and Government will have to make some choices.

Speed limit changes are being looked at after being held up by Covid and some highway maintenance had fallen behind. Reduced traffic volumes are being reflected in less deaths and injuries.

Professor James Dalziel – Lincoln University

Spoke over dinner to Mayors. Some points were well-being can never be a gift from Central Government. People create well -being by choices and actions, in what they can be and do.

Local Government is the key to democracy. Councils formulate community outcomes, expand capabilities in joining society to collaborate and participate with others.

Communities elect their Governance. Local Government requires levies and carries out promoting social, economic, environmental, and cultural well-being.

Add Central Government:

- Fails to define issues.
- New policies are unnecessary cost to Councils.
- Does not understand local governance.
- Local governance is not an agent for Central Government.
- Local governance is a most important institution for maintaining and expanding human wellbeing.

**Canterbury Mayoral Meeting**

3 waters still has a lot of information that Councils need from DIA. Canterbury Mayors agree that we have a compelling case to change. Fare assistance models such as NZTA are not an option.

Digital black spots need to be reassessed as some districts have considerable sized areas.

ECAN are launching new campaign, "Time to Change". It's a regional approach and an integrated approach to biodiversity. Te Mana O Te Wai.

All councils need to measure our carbon food print, but we need a common template.

It was also recognized the huge pressure that our CEOs are working under.

Need to urgently engage with Kiwi Rail whom to date have not been at the table in discussions on transportation.

### **Future Local Government**

Jim Palmer leading a panel with John Ombler, Penny Holst, Gael, Surgenor, Antoine Coffin, Penny Hulse.

Everyone wants positive strong communities. Need to have a draft to Government by 30th September 2022.

Will be visiting all Councils. A 30-year vision. Need to understand revenue and finance, what works best for councils and communities and what are our strengths. Panel has been asked to be bold.

### **Covid Vaccine Roll Out – South Canterbury District Health Board**

This is New Zealand's largest roll out in history. The South Canterbury District Health Board has managed to roll out in our district and supply of the vaccine is on target. We need good community response. Over 65 will start in Twizel, Tekapo and Fairlie, with the message of asking people to be patient as they're receiving over 2000 enquiries per day.

This is not just a health issue, but it is also economic. The vaccine is very unstable and needs to be used within 3hrs once mixed. As Minister Nash pointed out, we cannot keep covid out forever, but if we can get 75% of the population vaccinated we will be able to manage through our health system.

### **MEETINGS**

6 April 2021

- Council Workshop

7 April 2021

- Te Manahuna Ki Uta – Working Group Meeting - Zoom Meeting
- Tourism Tekapo – Networking Event

8 April 2021

- Alpine Energy Shareholder Briefing and Workshop

9 April

- Regional Commissioner Meeting – Ben Clark – Corrections NZ
- Cross Regional Three Waters Group – Zoom Meeting

13 April 2021

- Council Workshop
- Mt Cook Lakeside Retreat Information and Networking Evening

15 April 2021

- Waitaki Lakes Shorelines Authorities
- Spatial Plans Fairlie Drop-In Session

16 April 2021

- Meeting with David Irving – Albury Waters
- Meeting with Mackenzie Tourism Industry Association

- Mayoral Taskforce for Jobs Meeting
- 19 April 2021
  - A2O Governance Workshop – MDC/Waitaki DC – Waimate
  - Sustainable Building Services – MDC / Waitaki DC – Waimate
  - Mackenzie Basin Alignment – MDC / Waitaki DC – Waimate
- 20 April 2021
  - Committee Meeting Day
  - Long Term Plan Council Workshop
- 21 April 2021
  - Trails Strategy Meeting – Twizel
  - Te Manahuna Ki Uta – Working Group – Zoom Meeting
- 23 April 2021
  - OJ from Breeze FM – Radio Slot
- 27 April 2021
  - Long Term Plan Council Workshop
- 29 April 2021
  - Hooker Hut Opening – Mount Cook
- 30 April 2021
  - South Island Three Water Service Delivery Reform Meeting – Christchurch
- 3 May 2021
  - Meeting with NZTA Staff to Discuss Speed Management Plans
  - Spatial Plans Fairlie Drop-In Session
- 4 May 2021
  - Councillor Workshop
- 5 May 2021
  - Te Manahuna Ki Uta – Working Group – Zoom Meeting
- 6 May 2021
  - Three Waters Reforms – South Island Councils and Papatipu Runanga
- 7 May 2021
  - Council Workshop
  - Moreh House Meeting
- 13 May 2021
  - Meeting to review Council Agendas
  - Mayoral Taskforce For Jobs Meeting
  - Three Waters Update – Zoom Meeting
  - Meeting with Jim Murray
- 17 May 2021
  - Draft Regional Land Transport Plan Hearing & Deliberations – Christchurch
- 18 May 2021
  - Council Meeting - Twizel
  - Audit and Risk Committee Meeting - Twizel
  - Citizenship Ceremony – Twizel
- 19 May 2021
  - Te Manahuna Ki Uta – Key Workshop – Beca, Christchurch
- 20 May 2021
  - South Canterbury Chamber of Commerce Meeting
- 21 May 2021
  - Mental Health & Addiction Engagement Team Meeting – Twizel
  - Mental Health & Addiction Engagement Team Meeting – Fairlie

## 24 May 2021

- Meeting to Discuss A2O
- Albury Hall Meeting

## 25 May 2021

- WDC | MDC meeting regarding A2O & Tourism Waitaki
- Long Term Plan Council Workshop
- Planning Council Workshop
- Chief Executives Performance Committee

## 27 May 2021

- Meeting with Transport Minister Michael Wood – Christchurch
- CMTE: Regional Transport Meeting – Christchurch
- Canterbury Mayoral Forum – Christchurch

## 28 May 2021

- Canterbury Mayoral Forum – Christchurch
- Civil Defence Emergency Management Group Joint Committee – Christchurch
- Climate Change - Ecan – Christchurch

## 1 June 2021

- Te Manahuna Ki Uta – Stafford Strategy Councillors Meeting
- Council Workshop

## 2 June 2021

- Stafford Strategy Tourism Operators Workshop – Mount Cook
- Stafford Strategy DOC Meeting – Mount Cook
- Te Manahuna Ki Uta – Working Group – Zoom Meeting

## 3 June 2021

- Civil Defence Emergency Management Group Joint Committee
- Stafford Strategy Tourism Operators Workshop – Fairlie

## 5 June 2021

- Twizel Fire Brigade 50<sup>th</sup> Anniversary

## 8 June 2021

- Council Workshop
- Covid Vaccine Roll Out – SCDHB, SC Mayors & CE's – Zoom Meeting

## 10 June 2021

- Rural Provincial Sectors Meeting – Wellington

## 11 June 2021

- Tourism Minister – Stuart Nash
- PC 18 Meeting
- Three Waters Update – Zoom Meeting

## 14 June 2021

- Meeting with Chris White
- A2O Joint Committee Meeting

## 15 June 2021

- Council Workshop – Bylaws, Long Term Plan, Spatial Planning
- Zone 5 – Ministerial Meeting & Future of Local Government Workshop – Christchurch

## 16 June 2021

- Meeting with Honorable Jacqui Dean – MP Waitaki
- Te Manahuna Ki Uta – Working Group – Zoom Meeting
- Meeting with CE to discuss EGM Agenda

## 17 June 2021



- Te Manahuna Ki Uta – Wanānga – Tekapo

18 June 2021

- Te Manahuna Ki Uta – Wanānga – Tekapo
- Business Excellence Awards – SCCC – Timaru

19 June 2021

- St Johns Meeting
- Lions Change of Officers Event

## 6 REPORTS

### 6.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

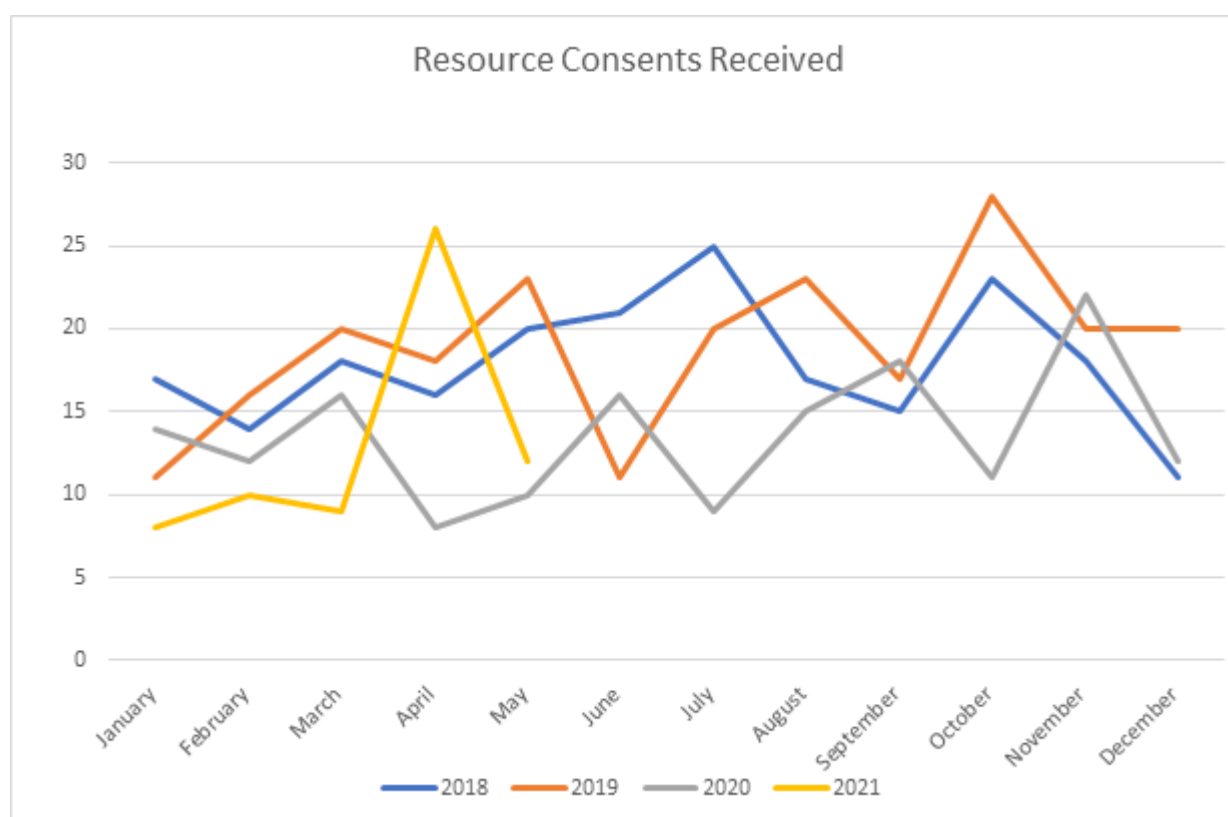
Attachments: 1. Service Requests Summary May 2021 [↓](#) 

#### RECOMMENDATIONS

That the report be received.

#### OPERATIONS UPDATE

##### Resource Consents applications received



#### CORPORATE UPDATE

LGOIMAs received: Following page.

Received	Who From	Subject	Forwarded	Due	Completed	Outcome
11.05.2021	Tina Smith	Dust and Sealing Considerations	11.05.2021	09.06.2021	09.06.2021	Supplied
11.05.2021	Charlie O'Mannin - Stuff	Copies of CEO Performance Review previous 3 years	11.05.2021	09.06.2021	03.06.2021	Declined
12.05.2021	Charlie O'Mannin - Stuff	Internal docs Fairlie Office Referb	12.05.2021	10.06.2021	See # 421	Revised
12.05.2021	Charlie O'Mannin - Stuff	Cost of Legal Fees 2016 to now broken down by year & case	12.05.2021	10.06.2021	See # 422	Revised
12.05.2021	Charlie O'Mannin - Stuff	Staffing costs 2016 to now broken down by year	12.05.2021	10.06.2021	03.06.2021	Supplied
12.05.2021	Charlie O'Mannin - Stuff	Contractor costs 2016 to now broken down by year	12.05.2021	10.06.2021	08.06.2021	Supplied
13.05.2021	Emma Trembath - GWE Consulting Engineers	Kiwirail Trade-waste permit/consent records	13.05.2021	11.06.2021	18.05.2021	Supplied
01.04.2021	Sean Marshall - FYI.org.nz	Council Twitter Account		04.05.2021	17.05.2021	Supplied (late)
20.05.2021	Oscar Francis - Critic Te Arohi	Psychometric Testing	21.05.2021	18.06.2021	8/06/2021	Supplied
24.05.2021	Charlie O'Mannin - Stuff	Fairlie & Twizel Office upgrade	25.05.2021	22.06.2021		
24.05.2021	Charlie O'Mannin - Stuff	Cost of Legal Fees 2016 to now broken down year & month	25.05.2021	22.06.2021	15.06.2021	Supplied
25.05.2021	Charlie O'Mannin - Stuff	NZTA response letter to Mayor re State Highway concerns		23.06.2021	14.06.2021	Supplied
25.05.2021	Barb Fletcher - University of Canterbury	Water charges for residential and commercial	25.05.2021	23.06.2021	Pauline	Supplied
25.05.2021	Tina Smith	Dust Considerations - between Ben Ohau & Manuka Terrace	26.05.2021	23.06.2021	14.06.2021	Supplied
27.05.2021	Dr Richard Shaw - Transferred from ECAN	Charities who do not pay rates	28.05.2021	25.06.2021		
08.06.2021	Max Salmon - NZ Taxpayers Union	Closed Council Meetings	08.06.2021	06.07.2021	10.06.2021	Supplied

### **Complaints received**

- There was one formal complaint received during May which related to communication issues in relation to alleged breaches of MDC Bylaws from Visitor Accommodation providers in Twizel.

### **Community Centre Bookings**

#### **May**

- Fairlie Community Centre – total bookings 191.5 hours.
- Lake Tekapo Community Hall – total bookings 42 hours (includes 17 hours used by Mackenzie District Council).
- Albury Hall – total bookings 5.5 hours.
- Twizel Events Centre – total bookings 230 hours (includes 15.5 hours used by Mackenzie District Council).

### **Twizel Information Centre Visitor Numbers**

- Customer numbers recorded for May 2021 = 2064.

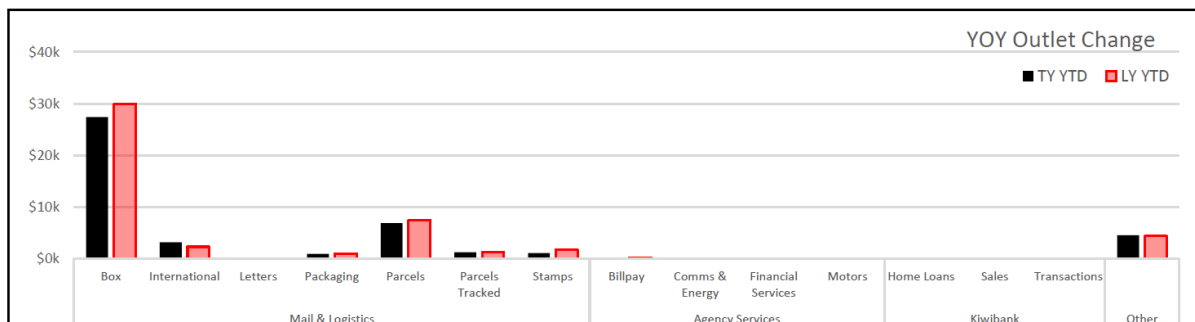
Information Centre operating hours Monday to Friday only.

## Twizel PostCentre

Partner Scorecard Apr-2021



		Current	QTD	LY QTD	Var	YTD	LY YTD	Var
Mail & Logistics	Box	\$2,165	\$6,433	\$7,679	● -16%	\$27,366	\$29,885	● -8%
	International	\$150	\$708	\$490	● 45%	\$3,142	\$2,251	● 40%
	Letters		\$28	\$6	● 335%	\$109	\$44	● 148%
	Packaging	\$39	\$200	\$172	● 16%	\$933	\$961	● -3%
	Parcels	\$815	\$1,779	\$1,176	● 51%	\$6,865	\$7,342	● -6%
	Parcels Tracked	\$110	\$303	\$284	● 7%	\$1,213	\$1,275	● -5%
	Stamps	\$90	\$244	\$459	● -47%	\$1,096	\$1,701	● -36%
	<b>Sub Total</b>	<b>\$3.4k</b>	<b>\$9.7k</b>	<b>\$10.3k</b>	● -6%	<b>\$40.7k</b>	<b>\$43.5k</b>	● -6%
Agency Services	Billpay			\$150	● -100%		\$150	● -100%
	<b>Sub Total</b>	<b>\$0.0k</b>	<b>\$0.0k</b>	<b>\$0.2k</b>	● -100%	<b>\$0.0k</b>	<b>\$0.2k</b>	● -100%
Other	Other	\$384	\$1,079	\$899	● 20%	\$4,524	\$4,331	● 4%
	<b>Sub Total</b>	<b>\$0.4k</b>	<b>\$1.1k</b>	<b>\$0.9k</b>	● 20%	<b>\$4.5k</b>	<b>\$4.3k</b>	● 4%
<b>GRAND TOTAL</b>		<b>\$3.8k</b>	<b>\$10.8k</b>	<b>\$11.3k</b>	● -5%	<b>\$45.2k</b>	<b>\$47.9k</b>	● -6%



## Customer Calls

### Customer Calls (ACD Data)

May 21

Group	Agent	Total	Unanswered	Busy
600	780 Twizel Reception	38	6	0
	790 Twizel Reception	25	8	0
601	800 Fairlie Reception	288	38	1
	752 Fairlie Reception	334	47	0
611	611 Building	132	63	49
	781 Building	68	10	0
612	Planning	0	0	0
613	721 Finance	0	0	0
	755 Finance	0	0	0
614	925 Roding	45	24	1
615	719 Rates	0	0	0
<b>TOTAL</b>		<b>930</b>	<b>196</b>	<b>51</b>

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

### **Service Requests Summary Report – May 2021**

See attached report.

### **MEETINGS**

#### **Key meetings attended since last Council meeting:**

19 May 2021

- Te Manahuna Ki Uta – Key Workshop – Beca, Christchurch
- MBIE Meeting – Christchurch
- CE Waitaki District Council by phone

20 May 2021

- South Canterbury Chamber of Commerce Meeting

31 May 2021

- Te Manahuna Ki Uta – Mackenzie Team Zoom Meeting – Stafford Strategy Consultants

1 June 2021

- Te Manahuna Ki Uta – Councillors Meeting – Stafford Strategy Consultants
- Te Manahuna Ki Uta – Mackenzie Tourism Operator Workshops – Accommodation Provider Workshop - Stafford Strategy Consultants – Twizel
- Te Manahuna Ki Uta – Mackenzie Tourism Operator Workshops – Attractions & Retail Provider Workshop - Stafford Strategy Consultants - Twizel

2 June 2021

- Te Manahuna Ki Uta – Mackenzie Tourism Operator Workshops - Stafford Strategy Consultants – Aoraki/Mount Cook
- Te Manahuna Ki Uta – DOC Meeting - Stafford Strategy Consultants – Aoraki/Mount Cook

3 June 2021

- CE Morning Tea – Assets Team
- Te Manahuna Ki Uta – Mackenzie Tourism Operator Workshops - Stafford Strategy Consultants – Fairlie

8 June 2021

- Internal meeting – Project Office
- Council Workshop
- Covid Vaccine Roll Out – South Canterbury Mayors & CEs and South Canterbury DHB – Zoom Meeting

9 June 2021

- 1:1 Fortnightly Executive Catch up
- 1:1 Fortnightly Executive Catch up
- 1:1 Fortnightly Executive Catch up
- 1:1 Fortnightly Executive Catch up
- Mackenzie Tender Support Package Review – Zoom Meeting
- Beca Project Lead by phone

10 June 2021

- Rural Provincial Sectors Meeting – Wellington

11 June 2021

- Meeting with the Hon. Minister Stuart Nash
- Three Waters Update – LGNZ - Zoom Meeting
- Meeting with Audit NZ Director - Chris Genet

14 June 2021

- Te Manahuna Ki Uta – Project Team Meeting – MDC/Beca
- Meeting with Twizel Developer
- A2O Joint Committee Meeting

15 June 2021

- Council Workshop
- Zone 5 – 3Waters Reform update by the Hon. Minister Mahuta by Zoom

16 June 2021

- Weekly Executive Leadership Team Meeting
- Meeting with MP Jacqui Dean
- Te Manahuna Ki Uta – Working Group Meeting
- Meeting with the Mayor
- Team Member Farewell Event

17 June 2021

- Te Manahuna Ki Uta – Wānanga with Mana Whenua Advisory Group – Tekapo

18 June 2021

- Te Manahuna Ki Uta – Wānanga with Mana Whenua Advisory Group – Tekapo
- South Canterbury Chamber of Commerce – Business Excellence Awards

## 21 June 2021

- Executive Team 1:1 meetings

## 22 June 2021

- Extraordinary Council Meeting
- Christchurch NZ – Quarterly Report – Zoom
- Meeting with the Mayor

## 23 June 2021

- Monthly Executive Leadership Team Meeting

## 24 June 2021

- Meeting Fairlie Heartlands
- Executive Team 1:1 meetings
- Three Waters Update – LGNZ – Zoom
- CEs meeting - Te Mōkihi (Mackenzie Basin Alignment Programme)

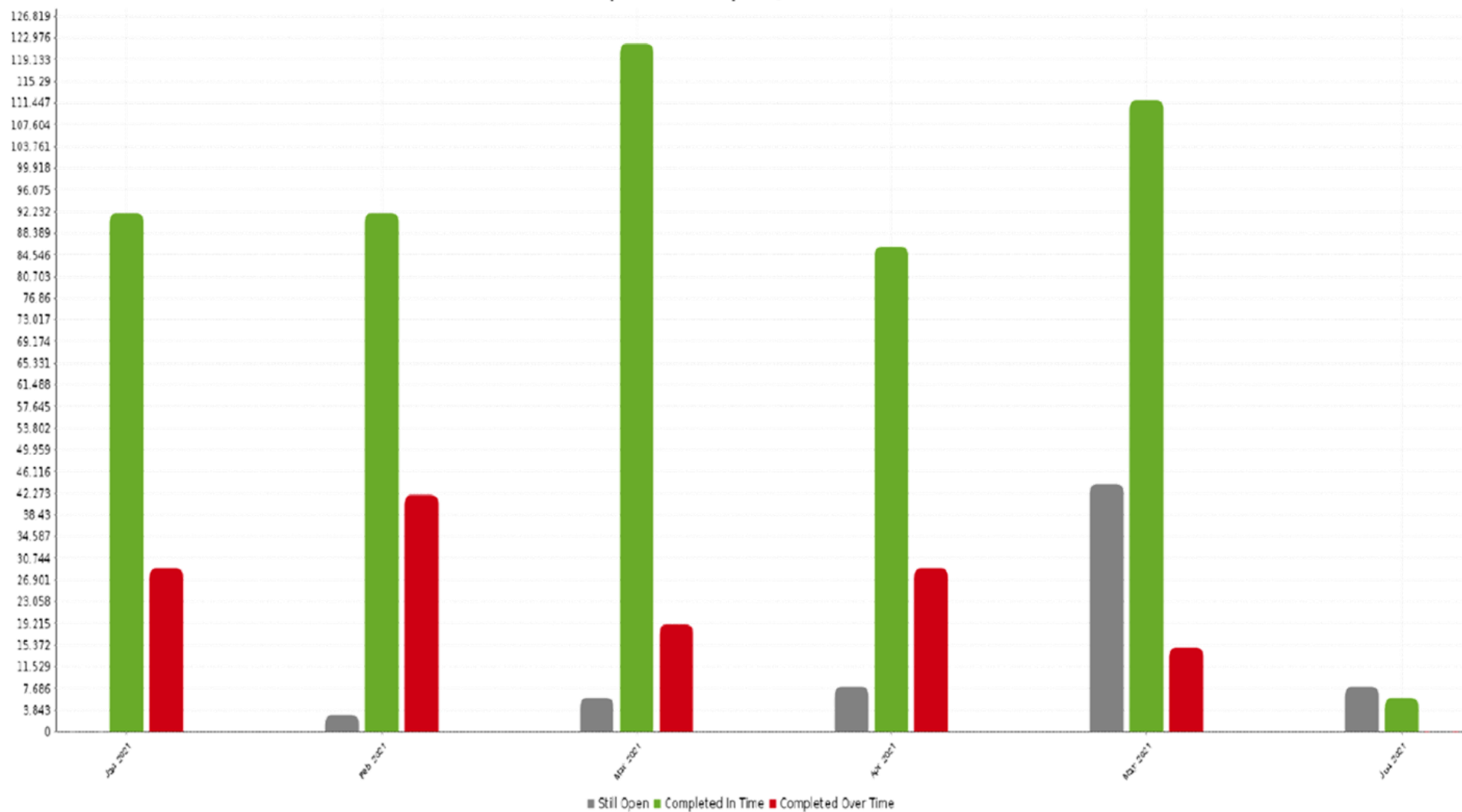
## 25 June 2021

- PSA and MDC Meeting
- Te Manahuna Ki Uta – Governance Group Meeting

## 28 June 2021

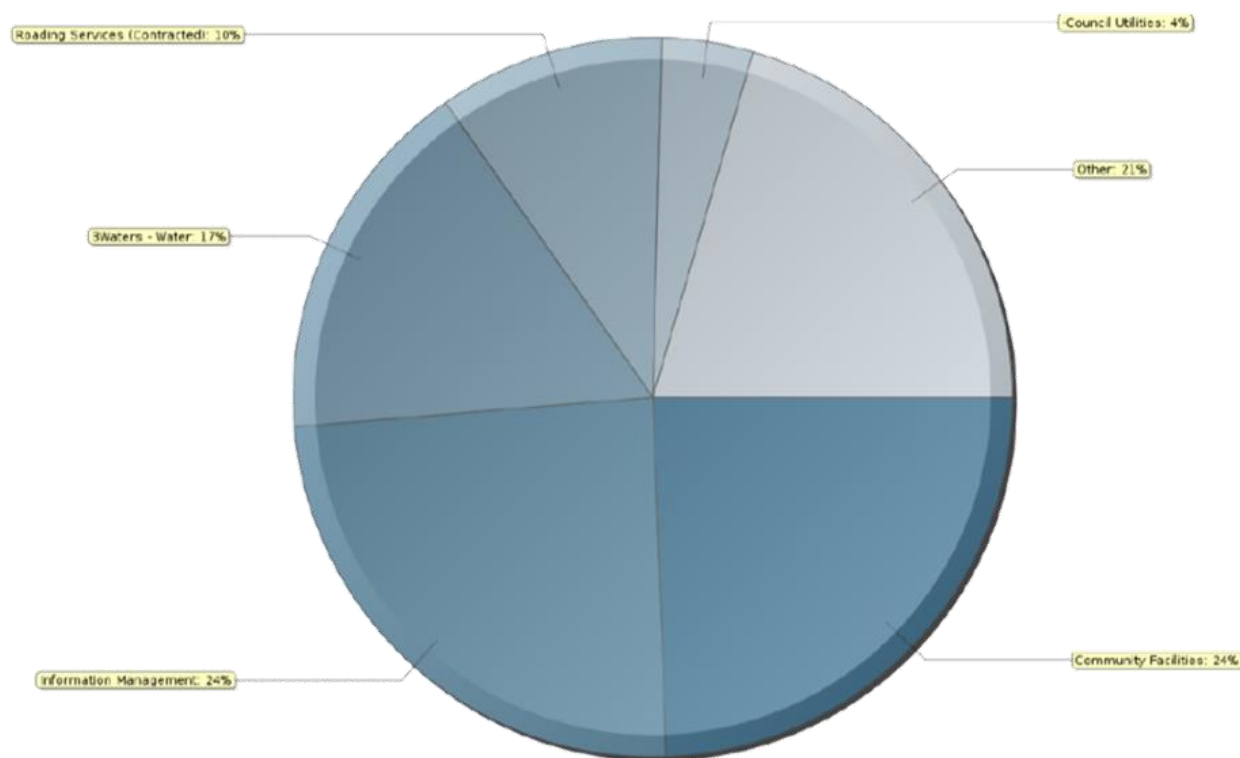
- Meeting with Selwyn Mayor
- Presentation by Dr Sarb - Twizel

# Received Requests – Open/Closed Per Month

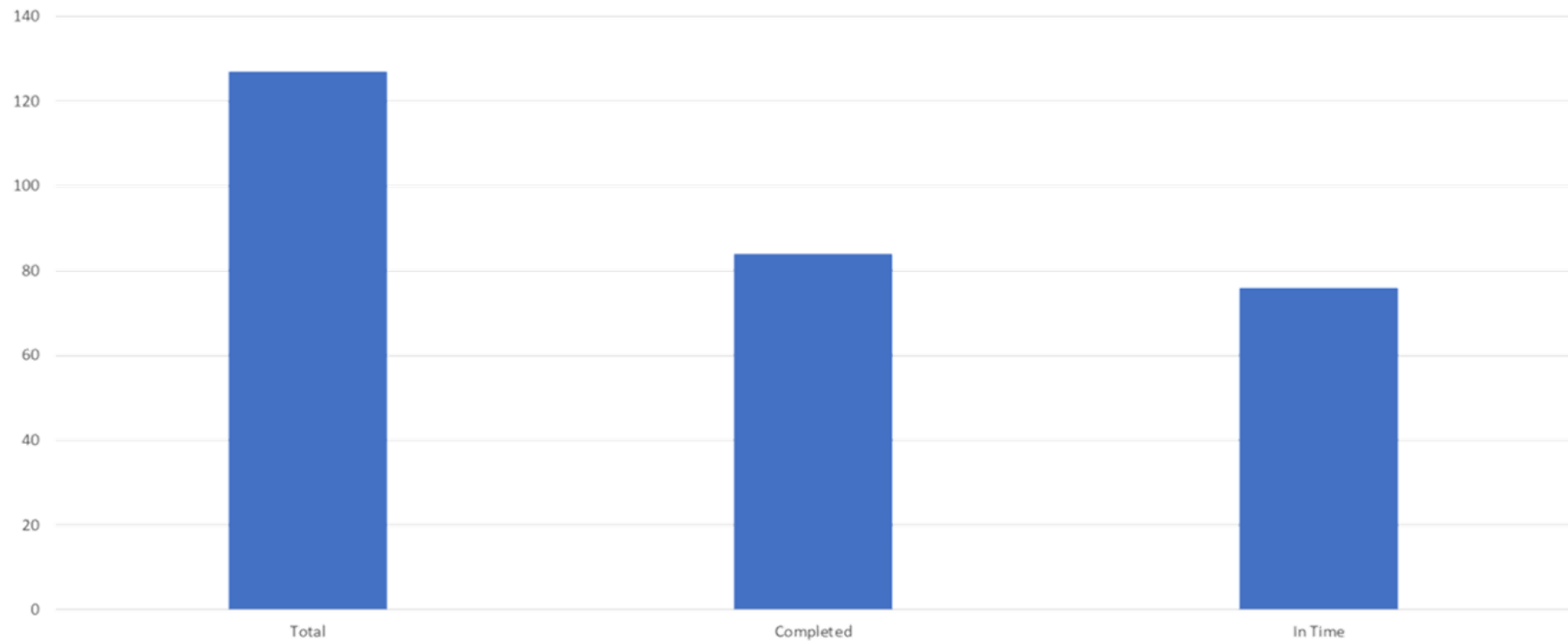




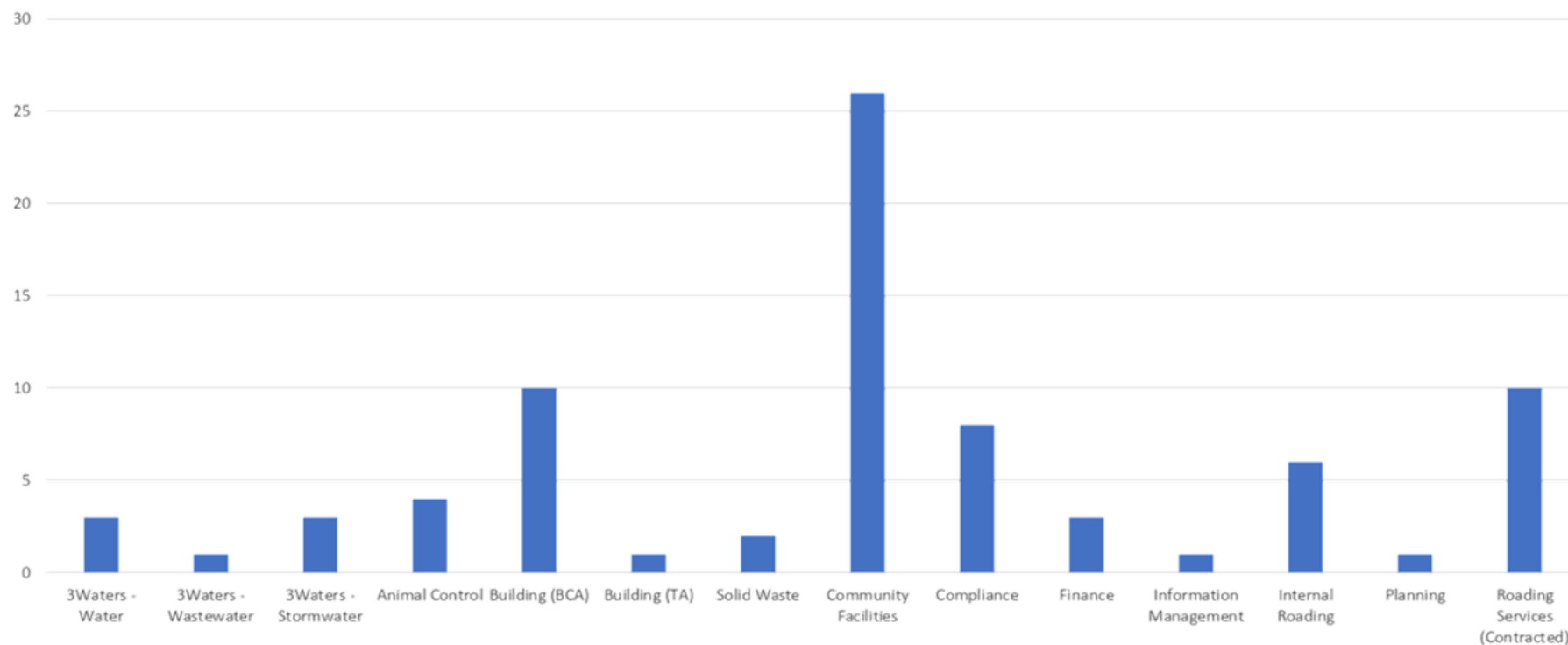
# Service Requests Received Financial Year to Date by Department



# Service Requests Received – May 2021



# Open Service Requests by Department May 2021



## **6.2 COUNCIL FINANCIAL REPORT**

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Paul Numan, General Manager Corporate Services

**Attachments:** 1. Financial report to May, 2021 [↓](#) 

### **STAFF RECOMMENDATIONS**

That the financial report for Mackenzie District Council to May 2021 be received.



## Financial Performance May 2021

	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 (%)
<b>Rates Revenue</b>	9,922	9,927	9,371	(5)	-0.05%	550	5.87%

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

<b>Other Revenue</b>	11,335	9,903	9,139	1,432	14.46%	2,196	24.03%
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Other revenue is above budget as reserve contributions were up \$229,000, \$2,560,000 was received being 50% of the funding for the Three Waters project and \$250,000 for the Mayors Taskforce for Jobs funding. Timber sales were up on budget; \$602,000 was 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. Financial contributions are lower than expected across the 3 waters areas as these are dependent on developer activity. Revenue 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 the 3 waters and reserve contributions were higher in the previous year, as were the NZTA subsidies received as there was higher capital expenditure, and building control income was also higher in the prior year.

<b>Operating Expenditure</b>	19,577	21,170	16,730	1,593	7.52%	(2,847)	-17.02%
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Operating expenditure is under budget year to date. The roading spend is lower than budgeted due to initial delays with resourcing and securing gravel consents, while extra consultancy expenses have been incurred for the shared use pathway and delivery of the capital programme. Refuse collection costs are down due to lower volumes following Covid. Significant budget had been allowed for in consultancy for the Destination Mackenzie project with only \$229,887 spent to date, and in legal fees with regards to the District plan review with 64% spent to date. This was offset by overspends in consultancy due to resourcing of the building team, the management of the swimming pools and the township maintenance contract. Forestry harvesting costs were higher than budgeted. Compared to the 2019/20 year expenditure is up as consultancy costs are significantly higher in planning due to the district plan review, Destination Mackenzie project and in the inspectorate due to resourcing. Contractor costs are higher than in the previous year with management of the pools and township contracts. Roading costs were higher in the previous year as there were not the problems encountered this year. Employment expenses are higher than in the previous year due to pay increases, the Covid recovery positions created and bringing the IT team back in-house.

<b>Capital Expenditure</b>	4,203	14,583	-	10,380	71.18%		
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Capital expenditure is currently less than budgeted. Initial costs have been incurred for the 3 waters consultation projects which are being funded by a Government grant. Preliminary work has commenced on the Twizel pipe renewal contract with physical works due to start this month, and on the Fairlie water treatment upgrade. Budget has been allowed for the Alps to Ocean cycleway and township projects with only minimal spend to date. The Twizel building renovation costs were unbudgeted with spending approved by Council.

**Mackenzie District Council  
Financial Report  
For The Period Ended May 2021**

	YTD Actual 2020/21	YTD Budget 2020/21	%	Full Year Budget 2020/21	%	YTD Actual 2019/20	%
<b>Income</b>							
Governance	524,314	536,473	97.73%	585,222	89.59%	542,538	96.64%
Corporate Services	4,564,367	4,849,397	94.12%	5,297,332	86.16%	4,018,981	113.57%
Water Supply	4,583,292	2,205,024	207.86%	2,826,993	162.13%	2,327,357	196.93%
Sewer	978,997	1,116,305	87.70%	1,834,333	53.37%	1,236,585	79.17%
Stormwater	136,386	235,644	57.88%	398,292	34.24%	192,536	70.84%
Roading	2,251,261	3,204,048	70.26%	3,590,058	62.71%	2,643,184	85.17%
Solid Waste	1,065,415	1,054,287	101.06%	1,150,089	92.64%	943,437	112.93%
Planning	1,256,431	1,183,623	106.15%	1,291,179	97.31%	1,946,400	64.55%
Regulatory Services	1,288,769	1,495,921	86.15%	1,631,856	78.98%	1,293,716	99.62%
Community Facilities	472,441	473,003	99.88%	515,985	91.56%	435,244	108.55%
Recreational Facilities	1,700,362	1,668,955	101.88%	1,823,051	93.27%	1,675,583	101.48%
Commercial	2,434,528	1,806,708	134.75%	2,406,382	101.17%	1,255,101	193.97%
	<b>21,256,563</b>	<b>19,829,388</b>	<b>107.20%</b>	<b>23,350,772</b>	<b>91.03%</b>	<b>18,510,662</b>	<b>114.83%</b>
<b>Operating Expenditure</b>							
Governance	433,528	534,371	81.13%	582,927	74.37%	509,904	85.02%
Corporate Services	4,482,990	5,075,120	88.33%	5,551,933	80.75%	3,949,181	113.52%
Water Supply	1,499,516	1,541,910	97.25%	1,682,022	89.15%	1,334,548	112.36%
Sewer	764,354	838,506	91.16%	914,699	83.56%	681,099	112.22%
Stormwater	132,708	118,406	112.08%	129,165	102.74%	116,922	113.50%
Roading	3,708,985	4,001,685	92.69%	4,365,315	84.96%	3,389,885	109.41%
Solid Waste	793,359	1,064,909	74.50%	1,160,709	68.35%	860,647	92.18%
Planning	1,257,570	1,824,727	68.92%	1,971,424	63.79%	986,318	127.50%
Regulatory Services	2,099,045	1,556,690	134.84%	1,697,836	123.63%	1,357,676	154.61%
Community Facilities	465,938	494,749	94.18%	538,217	86.57%	484,732	96.12%
Recreational Facilities	2,203,679	1,786,296	123.37%	1,945,112	113.29%	1,898,419	116.08%
Commercial	1,735,754	2,332,969	74.40%	2,412,482	71.95%	1,160,818	149.53%
	<b>19,577,426</b>	<b>21,170,338</b>	<b>92.48%</b>	<b>22,951,841</b>	<b>85.30%</b>	<b>16,730,149</b>	<b>117.02%</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,679,137 -</b>	<b>1,340,950</b>		<b>398,931</b>		<b>1,780,513</b>	

**Mackenzie District Council  
Financial Report  
For The Period Ended May 2021**

	YTD Actual 2020/21	YTD Budget 2020/21	%	Full Year Budget 2020/21	%
<b>Capital Expenditure</b>					
Governance	-	-		-	
Corporate Services	620,092	282,887	219.20%	298,479	207.75%
Water Supply	1,296,634	10,575,986	12.26%	11,649,153	11.13%
Sewer	7,696	13,527	56.89%	631,346	1.22%
Stormwater	-	-		141,236	0.00%
Roading	1,885,246	1,900,144	99.22%	3,301,820	57.10%
Solid Waste	9,187	22,085	41.60%	22,085	41.60%
Planning	-	-			
Regulatory Services	38,052	41,220	92.31%	41,245	92.26%
Community Facilities	2,982	78,265	3.81%	85,378	3.49%
Recreational Facilities	304,166	1,046,582	29.06%	1,049,263	28.99%
Commercial	38,602	622,016	6.21%	622,016	6.21%
	<b>4,202,657</b>	<b>14,582,712</b>	<b>28.82%</b>	<b>17,842,021</b>	<b>23.55%</b>

**Mackenzie District Council  
Capital Expenditure Summary  
For The Period Ended 31 May 2021**

	Budget 2020/21	YTD Actual 2020/21
<b>WATER</b>		
<b>Allandale Water Supply</b>		
342404. Comm Assets - Water Supply	54,660	3,907
<b>Ashwick/Opuha Water Supply</b>		
343404. Community Assets - Water	51,350	
<b>Urban Water</b>		
349403. Vested Assets	421,600	
349405. Headworks - new		161,159
349406. Treatment - new	3,299,615	114,667
349427. Pump Station - Renewal		9,899
349404. Reticulation - Renewal	7,821,928	874,376
<b>Total Urban Water</b>	<b>11,543,143</b>	<b>1,160,101</b>
<b>3 Waters Consultation</b>		
411441. Water Supply Mains Renewals		330
411443. Future Planning for Tekapo WWTP - Study		5,445
411445. Sloane St SW box culvert		330
411446. Rising Main Mackenzie Park to Twizel WWTP - Design		6,842
411448. Lakeside WW pump station - Design/Construct		1,403
411452. Burkes Pass WWTP upgrade - install outlet flowmeter		4,130
411455. Sewer Hydraulic modelling		495
411456. Potable Water hydraulic modelling		165
411457. WWTP monitoring equip all sites - study		165
411461. WWTP influent Screens Design - 3 sites		1,650
411462. Water Supply Sources Database		1,528
411463. Water Metering Trial - scope Twizel		1,155
411465. Potable Water Demand Study & Exemplar projects		1,485
411466. Potable Water Supply remote properties - study		5,198
411471. Twizel WWTP Groundwater monitoring		908
411472. Preparation for Reform - implications for MDC		31,505
411473. Stimulus Package - Programme Delivery		69,893
<b>Total 3 Waters Consultation</b>		<b>132,627</b>
<b>TOTAL WATER SUPPLY</b>	<b>11,649,153</b>	<b>1,296,634</b>
<b>SEWER</b>		
<b>Urban Sewer</b>		
350403. Vested Assets	616,590	
350406. Treatment		2,101
350418. Sewer Reticulation New	14,756	
350419. Sewer Treatment New		5,505
350427. Pump Station Renewal		90
<b>TOTAL SEWER</b>	<b>631,346</b>	<b>7,696</b>
<b>STORMWATER</b>		
<b>Urban Stormwater</b>		
352403. Vested Assets	141,236	
<b>TOTAL STORMWATER</b>	<b>141,236</b>	



**Mackenzie District Council  
Capital Expenditure Summary  
For The Period Ended 31 May 2021**

	Budget 2020/21	YTD Actual 2020/21
<b>ROADING</b>		
<b>District Roothing</b>		
3554193. Vested Assets	94,860	
3554211. Unsealed Road Metalling	685,100	652,913
3554212. Sealed Road Resurfacing	475,000	493,042
3554213. Drainage Renewal	73,780	41,501
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	29,387
3554310. Footpaths - Surfacing	31,620	3,845
3554341. Minor Improvements	1,445,350	476,469
355417. Sealing Past Houses	152,830	118,346
354422. Plant and Equipment	6,000	5,265
<b>TOTAL ROADING</b>	<b>3,301,820</b>	<b>1,885,245</b>
<b>REGULATORY SERVICES</b>		
<b>Animal Control</b>		
334422. Plant and Equipment	300	
<b>Total Animal Control</b>	<b>300</b>	
<b>Civil Defence</b>		
320422. Plant & Equipment	40,945	35,146
<b>Total Civil Defence</b>	<b>40,945</b>	<b>35,146</b>
<b>Responsible Camping</b>		
410400. Computer Equipment		2,906
<b>Total Responsible Camping</b>		<b>2,906</b>
<b>TOTAL REGULATORY SERVICES</b>	<b>41,245</b>	<b>38,052</b>
<b>COMMUNITY SERVICES</b>		
<b>Waste Management</b>		
353420. Resource Consent	22,085	9,187
<b>Total Waste Management</b>	<b>22,085</b>	<b>9,187</b>
<b>Public Toilets</b>		
386421. Buildings	62,000	
<b>Total Public Toilets</b>	<b>62,000</b>	
<b>Pensioner Housing - Fairlie</b>		
391421. Buildings - housing	7,378	2,982
<b>Total Pensioner Housing - Fairlie</b>	<b>7,378</b>	<b>2,982</b>
<b>Cemeteries</b>		
389420. Land Improvements	16,000	
<b>Total Cemeteries</b>	<b>16,000</b>	
<b>TOTAL COMMUNITY SERVICES</b>	<b>107,463</b>	<b>12,169</b>

**Mackenzie District Council  
Capital Expenditure Summary  
For The Period Ended 31 May 2021**

	Budget 2020/21	YTD Actual 2020/21
<b>RECREATIONAL FACILITIES</b>		
<b>District General</b>		
361420. Strategic Development Policy	567	11,200
<b>Total District General</b>	<b>567</b>	<b>11,200</b>
<b>Albury Hall</b>		
378421. Buildings		7,874
<b>Total Albury Hall</b>		<b>7,874</b>
<b>Fairlie Township</b>		
365425. Playground Upgrade	13,672	6,554
365430. Skatepark Project		42,656
<b>Total Fairlie Township</b>	<b>13,672</b>	<b>49,210</b>
<b>Mackenzie Community Centre</b>		
379421. Community Assets - Buildings	31,620	2,778
379424. Furniture & Fittings	67,550	4,610
<b>Total Mackenzie Community Centre</b>	<b>99,170</b>	<b>7,388</b>
<b>Fairlie Swimming Pool</b>		
384422. Plant and Equipment		10,663
<b>Total Fairlie Swimming Pool</b>		<b>10,663</b>
<b>Tekapo Community Hall</b>		
381424. Furniture & Fittings		2,662
<b>Total Tekapo Community Hall</b>		<b>2,662</b>
<b>Tekapo Township</b>		
366420. Implement of Development Plan	443,878	36,175
366440. Barbara Hay Reserve Upgrade		49,858
366442. D'Archaic Reserve Upgrade		4,620
366444. Church of the Good Shepherd Reserve Upgrade		23,735
<b>Total Tekapo Township</b>	<b>443,878</b>	<b>114,388</b>
<b>Twizel Township</b>		
367420. Implement of Development Plan	197,184	3,806
367421. Community Assets - Public Amenities	109,158	(8,373)
<b>Total Twizel Township</b>	<b>306,342</b>	<b>(4,567)</b>
<b>Twizel Community Centre</b>		
382421. Community Assets - Buildings	146,480	100,348
382424. Furniture & Fittings	39,154	5,000
<b>Total Twizel Community Centre</b>	<b>185,634</b>	<b>105,348</b>
<b>Total Recreational Facilities</b>	<b>1,049,263</b>	<b>304,165</b>
<b>TOTAL COMMUNITY AND TOWNSHIP SERVICES</b>	<b>1,156,726</b>	<b>316,334</b>

**Mackenzie District Council  
Capital Expenditure Summary  
For The Period Ended 31 May 2021**

Budget	YTD Actual
2020/21	2020/21

**COMMERCIAL**

<b>Development</b>		
407400. Computer Equipment	80,000	27,780
407401. Alps 2 Ocean Cycleway	542,016	10,822
<b>Total Development</b>	<b>622,016</b>	<b>38,602</b>
<b>TOTAL COMMERCIAL</b>	<b>622,016</b>	<b>38,602</b>

**CORPORATE SERVICES**

<b>Fairlie Building</b>		
368421. Building - Administrative		23,210
368422. Plant & Equipment		326
368424. Furniture & Fittings - Other		25,123
<b>Total Fairlie Building</b>		<b>48,659</b>
<b>Twizel Building</b>		
369421. Building Renovations		332,497
369422. Plant & Equipment		326
369424. Furniture & Fittings	2,108	16,063
<b>Total Twizel Building</b>	<b>2,108</b>	<b>348,886</b>
<b>Information Technology</b>		
319400. Computer Equipment	35,000	11,304
314402. Software	131,371	39,390
314422. Plant & Equipment	5,000	
319428. Projects	90,000	121,576
<b>Total Information Technology</b>	<b>261,371</b>	<b>172,270</b>
<b>Information and Engagement</b>		
318428. Comms Projects		8,800
<b>Total Information and Engagement</b>		<b>8,800</b>
<b>Plant and Equipment</b>		
408432. Vehicles	35,000	41,477
<b>Total Plant and Equipment</b>	<b>35,000</b>	<b>41,477</b>
<b>TOTAL CORPORATE SERVICES</b>	<b>298,479</b>	<b>620,092</b>
<b>GRAND TOTAL CAPITAL EXPENDITURE</b>	<b>17,842,021</b>	<b>4,202,655</b>

**6.3 AFFECTED PERSON APPROVAL RM210056 - 208 GLEN LYON ROAD, TWIZEL**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:** Aaron Hakkaart, Manager - Planning

**Attachments:** 1. Request for Council Approval [↓](#)   
2. Concept 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 RM210056 to construct a garage within the 10-metre internal setback required in the Residential 4 Zone from the south-east internal boundary where the land adjacent is owned by Council and zoned Recreation Passive.

**BACKGROUND**

The landowner at 208 Glen Lyon Road, Twizel has applied for land use consent to erect a new garage within the 10-metre south-east internal boundary setback required for the Residential 4 Zone.

The applicant has placed the consent application on hold while Council approval is sought. Council staff have yet to make an assessment as to who may be potentially affected by the proposal.

The applicant proposes to construct a garage 5 metres from the south-east internal boundary with land zoned Recreation Passive that contains the Twizel River Walkway and the Twizel Water Supply Intake.

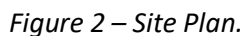
The building will have a gross floor area of 59m<sup>2</sup> and will comply with the maximum 8m building height requirement in the Residential 4 Zone. The building will be clad in colours that comply with the Mackenzie District Colour Palette for Twizel. Vehicle access to the building will be obtained via two roller doors along the western front of the building with pedestrian access obtained from the northern side.

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



*Figure 1 – An aerial view of the site. 208 Glen Lyon Road is outlined in red with the Council reserve land located to the east of the site (Source: Canterbury Maps Viewer)*

A copy of the building plans are attached to this report. A site plan that shows the location of the garage and proposed landscaping is provided at Figure 2 below.



Not applicable

This does not trigger the Council's Significance and Engagement Policy.

Option 1: The Council provide affected person approval for a garage to be constructed within the 10 metre internal boundary setback required in the Residential 4 Zone.

Option 2: The Council withhold affected person approval for a garage to be constructed within the 10 metre internal boundary setback required in the Residential 4 Zone.

## 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 RM210056 at 208 Glen Lyon Road, Twizel under Section 95E of the Act.

**RECOMMENDATION**

It is recommended that Council either provides or withholds affected persons approval for land use consent RM210056 to construct a garage within the 10-metre internal setback required in the Residential 4 Zone from the southeast internal boundary where the land adjacent is owned by Council and zoned Recreation Passive.

**ATTACHMENTS**

The request from the applicant for Council to provide Affected Party Approval.

The building consent plans provided with the application.



14 June 2021

Mackenzie District Council  
53 Main Street  
Fairlie 7925

To Whom it May Concern,

We are writing to request the written approval of the Mackenzie District Council to our resource consent application for our proposed residential dwelling at 208 Glen Lyon Road. The legal description of the land is Lot 27 DP 83329 (CB48A/979).

Ideally, we would like to construct a modest single-storied 3 bedroom dwelling with detached garage on the site. However, we have a problem in that the site is an irregular shape, with the northern boundary of the site being Fraser Stream. The Fraser Stream boundary is subject to Section 24(1) of the Conservation Act 1987, with the effect that no buildings can be sited within 20m of that boundary. Combined with the 10m setbacks from all boundaries (Residential 4 Zone Rules in Mackenzie District Plan), the unique characteristic of the site means that designing a dwelling to fit within the applicable setback rules is particularly challenging for us.

Therefore, we request that the garage be allowed to extend into the 10m setback from the road and the eastern internal property boundary, while a small portion of the dwelling will extend into the 10m setback from the road (as shown on the application plans). We have the support and written approval from our other neighbours.

We understand that the Mackenzie District Council own/manage the reserve land directly to the east of our property. Hence, we request the written approval of the Mackenzie District Council. We do not believe what we intend to do will have any adverse effects on the reserve land or people using it – nor do we believe we will be affected by people using the reserve. We understand the Twizel community value using the reserve and we are excited about living next to it.

We have not yet settled on the final colour of the proposed buildings but we will have a very neutral building, i.e. Grey/ charcoal roof and garage with cedar timber cladding. We are happy to voluntarily comply with the Mackenzie District Council Colour Twizel Colour Palette. Similarly, we have not yet settled on a final landscaping plan but intend to plant established natives to screen off any visual impact from the road boundary. The east reserve boundary already has very established trees. So we feel there will be very little to no visual impact from our garage. We are happy to comply with any conditions of consent requiring visual screening of the new buildings.

We would very much appreciate your sympathetic and pragmatic consideration of our request and look forward to hearing from you soon. Please let us know if you need an official Mackenzie District Council written approval form to sign and we will arrange one for you.

Many thanks

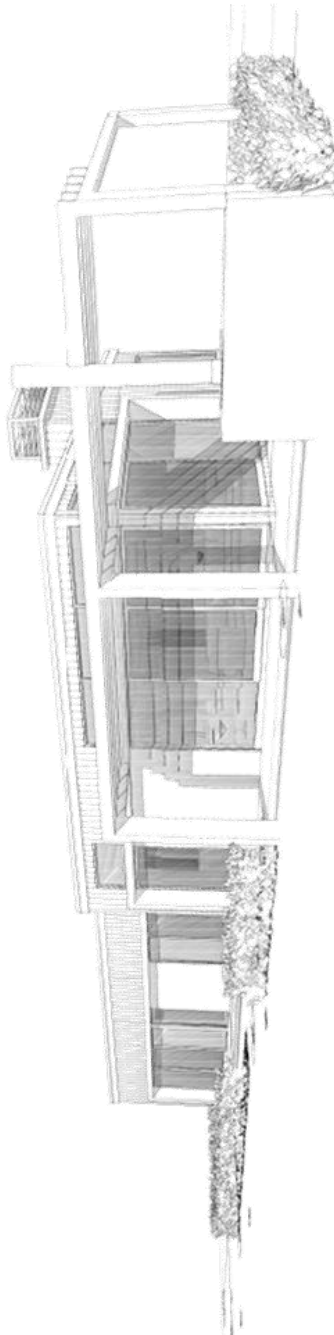


Phillip Scott  
Scotts Brewing Co.  
1 Wansbeck St  
Oamaru  
M 021 324 770



Sheet Index

ID	Layout Name
101	COVER SHEET
102	SITE PLAN
103	SURVEYOR'S SITE PLAN
104	PERSPECTIVES
105	PROPOSED FLOOR PLAN
106	ELEVATIONS
107	ELEVATIONS
108	FOUNDATION PLAN
109	DOOR & WINDOW SCHEDULE
110	BRACING PLAN
111	BRACING SCHEDULE
112	BRACING SCHEDULE
113	ROOF PLAN
114	ROOF FRAMING
115	CROSS SECTIONS/A
116	DETAILS



PROPOSED NEW RESIDENCE  
**PHIL & TYLA SCOTT**  
GLEN LYON ROAD  
TWIZEL

Date	Change Name	CMO	RevID
25-11-2020			ISSUE
03-06-2021			REV A
12-06-2021			REV B
13-06-2021			REV C



## GENERAL NOTES

1. Approximate location of Proposed. New residence, confirm exact location on site with client before construction. Confirm site set out with planning restrictions.

2. Confirm exact house location & angle on site with client before construction.

3. Confirm exact service connection points confirm location & depths onsite.

Confirm levels and extent of driveway on site with client. All surface water from driveway to be contained on site. Max driveway slope

- 15°. Selected driveway over compacted base course.
- New street crossing as per local council requirements.

Maximum site coverage 40%.

Maximum building height above original existing around level 8.0m

8. Side boundary daylight restriction angles apply.

one unimpacted area to exist. Consistent with impacts on site prior to construction.

## SITE FENCING

11. Site to be fenced in accordance with NZBC requirements. 1.0m High Safety netting to be formed to Site boundary.

education and on business financing

1. **GROUND LEVEL NOTES**  
Finished Ground level adjoining the concrete slab on ground shall be formed so as to carry water away from the building, at a slope of 1:25, for the distance of at least 1.0m from the building.

2. Ground levels not less than 255mm below floor level for any cladding other than masonry veneer to unprotected ground.

**SEDIMENT CONTROL**

Sediment fences of straw

2. Bidum Cloth where run off could occur.  
Surplus soil & gravel etc. to be contained behind sediment fences.

5. Downpipes to be connected as soon as roof is fitted and drains are laid, ( temporary if exterior cladding is not completed ).

4. Project manager or foreman is to oversee sediment control.
5. Driveway to be basel up with coarse gravel for wash down area.

before commencement of work.

All workmanship and materials shall be in accordance with New Zealand Standards 3604:2011 and the Building Act: 2004. All non specific construction shall be in accordance with the provisions of the New Zealand Building Code. The contractor shall verify all dimensions on site before commencing work. Written dimensions are to take priority over scaled dimensions. All plans are to be read in conjunction with the specifications and Engineer's details.

PROPOSED NEW RESIDENCE <b>PHIL &amp; TYLA SCOTT</b> GLEN LYON ROAD TWIZEL		Drawing Title DESIGN CLIENT 000000000 Creation Date 13/05/2021	SITE PLAN Scale 1:400 Drawing Number 102	ALL DIMENSIONS IN METERS ON SITE
--	--	---	--	----------------------------------



All workmanship and materials shall be in accordance with New Zealand Standards 3604:2011 and the Building Act 2004. All non-specific construction shall be in accordance with the provisions of the New Zealand Building Code. The contractor shall verify all dimensions on site before commencing work. Written dimensions are to take priority over scaled dimensions. All plans are to be read in conjunction with the specifications and Engineer's details.

Drawing Title		SURVEYORS SITE PLAN	
Drawn	05/05/20	Client	05/05/20
Design	05/05/20	Drawing Number	103
Creation Date	13/06/2021	Scale	1:500
Proj. Date		ALL DIMENSIONS TO BE VERIFIED ON SITE	

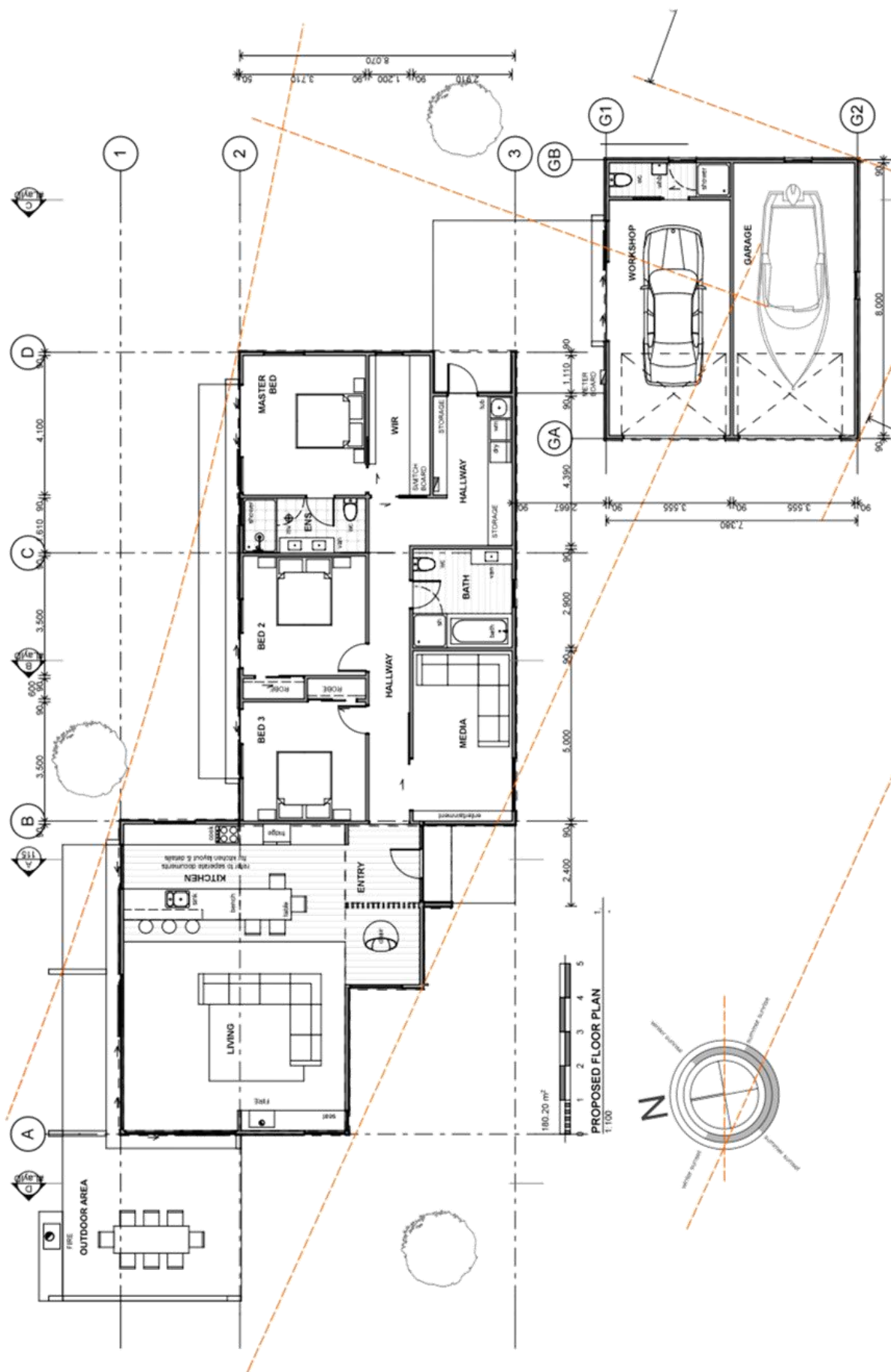
PROPOSED NEW RESIDENCE  
**PHIL & TYLA SCOTT**  
GLEN LYON ROAD  
TWIZEL



Drawing Title			
Drawn	DESIGN	PERSPECTIVE	1:112.5664
Design	CLIENT	Scale	104
Creation Date	03/07/2021	Drawing Number	104
Proj. Date	13/07/2021		
ALL DIMENSIONS TO BE VERIFIED ON SITE			

All workmanship and materials shall be in accordance with New Zealand Standards 3604:2011 and the Building Act 2004. All non-specific construction shall be in accordance with the provisions of the New Zealand Building Code. The contractor shall verify all dimensions on site before commencing work. Written dimensions are to take priority over scaled dimensions. All plans are to be read in conjunction with the specifications and Engineer's details.





Drawing Title		PROPOSED FLOOR PLAN
Drawn	REVISION	
Design	CLIENT	
Creation Date	03/06/2020	
Proj. Date	13/07/2021	
Drawing Number		105
Scale		1:100
ALL DIMENSIONS TO BE VERIFIED ON SITE		

All workmanship and materials shall be in accordance with New Zealand Standards 3604:2011 and the Building Act 2004. All non-specific construction shall be in accordance with the provisions of the New Zealand Building Code. The contractor shall verify all dimensions on site before commencing work. Written dimensions are to take priority over scaled dimensions. All plans are to be read in conjunction with the specifications and Engineer's details.



BUILDING ENVELOPE RISK MATRIX		
All Elevations		
Risk Factor	Risk Severity	Risk Score
Wind zone (per NZS 3604)	High risk	1
Number of storeys	Low risk	0
Roof/wall intersection design	Very high risk	5
Eaves width	Medium risk	1
Envelope complexity	Medium risk	1
Deck design	Low risk	0
Total Risk Score:		8

**ELEVATION NOTES**

Selected colorsteel trapezoidal profile roofing with matching fixings & flashings fixed as per manufacturer specifications to specified roof structure.

Selected spouting system fixed as per manufacturer specifications to specified fascia.

James Hardie 4.5mm Hardiflex Eaves lining installed to underside of roof framing as per manufacturers specification.

James Hardie cladding system fixed as per manufacturers specifications over timber cavity battens fixed on CHH Ecoply Barrier fixed to timber frame walls as per NZS 3604 2011 requirements.

Selected Vertical Cedar Weatherboard cladding fixed as per manufacturers specifications over timber cavity battens fixed over CHH Ecoply Barrier to timber framed walls as per NZS 3604 2011 requirements.

Selected Natural Schist veneer fixed with proprietary ties over James Hardie Hometek over Cavity system on flexible underlay on CHH Ecoply Barrier fixed to timber frame walls as per NZS 3604 2011.

Selected aluminum window & door joinery flashed & sealed to exterior cladding.

ag - Safety glass as per As per NZBC requirements

Confirm levels on site before construction.

PROPOSED NEW RESIDENCE  
**PHIL & TYLA SCOTT**  
GLEN LYON ROAD  
TWIZEL

Drawn: B. J. J. J.

Design: C. J. J. J.

Creation Date: 03/06/2021

Proj. Date: 13/06/2021

Drawing Title: ELEVATIONS

Drawing Number: 106

Scale: 1:100

ALL DIMENSIONS TO BE VERIFIED ON SITE

All workmanship and materials shall be in accordance with New Zealand Standards 3604:2011 and the Building Act 2004. All non-specific construction shall be in accordance with the provisions of the New Zealand Building Code. The contractor shall verify all dimensions on site before commencing work. Written dimensions are to take priority over scaled dimensions. All plans are to be read in conjunction with the specifications and Engineer's details.

BUILDING ENVELOPE RISK MATRIX		
All Elevations		
Risk Factor	Risk Severity	Risk Score
Wind zone (per NZS 3604)	High risk	1
Number of storeys	Low risk	0
Roofwall intersection design	Very high risk	5
Leaves width	Medium risk	1
Envelope complexity	Medium risk	1
Deck design	Low risk	0
Total Risk Score:		8

## ELEVATION NOTES

Selected colorsteel trapezoidal profile roofing with matching fixings & flashings  
 as per manufacturer specifications to specified roof structure

Selected spouting system fixed as per manufacturer specifications to specified fascia.

James Hardie 4.5mm Hardieflex Eaves Lining installed to underside of roof framing as per manufacturers specification.

James Hardie Sria cladding system (Vertical Install) fixed as per manufacturers specifications over timber cavity battens fixed on CRH Ecoply 10mm fixed to timber frame walls as per NZS 3604 2011

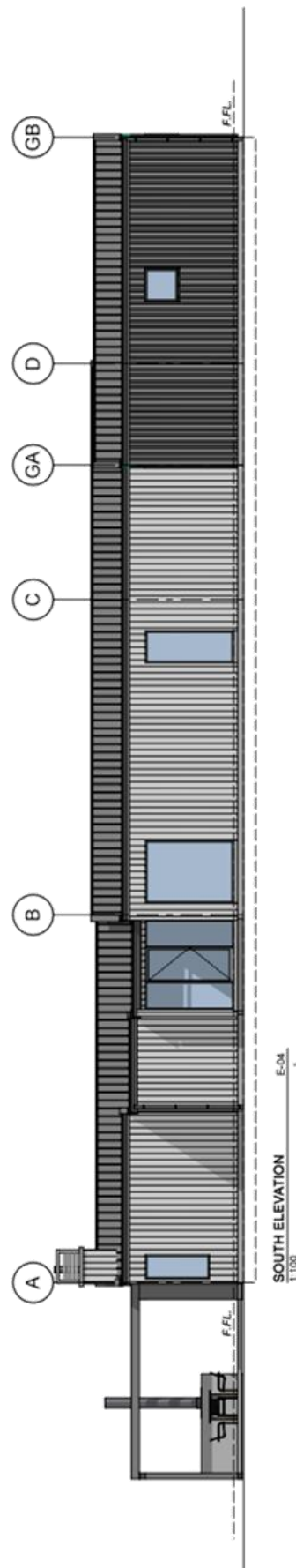
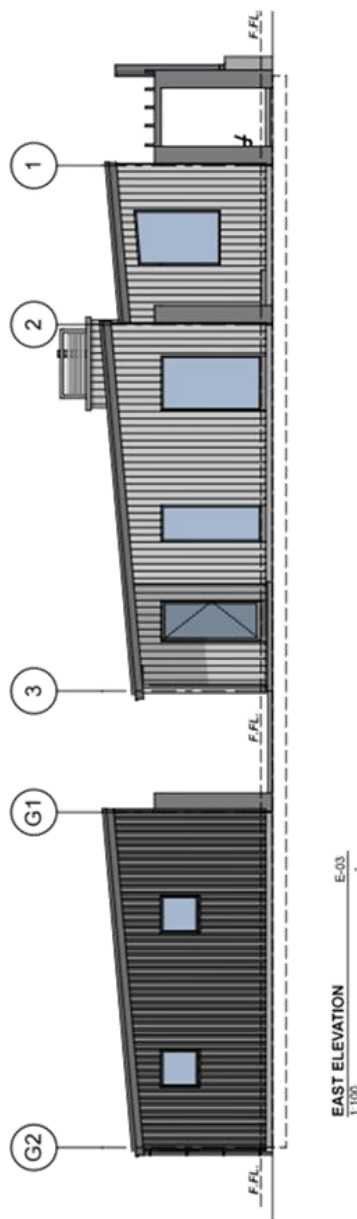
James Hardie Linea Weatherboard cladding fixed as per manufacturers specifications over timber cavity battens fixed over CHH Ecoply Barrier to timber framed walls as per NZS 3604:2011 requirements.

Selected Natural Schist veneer fixed with proprietary ties over James Hardie HomeRAB over Cavity system on flexible underlay on Cleo Ecoply Barrier fixed to timber frame walls as per NZS 3604:2011.

Selected aluminium window & door joinery flashed & sealed to exterior cladding.

Class - Safety class as per As per NZBC requirements

Confirm levels on site before construction.



All workmanship and materials shall be in accordance with New Zealand Standards 3604:2011 and the Building Act: 2004. All non specific construction shall be in accordance with the provisions of the New Zealand Building Code. The contractor shall verify all dimensions on site before commencing work. Written dimensions are to take priority over scaled dimensions. All plans are to be read in conjunction with the Specifications and Engineer's details.

PROPOSED NEW RESIDENCE <b>PHIL &amp; TYLA SCOTT</b> GLEN LYON ROAD TWIZEL		Drawing Title		ELEVATIONS	
Drawn	DESIGN	Drawing Number	Scale		
Design	CLIENT	107	1:100		
Creation Date	00000000				
Plot Date	13/05/2021				
ALL DIMENSIONS TO BE VERIFIED ON SITE					

**6.4 AQUATIC SERVICES - SEC 17A REVIEW**

**Author:** Brian Milne, Community Facilities and Services Officer - Contractor

**Authoriser:** Tim Harty, General Manager - Operations

**Attachments:** 1. Aquatic Facilities 17A Review 2021 [↓](#) 

**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** To consider the attached report "Aquatic Services Provision – Service Delivery, Section 17A Local Government Act, May 2021" and determine the approach to be applied.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That MDC undertake a procurement process to deliver recreation facility management services. The facilities included will be:
  - Strathconan Swimming Pool, Fairlie
  - Twizel Swimming Pool, Twizel
3. That the option for the future inclusion of the Twizel Event Centre into the contract be further explored
4. That the term of the contract be a minimum of three years with options for extensions based on performance



**BACKGROUND**

The previous arrangement of operating Councils pools in-house was considered to not meet the required standards and posed an unacceptable risk to Council. Following a report to Council, it was resolved to outsource the operation of the Strathconan (Fairlie) and Twizel pools to a specialist recreation facility management company for the 2020/21 summer season.

In accordance with the staff report and Council resolution, following the end of the season, the performance of the contractor was to be reviewed and the best option for the future delivery of the service determined. A Section 17a Review is considered the most suitable process for considering future service provision mechanisms in this instance.

The Local Government Act Section 17A requires to Council to review the options for the delivery of services, based on a range of triggers. The current situation creates one of these triggers and therefore a fuller review was undertaken that meets the requirements and guidance for S17A reviews.

**DISCUSSIONS**

Xyst Limited were commissioned to undertake the Section 17a Review (the review, attached).

The review was undertaken following a season of external operations which, amongst other matters, was subject to a requirement for undertaking customer surveys and report that has not typically been in place previously.

This data proved to be invaluable in informing the review and as such, Council has good data (albeit short term) on which to base its decision.

**POLICY STATUS**

Any procurement processes required following Council decision on this matter will be required to undertaken in accordance with the approved Procurement Policy.

**SIGNIFICANCE OF DECISION**

Whilst the decision does not meet the formal criteria outlined within the Significance and Engagement Policy, there is a significant level of community interest in the operations of Councils Aquatic Facilities.

It is suggested that, following Council decision on a pathway forward, staff work with the Communications Advisor and Community Boards in Twizel and Fairlie to communicate this widely.

The Community Boards should also be approached to understand the level of engagement they would like to have in the process, bearing in mind staff's requirement to adhere with Councils Procurement Processes.

**OPTIONS**

The attached report outlined fully the options available to Council, being:

- In-House Operations
- Outsource
- CCO/CCTO wholly owned by MDC
- Shared Services

After initial assessment, In-House and CCO/CCTO options were discounted.

The outsourcing of the service to a specialist recreation facility management company for at least three years is the preferred option. A shared services option could continued to be explored during the term of the contract, to determine if this likely to be a viable option in the longer term.

In addition to the operation of the two pools, it is recommended that the operation of the Twizel Events Centre be further considered for inclusion in this contract in the future. In regard to including the Mackenzie Community Centre (Fairlie) and Tekapo Community Centre, there are currently considered to be other better local options for these facilities.

There are two options available to Council

**Option 1:** Contract Out the Pool Operation Service, in line with the Section 17a Report

Under this option staff would run a procurement process to outsource pool operations for at least a three-year period. Other options, such as operations of the Twizel Events Centre and other Council facilities can be added to the contract as Provisional Items and be considered at a later date.

This is staffs preferred option

**Option 2:** Undertake a Shared Service with another Council

As articulated within the report this option is unlikely to be achievable in the short term meaning that the upcoming season would be in jeopardy.

The term of the contract suggested (three years) would allow further consideration of Shared Services over the period and allow Council to act on that in 2024, should it so desire.

## CONSIDERATIONS

### Legal

The recommended option provides the greatest security for ensuring compliance with:

- Health and Safety at Work Act 2015
- Health Act 1956

### Financial

Costs are higher for the recommended option (compared to the previous In-house option), but level of service, satisfaction and risk management benefits are considered to outweigh this.

The costs for a fully outsourced model have been allowed for in the 2021/31 Long Term Plan.

Costs for shared services option cannot be determined without additional work.

### Other

The aquatics sector is not regulated through specific legislation. To provide guidance for the industry Recreation Aotearoa<sup>1</sup> partnered with Water Safety New Zealand and Sport NZ and developed the Aquatic Facility Guidelines 2015. This is the industry standard for operating public pools in Aotearoa. Recreation Aotearoa has also developed the PoolSafe Quality Management Scheme to provide an independent assessment of public pools to ensure that their operations and facilities are safe.

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<sup>1</sup> Recreation Aotearoa is the professional association acting as the voice of Recreation in Aotearoa, representing all professionals in the industry.

The Contractor for the 2020/21 season achieved PoolSafe accreditation for the first time for both pools.

**CONCLUSION**

After careful consideration of the available service delivery options it has been determined that neither a CCO, or an in-house option would be a suitable approach under the current MDC operating structure. The two options identified to be suitable both present confidence in being able to meet the key criteria and MDC's vision, mission, and values, however a shared services model is likely to take longer to reach agreement and implement. As this would be a new approach for both parties there are also some service delivery risks involved in this option.



# Mackenzie

## DISTRICT COUNCIL

Provsion

“Aqautic Servies

## Aquatic Services Provision

Service Delivery

Section 17A Local Government Act

May 2021

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## Document Control

Author	Change	Date of Issue	Version
Brendon Rope (Xyst Limited)	First Draft	01.06.21	1.0
	Final Approval		

## Definitions

- **Funding arrangement** - involves the manner in which the financial resources are provided to support a service, including both the mix of revenue and capital sources and any arrangement or agreement that governs the provision of these resources (contracts, trust deed, etc).
- **Governance arrangement** – revolves around who has the right to make binding decisions about the overall objectives for the provision of the service and set the strategic framework in which the service operates. In the local authority context, governance options fit into two broad categories – political or arm's-length.
- **Service delivery arrangement** - describes the body and agreement between agencies for service provision.

## Common acronyms used:

**CCO** – Council Controlled Organisation

**CCTO** – Council Controlled Trading Organisation

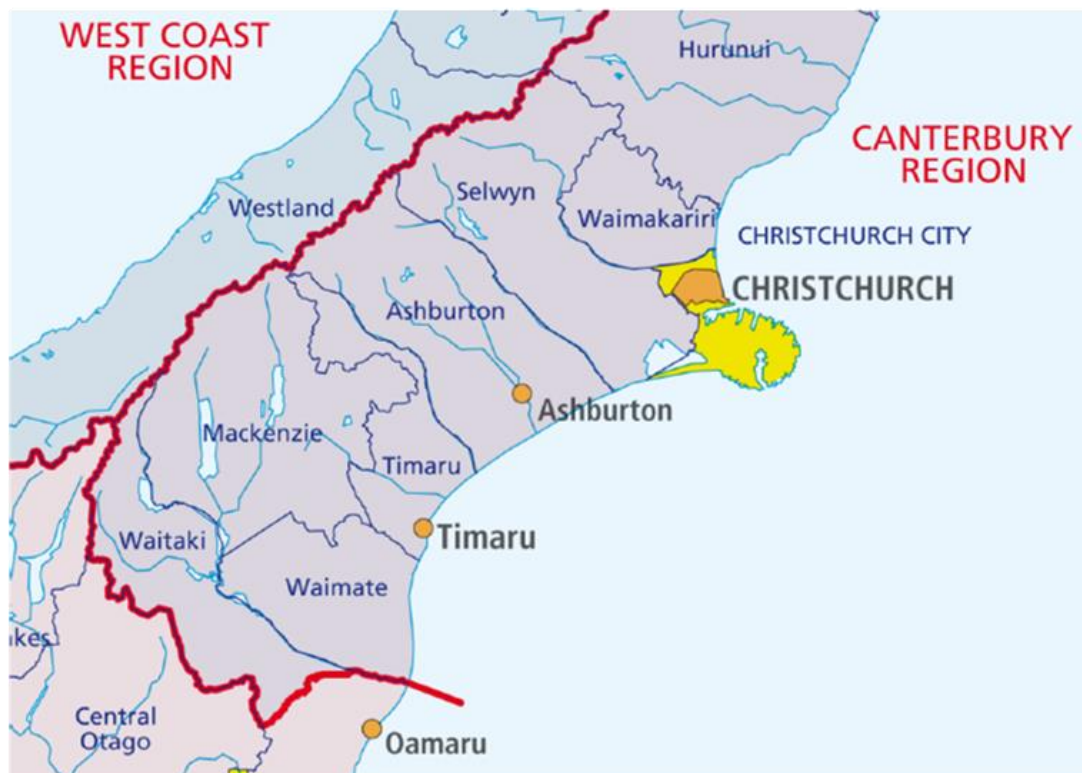
**LGA** – Local Government Act 2002

**MDC** – Mackenzie District Council

**OAG** - Controller and Auditor General

**TDC** – Timaru District Council

**QLDC** – Queenstown Lakes District Council



## Executive Summary

The Mackenzie District is served by two council owned public swimming pool facilities that are open to the public for recreational enjoyment. These facilities require aquatic delivery services to meet the operational requirements, industry standards, and public expectations. Further to this, the services need to provide the resident population with value for money in terms of the return on ratepayer investment through Mackenzie District Council (MDC).

This review has been conducted to determine the most appropriate service delivery model to achieve MDC outcomes and cost effectiveness. It has followed the review requirements as defined under Section 17A of the Local Government Act 2002.

A range of options have been considered and through an assessment of benefits two are deemed to appropriate to meet service delivery expectations. Both are outsourced options, one being shared services with another local authority, and the other being contracted out to an external operator. A shared services arrangement will take a period of time to complete the scoping process and internal approval steps for both local authorities involved. Outsourcing to an external contractor will be more timely and limit possible delays for the 2021/22 season opening.

MDC outsourced the aquatic services delivery to Community Leisure Management Limited (CLM) last season (2020/21) at relatively short notice and CLM performed well against the key criteria. CLM were appointed through a direct engagement due to urgency and did not win a contestable process.

It has been identified that continuity of staff and consistency of recreational service delivery would be achieved if additional, complimentary recreational services were included into the services contract. A common approach is to have wet and dry recreation facilities (pools and indoor sports/events centres) managed together.

## Recommendation

This report recommends that:

1. MDC undertake a procurement process to deliver recreation facility management services. The facilities included will be:
  - Strathconan Swimming Pool, Fairlie - seasonal
  - Twizel Swimming Pool, Twizel - seasonal
  - Twizel Event Centre, Twizel – all year around
2. That the term of the contract be a base of five years plus extensions of two, two-year periods based on performance. (Potential total of nine years)



## 1 Introduction

### 1.1 Why is Council reviewing this service?

A service delivery review is a process of determining whether the existing means for delivering a service remains the most efficient, effective and appropriate means for delivering that service. The legislation requires that a service delivery review should periodically assess “the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good quality local infrastructure, local public services, and performance of regulatory functions”.

Taituarā<sup>1</sup> guidance has emphasized that the term cost-effectiveness is not the same thing as ‘least cost’. Councils must also consider the effectiveness of current arrangements. Cost effectiveness is therefore much more consistent with ‘least cost consistent with the achievement of the council’s objectives for delivering the service’.

The scale of the aquatic services is relatively small so the efficiency gain will also be of a small scale. MDC are cognizant that there are inherent health and safety risks associated to provision of aquatic facilities and services. A primary focus of this review is to minimize those risks for the most cost-effective option.

### 1.2 What might Council gain from carrying out this review?

The potential benefits of undertaking a service delivery review include:

- **Efficiency gains** - In reviewing the funding, governance and service delivery arrangements for a particular service, Council may identify cost savings or a reduction in resource requirements, improving the cost-efficiency of the service.
- **Improvements in services** - Council may identify ways to improve the service delivered to the community and reduce risks.
- **Improving relationships** - with other local authorities, community groups and private sector providers.
- **Better understanding of available options** - Improving the understanding of the options for this service is a valuable exercise even if Council decides not to make any changes, minimizing risk of complacency.

### 1.3 Scope of the Review

This review provides a full and independent review in accordance with Section 17A of the LGA.

The aquatic services subject to this review are limited to the current council owned aquatic facilities. There is also consideration to opportunity of including the management of the Twizel Events Centre to the provision services. This may allow for additional commercial opportunities and provide a greater level of private contribution.

*a funding arrangement* involves the manner in which the financial resources are provided to support the service, including both the mix of sources of revenue or capital and any arrangement or agreement that governs the provision of these resources (such as a contract, deed of trust etc)

*a governance arrangement* revolves around who has the right to make binding decisions about the overall objectives for provision of the service, and set the strategic framework in which the service operates. In the local authority context governance options fit into two broad categories – political

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<sup>1</sup> Taituarā is the national membership organisation for local government professionals whose purpose is to promote and support professional management in local government.



or arms-length (which is a catch-all term for a variety of models ranging from corporate forms to various forms of trusts)

*a service delivery arrangement* essentially describes the body that physically undertakes the work or provides the service.

## 2 Background

### 2.1 National Context

The aquatics sector is not regulated through specific legislation. To provide guidance for the industry Recreation Aotearoa<sup>2</sup> partnered with Water Safety New Zealand and Sport NZ and developed the Aquatic Facility Guidelines 2015. This is the industry standard for operating public pools in Aotearoa. Recreation Aotearoa has also developed the PoolSafe Quality Management Scheme to provide an independent assessment of public pools to ensure that their operations and facilities are safe.

### 2.2 Aquatic services

For the purpose of this review aquatic services are considered to be the provision of the operational management services of council owned aquatic facilities including:

- compliance with health and safety risk management obligations - qualified pool plant and water quality management, and qualified supervision of aquatic activities
- quality of service delivery - public access and benefits appreciated by the community
- value for money – quality of service for the investment

The review includes services relating to the two council owned pools, Strathconan Pool (Fairlie) and Twizel pool. Both facilities are seasonal ie opened from 28 November 2020 (after some commissioning delays) and closed 14 March 2021. Effectively operating for four months per year.

### 2.3 Aquatic Related Legislation

**Health and Safety at Work Act 2015:** This Act is intended to reduce and minimize harm to both people working in and those moving around places of work. There are obligations within the Act for employers and other controllers of places of works. Council has multiple obligations for open space activities with regard to employees, contractors and also the public to manage safety.

**Local Government Act 2002 (LGA):** States the purpose of local government and provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them. For open spaces it provides for local authorities to assume a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

**Health Act 1956 –** This places a duty on every local authority in Section 23 to, improve, promote and protect public health within its district. This involves identifying potential health risks and ensuring that these risks are managed to within acceptable levels.

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<sup>2</sup> Recreation Aotearoa is the professional association acting as the voice of Recreation in Aotearoa, representing all professionals in the industry.

## 2.4 Local Context

Mackenzie district is located central South Canterbury. As determined by the most recent census the district had a population of 4,866 as of 2018<sup>3</sup>. The population of the district has grown by 17% since 2013. The median age of the population is 40.6 years, older than the national median of 37.4 years.

The two townships that have aquatic facilities have relatively small populations:

- Fairlie (885 resident population<sup>4</sup>)
- Twizel (1,455 resident population<sup>5</sup>)

## 2.5 Organisational Overview

MDC is the territorial authority for the Mackenzie district. Based in the township of Fairlie and with a service centre in Twizel, Council has approximately 38 employees.

Council delivers on eight service areas to the community via 32 activities that are directly attributable to Section 10 of the LGA 2002. These activities fulfill the purpose of local government to enable democratic local decision-making and action by, and on behalf of, communities, and 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. A further three areas support Council to deliver these activities. These are: administration, finance, and information technology.

The MDC vision statement is:

*"Mackenzie District will be a district in which<sup>6</sup>:*

- Our natural environment is protected and enhanced in balance with achieving social and commercial objectives.*
- We foster the unique attributes and strong sense of community that makes the Mackenzie District special.*
- Safe, effective, sustainable water, waste, communication, energy and transport systems are in place.*
- A dynamic economy provides employment and investment opportunities consistent with the quality of life aspirations of existing and future generations.*
- Democracy is respected and equal opportunity and the rights of the individual are upheld.*
- A variety of sporting, recreational, cultural, spiritual, welfare and educational resources are available to enrich the lives of our people.*
- People are encouraged to use their skills and talents for the benefit of the community."*

The MDC mission statement is:

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<sup>3</sup> <https://www.stats.govt.nz/tools/2018-census-place-summaries/mackenzie-district>

<sup>4</sup> <https://www.stats.govt.nz/tools/2018-census-place-summaries/fairlie>

<sup>5</sup> <https://www.stats.govt.nz/tools/2018-census-place-summaries/twizel>

<sup>6</sup> Annual Plan 2020/21

*"Fostering Our Community"*<sup>7</sup> and this is led by the following values

*Be fair to everyone - A rising tide lifts all boats. No-one in the Mackenzie District should be left behind in the name of 'progress'.*

*Peace and serenity matters - These are the defining, unique, extremely special characteristics of our district - and they need to be protected.*

*Dare to be different - We will look for unique ways to innovate and will not let fear of criticism hold us back from doing the right thing.*

*Do things with respect and trust - We will, in every circumstance, operate with honesty and integrity, enabling mutual respect and trust in our organisation, with our community and with all others.*

*Leave things better for the future - We are here for more than to save the current day - our duty as public servants to the Mackenzie District community creates an obligation that we leave things better for future generations.*

## 2.6 Community value from aquatic services

MDC provide two aquatic facilities for the Mackenzie District:

1. Strathconan Swimming Pool, Fairlie
2. Twizel Swimming Pool, Twizel

The two aquatic facilities fall within bullet point six in the vision statement above. They are valued local assets and provide opportunity for the residents to swim safely in a controlled environment. The pools provide opportunity for learning to swim and to learn water safety skills. Recreational swimming through the summer months in heated water is appreciated by the community.

## 2.7 Complimentary recreational services considered

MDC own the Twizel Events Centre containing the following facilities<sup>8</sup>:

- Rockwall
- Basketball
- Badminton
- Gymnasium
- Squash courts
- Theatre
- Community kitchen
- Community lounge

The building is still seeking Code of Compliance and is currently operating under a Certificate of Public Use after recently requiring work to achieve its Building Warrant of Fitness.

The different activities/spaces have a range of stakeholders that use/run them. Bookings and gym memberships are taken through MDC customer services. There is no dedicated resource to promote the facility, be onsite for enquiries or management of users/events. The nature of the activities,

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<sup>7</sup> Annual Plan 2020/21

<sup>8</sup> <https://www.sporttwizel.co.nz/events-centre>

particularly rock climbing and the gym, but also other activities in the sports hall create a health and safety risk for MDC.

### 3 Governance Arrangements

The aquatic services activity is governed by the Council with input from three standing committees, and two community boards.

The **Assets & Services Committee** is one of seven standing committees of Council. This committee provides oversight of Council-owned infrastructure, assets, operations and services in a manner that promotes the current and future interests of the community.

The **Audit and Risk Committee** maintains an overview of the risk management and performance management framework as included in the Council's LTP, Annual Plan and Annual Report documents.

The **Finance Committee** maintains the governance oversight of the financial and corporate business of the Council. It is responsible for the monitoring of the Council's financial position.

The **Twizel and Fairlie Community Boards** provide feedback to Council on issues as that relate to the pools, to make annual submissions on expenditure within the respective communities and to make recommendations to full Council on matters of interest or concern to the respective communities. They do not have delegated authority to make decisions.

### 4 Funding Arrangements

The aquatic services are included within Community and Township Services group of services and the funding ratio policy is 70% rates: 30% other sources<sup>9</sup>.

Funding is predominately from rates with limited revenue from user charges. There are no other significant sources of external revenue to offset the cost-of-service delivery.

#### 4.1 Operating income

The income received for pool activities in 2020/21 is \$37,630<sup>10</sup> compared to \$39,526 in 2019/20. A 5% decrease for the 2019/20 season.

#### 4.2 Operating Costs

The 2020/21 expected cost of delivery of the aquatic services is \$206,575.00 as per the contract with CLM. The actual expenditure was \$207,759.

Total operating expenditure has increased from \$157,509 in 2019/20 to \$233,354 in 2020/21 representing an increase of 13% per annum<sup>11</sup>. There were increased opening hours for the 2020/21 season as a primary influence on the increased cost.

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<sup>9</sup> Annual Plan 2020/21

<sup>10</sup> Assuming the "Baths - Levy Local Group Users" charges are the same as 2019/20 as they had not been invoiced at the time of writing.

<sup>11</sup> Noted that cost of delivery in 2020/21 only includes the CLM contract fees and excludes additional contractor costs associated to the pools review and procurement of CLM as the contractor.



Projecting into the future operating costs are likely to increase given the rise in the minimum wage, longer opening hours, season length, inflation costs etc.

#### 4.3 Maintenance Costs

Normal repairs and maintenance costs are addressed as they arise. The cost for both pools in 2020/21 was \$4,121 and in 2019/20 it was \$53,339. The latest season has experienced considerably less repairs and maintenance costs, however there is a considerable amount of deferred maintenance to be addressed in 2021/22, prior to the pools opening.

#### 4.4 Capital Costs – Improvements and Renewals

Capital expenditure has been reactive over the years as plant, equipment, fittings, or building failures have occurred. CLM and Chris Rutherford, Xyst have provided recommendations for improvements and MDC will need to consider, prioritise, and fund these. The level of investment is yet to be quantified but will require provision in the 2021/31 Long Term Plan with focus on year 1 and 2.

To accurately project the required capital and maintenance investment into the future MDC will need to conduct an asset management assessment process and develop a building maintenance/renewal plan. The assets are aging, and it is likely MDC will need to provide for some medium/major scale renewals over the next 5-10 years.

### 5 Review of Service

#### 5.1 Introduction

Section 17A of the LGA02 requires Council to review the cost-effectiveness of the aquatic services current arrangements for governance, funding and service delivery. This section details potential options for aquatic service delivery.

In the first instance, the Service Delivery Reviews take a 'first-pass' at the options outlined in Section 17A. These have been aggregated to three high level options:

1. **In-house service delivery** – MDC officers are responsible for delivering the service, with direct engagement of operational staff, while Council governs, making decisions about policy and funding.
2. **Outsourcing** – Some or all the activity is outsourced to a third-party contractor, including other councils or CCOs.
3. **Shared service arrangements with other councils** – This would include entering into shared service arrangements for some or all of the activity, through a joint committee, CCO or merger.

The available options are introduced below and then a more detailed analysis of issues and options is presented.

#### 5.2 Available Options

##### 5.2.1 In-House Service Delivery

Delivering services through an in-house option (LGA, 2002 S17A (4a)) means that MDC is responsible for the governance, funding, and delivery of the service. The delivery of services in-house is often the result of history, in the sense that the activity has always been delivered in-house.

In many instances there are obvious reasons for delivering internally, including providing customer-focused service, understanding local needs and issues, and maintaining local autonomy with governance and decision-making.

On the other hand, service delivery in-house requires staff recruitment, retention, and training costs, which can be challenging in high-skilled positions where retention is often an issue for smaller provincial local authorities. For activities with small teams, covering staff absences can be a concern, particularly in compliance-based activities with legislative timeframes.

### 5.2.2 Outsourcing

Outsourcing the service delivery of an activity to another person or agency (LGA, 2002 S17 (A) (4) (b) (iii); S17 (A) (4) (b) (iv)) also requires a clear understanding of the governance, funding and delivery structure. A clear rationale needs to underpin why the activity is being outsourced.

Benefits of outsourcing an activity can include greater effectiveness as the contractor is generally considered a 'specialist' in their field with the skills and processes to get the work done efficiently, minimising organisational risk, and a reduction in capital, operational and staff costs (including recruitment, training, and retention).

Disadvantages of outsourcing can include a reduced customer-focused service with not having staff based in-house, less understanding of local needs and issues and, depending on the governance structure chosen, challenges with maintaining local autonomy in governance and decision making. Outsourcing also requires contract management including regular procurement, processing claims, reviewing and auditing performance and resolving disputes in the event that the outcomes of outsourcing do not deliver as promised.

### 5.2.3 Delivery by CCO wholly owned by MDC

Delivery by a CCO would entail governance and funding by Mackenzie District Council with delivery by a CCO wholly owned by Mackenzie District Council. (LGA, 2002 S17A(4)(b)(i)). A separate CCO wholly owned by the Mackenzie District Council could be established.

A CCO model provides a level of independence which encourages the CCO to operate in a more business-like manner including engaging in competitive tendering for work across other councils and the private sector.

### 5.2.4 Shared Services Model

The delivery of a service through a shared model (LGA, 2002 S17 (A) (4) (b) (ii,); S17 (A) (4) (c)), whether it be through a joint committee, CCO or merger with another council, requires a clear understanding of the governance, funding, and delivery structure.

Shared services models, when they work effectively, can deliver a range of benefits to local councils and their communities. The key benefits can include:

- cost-efficiencies through economies of scale
- access to specialist expertise
- improvements in service

- improved compliance with regulations and standards

The realisation of these benefits is challenging, and can be constrained by:

- lack of political or managerial commitment
- uncertain benefits
- conflicting objectives
- process complexities

The conditions for successful shared service models have been considered by LGNZ in their 2011 paper titled 'Shared Services for Local Government'<sup>12</sup>. The filters outlined in Part B of the paper assist in the assessment of an activity's suitability for shared service arrangements.

If deemed suitable, then a business case needs to be developed for the activity to determine the type of shared service arrangement. A key part of this process is consultation with affected parties, including a thorough assessment of the commitment of other organisations to a shared service model. Community engagement would also need to be considered early in the process.

### 5.3 Critical Success Factors

The critical success factors for the options analysis in this review are as follows:

- compliance with health and safety risk management obligations
- value for money
- quality of service delivery

### 5.4 Initial Options Analysis for aquatic services

The following summarises the service delivery options considered for the delivery of aquatic services.

	Option 1 – In-House	Option 2 – Outsource	Option 3 – CCO/CCTO wholly owned by MDC	Option 4 – Shared Services
<b>Aquatic services delivery</b>	x	✓	x	✓

#### 5.4.1 Option 1 In-House delivery by Mackenzie District Council

The district pools have been managed in-house previously. Resourced by local personnel that had an interest in the pools being open but did not necessarily have the capability and experience to provide a level of service that met the customer needs and MDC's risk management expectations.

<sup>12</sup> Sourced 14.11.2016 from <http://www.lgnz.co.nz/assets/Uploads/Shared-services.pdf>

### Assessment

In-house delivery was the operating model until an independent review determined that there were significant risks for MDC. An indicator of low risk prioritisation by the MDC service delivery personnel was the inability to achieve the PoolSafe standard. Under management of CLM PoolSafe has been achieved this past season.

Other indicators of low levels of service when MDC were managing the pools have been:

- the user survey comments this season that clearly expressed improvements under management of CLM (see Table 1)
- incomplete records and data management makes it difficult to quantify usage, trends, and comparisons
- limited training of staff and internal capability to manage aquatic services and maintain the facilities

**Table 1 – User survey comments regarding 2020/21 operator performance**

<p><i>If there was one change you could make to this facility what would it be?</i></p> <p>Fairlie:</p> <ul style="list-style-type: none"> <li>• “Keep the new opening hours - its great to have the pool open more.”</li> <li>• “I wouldn’t change a thing, it is great to see the new company running the pool as I have seen a massive improvement”</li> <li>• “Keep the lifeguards on for school visits. I am so happy that this is happening now, I was so stressed bringing the classes here last year”</li> <li>• “...staff are great this year, great to have it run properly”</li> <li>• “Nothing - the lifeguards seem more aware of their customers this year then last year”</li> <li>• “...great staff this year, can see a massive improvement in water and staffing”</li> </ul> <p>Twizel:</p> <ul style="list-style-type: none"> <li>• “...can see improvement in water quality this year also”</li> </ul> <p>Of user survey the responses there were none that commented that there was a decreased level of operator service delivery.</p>
--

MDC have tried the in-house model and it was unsuccessful in terms of levels of service delivery, managing the risks of a high-risk activity, and cost of delivery. As such this option is discounted and will not be assessed further in the detailed analysis of issues and options presented in section 6.

#### 5.4.2 Option 3 CCO/CCTO owned by Mackenzie District Council

Given the relatively small scale of the aquatic services delivery it is unlikely that the additional governance and support costs would justify establishing a separate CCO or CCTO.

### Assessment

The [Controller and Auditor General \(OAG\) has provided useful advice](#) for councils considering setting up a CCO or CCTO. The OAG has noted a number of potential benefits that are frequently cited including:

- improved commercial focus – that is, operating a company with a professional board of directors with the objective of achieving greater operating efficiency;
- tax-effectiveness – local authorities can derive tax credits from commercial subsidiaries that pay dividends;



- independence – separation from political direction;
- streamlining bureaucracy, enabling nimbleness and agility – CCOs have less "process" to follow in making decisions than local authorities;
- economies of scale, where shared services CCOs combine several local authorities' similar activities;
- the ability to recruit and retain high-quality board members and staff who might not be available to be members or employees of a local authority; and

The OAG has also noted a number of possible disadvantages including:

- the local authority's lack of direct accountability to the community for the services the CCO delivers;
- tensions between the objectives of pursuing profit and delivering community outcomes;
- additional ongoing costs – the costs incurred by the local authority in monitoring the performance of the CCO, and the CCO's own costs, can increase overall service delivery costs; and
- reduced ability to manage risk – arm's-length delivery can make managing risks to the reputation of the local authority more difficult

In our view the disadvantages outlined above are relevant and likely to occur if the service was to be delivered by a CCO/CCTO. We consider the possible disadvantages outweigh the potential benefits.

Given the small scale and seasonal delivery of aquatic services we consider that there would be limited to no value-for-money improvements and more likely a reduction. As such this option is discounted and will not be assessed further in the detailed analysis of issues and options presented below.

## 6 Detailed service delivery assessment – Aquatic Services

The Council provides and maintains two aquatic facilities. The aquatic services delivered from these facilities have operated under an in-house model in recent years up until this last season (2020/21) where the services were contracted out to CLM. The option to contract out was relatively short notice after an independent review identified risks associated to delivery that MDC were not comfortable with. The immediate driver was to reduce risk by having a specific aquatics management contractor operate the pools with qualified and experienced personnel.

A limitation to be able to resource the aquatic services delivery is the seasonal nature of the operation. Securing qualified, experienced, and motivated staff for a four-month period has its challenges. There is limited longevity of poolside staff causing turnover from season to season and a particular risk is being able to secure and retain capable manager/s for the pools.

### 6.1 How the service was delivered in 2020/21?

For the latest summer season, 2020/21, the services were delivered through an outsourced contract with CLM. The contract included operating the facilities, maintaining the water quality, and supervising the swimmers as per PoolSafe standards requirement.

The following staff resources were involved:

	Twizel	Fairlie
Administration <sup>13</sup>	18.9hrs/pw	15.2hrs/pw
Management/Facility Supervisor	51.4hrs/pw	32.9hrs/pw
Poolside staff	77.2hrs/pw	95.6hrs/pw

The contracted operators met the standards for and achieved PoolSafe accreditation by the end of the season.

### 6.2 How the service was delivered 2019/20?

For the previous summer season, 2019/20, and several seasons prior, the services were delivered through an inhouse model but with contracted seasonal staff. The contract included operating the facilities, maintaining the water quality, and supervising the swimmers as per PoolSafe requirement standards.

The following staff resources were involved:

	Twizel	Fairlie
Administration <sup>14</sup>	Not available	Not available
Management/Facility Supervisor	37.5hrs/pw	37.5hrs/pw
Poolside staff	83.6hrs/pw	91.3hrs/pw

MDC was unable to meet the standards for PoolSafe accreditation.

<sup>13</sup> The majority of the administration support was incurred during the weeks prior to opening.

<sup>14</sup> Difficult to quantify administration contributions as much of this function was completed through the corporate services teams.

### 6.3 What is the cost?

The delivery cost of aquatic services in 2020/21 was \$233,354 compared with \$157,509 in 2019/20. Add the repairs and maintenance costs for both years and the overall cost for 2020/21 is \$26,627 more than 2019/20.

The revenue in 2020/21 of \$37,630<sup>15</sup> was received in user fees and charges providing a cost recovery rate of 16%. Compared with \$39,526 in 2019/20 providing a cost recovery rate of 19%.

	2019/20	2020/21
User charges	\$ (39,526)	\$ (37,630)
Delivery costs	\$ 157,509	\$ 233,354
Repairs and maintenance	\$ 53,339	\$ 4,121
Surplus/loss	\$ 210,848	\$ 237,475
Cost recovery	19%	16%

Capital expenditure costs are noted below but these are more relevant to asset management planning than the operation of the facilities.

	2019/20	2020/21
Capital expenditure	\$ 297,896.08	\$ 10,663.00

### 6.4 What works well?

The current service provided by CLM results in a very high level of user satisfaction as measured by independent customer surveys through the Yardstick Service. Table 1 shows that over 96% of residents are satisfied with Council-provided aquatic services according to the resident satisfaction survey. We would expect satisfaction to be in the order of 90+% for aquatic services.

*Table 2 Satisfaction with aquatic services*

	Fairlie	Twizel	COMBINED
2020/21 User satisfaction	94.04% <sup>16</sup>	98.25% <sup>17</sup>	95.8%

There was no available data for the 2019/20 season but there were a range of comments received in the comments section of the user survey that indicates the 2020/21 season was an improvement (see Table 1, page 11).

CLM is a very experienced aquatic facility operator with 25 other service contracted facilities under their management across the country. They provide full administration support for human resources management, customer relations, promotion, and marketing. They provide the human resource to manage the facility, the plant and water quality, and supervise the facility users.

The current service is considered cost effective for improved (but expected) service delivery.

<sup>15</sup> Assuming the "Baths - Levy Local Group Users" charges are the same as 2019/20 as they had not been invoiced at the time of writing.

<sup>16</sup> Yardstick User Surveys report, 106 intercept, 45 online surveys

<sup>17</sup> Yardstick User Surveys report, 94 intercept, 20 online surveys

### 6.5 What are the issues for the future?

Key issues for aquatics in the context of service delivery include:

- aging facilities look and feel “tired”
- the heightened risk of a pandemic or other natural disaster
- ongoing challenges to secure qualified locally based staff particularly after schools and tertiary institutes begin the academic year (February and March)
- the seasonal nature of the aquatics service delivery does not provide for personnel continuity ie as there is not all year around delivery requirement so each year there is potential for a full new team of personnel

### 6.6 What could be improved?

There are a range of improvements identified through the independent review and the feedback from CLM across the two pools.

#### **Additional recreation facility management**

To increase the opportunity of achieving continuity of management personnel and therefore improve the likelihood of consistent service delivery, MDC could increase the portfolio of facilities to include all year-round management of the Twizel Event Centre. Currently the Centre is run by various stakeholder groups for different activities/spaces. Including the Centre Management into the contract will provide

- opportunity to increase the utilization of the event centre
- provide an onsite resource to assist with monitoring health and safety of the activities and the building
- a more sustainable model for the contractor

There are a number of stakeholders within the events centre which will require relationship management and clear delineation of responsibilities. There is likely to be some resistance to activity delivery being taken over under an operator contract. Particularly the gym and the rock-climbing activities. Health and safety management is an area of concern and should be investigated further if the current activity delivering organisations continue as they have been.

#### **Asset Management**

MDC could improve the asset management of the pools by completing a detailed facility building maintenance plan. This will provide council with a clear picture of the current state and future planned maintenance and renewal requirements. Ideally this will dovetail into a wider recreation facilities strategic plan.

#### **Pool Plant**

There are improvement opportunities for the Fairlie pool, and these are summarized below.

- upgrade of the filtration and reticulation system - the pumps, piping and filters are aging and will require full replacement in the near future

- repair/replace the solar heating system – the current system is breaking down causing particles of plastic to accumulate in the pool and staining the floor, replacement would increase:
  - water quality
  - the ability to clean the pools
  - efficiency of water heating and
  - potentially reduce the use of the heat pump
- air heating and ventilation - there is no air handling system which means the pool and changing rooms can become hot and humid, causing accelerated building deterioration and negative user experience.

### **Water Quality Management**

There are two key recommended improvements for both pools to manage and monitor the water quality.

- self-generated 1% chlorine (from salt) - both pools would decrease their risk of hazardous substances incidents/accidents by making the change to self-generated 1% chlorine. Storage of bulk salt deliveries will need to be considered but there will no longer be the requirement for chemical storage bunding. The 1% chlorine solution can be used as a general disinfectant for cleaning, reducing cleaning product costs. Overall cost of chemicals is likely to reduce.
- automated chemical controller – to automate chlorine dosing allows better control of pool chemical levels, new systems reduce the requirement of three hourly manual, reducing to two manual calibration tests per day to meet NZS 5826:2010. Some models update data to mobile apps for real time measures and record all tests for analysis, this means centralized monitoring of both pools can occur from anywhere.

For the Fairlie facility an additional improvement also for safety and monitoring reasons is to change the pH management system.

- pH control at the Fairlie pool was an acid system that CLM changed early in their contract to decrease risk of hazardous substances incidents/accidents, it is recommended to change to CO2 gas pH management as has been done in Twizel.

### **Facility features**

As noted above the facilities are aging and there are a range of suggested improvements that will bring the facilities up to expected standards for better operation and customer experience.

#### Both Pools:

- baby change tables - install in both male and female changing rooms
- hot water taps in changing rooms as currently there are only cold water taps to wash hands, this would improve hygiene practices particularly given the increased awareness
- taps on poolside - there are currently no easy to access taps around the pools for cleaning (Twizel), and insufficient at Fairlie

#### Twizel:

- a ramp into small plantroom will increase accessibility and storage options
- removal of old pool covers, and storage would increase usable areas



- poolside drainage - current drainage capacity is insufficient, the drains block regularly, increasing the size will allow the water to drain away from poolside and reduce flooding
- drains in changing rooms - current drainage capacity is insufficient; these are slow draining and cause the changing rooms to flood
- taps on poolside - there are currently no easy to access taps around the pools for cleaning
- showers relined – shower paint is peeling off, resurfacing with a harder wearing system would prevent deterioration
- replace toilets and sinks - both male and female toilets are old and imbedded with stains, replacement would improve the overall appearance in these areas
- electricity outlets - access to electricity near poolside would assist with:
  - Running pool inflatables/aquarun
  - Operating the pool vacuum system
  - Would also reduce tripping hazards
- flood lights poolside – to be maintained (5 of the 6 are operating)
- increase shaded areas/sun cover to improve safety of both customers and staff
- picnic tables - the new tables this season were extremely well used another two would be a great addition to increase customer satisfaction at a low cost
- lane/backstroke flags - changing this to the correct poles that are installed in the ground would increase safety and reduce the change to these be knocked over in the water.

Fairlie:

- Accessibility to pool – introducing stairs into the pool will increase attendance opportunity from a wider demographic and improve user experience of current users.
- Mats or not slip surface applied to changing rooms – a new surface was applied this season; however it has produced a slip hazard, matting would decrease the risk but may introduce a trip hazard. Alternative solutions are available and should be considered
- Pool surface – has cracks around the pool edges and the pool should be considered for a repaint or lined, cracking around the edges would still need to be resolved
- Lighting above pool – the lighting is poor and should be tested to see if the Lux levels meet recommended standards. The lights above the pool are difficult to service and should be considered for decommissioning and replaced by lights accessible from the poolside

**Commissioning and decommissioning of the pools**

This has been contracted to Whitestone Contracting Limited and there were some delays to opening and some inefficiencies with closing this season, mainly due to communication and lack of clarity as to responsibilities. Alternative options are available and will be implemented through any new arrangements to avoid similar issues in the future.

**Operational performance**

Additional recreational facility services combined to the aquatic service delivery would offer economies of scale for an operator to leverage resources. A model that works well across the country.

A natural combination would be to include the Twizel Event Centre management with the pool management. Having an all-year round service delivery element provides benefits for an operator that will include continuity of staff.

Currently the Twizel Event Centre has a contractor cleaning and providing a caretaker service for a monthly cost of approximately \$5,000. Including this with the pool management would increase the economic viability for a contractor and provide them the opportunity to secure a local management position all year round.

#### 6.7 What are the Options for delivery?

Two options are considered for the delivery of this service:

##### 6.7.1 Option 1: Contracted Out

This option was tested under urgency for the 2020/21 season and while it was not 100% seamless it did prove the model can work and there were improved service levels achieved. It introduces capability and expertise MDC does not possess and is not likely to be able to secure for a seasonal only service. The subject matter expertise in a recreation facility management focused organization provides a high level of confidence in service delivery and risk management.

#### Assessment

While CLM was the appointed contractor for 2020/21 the opportunity was not advertised for competitive tender due to the urgency of short lead in time. There are other operators that may also be interested in the opportunity and these would be explored through a procurement process that meets MDC policy. This will ensure that MDC can be confident they have the best operator to meet MDC's needs and expectations.

This option provides MDC with the expertise and confidence that the pools will be operated safely and to the community's expectations. It can be achieved in good time to ensure the pools open on time for the 2021/22 season.

##### 6.7.2 Option 2: Shared Services with Timaru District Council or Queenstown Lakes District Council

The MDC neighbours the TDC to the north and Waitaki and Waimate District Councils to the south with Queenstown Lakes District Council (QLDC) nearby also. These councils provide similar services in aquatics activity and these services are delivered in-house.

TDC - has four pool facilities. The Caroline Bay Trust Aoraki Centre that is an indoor all year around facility and there are three district pools that are open air seasonal facilities.

Waitaki District Council – has one indoor all year around facility, the Aquatic Centre.

Waimate District Council – has one open air seasonal facility, the Norman Kirk Memorial Swimming Pool.

QLDC – has two indoor, all season facilities in Queenstown and Wanaka, a seasonal pool in Arrowtown and provides support to several school pools that open to the community.

#### Assessment

Given the current facilities of the adjoining councils it is unlikely that Waitaki and Waimate District Councils would be able to resource a shared service arrangement with MDC. There could be an opportunity to engage with TDC or QLDC and leverage their service provision and expertise to support MDC's aquatics delivery.

TDC have engaged with MDC in the past to supply training of lifeguards by leveraging their own season staff training. In principle both TDC and QLDC have indicated they would consider investigating a shared services opportunity. It would require a lead-in period to determine the logistics, cost structure and resourcing. It is likely that the timeline to achieve a shared services arrangement would not be achievable prior to the start of 2021/22 season. In this scenario, a single season contract could be entered into again.

### 6.7.3 Analysis of Options

From the information collated and the professional opinion of the authors the two options have been assessed for the level of confidence MDC would have in both options.

Criteria	Contracted Out	Shared Services
Compliance with health and safety risk management obligations	High confidence – PoolSafe requirements will be met and maintained	Confident – PoolSafe requirements will be met and maintained
Quality of service delivery	High confidence – levels of service will be achieved	Somewhat Confident – levels of service will be achieved, although greater risk of issues arising
Value for money	Confident – cost to MDC will be contained within contract based on known costs	Somewhat Confident – cost to MDC likely to be contained, however no history to assess this
Timely for 2021/22 season	Confident – contract will be executed with appointed contractor in time for 2021/22 season	Not confident - a shared services agreement will be not likely be achieved in time for 2021/22 season

### Summary

The two preferred options have similar benefits for MDC

A shared services arrangement will take time to execute and that is likely to extend beyond the beginning of the 2021/22 season. Also, due to a shared services arrangement being new to both parties, there are greater level of unknowns and risks associated with this option.

It is therefore recommended to outsource the delivery of services to an experienced and specialized recreation facility contractor.

Due to the current lack of focused management for the operation of the Twizel Events centre, the opportunity to better activate and manage this facility should be included in a contract for the operation of the swimming pools.



It is proposed that the term of the contract will be a base of five years plus extensions of two, two-year periods based on performance (Potential period of a total of nine years). Note it is the author's recommendation that MDC contractually defines thorough and clear measures of performance including service levels. This will require MDC to engage with the contractor and the facility users to secure evidence of performance levels regularly throughout the season/year. This will minimize the risk of complacency with the contract and/or the contractor.

To meet Council's procurement policy, MDC will undertake an open market tender process.

## 7 Conclusion

After careful consideration of the available service delivery options it has been determined that neither a CCO, or an in-house option would be a suitable approach under the current MDC operating structure. The two options identified to be suitable both present confidence in being able to meet the key criteria and MDC's vision, mission, and values, however a shared services model is likely to take longer to reach agreement and implement. As this would be a new approach for both parties there are also some service delivery risks involved in this option.

### 7.1 Recommendation

1. MDC undertake a procurement process to deliver recreation facility management services. The facilities included will be:
  - Strathconan Swimming Pool, Fairlie - seasonal
  - Twizel Swimming Pool, Twizel - seasonal
  - Twizel Event Centre, Twizel – all year around
2. That the term of the contract be a base of five years plus extensions of two, two-year periods based on performance. (Potential total of nine years)

**6.5 DEBT RECOVERY POLICY**

**Author:** Tim Mulcock, Transition Manager

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** 1. Debt Recovery Policy FINAL DRAFT 20210519 [↓](#) 

**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/licenses (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**

Audit New Zealand have identified the need for Mackenzie District Council to have a formal policy guiding the process and decisions regarding debt recovery.

This policy is presented to Council for adoption.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Debt Recovery Policy be adopted by Council.

**BACKGROUND**

Debt recovery is a necessary part of Council process. While the actions of debt recovery will largely be within the Finance business unit, the Policy also provides other Council employees and the public with an understanding of the purpose and principles to be applied in recovering debt.

**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****Policy Summary**

The scope of the policy covers debt management across all Council revenue streams. However the Policy recognises the significant difference between rates-based debt and other debts owing to council. The Local Government Rating Act 2002 provide several specific measures for recovering rates debts that are not available to other debts. These include recognising the debtor parties on the property Certificate of Title, selling an affected property and selling Abandoned Land.

**The Principles**

While Council has a responsibility to collect outstanding debt it must also act and be seen to act fairly and transparently. Section 5. Principles outlines these principles:

- Transparency
- Collaboration
- Consistency of Process
- Lawful, Ethical and Accountable
- Fair, Reasonable and Proportional
- Evidence-based and Informed
- Responsive and Effective

**Process Flow Charts**

Four appendices are provided with summary process flows to guide debt recovery actions under the differing circumstances:

- Rating Arrears Recovery Process
- Rating Sale Process
- Abandoned Land Rating Sale Process
- Non-Rates Arrears Recovery Process

**CONCLUSION**

It is recommended that the Council adopt this policy.



# Mackenzie District Council

## Debt Recovery Policy

<b>STATUS:</b>	DRAFT
<b>VERSION:</b>	20210519
<b>POLICY OWNER:</b>	GM Corporate Services
<b>POLICY APPROVER / S:</b>	Chief Executive Officer, Mackenzie District Council
<b>DATE:</b>	2021-05-19

“Fostering Our Community”

## DEBT RECOVERY POLICY

<b>Purpose</b>	<p>This policy formalises a consistent approach for Mackenzie District Council to manage the collection of revenue in a legally compliant manner.</p> <p>While intended primarily for Finance staff, this policy also provides other Council employees and the public with an understanding of the purpose and principles to be applied in recovering debt.</p>
<b>Key Points</b>	<p>Council is committed to providing an equitable and transparent approach to manage debt that is owed to Council.</p> <p>The objective of this policy is to ensure that debts are collected promptly, efficiently, and consistently.</p>
<b>Date of Issue</b>	DRAFT
<b>File Retention</b>	Mackenzie District Council Laserfiche – Policies section
<b>Review</b>	Every two years at the anniversary date

## RELATED DOCUMENTS / WEBSITES

Related Council policies and documents include:

- Remission and Postponement of Rates Policy
- Privacy Policy
- Conflict of Interest Policy
- Schedule of Fees and Charges
- Compliance Enforcement Policy
- MDC Bylaws

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 Rating Act 2002
- Building Act 2004
- Summary Proceedings Act 1957

### 1. Scope

This policy applies to all Council revenue streams, including:

- Rates and water rates
- Other revenues, including but not limited to:
  - property licences,
  - rent payments from community housing,

- resource management fees,
- building consent fees,
- animal impound fees,
- interim bin charges,
- hall hire,
- interment fees,
- airport landing fees.

Infringements are covered under the Summary Proceedings Act 1957 and are excluded from this policy. Collection of infringement revenue is managed by the District Court.

While this Policy provides guidance for recovery of debt according to the scope above, it is important to distinguish between debts within General and Water Rates and other debt. The Local Government Rating Act 2002 provides specific measures to recover unpaid rates that are not available for recovery of other debts to Council.

In accordance with Section 221 of the Building Act 2004, Council may seek to recover costs from a property owner for remedial work Council carries out when there is a default, in relation to a dangerous/insanitary building. Where a cost remains unpaid after debt recovery processes have occurred, Council may place a charge on the land and/or a lien or caveat may be added to the certificate of title.

It is also important to note the Building Act 2004 allows Council to transfer debt in relation to a Code of Compliance, to another party (i.e., from a contractor to the property owner).

## 2. Background

Council requires significant levels of income to provide an extensive range of services to the community and it receives this income from various parties including ratepayers, residents, and businesses.

This income is received through different methods such as general rates, targeted water rates, user charges, consent fees, licence fees, statutory charges, grants and subsidies. To assist in delivering services effectively and efficiently, Council should receive this income in a timely manner to meet the costs of providing these services.

This policy provides a transparent and equitable approach to managing debt and formally outlines this approach to the collection of arrears.

## 3. Policy

In the process of managing debt in accordance with this policy, Council employees and contractors will, at all times, respect the privacy of individuals and communicate in a courteous and professional manner.

At the same time, staff have the right to terminate conversations with any ratepayer or customer who becomes abusive or threatening.

The key principle of this policy is that where legally possible, Council will seek to recover any costs associated with the collection of arrears from the relevant customer/ratepayer.



**3.1 Set-off**

In circumstances where a person makes an overpayment to Council or is due a refund, and that same person also owes money to the Council, settlement of the outstanding debt may be by set off where the debtor has agreed so in writing.

**3.2 Application of Interest Charges**

Council does not apply any interest charges on any overdue invoices.

**3.3 Application of Penalties**

In accordance with section 57 and 58 of the Act, Council can apply penalties to rates and water rates that are not paid by the due date. A Council resolution is made in June each year establishing the penalties.

**3.4 Restriction of Supply**

Council may restrict water supply to customers with outstanding arrears in accordance with section 193 of the Local Government Act 2002, section 69S of the Health Act 1956 and Council's Water Supply Bylaw 2017.

If Council chooses, by formal resolution, to charge excess water usage rates, debt recovery options may include the issuing of defect notices and/or restriction of supply. Policy guidance for this would be establish via a separate policy.

**Other debt**

Council may restrict provision of services to customers with outstanding arrears where it is not restricted by legislation.

**3.5 Collection via demand on mortgagee**

Where an owner defaults in paying rates and/or water rates (including metered water charges if applicable) on a property with a mortgage, Council may recover the arrears from the first mortgagee in accordance with section 62(1) of the Act.

Council staff will notify both the owner and the mortgagee of Council's intention to issue a formal demand to the mortgagee for payment of rates and/or water rates arrears, this typically occurs in August.

Formal demand for payment from the mortgagee will be issued no earlier than legislatively possible (currently 1 November of the financial year following the year in which the rates were first assessed).

A flowchart outlining the rates recovery process is included as **Appendix A – Rates Arrears Recovery Process**.

**3.6 Collection via rating sale or lease**

If Council or a recovery agency have no success in recovering the rates and/or water rates arrears (including metered water charges if applicable) on properties without mortgage, then legal action may commence, and a rating sale or lease is possible under section 67(1) of the Act.

Council may proceed with legal action to collect rates and/or water rates arrears no later than 30 June of the year following when the rates became overdue. The first steps in the legal process are to lodge a statement of claim, followed by seeking judgement from the Court for rates and/or water rates arrears.

Where judgement does not result in payment of rates and/or water rates arrears, Council officers will notify Council via a confidential report for their information, of the intention to progress to rating sale. Generally, this will occur approximately 24 months after first commencing legal action.

Where a property is sold via rating sale or lease, and the proceeds received are insufficient to cover the full arrears and the associated costs, as prescribed in section 75 of the Act, any outstanding arrears will be written off.

A flow chart outlining the rating sale process is included as **Appendix B – Rating Sale Process**.

### **3.7 Rates collection via abandoned land sale or lease**

With regard to unpaid rates (including unpaid water rates and metered water charges as applicable), Section 77(1) of the Act permits Council to progress an abandoned land claim where:

1. Council or its representative have had no success in locating a property owner; and
2. No rates and/or water rates payments have been received for at least three years

In these instances, Council may apply to the Court to have the land/property declared as abandoned. Alternatively, property owners may give written notice to Council that they intend to abandon the land/property (voluntary abandonment).

Staff will notify Council via a confidential report, of the intention to pursue declaration as abandoned land.

Where a property is sold via abandoned land sale or lease, and the proceeds received are insufficient to cover the full rates arrears and the associated costs, as prescribed in section 82 of the Act, any outstanding arrears will be written off.

A flow chart outlining the abandoned land process is included as **Appendix C – Abandoned Land Rating Sale**.

### **3.8 Bad Debt write-off**

Where a property is sold via rating or abandoned land sale or lease, and the proceeds received are insufficient to cover the full rates arrears and the associated costs as prescribed in section 75 and 82 of the Act, any outstanding arrears will be written off.

Council staff will also consider write-off of rates/water rates arrears in accordance with the Remission and Postponement of Rates Policy.

Debts will only be written off when all reasonable attempts to recover outstanding amounts have been made (by both the Council and external recovery agencies), or the costs of recovery are likely to equal or exceed the amount to be recovered.



The named officers and the financial delegation thresholds contained in the Delegations Manual will be applied when approving the write-off of an existing debt.

All debt under \$50 more than 120 days past due will be written off without progressing to external recovery agencies.

Writing off a debt and any associated debt recovery or legal costs will be charged to the activity where the invoice was originally raised.

### 3.9 Process to recover Non-Rates debt

Note that this section does not apply to collection of rates debts (including water charges) as these are largely controlled by the provisions of the Local Government (Rating) Act 2002 and described in the preceding sections.

The Policy principle is that overdue debts are collected promptly, efficiently and consistently while allowing some flexibility within the policy to allow for differing circumstances of debtors.

The key steps in the process to recover these debts are summarised as follows. A flowchart outlining the debt recovery process is included as **Appendix C – Non-Rates Arrears Recovery Process**.

- Follow up of overdue debt should commence within 28 days of the debt becoming overdue. This will be by telephone, email, letter or any other form of communication considered appropriate to the circumstances.
- If payment is not received in response to an initial approach by Council employees, further communication may take place except that once the debt remains unpaid for two months after the end of the month in which the debt is incurred, a formal letter advising legal or other action will take place must be sent within 14 days. (This letter should allow seven days for payment before the stated action is taken.)
- Management in their discretion may use any method legally available to Council to collect overdue debt and can include the use of agencies such as solicitors, debt collection companies, and Tribunals.
- Council delegates authority to the Chief Executive to take all steps required to recover any debt including legal action but excluding High Court action. Any sub delegations will follow the authorisation in the Delegations Manual.
- Council officers with the appropriate delegated authority from the Chief Executive as authorised in the Delegations Manual may enter into "arrangements to pay" with any debtor at their discretion if this becomes the preferred method of ensuring payment and avoids unnecessary hardship to the debtor.
- Any debts of a non-regulatory nature may be written off by an officer with delegated authority if, in their view, the costs of collection outweigh the value of the debt. Any such write-offs are to be reported to the Audit Committee at their first meeting following the end of the financial year.
- The Chief Executive only, may authorise mediation, if the value of the debt and the complexity of the issues are considered large enough to warrant the cost involved.
- Council officers will at all times respect the privacy of individuals and communicate in a courteous and professional manner. At the same time, staff have the right to terminate conversations with any debtor who becomes abusive or threatening.

## 4. Payment Arrangements

Payment arrangements for rates and water rates arrears are at the discretion of Council and are typically cleared by 30 June of the current rating year in which the arrangement is made. However, if a ratepayer includes the current year's rates with their rates arrears when making a payment arrangement, Council may extend the payment arrangement for up to 24 months.

#### **Sundry debts**

Payment arrangements for sundry debts are at the discretion of Council and should be fully repaid within 120 days of the invoice date.

#### **General**

Payment arrangements more than the periods set in this policy require approval in accordance with the delegations outlined in this policy.

## **5. Principles**

The regulatory enforcement role in New Zealand has clearly established guidelines and principles. Mackenzie District Council will apply and adhere to these principles when carrying out debt recovery activities.

- **Transparency**  
We will provide clear information and explanation to the community, and those being regulated, about the standards and requirements for compliance. We will ensure that the community has access to information about relevant changes to legislation as well as actions taken by us to address non-compliance.
- **Collaboration**  
We will work with and, where possible, share information with other regulators and stakeholders to ensure the best compliance outcomes for our region. We will engage with the community, those we regulate and government to explain and promote compliance requirements and achieve better community outcomes.
- **Consistency of Process**  
Our actions will be consistent with the legislation and within our powers. Compliance and enforcement outcomes will be consistent and predictable for similar circumstances. We will ensure that our employees have the necessary skills and are appropriately trained, and that there are effective systems and policies in place to support them.
- **Lawful, Ethical and Accountable**  
We will conduct ourselves lawfully and impartially and in accordance with these principles and relevant policies and guidance. We will document and take responsibility for our regulatory decisions and actions. We will measure and report on our regulatory performance.
- **Fair, Reasonable and Proportional Approach**  
We will apply interventions and actions appropriate for the situation. We will use our discretion justifiably and ensure our decisions are appropriate to the circumstances, and that our interventions and actions will be proportionate to the seriousness of the non-compliance.
- **Targeted**  
We will focus on the most important issues and problems to achieve the best outcomes. We will target our intervention at the activities that pose the greatest risk. We will apply the right tool for the right problem at the right time.
- **Evidence-based, Informed**  
We will use an evidence-based approach to our decision making. Our decisions will be informed by a range of sources.
- **Responsive and Effective**  
We will consider all alleged non-compliances to determine the necessary interventions and action to minimise impacts on the environment and the community and maximise deterrence.

We will respond in an effective and timely manner in accordance with legislative and organisational obligations.

## 6. Conflicts of Interest

Mackenzie District Council will carry out all debt recovery functions in accordance with the Conflict-of-Interest Policy to:

- Create a framework for decision making that avoids actual or perceived conflict of interest
- Minimise the risks where a conflict of interest exists
- Ensure staff are free from any personal, commercial, financial, political, or other pressures that might affect their actual or perceived ability to make independent decisions.

This policy provides guidance for Council employees as to where a conflict of interest may arise (and therefore how to avoid a conflict of interest) and a mechanism for ensuring that any actual or potential conflict of interest is disclosed and managed appropriately.

## 7. Definitions

**Act:** This refers to the Local Government Act (Rating) Act 2002

**Debt:** The amount of money owed by a debtor as a result of a transaction with Council.

**Debtor:** Any individual, corporation, or organisation or other entity owing money to Council.

**Write-off:** The accounting process for cancelling debt that is no longer collectable is a cost to Council.

**Doubtful debt:** A debt that is considered uncollectable.

**Provision for doubtful debts:** The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.

**Default:** Where a Council approved payment arrangement is in place and payments are not made as agreed by the ratepayer or debtor

**Payment arrangement:** A requested alternative arrangement for payment of the debt, outside the terms on the invoice. Council provides written acceptance of the arrangement.

**Recover agency:** An external party appointed by Council to recover funds that are past due or in default. Council may elect to use an internal resource to fulfil these duties if appropriate.

**Set-off (netting):** In law, set-off or netting are legal techniques applied between persons or businesses with mutual rights and liabilities, replacing gross positions with net positions. It permits the rights to be used to discharge the liabilities where cross claims exist between a plaintiff and a respondent, the result being that the gross claims of mutual debt produce a single net claim. The net claim is known as a net position. In other words, a set-off is the right of a debtor to balance mutual debts with a creditor.

## 8. Clarification and Breaches

### 8.1 Clarification

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

### **8.2 Breaches**

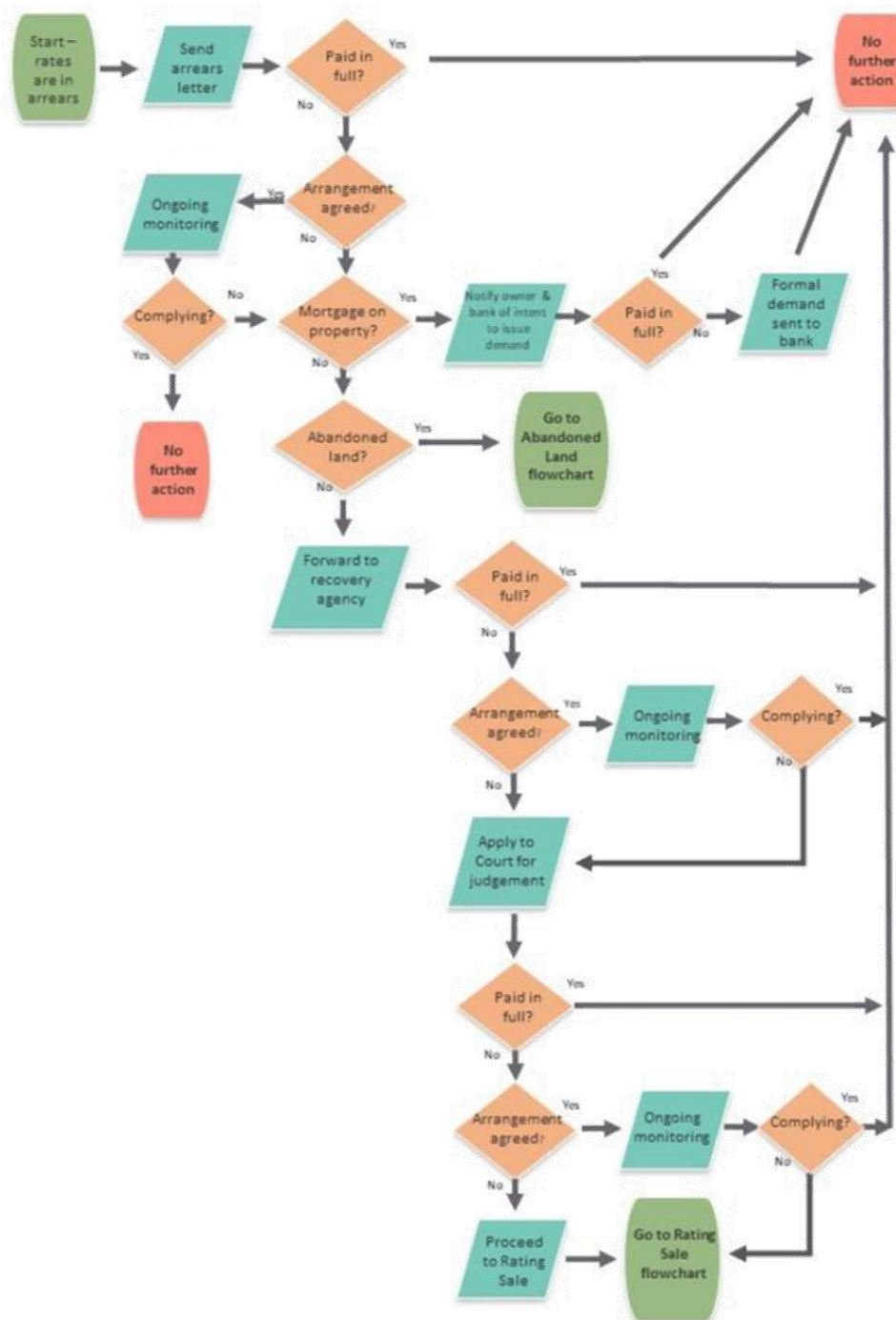
The Mackenzie District Council General Manager Corporate Services is responsible for monitoring compliance with this policy. Failure to comply may be considered misconduct and may result in disciplinary action.

### **8.3 Exceptions**

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

## 9. Appendix A – Rates Arrears Recovery Process

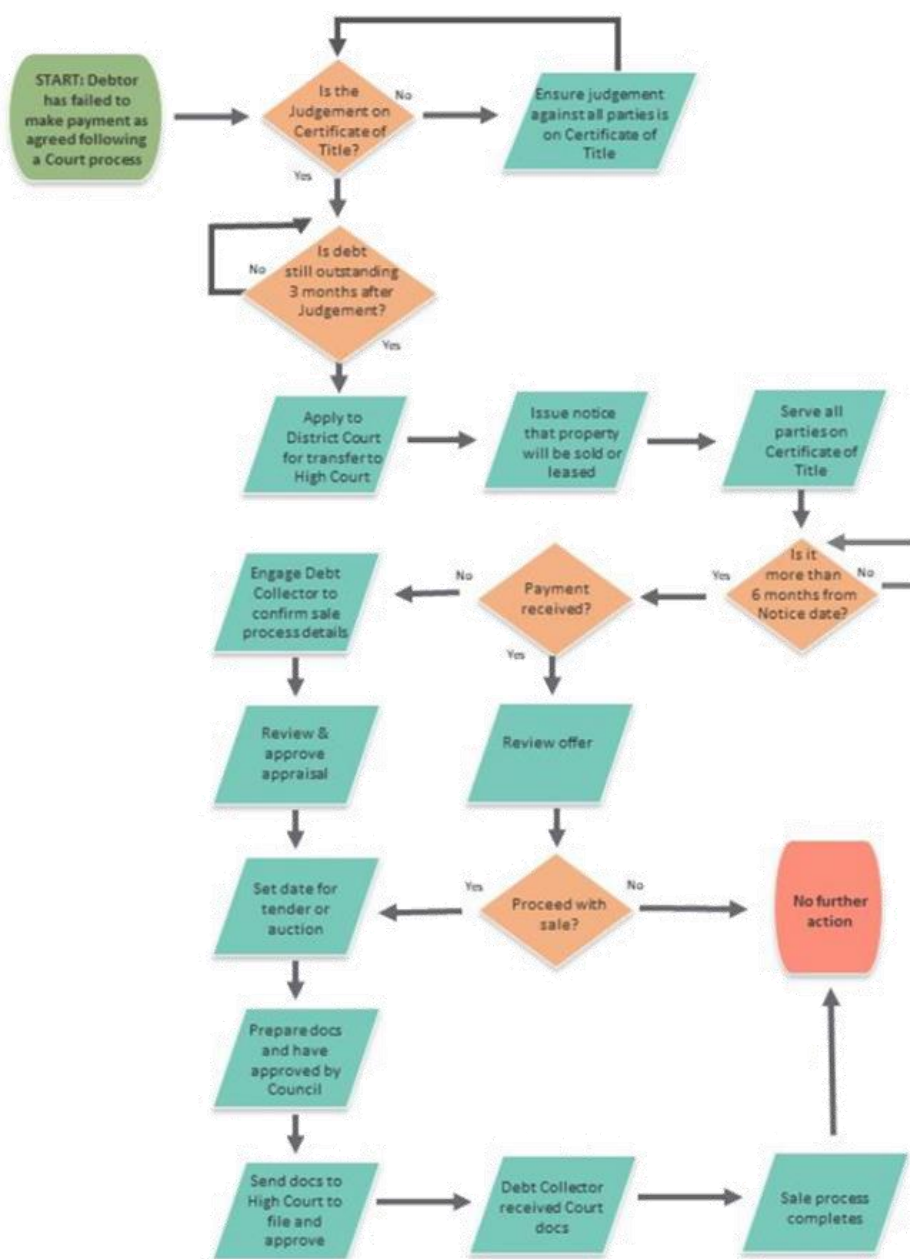
The following flow chart diagram summarises the process to recover rates arrears.





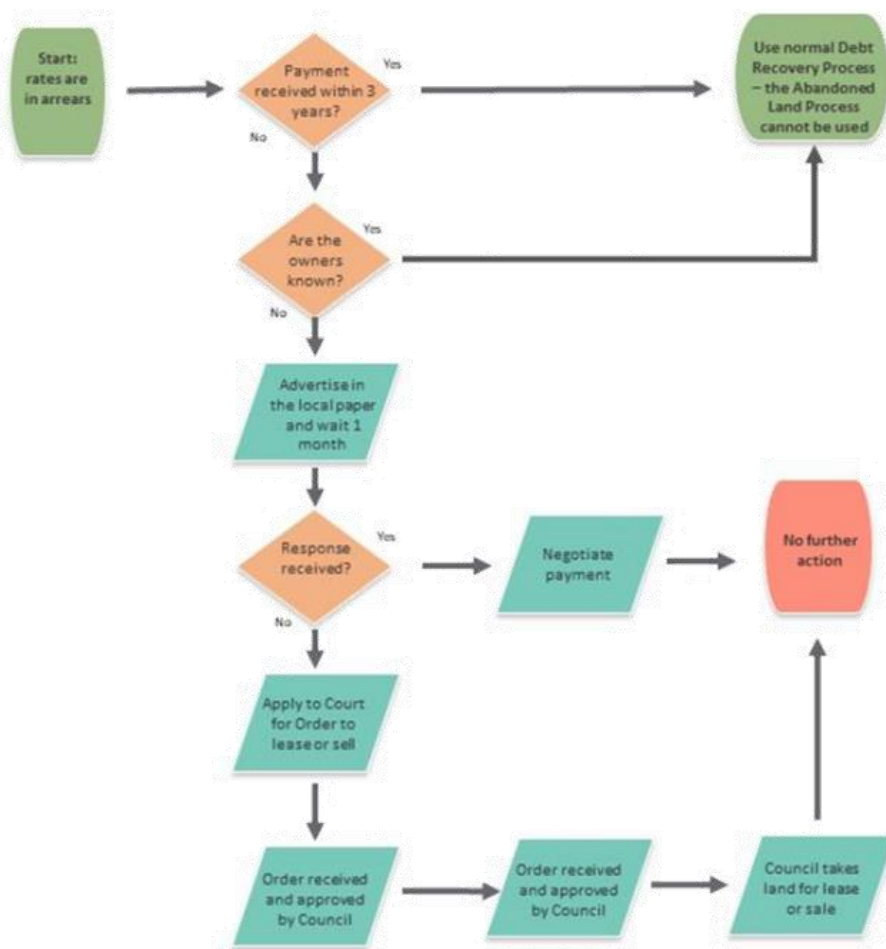
## 10. Appendix B - Rating Sale Process

The following flow chart diagram summarises the process to sell a property if the rates debtor has failed to make payment as agreed, following a court process.



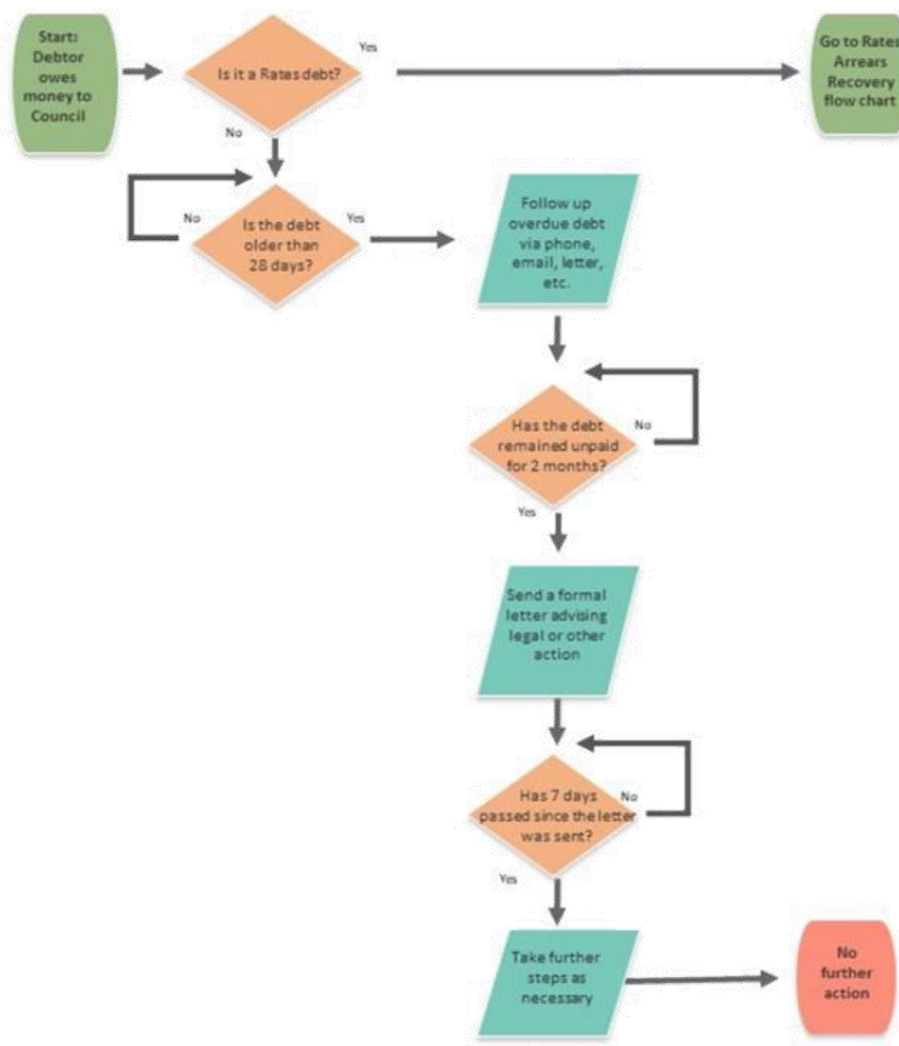
## 11. Appendix C - Abandoned Land Rating Sale Process

The following flow chart diagram summarises the process to sell a property if the rates debtor has failed to make payment for over three years, and the property owner(s) is unknown.



## 12. Appendix D - Non-Rates Arrears Recovery Process

The following flow chart diagram summarises the process to recover unpaid debts other than rates debts.





## 6.6 STATEMENT OF PROPOSAL FOR THE IDENTIFICATION OF STRATEGIC ROUTES AND PRIORITY THOROUGHFARES

**Author:** Tim Mulcock, Transition Manager

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:**

1. Statement of Proposal for Identification of Strategic Routes and Priority Thoroughfares in the Mackenzie [↓](#) 
2. Earthquake Routes Submission Form [↓](#) 

### 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/licenses (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

### PURPOSE OF REPORT

The purpose of this Statement of Proposal (SOP) is to seek public feedback on the proposed priority thoroughfares and strategic routes that may warrant prioritising due to their location, strategic importance and proximity to Unreinforced Masonry Buildings (URM).

This Statement of Proposal is presented to Council for adoption following which it will be presented for public consultation.

### STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Statement of Proposal for the Identification of Strategic Routes and Priority Thoroughfares be adopted by Council.
3. That the Mayor and Chief Executive be delegated authority to amend the dates for consultation if deemed appropriate.

## **BACKGROUND**

The Building (Earthquake-prone Buildings) Amendment Act 2016 introduced major changes to the way earthquake-prone buildings (EPBs) are identified and managed under the Building Act. It uses knowledge learned from past earthquakes in New Zealand and overseas.

These changes have come about from the Christchurch and Hurunui/Kaikoura earthquakes and associated tragic loss of life and injury. As was seen in the earthquakes in Christchurch, certain eras of building, construction type and stability of parts of buildings failed, causing loss of life, blocked traffic routes and rendered critical structures unusable.

Council is required to identify “priority buildings” – buildings that pose a risk to life, safety, or are critical to recovery in an emergency. Some buildings are automatically categorised as priority based on their purpose (e.g. hospitals). Others may be considered priority due to their proximity to thoroughfares and strategic routes.

Territorial authorities must undertake public consultation to identify thoroughfares with sufficient vehicular or pedestrian traffic to warrant prioritisation and transport routes of strategic importance.

## **OPTIONS**

The options available to Council are:

- to adopt the Statement of Proposal for consultation as is; or
- to recommend changes prior to adoption.

## **LEGISLATION**

Local Government Act 2002

Building Act 2004 Building (Earthquake-prone Buildings) Amendment Act 2016

Sections 133AE (1)(e) and (f) of the Building Act 2004 describe when certain buildings should be prioritised based on community consultation. These are:

- parts of URM buildings that could fall in an earthquake onto certain thoroughfares with sufficient vehicular or pedestrian traffic to warrant prioritisation
- buildings that could collapse and impede transport routes of strategic importance.

## **ASSESSMENT OF SIGNIFICANCE**

The matter has medium significance as assessed against the Council’s Significance and Engagement Policy. The community, as a whole, has a stake in the process that determines priority thoroughfares and strategic routes, and ultimately priority buildings. The proposal is likely to hold more significance for residents and building owners on the priority thoroughfares and strategic routes.

The Building Act 2004 requires the Council to use a Special Consultative Procedure (SCP) to consult on the Proposal, despite any assessment of significance.

**CONSULTATION**

Legislation requires that the SCP be used to determine the prioritisation of thoroughfares and strategic routes and therefore priority buildings.

A mailing list has been prepared including local iwi, emergency services organisations, and key individuals and organisations who are anticipated to have a special interest in the proposal.

The process of consultation will allow Council to hear views from members of the community and take those views into consideration during its decision making.

Consultation on the Statement of Proposal will include:

- A summary of the proposal delivered via the Timaru Courier on Thursday 5<sup>th</sup> August to all Mackenzie District residents.
- Mail-out to stakeholders
- Availability through the Council offices, libraries and website.
- Publicity via Let's Talk Mackenzie, media releases, Facebook etc.

**Key Dates**

Key dates proposed for the consultation process are:

- 30 June 2021 Statement of Proposal released for consultation and submissions open
- 30 July 2021 Submissions close
- August 2021 Council considers submissions (hearing if required)
- September 2021 Council decision.

**OTHER CONSIDERATIONS**

There are no other considerations relevant to this matter.

**FUNDING IMPLICATIONS**

Consultation on this matter has been budgeted for.

**CONCLUSION**

Council is required to use the Special Consultative procedure to provide the public with the opportunity to make submissions and offer feedback on the proposed prioritisation of thoroughfares and strategic routes.

**Recommendations**

- a) That the Statement of Proposal for the Identification of Strategic Routes and Priority Thoroughfares, be adopted for public release and submissions be invited in accordance with sections 83 and 87 of the Local Government Act 2002.
- b) That the Mayor and Chief Executive be delegated authority to amend the dates for consultation if deemed appropriate.



# Strategic Routes & Priority Thoroughfares

## Statement of Proposal



Public Consultation



**Mackenzie**  
DISTRICT COUNCIL



# What's Being Proposed?



This Statement of Proposal is seeking public feedback on the identification of priority thoroughfares and strategic routes.

On 1 July 2017 changes were introduced to the Building Act 2004 which affects the way earthquake-prone buildings are identified and managed. One of the changes provides for public consultation, to assist Council to identify the most vulnerable buildings - earthquake-prone buildings - on routes with high vehicular or pedestrian traffic or of strategic importance.

The Act defines these buildings as priority buildings, and the timeframes for identifying and strengthening or demolishing them are shortened. Once they have been notified by Council, owners of priority buildings have 7.5 years to strengthen or demolish them. This is a significantly shorter timeframe than the Act allows for other earthquake-prone buildings (15 years).

At its meeting on 29 June Council approved in principal the areas identified as high traffic areas and strategic routes. Now we're asking our community about these routes and areas.

This Statement of Proposal forms the basis of the special consultative procedure being undertaken by the Council.

## Background



New Zealand is more prone to earthquake events than some other parts of the world. Events in recent years have led to a review of how we can best manage and lower the risk to public safety that is currently posed by certain buildings in the event of an earthquake.

Out of this review came the Building (Earthquake Prone Buildings) Amendment Act 2016. This Act and its methodology introduced a consistent system across New Zealand for identifying and remediating Earthquake-Prone buildings.

The assessment of earthquake-prone buildings is based on seismic risk areas – high, medium and low. The legislation introduces set timeframes to assess and remediate buildings. It focuses on the most vulnerable buildings in terms of public safety, primarily non-residential buildings, although it does include larger residential buildings of two or more stories containing three or more household units, few of which exist in the Mackenzie district.

Go to [www.mackenzie.govt.nz](http://www.mackenzie.govt.nz) and search "Earthquake-prone buildings" to access relevant links to the legislation and related information.

Further information on the new requirements for earthquake-prone buildings can be found at: [www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings](http://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings)

# About the Consultation



## What is the consultation for?

We have identified some high traffic thoroughfares and strategic routes and need your help to identify any others.

To make our communities safer the legislation requires Councils to identify what are called 'Priority Buildings'. Priority buildings pose a high safety risk or are critical to recovery in an emergency.

Some buildings are automatically categorised as priority buildings based on their purpose (e.g. hospitals, emergency response services such as police and ambulance stations). Other buildings may be identified as priority buildings due to their proximity to priority thoroughfares and strategic routes, and their potential for failure in an earthquake.

## Identifying the priority thoroughfares and strategic routes.

To identify priority buildings, we must first identify priority thoroughfares and strategic routes. A thoroughfare may warrant prioritising due to its high pedestrian and vehicular movements, and if it is at risk if an Unreinforced Masonry Building (URM) was to collapse on it during an earthquake.

## What is a Strategic Route?

A strategic route may warrant prioritisation if the route would be blocked should an unreinforced masonry building collapse on it during an earthquake, preventing emergency response. These strategic routes are routes for emergency services to gain access after an event, and are essential for a number of reasons, most importantly saving lives.

Buildings impeding a strategic transport route in an earthquake could delay an emergency response to the detriment of the community (i.e. loss of life if access to emergency care is not possible).

## What should I do?

As part of this process, we are seeking your views on the routes you use the most when you travel in a vehicle, bike or on foot.

The attached maps show the areas we propose as priority thoroughfares (marked Green) and strategic routes (marked purple) across the Mackenzie District. Please review the maps included in this document and let us know what you think by taking the short online survey at [www.letstalk.mackenzie.govt.nz](http://www.letstalk.mackenzie.govt.nz), or completing the Strategic Routes Submission Form (available at Council offices in Twizel and Fairlie or on request from our Customer Services Team on 0800 685 8514).



# Criteria Used for the Maps



We applied one or more of the following criteria to identifying roads, footpaths or other thoroughfare that could be a priority thoroughfare or strategic route.

## 1. High Pedestrian areas (people not in vehicles)

Description of use	Description of area	Example of application to small town or rural
Areas relating to social or utility activities.	Areas where shops or other services are located.	Areas such as the shopping area on the main street, the local pub, community centre.
Areas related to work.	Areas where concentrations of people move around and work.	Areas around businesses in small towns and rural areas where there is a concentration of workers in numbers larger than small shops and cafes.
Areas relating to transport.	Areas where concentrations of people access transport.	Areas around bus stops, train stations and tourist centres.

## 2. Areas with high vehicular traffic (people in motor vehicles/on bikes)

Description of use	Description of area	Example of application to small town or rural
Key traffic routes.	Key traffic routes regularly used by vehicles including public transport.	Well trafficked main streets or sections of state highways, arterial routes.
Areas with concentrations of vehicles.	Areas where high concentrations of vehicles build up.	Busy Intersections.

## 3. Emergency routes likely to be used by emergency services when:

- Transiting from their bases to areas of need in a major event or to central services such as hospitals, where there are no alternative routes available, and;
- When at least one building located on the route would impede the route if it collapsed in an earthquake.

## Assessing Priority Buildings



Once identification of priority thoroughfares and strategic routes has been confirmed by Council, this will then enable us to assess any priority buildings (unreinforced masonry buildings) alongside these routes.

In the medium risk zone area (which is most of the Mackenzie district), a priority building owner will be contacted within the first 5 years of assessments under the Act. If buildings are assessed below 34% of compliance with the New Building Standard, owners will be required to bring them up to standard in the following 12.5 years.

## About the 'Special Consultative Procedure'



This procedure is set out in section 83 of the Local Government Act and we will be following this procedure by:

- Council adopting this proposal for consultation at its meeting on 29 June 2021.
- A public notice advertising this project and the consultation period will be placed in the Courier newspaper (w/c 2 August 2021)
- The review is open to submissions from 30 June until 30 July 2021 (one calendar month).
- All submitters have an opportunity to be heard at a formal hearing in August 2021.
- All meetings where this proposal is being considered (including the hearing) will be open to the public.
- The final decision on the adoption of the strategic routes and high pedestrian and vehicular areas will be made by the Council.

## Have Your Say



The Council welcomes your feedback. Any person or organisation is welcome to make a submission on the 'Strategic Routes and Priority Thoroughfares - Statement of Proposal' across the Mackenzie District. The Council will take all submissions into account when it decides on the final content.

There are a number of ways in which you can comment on the proposal:

- Visit our engagement website ([www.letstalk.mackenzie.govt.nz](http://www.letstalk.mackenzie.govt.nz)) and complete a brief survey.
- Request a copy of the 'Strategic Routes & Thoroughfares Priority Feedback Form' and return once completed to either our Twizel or Fairlie office.

You can indicate in the survey or feedback form if you wish to address Councillors directly at a hearing on xx August 2021. If you need assistance to provide feedback, please contact our customer services team on 0800 685 8514.

## Hearings Panel



A hearings panel consists of a minimum of three members. At least one member must be a Councillor and the remaining members may be Councillors or Community Board members.

The role of the hearings panel is to listen, ask questions and then consider all relevant information presented to it. Based on this information it will then make a recommendation to Council as the final decision maker.

## Next Steps



Once the consultation period has closed a staff report will be presented to the Hearings Panel. The Hearings Panel will then consider the staff report, which will include a staff recommendation on the matters raised in submissions. The panel will also be able to listen to any submitters who have indicated they would like to speak about this proposal.

When the hearings have concluded, the Hearings Panel will make a recommendation to Council, who will make the final decision on adopting the high vehicular and pedestrian traffic areas and strategic routes for earthquake-prone buildings.

All submitters will receive updates on the project, including details of the staff recommendations and meetings and details on speaking to the Hearings Panel, and the decision will be made public.

## Timeline



**30 June 2021**      **Documents available and submissions open**

**30 July 2021**      **Final date for submissions to be lodged with Council**

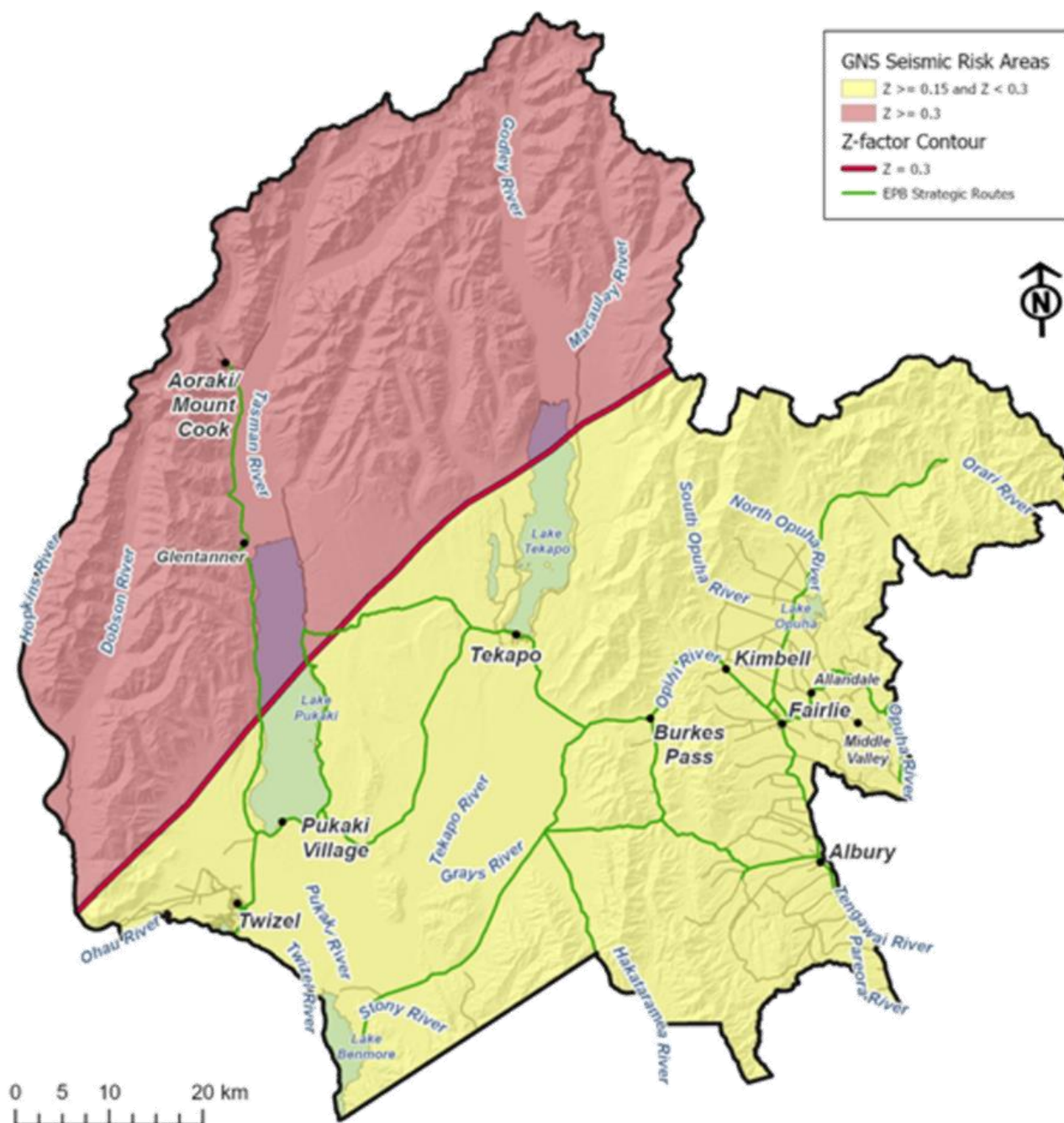
**xx August 2021**      **Hearing (for those who have opted to address Councillors)**

**August 2021**      **Councilors consider feedback and make changes (if any)**

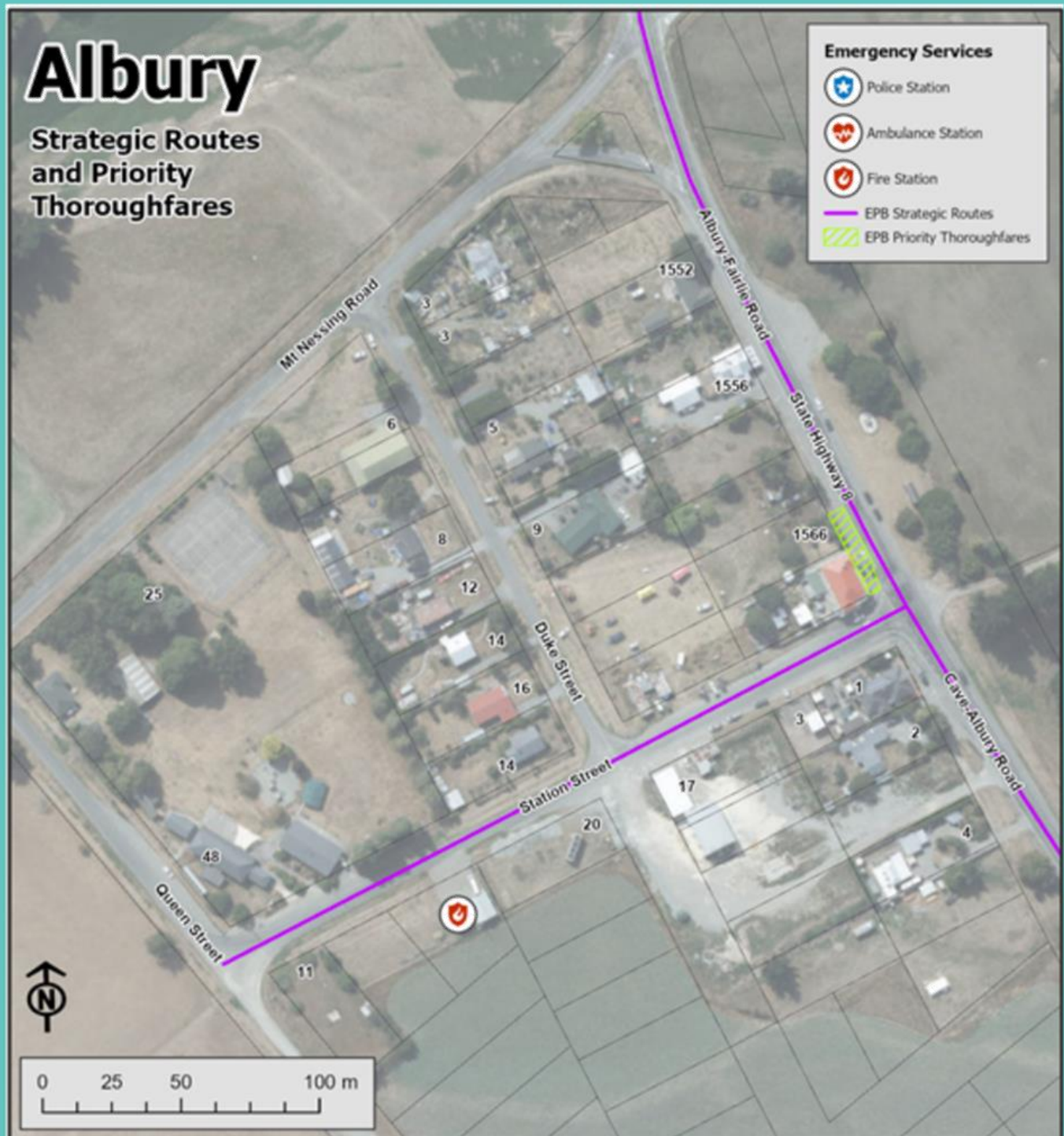
**xx August 2021**      **Councilors formally adopt the policy which then becomes active**



# Mackenzie Seismic Risk Area

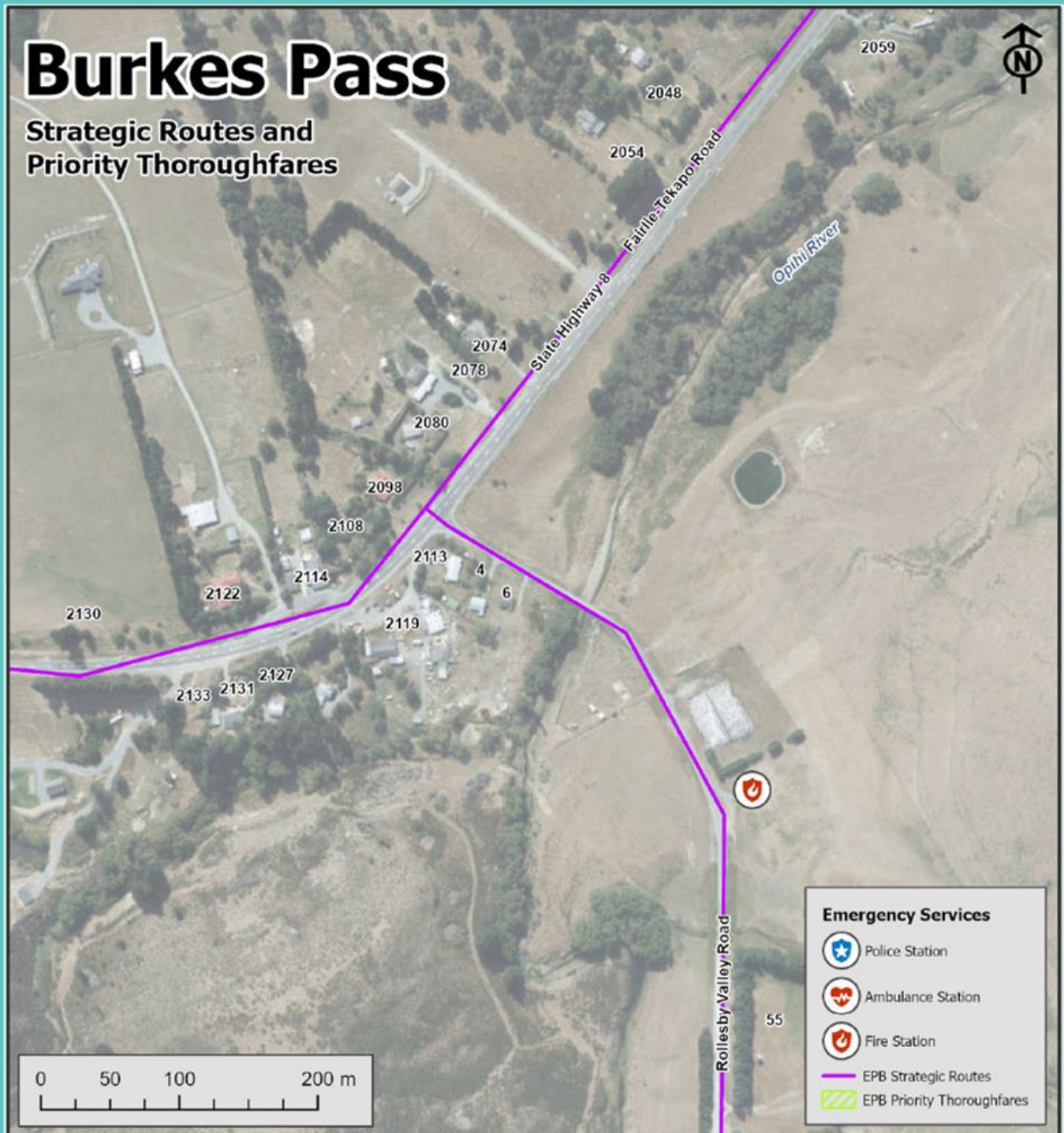


Source: Ministry for Business, Innovation and Employment.





# Burkes Pass



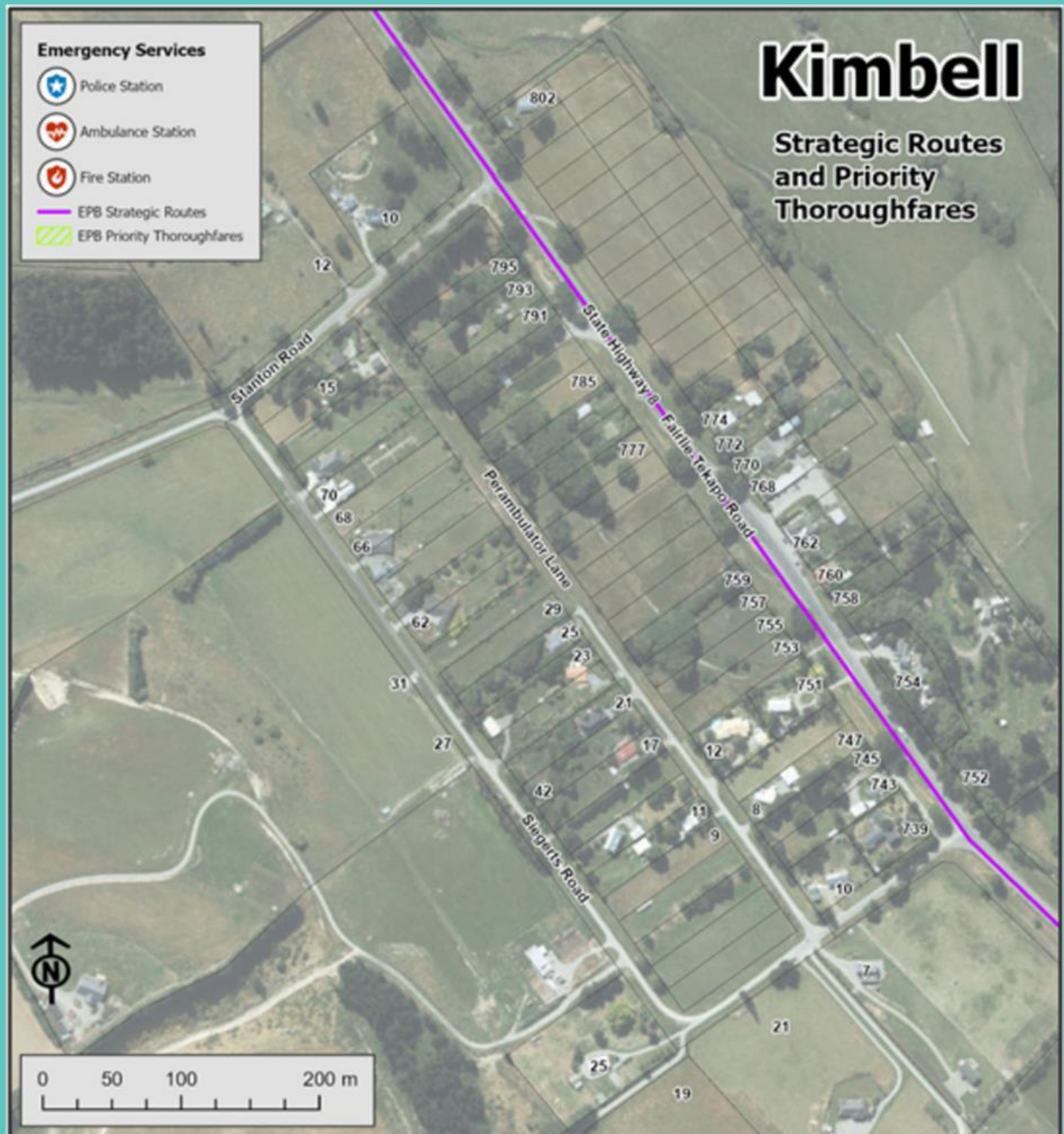


## Fairlie

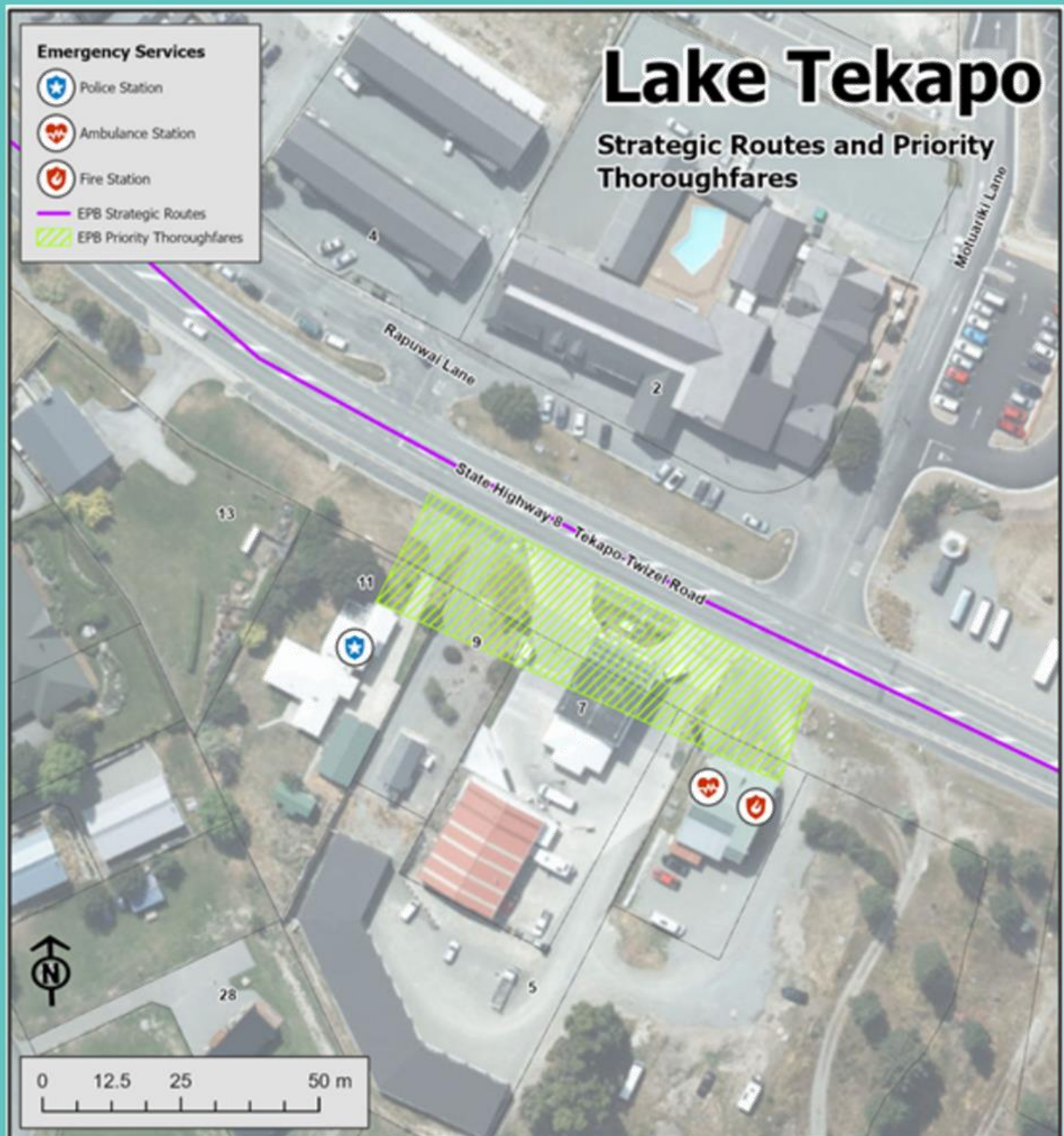




# Kimbell

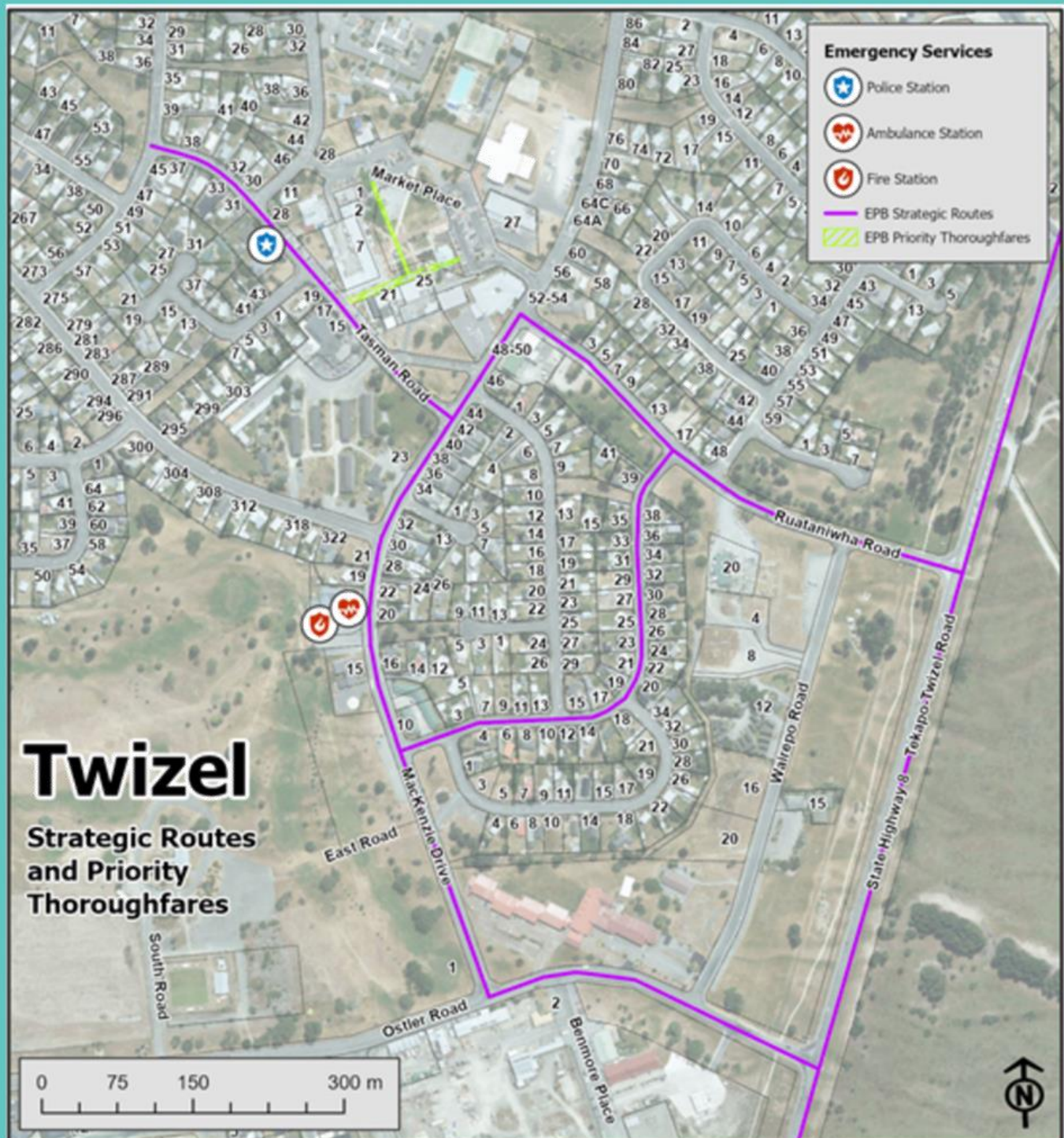


# Tekapo / Takapo





# Twizel



# Technical Terms



It may be helpful to understand a few terms that are referred to here and in the legislation. The following table summarises the definitions referred to in this document and the legislation.

Term	Definition
Earthquake-Prone Building (EPB)	A building built prior to 1976 that, after an assessment by a structural engineer, is found to have a rating lower than 34% of the New Building Standard (NBS).
New Building Standard (NBS)	<p>The %NBS figure describes the degree to which an existing building on the site would perform when compared with a new building designed to meet the seismic ratings that existed on 1 July 2017.</p> <p>For example, a building built in 1927 that is rated as 20%NBS, means it would meet 20% of the current seismic building standard, whereas a new building in the same place would be 100%NBS (or more).</p>
Priority Buildings	<p>Certain buildings in high and medium risk seismic areas are considered to be of greater risk due to their type of construction, use or location. They need to be identified and remediated in half the timeframe of other buildings, (i.e. 25 years reduced to 12.5 years in the Medium risk zone). Further guidance on priority buildings is available at:</p> <p><a href="https://www.building.govt.nz/managing-buildings/managing-earthquake-pronebuildings/resources/">https://www.building.govt.nz/managing-buildings/managing-earthquake-pronebuildings/resources/</a></p>
Thoroughfare	An area with high pedestrian and vehicle movements
Remediation	When a building is assessed and found to have all or parts of the building below the minimum 34%NBS, building owners can deal with this by either strengthening those elements to exceed the minimum rating, or remove that element or all of the building.
Strategic Route	A route deemed of strategic importance which if impeded may lead to an inability to provide an emergency response.
Unreinforced Masonry Buildings (URM)	Generally, a building that has no additional reinforcing elements, often with parapets, facades, verandas or balconies facing a road or footpath.





**Mackenzie**  
DISTRICT COUNCIL

# Strategic Routes & Priority Thoroughfares

## Submission Form

Name \_\_\_\_\_ Organisation (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Do you agree with the proposed thoroughfares and strategic routes we have identified?

☐

Yes

☐

No

If not, which do you disagree with and why?

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Are there other priority thoroughfares or strategic routes that you think meet the criteria?

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Do you wish to address Councillors in person at a hearing?

☐

Yes

☐

No

When you have completed this form, please:

**Email to:** [info@mackenzie.govt.nz](mailto:info@mackenzie.govt.nz)

**Mail to:** Strategic Routes Consultation  
Mackenzie District Council  
PO Box 52, Fairlie, 7949.

**Drop to:** our office in Twizel or Fairlie



## 6.7 ECONOMIC DEVELOPMENT STRATEGY

This Economic Development Strategy sets out the criteria the Council uses to guide decision making relating to the Districts economic and business sector development. The strategy ensures the reasons behind the Council's decisions are consistent, predictable, equitable, and available to the public.

**Author:** Paul Numan, General Manager Corporate Services

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** 1. Mackenzie District Council Economic Development Strategy [↓](#) 

### Council Role:

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

### PURPOSE OF REPORT

The purpose of this report is to present the Mackenzie District Council Economic Development Strategy for adoption.

#### STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Economic Development Strategy be adopted by Council.

### BACKGROUND

This Economic Development Strategy sets out the criteria that Council used to guide decision making relating to the District's economic and business sector development. The strategy ensures the reasons behind Council's decisions are consistent, predictable, equitable and available to the public.



As such, the Economic Development Strategy is a key tool to enable optimal access to prosperity by the Mackenzie District community.

The Economic Development Strategy is a non-statutory enabling mechanism for Council to deliver wide spectrum access to prosperity in conjunction with Council's other strategic planning instruments such as Te Manahuna Ki Uta | Destination Mackenzie, Spatial Plan, Long Term Plan and the Land Strategy.

**POLICY STATUS**

The Economic Development Strategy is in draft, submitted to Council for approval.

**SIGNIFICANCE OF DECISION**

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

**OPTIONS**

N/A

**CONSIDERATIONS**

**Legal**

**Financial**

**Other**

**CONCLUSION**

It is recommended that the Council adopt this Economic Development Strategy.



*Photo: Lake Takapō :: Mackenzie District's 'bridge to prosperity' ©MDC, MMXXI*



**DRAFT**  
**Economic Development**  
**Strategy**  
**2021 – 2025**  
v.June 2021

<b>STATUS:</b>	Draft for discussion
<b>VERSION:</b>	20210525
<b>POLICY OWNER:</b>	General Manager Corporate Services
<b>POLICY APPROVER / S:</b>	Chief Executive Officer, The Mackenzie District Council
<b>DATE:</b>	2021-05-25

## “Fostering Our Community”

## ECONOMIC DEVELOPMENT STRATEGY

<b>Purpose</b>	<p>This Economic Development Strategy sets out the criteria that Council uses to guide decision making relating to the District's economic and business sector development. The strategy ensures the reasons behind Council's decisions are consistent, predictable, equitable and available to the public. As such, the Economic Development Strategy is a key tool to enable optimal access to prosperity by the Mackenzie District community.</p> <p>The Economic Development Strategy is a non-statutory enabling mechanism for Council to deliver wide spectrum access to prosperity in conjunction with Council's other strategic planning instruments such as Te Manahuna Ki Uta   Destination Mackenzie, Spatial Plan, Long Term Plan and the Land Strategy.</p>
<b>Date of Issue</b>	DRAFT for Adoption
<b>File Retention</b>	The Mackenzie District Council Laserfiche Document Store
<b>Review</b>	Annually and every five years at the anniversary date

### List of Abbreviations used in this document

CNZ	ChristchurchNZ
DOC	Department of Conservation
DP	District Plan (Mackenzie District Council)
ED	Economic Development
EDNZ	Economic Development New Zealand
FDI	Foreign Direct Investment
GIS	Graphic Information System
GDP	Gross Domestic Product
ICT	Information and Communications Technology
IoT	Internet of Things
JV	Joint Venture
LINZ	Land Information New Zealand
LTP	Long Term Plan (10 years)
MBIE	Ministry of Business, Innovation & Employment
MDC	Mackenzie District Council
MD	Mackenzie District
MD ED	Mackenzie District Economic Development Strategy 2021-2025
NZTA	New Zealand Transport Agency   Waka Kotahi
PPP	Public Private Partnership
R&D	Research and Development
UFB	Ultra-fast Broadband (Chorus)

## 1. Overview

Lead theme for The Mackenzie District Economic Development (MD|ED) Strategy

‘A key to our District’s future prosperity is a collective ability to successfully address current challenges including adverse effects of Covid-19; and fully realize the future economic potential, while protecting Mackenzie District precious environment, community's wellbeing and future access to our individual and collective prosperity.’

Introduction.

The Mackenzie District is truly a ‘connector’ between the untamed natural wilderness of the West Coast Districts and a buzzing, thriving East Coast District of Timaru.

In particular, Aoraki / Mount Cook National Park is a special place that is a natural ‘seat’ as well as the true geographic centre of the South Island landmass.

The District’s economic performance has traditionally relied on its people, natural resources and spectacular landscape.

MDC is ready to tackle its economic future challenges head-on. Therefore, this strategy will focus on the following identified challenges:

- Limited modern industries with a global comparative advantage such as the digital economy;
- Persistent economic disparities between individual communities could scupper or slow development;
- Fairness to those community members prevented from full economic participation, especially considering compounding, longer-term Covid19 effects on the hospitality and tourism sector.

Mackenzie District Council is determined to tackle its District’s economic, social and environmental future challenges head-on.

Council has consulted with communities and the business sector in the past couple of years and even more intensely since the onset of the Covid-19 in March 2020.

As a result of feedback received, Council has initiated several strategic planning initiatives such as MDC Strategy 2021-2022, Land use Strategy 2021; Mackenzie District Spatial Planning Study and Te Manahuna Ki Uta (Destination Mackenzie) long term strategic project (work in progress at the time of writing).

The Mackenzie District Economic Development (MD|ED) Strategy implementation will be in lockstep with all strategic initiatives mentioned above.



MD|ED Strategy tackles the contemporary economic challenges identified to date across the District and beyond:

- Covid-19 economic effects - have been uneven, yet very visible across the District. The downturn of the tourism sector, especially operators previously relying on foreign visitors means that jobs and cash flow have been severely impacted;
- Relatively low level of innovation uptake and commercialization of R&D activities;
- The District needs to address the issue of restricted labour market dynamics, with a high reliance on semiskilled migrant/working visa labour in the tourism sector.

The MD|ED Strategy 2021-2025 is intended to be a 'living document' in order to keep up with fast-paced systemic economic and social changes affecting our businesses and communities due to Covid19 induced economic reset.



*Graphics:*

*Non-statutory MD|ED Strategy 2021-2025 and its relationship with other Council's statutory and non-statutory planning instruments for future aligned implementation.*

This strategic approach will ensure that the economic development projects portfolio is regularly reviewed against the Council's vision and mission objectives to reflect the changing nature of desirable community outcomes and activity-specific objectives, with business and economic data being regularly gathered and analysed to enable informed decision-making.



## 2. Vision and Mission statements

### Vision:

- Future-proofing Mackenzie District in terms of post-Covid-19 recovery.
- Sustainable economic development with shared access to prosperity, resilient communities and proud identity.
- Caring for our natural resources to secure both present and future economic opportunities for ratepayers and residents.

### Mission:

- Mackenzie District ratepayers and residents value a diversified, well-performing District economy that provides stable jobs, decent incomes and career opportunities for current and future generations.
- MDC supports all communities; understands ratepayers; appreciates the value of economic and social well-being to all residents; and the need for protection and enhancement of our unique, fragile environment.
- MDC will support collective efforts as we move into a new decade that will require us to tackle the mid and long-term challenges the New Zealand economy is facing due to the Covid-19 economic reset.
- Realise the Mackenzie District's economic aspiration to be productive, innovative, sustainable and entrepreneurial.

The inner strength of our communities will ultimately allow us to achieve our true legendary Mackenzie District prosperity potential.

### 3. MD|ED Strategy :: Principles and Outcomes framework

#### 3.1. Principles and Outcomes

As of May 2021, the Mackenzie District remains deeply affected by the loss of international visitors due to border closure. Post-March 2020 key economic indicators clearly indicate the extent of the District's economic downturn due to Covid-19 effects.

Following are key principles and outcomes to enable Mackenzie District to cope with economically challenging post-Covid-19 times:

##### **Key Principles:**

- Supporting sustainable growth of industries and businesses that create good, accessible jobs with particular focus on growth in the working population (focus on 25 – 45 Year age group);
- Helping the Mackenzie District through a critical COVID-19 juncture;
- Together with creating shared economic prosperity so no resident/ratepayer is left behind;
- Outward-facing – promoting strategic economic alliances at regional, national and global levels with particular focus on inter-regional Canterbury – Central Otago dynamics;
- Vertical and horizontal alignment: with other statutory and non-statutory strategic planning instruments (such as Spatial Planning, an update of the District Plan, LTP and Te Manahuna Ki Uta|Destination Mackenzie project's economic scenario modelling).

##### **Key Outcomes:**

- Creating career pathways for well paid (on par or above NZ average wage), meaningful jobs for District youth;
- Contribute towards ongoing access to prosperity for ALL ratepayers and residents, while improving median individual wage/salary by at least 25% increase by December 2025 in comparison to December 2020 level;
- Facilitating access to incentives for strategic hard and virtual infrastructure development;
- Support the implementation of new Sustainable District tourism model, which is being developed by Te Manahuna Ki Uta project; - incentivization and promotion of 21st Century, technologically advanced tourism infrastructure for visitors to EXTEND their visitor nights/ visitor spending rather than increasing TOTAL annual visitor numbers; and a focus on high net worth, low carbon imprint visitors;
- Practical, implementable, projects enabling focus in 2021–2025-time horizon, linked to Council's Commercial Investment plan (e.g. sustainable housing growth, linked to localised demand over the next 5 years aligned with the Spatial Planning objectives).

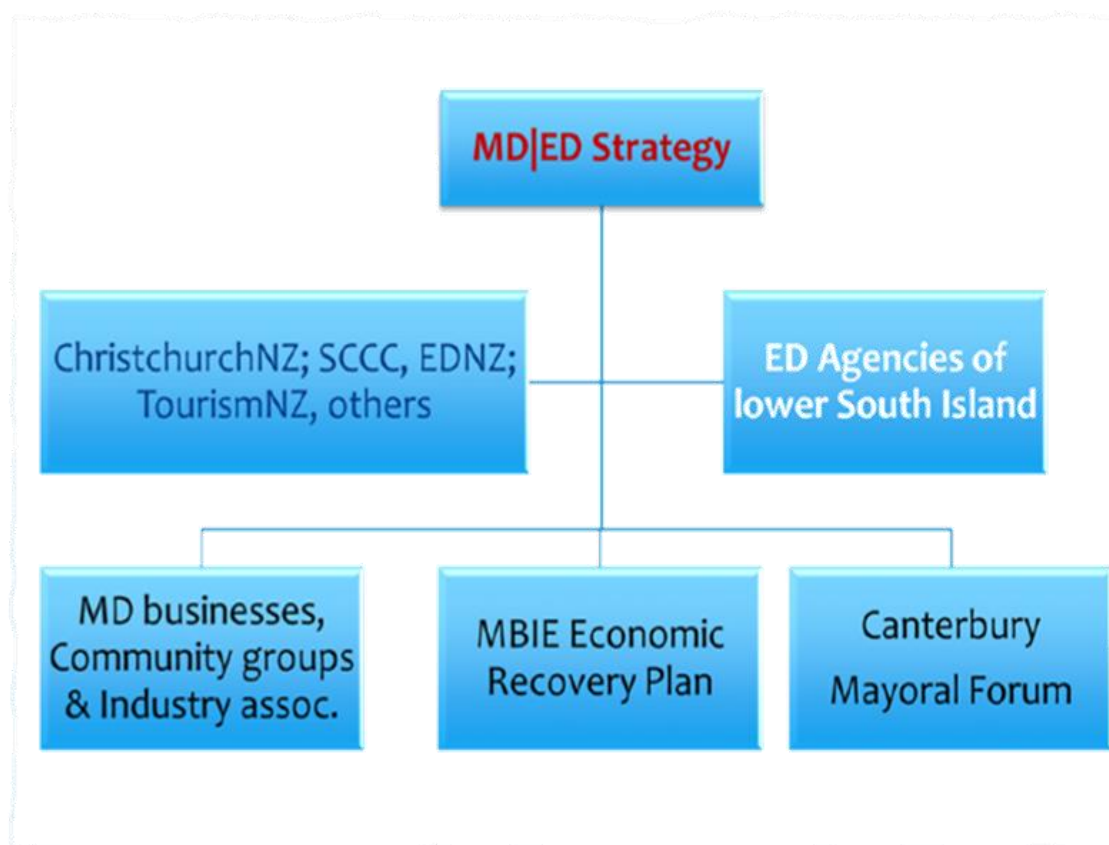
### 3.2. MD | ED Strategy :: External linkages & alignment :: optimised model

The council recognizes the need and urgency of regional economic development collaboration. Competition among competing tourism Districts for visitor spending presents an obvious challenge for finding common ground for cooperation. However, MDC is one of the smallest territorial Councils in New Zealand and therefore needs to strengthen existing and develop new strategic alliances.

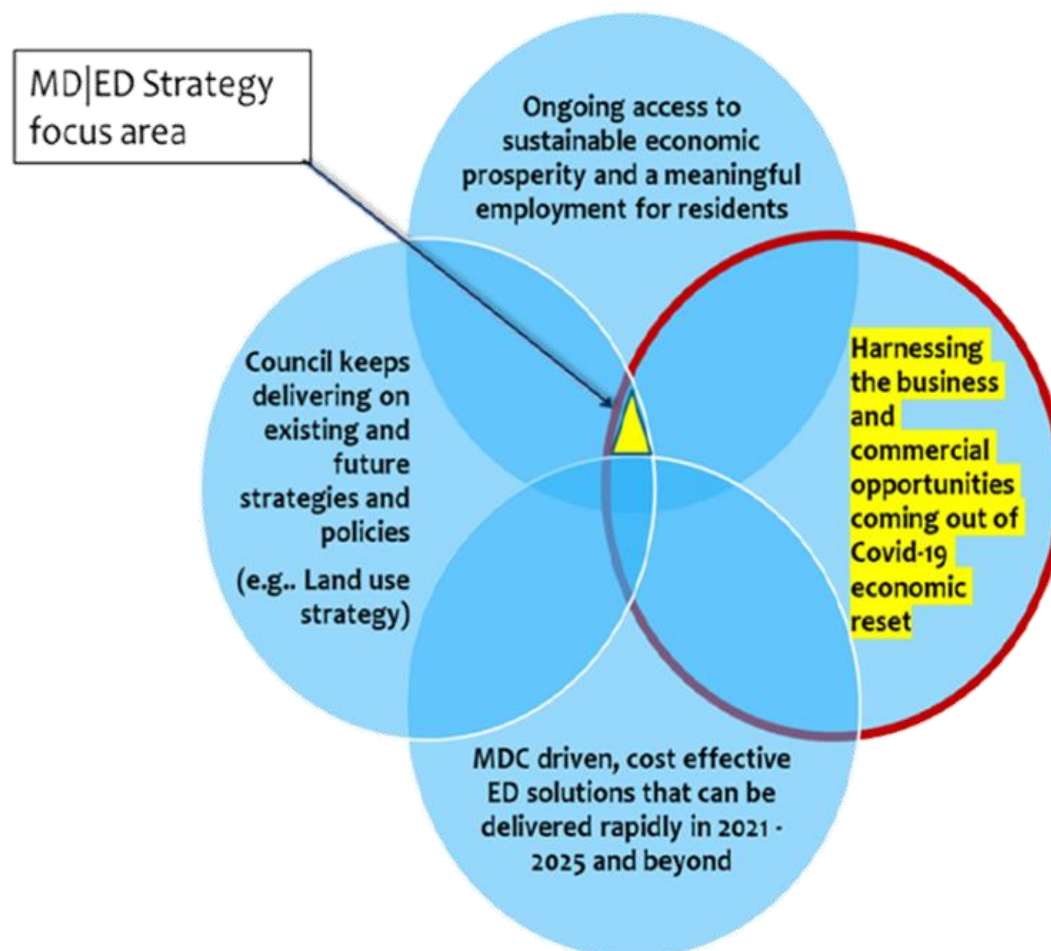
There is a history of intense economic development (tourism, in particular) competition between the local government authorities of the lower South Island region, and historically, the capacity to cooperate may have been limited.

The problems inherent in any effort to institutionalise regional economic development cooperation across the lower South Island are many.

Stakeholders do not necessarily share a common understanding of the competitive dynamics of a global economy, nor are they uniformly infused with an urgency to improve a region's position. This attitude is slowly changing for the better and the MD|ED Strategy intends to facilitate significant improvement in this area.



**3.3. Key Principles for Covid-19 Economic Recovery at District level**



Mackenzie District Council is committed to fulfilling its preferred economic and community vision by commissioning this MD|ED Strategy and a subsequent implementation via the future MD|ED strategy implementation framework.

## 4. Influential factors to underpin the implementation of MD|ED Strategy

### 4.1. Global megatrends and their near future effect on Mackenzie District economy

MD|ED Strategy implementation will be the subject of intense combined effects of regional and national trends. However, the most significant change likely to affect our future over the coming decades comes from global megatrends.

NZ, and the South Island, in particular, will not be immune to many of those megatrends. As a result, Council needs to prepare itself and the Mackenzie community to be able to do more with less in the near future world, dominated by finite resources and layers upon layers of new regulations, likely to emerge in coming years and decades. To be prepared for future challenges and opportunities, the MD|ED Strategy recognises the following important near future likely responses, linked to global megatrends:

- 1: Aligning guiding parameters for a targeted Infrastructure Investment drive to support economic growth & resilience, to maximise quake proofing feature residential and commercial structures;
- 2: Assisting in developing of Added Value Opportunities to Future Proof Existing Agricultural Business;
- 3: Attract New Business activities that will diversify District's Economy (Local project proponents to be given first preference);
- 4: Encourage new inward Investment attraction, including FDI (Foreign Direct Investment);
- 5: Continued support of vulnerable tourism operators in the post-Covid-19 reset of the Tourism sector;
- 6: Fast forward the innovation and uptake of last-mile technologies across the entire District;
- 7: Encourage Stewardship and Cultural Land use via Māori Economy development.

### 4.2. Mackenzie District's embrace of environmental, economic and social challenges

Council, and Mackenzie District communities as a whole, recognise the NZ government's ambition to create a path to low carbon emissions of the national economy. The Climate Change Response (Zero-Carbon) Amendment Act 2019 is now law in New Zealand. It introduces the need to mitigate and adapt to the impacts of climate change, including grasping the opportunities that it presents and will shape our transition to a low emissions economy. Council is proactively committed to collaborating with Government departments, Iwi, communities, the wider Canterbury region and individual industry sectors to manage the impacts and maximise the carbon reduction project opportunities brought about by the transition to a low emissions economy in the 2022 - 2025 period.



## 5. Economic development priorities for the next 5 Years

### 5.1 New Industries of opportunity:

The current level of economic recovery thinking points out to several exciting economic opportunities, associated with advancing global technologies and their localized application:

- 5.1.1** New, modern, Wellbeing hub capacity - incentivising establishment of specialised medical services, currently not available in the District, such as Dental care and physio/rehabilitation and incorporating Maori health and happiness via traditional knowledge;
- 5.1.2** Targeted niche renewable energy solutions (solar and vertical axis wind in particular);
- 5.1.3** Fast Internet - creating a pragmatic framework for the uptake of Innovation and digital economy, utilizing the incoming rollout of the Ultra-Fast Broadband (UFB) by Chorus and 5G telecommunication technologies;
- 5.1.4** Developing aviation sector opportunities by initiating new commercial opportunities at Pukaki airport via an airports precinct development strategy.

### 5.2 Rural economy sector:

Proactively assisting in the realisation of the potential of the District's rural economy with a focus on value-adding to primary production and linkage to the District's hospitality industry and events. Our rural industries make the most of Mackenzie District's natural advantages – river-fed irrigation and relatively plentiful arable land coupled with many well-performing rural servicing and merchandising businesses, well adjusted to the post-Covid-19 trading environment.

Early identified opportunities include:

- 5.2.1** Intensive horticulture, advanced hydroponics and aquaculture, reflecting changing rainfall patterns due to climate change;
- 5.2.2** Gravel/sand value-adding, where Council controls the resource;
- 5.2.3** Niche ultra-premium quality food and beverage development, linked to high profile events (culture, sports, and community recreational infrastructure);
- 5.2.4** Farm stays and recreational activities (quad bikes, bike trails and on-snow experience).

### 5.3 New visitor tourism model initiatives:

Support and incentivize the tourism sector and the visitor economy in post-Covid-19 conditions by promoting the following:

- 5.3.1** 'Te Waipounamu HQ' concept for the Aoraki / Mt Cook National Park;
- 5.3.2** Focusing on new, post Covid-19 visitor types - predominantly high value, low environmental impact;



- 5.3.3** Supporting high tech solutions, such as the next generation of audiovisual experience (16K resolution audio-visual cluster);
- 5.3.4** New tourism infrastructure projects will incorporate extensive use of regionally sourced R&D as well as globally sourced last mile digital technologies as well as the best quake resilience technologies.

**5.4 Entrepreneurship and investment attraction:**

- 5.4.1** Focused, Council driven inward Investment Attraction, early focus on the hardware retail and warehousing;
- 5.4.2** Regulatory facilitation for new project proposals to minimize project delays due to red and green tape;
- 5.4.3** Developing better strategic partnerships with large corporate companies (e.g. Chorus) and local Iwi/Ngai Tahu stakeholders;
- 5.4.4** Support entrepreneurship at all levels while proactively supporting the creation of new career pathways for local school leavers and resident youth (e.g. cadetships).

## 6. A modern, vibrant and resilient District economy for future generations

Council recognises that addressing the above mentioned economic development priorities for the next 5 years will lead to new ways of achieving a strong, vibrant, diverse and flexible local economy that provides sustainable, stable jobs.

It is expected that these projects will enable the District's population to stabilize at a near-optimal level, and the prosperity of the district's residents and ratepayers will significantly improve. Inter-regional collaboration (e.g. Canterbury – Otago) may be instrumental to achieve particular positive outcomes, such as a digital innovation uptake.

### 6.1. Optimising Mackenzie District's economic timeline

The optimal District's economic timeline would include the following:

- Continuation with previously identified commercial activities to further develop forestry and Pukaki Airport potential;
- Build on District's renewable hydro energy heritage and attract new renewable energy projects, solar installations and vertical axis specialty wind turbines in particular;
- Initiate plans for industry decarbonisation, with a particular focus on decarbonisation of tourism transport in environmentally sensitive areas such as Aoraki/Mt. Cook National Park;
- Council to take advantage of the imminent rollout of Chorus USB fibre, to lead by example and accelerate the uptake of IoT applications in the District, starting with Council's own operations;
- Collaborate with other Local Government entities on new future digital economy opportunities, such as the new Hyper Data Centre proposal for Makarewa.

## 6.2. Nurture and support Entrepreneurship and support inward investment attraction

By default, the MD|ED Strategy has to make choices in a complex Covid-19 environment. Success factors for winning strategic elements rely on the alignment of all stakeholders are the combination of broad experience and practical knowledge of specific economic, technological and talent-related topics and the drive to optimise recommended economic actions. Combining these elements is key to design and implement realistic plans. The council recognises that one of those elements is localised entrepreneurship. The importance of entrepreneurship and its role lies in its ability to create a new, powerful pathway/access to prosperity. Following a multiprong approach detailed below may result in positive entrepreneurial outcomes for the entire Mackenzie District and Canterbury region:

- Encouragement of multiple ways to create support for localised Entrepreneurship;
- Facilitating connections with wider Canterbury region and NZ startup ecosystems and encourage and foster District-wide uptake of entrepreneurship;
- Assist budding Entrepreneurs to grow, scale and create new, meaningful, well-paid jobs, starting with Year 12 and 13 students across the District;
- Stimulating access to the start-up capital and attract local and regional and international entrepreneurial talent;
- From 2023 onwards increased focus on attracting local, national and international inbound investment and venture capital to Mackenzie District.

## 6.3. Top economic development priorities for the next 5 years :: Creating a platform for future economic success across the Mackenzie District and South Canterbury

At present, the following three-prong proactive drive is proposed to focus on three main project clusters, which differ in their level of project risk profile:

### 1. Higher risk – Bold Transformational Projects [Capital intensive, longer timeframes, 3<sup>rd</sup> parties driven]

- New hospitality, education and training facilities;
- Hydroponic horticulture and new aquaculture;
- New modern tourism infrastructure, focusing on decarbonizing tourism transport;
- Advanced renewables -solar and wind solutions;
- New, dedicated wellbeing resort(s).

The principal source of funding for project cluster #1:

- NZ Govt. agencies;
- Global footprint corporates;
- Public-Private Partnerships;
- Leveraging other initiatives (e.g. \$20 Mil. Queenstown Lakes economic diversification fund).

**2. Medium risk - Liveability improvement projects [Most ED projects]**

- New health and wellbeing infrastructure;
- Expansion of recreational infrastructure (such as new bike trails);
- Town centre(s) rejuvenation; aligned to Spatial and District plans
- Entrepreneurship and new business hub for Mackenzie District.

The principal source of funding for project cluster #2: Co-funding by MDC and NZ Govt. Agencies.

**3. Lower risk - MD|ED Strategy Extension Projects [managed principally by MDC]**

- Sophisticated Council based Regulatory support and facilitation for projects of significance
- Investment Attraction Prospectus
- Liveability Prospectus
- Examining Sister City potential (for example District of Mackenzie, British Columbia);
- Inter and intraregional and global Economic development collaboration and lobbying;
- Inter-regional cross border economic development collaboration with Central Otago;
- Initiate a discussion about Super-regional (lower South Island) alliance for Innovation and R&D commercialization to maximise high paying jobs creation.

The principal source of funding for project cluster #3: 100% within MDC budgets.

**6.4. MD | ED Strategy implementation :: How do we measure outcomes?**

Well functioning economic development function delivers both monetary and non-monetary benefits to the community. The implementation of the MD|ED Strategy will require regular re-calibration to ensure that the MD|ED Strategy implementation responds to contemporary economic, social and environmental challenges.

Annual review scope:

- Key economic indicators – for example: working population, median personal income, GDP, Unemployment and Labour market dynamics trends;
- Number and volume of new targeted inward investments;
- Number of new, projects, initiated by Council;
- Number and volume of NZ government grants.

Every 5 years review scope:

- Satisfaction survey of an overall community prosperity level
- Complete revision of the MD|ED strategy in 2025 (this task may be externalized in case that a new economic development governance structure is established within the next 5 years);
- Review of key assumptions and aspirations for the District's economic, social and environmental performance;
- Ground truthing of proposed projects and initiatives pipeline
- Key economic data monitoring in relation to the constantly changing economic environment fiscal and taxation policies and international export markets, where necessary.
- Continuing collaboration with existing ED stakeholders such as CNZ and SCCC and EDNZ.

## 7. Next steps :: Future-proofing Mackenzie's District access to Prosperity

Council's new Economic Development strategy 2021-2025 is the culmination of an orchestrated effort by the Council, business community and various internal and external stakeholders.

MD|ED Strategy provides guidance and identifies grouped projects themes, including both hard and virtual infrastructure opportunities.

During the implementation stage, the Council intends to continue its engagement with industry, business and community stakeholders.

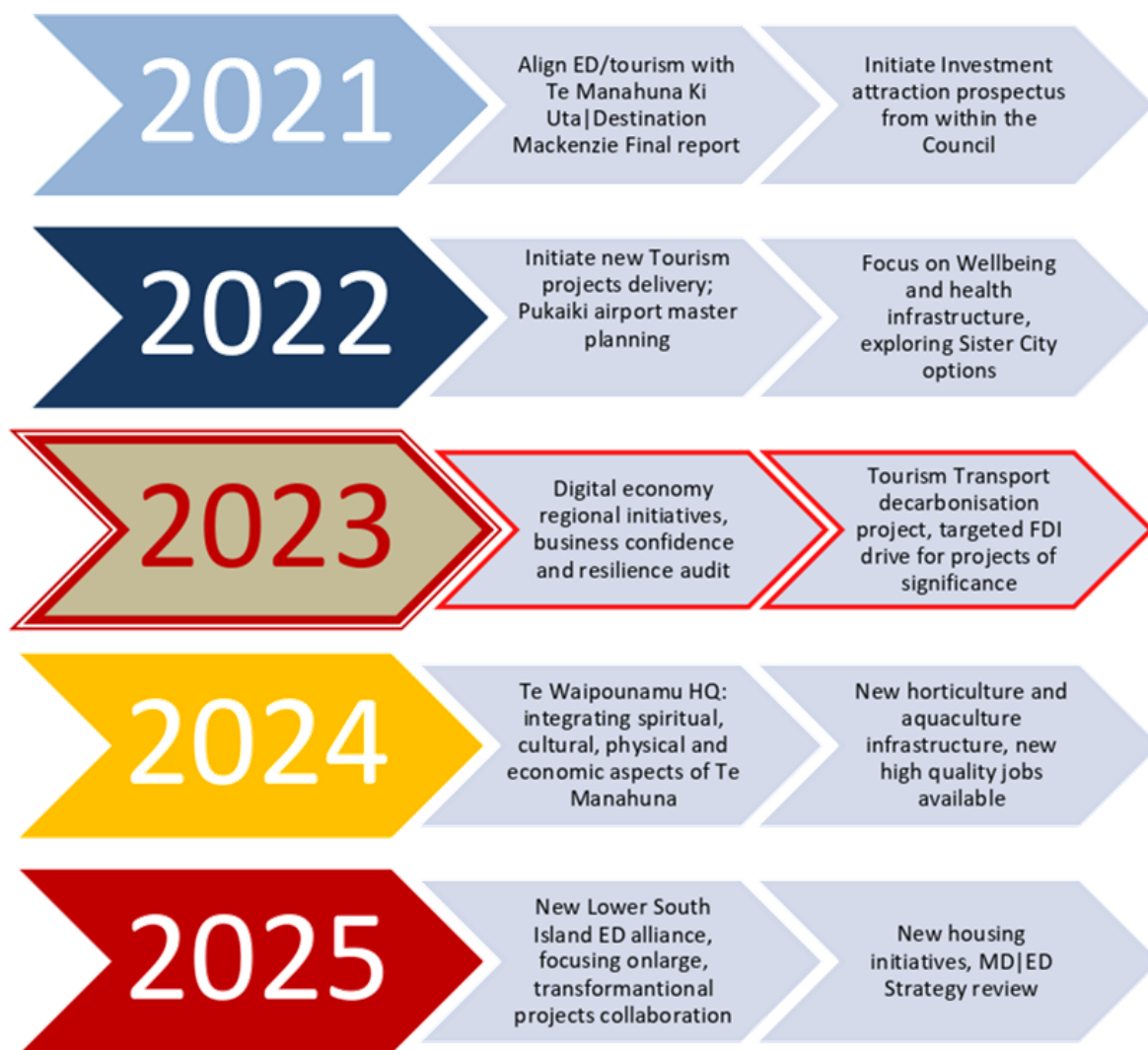
Following tasks are to be addressed in the process of MD|ED Strategy implementation:

1. Advising on the most appropriate governance structure that will provide the optimal level of guidance and incentives for the Mackenzie District to respond in ways that support widespread access to future prosperity
2. Resolve the most appropriate level of resourcing for the economic development function to fully support a sustainable, culturally appropriate embrace of our District's unique physical, economic and cultural attributes in the 2021-2025 period
3. Continuation of the Council's support for small and medium businesses across the entire District
4. Incorporating a low carbon economy framework at the Council level. Devising new ways to ensure that the carbon abatement learnings from other Districts/Regions are shared and applied, where appropriate and fitting with Mackenzie District's existing values and priorities
5. Firmly endorse the advancement of digital technologies to collectively respond to unique digital disruption challenges and opportunities for the Mackenzie District's economy. Explore ways to 'team up' with other South Island Districts to maximise the benefits and minimize the threat of these disruptive technologies in the 2021-2025 period.



Council's economic development function will continue working on identifying suitable answers to those questions. Council's primary role will be to guide all stakeholders in further aligning and ground-truthing on its MD|ED Strategy delivery.

The optimised economic development timeline for the Mackenzie district shown below is populated with specific project examples highlights to illustrate the range and diversity of economic development portfolio activities, initiated by the Council:




End.

**6.8 MONTHLY REPORT - SOUTH CANTERBURY CHAMBER OF COMMERCE - APRIL 2021**

**Author:** Leaine Rush, Business Liaison Officer

**Authoriser:** Paul Numan, General Manager Corporate Services

**Attachments:** 1. **SCCC Monthly Report - April 2021** [↓](#)   
2. **SCCC Monthly Report - May 2021** [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

Monthly report for South Canterbury Chamber of Commerce – April and May 2021

**CONCLUSION**

Summary – April 2021

- Immigration NZ have recently updated the Under/Over Supply Jobseeker list and SCCC advocacy was successful, in most roles requested transferred to the Under Supply list were adopted.
- SCCC hosted a seminar with Immigration NZ in Tekapo on 19 May with approx. 80 attendees.
- SCCC has tendered for the Mackenzie Business Support Package. Outcome is pending.
- 20 Mackenzie businesses received one-on-one support and 13 businesses assessed or received RBP funding. No differentiation between members and non-members.
- MOU renewal still yet to be finalised.

Summary – May 2021

- 18 Mackenzie businesses received one-on-one support and 9 businesses assessed or received RBP funding. No differentiation between members and non-members.
- Tourism Communities Support and Reset Plan announced by Government. Mackenzie has been identified as one of five highly impacted district due to international borders being closed. SCCC involved in the advocacy and will be involved in business support, details yet to be released.
- 13 entries from 8 Mackenzie businesses are finalists at the ARA 2021 Business Excellence Awards. MDC contributes \$2000 to cover pre-entry workshops and post Awards workshops.
- Current MoU to be renegotiated.

## Economic & Business Support Services Report to Mackenzie District Council. April 2021

### Introduction:

Much of April focus on meeting/assessing tourism businesses as RBP Tourism Transitions funding available. Refer further on. Overall, business confidence has risen largely as result of borders reopening with Australia. Many facing a 'hard' winter taking a pragmatic approach, undertaking necessary workplace change where possible. Labour shortage remains critical. This will be partially addressed by MSD/INZ new policies, in which SCCC played a critical role.

MSD & INZ policy change : Details of new regional [Under/Over Supply jobseeker lists](#) announced 16<sup>th</sup> April. Very pleasing that SCCC's advocacy was successful, in that majority of roles requested transferred to [Under Supply List](#) were adopted. A significant result – particularly for Mackenzie District - enabling employers to hire migrant workers without a Skills Match Report to prove kiwis unavailable. SCCC is hosting Immigration NZ seminars in Tekapo and Timaru 19<sup>th</sup> May. Refer Advocacy.

MDC Procurement plan "Mackenzie Business Support Package" tender documents received, content based on the earlier proposal prepared by SCCC. It is likely SCCC will submit a proposal for consideration. Tenders close 21<sup>st</sup> May.

### Mackenzie District Services

**33 businesses supported one-on-one in April 2021, breakdown as follows:**

Industry Sector	Fairlie	Mt Cook	Tekapo	Twizel	Grand Total
A: AGRICULTURE, FORESTRY AND FISHING	1			1	2
H: ACCOMMODATION AND FOOD SERVICES	5	1	4		10
M: PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES	1				1
Q: HEALTH CARE AND SOCIAL ASSISTANCE				1	1
R: ARTS AND RECREATION SERVICES		1	2		3
S: OTHER SERVICES			2	1	3
<b>Grand Total</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>20</b>

- **20 businesses as per graph above.** Key Topics: RBP funding; health & wellbeing; HR-Workplace Change & restructuring; BEA; skilled labour shortage/immigration & Visas; business planning & continuity; cashflow and financial planning; digital marketing; training. In addition:
- **13 businesses assessed or issued [Regional Business Partner](#) funding.** Tourism Transitions Fund reactivated. \$29,389 + GST issued to 11 businesses.

RBP funding split as follows:

- Towns: 3 x Fairlie; 4 x Tekapo; 1 x Pukaki; 3 x Twizel; = 11
- Sectors: 7 x Accom & Food; 1 x Arts & Rec; 1 x Retail; 1 x Manufacturing; 1 x Ag = 11

**Since the Regional Business Partner Network funds opened in April 2020, SCCC has issued \$370k (rounded) to 143 Mackenzie businesses.** This high level of distribution has been due to the strength of engagement by SCCC with Mackenzie businesses.

## Advocacy:

**Skilled labour shortage:** Mackenzie employers and wider community will benefit from the new [Under & Over Supply Lists](#) announced by MSD/INZ, effective 16<sup>th</sup> April. 76 Mackenzie businesses generously contributed to the collaborative evidence collated and submitted by SCCC through a detailed survey and subsequent analysis to achieve this positive result of advocacy on behalf of the Mackenzie business community. To help ensure Mackenzie businesses and community organisations understand the impact and benefits of this and all INZ current policies, SCCC is hosting a free [Immigration NZ seminar](#) in Tekapo on 19<sup>th</sup> May including Q&A with INZ and MSD officials. (37 registrations to date)

Examples of comments received from Mackenzie businesses:

- *"This is a great achievement by the Chamber, so well done"*
- *"A great result for Mackenzie and hopefully a leap in the right direction around addressing our impending manning shortages"*
- *"Phenomenal result. Thanks for your hard work getting this through for businesses like ours makes a huge difference"*

**Additional Support for Mackenzie tourism sector:** SCCC continues to communicate with the Minister of Tourism Hon. Stuart Nash and other govt representatives seeking additional support for Mackenzie District. As reported last month, Mackenzie is one of 5 regions to receive targeted support through Round 5 of [Tourism Infrastructure Fund](#) available to Council, which no doubt MDC has taken advantage of.

Although outside the timeline of this report, the [Minister's announcement of 6<sup>th</sup> May](#) outlining the [Tourism Communities: Support, Recovery & Re-set Plan](#) is a major boost for the Mackenzie District tourism community businesses, identified to receive targeted support because of their high dependence on international tourism on their local economy, and from experiencing significant downturn across key industries. SCCC is in discussion with MBIE and will be delivering certain services. More information will be provided as the programme develops.

## Training & Events:

### ARA 2021 Business Excellence Awards – Gala Event 18<sup>th</sup> June.



Entries closed 9<sup>th</sup> April. Finalists are announced 14<sup>th</sup> May. Mackenzie District Council's \$2k sponsorship helps ensure that Mackenzie businesses have every opportunity to enter, covering the cost of entrant workshops prior to the event, and post event Finalists & Winners Workshop with advice on how to maximise opportunities. Workshops held in Fairlie, Tekapo and Twizel in March. Premier Sponsor: Ara Institute of Canterbury.

Entry and workshop attendance overview provided to MDC on 28<sup>th</sup> April. Record number of entries from throughout South Canterbury. 17 Mackenzie entrants across most categories, also highest on record.

7<sup>th</sup> April: **Operating in Uncertainty** ChristchurchNZ/MackenzieNZ/MTIA event in Tekapo. SCCC outlined services available to all Mackenzie businesses, and pathway to RBP Tourism Transitions Fund reopened for tourism operators. Approx 30 tourism attendees. Multiple communications/ meetings and funding issued as a result.



22<sup>nd</sup> April: **Health & Wellbeing Summit** held in Timaru, hosted by SCCC, sponsored by MSD & Fulton Hogan. Pertinent topics including awareness & prevention. 120+ attendees, although few from Mackenzie due to location and timing.

As reported last month, SCCC has received requests from Mackenzie businesses and community organisations to bring a similar health and wellbeing event to Mackenzie – Twizel suggested – with several offers of assistance to assure high attendance. SCDHB have confirmed happy to be involved. NB: An email was sent to MDC on 1<sup>st</sup> April, seeking support in bringing a health and wellbeing event to Mackenzie. No response to date.

**SCCC Training Directory 2021** Training Courses in April included: Leadership Academy x 2 (SOLD OUT); Stepping Up to Management Next Level (SOLD OUT); Health & Safety Stage 1; Health & Safety from Management Perspective.

**Mackenzie Business Connection:**

Two newsletters in April (819 opens). Total database 273. This platform remains the main method of mass communication with businesses. Strong engagement and feedback.

Most viewed/shared: MSD approve changes for Mackenzie; Immigration NZ Tekapo seminar invitation.

**General:**

- MoU renewal proposal forwarded to MDC on 19<sup>th</sup> April. A response from MDC has advised that SCCC's service agreement is likely to be terminated. This is totally unexpected and without warning, particularly in the wake of strong advocacy and results for Mackenzie District and a business community that continues to face unprecedented change. Clarity has been requested around this decision prior to a meeting with MDC on 20<sup>th</sup> May.





## Economic & Business Support Services Report to Mackenzie District Council. May 2021

### Introduction:

There has been much communication, businesses interacting with SCCC for advice on numerous topics in this period. A mixture of start-up business advice, businesses reducing hours due to lack of staff or customers, various levels of staff training sought, funding and/or pathways to expertise to assist in workplace change. Refer topics further down.

MSD & INZ policy change: SCCC hosted Immigration NZ seminars in Tekapo (and Timaru) on 19<sup>th</sup> May outlining the new ['Accredited Employer Work Visa'](#) (AEWV) 3-check employer led Visa application process rollout commencing 1 November 2021. 80+ attendees at Tekapo event, very engaged audience and appreciative SCCC brought INZ to Mackenzie. Several businesses have approached SCCC since, advocacy will continue.

### Mackenzie District Services

27 businesses supported one-on-one in May period:

Industry Sector	Mt					Grand Total
	Fairlie	Cook	Pukaki	Tekapo	Twizel	
A: AGRICULTURE, FORESTRY AND FISHING	1			1	2	4
H: ACCOMMODATION AND FOOD SERVICES	1	1	1	3	1	7
J: INFORMATION MEDIA AND TELECOMMUNICATIONS					1	1
L: RENTAL, HIRING AND REAL ESTATE SERVICES				1		1
N: ADMINISTRATIVE AND SUPPORT SERVICES				1		1
R: ARTS AND RECREATION SERVICES	1			1		2
S: OTHER SERVICES				2		2
<b>Grand Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>18</b>

- **18 businesses as per graph above** Key Topics: skilled labour shortage; New immigration & Visas policies; HR-Workplace Change & restructuring; BEA; RBP & new tourism funding; business planning & continuity; cashflow and financial planning; digital marketing; training. In addition:
- **9 businesses assessed or issued [Regional Business Partner](#) funding.** \$6,300 + GST issued to 3 businesses.  
Funding split: Towns - 2 x Fairlie; 1 x Tekapo = 3.  
Sectors - 2 x Accom & Food; 1 x Rental & Hiring = 3

Since the **Regional Business Partner Network** funds opened in April 2020, SCCC has issued **\$377k (rounded) to 146 Mackenzie businesses.** This high level of distribution can be attributed to the strength of engagement between SCCC and Mackenzie businesses.

### Advocacy:

**INZ/MSD new immigration policies:** the new ['Accredited Employer Work Visa'](#) (AEWV) 3-check employer led visa application process rollout commencing 1 November 2021 involves the most significant change faced by employers and workers and government administrators in recent

times. Responsibility reverses from worker led to employer led accreditation and application process before hiring a migrant. It will take time to comprehend and implement, particularly as existing staff approach Visa renewal and/or hiring of new staff affected as policy changes occur. SCCC has a long-established trusted relationship with INZ and MSD, often engaged in assisting those agencies come to decisions. SCCC has also become the 'go to' for many businesses to facilitate specific queries and expect this to grow as businesses start to experience this significant change.

[Tourism Communities: Support & Reset Plan](#) \$200m announced 6<sup>th</sup> May. Mackenzie one of five regions identified additional support due to high international tourism dependency. MBIE still working through details at time of report. SCCC has been involved in advocacy to include Mackenzie District, and will be involved in business advisory support area, extent yet unknown.

### Training & Events:

#### **ARA 2021 Business Excellence Awards – Gala Event 18<sup>th</sup> June.**



Finalists were announced 14<sup>th</sup> May. 13 of the 17 entries from Mackenzie District are amongst the [finalists](#). Highest on record. MDC's annual sponsorship of \$2k covers pre-entry workshops and post Awards workshop to help businesses leverage off their experience and success.

Category, Special Award winners and overall Supreme Winner announced at Gala Event, Caroline Bay Hall, Friday 18<sup>th</sup> June.

Training Courses in May included: Stepping Up to Management Pt 3; Disciplinary Process; Dealing with the Tough Stuff; Building a Better Business; H&S Refresher; Supervisory Skills & Managing Staff.

[New SCCC Training Directory June-December 2021](#) offers an extensive range of business training and development.

### **Mackenzie Business Connection:**

Two newsletters in May (699 opens). Total database 275. This platform remains the main method of mass communication with businesses. Strong engagement and feedback.

Most viewed/shared: Business Excellence Awards & People's Choice Voting; Immigration NZ Tekapo seminar; Tourism Re-set plan.

### **General:**

Current MoU to be discontinued. Constructive meeting with MDC on 20<sup>th</sup> May regarding MOU/relationship with SCCC going forward, MDC preferring to take most services currently delivered by SCCC, in house. Unfortunately, limited funding prevents the services continuing. Alternative funding sources to be sought to enable ongoing business support.

Following a further meeting on 9<sup>th</sup> June with Tim Mulcock, MDC has advised that although SCCC remains a valued partner, the current MOU will cease in 6 months (December) and has provided a proposal outlining suggested key points around possible future engagement. This is currently being worked through, also with a goal to minimise the impact on the Mackenzie business community. SCCC looks forward to working with MDC to enable this.

**6.9 RECOVERY MANAGER COVID-19 FINAL REPORT**

**Author:** Phill Mackay, Emergency Management Officer

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** Nil

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

The purpose of this report to council is to summarise the actions taken to support the district to recover and the successes to date. Due to the identified threats to the district especially in the tourism sector, council seconded Phill Mackay as *Recovery Manager COVID-19* to help coordinate and initiate opportunities within the district while advocating externally for assistance. This secondment is due to be completed on the 30 June 2021, this is not due to the fact that the district has “recovered” but more of an acknowledgement that council has now repositioned and absorbed the impacts of COVID-19 into all departments of council to support our communities. Below is a summary of key dates relating to COVID-19.

Date	Action	Impact to Mackenzie District
23 March 2020	Introduction of Alert Levels (AL) and the announcement that NZ is now at AL 3	General agreement but uncertainty regarding businesses
25 March 2020	NZ enters AL 4 (Lockdown)  This also includes a National State of Emergency was declared from 25 March until 13 May to assist with the response.	<ul style="list-style-type: none"> <li>• All tourism businesses are closed.</li> <li>• The district coped very well and is supportive to all</li> <li>• Foreign Nationals (F/N) are heavily impacted due to loss of employment</li> <li>• Primary Industries are considered essential services so they continue, with reduced throughput of some processing factories.</li> </ul>
27 April 2020	NZ returns to AL 3	<ul style="list-style-type: none"> <li>• Self-appreciation of a job well done</li> <li>• Communities continue to support each other</li> <li>• Tourism businesses are still impacted</li> </ul>
13 May 2020	NZ returns to AL 2	<ul style="list-style-type: none"> <li>• Continued confidence</li> <li>• Businesses start to refocus</li> <li>• Domestic tourism is encouraged and is very successful.</li> </ul>

8 June 2020	NZ returns to AL 1	<ul style="list-style-type: none"> <li>Continued confidence</li> <li>Businesses start to refocus</li> <li>Domestic tourism is encouraged and is very successful including the ski season</li> </ul>
12 August 2020	Auckland returns to AL 3 and the rest of NZ returns to AL 2 due to community transmission	<ul style="list-style-type: none"> <li>Overall shock and surprise to the District, an increase of the use of the COVID tracer app. A slight dip in domestic tourism but rebounds quickly.</li> </ul>
21 September 2020	NZ returns to AL 1	<ul style="list-style-type: none"> <li>Continued confidence</li> <li>Businesses start to refocus</li> <li>Domestic tourism is encouraged and is very successful with uncertainty of how sustainable this will be through 2021</li> </ul>

The following is an explanation of the actions taken by council to enable our district to recover.

1. Council staffing:

Business Liaison Officer:

This role was created to allow a single point of contact for any enquiries from businesses to assist with the navigation of council processes. Council were also offered the opportunity to participate in the Mayoral Taskforce for Jobs (MTFJ)., this is a partnership between Taituarā and Ministry of Social Development (MSD). Part of this project was the creation of a local coordinator which the Business Liaison Officer absorbed into their role. This has been a very successful project with 38 job placements, \$211,000 injected into 27 businesses to assist with these placements. Funding has already been secured for the next financial year which will enable the Business Liaison Officer to build on the networks and relationships formed this year.

Economic Development Officer:

This role was created to assist the council to create an economic strategy, but also to identify opportunities from the money being offered from central government.

2. MDC COVID-19 Economic and Community Action Plan:

This plan was endorsed by council in May 2021, with immediate, medium and long term strategies, while many strategies were aspirational they all delivered on the intent when endorsed. This plan enabled our communities and partner agencies to enact meaningful actions to support where we could. Significant highlights were the acceleration of infrastructural projects to stimulate the local economy and provide the benefits and the improved resilience to our communities of this accelerated work program.

3. Community Recovery Advisory Group (CRAG):

This is the flagship of the recovery program as it empowers the community through sector representatives to drive local initiatives that are identified as important and significant to our communities. They are responsible for the utilisation of the COVID-19 Recovery Fund approved by council in the 20/21 Annual Plan. To date this group has approved the following projects.

- A. Commissioned a Strength and Needs Analysis of Community and Social Wellbeing, Resilience and Recovery in the Mackenzie District, this report is due to be presented by late July 2021 which will provide council and other agencies with the insights to better deliver support to our district.
- B. Secured Dr Sarb Johal to deliver a presentation at the Twizel Events Centre on 28 June 2021 titled Psychosocial Stresses and Consequences of COVID-19. This presentation will focus on personal wellbeing and coping mechanisms going forward.
- C. The Mackenzie Business Support Package, this has been created to acknowledge that businesses within the Mackenzie have been significantly affected so this is designed to deliver three topical webinars and then subsidised business advice at an individual level.

The group are currently assessing the following projects prior to approval:

- a) A youth initiative to create promotional videos of the district to encourage people to relocate to live and work in the district
- b) Assist Mackenzie Tourism Industry Association (MTIA) to facilitate networking and collaboration between tourism businesses across the district.
- c) To create a district wide competition styled along a top town idea but with a special Mackenzie influence.

CRAG will continue into the new financial year to maintain oversight on current projects and to ensure any other opportunities are realised.

## CONCLUSION

New Zealand and the Mackenzie District are still struggling from the effects of COVID-19 in numerous ways, so while the vaccine is still being rolled out there is real anxiety in the community about our next steps and then what it will mean for individuals, whanau and businesses.

The key issues currently facing our district going forward are,

- I. The Mackenzie has low unemployment.
- II. There is a large number of job vacancies across the entire district in all aspects of business.
- III. Supply chain issues are starting to affect all sectors of our businesses/ communities.
- IV. On a positive note our rental housing availability is improving, while home ownership still continues to be a challenge along with the rest of NZ.

For this reason, council will continue to support our communities during this pandemic within the business-as-usual roles of council.



**6.10 UPDATE ON THE RENOVATION OF COUNCIL OFFICES - FAIRLIE AND TWIZEL**

**Author:** Tim Harty, General Manager - Operations

Chris Clarke, Communications Advisor

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** Nil

**Council Role:**

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

**PURPOSE OF REPORT**

To provide Council with an update on the recently completed building renovation works at the Fairlie and Twizel Council offices.

**STAFF RECOMMENDATIONS**

1. That the report be received, and
2. That staff inform the community of the purpose, nature and cost of the alterations via Council's usual communication channels.

**BACKGROUND**

Council's Long-Term Plan 2018/28 (LTP) contained a placeholder funding allocation of \$514,000 for a project to refurbish the Fairlie Office. This allocation of funds recognised that there had been

deferred maintenance with significant improvements or alterations had occurred to the building (the same is true for Councils Twizel Office building) for over 30 years.

In December 2019 Council recognised that as part of the internal change and transformation program, modernisation and upgrade of both the Fairlie and Twizel offices was required to ensure the buildings meet organisational and district requirements for the foreseeable future. As a result, a contract was let to upgrade both premises.

The contract (Contract 1253) was a typical New Zealand Standard 3910 format (NZS 3910) construction contract and included contractor involvement in the finalisation of detailed design works (the contract was tendered on preliminary design) and costs.

The works were let in two Separable Portions (one for each building) so that Council could take possession of one site/building when complete and allow works to continue/move to the next site.

The contract was awarded to Shores Construction for the tendered sum of \$484,291.43.

A number of other unplanned works were subsequently identified as being required which were not covered by the scope of the original contract.

These included, but were not limited to:

- Heating, Venting and Air Conditioning (HVAC);
- Alternate Accommodation costs;
- Furniture and fittings;
- Sundry items.

For both practical and economic reasons, these matters were addressed at the same time as the alterations but dealt with outside of the construction contract referred to above.

Funding for this additional work has come from operational reserves and therefore has had no direct financial impact on the ratepayer.

Work on the project was significantly delayed due to Covid 19 lock down.

## DISCUSSION

### Overview

Work at both the Fairlie and Twizel offices has now been completed except for some very minor matters that sit outside of the construction contract. The contractor has been issued practical completion and the works are in the maintenance phase.

Given the nature of the contract, the level of input and change in the design, the final costs of the physical works exceed the tendered sum. An independent and suitably qualified quantity surveyor engaged to review the work confirmed that the final cost was as expected for the scope of work undertaken.

The final construction costs of the project are shown in the table below:

Work Component	Tendered Sum/Estimate	Final Cost
Contract 1253	\$490,961.95	\$707,262*

\*Final costs determined from contract payment logs and include approved variations funded from project contingency.

As is expected with a contract framework of this nature, the final costs exceeded the tendered sum. Whilst not unexpected, the scale of the increase is not insignificant, and the total project sum did not have a sufficient contingency allocated to the project to allow for the scope of change, in particular Council's decision to include alterations to the Twizel office.

Moving forward it is recommended more thought and, when required, external expertise, be put into the scoping of works and budgets to deliver these types of projects.

### **SIGNIFICANCE OF DECISION**

Council's Significant and Engagement Policy outlines the requirements for and the level which community engagement should be undertaken for any project.

Now that the project is complete and final costs are confirmed, staff will inform the community of the purpose, nature and cost of the alterations via Council's usual communication channels.

### **OPTIONS**

There are two options available to Council, being:

Option 1: That Council informs the community of the purpose, nature and cost of the alterations via Council's usual communication channels.

This is staff's preferred option

Option 2: That no communication of the outcomes of the refurbishment is undertaken.

### **CONSIDERATIONS**

#### **Financial**

The increased costs to complete project, due to the alteration in project scope and additional works, have been funded through operational reserves and therefore has had no direct financial impact on the ratepayer. The works will be reported through the appropriate Annual Report.

### **CONCLUSION**

Council's refit of its two offices is practically completed and the final construction costs are essentially known.

Given the change in scope, project completion and verification of cost, it is considered appropriate to share this information with the wider community, formally.

**6.11 PROCUREMENT OF TECHNICAL REVIEW SERVICES FOR ENGINEERING PROJECTS**

**Author:** Tim Harty, General Manager - Operations

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** 1. Draft Procurement Plan Technical Support [↓](#) 

**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**

To engage Technical Review Support from GHD Limited for significant Engineering Projects, including, but not limited to, the Fairlie Water Treatment Plant and Three Waters Reform Projects.

**STAFF RECOMMENDATIONS**

- 1) That the report be received, and that
- 2) That the recommendation in the attached proposal and procurement plan be approved, and further that
- 3) An initial budget of \$100,000 (excluding GST), funded from approved and appropriate project allocations be accepted for this ongoing engagement

**BACKGROUND**

The Fairlie Water Treatment Plant upgrade is a significant project for Council. It was signalled in the current approved Water Safety Plans as a significant project that needs undertaking to ensure the delivery of safe and potable water to the connected communities.

Beca have been engaged to undertake the preliminary design of the plant and associated infrastructure, as part of an earlier exemption to the procurement policy (as over the limit for direct negotiation). During the approval of the exemption at the March Council meeting, Councillors requested that staff implement an external verification/oversight process to ensure that the fee, programme, scope and deliverables are reasonable, and ensure that Council are getting value for money.

Given the current staff workloads and capacity, the market has been approached to provide these assurance services.

**DISCUSSION**

Following the March meeting, staff approached GHD Limited (GHD), a multinational Infrastructure and Engineering Consultancy to request an offer of service to provide these verification and oversight services.

GHD were approached direct as there is an awareness that the open market, particularly in the Three Waters area, is very busy and that resources are tight. GHD are well known for their water treatment knowledge and are one of Australasia's leading consultancy firms in this area.

The brief to GHD was that external verification/oversight will involve and provide the following actions and services following an initial briefing by Council staff and the Beca PM (Pete Dawson) on the current progress

- Provision of the proposal, programme and deliverables of the preliminary design
- Review of the preliminary design fee, proposal and programme
- Future review of the detailed design scope, fee and programme (yet to be agreed)
- General support and project checks
- A short report to Council detailing the support above.

An offer of service for this has been received and is attached.

Further discussions between Council staff, the Fairlie WTP Project Manager and Programme Manager for Three Waters Stimulus Program (Mr Mike Davis) identified that further support/technical review is likely required for other water projects as part of the three water reform projects.

Given this, it was concluded that a wider support package would be needed from GHD, at least in the short term.

**POLICY STATUS**

Following the Mackenzie District Council Procurement Policy, version 2020-08-25 a procurement plan is required for work with a value over \$10,000 (Appendix 10 of the Policy) as well as 3 written competitive quotes.

As per section 5.7.2 where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:



- evidence documenting the reason for the exception
- a procurement plan developed and submitted with the request for exception
- Confirmation that estimated contract costs are over the \$50,000 threshold.

This proposal and attached procurement plan aim to cover the above points to reduce the requirement to go through an open and competitive RFx process so that GHD can be directly engaged.

### **SIGNIFICANCE OF DECISION**

Following the Significance and Engagement Policy 2014 the approval of the Mackenzie District Council Evaluation Panel Report has been identified as of Medium Significance. The justification for this has been provided below using the criteria set out in the Policy:

- This could cause delays to the WTP project in starting the next stages of work (detailed design, tender and construction), which could cause further delays in providing compliant drinking water to Fairlie.
- This could also cause delays to the water reform projects which is already constrained.

### **OPTIONS**

There are three options available to Council

**Option 1:** Support the Direct Appointment of GHD to provide technical support across the Fairlie WTS project and the Three Waters Program

Under this option Council would provide approval to appoint GHD to support the delivery of the Fairlie WTP and other Three Waters projects, as required.

This is staff's preferred option

**Option 2:** Support the Direct Appointment of GHD for the Fairlie WTP works only

Under this option Council would support the engagement of GHD to support the Fairlie WTP works only, and not the wider Three Waters Program of works.

**Option 3:** Do not support the direct appointment of GHD

Under this option Council would decline the direct appointment of GHD and either request staff go to the market or undertake the work internally.

Given staff skill level and workload, this is not a preferred option.

### **CONSIDERATIONS**

#### **Financial**

This cost of the commission for oversight of the Fairlie WTS will be included in the overall budget for the Fairlie project, which will be further refined at the end of preliminary design. The budget for the project is currently sitting at approximately \$6m, a majority of which is in year one and two of the Long Term Plan.

Any additional support for the three waters reform projects will be discussed and a fee estimate agreed with GHD prior to any work being undertaken (i.e. work on written instruction only).

The commission will be capped at \$100k and funds drawn from approved budgets only.

**CONCLUSION**

Council has embarked on a significant Water Treatment Plant upgrade in Fairlie. To ensure that the upgrade is completed in time and within budgets, Beca Limited have been directly appointed to undertake design services.

Council requested that technical oversight of the design process was put in place and staff have approached GHD limited to undertake this role, as market experts. The direct appointment of GHD needs Councils approval as it does not align with the approved procurement policy.

## **External Technical Reviewer for Water Projects (specifically Fairlie WTP Design) Procurement Plan Proposal**

Prepared by: Pete Dawson (Beca Ltd.)

Reviewed by: General Manager Operations

Accepted for use: By Resolution of Council – Resolution Number \_\_\_\_\_

Revision: B

Date: 18/06/2021

### **1.1 Background**

As part of the Fairlie Water Treatment Plant project, Beca have been engaged to undertake the preliminary design as part of an earlier exemption to the procurement policy (as over the limit for direct negotiation). During the acceptance of the exemption by the Councillors, the Councillors accepted the exemption but required some external technical review that the fee, programme, scope and deliverables are reasonable and that Council are getting value for money.

It is expected that external technical review will involve the following:

- Briefing by the Beca PM (Pete Dawson) on the current progress
- Provision of the proposal, programme and deliverables of the preliminary design
- Review of the preliminary design
- Future review of the detailed design scope, fee and programme (yet to be agreed)
- General support and project checks
- A short report to Council detailing the support above.

The General Manager of Operations has requested a proposal from GHD to undertake these works which has been appended to this proposal and procurement plan.

Further discussions with the General Manager of Operations and the Programme Manager for Three Waters identified that further support is likely required for other water projects as part of the three water reform projects.

Following the Mackenzie District Council Procurement Policy, version 2020-08-25 a procurement plan is required for work with a value over \$10,000 (Appendix 10 of the Policy) as well as 3 written competitive quotes.

As per section 5.7.2 where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:

- evidence documenting the reason for the exception
- a procurement plan developed and submitted with the request for exception
- Confirmation that estimated contract costs are over the \$50,000 threshold.

This proposal and procurement plan aims to cover the above points to reduce the requirement to go through an open and competitive RFx process so that GHD can be directly engaged.

It is recommended that:

1. GHD be engaged to provide ongoing external support to the Council for the Fairlie WTP project
2. GHD be engaged to also provide technical review support for the three waters reform projects (as required)
3. Adopt an initial budget of \$100,000 for this support (excluding GST)

#### **1.1.1 Evidence Documenting the Reasons for the Exception**

The key reasons for the exemption are as follows:

- To go through an open and competitive RFX process will be onerous and delay the programme of works that is already constrained.
- The works are specialist works that require a suitably experienced consultant
- The consultancy market is currently constrained due to the water reform
- The consultant GHD have suitable experience and history working with the Council
- The engagement will be on a time and expenses basis with a budget estimate
- Any additional support for the three waters reform projects will be discussed and a fee estimate agreed with GHD prior to any work being undertaken
- This reduces time to engage a suitable reviewer for other packages of works and provides consistency in reviewer and responsibility.

### **1.2 Statement of requirements**

#### **1.2.1 Description of the works**

To provide the Council external technical review support for the preliminary design and detailed design of the Fairlie Water Treatment Plant as well as for the three waters reform projects.

### **1.3 Risk management**

GHD are being engaged by the Council to provide external technical review of the design which reduces the risk to the Council.

This does not reduce the liability to the designers but gives additional assurances that robust process has been undertaken and that Council reduce their risks to obtaining their desired project outcomes.

### **1.4 Procurement strategy**

The procurement strategy is to direct engage GHD Group Pty Ltd. up to \$100,000

### **1.5 Proposed contract terms and conditions**

The proposed contract terms and conditions are the standard conditions in the IPENZ/ACENZ Short Form Agreement for Consultant Engagement.

**6.12 HERITAGE FUND APPLICATION**

**Author:** Aaron Hakkaart, Manager - Planning  
**Authoriser:** Tim Harty, General Manager - Operations  
**Attachments:** Nil

**Council Role:**

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

**PURPOSE OF REPORT**

To consider an application for funding from the Heritage Protection Fund from H & S Tennent.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council consider the payment of \$2,500.00 from the Heritage Protection Fund to H & S Tennent as a contribution towards the restoration work already completed on the Bank of New Zealand Building, Main Street, Fairlie.

**BACKGROUND**

The Heritage Protection Fund



The Heritage Protection Fund (the Fund) is provided by the Mackenzie District Council for the protection of heritage buildings, items, and places. The purpose of the fund is to assist and actively encourage property owners and Mackenzie community members to manage, maintain, preserve and enhance the heritage values of items or areas.

Applications for funding may be made in relation to buildings, items or places that are either currently listed or that have been approved to be listed under the Heritage Items Schedule of the Mackenzie District Plan as Category X, Y or Z heritage items.

There are three types of projects eligible for funding:

- Preservation/ Conservation: Projects that assist in caring for a feature so as to safeguard its heritage values with as little change as possible. This includes mechanisms to prevent damage or decay, covenanting of heritage features and the drafting of management plans.
- Enhancement/Management: Projects that enhance the heritage value of the feature. This may include maintenance works on the item or its immediate surrounding, repairs, reconstruction work, restorations or stabilisation.
- Research and Education: Projects which provide public information on the values of heritage features and assist in providing greater interest in, protection and management of the feature.

The Heritage Protection Fund identifies that applications are eligible for a maximum grant of \$2,500.00 or a specified percentage of the sum required, whichever is the lesser. The specified percentage is based on the classification of the heritage item:

- Category X items – 75%
- Category Y items – 60%
- Category Z items – 45%

An application was received by the Tennent's in January of this year. At that time no other applications for funding had been received, and no public announcement had been made calling for applications.

At that time, the request was put on hold until a call for funding requests was put out. Council advertised in the Courier newspaper on 6 May 2021, with further advertising was put on the Council website and through social media for applications to be made. The deadline for applications to be received by the Planning Department was 28 May 2021. No applications were received.

### The Application

Hayden and Sue Tennent have applied for financial assistance through the Heritage Protection Fund for repair works at 41 Main Street, Fairlie (the Bank of New Zealand Building). A total contribution of \$5,000.00 towards the works from the Heritage Protection Fund has been requested.

The works consist of reroofing, repairing soffits, fascias and barge boards, repairing rafters (where necessary), installing new spouting and to repaint (in heritage colours) chimneys, soffits, fascias and upper port to repair the Bank of New Zealand Building.

The Bank of New Zealand Building is located at 41 Main Street, Fairlie. The location of the Bank of New Zealand Building is illustrated below in Figure 1.



*Figure 1: The Bank of New Zealand Building at 41 Main Street, Fairlie (indicated by red rectangle) (Source: Canterbury Maps Viewer)*

The cost of the proposed works is estimated to range from \$19,000 to \$28,000, based on two quotes provided with the application. An invoice has also been provided with the application that shows the final works came to \$34,718.28.

The Bank of New Zealand Building is included in the Operative Mackenzie District Plan 2004 (the District Plan) Heritage Items Schedule as a Category Z item. Under the District Plan Heritage Protection Rules Category 'Z' items are considered to be of District or local importance but are not classified as significant as Category 'X' items, which is the highest classification possible under the District Plan. The Bank of New Zealand Building is not listed on the New Zealand Heritage List/Rārangī Kōrero (formerly the Historic Places Register or the Register).

To inform the District Plan Review, Council commissioned a Heritage Assessment to be undertaken in 2014. This work involved an assessment of all known heritage items in the Mackenzie District, including the Bank of New Zealand Building. The notable features of the Bank of New Zealand Building were identified as being the symmetrical structure and the front door. At the time of the assessment the Bank of New Zealand Building was considered to be in 'excellent condition', with the paintwork on the exterior well maintained and the roof in very good condition. A photograph of the Bank of New Zealand Building from the report is illustrated below in Figure 2 below, with further details provided in Figure 3.



*Figure 2: The Bank of New Zealand Building (Source: Council Report on the Former Bank of New Zealand by Arlene Baird, 5 September 2014)*



*Figure 3: The Bank of New Zealand Building - details (Source: Council Report on the Former Bank of New Zealand by Arlene Baird, 5 September 2014)*

#### Assessment of Proposal Against Criteria

The Heritage Protection Fund identifies that applications are eligible for a maximum grant of \$2,500.00 or a specified percentage of the sum required, based on the classification of the heritage item. Under Category 'Z', items will receive a maximum grant of \$2,500.00 or 45% of the sum required, whichever is the lower. Council may choose to allocate a lesser amount than the maximum specified to a project that does not meet all the criteria for evaluating an application which are listed below.

The criteria for evaluating a funding application are:

- The significance of the heritage feature.

- The primary focus of the proposed works.
- The contribution of the work to the long-term viability of the heritage feature.
- Whether the project will provide new information, assist in public interpretation or understanding about the heritage feature.
- Public accessibility to the item.
- The amount of money available in the fund and the need for equitable distribution.

### Assessment Against Criteria

Under the District Plan the Bank of New Zealand Building is classified as a 'Z' category item. The building is not listed on the New Zealand Heritage List/Rārangi Kōrero.

The applicant has stated that the works are necessary as the original roof (at 114 years old) was leaking, some of the rafters had dry-rot and gutters were corroded and sagging. The works have already been carried out and an invoice has been provided with the application.

Under the Heritage Protection Fund the works are classified as an enhancement and management project which allows for repair work. Repair projects are intended to make good decayed or damaged materials. The works include repairs and maintenance and will enhance the heritage value of the Bank of New Zealand Building by ensuring that the building remains in good condition. The primary focus of the works falls within the scope of the Heritage Protection Fund criteria.

The works being repairs and maintenance will ensure the long-term viability of the Bank of New Zealand building. The works will allow the building to be maintained as an important reminder of the history of Fairlie township. Little maintenance of the building has been carried out in the past and the works being carried out are very detailed.

The project is not a research and education project, therefore, there is no requirement to provide new information or a greater understanding about the Bank of New Zealand Building.

If the amount of funding to be provided was based on 45% of the costs, the minimum amount sought would be \$8,566.39. Therefore, based on the Heritage Funding allocation formula the maximum amount that can be allocated is \$2,500.00.

### **POLICY STATUS**

The proposal is to be assessed against Council's Heritage Protection Fund Policy. This has occurred above.

### **SIGNIFICANCE OF DECISION**

The proposal is not considered to be significant in terms of Councils Significance and Engagement Policy.

### **OPTIONS**

1. Approve the application as outlined and grant \$2,500.00 to the applicant.
2. Declining the application as outlined.

**CONSIDERATIONS**

The proposal satisfies the assessment criteria in terms of significance of the heritage feature, the primary focus of the works, and the contribution to the long-term viability of the heritage feature. However, the works have been completed, and it is stipulated in the Policy that work that has been completed prior to the consideration of an application will generally not be eligible for funding. There is an exception to this that does reserve Council the right to consider applications if appropriate circumstances exist. This is the only application that has been received for the 2020/2021 financial year. A call for applications has been made and no further applications have been received.

**CONCLUSION**

The proposal has been assessed against the relevant criteria of the Heritage Protection Fund Policy. Council must determine whether to use its discretion in providing a grant of \$2,500 to the applicant.



**6.13 ADOPTION OF MACKENZIE SPATIAL PLANS****Author:** Aaron Hakkaart, Manager - Planning**Authoriser:** Tim Harty, General Manager - Operations

**Attachments:**

1. Fairlie Spatial Plan [↓](#) 
2. Takapo Spatial Plan [↓](#) 
3. Twizel Spatial Plan [↓](#) 
4. Albury Settlement Plan [↓](#) 
5. Kimbell Settlement Plan [↓](#) 
6. Burkes Pass Settlement Plan [↓](#) 

**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**

To seek Mackenzie District Council's endorsement and adoption of proposed Mackenzie Spatial Plans for Fairlie, Tekapo/ Takapō, Twizel, Albury, Kimbell and Burkes Pass.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council resolve to endorse and adopt the Spatial Plans for Fairlie, Tekapo/ Takapō, Twizel and the Settlement Plans for Albury, Kimbell and Burkes Pass.

## **BACKGROUND**

A Spatial Plan is a high-level blueprint for the future, showing what should go where, and how each part should interact with the others. The Mackenzie Spatial Plans will chart the future of the District's townships and rural settlements, ensuring growth can occur in a positive, sustainable way. The Mackenzie Spatial Plans offer a 30-year planning horizon, ensuring the district can get ahead of growth and plan for it. By taking a 30-year approach the plans will ensure our towns continue to be places for people and support healthy communities of residents and visitors alike.

The Mackenzie Spatial Plans will inform future land use patterns and new zoning that will be outlined in the next iteration of the Mackenzie District Plan.

The plans have been developed using a process that puts community at its heart, ensuring the plans reflect the ideas, wishes and aspirations of the people who have a connection with the district. The plans will ensure each town can grow in a sustainable way, while protecting what makes them special for years to come.

The Spatial Planning process has integrated a considerable amount of thinking across a range of workstreams – offering a compelling case for change that brings the community, mana whenua, landowners, stakeholders, and partners together. It has created a shared vision, setting expectations for the future.

The agreed objectives for the Spatial Plans are:

1. We understand what the future holds for each town.
2. Integration of existing strategies and projects ensuring the outcomes reflect Mackenzie District values.
3. The work informs/facilitates the District Plan Review.
4. Ensure the Mackenzie District Council can get ahead of growth, identify key spatial improvements, then plan for it and get on with it.
5. The community is engaged throughout the process.

## **POLICY STATUS**

The proposal does not represent a formal policy nor change to any Council policy or statutory document.

## **PROPOSED PLANS**

Following multiple rounds of community engagement and the release of preferred options for each of the six townships and rural settlements the Project Team has finalised the Spatial Plans and Settlement Plans is seeking Council's endorsement of these plans for inclusion in the final 'Mackenzie Spatial Plans' document and subsequent District Plan Review.

### **Engagement Process**

The development of the Spatial Plans has been through a comprehensive process, with community input informing and driving the development of each plan alongside detailed analysis. This process is outlined below:

#### **1. Mackenzie Community Survey (January – February 2020)**

The Mackenzie Community Survey was carried out to get a high-level understanding of how the community feels about the district. It had 759 responses and asked three main questions of residents, ratepayers and visitors:

- What one thing do you like most about the District?
- What one thing would you like to see changed?
- Looking ahead, what one thing would you like the Mackenzie District to be known for in the future?

The results can be viewed online at <https://bit.ly/2upEAFJ>

## **2. Mackenzie Establishment Report (May 2020)**

The Establishment Report set the foundation for the delivery of the Spatial Plans. It was adopted by Council in May 2020.

## **3. Community Workshops (July 2020)**

Targeted community and stakeholder workshops were held across the district. Three rounds of workshops were held.

### **a. Investment Logic Map workshops (8-10 July)**

Investment Logic Mapping is a New Zealand Treasury endorsed process that helps set the foundation of a programme of work by working to understand the problems faced and the benefits that would be achieved by addressing those problems. These were carried out as facilitated workshops with a range of community stakeholders from each main township.

### **b. Issues and opportunities workshops (27 – 28 July)**

Workshops were held in Burkes Pass, Kimbell and Albury to understand the issues and opportunities identified by the communities of each settlement.

### **c. Spatial optioneering workshops (29 – 31 July)**

A second round of workshops were held in the larger centres to identify what the community would like to see in the future of their town. These were interactive sessions with a wide cross section of the community and informed the options subsequently developed.

## **4. Shortlist Development (August 2020)**

Following the community workshops, the project team developed a shortlist of three spatial plan options for each township, as well as a settlement concept plan for each rural settlement.

## **5. Community Engagement on Shortlists (September – October 2020)**

Once the shortlists and rural settlements and had been developed, they were shared with the community for feedback. The results can be viewed here: <https://bit.ly/3pa3K2w>

## **6. Community Meetings (December 2020)**

Following the shortlist community engagement, we came back to each community to share our findings and get further direction.

## **7. Detailed Analysis (December 2020 – February 2021)**

Using the feedback received from the community, the options were analysed against a range of measures to identify the preferred option for each town.

## 8. Preferred Option Engagement (April-May 2021)

The preferred options were shared with the community for feedback. The results can be viewed here: [http://bit.ly/MDC Preferred Option Spatial Plan](http://bit.ly/MDC_PREFERRED_OPTION_SPATIAL_PLAN)

## 9. Fine tuning of each plan (May – June 2021)

Following the community engagement on the preferred options, the Spatial plans were fine-tuned before being presented to Council for adoption.

### Finalising the plans

The following discussion points resulted from the last round of community engagement, and these have been workshopped by the Project Team and Council to inform the outcomes presented in the attached Spatial Plans. Outcomes of the workshop and the impacts on the Spatial Plans are highlighted in italics.

#### Fairlie

1. What should be done with the area of land south of the golf course, some of which has been designated as large lot residential? Its current location may not be appropriate due to current land use and access issues.

*Agreement that this zoned land should be relocated so it's accessed via Talbot Rd (keep it the same size).*

2. Area to the south of the town that is currently zoned industrial, but not shown on the Spatial Plan – should this be retained or removed?

*Leave it off the Spatial Plan, its inclusion would result in an oversupply and segregation of industrial zones potentially beside a new residential area. This will be dealt with in the District Plan.*

3. Should we provide more rural residential zone land than is required?
  - a. We have built enough capacity into the model based on the growth projections.
  - b. Providing more may impact the overall objectives of the plan, particularly around providing greater housing choices and vibrancy of the town centre.

*Leave the provision of rural residential land as it currently stands in the preferred option – Council can look at it again if demand outstrips supply in time.*

4. A landowner has raised the possibility of industrial zoned land to be included between Clayton Road and the Opihi River.

*This has not been supported by Council, and is definitely not supported by mana whenua (AEC). The land is located too close to the river and would result in further segregation of industrial areas, it has not been socialised in any of the previous community engagement.*

5. The current preferred option has included a small amount of the showgrounds to be rezoned as low density residential. This was raised by one respondent.

*The decision has been made to leave this as it stands in the Spatial Plan – The showgrounds are not compelled to develop the land but gives them the option to do so in time if the need/want to.*

### **Tekapo|Takapō**

1. What should be done with the Saleyards land?

- a. These have been zoned a combination of visitor accommodation and retail, which has been done to limit the impact of VA on the existing residential areas, while providing an opportunity for small retail offering, such as a corner store, to service the residents.
- b. A number of people were worried about developing the Saleyards and believed it would be better for Council to purchase the land and use it other purposes such as recreation.

*The decision has been made to leave this as it stands in the Spatial Plan. This is prime real estate and by up zoning it promotes the discussion among owners as to what is best use of the land. This gives owners the option of developing it at some point in the next thirty years, not the expectation.*

2. Should the zoning along the waterfront be more of a 'mixed use' option, as opposed to Visitor Accommodation and Residential?

*This has been changed to high density mixed use, with the expectation that it will be used for ground floor retail / hospitality and visitor accommodation / residential above.*

3. Medium density provisions

- a. Do we need height limits and design guidelines?

*Overall zoning: It has been agreed that there will be the need for design guidelines / controls to be produced through the District Plan. These will ensure the character and amenity of the town is protected, while allowing for increased densities.*

- b. Is it in the right places?

*Decision to connect the medium density through Murray Place along the eastern side of the river. This connects up two areas of medium density.*

4. What should be done around the fire station?

*The decision has been made to leave this as it stands in the Spatial Plan*

5. Where would be the best place for a sports field?

- a. Regional Park
- b. Saleyards
- c. Somewhere else?

*The decision has been made to remove the provision of an identified location for a sports field in the Spatial Plan. This was agreed because:*



- *The provision of a sports field has been acknowledged and will be considered as part of the Parks and Reserves Strategy that is underway at the time of finalising the Spatial Plan.*
- *This will inform Council with regards to the size, use and location of a sports field / facility for Takapō.*

### Twizel

1. Where should town centre commercial growth be accommodated?
  - a. Down Ruataniwha Road as indicated in the plan.
  - b. South down Mackenzie Drive
  - c. A combination of the two / something else

*The decision has been made to leave this as it stands in the Spatial Plan (boulevard option). This will include improved streetscaping and amenity to act as the gateway to the commercial town centre. Green space at the gateway of town to remain – as indicated in the plan.*

2. Provision of industrial land across the state highway

*The decision has been made to leave this as it stands in the Spatial Plan. This will be subject to the proper controls and compliance monitoring to ensure environmental values are protected. Mana whenua want to see high levels of environmental protection at this site.*

3. Agreement around provision of large lot residential north of Glen Lyon Street  
Agreed.

*The decision has been made to leave this as it stands in the Spatial Plan.*

4. Next steps in terms of subdivision standards and ensuring future subdivisions provide green space and trail connections.

*Subdivision standards and the provision of community green spaces and trails will be included in new subdivision standards being developed through the District Plan Review. Provision, quality and location of tracks, trails and natural open spaces will be identified as part of the Tracks and Trails Strategy, which is underway at the finalising of the Spatial Plan.*

### Albury

The following changes have been made following community drop-in sessions and the Council workshop:

- *Support a 50km lower speed environment with good road infrastructure, improved planting and pedestrian / cyclist crossing points.*
- *The improvements made to the Albury Community hall will be continued to ensure this remains a focal point of the community.*
- *Tracks and trails to the South of the town have been removed – leaves the emphasis on the main trails and green spaces.*
- *Bike path along main road has been realigned to reflect on the ground situation realigned.*
- *Southern End of Bealey Ave has been turned into a cul de sac with increased green space around it. This improves amenity and safety of people using the green space.*

- *Northern set of toilets has been removed.*
- *Southern crossing point has been removed.*

### **Kimbell**

The following changes have been made following community drop-in sessions and the Council workshop:

- *Provide a northern trail link up the State Highway to the bridge.*
- *Keep the trails outlined down the Opihi.*
- *Remove all trails across private land - this has been done after landowner concern.*
- *A note has been added to the final text that states:*
  - *The settlement's open spaces will be upgraded, with improvements suggested for walking and cycling paths, a shared community space and local street improvements. Provisions for public access for walking and cycling trails and natural open space through land that has been upzoned as large lot residential will be included in the District Plan Review.*

### **Burkes Pass**

The following changes have been made following community drop-in sessions and the Council workshop:

- *Remove all trails across private land - this has been done after landowner concern.*
- *A note has been added to the final text that states:*
  - *The settlement's open spaces will be upgraded, with improvements suggested for walking and cycling paths, a shared community space and local street improvements. Provisions for public access for walking and cycling trails and natural open space through land that has been upzoned as large lot residential will be included in the District Plan Review.*
- *A note has been included that outlines:*
  - *Mana whenua have strong aspirations to see the health of the Opihi improved along with increased indigenous biodiversity. MDC share these aspirations and hope to work with landowners to ensure these outcomes can be achieved.*
- *Additional toilet facilities are expected to be provided by commercial providers as the town grows.*
- *The Heritage Layer has been changed to a Burkes Pass Rural Character Area:*
  - *This will protect the unique nature of the town and ensure future development doesn't affect the amenity or character of Burkes Pass. This will be supported by an appropriate investigation and analysis that will be carried out as part of the District Plan Review.*

### **Overall Conclusion**

The above changes have been incorporated into the attached Spatial Plans and represent the outcome of extensive community engagement.

The endorsement of the final Spatial Plans will allow for the final 'Mackenzie Spatial Plans' document to be completed.

The 'Mackenzie Spatial Plans' document will comprehensively explain the process undertaken in creating the Spatial Plans and will include relevant data and information that informed the process. The 'Mackenzie Spatial Plans' document will also incorporate Mana Whenua values and Korero, to accurately reflect all the values of the area and the shared vision of the entire community.

### **SIGNIFICANCE OF DECISION**

This is not considered to be significant in terms of Council's Significance and Engagement Policy.

The proposal has been through a significant level of engagement, and has been widely circulated within the community.

### **OPTIONS**

Option 1. Endorse and adopt the Spatial Plans for each of the six Townships. This is the option recommended by staff.

Option 2. Do not endorse the Spatial Plans for each of the six Townships.

### **CONSIDERATIONS**

The Mackenzie Spatial Plans project has included multiple rounds of community engagement. The Plans are a critical piece of work to inform the District Plan Review and endorsement of each of the plans will ensure that the District Plan Review is able to commence with a clear direction having already been identified by the respective communities.

### **CONCLUSION**

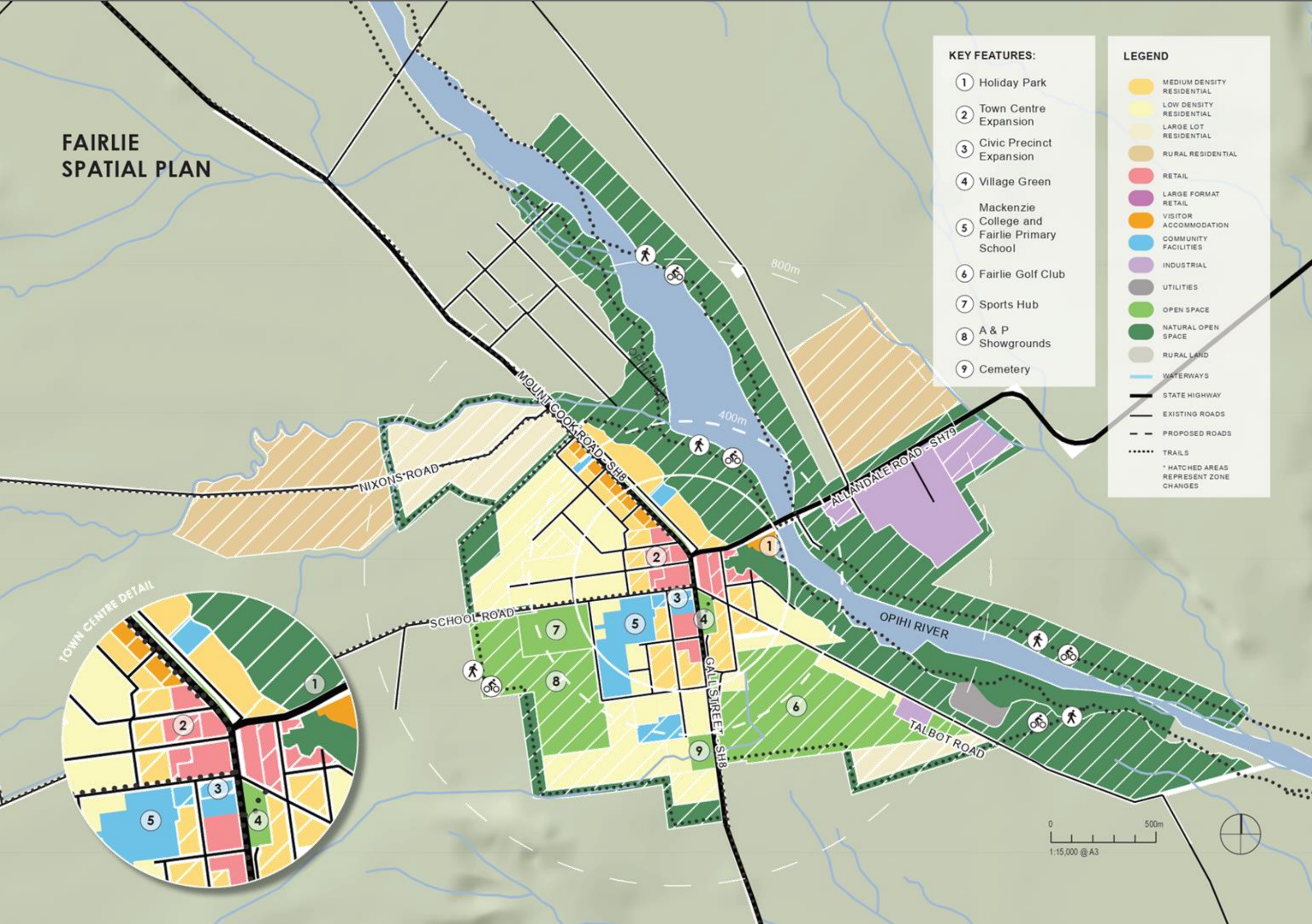
The development of the Spatial Plans has been through a comprehensive process, with community input informing and driving the development of each plan. The process has also seen the involvement of mana whenua as a key partner to the process.

The results of community engagement have been used as key pieces of evidence in the decision making process. This process has seen the integration of urban design community engagement, infrastructure investment management and technical analysis to develop six plans that chart the future of our townships and rural settlements.

These plans have been developed using growth projections produced in 2020 and have been designed to accommodate the growth expected over the next thirty years. They will directly inform the District Plan Review, which is expected to begin later this year. The plans will go through a number of further rounds of community engagement as they work through the District Plan review process.

The Spatial Plans and Rural settlement plans strike a balance between allowing development, protecting what makes each area special and ensuring they can grow for years to come.

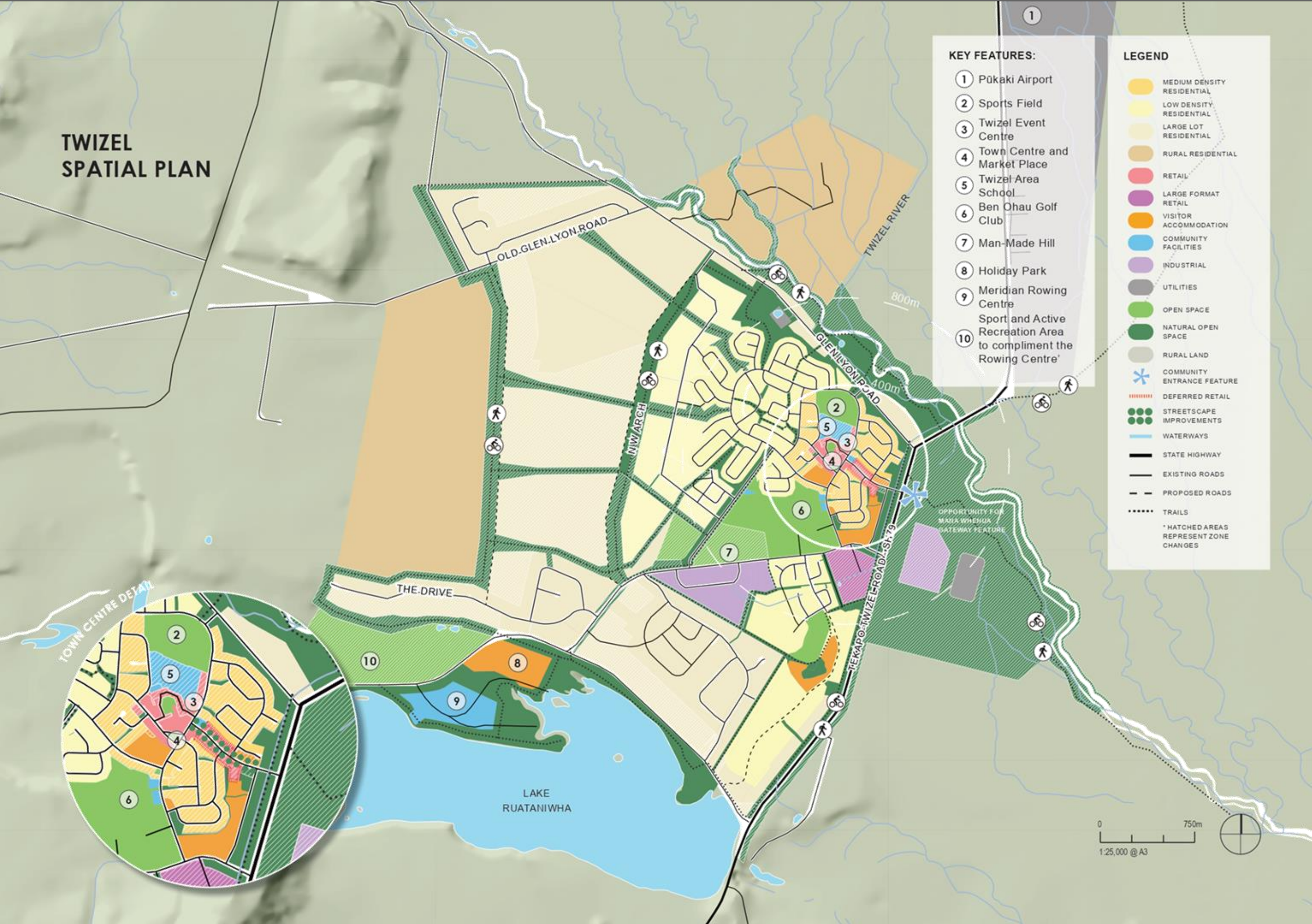






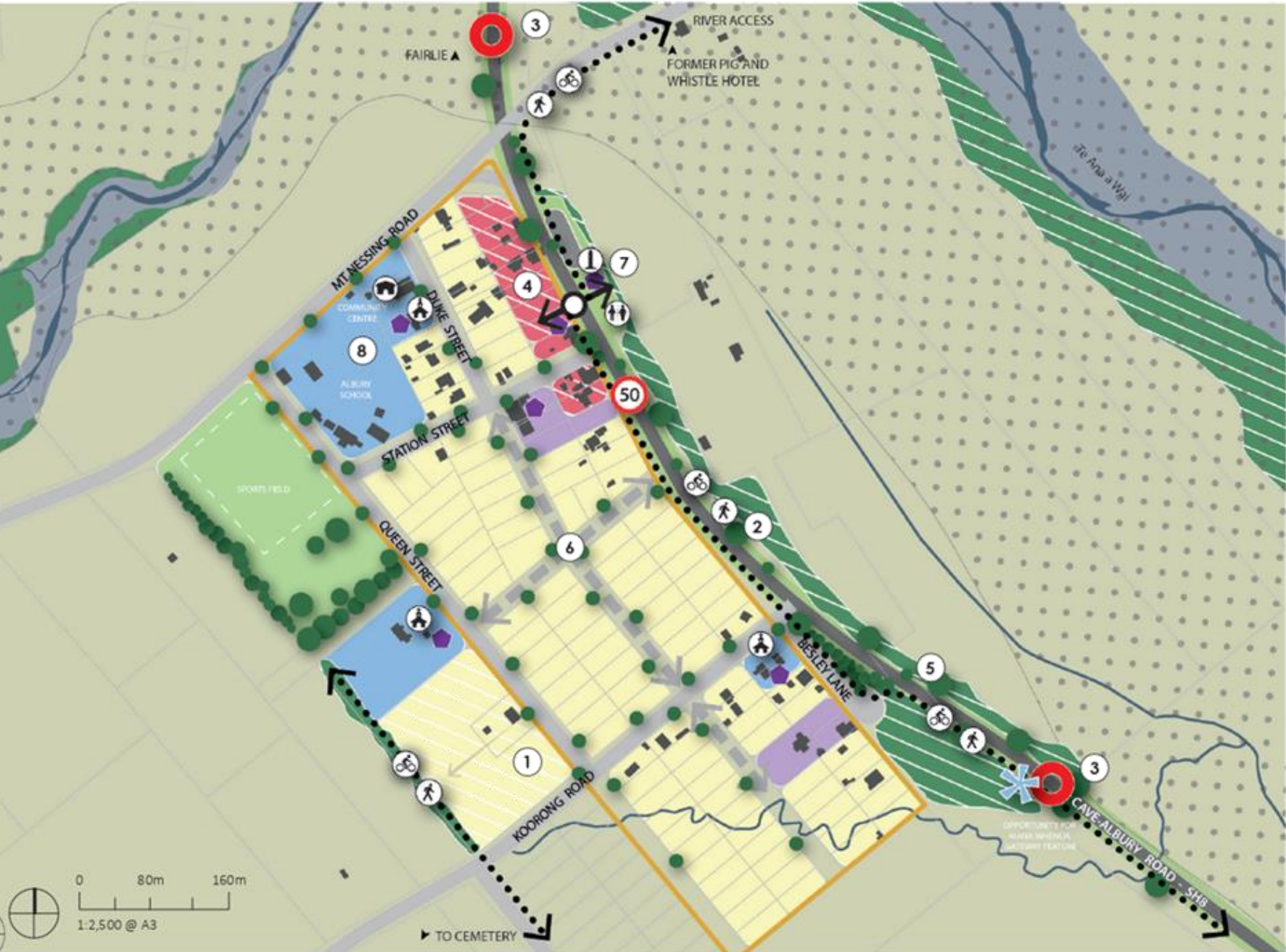








ALBURY SETTLEMENT PLAN



LEGEND

RETAIL	GENERAL RURAL ZONE	CAR PARKING	HERITAGE ITEM	PEDESTRIAN WALKWAY	* HATCHED AREAS REPRESENTS LAND USE CHANGES
LIGHT INDUSTRIAL	COMMUNITY FACILITY	FLOODING AREA	FUTURE ROAD	ROAD CROSSING	
EXISTING RESIDENTIAL ZONE	NATURAL OPEN SPACE	GATEWAY	COMMUNITY ENTRANCE FEATURE		
LOW DENSITY RESIDENTIAL	OPEN SPACE				
	TREES				

BM191137 | MACKENZIE SPATIAL PLAN

SETTLEMENT PLAN

Residential growth will be managed in Albury by enabling development within the existing residentially zoned land and extending the residential zone on the south western edge of the town. This expansion will be aided through servicing improvements, including an improved town water supply capacity.

Upgraded community facilities, a small expansion of the commercial zone, and landscape improvements to the road corridor and Domain will help improve the amenity and opportunities within the town.

OPPORTUNITIES:

- Improvements to open spaces including walking and cycling paths, increased native planting and revegetation along the state highway.
- Support a 50km lower speed environment with good road infrastructure, improved planting and pedestrian / cyclist crossing points.
- Focus on sustainable development in the urban area to reduce residential expansion on rural land.
- Investigation into potable water and wastewater schemes to improve capacity and unlock the development potential for more residential housing.
- Create a community hub with enhanced and well-maintained community facilities, centred on the community hall.
- Allow for development of future commercial opportunities along the highway.

KEY FEATURES OF THE PLAN:

- 1 Extension to the residential zone (limited by landscape features)
- 2 Improved walking and cycling connections
- 3 Gateways into town (landmark features, signage and planting)
- 4 Increased opportunities for commercial activities
- 5 Plant more trees along the state highway to complement the peace tree avenue
- 6 Improved streetscaping and planting (trees and shrubs)
- 7 Enhance the community area around the war memorial
- 8 Enhance community hub around hall, school and church



## KIMBELL SETTLEMENT PLAN



### LEGEND

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<span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> EXISTING RESIDENTIAL ZONE	<span style="background-color: #008000; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> NATURAL OPEN SPACE	<span style="background-color: #d3d3d3; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> HERITAGE ITEM	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> PEDESTRIAN WALKWAY	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> BRIDGE	**REZONING OF RURAL LAND SUBJECT TO APPROVED OUTLINE DEVELOPMENT PLANS (ODP) PROVIDING NATURAL OPEN SPACE BUFFER / STRIPS WITH TRAIL NETWORK CONNECTIONS
<span style="background-color: #ffff00; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> LOW DENSITY RESIDENTIAL	<span style="background-color: #008000; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> OPEN SPACE	<span style="background-color: #d3d3d3; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> FUTURE ROAD	<span style="background-color: #000000; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> TREES		
<span style="background-color: #d3d3d3; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> LARGE LOT RESIDENTIAL**	<span style="background-color: #808080; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> CAR PARKING				

BM191137 | MACKENZIE SPATIAL PLAN

### SETTLEMENT PLAN

Residential growth will be managed in Kimbell by enabling development within the existing residentially zoned land on the western side of the state highway and extending the town with a rural lifestyle zone on its northern, western, and southern edges. This expansion will be constrained by landscape features.

An expanded commercial area, anchored by the Kimbell Hotel, will expand across both sides of the road, offering increased opportunities for businesses in Kimbell.

Mana whenua have strong aspirations to see the health of the Ōpihi improved along with increased indigenous biodiversity. MDC share these aspirations and hope to work with landowners to ensure these outcomes can be achieved.

The settlement's open spaces will be upgraded, with improvements suggested for walking and cycling paths, a shared community space and local street improvements. Provisions for public access for walking and cycling trails through land that has been upzoned as large lot residential will be included in the District Plan Review.

### OPPORTUNITIES:

- Support a 60km lower speed environment with road infrastructure, planting and a clear pedestrian / cyclist crossing point.
- Upgrade the community owned recreational open space at the heart of Kimbell.
- Allow for development of future commercial opportunities on both sides of the state highway.
- Fully seal Siegerts Road and complete the formation of Perambulator Lane through to Stanton Road to minimise highway access points and service residential sections.
- Enhance the township with new plantings including street trees and begin native revegetation of the Ōpihi River and tributary streams.
- Manage flooding issues through regular maintenance.

### KEY FEATURES OF THE PLAN:

- 1 Extension to residential area through the development of a rural residential (limited by landscape features)
- 2 Improved walking and cycling connections throughout the town
- 3 Improve the entrances into town (signage and planting)
- 4 Improvements to the community space in the centre of town with enhanced sports and playing facilities
- 5 Safe road crossing area, supported by a 60km speed limit
- 6 Improved streetscape planting (trees and shrubs)
- 7 Increased opportunities for commercial activities



## BURKES PASS / TE KOPI-O-ŌPIHI SETTLEMENT PLAN



### SETTLEMENT PLAN

Residential growth will be managed in Burkes Pass by enabling development within the existing residentially zoned land and extending the residential zone on the northern side of the town. This expansion will be constrained by landscape features.

A new Burkes Pass Rural Character Area will protect the unique nature of the town and ensure future development doesn't affect the amenity or character of Burkes Pass. This will be supported by an appropriate investigation and analysis that will be carried out as part of the District Plan Review.

The commercially zoned land will be expanded and formalized on both sides of the main road, enabling further commercial opportunities within the settlement.

Mana whenua have strong aspirations to see the health of the Opihi improved along with increased indigenous biodiversity. MDC share these aspirations and hope to work with landowners to ensure these outcomes can be achieved.

Improvements will be made to tourist amenities and additional landscaping and planting will complement the work already undertaken to date. Provisions for public access for walking and cycling trails and natural open space through land that has been upzoned as large lot residential will be included in the District Plan Review.

### OPPORTUNITIES:

- Enhance the township with a new reserve south of the highway and associated walkways and plantings, including beginning revegetation of the Ōpihi River.
- Establish a Burkes Pass Rural Character Area to protect and promote the town's existing character. Design guidelines could be created to help inform future development.
- Support the new 60km lower speed environment with roading infrastructure and planting intended to slow vehicles.
- Additional toilet facilities are expected to be provided by commercial providers as the town grows.
- Improve the health of the Ōpihi River with planting and other restoration where possible

### KEY FEATURES OF THE PLAN:













- 1 Extension to the residential zone (limited by landscape features)
- 2 Development of a Burkes Pass Rural Character Area
- 3 Formalise and upgrade the existing heritage walk
- 4 Upgrade the entrances into town (signage and planting)
- 5 Formalised commercial area
- 6 Begin restoration along the Ōpihi River

### LEGEND

	RETAIL		COMMUNITY FACILITY		WATER TREATMENT		BURKES PASS RURAL CHARACTER AREA		* HATCHED AREAS REPRESENTS LAND USE CHANGES
	EXISTING RESIDENTIAL ZONE		NATURAL OPEN SPACE		FLOODING AREA		PEDESTRIAN WALKWAY		**REZONING OF RURAL LAND SUBJECT TO APPROVED OUTLINE DEVELOPMENT PLANS (ODP) PROVIDING NATURAL OPEN SPACE BUFFER / STRIPS WITH TRAIL NETWORK CONNECTIONS
	LOW DENSITY RESIDENTIAL**		OPEN SPACE		GATEWAY		FUTURE ROAD		ROAD CROSSING
	GENERAL RURAL ZONE		TREES		HERITAGE ITEM		VIEW SHAFT		
	CAR PARKING								

BM191137 | MACKENZIE SPATIAL PLAN

**6.14 BYLAW AND POLICY STATEMENT OF PROPOSAL ADOPTION****Author:** Aaron Hakkaart, Manager - Planning**Authoriser:** Tim Harty, General Manager - Operations

- Attachments:**
1. Draft Consolidated Statement of Proposal - New Policies and Bylaws (under separate cover) 
  2. Draft Consolidated Statement of Proposal - Policy and Bylaw Review (under separate cover) 
  3. Proposed Draft Solid Waste Bylaw - A (under separate cover) 
  4. Proposed General Bylaw 2021 - A (under separate cover) 
  5. Proposed Keeping of Animals, Poultry and Bees Bylaw 2021 - B (under separate cover) 
  6. Proposed Water Supply, Wastewater and Stormwater Bylaw 2021 - B (under separate cover) 
  7. Proposed Draft Dog Control Bylaw 2021 - C (under separate cover) 
  8. Proposed Draft Dog Control Policy 2021 - C (under separate cover) 
  9. Proposed Draft Easter Sunday Trading Policy 2021 - C (under separate cover) 
  10. Proposed Alcohol Restrictions in Public Places Bylaw 2021 - D (under separate cover) 
  11. Proposed Draft Class 4 Gambling and TAB Venue Policy 2021 - E (under separate cover) 
  12. Proposed Draft Dangerous, Affected and Insanitary Buildings Policy 2021 - F (under separate cover) 

**Council Role:**

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



**PURPOSE OF REPORT**

The purpose of this report is to provide Council with the relevant background information to the attached Statements of Proposal prior to going out for the Special Consultative procedure.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council adopt a preferred option in relation to the proposed Class 4 Gambling and TAB Venue Policy 2021.
3. That the Council adopt the Policies and Bylaws Review – Statement of Proposal pursuant to section 83 of the LGA 2002.
4. That the Council adopt the Proposed New Policies and Bylaws – Statement of Proposal pursuant to section 83 of the LGA 2002.

**BACKGROUND**

Council is undertaking various bylaw development/amendments because of its policy and bylaw review timetable, and public expectation/ demand for amendments to individual policies and bylaws, and the additional need to create new policies and bylaws to address public concerns.

Attached are two Statements of Proposal being:

- The Policies and Bylaws Review – Statement of Proposal; and
- The Proposed New Policies and Bylaws – Statement of Proposal.

**Preferred option in relation to the proposed Class 4 Gambling and TAB Venue Policy 2021**

The Council propose to revoke the Class 4 Gambling Venue Policy 2016 and TAB Venue Policy 2016 and replace them with a new Class 4 Gambling and TAB Venue Policy 2021. A policy that combines Class 4 gambling and TAB venues is recommended as it avoids unnecessary repetition and keeps the requirements for gambling venues in one place.

The Council is proposing options to the public to consider:

Option 1 – The Council impose a sinking lid.

Option 2 – The Council lower the overall cap on the number of gaming machines in the district.

Option 3 – The Council impose no change or impose another option not listed.

If the Council impose a sinking lid no approval will be given for any new Class 4 Gambling or TAB venues in the Mackenzie District. Existing Class 4 Gambling venues may continue to operate but cannot be relocated or transferred to a new venue or owner if a pub or venue closes.

The Council alternatively could reduce the overall cap on the number of gaming machines in the district to 45 machines (a reduction of 20 machines). Class 4 Venues under this scenario may be relocated and or transferred to a new venue or owner if a pub or venue closes.

Council could also maintain the status quo.

Council is required to identify a preferred option within the Statement of Proposal Adopted.

**The Policies and Bylaws Review – Statement of Proposal**

The Policies and Bylaws Review – Statement of Proposal addresses the following seven policies and bylaws which are required to be reviewed. Pursuant to Section 158 of the Act a territorial authority must review a bylaw no later than five years after the date on which the bylaw was made. If a bylaw is not reviewed within the required timeframe, it expires. It is then officially revoked on the date that is two years after the last date on which the bylaw should have been reviewed (Section 160A of the Act). The policies and bylaws that have been reviewed are as followed:

1. The Solid Waste Bylaw 2013;
2. The Wastewater Network Bylaw 2014;
3. The Water Supply Bylaw 2014;
4. The Dog Control Policy and Dog Control Bylaw 2014;
5. The Market Place Liquor Ban Bylaw 2014;
6. The Class 4 Gambling Venue Policy and TAB Venue Policy 2016 (subject to confirmation of preferred option); and
7. The Dangerous and Insanitary Buildings Policy 2005.

When amending a bylaw/policy, Council must use the special consultative procedure and comply with section 86 of the Act if the bylaw concerns a matter identified in the Council's policy under section 76AA of the Act as being of significant interest to the public; or if the Council considers that there is, or likely to be, a significant impact on the public due to the proposed bylaw or changes to, or revocation, of the bylaw. The Council in this instance considers the matters addressed by the bylaws and policies above require the special consultative procedure as set out in the Act.

Staff have prepared a Consolidated Statement of Proposal in accordance with section 83 of the Act for adoption by Council.

#### The Proposed New Policies and Bylaws – Statement of Proposal

The review of the current policies and bylaws identified current gaps in Council's regulatory toolbox that have resulted in impacts on the wider community. These perceived problems namely related to the Keeping of Animals, Poultry and Bees Bylaw in residential areas, trading over the Easter Holiday period and a General Bylaw to provide guidance for all other bylaws and how Council implement these.

When creating a bylaw/policy, Council must use the special consultative procedure and comply with section 86 of the Act if the bylaw concerns a matter identified in the Council's policy under section 76AA of the Act as being of significant interest to the public; or if the Council considers that there is, or likely to be, a significant impact on the public due to the proposed bylaw or changes to, or revocation, of the bylaw. The Council in this instance considers the matters addressed by the bylaws and policies above require the special consultative procedure as set out in the Act.

Staff have prepared a Consolidated Statement of Proposal in accordance with section 83 of the Act for adoption by Council.

#### The Process

Any person, organisation or body is welcome to make a submission on the Policies and Bylaw being reviewed or proposed. The consultation period will open on Monday 5 July 2021 and will close on Friday 6 August 2021. Every person will also be given the reasonable opportunity to speak to their views with hearings scheduled to be held on Tuesday the 14<sup>th</sup> and Wednesday, the 15<sup>th</sup> of September 2021.

Along with this Statement of Proposal, several accompanying documents have been prepared to help the community understand the changes proposed and the reasons why. These documents will be provided, on our website Council offices, and will be notified through the appropriate channels.

## **POLICY STATUS**

Section 83 of the Local Government Act 2002 prescribes the steps that Council must take in carrying out a Special Consultative Procedure. The Statements of Proposal have been created based on requirements of this piece of legislation. If adopted the Statements of Proposal will be notified in accordance with Section 83 with members of the community given the opportunity to submit and speak to each of the proposals. The process will result in changes to the operative policies and bylaws identified potentially two new bylaws and a single new policy.

## **SIGNIFICANCE OF DECISION**

The proposal will trigger Mackenzie District Councils Significance and Engagement Policy. In response to this all the proposals are to be subject to the Special Consultative Procedure as directed by the Local Government Act 2002. This will provide the wider public the opportunity to engage with the process and have their views heard.

## **OPTIONS**

### Proposed Class 4 Gambling and TAB Venue Policy 2021

In respect of the Proposed Class 4 Gambling and TAB Venue Policy 2021, Council must identify one of the following options as a preferred option for identification in Statement of Proposal.

**Option 1** – The Council impose a sinking lid.

**Option 2** – The Council lower the overall cap on the number of gaming machines in the district.

**Option 3** – The Council impose no change to the current policy or impose another option not listed.

### Policies and Bylaws Review – Statement of Proposal

In respect of the Policies and Bylaws Review – Statement of Proposal, Council must determine to either:

**Option 1:** Adopt the Statement of Proposal pursuant to section 83 of the Local Government Act 2002 for use in the Special Consultative Procedure. This is the option recommended by staff.

**Option 2:** Decline to adopt the Statement of Proposal pursuant to section 83 of the Local Government Act 2002 for use in the Special Consultative Procedure.

### Proposed New Policies and Bylaws – Statement of Proposal

In respect of the Proposed New Policies and Bylaws – Statement of Proposal, Council must determine to either:

**Option 1:** Adopt the Statement of Proposal pursuant to section 83 of the Local Government Act 2002 for use in the Special Consultative Procedure. This is the option recommended by staff.

**Option 2:** Decline to adopt the Statement of Proposal pursuant to section 83 of the Local Government Act 2002 for use in the Special Consultative Procedure.

**CONSIDERATIONS****Legal**

The proposals are being carried out in accordance with all relevant legislation. Adoption of the Statements of Proposal will result in Policies and Bylaws enforceable by Council.

**Financial**

There are no financial implications as this process is being resourced internally.

**Other**

Several of Council's current policies and bylaws will be revoked if they are not reviewed. The proposal will result in Policies and Bylaws continuing to have legal effect. Failure to review the current policies and bylaws will mean Council has limited ability to carry out important regulatory functions.

**CONCLUSION**

Staff have prepared two Statements of Proposals one of which addresses the review of seven current policies and bylaws, with the other proposing the creation of two new bylaws and a single policy. These documents have been prepared in accordance with all relevant legislation and must be adopted by Council for use as part of the Special Consultative Procedure guided by the Local Government Act 2002.

## **7 COMMUNITY BOARD RECOMMENDATIONS**

### **7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 3 MAY 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

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

#### **RECOMMENDATION**

1. That the Minutes of the Twizel Community Board Meeting held on Monday 3 May 2021 be received.
2. That Council notes the following resolutions passed by the Twizel Community Board:
  - a) That a professional mountain bike/pump track builder be engaged to undertake maintenance and upgrade works to the Twizel Pump track (Glen Lyon Rd).

That this work be undertaken in conjunction with community engagement.

That follow-up rider training be provided over a weekend following completion of the track works.

That funding of approximately \$9,000 to undertake this project be allocated from the Twizel Township Projects budget.
  - b) That the Twizel Community Board instructs staff to remove the one tree closest to the building in Market Place, and prune the rest of the trees.
  - c) That a grant of \$450 be approved for Lakes Ballet towards the costs of a teacher and six students attending an event in Christchurch.
  - d) That a grant of \$500 be approved for the Twizel Kindergarten Committee to bring a parenting speaker to Twizel to speak to parents and professionals.
  - e) That a grant of \$61.35 be approved for Neighbourhood Support to pay for venue hire for a public meeting in Twizel.





# **Unconfirmed MINUTES**

## **Twizel Community Board Meeting**

**3 May 2021**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TWIZEL COMMUNITY BOARD MEETING  
HELD AT THE EVENTS CENTRE LOUNGE, TWIZEL  
ON MONDAY, 3 MAY 2021 AT 3.00PM**

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

**IN ATTENDANCE:** General Manager Operations Tim Harty, Asset Manager Bernie Haar, Community Facilities Officer Brian Milne, Community Services and Waste Officer Angie Taylor, Governance Advisor Arlene Goss, and ten members of the public.

**1 OPENING**

The chairperson opened the meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION TWCB/2021/239**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That apologies received from Mayor Graham Smith and Cr Anne Munro be received.

**CARRIED**

**3 PUBLIC FORUM**

**Pat Shuker raised the following:**

At the last meeting she asked for a branch to be cut down, but the branch was still there. Brian Milne said Whitestone was aware of this.

Manuka Terrace Road is a disgrace. First 2km of sealed road is fine but the rest of it is in a bad state. She would like the corrugations repaired.

At the last meeting member Renee Rowland asked for a grant for an organisation she is the chairperson of. She declared an interest and did not vote, but also should have been asked to leave the room. Questions were asked about the running of the meeting and conflicts of interest. The governance advisor said it was important to declare interests and it was up to the chair and the person declaring the interest to decide how it would be managed.

Mrs Shuker asked Renee Rowland if she lived outside the district and she answered yes. The governance advisor said legislation required that candidates be nominated by two people who live in the district but were not required to live in the district themselves.

**Steve Golding raised the following:**

Three Market Place signs containing lights were not working and needed ongoing maintenance.

**Shaun Norman raised the following:**

## Twizel Community Board Meeting Minutes

3 May 2021

Congratulations on the Ohau Road footpath and cycleway. Bernie Haar answered questions on the footpaths. The next one to be constructed will be the length of Northwest Arch.

The gates that let people into the domain are missing and Mr Norman wondered what would happen to these. There were a number of gates taken down and some have been put back. He said this was a safety issue for people with dogs and children. He noted the one by Glen Lyon Road was important and asked for it to be looked at.

He asked for any pruning of trees in Market Place to be kept to a minimum.

**Judy Norman raised the following:**

What is the situation with the library. Renee Rowland said there had been some changes in leadership at the school and Cr Leslie was met with the school last week. The Ministry of Education funds libraries for the children but this was also a public library so there needed to be a substantial agreement between the council and the school. This was a work in progress.

The chairperson said the community board would not settle for less than what the town had now.

Mrs Norman also raised the issue that a "no trail bike" sign had gone missing and needed to be reinstalled.

**May Kruishoop raised the following:**

She gets around in a mobility scooter and has problems negotiating footpaths due to the lack of ramps allowing her to cross the road at intersections. Ramps were needed on Ruataniwha Road. The chairperson said they needed to identify the spots that were needed. Bernie Haar suggested a member of staff be assigned to walk around Twizel and investigate where ramps were needed.

**4 DECLARATIONS OF INTEREST**

Cr Emily Bradbury declared an interest in the grant application from Twizel Kindergarten, in that she is a member of the kindergarten committee.

**5 REPORTS****5.1 PRESENTATION FROM SPORT TWIZEL**

Bevan Newlands from Sports Twizel spoke about the Twizel Youth Centre. He said they could see a need for a multi-purpose building in the community for rugby and other sports. Teams wanted to come and play here, but didn't have the facilities to meet that need. There was also a need for storage space and toilets. Sports teams were currently using the school facilities.

He passed out some concept plans. These are available as an attachment to the minutes. He went through the plans and noted what was included. The footprint they are considering is the same size as the current building, however this would be a re-build rather than a repair.

This would be a multi-purpose space allowing it to be used by all sports.

Mr Harty said he was still awaiting details on the cost to repair the building. Discussion took place on whether the concept plan needed to be included in the planned public consultation. The community board would like this to happen.

Who would own/run the building? This needed to be discussed and decided.

Tim Harty said the Parks Strategy was underway and this work would form part of that. He would discuss consultation with the communications advisor.

Sport Twizel were thanked for their presentation and they left the meeting.

## 5.2 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 15 MARCH 2021

### COMMITTEE RESOLUTION TWCB/2021/240

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

That the Minutes of the Twizel Community Board Meeting held on Monday 15 March 2021 be received and confirmed as an accurate record of the meeting.

**CARRIED**

## 5.3 COMMUNITY BOARD FINANCIAL REPORT

The amount carried forward does not reflect the Whitestone grant.

The community board asked if it would be possible to carry over unspent grant funds after the end of the financial year on June 30. The governance advisor said the community board could request this if needed.

## 5.4 TWIZEL COMMUNITY BOARD GENERAL UPDATE REPORT

**Tree Works** – this is nearly completed and community board members have received some good feedback.

**Strategy development** – work continues.

**Market Place Upgrade** – Brian Milne circulated a change to the ramp design. Discussion took place on the reasons for the change. Still needed to get a price so the job was a few months away. The new ramp alignment is designed to miss the chess board and other features.

**Long vehicle car park upgrade** – still on track to get this done by June 30. Tenders have closed and are due for evaluation.

**Twizel street lighting** – Netcon are working on the lights to see what they can get going. The new lights are still in transit.

**Pipe work** – Rooney's started the pipe work today. They will be using greenways as worksites so discussion needed to be held on the restoration of these after work finished. Bernie Haar said issues around traffic management and safety also needed to be spelled out. This discussion was happening at the moment.

### 5.5 PUMP TRACK MAINTENANCE AND UPGRADE

The purpose of this report was to seek approval from the community board to engage a professional mountain bike/pump track builder to undertake maintenance and an upgrade to the current track.

The community board said this plan was great but they needed to sort out who would be responsible for ongoing maintenance and upkeep of the pump track in the future. Mr Harty and Mr Milne said they were happy for this to become a council asset, and for council to take responsibility for ongoing maintenance.

#### COMMITTEE RESOLUTION TWCB/2021/241

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the report be received.
2. That a professional mountain bike/pump track builder be engaged to undertake maintenance and upgrade works to the Twizel Pump track (Glen Lyon Rd).
3. That this work be undertaken in conjunction with community engagement.
4. That follow-up rider training be provided over a weekend following completion of the track works.
5. That funding of approximately \$9,000 to undertake this project be allocated from the Twizel Township Projects budget.

**CARRIED**

### 5.6 TREE REMOVAL/PRUNING REQUEST MARKET PLACE

The purpose of this report was to inform the Twizel Community Board of a request to remove some trees in Market Place, and determine the best way to move forward on this issue.

Mr Milne said he was approached about the trees by business owner in Market Place and feels some sympathy for them. The trees are large and will grow larger. He suggested removing three trees and thinning the others. He asked for the community board's reaction to the trees being removed.

The chairperson said this would open up the space nicely. Tracey Gunn felt the leaves would drop soon and shade wouldn't be a problem so she would prefer pruning rather than removal. Mr Milne said the trees were holding onto their leaves through winter.

Renee Rowland said she would support pruning and thinning rather than removal.

Mr Milne said there was one tree too close to the building and this could cause problems. A compromise might be removing that one and pruning the others.

Mr Haar noted that a water main ran through the group of trees and this was something to consider if they got larger.

Cr Bradbury said the trees close to the playground were needed for shade as shade sails weren't appropriate. She agreed with cutting down the tree that was very close to the building.



**COMMITTEE RESOLUTION TWCB/2021/242**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

That the Twizel Community Board instructs staff to remove the one tree closest to the building in Market Place, and prune the rest of the trees.

**CARRIED**

**5.7 PROPOSED FEES AND CHARGES 2021/22**

The purpose of this report was for the community board to consider the proposed 2021/22 Fees and Charges for community facilities within the community board area.

The chairperson asked if this is looked at every year. Yes.

A question was asked about whether the council still hired out chairs and tables. Angie Taylor offered to look into this and come back to the board. The community centre in Fairlie has a hire fee for chairs (on page 24 of the agenda) and Mr Harty suggested extending this to the Twizel Events Centre.

Tracey Gunn asked for clarification on the discount for regular bookings, noting these were different across the three township community centres. She asked for this discount to be standardised.

The chairperson asked if the Twizel community lounge and kitchen could be separated out so they could be hired separately.

Discussion took place on the use of council facilities by the school. An MOU was being put in place to clarify the relationship between the school and the council.

**5.8 GRANT APPLICATIONS**

The community board agreed to support Neighbourhood Support's application.

Cr Bradbury declared an interest in the Twizel Kindergarten grant. She answered questions about the parenting event, which had already happened by the time of the meeting.

The Lakes Ballet application was discussed. Would granting this application set a precedent each time a child in the community went on a special interest trip? It was recognised that Lakes Ballet does good work in the community. The community board agreed to support the teacher's costs so she could bring her knowledge back to the community and share it with all of the children who participated. This would benefit all students, not just the ones going to the event.

**COMMITTEE RESOLUTION TWCB/2021/243**

Moved: Member Amanda Sargeant

Seconded: Cr Emily Bradbury

That a grant of \$450 be approved for Lakes Ballet towards the costs of a teacher and six students attending an event in Christchurch.

**CARRIED**

Member Tracey Gunn asked for her vote against to be recorded in the minutes.

**COMMITTEE RESOLUTION TWCB/2021/244**

Moved: Member Renee Rowland

Seconded: Member Amanda Sargeant

That a grant of \$500 be approved for the Twizel Kindergarten Committee to bring a parenting speaker to Twizel to speak to parents and professionals.

**CARRIED**

Cr Emily Bradbury did not vote.

**COMMITTEE RESOLUTION TWCB/2021/245**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

That a grant of \$61.35 be approved/declined for Neighbourhood Support to pay for venue hire for a public meeting in Twizel.

**CARRIED****5.9 GENERAL BUSINESS AND COUNCILLOR UPDATE**

Cr Emily Bradbury said council was workshopping the Long Term Plan at the moment. She also noted a number of bylaws were being consulted on.

Tracey Gunn raised the issue of the green waste contract and asked when it would be consulted. Mr Harty said this was not a significant issue, as most people agreed with recycling green waste, and it would be included in the Long Term Plan consultation.

The chairperson asked about mulch from the recovery park. This would still be available after the introduction of green bins.

The community board discussed the information kiosk at the Twizel council office. This had not been working over the weekend. Staff were asked to follow up with IT support.

**5.10 COMMUNITY BOARD ACTION LIST**

**Fence around machinery display** – Mr Milne said he needed to follow up with Rick Ramsay regarding the location of the fence.

**Twizel Events Centre kitchen upgrade** – Mr Harty said he has received a Twizel Events Centre upgrade report and would bring it to the next meeting. It included work needed in the kitchen and a wider condition assessment for the building. A \$250,000 budget has been included in years 1 and 2 of the Long Term Plan to address the maintenance of the Events Centre.

**The Meeting closed at 4.36pm.**

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

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**7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 5 MAY 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

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

**RECOMMENDATION**

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 5 May 2021 be received.
2. That Council notes the following resolutions passed by the Tekapo Community Board:
  - a) That the Tekapo Community Board requests that council carry forward the balance of the Tekapo grants fund to the new financial year.
  - b) That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed, with the change to a standardised approach of a 20% discount for regular hall users who use the facility 10 times or more.



# **Unconfirmed MINUTES**

## **Tekapo Community Board Meeting**

**5 May 2021**



**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO  
ON WEDNESDAY, 5 MAY 2021 AT 3.00PM**

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

**IN ATTENDANCE:** Cr Anne Munro, Paul Numan (General Manager Corporate Services), Brian Milne (Community Facilities Officer), John Jones (Xyst), Arlene Goss (Governance Advisor), Mayor Graham Smith (from 3.26pm), Ian Duncan (Waka Kotahi NZTA Acting Director Regional Relationships), James Long (Waka Kotahi NZTA Senior Safety Engineer), William Beauchamp (public).

**1 OPENING**

The chairman opened the meeting and noted that today was the one-year anniversary of the passing of Steve Binns - a valued member of the community. A minute of silence was observed.

**2 APOLOGIES**

**COMMITTEE RESOLUTION TKCB/2021/184**

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

That the apologies received from member Sharron Binns and chief executive Suzette van Aswegen be accepted and leave of absence granted.

**CARRIED**

**3 PUBLIC FORUM**

William Beauchamp raised the issue of a shortage of good-quality, long-term rental housing in Tekapo. He asked for it to be recorded that there was a large group of professional, mature people who couldn't afford to buy and would like to rent in the town. He knew people who were renting garages or old, cold places and were looking for quality rental accommodation.

Member Caroll Simcox noted that homeowners were interested in offering their houses for rent but then wanted them empty in November for short-term rental, and this was not helping anyone.

Queenstown District Council was provisioning land for developers. Would something like this be included in the spatial plan? Cr Murphy said nothing specific was being discussed. Caroll Simcox said the community board would encourage all of the town's property managers to re-consider their housing stock.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 5 REPORTS

### 5.1 VISITORS FROM WAKA KOTAHI NZTA

Ian Duncan (Waka Kotahi NZTA Acting Director Regional Relationships) and James Long (Waka Kotahi NZTA Senior Safety Engineer) were welcomed to the meeting.

Member Carroll Simcox outlined the background of the request from Tekapo to make safety changes to the highway running through the town. Speed limits needed to be reduced from 60 to 50km/h and there was also a need for pedestrian refuges in some places.

It was noted that there were funding limits and the community board would not get everything they wanted. Therefore the original plan had changed.

NZTA had agreed to extend the 80km/h speed limit up to Godley Peaks Road. At the other end of the town, open highway speed limits would remain the same. In the town the speed limit would be reduced to 50km/h.

Tekapo had also asked for five pedestrian refuges to be installed, but not all could be afforded. The reason for funding problems was explained by Ian Duncan. NZTA had less money to spend this year due to the impact of Covid. However, there was approval to do this project.

There was a need to put this out for public consultation, and they planned to have the work completed by this Christmas.

Discussion took place on which pedestrian refuges should go ahead. The Lakeside Drive refuge was low priority because there were no logical approaches from either side of SH 8 that met with Waka Kotahi criteria. Cr Murphy expressed disappointment that the Allan Street refuge was off the list.

*Mayor Graham Smith joined the meeting at 3.26pm.*

The reason given for Allan Street was the need to widen the road and do other work, which made this too expensive. Cr Murphy said the new bus shelter had been put there under the premise that a refuge would be installed.

The Mayor said the highway improvements had been four years in the making and needed to move forward. He was worried that the project might be shelved again.

Ian Duncan offered to make a phone call to NZTA's David Scarlet, who had previously worked on this, to find out more information.

Discussion moved to the road barrier above Station Bay. NZTA said only the top three barrier sites in South Canterbury would be funded. If this site was in the top three it would be done. He expected to hear about this funding in July.

The NZTA staff then left the room to have a phone conversation and the meeting continued on other matters.

At 4.13pm James Long and Ian Duncan returned to the meeting. They provided feedback on the area next to the bus shelter at Allan Street. Due to gradients there would be earthworks required and this would increase the cost. They suggested taking a different approach to this area that would provide a solution. Discussion took place on other options that included moving the pedestrian refuge area along the road.

James Long offered to do some more work investigating this and come back to the community board.

The NZTA staff were thanked and left the meeting at 4.20pm.

## 5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 17 MARCH 2021

The community board asked for one change to the minutes. On page 27 under Action List-Western carpark, they asked to remove the words "The community board said this was not safe" and replace them with "The community board said this would present a problem for snow clearance."

### COMMITTEE RESOLUTION TKCB/2021/185

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 17 March 2021 be received and confirmed as an accurate record of the meeting, with the change noted above.

**CARRIED**

## 5.3 COMMUNITY BOARD FINANCIAL REPORT

Chris Scrase thought there was a financial contribution from Earth and Sky towards grassing the area on lakefront. It was explained that the amount in the accounts was the net cost, rather than the whole cost of the project.

Cr Murphy asked for a damaged lamp post to be replaced in this area. This was an Earth and Sky lamp. Staff to follow up on this.

It was agreed to ask Council to carry forward the balance of the grants fund to the new financial year.

### COMMITTEE RESOLUTION TKCB/2021/186

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

That the Tekapo Comm Boards requests that council carry forward the balance of the Tekapo grants fund to the new financial year.

**CARRIED**

## 5.4 PROPOSED FEES AND CHARGES 2021/22

The purpose of this report was for the Community Board to consider the proposed 2021/22 Fees and Charges for the community facilities within the Community Board area.

Strategies to increase hall usage and revenue have been discussed. The community board has had reports of people having trouble making bookings.

Brian Milne said the Twizel Community Board had noted that the discounts that apply to regular users of the community centres were not standardised. Mr Milne said he had been working on

## Tekapo Community Board Meeting Minutes

5 May 2021

that and suggested a standardised approach of a 20% discount for regular users who use the facility 10 times or more.

Chris Scrase asked for some transparency around the booking system. Nobody had contacted Angie Taylor regarding her offer to manage the Tekapo Hall. Currently bookings were taken by the Fairlie council office. An automated key system was planned.

The Mayor noted that there had been issues with booking other halls like the Albury Hall. He said this needed to be made easier for people to book and get a key. The chairman offered to hold a key for the Tekapo Hall in his safe and Brian Milne agreed that the community board members could organise cutting a key.

Regarding increasing the hall usage. How will council be promoting the use of the hall? The Mayor suggested advertising the upcoming price changes, especially the new discount for regular users. A pdf of the hall charges was requested from the governance advisor, once the new charges had been approved.

**COMMITTEE RESOLUTION TKCB/2021/187**

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed, with the change to a standardised approach of a 20% discount for regular hall users who use the facility 10 times or more.

**CARRIED****5.5 COMMUNITY FACILITIES UPDATE**

**Strategy Development** – Chris Scrase asked whether the trails strategy could look at providing more bike stands throughout the village. The Mayor said the bike stands at the start of the Alps2Ocean were in the wrong place and needed to be moved to the village.

**Lakefront Development Project** – The chairman asked if the postponed workshop with Boffa Miskell could take place within the next two weeks, rather than at the time of the next community board meeting.

**Rabbit Control** – A shooter did one night of control and 180 rabbits were shot. Would this take place over a period of time? No it's a one-night event. The intention was to do a follow up. This needed a coordinated effort with Ecan and the regional park. Staff were asked to ensure regular shooting occurred. Brian Milne said poisoning and shooting were also planned at Lake Alexandrina.

**Church of the Good Shepherd Planting** – completed. Remove from list.

**Barbara Hay Reserve** – The concrete path was started today and the drinking fountain would go in, but won't be connected before spring to avoid icing up. Project to be completed before the end of the financial year.

**D'Archiac Reserve** – Brian Milne to work with the community board on tree planning, with planting to take place next season.

## 5.6 GENERAL BUSINESS AND COUNCILLOR UPDATE

**Foreshore Tidy Up** - A festival is coming up in September and the organisers are working hard on a sculpture walkway. The foreshore needed to be tidied up ahead of this festival. Brian Milne said this was part of the Boffa Miskell project and suggested it be raised at the next meeting with them.

**Budget for bike stands** – The township budget would be an appropriate use of the funds. Brian Milne asked if the community board had sites in mind. Stands needed to accommodate E-bikes. Discussion was held on the option to provide charging sites for E-bikes.

**Building site fencing and rubbish** - The chairman raised an issue at the Riverside subdivision. Token safety fencing was being used by contractors but this was not suitable. Some of the fencing was lying on the ground. Does the council have any power of enforcement in this area? The Mayor offered to investigate this. There was also the problem of rubbish blowing around. The governance advisor would put in a service request for the rubbish problem. The problem areas were the Stage 2 Cairns Riverside Subdivision, Andrew Don Drive and tributaries.

## 5.7 COMMUNITY BOARD ACTION LIST

**Shared Pathway** – Request a timeframe from the Roding Manager and email this to the board.

**Tekapo Western Carpark** – Replace road markings and improve signage. This carpark was chaotic and dangerous over school holidays. Elevate to urgent due to safety issues. Update requested from the Roding Manager.

**NZTA** – remove from list.

**Tekapo Lakefront Improvements** – Workshop to be planned.

**Streetlights** – Noted that accidents are happening in the dark. Another communication to the community is required. A service request was needed for the lights on the Tekapo Hall which weren't working.

**Tekapo bund planting** – remove from action list.

**Tekapo tavern** – A building consent has been lodged with Council to re-build the tavern and is currently going through the process. The Mayor has been told by the owner that the asbestos would be managed safely. The wrap around signage has gone up and looks good.

Cr Murphy was asked for an update on Council activity. He encouraged the community to get onto the Let's Talk website and provide feedback. There has been a good response to the spatial planning workshops in Tekapo. The Long-Term Plan was going to be late and won't be adopted until the end of September. Paul Numan explained the Long-Term Plan process and the impact on rates.

Have CCTV cameras been included in the LTP budgets? \$55,000 was the price. Unknown. The community board would need to check this when the LTP document came out.

**The Meeting closed at 4.55pm.**



Tekapo Community Board Meeting Minutes

5 May 2021

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

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**CHAIRPERSON**

**7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 6 MAY 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Fairlie Community Board meeting [↓](#) 

**RECOMMENDATION**

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 6 May 2021 be received.
2. That Council notes the following resolutions passed by the Tekapo Community Board:
  - a) That the Fairlie Community Board instructs staff to come back to the next meeting with a proposal for community engagement on the Peace Trees.
  - b) That the Fairlie Community Board asks Council to carry forward the balance of community board funds into the new financial year.
  - c) That staff obtain a quote for the removal of the Fairlie Domain Douglas Fir from an MDC-approved contractor, and  
That the applicant be approached to discuss the costs for removal of the Douglas Fir, and if agreeable to meet the costs, that the tree and stump be removed, and  
That a suitable replacement deciduous tree be planted in the winter following the removal of the Douglas Fir, at a location within the Fairlie Domain.
  - d) That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed with the changes noted in the minutes.



# **Unconfirmed MINUTES**

## **Fairlie Community Board Meeting**

**6 May 2021**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON THURSDAY, 6 MAY 2021 AT 4.30PM**

**PRESENT:** Les Blacklock (Chairman), Damon Smith, Leaine Rush, Angela Habraken, Cr Murray Cox

**IN ATTENDANCE:** Cr Anne Munro, Tim Harty (General Manager Operations), Brian Milne (Community Facilities Officer), Arlene Goss (Governance Advisor), Chris Rutherford (Xyst arborist), Mayor Graham Smith (from 4.50pm)

**1 OPENING**

The chairman opened the meeting and welcomed everyone.

**2 APOLOGIES**

**COMMITTEE RESOLUTION FCB/2021/142**

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

That the apology received from Chief Executive Suzette van Aswegen be received.

**CARRIED**

**3 PUBLIC FORUM**

There was no public forum.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 REPORTS**

**5.1 PRESENTATION OF PEACE TREE REPORT**

Chris Rutherford from Xyst introduced himself. He is a trained arborist and has prepared the report on the Peace Trees. He outlined the main points of the report and recommended carrying out deferred maintenance on the trees. He also talked about the renewal of the trees, which would be required in the future. He recommended planting elms and oaks as these were the trees that were doing best.

The chairman agreed that this work was required and agreed with the recommendations from Mr Rutherford to plant oaks and elms.

Some of the trees were on private land and it was agreed that these would be included in the work.

## Fairlie Community Board Meeting Minutes

6 May 2021

Discussion took place on the planting that was needed. Local acorns were growing near the trees. Schools or a nursery could raise these. Mr Rutherford suggested a staged planting approach, rather than doing it all at the same time.

Mr Harty said this would be in the Long Term Plan as a key item of work. He suggested running a Peace Tree drop in session for the community. Mr Rutherford suggested a flyer. Angela Habraken suggested an article in the Fairlie Accessible. People needed to know how much ongoing cost was involved in caring for the trees. NZTA has an environmental enhancement fund so it might be worth applying for this.

*Mayor Graham Smith joined the meeting at 4.50pm and gave his apologies.*

The community board passed a resolution asking staff to come back with a proposal for community engagement. The subjects to be covered include: raising awareness of the report, opportunities for replanting, broad concepts of what we can talk to the community about.

**COMMITTEE RESOLUTION FCB/2021/143**

Moved: Mr Les Blacklock

Seconded: Member Angela Habraken

That the Fairlie Community Board instructs staff to come back to the next meeting with a proposal for community engagement on the Peace Trees.

**CARRIED****5.2 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 18 MARCH 2021****COMMITTEE RESOLUTION FCB/2021/144**

Moved: Member Leaine Rush

Seconded: Mr Damon Smith

That the Minutes of the Fairlie Community Board Meeting held on Thursday 18 March 2021 be received and confirmed as an accurate record of the meeting.

**CARRIED****5.3 COMMUNITY BOARD FINANCIAL REPORT**

The chairman thanked staff for providing a simpler report.

He noted the steps on Argyle Street had been completed.

The Mayor suggested a resolution to carry forward the outstanding funds at the end of the financial year.

Member Leaine Rush asked if the skatepark needed more money to complete the landscaping. Mr Harty said this was not required. The gravel in the middle of the park needed to be replaced with larger rocks and this would happen within the existing budget.



**COMMITTEE RESOLUTION FCB/2021/145**

Moved: Mr Les Blacklock

Seconded: Mr Damon Smith

That the Fairlie Community Board asks Council to carry forward the balance of community board funds into the new financial year.

**CARRIED**

**5.4 GENERAL UPDATE FROM STAFF**

This report was noted.

**5.5 TREE REMOVAL REQUEST, FAIRLIE DOMAIN**

The purpose of this report was for the Fairlie Community Board to make decisions on a request from Audrey Mitchell to remove a Douglas Fir from the Fairlie Domain.

It was noted that the estimate of \$2,500 was a verbal estimate and the recommendation was to get a firm quote. Brian Milne said the policy was clear - that Council would not remove trees for shade reasons. However he was not against removing it and replacing it with better trees to be a good neighbour.

If it was to be removed the cost should be shared. Council's tree maintenance budget was in demand due to work carried out on storm-damaged trees.

In 2011 other trees were removed at Mrs Mitchell's request and this had set a precedent. Member Leaine Rush said this should be a case-by-case scenario and she supported removing the tree. Cr Cox said if the tree was removed Council would gain useable ground. This was better in the long term.

The chairman said he has had a look and there are other trees behind it. If this one goes would the community board get another letter asking for the trees behind to be removed? Further discussion took place on the pros and cons on removing this tree.

The community board agreed it was happy to remove the tree if Mrs Mitchell agreed to meet the cost. The community board suggested offering the tree to an outside contractor to take away.

The chairman suggested that the board provide money towards the cost because the tree would need to be removed at the end of its life, and doing it now would save that later cost.

The chairman offered to speak to Mrs Mitchell once the quote is obtained.

**COMMITTEE RESOLUTION FCB/2021/146**

Moved: Member Angela Habraken

Seconded: Mr Les Blacklock

1. That the report be received.
2. That staff obtain a quote for the removal of the Fairlie Domain Douglas Fir from an MDC-approved contractor.

3. That the applicant be approached to discuss the costs for removal of the Douglas Fir, and if agreeable to meet the costs, that the tree and stump be removed.
4. That a suitable replacement deciduous tree be planted in the winter following the removal of the Douglas Fir, at a location within the Fairlie Domain.

**CARRIED**

## 5.6 PROPOSED FEES AND CHARGES 2021/22

The purpose of this report was for the Community Board to consider the proposed 2021/22 Fees and Charges for the community facilities within the community board area.

There are minimal increases across all areas with the exception of the swimming pool. The provision of a lifeguard for school swimming was included in the new charges.

There would be changes to regular user discounts for the community centre, to standardise this across the district. This would now be a 20% discount for more than 10 bookings.

Member Angela Habraken asked if it was worth looking at a pensioner rate for the swimming pool. Or a rate for people with a community services card? Brian Milne said he would include a rate for these people, that is a 20% reduction for a community services card for a season pass.

### COMMITTEE RESOLUTION FCB/2021/147

Moved: Mr Damon Smith

Seconded: Member Angela Habraken

1. That the report be received.
2. That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed with the changes noted in the minutes above.

**CARRIED**

## 5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

The chairman raised the issue of a willow tree near the flying fox with broken limbs. He asked if it could be looked at. Mr Milne said the tree was damaged in the Easter winds and he was of the view that the tree could be saved. He said there could be some more work required and he would keep an eye on it.

Regarding skate park landscaping, the gravel in the middle of the park would be changed.

The chairman noted that the community centre was being better used but there was nobody overseeing things like cleaning, chair stacking and other matters. The wooden forms were past their use-by date. Nobody checks on the quality of the cleaning. He suggested appointing a person who knows what is needed there to check it on a regular basis.

Mr Harty said there was a contract in place for cleaning. The Mayor suggested taking a look at the contract. Mr Milne outlined the situation with community centres across the district and said he was aware this was a problem and not working well at the moment. Discussion took place on the

need to put the correct process in place regarding all three of the community centres, that would allow locals to manage them.

Cr Cox outlined current councillor activities. He said he had a good discussion with South Canterbury Cycle Trails who would like to extend their trail from Pleasant Point to Tekapo.

Mackenzie will get some money from the Tourism Infrastructure Fund and Council has submitted an application. Hopefully this money would pay for replacement public toilets in Fairlie and a campervan dump station.

Councillors were also working on the Long Term Plan. There was a lot of activity happening in local government generally and more reforms were expected before the next election.

## 5.8 COMMUNITY BOARD ACTION LIST

**Parking outside skate park** – Now that the skate park is finished this can be re-looked at.

**Barriers around playground** – Contract has been let. Need to chase up.

**Fairlie public toilets** – Tim Harty noted that the public toilets in the district were just as dirty, littered and badly treated now as before Covid, when people blamed tourists for the mess. He said it was dirty kiwis to blame. It costs council \$25,000 a year to clean and maintain the Fairlie toilets. He was increasing the cleaning frequency due to the problems.

Angela Habraken asked if there was a plan to put more seats near the skatepark for parents, including seating with shade. There was a plan for seating. If Council received the Tourism Infrastructure Funding seats could be included in the toilet upgrade.

**Dog Park** – will be included in the Parks Strategy.

**Jack and Enid Hutt Community Lounge** – Work on the kitchenette is going ahead.

**Fairlie cemetery memorial wall** – The chairman said he would talk to Francie and request drawings.

**Trucks using Grey Street** – Mr Harty has sent a letter to the operators and there had not been any reports of trucks using those streets since then.

**Swimming Pool** – Funding for equipment replacement is included in year 1 of the Long Term Plan.

**Area by Four Square needing bike racks** – The community board needed to decide where to put a bike stand. There was a place that people used as a car park, which was not a car park, and the bike rack could go there. Brian Milne offered to follow this up.

**The Meeting closed at 6.13pm.**

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


.....  
CHAIRPERSON

## **8 CONFIRM COUNCIL MINUTES**

### **8.1 MINUTES OF COUNCIL MEETING - 18 MAY 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Council Meeting 18 May 2021 [↓](#) 

#### **RECOMMENDATION**

That the Minutes of the Council Meeting held on Tuesday 18 May 2021 be received and confirmed as an accurate record of the meeting.



# **Unconfirmed MINUTES**

**Ordinary Council Meeting**

**18 May 2021**





**MINUTES OF MACKENZIE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE EVENTS CENTRE LOUNGE, TWIZEL  
ON TUESDAY, 18 MAY 2021 AT 9.30AM**

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

**IN ATTENDANCE:** Suzette van Aswegen (Chief Executive), Paul Numan (General Manager Corporate Services), Tim Harty (General Manager Operations), Alexis Gray (General Manager People and Culture), Aaron Hakkaart (Planning Manager), Katherine Hill (Senior Corporate Planner), Sam Molyneux (Executive Assistant), Arlene Goss (Governance Advisor), Charlie O'Mannin (media), seven members of the public including the public forum speakers.

**1 OPENING AND PUBLIC FORUM**

The Mayor opened the meeting with a karakia and welcomed everyone. He then opened the public forum.

**Neville Cunningham** spoke about what he viewed as deficiencies at the Pukaki Airport. He said the airport was totally dysfunctional. The reason for that was a lack of leadership, accountability and direction. He said the airport needed a plan looking forward.

He said people who own land at the airport have been trying to form a society of the landowners and residents. They would like to work together with the council on a plan.

Mr Cunningham said investment has been lost at the airport. It should be the major strategic asset at the Mackenzie. The airport manager was not here at the meeting today. Landing fees were a shambles. The lack of action over fencing had been three years. There was a lack of signage.

Mr Cunningham was upset about receiving a notice of termination of his lease. He handed the Mayor a letter and asked for it to be processed today. This letter is available as an attachment to these minutes.

Cr Munro asked Mr Cunningham to define what he wanted included in a five-year plan. He said he wanted growth and investment.

The Mayor said he appreciated the points he raised.

**Luke Paardekooper** asked for clarification on the time available to speak. He wanted to speak about the representation review (which would normally occur in a hearing) and had other matters to discuss in the public forum. The governance advisor asked Mr Paardekooper if he agreed to speak about the representation review at this public forum, without the need to close the meeting and open a hearing. He agreed to this. (Mr Paardekooper's written submission on the representation review is available as an attachment to these minutes.)

He said it was important to have the best people on Council. He was surprised that a lot of Twizel people supported a Tekapo person at the last election. If three wards were created it would create a kingmaker situation in Tekapo. He would feel uncomfortable with a council that had a kingmaker at the table. He did not think the proposal was consistently fair. If the third ward was put in place Twizel would have more people per councillor and this was unfair. Regarding the community board proposal, issues in townships were different to issues in rural areas. He felt it would be



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better to have a rural community board across the district, which would give rural people a voice. Also, how does Mount Cook fit into the picture? He asked if there were any questions from councillors and there were none. The Mayor thanked him for his submission.

Mr Paardekooper handed out chocolates to the councillors, making sure that some councillors received more chocolates than others. He then put a pavlova on the table and covered it in whipped cream and sprinkles. He said he wanted to demonstrate that different parts of the district were not getting a fair share of the pavlova/cake.

Mr Paardekooper then commented on the recent spatial planning sessions held throughout the district. He believed the three towns did not get the same amount of time and input from the drop-in sessions. He said there was a higher population in Twizel so more time should be spent there. Cr Leslie said some meetings had few or no people turn up, so he did not see the purpose of holding a meeting that nobody attended. Mr Paardekooper said it was the perception of fairness that mattered.

## **2 APOLOGIES**

There were no apologies.

## **3 VISITORS**

There were no visitors.

## **4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **5 BEREAVEMENTS**

There were no bereavements.

## **6 MAYOR'S REPORT**

### **6.1 MAYORAL ACTIVITIES REPORT**

The Mayor outlined the highlights of his report. The 3-Waters project was concerning the Mayors and councillors. Cr Bradbury asked about the situation in Christchurch. The Mayor said both Christchurch and Auckland were opposed to the project. The chief executive said to "watch this space" and Council would make evidence-based decisions.

#### **RESOLUTION 2021/42**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the report be received.

**CARRIED**





## 7 REPORTS

### 7.1 UPDATES FROM COUNCILLORS ON THE WORK OF OTHER COMMITTEES

**Cr Anne Munro** reported from the Aoraki Mackenzie Dark Sky Committee. There was an outreach held in Twizel on the impact of LEDs on insects. About 30 people turned up and found this helpful.

The OTOP water zone committee has five empty positions due to resignations and is currently refreshing its membership. They are meeting on June 14 to fill these positions.

The Biosecurity Advisory Group hasn't met for 3 months. Wilding pines, rabbits and wallabies are on the agenda.

The Biodiversity Champions Group is a new group and has come up with a term of reference.

**Cr Stuart Barwood** reported that the Upper Waitaki Water Zone Committee has drawn up an action plan and would meet on Friday. He read out the focus points from the plan. They were hoping to engage more with the northern end of the district.

Downlands Water Committee was making progress on building the new reservoir. A workshop is coming up.

**Cr Emily Bradbury** said the Alps2Ocean committee was on hold until the terms of reference had been tidied up.

**Cr James Leslie** passed on congratulations to the roading group for the speed at which the streetlights in Twizel had been replaced.

### 7.2 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

The chief executive took this report as read and noted the big jump in the number of resource consent applications last month. The trend had not continued this month.

She continued to note the highlights in the report and praised Tim Harty and Brian Milne for dealing with the large number of community facility service requests.

She noted some changes to her list of meetings as follows:

Key Meetings added to diary after distribution of agenda:

13 May

- Three Waters Update to Zone5/6 Mayors and CEs – by Zoom
- Jim Murray and Mayor – Takapo matters
- Recovery Manager Update

14 May

- Chair of TPDA – PR

17 May

- Chair of Audit and Risk Committee – pre-meeting liaison

Cr Munro asked the reason for the meeting with John Edgewell. He was a previous contractor and called in for coffee with the chief executive regularly to discuss how things were going.

Regarding leave liability, the chief executive said the liability listed under the CEO business unit



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was divided by five people. The executive team had put a plan in place to manage annual leave.

A staff engagement survey was running at the moment. As of yesterday, 53% of staff had completed the survey.

In general, the chief executive said she was pleased with the performance of the team and her priority was completing the Long-Term Plan.

Cr Barwood asked if FTE figures should include casuals and contractors.

Alexis Gray said they were not included because the turnover rate would be very high, due to the short nature of fixed term contracts.

Recruitment was going well. Alexis Gray outlined the roles currently being advertised and applications received.

**RESOLUTION 2021/43**

Moved: Mayor Graham Smith

Seconded: Cr Emily Bradbury

That the report be received.

**CARRIED****7.3 COUNCIL FINANCIAL REPORT**

Paul Numan went through his report and noted that the capex budget had not been spent in some areas for various reasons which were explained in the report.

Operating expenditure was a bit underspent due to not getting enough work done on the roads. Tim Harty said there was more work being done now to tidy up the end of the current roading contract and move into the new contract.

Discussion moved to the building unit and the work that had been done to improve building services. The Mayor was pleased to see this happening.

Cr Cox said community facilities were underspent and would that be carried over? Yes. Cr Cox wanted to ensure this money was not used to claw back some of the LTP costs. Mr Harty said the money would carry forward into the same budget it was currently assigned to. A report would come to council on this.

**RESOLUTION 2021/44**

Moved: Cr Matt Murphy

Seconded: Deputy Mayor James Leslie

That the financial report for Mackenzie District Council to March 2021 be received.

**CARRIED****7.4 LONG TERM PLAN UPDATE 2021-2031**

Katherine Hill took the report as read. Following recent workshops staff had reviewed progress to



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date and were working with Audit NZ to develop a revised project plan, which was attached to the agenda.

Looking to adopt the LTP on the 30th of September. There were continued risks with other work including the Annual Report but would continue to work with audit on this.

Cr Munro said not delivering the annual report on time was unpalatable. Paul Numan said discussion had taken place with Audit New Zealand and they would not miss this statutory deadline.

It was noted that Council could not strike rates until the LTP was adopted on 30 September. At this stage rates bills will go out as usual, with the first quarter instalment at the old rate.

Cr Cox asked for clarification on the adoption date and this was confirmed as 30 September. The reasons for this date were explained by the chief executive. It was important to spend time on consultation with the community. Auditors were arriving on May 31.

Cr Murphy asked about the possibility of a rate rise just before Christmas. This would be spread across all three quarters. He asked Council to be mindful of this. A system was already in place for people to make application for relief in cases of hardship.

**RESOLUTION 2021/45**

Moved: Cr Stuart Barwood  
Seconded: Deputy Mayor James Leslie

That the report be received.

**CARRIED****7.5 PROPOSED FEES AND CHARGES 2021/22**

The purpose of this report was for Council to adopt the proposed fees and charges for the 2021/22 financial year, excluding Resource Management fees and charges.

Katherine Hill outlined this report. RMA fees would be consulted on, and the others would come into effect on July 1.

Cr Leslie asked for more information on the 7% user charge in governance. Katherine Hill said she would check on this. These were not just councillor related but include other governance costs including administrative.

Cr Barwood asked about the wait for property files to be sent to Twizel. This was because property files were not held in Twizel but were sent to Twizel on request.

**RESOLUTION 2021/46**

Moved: Mayor Graham Smith  
Seconded: Cr Emily Bradbury

1. That the report be received.

**CARRIED****RESOLUTION 2021/47**





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Moved: Cr Murray Cox

Seconded: Deputy Mayor James Leslie

2. That the Council exempt the breach of the Revenue and Financing Policy with regard to the funding of Governance General and Twizel Swimming Pool from the prescribed 20-40% user charges.
3. That the Council adopt the attached fees and charges for the 2021/22 financial year, exclusive of Resource Management fees and charges.

**CARRIED****7.6 MONTHLY REPORT FROM SOUTH CANTERBURY CHAMBER OF COMMERCE - MARCH AND APRIL 2021**

Paul Numan said he was looking at the current arrangements with the South Canterbury Chamber of Commerce, given there was now an economic development officer employed by Council. This matter would come to a future meeting.

Cr Leslie congratulated local businesses that were finalists in the business awards.

The Mayor said the Chamber's response to Covid had been excellent. The Chamber had supported a lot of our businesses in the past year.

Cr Munro said Mackenzie needed to be sold as a workforce destination, rather than just a visitor destination.

**RESOLUTION 2021/48**

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

That the information be noted.

**CARRIED**

*The meeting adjourned for morning tea at 10.55am and re-convened at 11.08am.*

**7.7 ADOPTION OF COMMISSIONERS RECOMMENDATION ON PLAN CHANGE 18 TO THE DISTRICT PLAN**

The purpose of this report was for Council to decide on provisions and matters raised in submissions on Plan Change 18 (Indigenous Biodiversity).

Planning Manager Aaron Hakkaart provided the background to this matter. Council was now required to decide before 30<sup>th</sup> June this year. The plan change had had immediate legal effect, so had been applied in the basin since November 2017.

He read through the changes made by the independent commissioners, as outlined in a two-page document named: Plan Change 18 – Summary of High Commissioners Recommendation. This document is available as an attachment to these minutes.

Cr Barwood raised the issue of irrigation to water newly planted indigenous trees. Mr Hakkaart explained the situation with irrigation. To establish any irrigation in the basin already requires a



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resource consent under plan change 13. The definition of “significant natural area” was explained. Under the Resource Management Act the council had a responsibility to protect indigenous vegetation and not degrade it.

The Mayor asked farmer John Murray for his opinion of the findings. The chief executive said this was outside the standing orders. The Mayor adjourned the meeting at 11.23am to allow Mr Murray to speak and reconvened the meeting at 11.25am.

Cr Cox asked for more time to understand this fully before deciding. Given that Council had until June 30 to decide he requested that councillors receive advice.

Cr Murphy asked if council could make changes. Council delegated this to the commissioners. The option was to accept the report or not. The commissioner’s findings were evidence based after listening to submissions. If anything was missing, another plan change was needed.

Cr Munro said the councillors would be serving the community well to give the time to workshop and understand this completely.

Discussion took place on inviting council’s planner to a workshop. The councillors also wanted to understand the consequences of accepting or rejecting it.

**RESOLUTION 2021/49**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the report be received.

**CARRIED****RESOLUTION 2021/50**

Moved: Cr Murray Cox

Seconded: Cr Stuart Barwood

That the report named: Adoption of Commissioners Recommendation on Plan Change 18 to the District Plan lie on the table until the next council meeting on June 29, 2021.

**CARRIED****8 COMMUNITY BOARD RECOMMENDATIONS****8.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 15 MARCH 2021****RESOLUTION 2021/51**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

That the Minutes of the Twizel Community Board Meeting held on Monday 15 March 2021 be received.

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

1. That the Twizel Community Board approves a grant of \$500 to the Mackenzie Book and





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Arts Festival.

**CARRIED**

**8.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 17 MARCH 2021**

**RESOLUTION 2021/52**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 17 March 2021 be received.

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

1. That the Tekapo Community Board approves a grant of \$1,000 to the Mackenzie Book and Arts Festival Society towards staging the Book and Arts Festival.

**CARRIED**

**8.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 18 MARCH 2021**

**RESOLUTION 2021/53**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

That the Minutes of the Fairlie Community Board Meeting held on Thursday 18 March 2021 be received.

**CARRIED**

**9 CONFIRM COUNCIL MINUTES**

**9.1 MINUTES OF ENGINEERING AND SERVICES COMMITTEE MEETING - 2 MARCH 2021**

**RESOLUTION 2021/54**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

1. That the Minutes of the Engineering and Services Committee Meeting held on Tuesday 2 March 2021 be received.

**CARRIED**



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**9.2 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 2 MARCH 2021**

**RESOLUTION 2021/55**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 2 March 2021 be received.

**CARRIED**

**9.3 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 16 MARCH 2021**

**RESOLUTION 2021/56**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 16 March 2021 be received.

**CARRIED**

**9.4 MINUTES OF COUNCIL MEETING - 16 MARCH 2021**

**RESOLUTION 2021/57**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

That the Minutes of the Council Meeting held on Tuesday 16 March 2021 be received and confirmed as an accurate record of the meeting.

**CARRIED**

**10 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2021/58**

Moved: Cr Emily Bradbury

Seconded: Cr Murray Cox

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

The general subject matter of each matter to be considered while the public is excluded, the



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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
<b>10.1 - Downlands Water Scheme Proposal</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.2 - Mayors Taskforce for Jobs Funding Application - Round Two</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.3 - Approval to Procure Term Assurance Services</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.4 - Procurement Policy Exemption for Takapo/Tekapo WWTP Planning</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.5 - Minutes of Public Excluded Audit and Risk Committee Meeting - 16 March</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the





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<b>2021</b>	disadvantage, commercial activities	disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.6 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 2 March 2021</b>	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.7 - Minutes of Public Excluded Council Meeting - 16 March 2021</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities.  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

**RESOLUTION 2021/59**

Moved: Deputy Mayor James Leslie

Seconded: Cr Emily Bradbury

That Council moves out of closed meeting into open meeting.

**CARRIED**

**The Meeting closed at 12.30pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on**

.....  
**CHAIRPERSON**



**9 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>9.1 - Minutes of Public Excluded Council Meeting - 18 May 2021</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.2 - Equip Alignment Session - Action Plan</b>	s6(b) - the making available of the information would be likely to endanger the safety of any person  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	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
<b>9.3 - Engagement of the Property Group to Provide Consultancy Support for Private Property Issues</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.4 - CHRISTCHURCHNZ Destination Marketing services Contract</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the

	information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	disclosure of information for which good reason for withholding would exist under section 6 or section 7
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