



Mackenzie

DISTRICT COUNCIL

118TH MEETING

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

Date: Tuesday, 8 March 2022

Time: 9.30am

Location: On Zoom

AGENDA

Ordinary Council Meeting

8 March 2022

Note: This meeting will be digitally recorded by the minute-taker and uploaded to the Council's YouTube channel after the meeting.

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**

10.00am: District Plan consultants will join the meeting to discuss the district plan review. Item 6.2 in the agenda.

10.30am: Lydia Stoddart from ChristchurchNZ may join the meeting to discuss the ChristchurchNZ report. Item 6.3 in the agenda. To be confirmed.

11.15am: Francie Edge from the Fairlie Memorial Wall Working Group will join the meeting to request council support for the memorial wall. Item 6.6 in the agenda.

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 ACTIVITY

Mayoral Forum

Attended the Mayoral Forum via zoom on Friday 18th of February 2022.

Mobile blackspots still need to be identified; many areas not listed. Councils are to work on this.

RMA, Minister Parker spoke. It is still his intention to introduce NBA related strategic planning this year.

Diversity is expected across the region and the challenge is to have this incorporated. Rural voice not subsumed to urban voice and Territorial Authorities don't undermine regional councils. There's a need for much briefer plans and to look more at enforcement rules under the Local Government Act.

Treaty boundaries with Iwi have yet to be resolved. NPS on highly productive land before Cabinet April/May.

Climate Change

Agreed to share advice with Councils and Runanga. Newsletter "ITS TIME CANTERBURY" to be circulated early March.

Regional Public Service - Ben Clark

Covid calls for strong local communications. Focus is shifting to self-led contact tracing. Concern around universities and orientation as super spreader situations. Usual mask wearing will be enforced and ventilation is important. Government not distinguishing between Delta and Omicron.

Peter Bromley – Canterbury District Health Board said the biggest concern is those with mental health issues. 40% of cases are expected to be asymptomatic. Feel the peak of the pandemic will take 3months and need to roll out R.A.T distribution sites.

3 Waters Transition

This body is gearing up and looking to appoint interface Council Liaison Managers for Canterbury. They're collecting information, building asset plans and require good people and recruiting. Aiming to get 80% staff from previous water roles. It was noted that some members preference is for the reforms to be stopped.

Future Local Government - LGNZ has facilitated sessions on how the sector feels. Five key shifts have emerged:

- Strengthen local democracy
- Stronger focus on well being

- Authentic relationships with Iwi and Councils
- Genuine partnership with Central and Local Government
- More equitable funding

Council Updates

Concern over condition of many state highways and need for a different funding model from Waka Kotahi.

High council staff workload being felt. Lack of resourcing, multiple reforms, and a pandemic in an already stretched capital delivery year.

How to provide right information to staff and water employees.

Difficulty with rates and high inflation.

Presence of protestors increasing around the region and frustration spilling over into interactions with respective Councils.

Community impacts of covid cancellations in an already struggling economy.

Mayoral Forum Regional Economic Group

Meeting attended via Teams on Monday 21st of February 2022.

Update on the Regions:

Venture Timaru working on large projects. Food processors to add extra value turning waste to energy. Working with Agri Research and Lincoln regarding Fonterra converting boilers to biomass.

Skilled Labour Shortage a real issue.

North Canterbury enterprise working with Leithfield. Wind Farm, Mainpower, Eco hub Transwaste, Ngai Tahu farming. Transwaste pipe from Cape Valley

Kia Koura hot pools and aqua park.

Christchurch looking at clean energy and hydrogen, aerospace, and future transport. Christchurch Airport a large energy park.

Ashburton has a lot of interest in businesses wanting to relocate Ashburton. Transport logistics, a proposed hydrogen fuel distribution park in Rakaia. This is basically funded from private sector.

Hurunui Green Energy Hub.

Warren Gilbertson updated about Kanoa and funding. Kanoa to run a workshop with council economic officers to stocktake council strategies and link into regional overview meetings.

A lot of inquiries from private avenues. Large South Canterbury Packhouse. Truffle co-op, North Canterbury.

MEETINGS FEBRUARY – MARCH 2022:

31 January 2022

- Meeting with Rowing New Zealand

1 February 2022

- Te Manahuna Ki Uta Key Workshop #3

2 February 2022

- Te Manahuna Ki Uta Key Workshop #4

3 February 2022

- Reforms Update via Zoom – Mayors, Chairs & CE's

4 February 2022

- The Breeze radio slot with OJ
- Heartlands MSD Meeting
- FFLG Workshop 1: Roles and Functions

8 February 2022

- Council Meeting
- Council Workshop
- Rowing New Zealand Meeting

9 February 2022

- Te Manahuna Ki Uta Working Group
- Aged Care Meeting

10 February 2022

- Leadership Training and Development Programme Day #1

11 February 2022

- Leadership Training and Development Programme Day #2
- FFLG Workshop: Treaty Partnerships

14 February 2022

- Dark Sky Reserve Dinner
- Astronomy Lecture – Fairlie Community Hall

15 February 2022

- Committee Meeting Day
- Meeting with Canterbury Mayoral Forum Chair, Mayor Sam Broughton

16 February 2022

- Meeting with Audit NZ – Chris Genet & Anna Jones

17 February 2022

- Emergency Management System Reform Workshop - Zoom - Hon Kiritapu Allan MP
- Civil Defence Emergency Management - Zoom
- Canterbury Regional Land Transport - Zoom

18 February 2022

- Canterbury Mayoral forum

21 February 2022

- CMF: Canterbury Economic Development Group

22 February 2022

- Council Workshop – District Plan

23 February 2022

- Update for Mayors and CEs of the Ngai Tahu Takiwā: Three Waters
- Relationship Meeting of Mayors from Timaru, Waitaki, Waimate and Mackenzie
- Te Manahuna Ki Uta – Working Group

24 February 2022

- Regional Covid Update - RLG

25 February 2022

- Plenary 3 Waters Update - Zoom
- Te Manahuna Ki Uta Governance Group Meeting - Zoom

28 February 2022

- SCBHB, Mayors and CEO Update

1 March 2022

- Council Workshop

2 March 2022

- LGNZ Supporting Communities (and Leaders) Under Pressure - Zoom

6 REPORTS

6.1 CHIEF EXECUTIVE'S REPORT

Attachments: Nil

RECOMMENDATIONS

The report be received.

STRATEGIC PROJECTS

Annual Report

Audit New Zealand have commenced the Annual Report Audit on 8 February 2022. The audit is progressing. The only issue that has been queried to-date has been Mackenzie's Fair Value Assessment of the Council Infrastructure. We are working through our assessment with Audit New Zealand.

Annual Plan

Budgets have been peer reviewed twice reviewed and are being consolidated by the Finance Manager. Two workshops have been held with Councillors and the Finance team are now commencing to calculate the Rates Impact. No material changes of service have been noted and there are no material differences to the Long-term Plan. As such it is not envisaged that Council would be required to follow a special Consultative procedure. Details of the Annual Plan will be shared with the community once the Plan has been adopted by Council. Engagement is planned with the community boards and the wider community for feedback on the plan.

Te Manahuna Ki Uta

Vision and Principles (refer Appendix A) have been finalised at the key workshops on 1 and 2 February and have been agreed with all the agencies. Approval is awaited from the Runaka. Three draft scenarios have been identified and feedback is being sought on these scenarios from the working groups members and agencies. Decision making criteria have been finalised and feedback has been received.

Once the scenarios have been agreed, economic analysis will be undertaken and a preferred scenario will be chosen.

A communications plan for the second round of engagement is being drafted.

A revised timeline has been finalised and agreed with all the partner (Appendix B) agencies.

Variations are being finalised for the additional project management being undertaken by Jimmy Sygrove, continued use of NAIA for the remainder of the project to facilitate co-ordination of manawhenua input.

LEGISLATIVE REFORMS

Working Group on Representation, Governance and Accountability of new Water Services Entities

The report back from Steering Group the has been moved back 7 March.

Future for Local Government

The panel have published their interim report Ārewa ake te Kaupapa (Raising the platform) in September 2021 (https://futureforlocalgovernment.govt.nz/assets/Uploads/DIA_16724_Te-Arotake-Future-of-Local-Government_Interim-report_22.pdf).

The Future for Local Government Review is an independent Ministerial review established in April 2021 to consider how New Zealand's system of local democracy and governance will need to evolve over the next 30 years, in order to improve the wellbeing of New Zealanders, and actively embody the Treaty partnership.

This interim report sets out the broad direction and priority questions for the review, in order to support engagement about the future of local governance and democracy.

The priority questions are

1. How should the system of local governance be reshaped so it can adapt to future challenges and enable communities to thrive?
2. What are the future functions, roles and essential features of New Zealand's system of local government?
3. How might a system of local governance embody authentic partnership under Te Tiriti o Waitangi, creating conditions for shared prosperity and wellbeing?
4. What needs to change so local government and its leaders can best reflect and respond to the communities they serve?
5. What should change in local governance funding and financing to ensure viability and sustainability, fairness and equity, and maximum wellbeing?

The panel is meeting with our Council on 23 March (remotely) to provide an overview of their report.

The Review will report to the Minister on this matter.

- 30 September 2022: Draft report and recommendations to be issued for public consultation.

COVID19

As of 25 February, the Government moved into Phase 3 of the Red Traffic Light system in response to COVID-19.

- Positive cases have been noted in our community by the South Canterbury DHB and theses will continue to rise.
- There is no change to the Covid Protection Framework or traffic light system.

- We remain in the red light setting, businesses can operate as normal at red with some additional measures in place.
- We will continue to use a roster system at Council with 2 teams alternating for 10 days in the Fairlie office and with the Twizel office and post shop in its own bubble. Where feasible critical and vulnerable team members will work remotely.
- We will continue to follow the Ministry of Health advice with any team member working in open plan offices wearing masks.
- All other measures (social distancing and sanitising) will remain.
- Vaccine mandates remain in place for community facilities.
- Special arrangements will continue to be in place where facilities such as libraries and pools are shared with the Ministry of education.
- The whole system is moving towards self-management of COVID-19 using self-reporting
- Council continues to be supportive of the SCDHB and will work with the SCDHB to help arrange for volunteers to help man any local testing sites that may arise.
- As Council we continue to work with Ministry of Social Development on provision of welfare services should this be required and we have been very lucky to have several community groups who can assist.

Current Testing arrangements

- The Timaru COVID-19 Testing Clinic and the Rapid Antigen Test (RAT) collection site is moving to a new location from Tuesday 1 March 2022 (Aorangi Park, Morgan's Road, Timaru (north end car park)(Monday – Sunday 9am - 4.30pm). Council staff are working with the SCDHB to arrange local testing sites.
- If a person lives outside of Timaru or needs clinical advice about whether you need a test, please phone your doctor or Healthline on 0800 358 5453 and the patient will be advised where they are able to be tested.]
- If anyone gets a positive Rapid Antigen Test (RAT) result the person must report their result on My Covid Record (Log into mycovidrecord.health.nz or call 0800 222 478 and press option 3)
- It is recommended that anyone who has cold, flu or COVID-19 symptoms should be tested.
- If the person is a close contact, but do not live with the person who has COVID-19, the person does not need to get a test unless they develop symptoms.
- Household contact of a positive case need to be tested.

Leadership Development

The Councillors and Senior Leadership team attended a two day course of AGILE scrum methodology and AGILE teams have commenced for three key projects. The teams are progressing their projects and progress is starting to be made.

PEOPLE AND CULTURE MONTHLY REPORT

February 2022

1. RECRUITMENT UPDATE (INCLUDING APPOINTMENTS TO KEY ROLES):

Recruitment in February was busy with five roles being advertised – Principal Policy Planner, District Plan, Financial Accountant, Communications Advisor, Corporate Planner and a 12-month fixed term Executive Assistant to the CEO and Executive Leadership Team. These roles are being advertised on a wide variety of media i.e. Seek, Trade Me, LG Jobs, MDC Careers Site etc. First interviews for the Financial Accountant role and Corporate Planner took place.

2. PEOPLE AND CULTURE POLICIES:

A Learning and Development Policy, Leave Policy, Induction Policy, Contractor Vaccination Policy and Employee Vaccination Policy being approved by the CEO and implemented across the business.

3. COVID-19 RED SETTING:

A significant amount of work was undertaken throughout January 2022 to ensure that MDC complies with the current RED setting under the Traffic Light System. As such, rosters were implemented for people to work in the building on a two-week programme as well a number of health and hygiene measures. These rosters and measures have continued throughout February.

People and Culture Key Metrics

Full Time Employee (FTE) information for MDC – February 2022

FTE stands for full time equivalent and refers to the number of hours considered full time. For example, an employee working full-time equals 1 FTE while an employee working 60% of full-time hours equals 0.6 of an FTE. The FTE values of all employees are added up to give the total number of FTE employees in an organisation. For the headcount metric, each employee is counted as one. However, FTE excludes Casuals and Contractors.

| MONTH | TOTAL MDC HEADCOUNT (FTE) |
|----------------|------------------------------|
| February 2021 | 48 |
| March 2021 | 41.7 |
| April 2021 | 43.8 |
| May 2021 | 43.9 |
| June 2021 | 41.5 |
| July 2021 | 38.9 |
| August 2021 | 36.7 |
| September 2021 | 35.7 |
| October 2021 | 35.9 |

| MONTH | TOTAL MDC HEADCOUNT (FTE) |
|---------------|---------------------------|
| November 2021 | 35.8 |
| December 2021 | 35.8 |
| January 2022 | 42.2 |
| February 2022 | 41.7 |

Headcount by Business Unit – February 2022

Headcount refers to the number of employees working at MDC (with headcount, each individual counts as 'one' regardless of the number of hours worked) Includes Casuals.

| BUSINESS UNIT | TOTAL HEADCOUNT BY BUSINESS UNIT |
|--------------------------|----------------------------------|
| CEO | 3 |
| Finance | 6 |
| GM Operations | 3 |
| Planning | 5 |
| Regulatory | 4 |
| Engineering | 7 |
| GM Corporate Services | 6 |
| Customer Service | 5 |
| Information & Engagement | 5 |
| Fleet / Cars | 1 |
| TOTAL | 45 |

Turnover rates by Business Unit and Termination reasons***Monthly Voluntary Attrition***

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

| MONTH | EXITS | TOTAL FTE | % ATTRITION |
|----------------|-------|-----------|-------------|
| February 2021 | 1 | 48 | 2.08% |
| March 2021 | 0 | 41.7 | 0.0% |
| April 2021 | 1 | 43.8 | 2.28% |
| May 2021 | 0 | 43.9 | 0.0% |
| June 2021 | 1 | 41.5 | 2.4% |
| July 2021 | 1 | 39.3 | 2.5% |
| August 2021 | 2 | 36.7 | 5.4% |
| September 2021 | 1 | 35.7 | 2.8% |
| October 2021 | 2 | 35.9 | 5.6% |
| November 2021 | 1 | 35.1 | 2.8% |
| December 2021 | 1 | 35.8 | 2.8% |
| January 2022 | 0 | 42.2 | 0.0% |
| February 2022 | 0 | 41.7 | 0.0% |

Annual Voluntary Attrition

Annual voluntary attrition (turnover) is a ratio of the number of employees that have left MDC over a 12-month period (February 2021 – February 2022 – based on the above) compared with the average number of FTE over that same period.

Average FTE is calculated by the total number of exits divided by the average FTE (adding the FTE at the beginning of the period and the FTE at the end of the period, dividing it by two) x 100%. Excludes casual and fixed-term employees.

| | |
|---|-------|
| Total exits (February 2021 – February 2022): | 11 |
| Average FTE (February 2021 – February 2022) | 44.85 |
| Annual Voluntary Attrition: | 24.5% |

Termination Reasons – February 2022

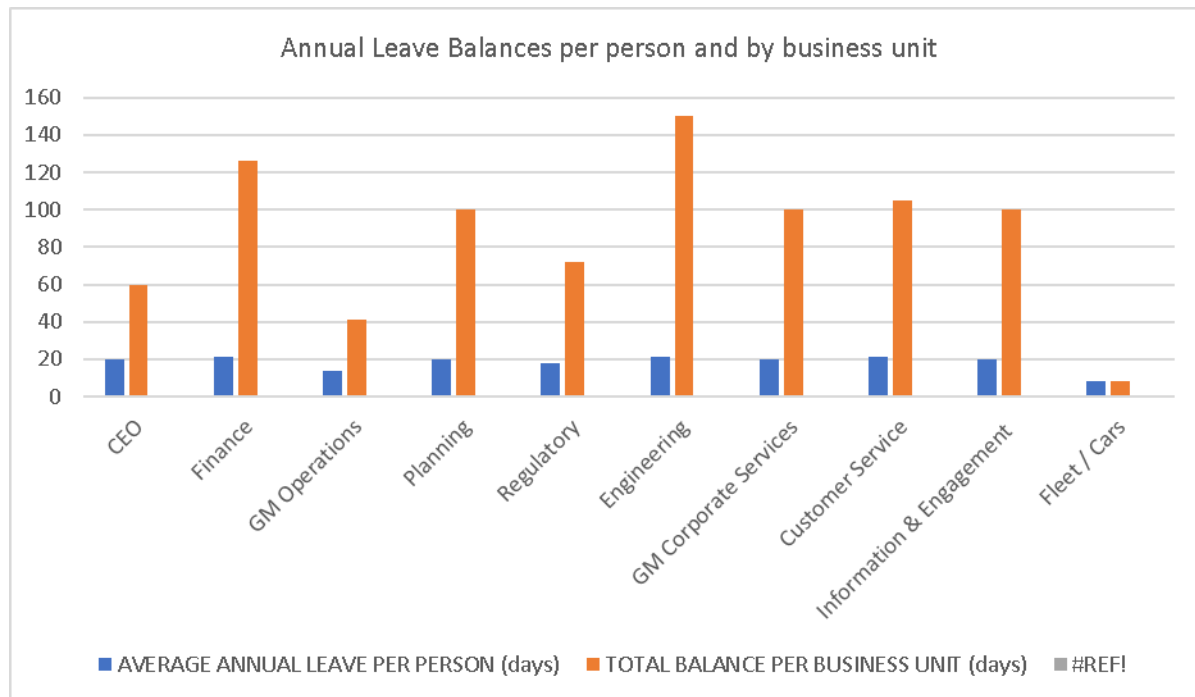
This information includes all termination reasons (voluntary and involuntary) including end of fixed term.

| | |
|-------------------------------|---|
| Redundancy | |
| Resignation | |
| Dismissal | |
| Transfer to another BU | |
| Abandonment | |
| Fixed Term Expiry | 4 |
| Retirement | |
| Other | |

Annual Leave by Business Unit

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

| BUSINESS UNIT | AVERAGE ANNUAL LEAVE PER PERSON (days) | TOTAL BALANCE PER BUSINESS UNIT (days) |
|-------------------------------------|---|---|
| CEO | 20 | 60 |
| Finance | 21 | 126 |
| GM Operations | 13.6 | 41 |
| Planning | 20 | 100 |
| Regulatory | 18 | 72 |
| Engineering | 21.4 | 150 |
| GM Corporate Services | 20 | 100 |
| Customer Service | 21 | 105 |
| Information & Engagement | 20 | 100 |
| Fleet / Cars | 8 | 8 |
| TOTAL: | 183 | 862 |

Accrued Annual Leave Balances in Graph Format**Total annual leave liability in dollars and hours per business unit**

| BUSINESS UNIT | TOTAL ANNUAL LEAVE LIABILITY \$ | TOTAL ANNUAL LEAVE LIABILITY HOURS |
|--------------------------|---------------------------------|------------------------------------|
| CEO | \$9,010.14 | 155.16 |
| Finance | \$15,139.19 | 360.33 |
| GM Operations | \$11,971.95 | 263.84 |
| Planning | \$17,132.44 | 367.30 |
| Regulatory | \$13,935.11 | 400.46 |
| Engineering | \$45,418.20 | 970.36 |
| GM Corporate Services | \$32,299.29 | 650.79 |
| Customer Service | \$31,485.40 | 939.09 |
| Information & Engagement | \$21,237.13 | 537.99 |
| Fleet / Cars | \$144.57 | 8.03 |
| TOTAL | \$197,863.42 | 4,653.35 |

HEALTH, SAFETY AND WELLBEING MONTHLY REPORT

February 2022

1. INCIDENT SUMMARY:

- Key points to note about this report are as follows:
 - There have been no incidents reported for February 2022.

2. HAZARD SUMMARY:

- Key points to note about this report are as follows:
 - No hazards were reported in February 2022.

3. LOST TIME INJURY SUMMARY:

- There have been no Lost Time Injuries reported for February 2022.

CUSTOMER SERVICES

February 2022

1. Staffing

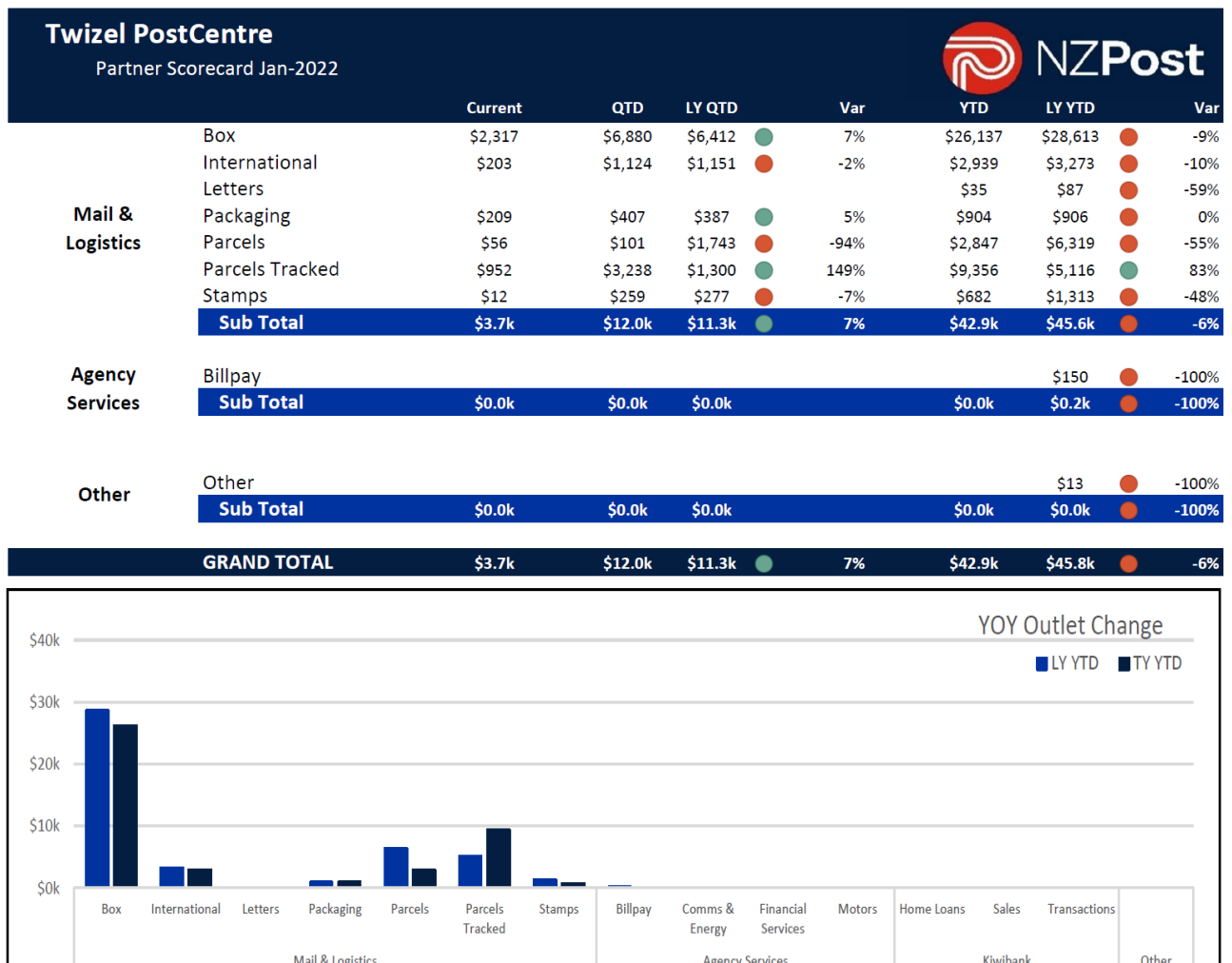
No changes to either Twizel or Fairlie staffing. Team outstanding annual leave balance as at 20 February 2022 - 889.70 hours. Team members used 108.75 hours annual leave and 62 hours specialist leave during February.

2. Twizel Office Customer Numbers

Customer numbers recorded for February 2021 = 1598. This compares with 2022 for the same period in 2021. Twizel Office opening hours reduced to 6.5 per day on 24 January in response to the COVID Red Traffic Light status. The office is closed between 1:00pm – 2:00pm daily to allow the customer services officer on duty to take a break. We have received little feedback on the changes to opening hours with most customers fully supportive of Council's response.

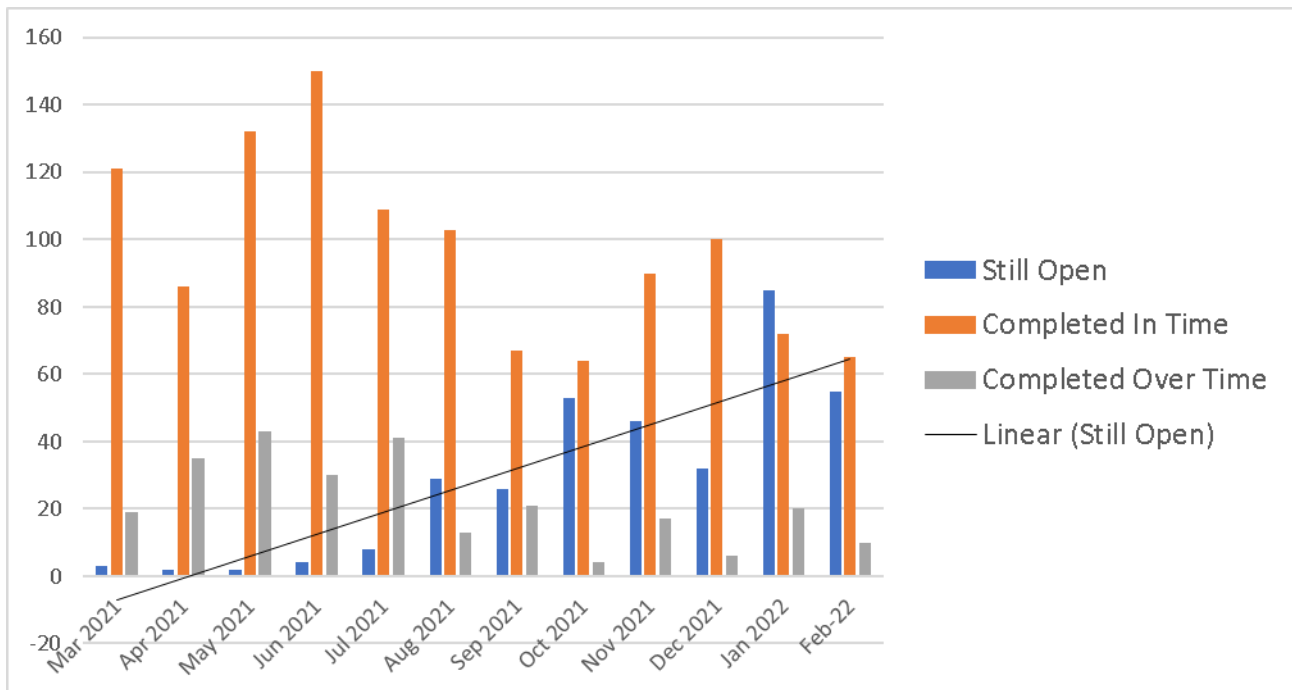
3. NZ Post Scorecard

The relationship between NZ Post and Council remains positive. Feedback from NZ Post on the altered opening hours also remains positive.

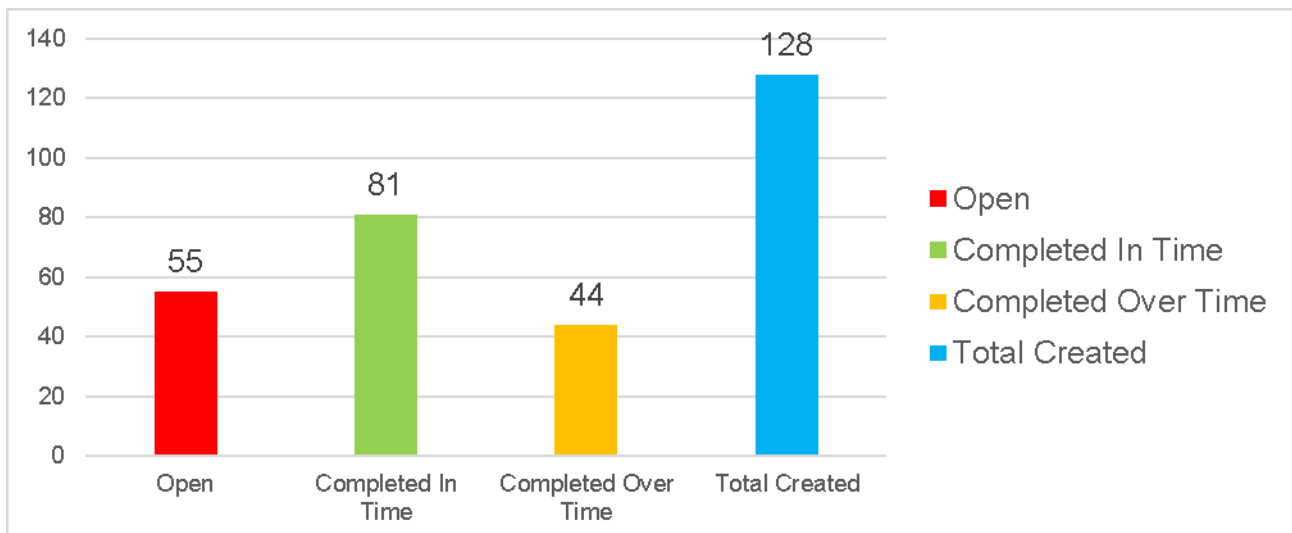


4. Service Request Summary Report

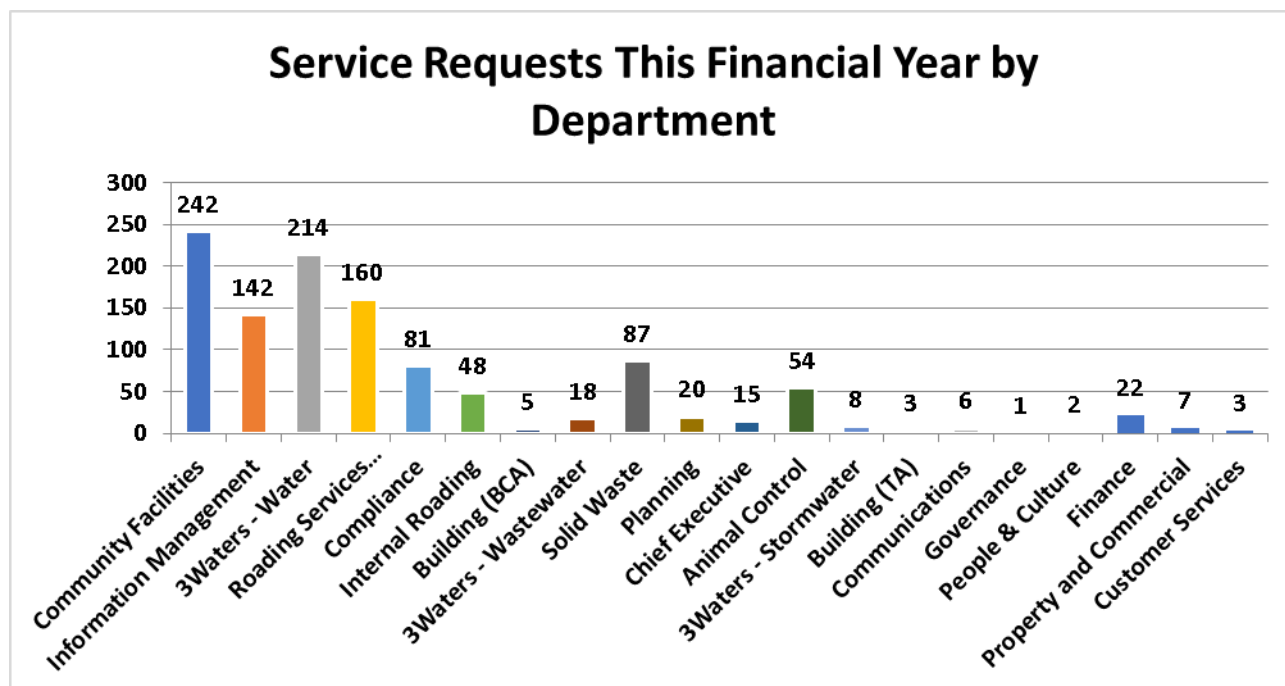
Service Requests Per Month



There is a decreasing trend of calls but the trend of open items is increasing over time. This will need to be investigated further to determine the root cause and if current resources are coping with demand.

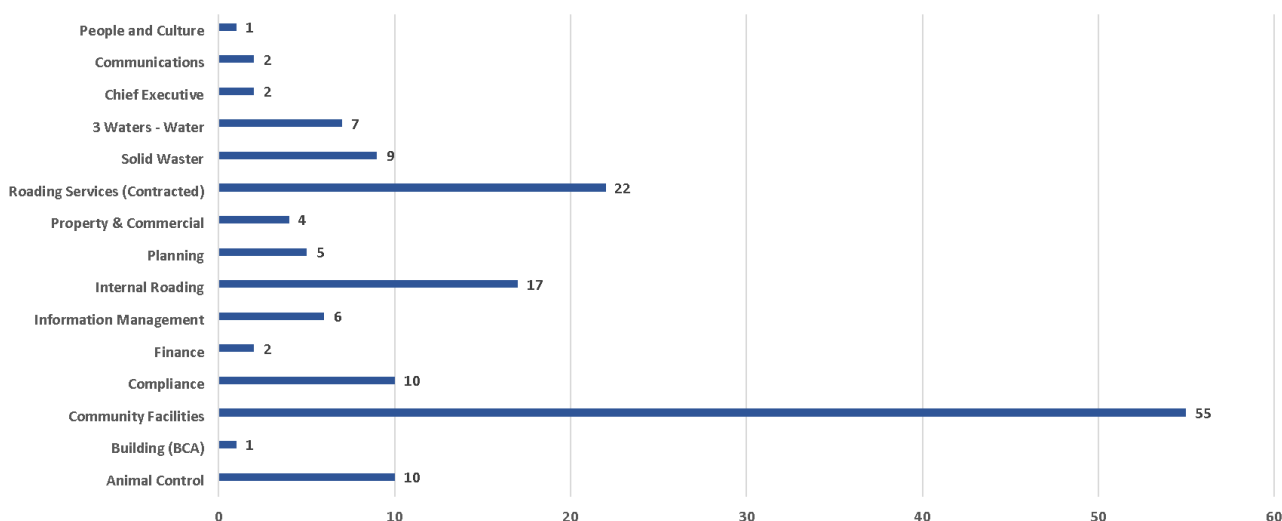


A significant number of items remain open and this is due to the backlog of open items.



It is clear that the areas receiving the most request are by far the community facilities, roading services, IT, compliance and solid waste. The increase in IT service requests was caused largely by the transition to the dual roster and remote working. Great work has gone into providing support to the Councillors and the wider team to ensure continuity of services are provided. The IT dashboard also indicates that most internal customer are highly satisfied with their assistance with an average turnaround time of just over an hour to resolve. Given that the team is short of IT resources and a communications advisor, the Manager: IT and Engagement must be thanked for all the additional hours work to keep the IT and communications maintained.

Open Service Requests by Department – February 2022.



Roading and Community Facilities have the most open items by department.

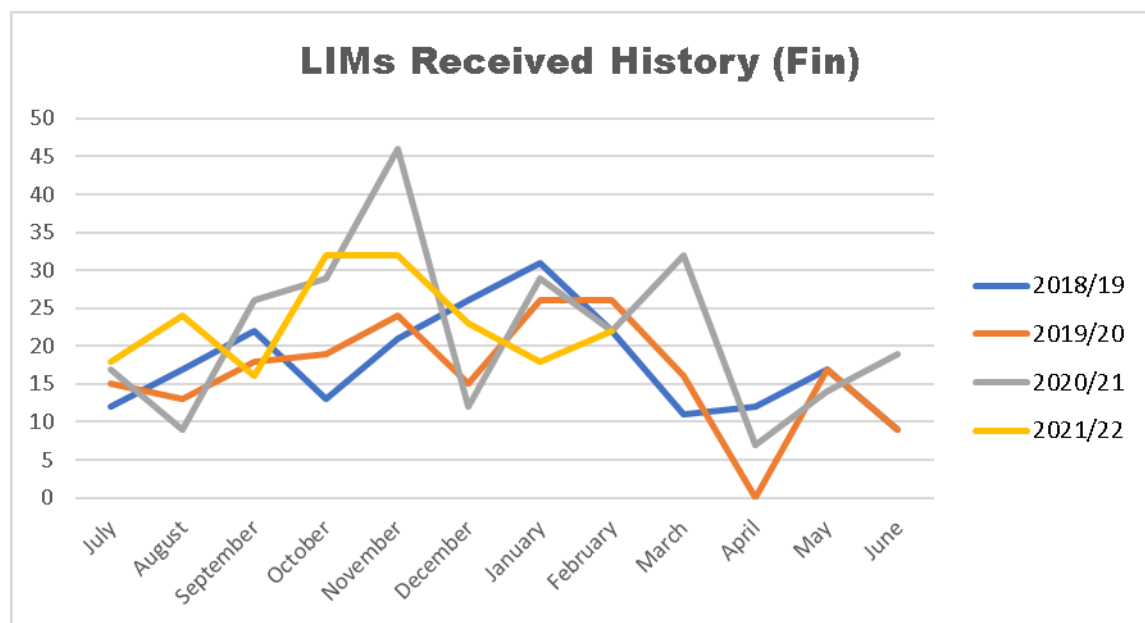
5. Complaints Register Summary

There were no formal complaints received during February. There is currently one formal complaint waiting response to a Stage 2 escalation. This relates to a review of the costs attributed to a building consent.

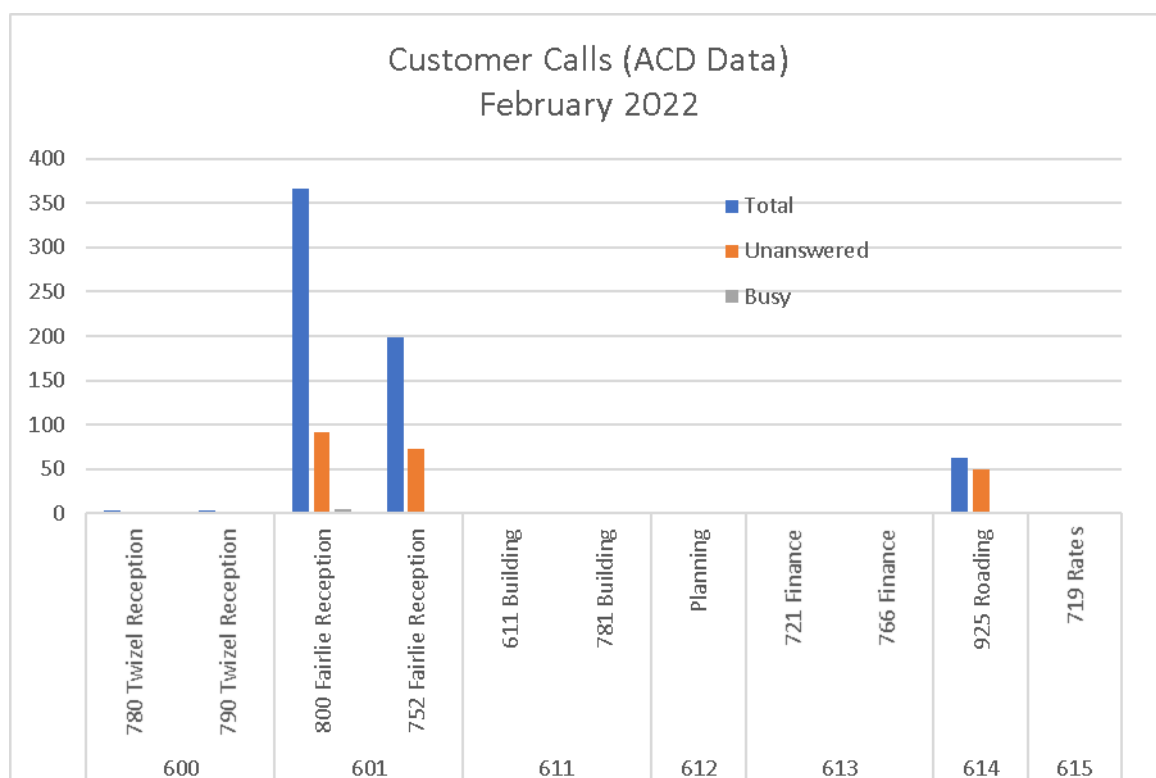
6. Land Information Memorandums (LIM)

For the period 1 February 2022 to 28 February 2022 22 LIM applications were received. This compares with 22 for the same period last financial year.

Trend by calendar month is shown below:



Customer Calls



NOTE Unanswered call numbers include calls transferred to another extension to be answered. These transferred calls are then recorded as "unanswered" calls. Due to an IT issue no data was captured for 14, 26 and 27 January 2022. Call numbers are also impacted from 24 January 2022 with reducing the number of Customer Services Officers to one each in Fairlie and Twizel.

7. Community Centre Bookings

Fairlie Community Centre – 70.5 hours of bookings were recorded which includes 12.5 hours of Mackenzie District Council use.

Lake Tekapo Community Hall – Mackenzie District Council was the only user of the facility in February and recorded 1 hour of use.

Albury Hall – No bookings recorded.

MEETINGS ATTENDED:

| Date | Meeting |
|-----------------|---|
| 1-2 February | Te Manahuna Ki Uta Key Workshops |
| 2 February | Tekapo Community Board |
| 3 February | Reforms Update |
| 3 February | Fairlie Community Board |
| 3 February | FENZ Meeting – Tekapo Wildfire review report |
| 3 February | Meeting with Lydia Stoddart |
| 8 February | Council workshop |
| 9 February | TMKU Working Group meeting |
| 10 -11 February | Leadership Development with Culture by Design |

| Date | Meeting |
|-------------|---|
| 15 February | Audit NZ meeting about the Annual Report (Chris Genet and Anna Jones) |
| 15 February | Council Committees |
| 16 February | Financial Review Report |
| 17 February | Meeting with PF Olsen (forestry) |
| 17 February | Joint Committee Civil Defense meeting |
| 17 February | Reforms Update |
| 18 February | Canterbury Mayoral Forum |
| 21 February | Annual Plan Budget Review meeting with Exec |
| 22 February | District Plan Review meeting |
| 23 February | Waka Kotahi Meeting about NLTP |
| 23 February | Te Manahuna Ki Uta Working Group meeting |
| 25 February | Te Manahuna Ki Uta Governance Group meeting |
| 25 February | Meeting with James Cayhill – Judicial Review on NLTP |
| 25 February | Aged Care meeting with Rationale and internal staff |
| 28 February | SCDHB meeting with Mayors and CEO's |
| 1 March | Council workshop |





Weekly Exec meetings and One to one meetings are held with each direct report to the CEO.

6.2 DISTRICT PLAN REVIEW APPROACH AND INDICATIVE WORK PROGRAMME

Author: Aaron Hakkaart, Manager - Planning

Authoriser: David Adamson, General Manager Operations - Acting

Attachments:

1. **October 2012 Planning and Regulatory Committee Report** [↓](#) 
2. **October 2017 Planning and Regulatory Committee Report** [↓](#) 
3. **District Plan Review Proposed Work Programme** [↓](#) 
4. **Steering Group Proposed Terms of Reference** [↓](#) 

PURPOSE OF REPORT

The purpose of this report is to seek amendments to previous Planning and Regulatory Committee resolutions as they relate to the District Plan Review. Alongside this it is asked that Council amend a resolution as it pertains to the forming of a Steering Group to assist with the District Plan Review, whilst also asking Council to note the indicative work program for the District Plan Review.

STAFF RECOMMENDATIONS

1. That the report on the District Plan review approach be received.
2. That Council amends resolution 2 from the item "1. District Plan Review" of its meeting of 30 October 2012 as follows:
 2. *That the Committee agrees to commence a ~~partial~~ review of the District Plan under section 73 and 79 of the RMA.*
3. That Council amend resolution 3 from the item "6.3 District Plan Review" of its meeting of 3 October 2017, as follows:
 3. *That the Committee confirm that the District Plan Review ~~is to~~ covers all provisions (noting other than those that are subject to Plan Changes 18 and 19 have already been notified) ~~13~~*
 4. *That the review of the relevant District Plan provisions is undertaken as a staged process through two or more First Schedule processes*
 5. ~~*That no Council led plan changes be progressed prior to the Proposed District Plan being notified*~~
4. That Council receive the Mackenzie District Plan Review, proposed work programme and acknowledge this as a working document that is able to be adjusted when required to reflect circumstances currently unknown.

5. That Council amend resolution RESOLUTION 2021/26 of its meeting of 6 March 2021, as follows:
 2. *Council establish a Steering Group, ~~as outlined within this report~~, to provide direction to the District Plan Review and ~~3 Waters Reform Projects~~, and further that,*
 3. *Council appoints Cr Leslie and Cr Munro to the Steering Group.*
6. That Council adopt the proposed 'Terms of Reference' for the Steering Group.
7. That Council notes that detailed engagement will occur, with this to be designed around each stage of the review; and that a specific branding for the District Plan has been proposed and will be used for all material released by Council and part of the District Plan Review Project.

BACKGROUND

Previous Resolutions of the Planning and Regulations Committee

Meeting 30 October 2012

At its meeting of 30 October 2012, the Planning and Regulations Committee considered a report (Attachment 1) and made resolutions regarding the approach of the District Plan Review. This included a consideration of the form of the review i.e., a full review (all provisions would be reviewed) versus a partial review (setting aside the provisions of Plan Change 13 and 15), and the process for the review i.e., a series of plan changers versus a review (all provisions progressed simultaneously through a single Schedule 1 RMA process).

The committee resolved that a partial review should be undertaken, to exclude the provisions subject to Plan Change 13 and 15, and that a single review process would be followed as detailed below:

IV REPORTS:

1. District Plan Review:

This report from the Senior Policy Planner sought decisions on the form and process for the District Plan Review.

Resolved:

1. *That the report be received.*
2. *That the Committee agrees to commence a partial review of the District Plan under section 73 and 79 of the RMA.*
3. *That the Committee confirm that the review is to cover all provisions other than those that are subject to Plan Changes 13 and 15.*
4. *That the review of all relevant District Plan Provisions in accordance with Recommendations 2 and 3 is undertaken simultaneously and progressed through a single First Schedule process."*

Meeting 3 October 2017

At its meeting on 3 October 2017, the Planning and Regulations Committee considered a report (Attachment 2) that sought amendments to the resolutions made on 30 October 2012. The Committee resolved:

1. *That the report be received.*
2. *That the Committee revoke resolutions 3. and 4. from the item "1. District Plan Review" of its meeting of 30 October 2012 as follows:*

IV REPORTS:

1. *District Plan Review:*

Resolved:

~~3. That the Committee confirm that the review is to cover all provisions other than those that are subject to Plan Changes 13 and 15.~~

~~4. That the review of all relevant District Plan Provisions in accordance with Recommendations 2 and 3 is undertaken simultaneously and progressed through a single First Schedule process."~~

3. *That the Committee confirm that the District Plan Review is to cover all provisions other than those that are subject to Plan Change 13*

4. *That the review of the relevant District Plan provisions is undertaken as a staged process through two or more First Schedule processes*

5. *That no Council led plan changes be progressed prior to the Proposed District Plan being notified*

Proposed Amendments

Subsequent, to the last resolution, some four years have passed and consequently, a change in the form and process of the District Plan Review is once again required, for several reasons:

- The District Plan is now required to be implemented within the National Planning Standards framework.
- Plan Change 13 has now been operative for a period meaning consideration is able to be given to its implementation and any areas of concern.
- The National Planning Standards necessitates that the entire District Plan is considered.
- That the entire plan will have been reviewed in the period since the original resolution was made in October 2012.

Accordingly, it is now proposed to make the following amendments:

2. *That the Committee agrees to commence a ~~partial~~ review of the District Plan under section 73 and 79 of the RMA.*
(30 October 2012 resolution)

and;

3. *That the Committee confirm that the District Plan Review ~~is to~~ covers all provisions (noting ~~other than those that are subject to Plan Changes 18 and 19 have already been notified~~)-13*
 4. *That the review of the relevant District Plan provisions is undertaken as a staged process through two or more First Schedule processes*
 5. ~~*That no Council led plan changes be progressed prior to the Proposed District Plan being notified*~~
- (3 October 2017 resolution)

It is noted that since the District Plan Review was commenced via resolution on 30 October 2012, that Plan Changes 16, 17, 18 and 19 have been notified; with final decisions also issued on Plan Change 13 by the Environment Court.

Plan Change 16 being a private plan change and Plan Change 17 being a temporary removal of exemptions relating to the management of indigenous biodiversity were not notified as part of the District Plan Review.

Plan Changes 18 and 19 were notified as Stage 1 of the District Plan Review, with the Public Notice for these Plan Changes specifying that they were Stage 1 of the District Plan Review. The notification of Plan Changes 18 and 19 is in accordance with the resolution passed by the Planning and Regulations Committee on 3 October 2017, which outlined there would be two or more stages to the District Plan Review.

Proposed Work Programme

To support the proposed resolution, the District Plan Review Project Team have created an indicative Project Plan for the review that will see the remainder of the plan (not already addressed via Plan Changes 18 and 19) reviewed over the next three years. This reflects that Plan Change 18 and 19 are part of the review that commenced in 2012 and were notified accordingly.

The programme is attached as Attachment 3 and has been prepared by Taylor Planning in conjunction with the wider Project Team. The programme indicates nine 'stages'; but has been designed to be flexible allowing for changes to occur if necessary. The intent of the programme is to complete a review of all the provisions over the coming three years. This programme is presented for information only and is a working document, which will be the basis for detailed work plans for each of the review stages.

Proposed Governance Structure

The District Plan Review is a key statutory document and accordingly prior to any notification must be adopted by Council and the Planning and Regulatory Committee. The scope of the Planning and Regulatory Committee that relates to the District Plan Review includes the following:

- Statutory administration of the Operative District Plan.
- To initiate and progress any change to or review of the District Plan under the Resource Management Act 1991
- To appoint Hearings Panels and/or Commissioners as appropriate/required.
- The establishment of subcommittees or working parties as appropriate within the terms of reference/scope of the Committee.

- Any other regulatory matter related to the District Plan Review not listed above.

At its meeting on 16 March 2021; Council resolved:

RESOLUTION 2021/26

2. Council establish a Steering Group, as outlined within this report, to provide direction to the District Plan Review and 3 Waters Reform Projects, and further that,
3. Council appoints Cr Leslie and Cr Munro to the Steering Group.

Since this resolution time has passed and the need for a steering group to cover the District Plan Review and 3 Waters Reform Project is no longer needed. The 3 Waters Reform Projects have progressed significantly, and the timelines no longer align with the District Plan Review.

Accordingly, it is proposed to amend the resolution as follows:

RESOLUTION 2021/26

2. Council establish a Steering Group, ~~as outlined within this report,~~ to provide direction to the District Plan Review ~~and 3 Waters Reform Projects,~~ and further that,
3. Council appoints Cr Leslie and Cr Munro to the Steering Group.

Initially, there was to be no 'Terms of Reference' for the Steering Group as it was to be a sounding board. Since this time, it has been discussed, and it is now felt that the Steering Group will play an integral role as a sounding board in the District Plan Review process. Accordingly, proposed Terms of Reference are attached as appendix 4 for consideration of Council.

The Steering Group will not remove the decision-making ability of the Council and Planning and Regulatory Committee, rather the group will play a key role at an operational level providing additional oversight and direction to the Project Team. The Steering Group will, allow for the project to be completed in a more agile manner, rather than requiring full Committee and Council Meeting for staff to report back and seek direction where necessary.

Proposed Engagement and Branding Approach

If the proposed District Plan Review approach is approved, the communications and engagement process will begin with an initial project to inform people about this phase to completion of the District Plan Review.

This initial stage will be used to drum up interest about the District Plan Review, outlining what the District Plan Review is (and what it isn't), why it's important, how the process is going to work and how people can contribute.

A District Plan Review brand has been developed and will be used on all communications and engagement material related to the Review. This will help people identify any work that is being done as part of the process. The brand is below. A Te Reo subtext has been provided and approved by mana whenua which will be added to replace the placeholder text. It reads '**Ka Awatea Hōu**', which means 'a new dawn' or day.



Mackenzie

DISTRICT PLAN REVIEW

TOMORROW'S MACKENZIE
LOREM IPSUM DOLOR SIT AMET, CONSECT

Following the initial awareness building campaign, detailed comms and engagement plans will be developed that will outline the approach for each stage, including the methods, channels, timeframes and outline any key issues and stakeholder groups that need to be engaged with. It is expected that each comms and engagement plan will be developed by the project team and the Governance Group.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

The proposal is not significant in terms of Council's Significance and Engagement Policy. The District Plan Review is a project that sits within the Long Term Plan and has been an on-going work programme for a number of years. This paper seeks to align the project with a new work programme to ensure Council progresses the project in an effective manner.

OPTIONS

In Terms of the Form of the District Plan Review (Recommendation 1 – 3)

1. To continue to undertake a partial review of the District Plan, excluding the provisions subject to Plan Change 13
2. To progress the review of the District Plan, including all provisions on the District Plan.

Option 2 is the option preferred by staff. Since Plan Change 13 was notified more than ten years has passed. Changes to national legislation and direction, means that Council needs to make small changes to the provisions that were introduced through Plan Change 13. This change will allow staff to ensure the entire District Plan is revised in a manner that will meet legislative requirements.

In Terms of the Indicative District Plan Review Work Program (Recommendation 4)

1. That Council receive the Mackenzie District Plan Review, proposed work programme and acknowledge this as a working document that is able to be adjusted when required to reflect circumstances currently unknown considerations.
2. That Council does not receive the Mackenzie District Plan Review, proposed work programme.

Option 1 is the option preferred by staff. The proposed work programme has been designed to be achievable, while challenging, at the same time as meeting Council's statutory responsibilities. It has been designed to be nimble, and in doing so recognises the need to adjust priorities as

circumstances change. Council will be kept fully informed of progress as it relates to the District Plan Review.

In Terms of the Steering Group Form

1. That Council amend resolution RESOLUTION 2021/26 of its meeting of 6 March 2021, as follows:
 2. *Council establish a Steering Group, as outlined within this report, to provide direction to the District Plan Review and ~~3 Waters Reform Projects~~, and further that,*
 3. *Council appoints Cr Leslie and Cr Munro to the Steering Group.*
2. That Council does not amend the resolution as proposed in Option 1

Option 1 is the option preferred by staff. The Steering Group no longer needs to include reference to the 3 Waters Reform Projects as this work has all progressed and will be completed in a timeframe that does not align with the District Plan Review project as proposed.

In Terms of the Terms of Reference for the Steering Group

1. That Council adopts the proposed 'Terms of Reference'
2. That Council does not adopt the proposed 'Terms of Reference'.
3. That Council adopts a 'Terms of Reference' subject to changes to be determined by Council.

Option 1 is the option preferred by staff. The proposed 'Terms of Reference' have been drafted to reflect the intended role of the Steering Group which is to provide direction and oversight to the District Plan Review Project Team. Option 3 will still allow the intent of the Steering Group to be achieved, whilst allowing Council to better align its thoughts as to how the Steering Group will function.

Legal

There are no known legal implications associated with this proposal. The District Plan Review Project Team includes a legal adviser whom is providing opinion throughout the process to ensure Council meets all statutory and legislative requirements.

Financial

The review of the District Plan has been budgeted for in Council's Long Term Plan. It is not considered that there will be any implications on this budget because of the recommended changes.

Discussion

A robust process has been followed in evaluating the risk associated with a project the size of a District Plan Review. Mackenzie District Council is a small Council with limited resources, trying to complete a project that by nature is complicated. The proposal as presented to Council seeks to achieve a District Plan Review within an achievable timeframe that recognises the multifaceted nature of inputs required. The proposal also minimises Council's risks associated with the review.

Staff will actively present information to the Planning and Regulatory Committee and Council as the project progresses. As the project progresses competing interests will need to be assessed and decisions made. The framework progressed allows this to occur in a nimble manner that recognises the changing nature of local government which is currently subject to legislative reform.

CONCLUSION

Mackenzie District Council commenced a formal review of the Mackenzie District Plan 2004, in October 2012, as required under the Resource Management Act 1991. It is recommended that several changes are made to this initial decision and subsequent amendments made in 2017. Additionally, a robust work programme is provided for information to highlight that a plan is in place to progress the District Plan Review.

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING COMMITTEE
SUBJECT: DISTRICT PLAN REVIEW
MEETING DATE: 30 OCTOBER 2012
REF: REG 6/6
FROM: TONI MORRISON, SENIOR POLICY PLANNER
ENDORSED BY: MANAGER PLANNING & REGULATIONS

PURPOSE OF REPORT:

To seek decisions from the Committee on the form and process for District Plan review.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Committee agree to commence a partial review of the District Plan under sections 73 and 79 of the RMA.
3. That the Committee confirm that the review is to cover all provisions other than those that are subject to Plan Changes 13 and 15.
4. That the review of all relevant District Plan provisions in accordance with Recommendations 2 and 3 is undertaken simultaneously and progressed through a single First Schedule process.

TONI MORRISON
SENIOR POLICY PLANNER

NATHAN HOLE
MANAGER – PLANNING AND
REGULATIONS

ATTACHMENTS:

None.

BACKGROUND:

Significant parts of the Mackenzie District Plan are due for formal review by 2014, in accordance with the Resource Management Act. Work is continuing on developing a programme for review of District Plan provisions, and two Council workshops have been held providing background material to Councillors.

The Resource Management Act provides some options in respect of formal review of the District Plan, under sections 73 and 79 of the Act. These are outlined below.

3.1 Full review v Partial Review

Under section 79 of the RMA, the Council is **required** to commence a review of all provisions that have not been introduced or reviewed during the previous 10 years. Large sections of the plan are therefore due to be reviewed by 2014. Those provisions not due for review include recent plan changes PC 13 (Mackenzie Basin) and PC 15 (Twizel).

A full review which would allow a review of the Plan in its entirety is possible under s79. However this is not recommended, as this would require revisiting the provisions presently subject to the Environment Court proceedings under Plan Change 13, and those recently adopted under Plan Change 15.

Under the Act the Council can undertake a partial review of the Plan, leaving aside the provisions dealt with or introduced by PC13 & 15.

As well as the 10-year old provisions, there are other parts of the Plan that are not yet at that limit but are approaching 10 years old, such as the early plan change for Tekapo township. It is also recommended that the partial review is undertaken of all those provisions that would be due for review in the next 4 or so years anyway. This is permitted under s73 of the Act, which allows a territorial authority to formally change provisions in a District Plan at any time.

This would provide for efficiencies in the cost of processing, consultation, and information gathering.

It is therefore recommended that the Council commence a partial review of the District Plan, and include in its review all of the provisions that are not subject to Plan Changes 13 and 15.

3.2 'Rolling' Reviews v Single review process

There are two options for progressing the review programme. These are:

- A series of "Rolling" plan changes. This would involve advancing individual work programmes on individual topic/chapters of the plan, through the First Schedule process of the RMA. Each chapter or topic would be individually researched, consulted on, drafted, notified, submissions received, and decisions made and released.

- Single review: All provisions subject to the review would be researched, drafted, consulted on, and prepared for notification. A single Plan Change would then be notified containing all the revised provisions, involving one process of submissions, hearings, and decisions.

The rolling reviews have the advantage of breaking down the plan review sections in to smaller 'chunks', and the costs would be spread more evenly over the number of years it would take to review in this way. However staff consider there are several potential issues with this for the Mackenzie District Plan. It is extremely complex to administer in terms of knowing which parts of the plan are operative or merely proposed, and difficult for applicants for resource consents to know which rules apply. Further, the costs of a series of public notices and associated submissions and hearings processes are likely to be higher than a single process.

It is therefore recommended that the review of all relevant District Plan provisions be undertaken simultaneously, and progressed through a single First Schedule process.

SIGNIFICANCE OF DECISION REQUESTED:

The decision is not significant in terms of Council's Significance Policy.

CONSIDERATIONS

FINANCIAL CONSIDERATIONS

The review of the District Plan has been budgeted for in the Council's long term plan. As noted above, the cost of a rolling review is likely to be higher than a single formal process, due to the added complexity of an increased number of formal processes.

LEGAL CONSIDERATIONS

There are no known legal implications from the proposals.

OPTIONS:

1. To undertake a full review of the District Plan in its entirety.
2. To undertake a partial review of the District Plan, by reviewing all provisions not covered under Plan Changes 13 and 15.

In terms of process:

3. To progress the Plan review programme as a 'rolling review' by reviewing sections or chapters in a series of plan changes through the First Schedule process.
4. To progress the review of all relevant District Plan provisions simultaneously through a single First Schedule process.

ASSESSMENT OF PREFERRED OPTIONS

Options 2 and 4 are the preferred options, for the reasons outlined above.

CONCLUSION:


The Council is preparing to commence a formal review of the Mackenzie District Plan as required by the RMA. It is recommended that the Committee make initial decisions as to the content and form of the review and the process to be undertaken, as outlined above. Further planning for the review process can then be undertaken and the review programme commenced.

6.3 DISTRICT PLAN REVIEW

File Reference: REG 6/6

Author: Karina Morrow, Planning Manager

Authoriser: Suzette van Aswegen, Planning and Regulatory Manager

Attachments: 1. Report to Planning and Regulatory Committee - District Plan Review October 2012 [↓](#) 

PURPOSE OF REPORT

To seek decisions from the Committee on the form and process for the District Plan Review.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Committee revoke resolutions 3. and 4. from the item "1. District Plan Review" of its meeting of 30 October 2012 as follows:

"IV REPORTS:

1. District Plan Review:

Resolved:

- ~~3. That the Committee confirm that the review is to cover all provisions other than those that are subject to Plan Changes 13 and 15.~~
- ~~4. That the review of all relevant District Plan Provisions in accordance with Recommendations 2 and 3 is undertaken simultaneously and progressed through a single First Schedule process."~~
3. That the Committee confirm that the District Plan Review is to cover all provisions other than those that are subject to Plan Change 13
4. That the review of the relevant District Plan provisions is undertaken as a staged process through two or more First Schedule processes
5. That no Council led plan changes be progressed prior to the Proposed District Plan being notified

BACKGROUND

In its meeting of 30 October 2012 the Committee considered a report (attached) and made resolutions in regards to the approach to the District Plan Review. This included a consideration of the form of the review i.e. a full review (all provisions

would be reviewed) versus a partial review (setting aside the provisions of Plan Change 13 and 15), and the process for the review i.e. a rolling review (a series of plan changes) versus a single review (all provisions progressed simultaneously through a single Schedule One process).

The committee resolved that a partial review should be undertaken, so as to exclude the provisions subject to Plan Change 13 and 15, and that a single review process would be followed as detailed below:

“IV REPORTS:

1. District Plan Review:

This report from the Senior Policy Planner sought decisions on the form and process for the District Plan Review.

Resolved:

- 1. That the report be received.*
- 2. That the Committee agrees to commence a partial review of the District Plan under section 73 and 79 of the RMA.*
- 3. That the Committee confirm that the review is to cover all provisions other than those that are subject to Plan Changes 13 and 15.*
- 4. That the review of all relevant District Plan Provisions in accordance with Recommendations 2 and 3 is undertaken simultaneously and progressed through a single First Schedule process.”*

Subsequent to this resolution, some five years have passed and consequently, a change in the form and process of the District Plan Review is required as outlined below:

Whilst it is considered appropriate that the provisions of Plan Change 13 continue to be excluded from the review, the provisions of Plan Change 15, which dealt with the rezoning of specific areas of land in and adjacent to the Twizel township, are now six years old. A review of the provisions subject to Plan Change 15 will therefore be required within the next four years. Given the “age” of these provisions and the growth and change that is occurring in the Twizel township, it is considered prudent that a review of the provisions subject to Plan Change 15 be included as part of this District Plan Review process. Therefore, Resolution 3. above, should be revoked and a new resolution made to only exclude the provisions of Plan Change 13 from this District Plan Review.

In regards to Resolution 4. above, it was resolved that a review of all the relevant provisions be progressed simultaneously through a single First Schedule process. For a number of reasons, including the need to review the indigenous vegetation

clearance rules prior to December 2017, a review of some of the provisions has been prioritised. This will constitute Stage One of the District Plan Review. The intention is that the remainder of the District Plan (excluding the provisions subject to Plan Change 13) will be notified at a later date following the completion of Strategic Planning for the District's townships and the gazettal of the proposed Planning Standards. This will likely constitute Stage Two of the District Plan Review. Therefore, Resolution 4. above, should be revoked and a new resolution made to allow for a staged District Plan Review process.

In addition to the above, in order to ensure that any changes to the District Plan are made in a strategic manner, it is considered pragmatic to not conduct any Council led plan changes before the District Plan Review is complete. This will ensure that any zoning changes etc. are considered in conjunction with the overall review and in accordance with any Strategic Planning work.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

The decision is not significant in terms of Council's Significance Policy.

OPTIONS

IN TERMS OF FORM

1. To continue to undertake a partial review of the District Plan, excluding the provisions subject to Plan Change 13 and 15
2. To progress the partial review of the District Plan, including the provisions subject to Plan Change 15

IN TERMS OF PROCESS

1. To continue to progress the review through a single First Schedule process
2. To progress the review as a staged process through two or more First Schedule processes

IN TERMS OF PLAN CHANGES

1. To continue to progress any Council initiated plan changes prior to the Proposed Plan being notified
2. To not progress any Council initiated plan changes prior to the Proposed Plan being notified

CONSIDERATIONS**Legal**

There are no known legal implications which would result from the recommended changes.

Financial

The review of the District Plan has been budgeted for in Council's Long Term Plan. It is not considered that there will be any implications on this budget as a result of the recommended changes.

Other

N/A

CONCLUSION

The Council commenced a formal review of the Operative Mackenzie District Plan 2004 in 2012, as required by the Resource Management Act 1991. It is recommended that a number of changes be undertaken to the initial decisions made by the Committee as to the form and process for the review. Further, it is recommended that no Council initiated plan changes be progressed prior to notification of the Proposed Plan.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER

MEMORANDUM



Louise.taylor@taylorplanning.co.nz

+64 272304525

Reference: 20021

To Mackenzie District Council
Attn Aaron Hakkaart, Manager Planning
From Louise Taylor, Director
Date REV 24 February 2022
Project Mackenzie District Plan Review
Status **final for Councillors Meeting**

Subject **Preferred Option Delivery Process**

Introduction

Mackenzie District Council staff and Councillors have been using the ILM process to revisit the District Plan review process that commenced in 2012. The revisit is required due to slow progress of the District Plan review due to resourcing and size of Mackenzie team, new National Planning Standards, and various National and Regional statutory documents the District Plan is required to give effect to. This paper follows from the workshops and papers to come from the workshops and is the next step in the project plan following the Options Development report. The Options Development report identified Option 4.5 as the preferred option.

This paper sets out how the updated district plan review can be delivered, utilising Option 4.5 which was the preferred option using the ILM process. Option 4.5 is to review the district plan in stages, prioritising both chapters and issues. It will convert the district plan into the National Planning Standard format, plan change by plan change.

Option 4.5 combines the benefits and efficiencies from options 3 and 4 which are both to replace the whole plan into the National Planning Standard format, with option 3 working through the plan chapter by chapter (prioritising the higher order provisions), whilst option 4 prioritised resource management issues of importance to Mackenzie District.

Preferred Option – Option 4.5 Review the whole plan in stages based on chapters and issues

This option will eventually solve all issues identified with the existing district plan via the ILM process and will approach key chapters first (in particular Takata Whenua and strategic direction high level provisions) and then key issues. It was identified as the preferred option as it strikes a good balance between achievability, structured approach and ability to address and prioritise key issues. It ensures that the high-level strategic direction provisions are in place prior to considering the lower order provisions, so that the lower order provisions give effect to the higher order provisions without them having to be revisited. It is relatively cost effective compared with other options.

It is proposed to work through the plan in the following order which, once complete, will achieve a fully replaced district plan in the National Planning Standard format. Note however,

that plan changes 18 and 19 have already been completed (or well advanced in the case of plan change 18 which is currently being considered by the Environment Court) as part of the District Plan review and are not to be revisited, other than moving the relevant provisions into the correct location in the National Planning Standard Format. The intention is to give effect to all relevant regional and national statutory documents via this process. The development of each chapter will include a review to ensure regional and national compliance, with specific provisions or cross references included where appropriate.

The review will be staged as follows:

1. Initial chapters including Takata Whenua and Strategic Direction
2. Enabling the Spatial Plans – all relevant urban zones (capture visitor accom, lighting and potentially urban parks)
3. Rural zone provisions and subdivision (including rural lifestyle/rural residential, some precincts and surface of water)
4. East Mackenzie landscape (including landscape overlays/precincts)
5. Special purpose zones and/or precincts (including airport)
6. Hazards and Risks/ Energy, Infrastructure and Transport/ Natural Env Values / Historical and Cultural Values
7. General district wide matters (includes earthworks, noise, signs, temporary activities)
8. Open space and recreation zones
9. Designations
10. Remaining provisions (tidy up)

Note: In the Options Development Report there was a separate stage for commercial/mixed use and industrial, but via the development of this delivery plan it is recommended that these topics be covered in stage 2 – Spatial Plan implementation which covers the urban zones together. We are now proposing 10 stages, with the 10th being a tidy up stage, covering any provisions which we not able to be addressed in early stages. The scope of each stage was further refined at a Council workshop on 22 February 2022.

Table One below sets out each stage, key tasks and resources required, along with initial timings. It is intended that this table be a live document, and be used as a project management tool for the project team to ensure tasks are on track. The stages will be reviewed periodically, as the whole process will need to remain nimble throughout to respond to developments and changes as they arise.

Appendix A is a contents page for the District Plan utilising the National Planning Standard format. The stage for each part and chapter is identified in the contents page.

Appendix B is a high-level programme illustrating how each stage fits together.

Appendix C sets out the process that will be undertaken to develop, review, approve and proceed through the formal RMA process for each stage.

Table One: Stages – Key Steps, Resources and Information Required

| Stage No | Stage Name | Replacement District Plan Part(s) Affected | Replacement District Plan Chapter(s) Affected | Operative District Plan Chapters/ Provisions Affected | Background work (who and date) | Technical work required (who and date) | Council Dept inputs required (who and date) | Provisions and s32 drafting commence (who and date) | Present to Councillors | Notify |
|----------|------------------------------|---|---|---|---|--|---|---|------------------------|-----------|
| | Preliminary Work | Confirm programme, commission technical work, complete drafting guidelines and templates, confirm inputs required from Council Depts Louise Taylor lead – inputs from Aaron and Liz, plus Clare as needed Complete by mid March | | | | | | | | |
| 1 | Strategic Chapters | Part 1 – Introduction and General Provisions Part 2 – District-Wide Matters | - Introduction incl mihi - How the Plan Works - Interpretation - National Direction Instruments - Tangata Whenua/Mana Whenua - Strategic Direction | Section 1 – Introduction Section 2 – Policy and Legal Framework Section 3 – Definitions Section 4 – Takata Whenua | Feb – Mar 2022 Aaron and Louise with strong support from Kylie (and other runaka should they wish) | | Financial contribution/ development contributions move from district plan to annual plan process | Apr – May 2022 Aaron and Louise with strong support from Kylie (and other runaka should they wish) | June 2022 | July 2022 |
| 2 | Spatial Plans Implementation | Part 2 – District-Wide Matters Part 3 – Area Specific Matters - Zones Part 4 – Maps | - Residential Zones - Commercial and Mixed Use Zones - Industrial Zones - Special purpose zones: - Education - Precincts (multi-zone): - Visitor accom - Potential open space zone (urban parks) - Light Maps to reflect new zone boundaries | Section 5 – Business Section 6 -Residential (+ App H recession planes; App K design guidelines) Section 9 – Special Purpose Zones – special travellers accommodation zone Section 12 – Outdoor Lighting Potentially Section 9 – Recreation and Open Space (urban parks only) App P – Lake Tekapo | Feb- Apr 2022 Liz and Rachael | Urban Design - built form/cover age - Design guidelines (start Feb/March – due end Apr 2022) Sustainable water re-use (due mid Apr) | Financial contribution/ development contributions move from district plan to annual plan process Council waste management – outdoor storage requirements | May – Aug 2022 Liz (commercial focus) and Rachael (residential focus) | Sept 2022 | Oct 2022 |

| | | | | | | | | | | |
|---|--------------------------|---|---|--|--------------|--|---|-------------------|---------|------------|
| | | | | Design Guide App Q – Lake Tekapo Outline Development Plan | | 2022) Lighting assessment (Aoraki Mt Cook International Dark Sky Board; due end Q2 2023) | (due mid April 2022) Council servicing provision for any extensions (due mid April) | | | |
| 3 | Rural and Subdivision | Part 2 – District-Wide Matters Part 3 – Area- Specific Matters | Subdivision (incl connections to open space) General District-Wide matter Activities on the surface of water Rural (incl rural res, now called rural lifestyle) General Rural Zone Rural lifestyle Zone (covers all rural res) Mackenzie Basin precinct/special zone Mackenzie Park Development Plan overlay Opuha Dam ? overlay or special purpose zone Power schemes special purpose?? | Section 7 – Rural Section 7A – Rural-Res Zone – Manuka Terrace Section 7B – Ohau River Rural- Res Section 8 - Twizel Rural- Res Section 13 – Subdivision and Development Mackenzie Basin sub- zone ? (App E) App G – Monitoring Schedule (? delete) App R – Farm Base Areas (Mackenzie Basin) App S – Mackenzie Park Development Plan Opuha Dam special purpose zone Power scheme maps <i>Note: provisions in section 7 rural zone introduced via PC18 and PC19 not to be revisited</i> | Apr-Jun 2022 | Rural and Rural Lifestyle form assessment (due mid June 2022) Rely on PC13 outcomes | Financial contribution/ development contributions move from district plan to annual plan process Engineering Standards (due mid June 2022) Council servicing provision for any extensions ? (e.g. rural- lifestyle Fairlie) (due mid June) | Jul – Oct 2022 | Q1 2023 | Q2 2023 |

| | | | | | | | | | | |
|---|---------------------------------|--|---|--|----------------|--|------------|----------------|---------|---------|
| | | Part 4 - Maps | <p>Outstanding Natural Landscape – precinct overlay</p> <p>Rely on PC13 outcomes (minor tweaking)</p> <p>Maps to reflect zone and any overlay boundaries</p> <p>Note: PC 19 provisions not to be revisited; transfer over to NPS format – e.g. Activities on Surface of Water in separate chapter)</p> | | | | | | | |
| 4 | East Mackenzie landscape | <p>Part 3 – Area-Specific Matters</p> <p>Part 4 – Maps</p> | <p>Rural ONL precinct/overlay</p> <p>Other landscape precinct/ overlay ?</p> <p>Maps to reflect zone and any overlay boundaries</p> | Section 7 – Rural | Aug-Sep 2022 | Landscape Assessment update (due end Sept 2022) | To confirm | Oct – Dec 2022 | Q1 2023 | Q2 2023 |
| 5 | Special purpose zones/precincts | Part 3 – Area-Specific Matters | <p>Special purpose zones:</p> <ul style="list-style-type: none"> - Airport - Pukaki Village Zone - Ruataniwha Rowing Zone - Pukaki Downs Tourist Zone - Tourist G Zone (rename) | <p>Section 9 – Special Purpose Zones:</p> <ul style="list-style-type: none"> - Pukaki Village - Airport (+ Apps L and M) - Ruataniwha Rowing Zone (+ App B) - Pukaki Downs Tourist Zone (+ | Nov – Dec 2022 | <p>Airport</p> <ul style="list-style-type: none"> - Aviation strategy (due end 2022) - noise assessment (due end 2022) | To confirm | Q1 2023 | Q2 2023 | Q3 2023 |

| | | | | | | | | | | |
|---|---|--|--|---|---------|------------------------------------|---|---------|---------|---------|
| | | Part 4 - Maps | <ul style="list-style-type: none"> - Open Space G (rename) <p>Precincts: ? others?</p> <p>Maps to reflect zone and any overlay boundaries</p> | <ul style="list-style-type: none"> - App T) - Tourist G Zone - Open Space G | | | | | | |
| 6 | <p>District wide matters: Energy, Infrastructure and Transport</p> <p>Hazards and Risks</p> <p>Historical and Cultural Values</p> <p>Natural Env Values</p> | <p>Part 2 – District-Wide Matters</p> <p>Part 4 - Maps</p> | <ul style="list-style-type: none"> - Energy, Infrastructure and Transport - Hazards and Risks - Historical and Cultural Values - Natural Env Values <p><i>(Note: Ecosystems and indigenous biodiversity addressed in PC 18 and not to be revisited; transfer to NPS format)</i></p> <p>Maps to reflect identified sites and/or values; roading hierarchy</p> | <p>Section 10 – Hazardous Substances</p> <p>Section 11 – Heritage Protection</p> <p>Section 15 – Transportation (+ App C and D)</p> <p>Section 16 – Utilities</p> <p>Section 17 – Waste Management</p> <p>Section 18 – Natural Hazards</p> <p>Appendix I – Sites of Natural Significance</p> <p>Appendix J – Scenic Viewing Areas</p> <p>Appendix N – Indicator Species Descriptions and Drawings</p> <p>Appendix O – Other Trees of Interest</p> | Q1 2023 | To confirm | <p>Hazards – Ecan assist (due end Q1 2023)</p> <p>Infrastructure and Transport – to confirm inputs required (due end Q1 2023)</p> | Q2 2023 | Q3 2023 | Q4 2023 |
| 7 | General district wide matters | Part 2 – District-Wide Matters | <ul style="list-style-type: none"> - Earthworks - Noise - Signs - Temporary activities | <p>Section 12 – Signs and Outdoor Lighting (+ App F)</p> <p>Section 14 – Temporary Activities and Buildings and Environmental Noise</p> | Q2 2023 | Noise assessment (due end Q2 2023) | To confirm | Q3 2023 | Q4 2023 | Q1 2024 |

| | | | | | | | | | | |
|----|---------------------------------|---|--|--|--|--|---|---------|---------|---------|
| 8 | Open space and recreation zones | Part 3 – Area-Specific Matters Part 4 – Maps | - Natural open space zone - Open space zone (note Urban Parks may be considered in stage 2; connections to open space considered with subdivision) Maps to reflect zone boundaries | Section 9 – Recreation and Open Space Recreation P Recreation A Open Space Heritage | Q3 2023 | Recreation and open space assessment (due end Q3 2023) | To confirm | Q4 2023 | Q1 2024 | Q2 2024 |
| 9 | Designations | Part 3 – Area-Specific Matters Part 4 - Maps | - Designations Maps to reflect designations extent | Appendix A – Designations | Q4 2023 Request modifications and new NORs from Requiring Authorities (due end Q4 2023) | To confirm (unlikely) | MDC designation details due end Q4 2023 | Q1 2024 | Q2 2024 | Q3 2024 |
| 10 | Remaining provisions (tidy up) | As required | As required Financial Contributions/ Development Contributions | As required | Q1 2024 | To confirm | To confirm | Q2 2024 | Q3 2024 | Q4 2024 |

Note: Plan Changes 18 and 19 have already been completed as part of the District Plan review and it is not intended to re-visit the provisions relevant to these Plan Changes (other than to re-format in line with the National Planning Standard).

Appendix A Mackenzie District Plan Structure
– utilising the National Planning Standard Format

Part 1 – Introduction and General Provisions

Introduction (stage 1)

Chapters: Mihi
 Contents
 Purpose
 Description of the District

How the Plan Works (stage 1)

Chapters: Statutory Context
 General Approach
 Cross boundary matters
 Relationships between spatial layers

Interpretation (stage 1 and future stages as needed)

Chapters: Definitions
 Abbreviations
 Glossary

National Direction Instruments (stage 1)

Chapters: National Policy Statements and New Zealand Coastal Policy Statement
 National environmental standards
 Regulations
 Water conservation orders

Tangata Whenua/Mana Whenua (stage 1)

Part 2 – District-Wide Matters

Strategic Direction (stage 1)

Chapters: Urban form and development
 Others – e.g. rural/landscape ??

Energy, Infrastructure, and Transport (stage 6)

Chapters: Insert name of chapter/s

Hazards and Risks (stage 6)

Chapters: Contaminated land
Natural hazards

Historical and Cultural Values (stage 6)

Chapters: Historical heritage
Notable trees
Sites and areas of significance to Māori

Natural Environment Values (stage 6 except Ecosystems and indigenous biodiversity PC18)

Chapters: Ecosystems and indigenous biodiversity (PC 18)
Natural character
Natural features and landscapes (partly addressed in stages 3 and 4)
Public access

Subdivision (stage 3)**General District-Wide Matters**

Chapters: Activities on the surface of water (PC19 and stage 3)
Earthworks (stage 7)
Light (stage 2)
Noise (stage 7)
Signs (stage 7)
Temporary activities (stage 7)

Part 3 – Area-Specific Matters**Zones**

| | | |
|-----------|--|--|
| Chapters: | Residential zones (stage 2) | Large lot residential zone Low density residential zone Medium density residential zone High density residential zone |
| | Rural zones (stage 2) | General rural zone Rural lifestyle zone (covers rural residential) |
| | Commercial and mixed use zones (stage 2) | Town centre (covers retail & comm facilities) Large format retail |
| | Industrial zones (stage 2) | General industrial zone |

| | |
|---------------------------------|---|
| Open space and recreation zones | Natural open space zone |
| (stage 8 and ? 2) | Open space zone (urban parks ? stage 2) |
| Special purpose zones | Airport (stage 5) |
| | Education (covers schools and tertiary) (stage 2) |
| | Future urban zone (? – or have as a development area) (stage 2) |
| | ? Opuha Dam Zone (stage 3) |
| | Pukaki Village Zone (stage 5) |
| | Ruataniwha Rowing Zone (stage 5) |
| | Pukaki Downs Tourist Zone (stage 5) |
| | ? Power Schemes Zone or overlay (stage 3) |
| | ? Tourist G Zone (rename) (stage 5) |
| | ? Open Space G (rename) (stage 5) |

Precincts (multi-zone) (operates as an overlay over relevant zones)

Chapters: Visitor accommodation (stage 2)

Outstanding Natural Landscape (or locate within district wide matters) (stages 3 and 4; 6)

Others as appropriate

Development Areas

Chapters: Insert name as appropriate – could include future urban areas (stage 2 or 10)

Designations (stage 9)

Chapters: List requiring authorities

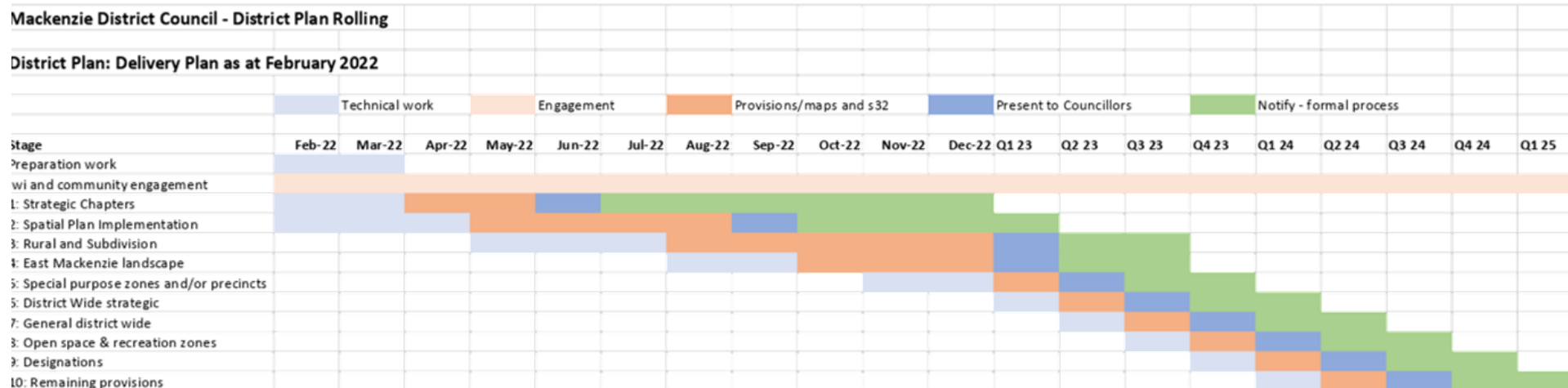
Part 4 – Appendices and Maps

Chapters: Appendices

Maps

Appendix B Replacement District Plan

High Level Delivery Plan as at February 2022



Appendix C – Development of each stage process

MEMORANDUM



To Mackenzie District Council
Attn Aaron Hakkaart, Manager Planning
From Louise Taylor, Director
Date 16 February 2022
Project Mackenzie District Plan Review
Status Final for presentation to Councillors

Louise.taylor@taylorplanning.co.nz
+64 272304525
Reference: 20021

Subject District Plan Stage Development Process

This paper summarises the process by which each stage of the Mackenzie District Plan will move through from background work, peer reviews, approvals to notification and decision making. The intent is to ensure a legally robust process, which Councillors, Council staff, iwi and community stakeholders have buy-into and support, in order to achieve a District Plan which is for the people of Mackenzie and achieves the issues raised in the ILM. A quality process will reduce the risk and cost of lengthy hearings and appeals.

The process involves the following steps which align with the delivery process for each stage (note blue blocks indicate Councillor involvement). Some steps are likely to occur concurrently

| Steps in stage development process (note several tasks will be undertaken in parallel) | Planners (Liz, Rachael, others as needed) | Planning Manager (Aaron) | Planning lead (Louise) | Legal (Clare) | Engagement lead (Jimmy / Chris) | Iwi lead (Kylie) | Steering Group (two Councillors plus two/three others to confirm) | Hearing Panel | Full Council |
|--|---|---|---|--|---|--|--|---|---|
| Background work 2 mths | Pull together existing material and best practice examples Work through scope | Commit resourcing; ensure information available to team Approve scope of stage | Prepare detailed stage programme Confirm scope of stage Amend templates if required | Provide legal input as requested (throughout) | Identify key issues to highlight for community engagement. Identify key stakeholder groups and audiences | Provide best practice examples or background material (if relevant) | Aaron/Louise workshop with group re stage (scope, timing, key issues etc) | | Aaron/Louise/Jimmy workshop Council re stage (scope, timing, key issues, approach to resolve, engagement etc) |
| Technical work 2 mths | External consultant prepare piece of work | Commission technical work | Confirm scope of technical work Peer review draft Peer review final draft | Review scope if required Legal review draft Legal sign off final draft | Develop detailed comms and engagement plan. Launch engagement | Iwi review if appropriate | Briefing/direction sought as required | | Elected member attendance at drop public/community drop in sessions or webinars (TBC dependant on issues) |
| Council inputs 2 mths | Council Depts prepare inputs | Instruct Council Depts re inputs required | Peer review draft Peer review final draft | Legal review draft Legal sign off final draft | Review Community feedback and input into drafting | Iwi review if appropriate | Briefing/direction sought as required | | |
| Draft provisions/ maps and s32 assessment 2 – 4 mths | Draft provisions and s32 assessment Prepare maps (Council staff) E Plan team assist | Peer review draft Peer review final draft | Peer review draft Peer review final draft | Legal review draft Legal sign off final draft | Go back to community with updates on specific key issues | Iwi review if appropriate For iwi sections – lead preparation of provisions and s32 | Planners present key issues, outcomes of technical and Council inputs work and agree approach to resolve | | Workshop: Planners work through proposed provisions Approval required |
| Council approves proceed to notification 1 mth | | | | | Announce Council decisions to notify – next steps | | Briefing/direction sought as required | | Approval to notify – Full Council Meeting |
| Publicly notify stage – call for submissions 1 mth | Notification process | | Confirm submission summary template | | Statutory notification / submission process | | | | |
| Summarise submissions, call for further submissions 2-3 mths | Prepare summary of submissions Notification process | | | | Statutory notification / submission process | | | | Summary of submission presented to council – must be read |
| Hearing date confirmed, delegations to hearing Panel, set schedule for s42A | | Set hearing date; arrange hearing panel and delegations | | | Notify hearings, contact submitters, announce hearing dates | | | Issue minute regarding approach to hearing including evidence due dates | |

| Steps in stage development process (note several tasks will be undertaken in parallel) | Planners (Liz, Rachael, others as needed) | Planning Manager (Aaron) | Planning lead (Louise) | Legal (Clare) | Engagement lead (Jimmy / Chris) | Iwi lead (Kylie) | Steering Group (two Councillors plus two/three others to confirm) | Hearing Panel | Full Council |
|--|---|--|--|--|--|--|---|----------------|--|
| reports and evidence requirements 1 mth | | Arrange senior planner/advisor to hearings panel | | | | | | | |
| s42A report and evidence | s42A author(s) prepare report May require technical reports from external experts and/or Council staff | | Peer review draft reports/evidence Peer review final drafts | Legal review draft reports/evidence Legal sign off final drafts | | Iwi review if appropriate | | | Council workshop ahead of hearings |
| Hearing 1 mth | s42A author attend hearing May require technical expert and/or Council staff to attend hearing | Attend hearing if required | Attend hearing if required | Attend hearing if required | | Attend hearing if appropriate (depending on stage) | | Hold hearing | Attendance at hearing if required |
| Decision 1-2 mths | | | Assist with decision if required | Assist with decision if required | Announce decision and outline next stage in the Review | | | Write decision | Approve decision (depends on hearing panel's delegation) |

District Plan Review Steering Group Terms of Reference

Introduction

The District Plan Review Steering Group (the Steering Group) has been formed to assist with governing the Mackenzie District Plan Review. The Steering Group is a subcommittee of, and reports to, the Council's Planning and Regulatory Committee. This document outlines the role and responsibilities of the Steering Group.

Background

Planning and Regulatory Committee

The scope of the Planning and Regulatory Committee that relates to the District Plan Review includes the following:

- Statutory administration of the Operative District Plan
- To initiate and progress any change to or review of the District Plan under the Resource Management Act 1991
- To appoint Hearings Panels and/or Commissioners as appropriate/required
- The establishment of subcommittees or working parties as appropriate within the terms of reference/scope of the Committee
- Any other regulatory matter related to the District Plan Review not listed above.

District Plan Review Steering Group Terms of Reference

PURPOSE

The Planning and Regulatory Committee is the primary decision-making body for the District Plan Review. The overriding responsibility of the Steering Group is to assist the Planning and Regulatory Committee in delivery of a fit for purpose Mackenzie District Plan, following a robust review process.

Establishment and operation of the Steering Group will ensure a clear and consistent reporting line into the Planning and Regulatory Committee around the District Plan Review.

The Steering Group will ensure the objectives of the District Plan Review are met and will make recommendations to the Planning and Regulatory Committee on matters around the District Plan Review.

The Steering Group will provide oversight across the District Plan Review and ensure the process is progressing as per the Delivery Plan. It will receive reports from the project team and provide direction on matters that need addressing at a governance level.

RESPONSIBILITIES

- Provide direction, oversight and approvals (within delegations) in the development and implementation of project deliverables
- Approve the project plan, delegations and associated timeline and maintain oversight of any subsequent amendments (within delegations).

- Provide regular updates to the Planning and Regulatory Committee including programme progress, risks and costs.
- Seek and consider advice from the Project Management Group and any other party the Steering Group deems to be beneficial in meeting the project goals (subject to conflict of interest / confidentiality).
- Approve the involvement and/or procurement of any third party in the project such as contractors or consultants prior to their engagement (within delegations).
- Receive progress reports from the Project Management Group.
- Review and approve project deliverables (within delegations) and / or direct changes to deliverables.
- Direct information be provided by the Project Management Group.
- Approve contracts and expenditure ((within delegations where above staff delegation limits).
- Allocate additional resources to the project as appropriate (within delegations).
- Approve public engagement plans and issues requiring detailed engagement.
- The Group may delegate functions to the Project Management Group as required.

MEMBERSHIP

| Member | Responsible to: | Reporting Officer: |
|--|-----------------------------------|---|
| Local Runanga (members TBC) Cr. Ann Munro (chair) Cr. James Leslie Mayor CE Planning Manager (Aaron Hakkaart) General Manager, Operations, Planning and Regulatory Services | Planning and Regulatory Committee | Project Lead – Principal Policy Planner – District Plan |
| Independent member (TBC/ TBA) | | |

DELEGATIONS

- Identify stakeholder groups that reflect the interests and concerns of the various diverse groups within the Mackenzie community
- Establish subgroups with the technical expertise to consider specialist elements of the District Plan Review
- Recommend budgets for unanticipated costs as the programme progresses
- Appoint a Chair of the Steering Group
- Recommend an additional Steering Group member

RECOMMEND TO THE PLANNING AND REGULATORY COMMITTEE AND COUNCIL

- Additional resourcing and expenditure that is out of budget, including variations or amendments to contractual arrangements and budgets for unanticipated costs as the programme progresses.
- Public engagement plans and issues requiring detailed engagement.
- Draft information, chapters and/or stages of the District Plan as they become ready for decision making as part of the process.

QUORUM

At least three members of the Project Steering Group shall be present to form a quorum.

MEETING FREQUENCY

Monthly once the District Plan Review begins (or more frequently, as required) through to completion (unless otherwise agreed by the Planning and Regulatory Committee).

SERVICE OF MEETINGS

Documentation and logistical support for the Steering Group meetings is coordinated by staff from Mackenzie District Council.

Draft minutes of the Steering Group meetings will be recorded and circulated to the Project Steering Group members for correctness following a meeting. Minutes will be confirmed at the following meeting. Points noted as approved for action are to be forwarded to relevant people.

Draft agendas are to be prepared by the Recipient [or the Project Management Group] and approved by the Chair of the Project Steering Group prior to the Project Steering Group meeting.

6.3 QUARTERLY REPORT FROM CHRISTCHURCHNZ.

Author: Leaine Rush, Business Liaison Officer

Authoriser: Fiona McQuade, Manager - Property & Commercial

Attachments: 1. Quarterly Report from ChristchurchNZ [↓](#) 

STAFF RECOMMENDATIONS

That the report be received.

BACKGROUND

Quarterly Report from ChristchurchNZ.



Quarterly Update to Mackenzie District Council

| | |
|-------------------------|-------------------------|
| Reporting Period | October – December 2021 |
| Report Prepared | February 2022 |

Introduction & Insights

Overview

The impact of Delta was felt throughout the whole of New Zealand for the final quarter of 2021. Sustained travel restrictions, low travel confidence amongst consumers, and operational limitations made this a particularly challenging quarter for operators.

Despite best efforts, it was incredibly challenging to stimulate visitation over this period – there were simply too many external factors at play that couldn't be influenced by marketing activity. Many drawcard events (such as the inaugural Race Tekapo, Mount Cook Marathon and Hard Labour) were cancelled as event organisers failed to be able to operate under the restrictions. The October school holidays provided a much-needed cash injection for many operators however did not make up for the shortened winter season which devastated our local tourism economy.

The government's wage subsidies and Resurgence Support Payments provided a lifeline for operators over this period – many struggled when these stopped when the Covid-19 Protection Framework was introduced, as the tourism demand was not there

Sadly, the region saw three operations exit the industry over this period, as a direct result of the pandemic. Fairlie's Gems Alpacas announced they were selling their alpaca and closing down, and the YHA nationwide network closed their doors in December leaving their Aoraki and Lake Tekapo properties vacant – the Tekapo closure also meant the popular on-site eatery Our Dog Friday closed for good. Mackenzie Tourism reached out to all three.

On a more positive note, at least three eateries have recently opened in the region, enhancing the visitor experience: Mint Folk and Co in Twizel replaces Shawty's Café and is receiving rave reviews online, the Fairlie Museum Café has reopened with a reimagined offering, and the new TLV Restaurant on Tekapo lakefront will greatly enhance the township's visitor dining experience.

On top of the financial challenges, the uncertainty and frustrations around operational restrictions, mandates and border reopening made this a particularly challenging period.

Despite these incredibly significant challenges, it is positive to hear the ChristchurchNZ Business Advisors (who work one on one with operators regarding the grants) report that Mackenzie operators seem to be reasonably secure with good equity levels in their operations. The number of short term (holiday home) rentals in the

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region has increased since the pandemic started, and holiday home agencies report that the majority of owners are not under mortgage pressure.

Visitor Spend

Visitor spending data is sourced from MarketView, which captures electronic card transaction (ECT) data on the Paymark network. This does not include cash spending, online pre-purchases (eg. majority of accommodation bookings) or payments outside of the Paymark network. Figures should be treated as an indicator of trends in ECT spending only, and not as a proxy for total tourism spending.

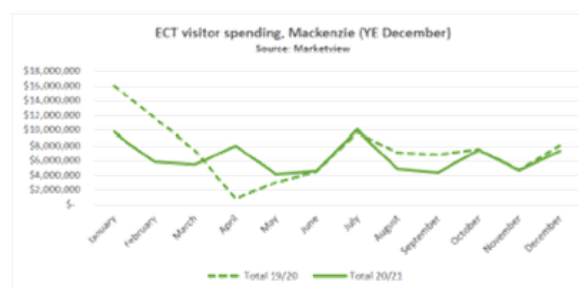
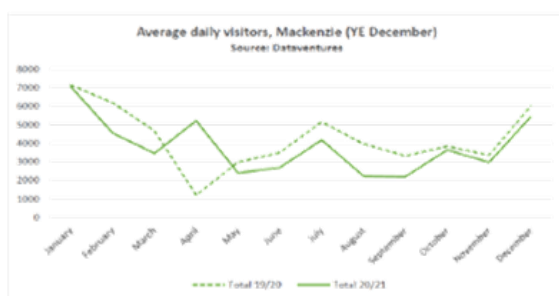
- October ECT spend was down 1% from 2020, and 13% from 2019. Domestic spend was up 63% from 2019.
- November ECT spend was down 1% from 2020 and 53% from 2019. Domestic spend was up 12% from 2019.
- December: ECT was down 48% from 2019 and down 10% from 2020. Domestic spend was up 14% from 2019. Lake Tekapo and Aoraki/Mount Cook were impacted greater than the rest of region for December (12.1% down on 2020 and 58% on 2019).

Visitor Numbers

Dataventures figures measure the number of daily visitors in the Mackenzie region using phone data, which records the average number of visitors in an area every day at midday. 2019 data is not available.

- October visitor numbers saw a reduction of 5% (the equivalent of 188 less daily visitors) from 2020. Many operators reported a quieter than usual school holiday period.
- November visitor numbers saw a reduction of 12% (the equivalent of 400 less daily visitors) from 2020. November is typically a quiet month for domestic travel and the Auckland and Waikato level 3 restrictions would have had a greater impact over this month.
- December visitor numbers saw a reduction of 10% (the equivalent of 571 daily visitors) from 2020.

Interestingly visitor numbers were down disproportionately to visitor spend, indicating an average higher yield for all months except for December (which saw the same yield YOY).



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Forward Outlook

At the time of writing the forward outlook is best surmised as 'a mixed bag':

- There is a revived sense of optimism that borders may reopen without isolation periods before the crucial winter period for Australia, and markets beyond for summer. The Covid-19 Minister has said self isolation settings are being reviewed, and trans-Tasman airline capacity surges in June. These are good indicators and we are planning accordingly.
- Tourism New Zealand has indicated the immediate key focus will be Australia and the US, with China yet to open up.
- Tourism New Zealand reports the macro environment key indicators are either down or flat, the recent Ukraine/Russia evolving situation will likely exacerbate these trends:
 - CPI close to 6.3% in early 2022; rent (new tenancies) has increased 5.8%; food has increased 4.5%; interest rates up 1.5%
 - Credit hardship has increased 12%
 - Disposable income down on average \$150 / week meaning discretionary spend (inc travel) will become highly competitive
 - Consumer and business confidence down
 - Intent to travel domestically within the next 12 months is declining – 65% participants intended to travel compared to 71% in July 2021 and 70% in December 2020.
- Labour shortages remain a key challenge for the region and will intensify as we start to build markets back – thankfully a staggered approach to reopening may help.
- Public transport connectivity remains a key challenge for the Mackenzie. We are in regular contact with Entrada Group (Intercity). The Christchurch to Queenstown route is currently subsidized by central government - the contract is out for tender with the hope to have services resumed early March.

Mackenzie Tourism is committed to maximizing the winter opportunity for the region. The main focus will remain on growing domestic consideration and appeal – particularly amongst North Island markets. The previous two seasons have shown great promise with record visitor spend (despite no internationals) for July – September excluding lockdown periods. The Mackenzie is undoubtedly seen as an emerging winter destination.

There will be some trans-Tasman activity utilising our partnership with ChristchurchNZ and our central South Island partners. Activity will most likely be trade focused due to budget constraints. Of course, it will be challenging to capitalize on the opportunity until there is some certainty for visitors - we eagerly await the government's announcement around borders and self isolation.

Mackenzie Tourism will be represented at the Tourism New Zealand North America Kiwi Link Event in July via ChristchurchNZ. In addition we expect to have at least three operators attend as well.

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Personnel Update

With the signing of the new three-year contract with Mackenzie District Council, ChristchurchNZ made some changes to the roles and responsibilities of the team to better service the contract:

- The Mackenzie Marketing Executive fixed term contract (1 FTE) held by Jason Menard finished in September 2021. This role was downsized back to 0.8 FTE in line with the scope of the role prior to the pandemic. The role's responsibilities now includes trade activity however excludes paid digital activity and analytics. The role was offered to and accepted by Jason Menard who is based in Twizel.
- A new part-time role, Digital Communications Specialist - Visitor Industry, has been created. This role is cost-shared between Mid Canterbury, Mackenzie and ChristchurchNZ, and will support the Mackenzie with paid digital implementation and analytics to optimise digital performance (a specialist skillset). Ania Truman was offered and accepted this role, and works from the Christchurch office providing the equivalent of one day / week support to the Mackenzie.
- The Mackenzie Tourism Development Manager 0.8 FTE fixed term contract is extended to end of 2022. This role is central government funded as part of the Tourism Reset and Recover Support RTO funding. RTNZ, the national body representing RTO's, is currently lobbying central government to fund resource to assist with the implementation of destination management plans. It is unlikely the region will receive the same level of government support funding as FY20/21 and FY21/22 and any future funding will be purely to support the implementation of destination management plans.

Personnel change: ChristchurchNZ's General Manager Destination and Attraction Loren Heaphy will be on maternity leave from March 2022. Tracey Wilson has been appointed as the Acting General Manager. Kath Low, ChristchurchNZ's Head of Tourism and Lydia Stoddart, Mackenzie Tourism Development Manager remain the day to day contacts for Mackenzie District Council.

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Consumer and Trade Marketing

The following trade and consumer marketing activity was implemented October – December 2021. Please note activity was paired back due to level 3 and 2 settings, low consumer confidence around travel, and Auckland and Waikato travel restrictions for most of this period. The below activity balanced maintaining a presence amongst key audiences (drive markets and lower-North Island) whilst reserving budget to be in market when we are more likely to see conversion.

52 Reasons

The combined local and central government funding allowed the Mackenzie to embark on a year-long 'always on' consumer campaign called 52 reasons. Over the year, 54 videos (inc 2 teasers) and bodies of content were produced – these are viewable at www.mackenzienz.com/52-reasons. Each video showcased a key reason to visit the region, and was fronted by a different Mackenzie local.

The campaign aimed to encourage audiences to do more, stay longer and come back by uncovering the many things you can do whilst in the region. The campaign concluded at the end of 2021 however the assets will continue to be redistributed over 2022, and content will be repurposed for both trade and consumer purposes.

Overall, the campaign delivered:

1. over 4.3 million impressions,
2. over 2 million post engagements,
3. over 1.1 million thru'plays (a thru'play is when someone views the video for at least 15 seconds),
4. average cost per thru'play of \$0.03 (research suggests industry excellence is considered \$0.05 per thru'play) so this exceeded 'industry excellence'.

One of Christchurch's largest media influencers (and news personalities) Chris Lynch was contracted to produce the videos in the second half of the year, which resulted in significant (free) exposure on his highly engaged social channels – these results aren't included in the above.

Campaign Activity

In addition to the 52 Reasons always-on activity, the following digital campaigns were also implemented over this period:

1. **Wellington – Timaru direct flights:** a joint venture digital campaign with Venture Timaru to drive awareness of the direct Wellington – Timaru service. A new video was created combining the best of both regions, and the digital activity targeted the wider Wellington area. The short campaign received over 43,000 thru'plays and will continue to be re-used over the coming years to build awareness of this direct service.
2. **Christmas Gifting:** digital campaign to promote gifting a Mackenzie experience in the lead up to Christmas. The campaign received over 250,000 impressions and 1117 clicks to the promoted landing

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page on mackenziencz.com. Conversion could not be measured as this took place on individual operator sites.

3. **Off-winter ('the best is in your backyard')**: a predominantly digital campaign to drive awareness and preference of the Mackenzie over spring, summer and autumn. The key campaign message 'the best is in your backyard' celebrates the Mackenzie's many "bests": highest peak, largest glacier, world's purest night skies, abundance of trails, lakes, scenery and other activities. The campaign is remains in market and includes 6 new videos, written content pieces and billboards in Christchurch, Wellington and Auckland. Given the low consumer travel confidence with Omicron in the community, budget has been paired back and will be reallocated to when we are more likely to see conversion (most likely when Omicron has peaked or is normalised within the community).

Other:

- **Neat Places:** Mackenzie Tourism and Venture Timaru joined forces to partner with Neat Places to showcase the retail and food offering across South Canterbury. The influential social platform is popular with 'foodies' and travellers, with over 160,000 webpage views / month and over 55,000 instagram followers. The partnership included a range of digital content on these channels, as well as a printed guide that will be distributed in region from February.
- **Lap of Luxury TV Series:** In early 2021 Mackenzie Tourism successfully pitched Mt Cook Lakeside Retreat and the Mackenzie Region to the Lap of Luxury production team. Mackenzie Tourism funded 1/3 of the participation fee, with the property owners funding the remaining. The episode was filmed early October. Content focused on the property and key selling points of the region. The show will air in NZ on TV one early-mid 2022 and the production team hope it will be syndicated into other markets including Australia and Europe.
- **Trail Towns:** planning and narrative-building began for the Alps2Ocean episode in Trail Towns – the popular Australian TV show which showcases fun and interesting cycle trails. This Tourism New Zealand initiative is a joint venture with Tourism Waitaki using the central government funding. The Australian production team will be in the region film in March 2022, once borders reopen.
- **Trade marketing:** All opportunities to engage with trade via virtual webinars and events were maximised – including the Tourism NZ and Tourism Industry Association virtual trade events and presentations.
- **Other:** over this period we hosted Roady/Camplify famil, utilised all Tourism New Zealand media and campaign leverage opportunities to generate exposure for Mackenzie operators, and continued with the extensive social media organic programme.

ChristchurchNZ™

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Industry Engagement

Coordinating and delivering in-person events was challenging over this period due to the Covid settings, the uncertainty and sentiment around public get-togethers. Mackenzie Tourism delivered, or participated in, the following industry engagement activities during the October - December period:

- Mackenzie Tourism Advisory Group (MTAG) quarterly meeting
- Mackenzie Tourism Industry Association (MTIA) October and December events
- Alps 2 Ocean Cycle Trail Summit
- Industry advocacy virtual sessions:
 - Coordinated and facilitated industry virtual events with New Zealand's largest tourism advocacy body (Tourism Industry Aotearoa) to discuss challenges specific to the Mackenzie Region
 - On the back of the above, coordinated a virtual event between industry and MBIE GM Immigration Policy and Immigration New Zealand Visa Operations National Manager. This was a much needed chance for industry to discuss the labour challenges and policy settings in the region.
 - Coordinated industry representative group to work with SCDHB to input and shape psychosocial initiatives under the targeted tourism funds – they met twice during this period
- 5 operator eDMs were distributed over the quarter, and regular communications were sent via the industry FaceBook Group
- One on one operator and event organiser support and attendance at relevant sector related events.

Capability Building

Industry were offered the following capability building opportunities over this period:

- Trade one on one: those who participating in the trade workshop in May were given the opportunity to spend half a day in person with an experienced trade specialist to deepdive into their own businesses. These sessions included an initial discovery session to ensure the time could be really tailored to their own specific business needs. 10 operators received this including the two skifilers (Roundhill and Dobson) given their strategic importance to the region's winter offering.
- Two online experience workshop with Dr Arthur Chin, in partnership with Venture Timaru. Approximately 10 Mackenzie operators attended the two workshops.

A digital content creation workshop was postponed due to the Covid uncertainty and will be rescheduled for 2022.

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Regional Events Fund

The Regional Events Fund is a Covid-19 response initiative to stimulate domestic tourism via events, and support the local event economy. As the contracted RTO for the Mackenzie District, ChristchurchNZ administers this fund. Funding recommendations are then made by an investment panel made up of Mackenzie representatives and an independent event specialist based outside the region. These recommendations are then provided to ChristchurchNZ for final decision and approval.

- The Mackenzie's first ever Regional Contestable Events Fund was held October 2022. This was a significant body of work to set up, including the establishment of an advisory panel. The round received six applications, which was a promising start given the climate. Two events were successful in this round. Unfortunately these events were cancelled due to the Covid-19 red settings however this investment will be carried through to next year.
- In addition to the contestable round, the Mackenzie Event Development Executive supported many event organisers to navigate these difficult and uncertain times with their event planning. This included working with the Hard Labour and Twizel Salmon and Wine Festival event organisers as these two events were identified as development opportunities for the region.
- An application was made to the NZ Major Events (MBIE) Creative and Cultural Events Incubator for the seeding of a Matariki Mackenzie festival. MBIE and the Minister for Tourism will publicly announce the outcomes in March.

Business Support Update

The central government Tourism Communities Recover, Reset and Support Framework included three targeted support initiatives for the Mackenzie Region, which is being facilitated by ChristchurchNZ (note: this is in addition to the tourism marketing contract): Advisory Grant of up to \$5000 per operator; Implementation Grant of up to \$5000 per operator; KickStart Grant when border reopening is announced.

Advisory and Implementation Grants: the team have processed applications from 110 Mackenzie businesses and support valued over \$450,000 has already been distributed. They continue to chase businesses to take up this support – including trips to the region to knock on doors, phone calls and emails. There seems to be slower uptake from Mackenzie businesses compared to Kaikoura however operators appear to be in a better financial position with greater reserves.

KickStart Grant: alongside the other affected regions, the team are lobbying MBIE and the Minister to unlock these funds as soon as possible given the recent announcements, and criteria that is fit for purpose.

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KPI Tracking:

| KPI | Activity | Measure | Risk | Status / Commentary |
|--|---|--|---|---|
| Target Domestic Visitors | Development and implementation of marketing plan that includes at least 2 x Mackenzie standalone campaigns 2 x ExploreCHC campaign (Canterbury campaign inclusion) | +5% YOY domestic visitor spend from a starting base which will be determined once the regional spend data is known in August 2021. Grow domestic website visitation by 5% = 161,000 annual visits from a starting base of 153,500 (new users) Deliver at least 2 x standalone campaigns and 2 x Canterbury inclusive campaigns | Covid-19 re-enters community | Campaign deliverables on track. Unfortunately the reemergence of Covid-19 and the associated travel restrictions have compromised ability to hit the visitor spend and website visitation targets due to the lockdowns, travel restrictions and low consumer confidence around travel. Web traffic is down only 2% YOY for July - Dec despite the significant travel restrictions and lack of appetite / consumer confidence. Due to external factors outside of our control it is unlikely the visitor spend and website traffic targets will be met. |
| Content creation and media inclusion | Content audit, gap analysis and content capture. Work with operators to ensure the region has adequate and appropriate content (video and stills) for promotional purposes. Host media famils and incorporate Mackenzie into editorial. | + 10% YOY growth on both FB and Instagram audiences – Facebook (from a base of 7780) to target: 8,500; Instagram (from a base of 4280) to target: 4700 Host minimum of 6 media famils At least 2 x photo or video shoots Contribute or pitch content for minimum 20 articles for the year | Covid-19 re-emerges | On track except for media famils due to travel restrictions – we still aim to meet this target by 30 June 2022. |
| Mackenzie tourism industry engagement | Quarterly Mackenzie Tourism Advisory Group meetings. Monthly eDM newsletters. 2 x industry capability workshops | Quarterly Mackenzie Tourism Advisory Group meetings. Monthly eDM newsletters. 2 x industry capability workshops | Covid-19 travel restrictions limits ability to travel | On track. 13 operator eDMs sent over first 6 months to ensure regular connection with industry and to assist with navigating the changing Covid settings and support initiatives. |
| District Trade Exposure: Domestic & International | Maximise TRENZ as opportunity to engage trade, learn about the 'new trade ecosystem' and share learnings with operators. Maximise exposure of Mackenzie within ExploreCHC 'Australia activity. | Represent the Mackenzie at TRENZ. At least quarterly inclusions in CNZ trade e-newsletters for Mackenzie destination marketing product. Inclusion, in at least two TNZ trade famils | Trans-Tasman bubble remains closed; minimal interest from trade | The lack of clarity around borders reopening has meant international agents aren't wanting to engage heavily with New Zealand business – this is a nationwide challenge. All opportunities to engage with trade have been maximised including in-person (eg. TEC), online via virtual |

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| | | | | |
|-----------------------------|--|--|---|--|
| | Work with CNZ market experts on longer haul and trade activity. Work with CNZ Trade expert to ensure Mackenzie product is regularly featured in trade comms | Grow Australian web visitation by 5% year (from a base of 9,388) to 9,800 annual visits. Host a minimum of 6 trade famils | | webinars and ChristchurchNZ trade communications. Encouragingly, Australian website visitation for July – December has increased 13.7% YOY. The red setting postponed our ITO famil to the Mackenzie (in February) which would have seen 14 key NZ based sellers visit the region. |
| Regional Events Fund | Establish and deliver at least one contestable events round | Delivery of one contestable events round | Covid-19 re-emerges and event confidence drops. | Achieved October 2021. Unfortunately the successful applicants have cancelled their events, however funding has been extended to the following year. A second contestable funding round will take place April 2022. |

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6.4 COUNCIL MONTHLY FINANCIAL REPORT - DECEMBER 2021

Author: Jo Hurst, Management Accountant
Sandy Hogg, Manager - Finance

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Financial Performance - December 2021 [↓](#) 

STAFF RECOMMENDATIONS

That the monthly financial report for December 2021, for Mackenzie District Council be received.

Highlights

Operating Revenue is tracking at 44% received to the full year budget which equates to \$1,409,000 below the year to date budget. Contributing factors to this shortfall are the following:

- Subsidies and grants – Waka Kotahi for roading
- Financial contributions for water, wastewater and stormwater
- Other income – timber sales from harvesting of forestry plantations

Operating expenditure is tracking close to the year to date budget with some savings showing in personnel costs.

Capital expenditure is sitting at 16% spent of the full year budget. Actual expenditure is \$3,890,000 compared to a year to date budget of \$12,035,000. The large variance is a result in the delay of adopting the 2021-31 Long Term Plan with a number of projects not being able to be started until this adoption. Work has now started on some of these projects and it is intended that these will be completed by financial year end.

The Council's balance sheet is tracking closely to the net assets and equity at 30 June 2021. At this stage Council has not yet taken up any external borrowings and has been able to utilise cash balances to fund operations year to date. With the capital programme now starting to ramp up Council will take advantage of borrowing from the LGFA (Local Government Funding Agency) in the next few months. This borrowing has been budgeted.

Financial Performance



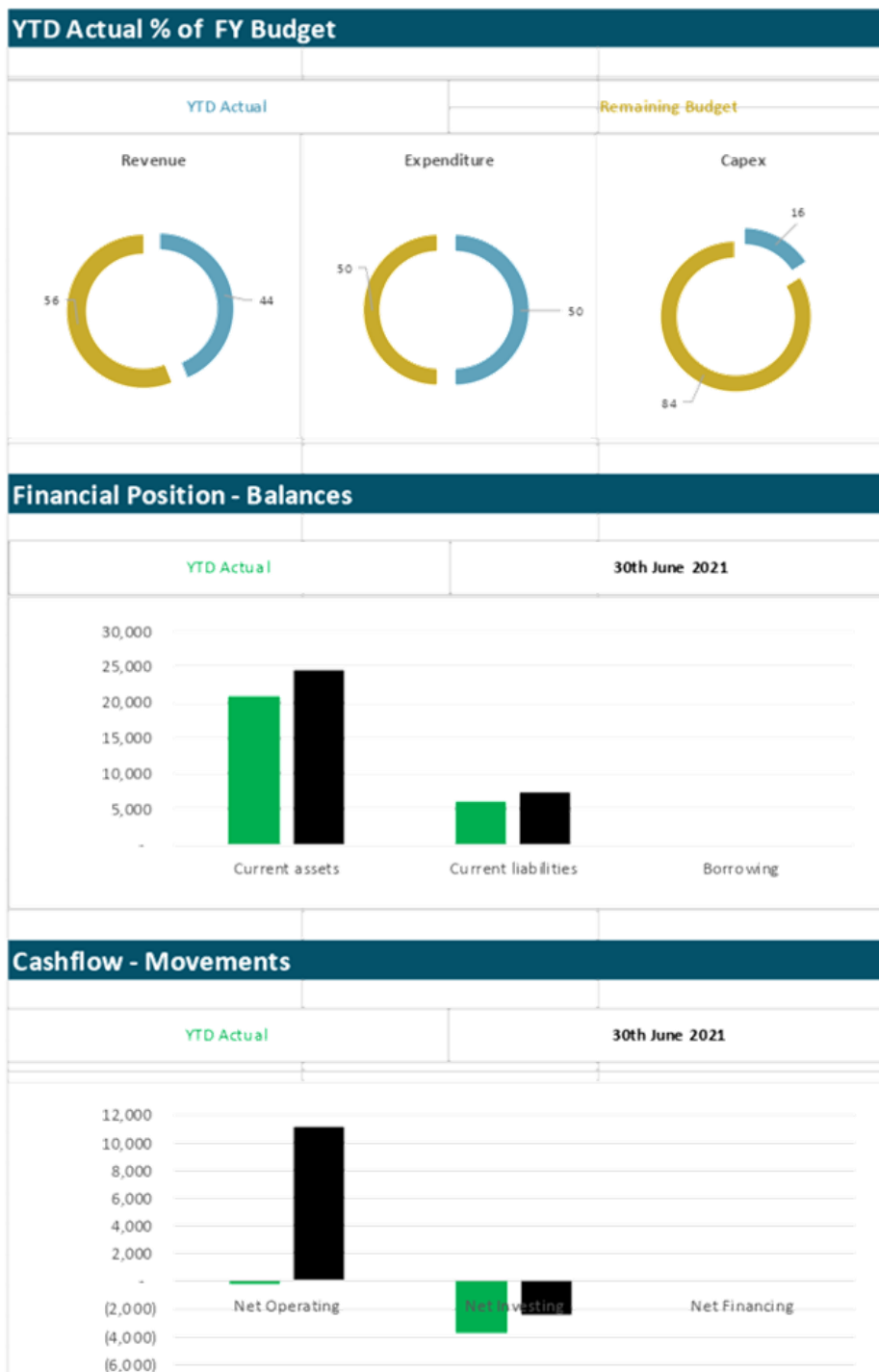
December 2021

Financial Performance

REVISION HISTORY

| | |
|-------------------------|--------------------------------------|
| Date Created: | February 2022 |
| Department: | Finance |
| Sponsor: | General Manager – Corporate Services |
| Approved by: | Chief Executive Officer |
| New Review Date: | February 2022 |

1. Financial Summary – as at 31 December 2021



2. Council Performance – as at 31 December 2021

2

| | Year to Date | | | Full year | YTD Actual % of |
|--|--------------|---------|----------|-----------|-----------------|
| | Actual | Budget | Variance | Budget | FY Budget |
| | \$000's | \$000's | \$000's | \$000's | |
| Operating Revenue | | | | | |
| Rates | 6,135 | 6,147 | (12) | 12,295 | 50% |
| Subsidies and Grants | 1,005 | 1,624 | (619) | 3,247 | 31% |
| Development and Financial Contributions | 581 | 842 | (261) | 1,684 | 35% |
| Fees and Charges | 870 | 926 | (56) | 1,782 | 49% |
| Interest Revenue | 62 | 34 | 28 | 67 | 93% |
| Other Revenue | 650 | 1,139 | (489) | 2,176 | 30% |
| Total Operating Revenue | 9,303 | 10,712 | (1,409) | 21,251 | 44% |
| Operating Expenditure | | | | | |
| Personnel Costs | 2,281 | 2,552 | 271 | 5,104 | 45% |
| Depreciation and amortisation expense | 2,214 | 2,214 | - | 4,429 | 50% |
| Other Expenses | 7,714 | 7,713 | (1) | 15,063 | 51% |
| Total Operating Expenditure | 12,209 | 12,479 | 270 | 24,596 | 50% |
| Operating Surplus/(Deficit) | (2,906) | (1,767) | (1,139) | (3,345) | |
| Capital Expenditure | | | | | |
| Community and Township Services | 198 | 2,150 | 1,952 | 4,300 | 5% |
| Governance and Corporate Services | 178 | 658 | 480 | 1,316 | 14% |
| Planning and Regulation | - | 25 | 25 | 50 | 0% |
| Roading | 496 | 2,051 | 1,555 | 4,102 | 12% |
| Stormwater | 12 | 205 | 193 | 410 | 3% |
| Tourism, Economic Development and Commercial | 10 | 69 | 59 | 137 | 7% |
| Wastewater | 215 | 1,179 | 964 | 2,356 | 9% |
| Water Supplies | 2,781 | 5,698 | 2,917 | 11,395 | 24% |
| Total Capital Expenditure | 3,890 | 12,035 | 8,145 | 24,066 | 16% |

Note: The full year budget for the Capital Expenditure does not include vested assets.

Council Performance – Variance Analysis



Variances of more than \$100,000 are explained.

F (favourable variance) means that either actual revenue is greater than budget or actual expenditure is less than budget.

U (unfavourable variance) is when actual revenue is less than budget or actual expenditure is greater than budget.

Operating Revenue

Subsidies and grants - \$619,000 U

Reason for variance

Unbudgeted income of \$250,000 has been received for the Mayors Taskforce for Jobs funding.

Subsidies from Waka Kotahi for roading were budgeted at \$1,384,150 year to date. Actual income received is \$594,632. Subsidies are lower than budgeted due to lower capital expenditure to date.

Grant funding for Destination Mackenzie was budgeted at \$230,498 year to date. \$142,040 has been carried over from the previous year to cover the expenses incurred to date. No monies have been received this year.

Development and financial contributions - \$261,000 U

Reason for variance

Subdivision reserve contributions were budgeted at \$125,002 year to date. Actual subdivision contributions received is \$336,982.

Income from financial contributions for water, wastewater and stormwater were budgeted to be \$717,186 year to date. Actual income received from financial contributions is \$243,979.

Income from contributions is dependent on subdivision development in the district.

Other revenue - \$489,000 U

Reason for variance

Income from timber sales was budgeted to be \$519,174 year to date. Actual income received is \$147,892.

Timber sales are significantly less than budgeted due to a delay in harvesting one of the plantations.

Income is expected to be received in the final quarter of the year.

Income from cost recoveries in the Operations and Asset management areas were budgeted at \$124,996, however these have yet to occur.

Operating Expenditure

Personnel costs - \$271,000 F

Reason for variance

There are a number of vacancies throughout the Council. This variance will reduce as recruitment progresses throughout the year. The favourable variance is offset by increased costs over budget in consultancy and contractors, specifically Corporate Services, Water and Regulatory.

3. Activity Performance – as at 31 December 2021

4

| | Actual | Year to Date | | Full year | YTD Actual % of |
|--|---------|--------------|-----------------|-----------|-----------------|
| | \$000's | Budget | Variance Budget | Budget | FY Budget |
| | | \$000's | \$000's | \$000's | |
| Operating Revenue | | | | | |
| Community and Township Services | 2,007 | 2,073 | (66) | 4,044 | 50% |
| Governance and Corporate Services | 2,777 | 3,028 | (251) ● | 6,055 | 46% |
| Planning and Regulation | 1,525 | 1,273 | 252 ● | 2,476 | 62% |
| Roading | 1,189 | 1,980 | (791) ● | 3,959 | 30% |
| Stormwater | 57 | 140 | (83) ● | 280 | 20% |
| Tourism, Economic Development and Commerce | 272 | 398 | (126) ● | 795 | 34% |
| Wastewater | 544 | 729 | (185) ● | 1,458 | 37% |
| Water Supplies | 932 | 1,092 | (160) ● | 2,184 | 43% |
| Total Operating Revenue | 9,303 | 10,713 | (1,410) | 21,251 | 44% |
| Operating Expenditure | | | | | |
| Community and Township Services | 1,877 | 2,156 | 279 ● | 4,203 | 45% |
| Governance and Corporate Services | 3,654 | 3,068 | (586) ● | 6,043 | 60% |
| Planning and Regulation | 1,379 | 2,018 | 639 ● | 4,036 | 34% |
| Roading | 2,292 | 2,159 | (133) ● | 4,310 | 53% |
| Stormwater | 47 | 61 | 14 ● | 122 | 39% |
| Tourism, Economic Development and Commerce | 823 | 648 | (175) ● | 1,231 | 67% |
| Wastewater | 1,165 | 1,327 | 162 ● | 2,613 | 45% |
| Water Supplies | 972 | 1,042 | 70 ● | 2,035 | 48% |
| Total Operating Expenditure | 12,209 | 12,479 | 270 | 24,593 | 50% |
| Operating Surplus/(Deficit) | (2,906) | (1,766) | (1,140) | (3,342) | |
| Capital Expenditure | | | | | |
| Community and Township Services | 198 | 2,150 | 1,952 ● | 4,300 | 5% |
| Governance and Corporate Services | 178 | 658 | 480 ● | 1,316 | 14% |
| Planning and Regulation | - | 25 | 25 ● | 50 | 0% |
| Roading | 496 | 2,051 | 1,555 ● | 4,102 | 12% |
| Stormwater | 12 | 205 | 193 ● | 410 | 3% |
| Tourism, Economic Development and Commerce | 10 | 69 | 59 ● | 137 | 7% |
| Wastewater | 215 | 1,179 | 964 ● | 2,356 | 9% |
| Water Supplies | 2,781 | 5,698 | 2,917 ● | 11,395 | 24% |
| Total Capital Expenditure | 3,890 | 12,035 | 8,145 | 24,066 | 16% |



Activity Performance – Variance Analysis

Variances of more than \$100,000 are explained.

F (favourable variance) means that either actual revenue is greater than budget or actual expenditure is less than budget.

U (unfavourable variance) is when actual revenue is less than budget or actual expenditure is greater than budget.

Operating Revenue

Governance and Corporate Services - \$251,000 U

Reason for variance

Income from overhead cost recoveries have not yet been processed for Operations (\$62,498), Asset Management (\$92,498) and Customer Services (\$38,733).

Income of \$30,000 from LIMs had been budgeted for under Customer Services, actual income is currently showing under the Planning area.

Planning and Regulation - \$252,000 F

Reason for variance

Subdivision reserve financial contributions were budgeted at \$125,002 year to date. Actual income received is \$336,982. Contributions are dependent on developer activity.

Roading - \$791,000 U

Reason for variance

Subsidies from Waka Kotahi for roading were budgeted at \$1,384,150 year to date. Actual income received is \$594,632. Subsidies are lower than budgeted due to the timing of invoicing and lower capital expenditure to date.

Tourism, Economic Development and Commercial - \$126,000 U

Reason for variance

Income from timber sales within the forestry activity is \$371,282 below the year to date budget due to a delay in harvesting the Woodburn stand 15/2 plantation.

\$250,000 has been received in respect of the Mayors Taskforce for Jobs funding scheme. This was unbudgeted.

Grant funding for the Destination Mackenzie project was budgeted at \$230,498 year to date. No monies have been received this year, however \$142,040 has been carried over from the prior year to fund the current level of expenditure.

Income from the sale of postal products and services was \$51,149, while this had been budgeted in the Corporate Services area.

Wastewater - \$185,000 U*Reason for variance*

Financial contributions were budgeted at \$279,273 year to date. Actual income received is \$90,522. Financial contributions are dependent on developer activity.

Water Supplies - \$160,000 U*Reason for variance*

Financial contributions were budgeted at \$353,428 year to date. Actual income received is \$150,046. Financial contributions are dependent on developer activity.

Income from water metering and connection fees were budgeted at \$60,000. Actual income received is \$84,386.

Operating Expenditure**Community and Township Services - \$279,000 F***Reason for variance*

Operational and maintenance costs were budgeted at \$1,576,987 year to date. Actual expenditure incurred is \$1,406,622. The favourable variance is made up of several underspends but specifically in unplanned maintenance, township projects and refuse collection costs due to Covid19.

Rates have been budgeted of \$72,300. With the delay to long term plan these will be processed through our system in January.

Governance and Corporate Services \$586,000 U*Reason for variance*

Consultancy expenditure was budgeted at \$179,683 year to date. Actual expenditure incurred is \$832,265 and relates to additional resource required to progress and complete the Annual Report and the LTP, as well as additional costs incurred for an unbudgeted review undertaken by LGNZ, also township strategic studies for parks, trails and playgrounds. A favourable variance in employment expenses of \$151,667 due to vacant positions offsets some of this variance.

Costs for the Upper Waitaki Water Management Zone Committee members were budgeted at \$43,996. Actual expenditure incurred to date has been \$16,852.

Cost of sales for the Postal operation had been budgeted for of \$18,502 in the Customer Services area. The actual expenditure is showing under the Tourism area.

Planning and Regulation \$639,000 F*Reason for variance*

Planning operational and consultancy expenditure was budgeted to be \$896,185 year to date. Actual expenditure incurred is \$477,972. Expenditure on the District Plan Review was less than anticipated year to date, while costs have been incurred for Plan Change 18 appeal costs, technical planning support and work on the water services bill submission.

Regulatory operational and consultancy expenditure was budgeted to be \$1,124,746 year to date. Actual expenditure incurred is \$900,566. The budget includes costs for contract inspection and processing and is reliant on building activity in the district, which has been slowed due to Covid19.

Roading - \$133,000 U*Reason for variance*

Operational and maintenance costs were budgeted to be \$699,886 year to date. Actual costs incurred are \$855,777 and relate to unbudgeted emergency reinstatement requirements from the May flooding event.

Tourism, Economic Development and Commercial - \$175,000 U*Reason for variance*

Operational and maintenance costs were budgeted to be \$250,223 year to date. Actual costs incurred are \$533,255 and relate to the replanting of the Woodburn and Burkes Pass plantations, spraying of all plantations and earthworks in the Strathallan and Woodburn plantations.

\$124,158 has been paid out of the Mayors Taskforce for Jobs funding received.

Wastewater - \$162,000 F*Reason for variance*

Operational and maintenance expenditure was budgeted at \$1,036,087 year to date. Actual expenditure incurred is \$905,247 and includes work proceeding on the three waters reform projects which is funded from a government grant.

Capital Expenditure**Community and Township Services - \$1,952,000 F***Reason for variance*

Expenditure on the Twizel community hall was budgeted at \$172,019 year to date. \$18,643 has been incurred.

Expenditure on public toilets was budgeted at \$1,027,000 year to date. Actual costs incurred are \$30,107. The budget includes projects for Fairlie and Lake Pukaki which are funded from a government grant.

Expenditure on the implementation of the Tekapo Township development plan was budgeted to be \$261,936 year to date. Actual expenditure incurred is \$68,272 and includes expenditure on the Barbara Hay and D'Archiac reserves upgrades, which will both be funded from the Land Subdivision Reserve.

Expenditure on the Strathconan swimming pool supplementary heating and upgrades were budgeted at \$112,998 year to date. \$6,431 of costs have been incurred.



Expenditure on the Twizel swimming pool supplementary heating and upgrades were budgeted at \$127,500 year to date. Actual expenditure incurred is \$8,074.

Expenditure on the implementation of the Twizel Township development plan was budgeted to be \$211,376 year to date. Actual expenditure incurred is \$35,000 for a shared use path which will be funded from the Land Subdivision Reserve.

Expenditure on the Lake Ruataniwha Reserve management plan was budgeted at \$47,622 year to date. Actual costs incurred are \$1,190, which will be funded from the Land Subdivision Reserve.

Expenditure on Twizel community public amenity assets were budgeted at \$67,660 year to date. Actual costs incurred are \$11,066 and relates to design work for the ramp and steps to be installed in Twizel Market Place.

Expenditure on the Mackenzie Community Centre upgrades were budgeted at \$55,892 year to date. No actual costs have been incurred.

Expenditure on plant and equipment purchases for Solid Waste Management were budgeted at \$64,248 year to date. \$2,800 has been incurred.

Governance and Corporate Services - \$480,000 F

Reason for variance

Building renovations on the Fairlie Council building were budgeted at \$500,002 year to date. \$6,557 has been incurred on the installation of an air conditioning curtain over the front door. This will be paid from reserves.

Expenditure on vehicle replacements was budgeted at \$60,000 year to date. Actual costs incurred are \$121,177. Vehicles are purchased when available with suppliers so often are not in line with the budget. There are cars to be sold in January and February which will bring the spending back within the budget.

Roading - \$1,555,000 F

Reason for variance

Expenditure on unsealed road metalling and sealed road resurfacing and rehabilitation and drainage renewal was budgeted at \$710,002 year to date. Actual expenditure incurred is \$182,837.

Footpath and cyclepath renewals were budgeted at \$337,748 year to date. Actual expenditure incurred is \$11,310.

Expenditure on the streetlight LED upgrade was budgeted to be \$363,331 year to date. Actual costs incurred are \$11,678. This project has been carried over from the previous financial year.

Minor improvement expenditure was budgeted at \$526,466 year to date. \$269,541 worth of work has been completed.

Structures and environmental renewals were budgeted at \$53,250. Actual expenditure incurred is \$3,726.

Signage renewals were budgeted at 44,002. Actual costs incurred is \$16,651.

With the Long Term Plan now adopted and a new maintenance contractor in place, planning of work has now been completed and renewals work is now proceeding forward.

Stormwater - \$193,000 F*Reason for variance*

Expenditure on stormwater reticulation was budgeted at \$174,998 year to date. Actual expenditure incurred is \$11,703.

Wastewater - \$964,000 F*Reason for variance*

Expenditure on treatment and reticulation upgrades was budgeted at \$1,003,877 year to date. Actual expenditure incurred is \$215,035 and includes three water projects funded from a government grant.

Expenditure on pump station renewals was budgeted at \$174,298 year to date. No costs have been incurred.

Water Supplies - \$2,917,000 F*Reason for variance*

Expenditure on reticulation upgrades and renewals was budgeted at \$4,210,965 year to date. Actual expenditure incurred is \$2,675,406. Work is continuing on the Twizel watermain renewals.

Expenditure on treatment upgrades was budgeted at \$1,210,538 year to date. Actual expenditure incurred is \$99,220, of which \$50,506 related to design and consultancy for Fairlie which was budgeted for in the prior year.

Expenditure on the Twizel water metering project, which is funded from a government grant, was budgeted to be \$161,377 year to date. No actual expenditure has been incurred.

Expenditure on the installation of potable water to remote properties, also funded from a government grant, was budgeted to be \$87,502 year to date. No actual costs have been incurred.

4. Statement of Financial Position – as at 31 December 2021

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| | YTD Actual \$000's | 30th June 2021 Actual \$000's |
|---------------------------------|--------------------------|-------------------------------------|
| ASSETS | | |
| Current assets | | |
| Cash & Cash Equivalents | 7,676 | 11,607 |
| Receivables | 2,291 | 3,331 |
| Prepayments | 4 | 84 |
| Inventory | 28 | 28 |
| Financial assets current | 10,878 | 9,459 |
| Total current assets | 20,877 | 24,509 |
| Non-current assets | | |
| Inventory term | 558 | 558 |
| Forestry investment | 8,063 | 8,063 |
| Intangible assets | 968 | 968 |
| Property plant & equipment | 251,571 | 252,011 |
| Financial assets Term | 9,194 | 11,609 |
| Investment Property | 4,319 | 4,319 |
| Total non-current assets | 274,673 | 277,528 |
| Total assets | 295,550 | 302,037 |

LIABILITIES

11

Current liabilities

| | | |
|--------------------------------|-------|-------|
| Creditors and deferred revenue | 5,768 | 7,154 |
| Provisions current | 5 | 5 |
| Employee entitlements current | 251 | 298 |

| | | |
|----------------------------------|--------------|--------------|
| Total current liabilities | 6,024 | 7,457 |
|----------------------------------|--------------|--------------|

Non-current liabilities

| | | |
|----------------------------|----|----|
| Provisions term | 58 | 58 |
| Employee entitlements term | 31 | 31 |

| | | |
|--------------------------------------|-----------|-----------|
| Total non-current liabilities | 89 | 89 |
|--------------------------------------|-----------|-----------|

| | | |
|--------------------------|--------------|--------------|
| Total liabilities | 6,113 | 7,546 |
|--------------------------|--------------|--------------|

| | | |
|-------------------|----------------|----------------|
| Net Assets | 289,437 | 294,491 |
|-------------------|----------------|----------------|

EQUITY

| | | |
|-------------------|---------|---------|
| RatePayers Equity | 124,512 | 129,945 |
| Reserves | 164,925 | 164,546 |

| | | |
|---------------------|----------------|----------------|
| Total equity | 289,437 | 294,491 |
|---------------------|----------------|----------------|

5. Statement of Cash Flows – as at 31 December 2021

| | YTD Actual \$000's | 30th June 2021 Actual \$000's |
|---------------------------------------|--------------------------|-------------------------------------|
| OPERATING ACTIVITIES | | |
| Revenue from Rates | 4,524 | 11,226 |
| Grants & Subsidies | 1,005 | 4,164 |
| Other Operating Funding | 3,829 | 5,506 |
| Financial & Development Contributions | 581 | 1,006 |
| Interest revenue | 136 | 549 |
| Suppliers, Services and Employees | (10,295) | (11,276) |
| Finance Costs | - | (2) |
| Net operating activities | (220) | 11,173 |
| INVESTING ACTIVITIES | | |
| Purchase of Assets | (3,858) | (7,096) |
| Purchase of Investments | - | 3,033 |
| Proceeds Asset Sales | 148 | 1,600 |
| Net investing activities | (3,710) | (2,463) |
| FINANCING ACTIVITIES | | |
| Net financing activities | - | - |
| Cash movement | (3,930) | 8,710 |
| Opening Balance 1st July | 11,607 | 2,897 |
| Closing Bank Balance | 7,677 | 11,607 |

6. Detailed Capital Projects – as at 31 December 2021

| Account | 2021/22 YTD Actuals | 2021/22 Full Year Budget | Variance to Full Year Budget |
|--|---------------------------|--------------------------------|---------------------------------------|
| Grand Total | 3,888,939 | 26,948,044 | 23,059,105 |
| Community and Township Services | | | |
| 353420. Resource Consent | 2,800 | 10,000 | 7,200 |
| 353422. Plant and Equipment | 0 | 118,500 | 118,500 |
| 361420. District Wide Projects | 0 | 567 | 567 |
| 3614201. Pukaki Lookout Project | 15,129 | 0 | (15,129) |
| 3654221. Fairlie Dump Station | 879 | 95,000 | 94,121 |
| 366420. Implement of Development Plan | 34,868 | 523,878 | 489,010 |
| 366440. Barbara Hay Reserve Upgrade | 13,447 | 0 | (13,447) |
| 366442. D'Archiac Reserve Upgrade | 19,957 | 0 | (19,957) |
| 367420. Implement of Development Plan | 35,000 | 422,756 | 387,756 |
| 367421. Community Assets - Public Amnt | 11,066 | 135,316 | 124,250 |
| 3674211. Lake Ruatanw ha project | 1,190 | 95,250 | 94,060 |
| 379421. Community Assets - Buildings | 0 | 38,842 | 38,842 |
| 379424. Furniture & Fittings - Other | 0 | 72,940 | 72,940 |
| 381421. Community Assets - Buildings | 0 | 20,000 | 20,000 |
| 381424. Furniture & Fittings | 0 | 5,000 | 5,000 |
| 382421. Community Assets - Buildings | 17,143 | 294,885 | 277,742 |
| 382424. Furniture & Fittings - Other | 1,501 | 49,154 | 47,654 |
| 384422. Plant and Equipment | 6,431 | 226,000 | 219,569 |
| 385421. Comm Asset - Public Amenities | 7,635 | 250,000 | 242,365 |
| 385422. Plant and Equipment | 439 | 5,000 | 4,561 |
| 386421. Buildings | 11,413 | 212,000 | 200,587 |
| 3864211. Fairlie Public Toilets | 0 | 736,000 | 736,000 |
| 3864212. Lake Pukaki Public Toilets | 3,195 | 966,000 | 962,805 |
| 3864213. TIF Project Management | 15,499 | 0 | (15,499) |
| 389420. Land Improvements | 615 | 16,000 | 15,385 |
| 391421. Buildings - Housing | 0 | 7,378 | 7,378 |
| | 198,206 | 4,300,466 | 4,102,260 |

| | | | |
|---|----------------|------------------|------------------|
| Governance and Corporate Services | | | |
| 318428. Comms Projects | 7,431 | 76,000 | 68,570 |
| 319400. Network Infrastructure | 12,418 | 47,400 | 34,982 |
| 319402. Software | 5,228 | 0 | (5,228) |
| 319422. Plant & Equipment | 838 | 0 | (838) |
| 319428. Projects | 9,944 | 40,110 | 30,166 |
| 320422. Plant & Equipment | 0 | 30,300 | 30,300 |
| 368421. Building Renovations | 0 | 1,000,000 | 1,000,000 |
| 368424. Furniture & Fittings - Other | 6,557 | 0 | (6,557) |
| 369421. Building Renovations | 13,607 | 0 | (13,607) |
| 369424. Furniture & Fittings - Other | 397 | 2,108 | 1,711 |
| 408423. Vehicles | 121,177 | 120,000 | (1,177) |
| | 177,596 | 1,315,918 | 1,138,322 |
| Planning and Regulation | | | |
| 334422. Plant & Equipment | 51 | 50,000 | 49,949 |
| | 51 | 50,000 | 49,949 |
| Roading | | | |
| Unsealed Road Metalling | 148,783 | 700,000 | 551,217 |
| Sealed Road Resurfacing | 16,735 | 500,000 | 483,265 |
| Drainage Renewal | 10,688 | 90,000 | 79,312 |
| Sealed Road Pavement Rehabilitation | 6,631 | 130,000 | 123,369 |
| Water Plant | 2,147 | 30,000 | 27,853 |
| Traffic Services Renewals | 16,651 | 88,000 | 71,349 |
| Footpaths - Surfacing | 6,631 | 210,000 | 203,369 |
| Minor Improvements | 269,541 | 1,052,936 | 783,395 |
| Sealing Past Houses | 0 | 12,000 | 12,000 |
| Plant & Equipment | 0 | 20,000 | 20,000 |
| Streetlight LED Upgrade | 11,678 | 726,667 | 714,990 |
| Cycle Path Renewal | 4,680 | 465,500 | 460,820 |
| Environmental Renewals | 1,579 | 24,500 | 22,921 |
| Bridge & Structures Renewals | 0 | 52,000 | 52,000 |
| | 495,743 | 4,101,603 | 3,605,860 |
| Stormwater | | | |
| 352404. Stormwater Reticulation | 11,703 | 350,000 | 338,297 |
| 413442. Stormwater Mgmt Control (Flooding) - Alloway, Fairlie | 0 | 25,000 | 25,000 |
| 413445. Realign/Replace Sloane St SW timber box culvert | 0 | 34,670 | 34,670 |
| | 11,703 | 409,670 | 397,967 |

| | | | |
|--|------------------|-------------------|------------------|
| Tourism, Economic Development and Commercial | | | |
| 403420. Land - Admin & Operating | 7,580 | 25,000 | 17,420 |
| 404422. Plant & Equipment | 2,435 | 0 | (2,435) |
| 407400. Computer Equipment | 0 | 112,220 | 112,220 |
| | 10,015 | 137,220 | 127,205 |
| Wastewater | | | |
| 350418. Sewer Reticulation - New | 265 | 400,000 | 399,735 |
| 350419. Sewer Treatment - New | 10,714 | 200,000 | 189,286 |
| 350427. Pump Station Renewal | 0 | 300,000 | 300,000 |
| 411444. Upsize foul sewer - Fairlie Golf Course | 0 | 35,000 | 35,000 |
| 411446. Rising Main Mackenzie Park to Twizel WWTP - Design | 42,239 | 14,690 | (27,549) |
| 411447. Rising Main Mackenzie Park to Twizel WWTP - Construction | 102,103 | 990,000 | 887,897 |
| 411448. Lakeside WW pump station - Design/Construct | 0 | 48,598 | 48,598 |
| 4114492. Deer Fence ponds - Tek, Fle | 0 | 15,000 | 15,000 |
| 411452. Burkes Pass WWTP upgrade - install outlet flow meter | 32,666 | 25,540 | (7,126) |
| 411453. Burkes Pass WWTP upgrade - baffles | 0 | 50,000 | 50,000 |
| 411458. WWTP monitoring equip - design & install | 0 | 210,000 | 210,000 |
| 411461. WWTP Influent Screens Design - 3 Sites | 27,050 | 22,525 | (4,525) |
| 411470. Connect Allandale Rd WW to Fairlie WW Network | 0 | 45,000 | 45,000 |
| | 215,035 | 2,356,353 | 2,141,318 |
| Water Supplies | | | |
| 342404. Reticulation Extension | 0 | 54,660 | 54,660 |
| 342427. Water Pump Stations | 5,963 | 0 | (5,963) |
| 349404. Reticulation | 2,675,406 | 8,321,928 | 5,646,522 |
| 349405. Water Head Works | 50,506 | 0 | (50,506) |
| 349406. Treatment - New | 48,714 | 2,421,080 | 2,372,366 |
| 349407. Service Connections - Renewal | 0 | 100,000 | 100,000 |
| 412464. Water Metering Trial - Twizel (part) Install | 0 | 322,753 | 322,753 |
| 412467. Potable Water Supply to remote properties - installation | 0 | 175,000 | 175,000 |
| | 2,780,589 | 11,395,421 | 8,614,832 |
| Vested Assets | | | |
| 3554193. Vested Assets | 0 | 697,698 | 697,698 |
| 352403. Vested Assets | 0 | 402,667 | 402,667 |
| 350403. Vested Assets | 0 | 1,071,198 | 1,071,198 |
| 349403. Vested Assets | 0 | 709,830 | 709,830 |
| | 0 | 2,881,393 | 2,881,393 |

7. Investments – as at 31 December 2021

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| Institution | Category | Start Date | Days | Maturity | Rate | Amount |
|------------------------------|----------------|-------------|------|-------------|--------|------------------|
| Term Deposits | | | | | | |
| BNZ | General | 07-Sep-2021 | 212 | 07-Apr-2022 | 1.37% | 2,000,000 |
| BNZ | Pukaki Airport | 21-Dec-2021 | 212 | 21-Jul-2022 | 1.53% | 2,418,756 |
| Westpac | General | 26-Aug-2021 | 180 | 22-Feb-2022 | 1.25% | 2,000,000 |
| Westpac | General | 26-Aug-2021 | 273 | 26-May-2022 | 1.40% | 2,000,000 |
| | | | | | | 8,418,756 |
| Bonds | | | | | | |
| Genesis | | | | 18-Mar-2022 | 4.140% | 275,000 |
| China Construction Bank (NZ) | | | | 19-Jun-2023 | 4.005% | 500,000 |
| | | | | | | 775,000 |



Mackenzie
DISTRICT COUNCIL

6.5 QUARTERLY PORTFOLIO REPORT - BANCORP TREASURY SERVICES

Author: Sandy Hogg, Manager - Finance

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Mackenzie Quarterly Report from Bancorp [↓](#) 

STAFF RECOMMENDATIONS

1. That the report be received.

PARTICULAR POINTS TO NOTE**Comparison with the Benchmark**

During the quarter to 31 December 2021 the Council's Long Term Funds Portfolio (LTFP) duration of 0.99 years decreased in value by 0.26% outperforming the benchmark index with a duration of 1.91 years which decreased in value by 0.88%. However, in the case of Mackenzie, the portfolio only has two bonds and the comparison with the benchmark is largely redundant.

Looking at overall performance on an annual basis the Council portfolio increased in value by 0.22% to 31 December 2021 compared to the benchmark portfolio decrease of 1.93%.

Council holds four term deposits, classified as longer term investment funds, as at 31 December 2021, with a total value of \$8.4 million and a weighted average yield of 1.39% - up from 1.17% as at 30 September 2021.

Movements in the Portfolio

At the end of December, the weighted average running yield of Council's bond portfolio remained unchanged from the September quarter at 4.05%.

Policy Adherence

As at 31 December 2021, the Council's LTFP was compliant with the investment credit rating parameters contained in its Investment Policy.

In terms of liquidity, all the bonds in the LTFP traded regularly on the secondary market during the December quarter. We are confident that the LTFP could be liquidated at short notice, if necessary.

Financial Market Movements

The Official Cash Rate (OCR) moved by 0.25% in October and November during the period. The OCR now sits at 0.75% at 31 December 2021.

QUARTERLY TREASURY REPORT

FOR

MACKENZIE DISTRICT COUNCIL

FOR THE QUARTER ENDING 31 DECEMBER 2021



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

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1. FINANCIAL MARKETS OVERVIEW

1.1 GLOBAL OVERVIEW (FOR THE DECEMBER 2021 QUARTER)

Although the impact of COVID-19 and the new Omicron variant is still significant as we start 2022, financial market focus has shifted to the ongoing inflationary pressures being felt, the removal of monetary stimulus in a number of jurisdictions to counter this, and the impact that the realignment of China's economic goals (and its zero COVID-19 policy) could have on global growth.

Bond rates were up globally over 2021 which has carried through into the beginning of 2022. At the beginning of 2021 the US 10-year Treasury bond yield was trading at 0.92%, on 31 December it was at 1.52%. While most central banks focused on decreasing stimulus by winding down their bond buying programmes, the Reserve Bank of New Zealand (+0.50%) and the Bank of England (+0.15%) hiked their cash rates and implied more hikes over 2022. The US Federal Reserve and the Bank of Canada have indicated that rates will be going up some time in 2022, and the Reserve Bank of Australia has dropped its assertion that there will be no hikes until late 2023. The European Central Bank is now talking about winding down its bond buying programme but, after 20+ years of below target (mainly negative) inflation, the Bank of Japan sees no change to its current monetary settings for the foreseeable future.

Despite the prospect of higher interest rates, most equity markets had another solid year with near zero cash rates in the major economies giving solid support. However, residential housing markets were the star performer in most jurisdictions, supported by low mortgage rates, while closed borders saw tight labour markets push wages higher in many places. According to Knight Frank International's 2021 Q3 survey (released late December), of the 56 countries surveyed, annual house prices fell in only two places: Morocco, and Malaysia. Turkey was number one with +35.5% growth for the 12-months reviewed, with South Korea next at +26.4% and New Zealand third at +21.9%. In Australia prices were up 18.9%, in the US they increased by 18.7%, and in the UK, they were up 11.8%. They were even up in Japan (by 8.9%) although China posted gains of 'only' 3.2% as the impact of the Government's 'common prosperity' goal impacted on property speculation. Knight Frank did note however that the annual rate of price increases moderated in Q3 2021, with this trend expected to continue over Q4 and into 2022.

Looking ahead the World Bank slashed its global growth forecast to 4.1% in 2022 and 3.2% in 2023 as nations start to unwind the unprecedented levels of fiscal and monetary policy support that prevailed through COVID as the sharp rise in inflation, debt and income inequality jeopardises the global recovery. Also, Goldman Sachs lowered its growth projections for China from 4.8% to 4.3% based on the expectation of increased restrictions on business activity to contain COVID-19.

1.2 NEW ZEALAND OVERVIEW (FOR THE DECEMBER 2021 QUARTER)

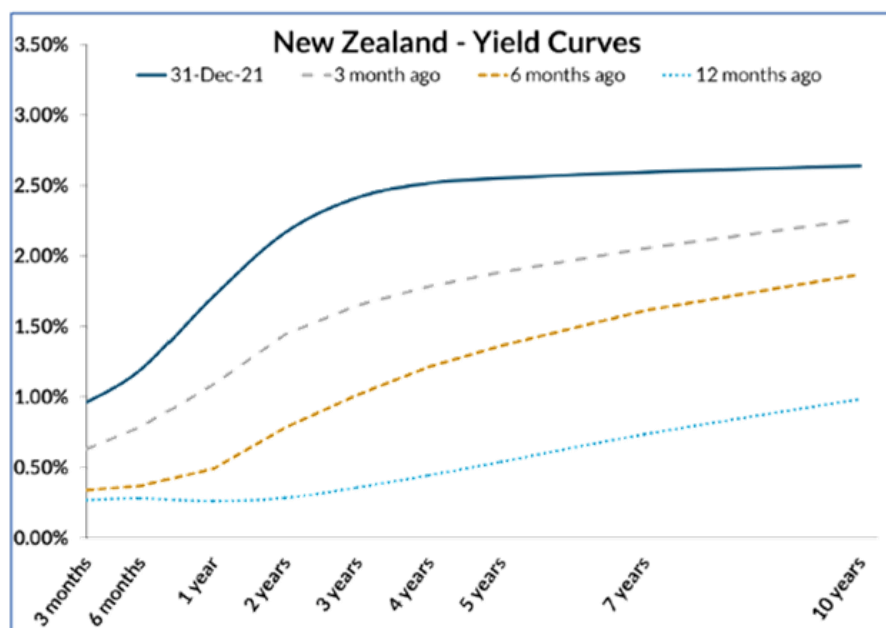
| | OCR | 90 day | 2 years | 3 years | 5 years | 7 years | 10 years |
|-------------------|--------|--------|---------|---------|---------|---------|----------|
| 30 September 2021 | 0.25% | 0.60% | 1.43% | 1.63% | 1.87% | 2.04% | 2.26% |
| 31 December 2021 | 0.75% | 0.92% | 2.17% | 2.42% | 2.55% | 2.60% | 2.64% |
| Change | +0.50% | +0.32% | +0.74% | +0.79% | +0.68% | +0.56% | +0.38% |

Data released during the fourth quarter showed that the New Zealand economy contracted -3.7% in the September quarter but increased +4.9% for the year as the COVID-19 induced lockdown that commenced in mid-August had a significant effect on economic activity. However, the unemployment rate fell to a record equalling low of 3.4% in the September quarter while inflation climbed sharply, increasing by 2.2% in the September quarter and 4.9% for the year ending 30 September. Retail sales declined by a seasonally adjusted -7.0% in the September quarter which came as no surprise given the lockdown and the major impact it has on consumer spending.

Despite the surge in COVID-19 Omicron cases around the world, the focus for interest rate markets is squarely on increases in global inflation levels and how 'transitory' current supply chain pressures may be. This is seeing an end to quantitative easing and/or rate hikes priced in throughout the OECD. Domestic financial market pricing has a projected cash rate of 2.25% by the end of 2022, with this quantum of hikes reflected in current swap rates. The 3-year swap rate is up 2.06% from its level of 31 December 2020 whereas the cash rate is 'only' up 0.50%. However, given that financial markets are forward looking, there would need to be a more aggressive tightening cycle factored in to see swap rates out to 5-years increase much more, although longer-term rates are influenced by US bond rate moves and, if the US10-year rate continues to move higher, then the local curve could steepen.

On balance it appears that interest rate markets have priced in a lot of good news, and it appears that the current 2.75% to 3.00% peak for the OCR priced in for this tightening cycle being the best (worst) case scenario, depending on if you are a borrower or a lender. It may transpire that any significant surprises are to the downside, given the uncertain global outlook, but it is clear that the OCR will go higher this year - the question is, by how much.

Looking ahead, the economy in 2022 could look quite different to the artificially positive economic outcomes of 2020 and 2021 where massive monetary and fiscal stimulus drove up asset prices and underpinned consumer spending. Interest rates are set to rise higher and bank lending has tightened which will hamstring consumer and business sentiment. Our expectation remains for domestic economic data to print softer over coming months which could see a slower interest rate hiking cycle than the market is currently pricing. The chart on the following page shows the changes in the shape of the New Zealand yield curve over the past 12 months and highlights the significant increase in rates, that has occurred.



1.3 LOCAL AUTHORITY SECTOR

Listed below are the credit spreads and applicable interest rates for Commercial Paper ("CP"), Floating Rate Notes ("FRN"), and Fixed Rate Bonds ("FRB") as at 18 January (these were not published at the end of December) at which Mackenzie District Council ("MDC") could source debt from the Local Government Funding Agency ("LGFA"), based on it being a non-guaranteeing borrower.

| Maturity | Margin | FRN (or CP) Rate | FRB |
|------------|--------|------------------|-------|
| 3 month CP | 0.20% | 1.19% | N/A |
| 6 month CP | 0.20% | 1.48% | N/A |
| April 2022 | 0.47% | 1.52% | 1.56% |
| April 2023 | 0.48% | 1.53% | 2.40% |
| April 2024 | 0.49% | 1.54% | 2.79% |
| April 2025 | 0.52% | 1.57% | 3.04% |
| April 2026 | 0.57% | 1.62% | 3.17% |
| April 2027 | 0.64% | 1.69% | 3.27% |
| May 2028 | 0.70% | 1.75% | 3.39% |
| April 2029 | 0.74% | 1.79% | 3.46% |
| May 2031 | 0.81% | 1.86% | 3.55% |
| April 2033 | 0.91% | 1.96% | 3.70% |
| May-2035 | 0.99% | 2.04% | 3.84% |
| April 2037 | 1.03% | 2.09% | 3.92% |

Margins for LGFA debt were little changed over the December quarter, however the rise in the underlying 90-day bank bill rate over the quarter pushed the yields for CP and FRNs higher. The yields for FRBs increased significantly in line with the increase in the underlying swap rates. For example, the April 2026 bond yield rose from 2.47% to 3.17% and the May 2031 yield from 2.94% to 3.55%.

2. INVESTMENT MANAGEMENT

2.1 PORTFOLIO SUMMARY

Below is a summary of the performance of MDC's Long Term Funds Portfolio ("LTFP") and the benchmark portfolio for the quarter ending 31 December 2021.

- The LTFP outperformed the benchmark index, decreasing in value by 0.26% compared to the benchmark portfolio's decrease of 0.88%.
- The weighted average purchase yield of the LTFP as at 31 December was 4.05%.
- The nominal value of the portfolio was unchanged at \$775,000 during the December quarter.
- As at 31 December, in addition to the funds in the LTFP, MDC had \$8,418,755.51 invested in Term Deposits ("TD").

| | |
|--|------------------|
| MDC portfolio value at 30 September 2021 | \$803,740 |
| MDC portfolio value at 31 December 2021 | \$791,624 |
| Add coupon payments | \$10,000 |
| Maturities | Nil |
| Total | \$801,624 |
| Percentage change in effective cash value | -0.26% |

| | |
|--|---------------------|
| Benchmark portfolio value at 30 September 2021 | \$11,310,265 |
| Benchmark portfolio value at 31 December 2021 | \$11,170,296 |
| Add coupon payments | \$40,150 |
| Total | \$11,210,446 |
| Percentage change in effective cash value | -0.88% |

2.2 PORTFOLIO ACTIVITY

During the December quarter, the LTFP, which had a duration of 0.99 years, decreased in value by 0.26%, outperforming the benchmark index, which had a duration of 1.91 years, and which decreased in value by 0.88%. Given that there are only two bonds in the LTFP, the comparison with the benchmark is largely redundant.

Looking at the performance on an annual basis, the LTFP increased in value by 0.22% for the year ending 31 December, compared to the benchmark portfolio's decrease of 1.93%. However, as stated in the preceding paragraph the benchmarking comparison is largely redundant. Another comparison can be made with the S&P/NZX Investment Grade Corporate Bond Index which recorded a loss of -1.42% for the December 2021 quarter and -4.20% for the year ending 31 December. Thus, MDC's under-investment in the bond market over the past year continues to avoid capital losses.

There were no bond maturities during the December quarter.

Once the debt requirements and investment amounts have been finalised we will look to reinvest funds in either bonds or TDs which have been identified as financial market investments.

As at 31 December, MDC had four TDs, details of these are as follows, with the one highlighted in red invested during the December quarter.

| Bank | Amount | Term | Maturity | Rate |
|--------------|-----------------------|-----------------|------------------|--------------|
| Westpac | \$2,000,000 | 180 days | 22-Feb-22 | 1.25% |
| BNZ | \$2,000,000 | 224 days | 07-Apr-22 | 1.37% |
| Westpac | \$2,000,000 | 273 days | 26-May-22 | 1.40% |
| BNZ | \$2,418,755.51 | 212 days | 21-Jul-22 | 1.53% |
| TOTAL | \$8,418,755.51 | | | |

The weighted average rate of the six TDs as at 31 December was 1.39%, up from 1.17% as at 30 September.

2.3 POLICY ADHERENCE

- As at 31 December, the LTFP was compliant with the investment credit rating parameters contained in MDC's Investment Policy.
- In terms of liquidity, the two bonds in the LTFP traded regularly on the secondary market during the December quarter. We are confident that the LTFP could be liquidated at short notice, if necessary.

3. INVESTMENT STRATEGY

Since 2014, MDC has been investing in TDs on a large majority of occasions, rather than in corporate bonds due to the yield advantage that TDs provided. This strategy is continually monitored to ensure that TDs provide a yield advantage over similar duration corporate bonds.

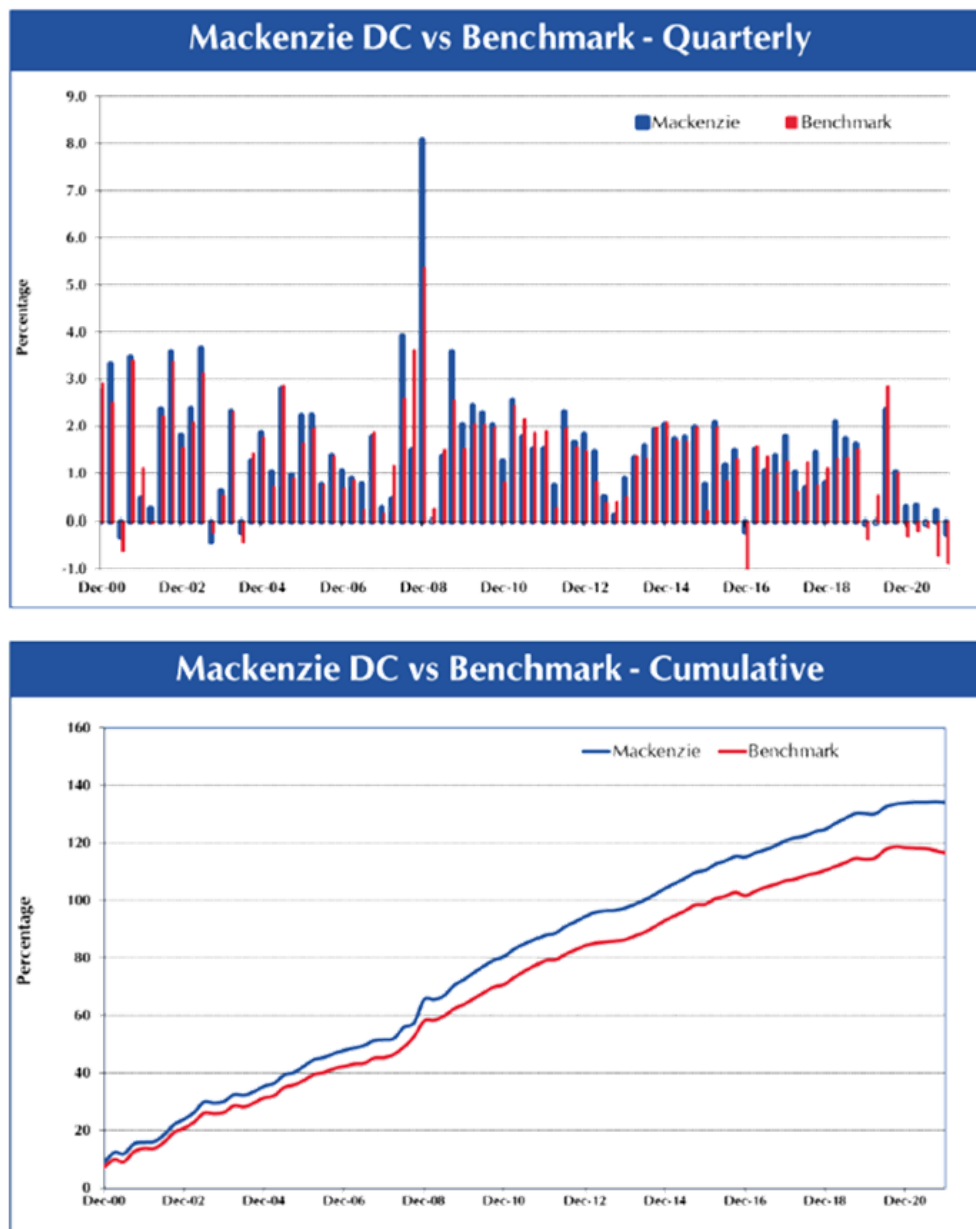
Detailed in the table below are the yields as at 31 December for various corporate bonds rated 'BBB' or higher by S&P Global Ratings, in which MDC would be able to invest under its existing Investment Policy.

The weighted average of the three TDs invested during the September quarter was 1.34%. This yield was exceeded by all but one of the bonds in the table below. However, investing in bonds over the last twelve months would have exposed MDC to revaluation losses. This is evidenced by the (negative) performance of the S&P/NZX A-Grade Corporate Bond Index which returned minus 4.20% for the twelve months to 31 December 2021.

| Security | Maturity | Coupon | Rating | Yield |
|--------------------|------------|--------|--------|-------|
| Spark Finance | 25-Mar-22 | 4.50% | A- | 1.06% |
| Bank of China (NZ) | 17-Oct-22 | 4.09% | A | 1.94% |
| Genesis | 08/-Mar-23 | 5.81% | BBB+ | 2.32% |
| BNZ | 16-Nov-23 | 3.65% | AA- | 2.39% |
| Chch Airport | 24-May-24 | 4.13% | BBB+ | 2.75% |
| Chch City Holdings | 27-Nov-24 | 3.58% | AA- | 2.62% |
| Auckland Council | 24-Mar-25 | 4.18% | AA | 2.61% |
| Fonterra | 14-Nov-25 | 4.13% | A- | 3.11% |
| Housing NZ | 05-Oct-26 | 2.25% | AA+ | 2.70% |

Bancorp Treasury will only recommend that MDC purchases bonds if such a purchase will meet MDC's requirements - to maintain an acceptable running yield, yet at the same time not expose MDC to excessive longer term revaluation risk.

| Benchmark | | | | | | | | | | |
|-----------------------------------|---------------|--------|-----------------------------------|-------|---------------------|-----------------------------------|---------------------------------|--------------------------|---------------------|------------------------------------|
| Security | Maturity Date | Coupon | <u>30-Sep-21</u> Nominal \$ | Yield | Value \$ | <u>31-Dec-21</u> Nominal \$ | Coupons 01/10 to 31/12 \$ | Yield | Value \$ | Effective cash 31/12/2021 \$ |
| 90 Day Bank Bill | 31-Dec-21 | | 1,000,000 | 0.60 | 998,490 | 1,000,000 | | 0.92 | 997,737 | 997,737 |
| Fonterra | 25-Feb-22 | 5.90 | 1,000,000 | 0.90 | 1,025,787 | 1,000,000 | | 1.02 | 1,027,905 | 1,027,905 |
| ANZ/National Bank | 1-Sep-22 | 3.75 | 1,000,000 | 1.08 | 1,027,371 | 1,000,000 | | 1.52 | 1,027,234 | 1,042,550 |
| Auck Int Airport | 9-Nov-22 | 4.28 | 1,000,000 | 1.49 | 1,047,300 | 1,000,000 | \$21,400 | 1.89 | 1,026,335 | 1,033,368 |
| Transpower | 15-Mar-23 | 5.44 | 1,000,000 | 1.39 | 1,060,524 | 1,000,000 | | 2.00 | 1,056,783 | 1,102,817 |
| Westpac | 23-Mar-23 | 3.72 | 1,000,000 | 1.43 | 1,034,149 | 1,000,000 | | 2.09 | 1,029,787 | 1,050,376 |
| Auckland Council | 25-Mar-24 | 5.81 | 1,000,000 | 1.69 | 1,100,598 | 1,000,000 | | 2.35 | 1,090,240 | 1,174,382 |
| ASB Bank | 19-Aug-24 | 1.83 | 1,000,000 | 1.86 | 1,001,242 | 1,000,000 | | 2.74 | 983,662 | 986,659 |
| BNZ | 29-Jan-25 | 2.16 | 1,000,000 | 1.96 | 1,010,101 | 1,000,000 | | 2.85 | 988,887 | 988,887 |
| LGFA | 15-Apr-26 | 1.50 | 1,000,000 | 1.99 | 985,708 | 1,000,000 | \$7,500 | 2.64 | 957,224 | 964,724 |
| Housing NZ | 5-Oct-26 | 2.25 | 1,000,000 | 2.08 | 1,018,995 | 1,000,000 | \$11,250 | 2.72 | 984,503 | 995,753 |
| | | | <u>\$11,000,000</u> | | <u>\$11,310,265</u> | <u>\$11,000,000</u> | <u>\$40,150</u> | | <u>\$11,170,296</u> | <u>\$11,365,157</u> |
| Value as at 30/09/21 | | | | | \$11,310,265 | | | 31/12/2021 | | 11,170,296 |
| | | | | | | | | Coupons | | 40,150 |
| | | | | | | | | Total | | 11,210,446 |
| | | | | | | | | Effective change in cash | | -\$99,819 |
| | | | | | | | | % change | | -0.88% |
| | | | | | | | | Duration-years | | 1.91 |
| Mackenzie District Council | | | | | | | | | | |
| Security | Maturity Date | Coupon | <u>30-Sep-21</u> Nominal \$ | Yield | Value \$ | <u>31-Dec-21</u> Nominal \$ | Coupons 01/10 to 31/12 | Yield | Value \$ | Effective Cash 31/12/2021 |
| Genesis | 18-Mar-22 | 4.14 | 275,000 | 0.99 | 279,401 | 275,000 | | 1.13 | 280,019 | 280,019 |
| China Construction | 15-Jun-23 | 4.00 | 500,000 | 1.79 | 524,339 | 500,000 | 10,000 | 2.49 | 511,605 | 521,605 |
| | | | <u>775,000</u> | | <u>803,740</u> | <u>775,000</u> | <u>10,000</u> | | <u>791,624</u> | <u>801,624</u> |
| 30/09/2021 | | | | | <u>\$803,740</u> | | | Value 31/12/2021 | | 791,624 |
| | | | | | | | | Coupons | | 10,000 |
| | | | | | | | | Maturities | | Nil |
| | | | | | | | | | | <u>801,624</u> |
| | | | | | | | | Effective change in cash | | -\$2,116 |
| | | | | | | | | % change | | -0.26% |
| | | | | | | | | Duration-Years | | 0.99 |



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6.6 MEMORIAL WALL FOR FAIRLIE CEMETARY

Author: Arlene Goss, Governance Advisor

Authoriser: David Adamson, General Manager Operations - Acting

Attachments:

1. Plan of Proposed Wall [↓](#) 
2. Suggested site [↓](#) 
3. Estimate from L and L Construction for Proposed Wall [↓](#) 

STAFF RECOMMENDATIONS

1. That Council receives the request from the Fairlie Memorial Wall Working Party.
2. That Council approves the plan and location of the Memorial Wall in the Fairlie Cemetery, as presented by the working party.
3. That Council approves a grant of \$XX/or Council declines to approve grant funding from the 2021/22 discretionary grants budget.
4. That Council agrees to fund up to \$1,500 from the Cemetery budget for consents and other associated professional services.

BACKGROUND

The attached request has been received from Francie Edge and the Memorial Wall committee for assistance to construct a memorial wall in the Fairlie Cemetery.

As the request was received two days after the deadline for this agenda, there was not enough time for staff to write a detailed report on this matter.

Council can either make decisions on the information provided or request a more detailed report from staff to come to the next meeting.

COMMUNITY BOARD VIEW

In January last year the Fairlie Community Board passed the following resolution:

COMMITTEE RESOLUTION FCB/2021/141

Moved: Cr Murray Cox

Seconded: Member Angela Habraken

That the Fairlie Community Board agrees in principle with a memorial wall being established at the Fairlie Cemetery and grants up to \$1000 from the Township Projects Budget to fund concept designs, and asks council staff to work with the working party to ensure the project is successful.

CARRIED

Since then, preliminary sketching's have been displayed in Heartlands. The community board has noted that due to the height of the wall the working party would need to apply for resource consent and involve a structural engineer.

Former community board chairman Les Blacklock supported this project and was on the wall working party. He said that Fairlie Lions also backed this project.

REQUEST FROM MEMORIAL WALL WORKING PARTY

To Mackenzie District Council.

Att. Mayor, and Councillors.

We ask the Council to consider our application for their support to construct a Memorial Wall at the Fairlie Cemetery.

Purpose: This Memorial Wall is to enable families to have a plaque engraved in remembrance of their loved one who chose to have their ashes spread in a place special to them, e.g. family farm, sports field, holiday spot etc.

History: In 2021 a working group applied to the Fairlie Community Board to support this project and a request for funding for concept drawings were approved. (\$800/\$1000). Their contribution enabled the group to design attached plan of the wall.

In August 2021, the Plan and a summary of the concept was published in the Fairlie Accessible inviting the public feedback of the Wall. No objections were received.

Construction:

- River Stone foundation, Continuing the river stone theme in Fairlie.
- Macrocarpa or selected timber slates bolt fixed to the stonework.
- An extension will be added incorporating a seat with river stone foundation.
- Lectern constructed in river stone with bronze map of Mackenzie District fitted. For family members to identify loved one's location.

Project Development:

1. Approval from Council to construct the Memorial Wall in Fairlie Cemetery.
- 2 Council approval of the site for the Memorial Wall in the Fairlie Cemetery.
- 3 Invite tenders to construct the wall.
- 4 Attach granite plaques. (temporary)
- 5 Bronze map of the Mackenzie District attached to lectern.

Cost Estimates:

L&L Construction were invited to give a suggested cost of Concrete/stonework. \$23,645.00
See attached.

Memorial Mason's estimate for 35x300x180. Black polished plaques \$6,780.00 inc GST.
We have not received an estimate for the bronze plaque yet.

Our Request to Mackenzie District Council.

1. Consent to construct Memorial Wall in Fairlie Cemetery -plan attached.
2. Council approval of the site suggested – see photo attached.
3. Council to fund Resource Consent, Engineering costs and other regulatory requirements.
4. Council to make contribution to cost of construction -(\$30,000 plus)
Council to make available contingency amount for landscaping cost overruns etc.

Working party's Funding:

We have received a donation of \$5,000 from the Fairlie Market Group.
Balance of funding required will be requests to Fairlie Lions, Fairlie Lodge, Community Trust Mid & Sth Canterbury. etc.

Working Party Members:

| | |
|---------------|--------------|
| Kevin O'Neill | Garry Harris |
| Francie Edge | Ann Thomson |

If you require further information regarding this project, please contact a member of the Working Party

CURRENT BUDGET STATUS

It is uncertain from this application who would be responsible for managing this project.

If it was a community board project, the costs would normally come from the Fairlie township budget and the project would be managed by council staff.

The township budget for 2021/22 is currently allocated towards the new dog park and other projects. The memorial wall could be considered for the following financial year; or the community board could consider delaying the dog park to allow this to go ahead. This discussion has not been held so the views of the community board are unknown.

If it was instead a community project, the money would be raised by the working party. In this case, Council would normally consider granting a fixed sum from the council grants budget towards the memorial wall, but the working party would be responsible for fundraising any additional amount.

If Council wishes to approve a grant towards the wall, there is currently a balance of \$19,000 in the council's discretionary grants budget for this financial year (ending in June). Community services manager Brian Milne has also suggested that \$1,500 be allocated from the cemetery budget towards consent costs.

CONCLUSION

This report was compiled urgently due to receiving a late request for council approval and funding. Council has the option of letting this matter "lie on the table" while more information is sought.

Council also has the option of approving or rejecting the plans and location for the wall. In doing so, Council needs to note that the wall will need consents for its construction which has not been allowed for in the attached quote.

And Council may allocate a grant from the council grants budget if this is considered appropriate.

Attachment 1

PLAN OF PROPOSED MEMORIAL WALL FOR FAIRLIE CEMEETERY

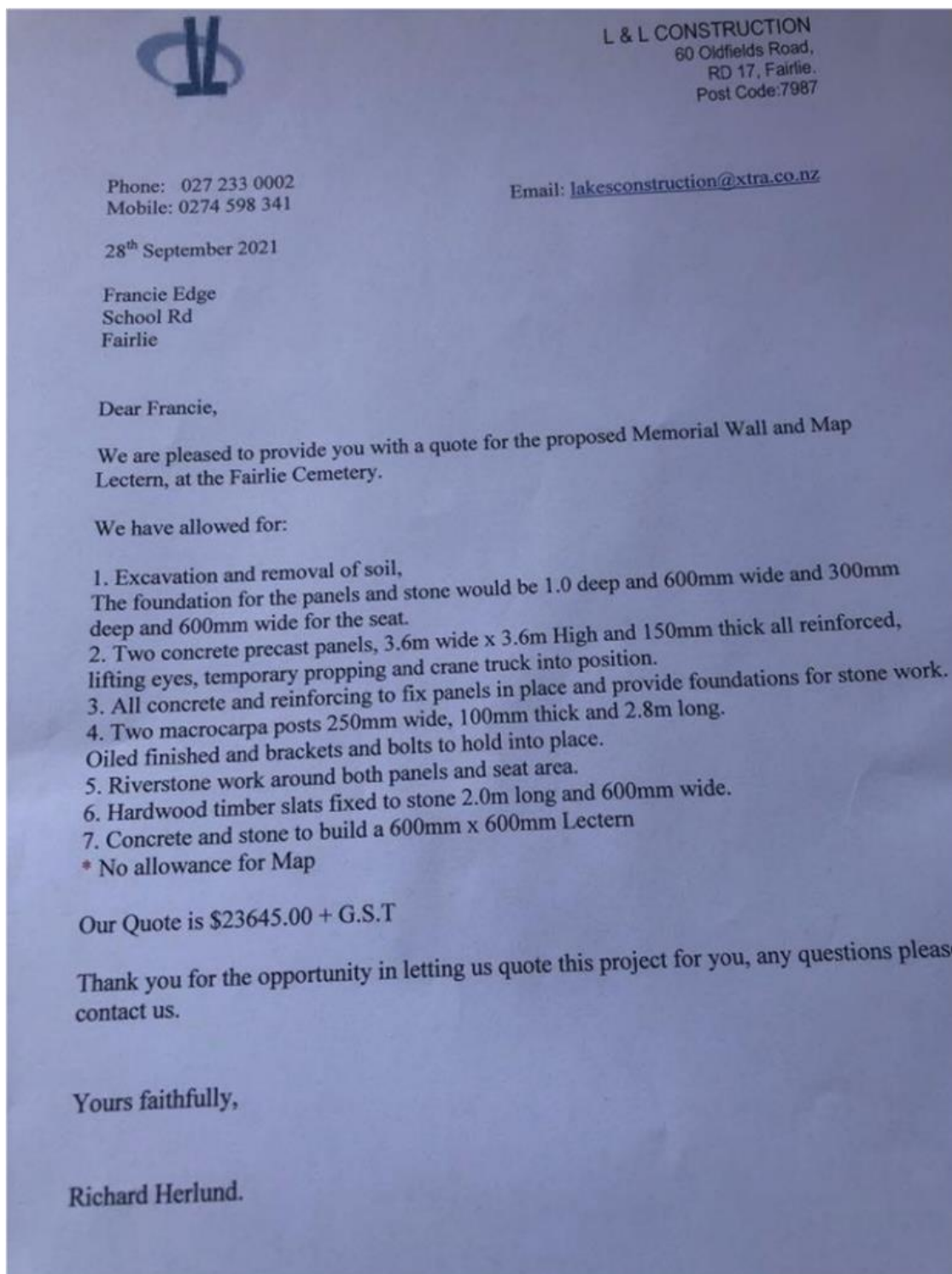


Attachment 2

SUGGESTED SITE FOR MEMORIAL WALL AT FAIRLIE CEMETERY

This is the working party's preferred site, consider if fits well with the surrounding cremation plots where ashes are inserted.



Attachment 3**COPY OF ESTIMATE FROM L&L CONSTRUCTION TO CONSTRUCT
MEMORIAL WALL AT FAIRLIE CEMETERY**

6.7 NEW COMMERCIAL RESIDUAL WASTE FEE**N/A****Author:** Angie Taylor, Community Services and Solid Waste Officer**Authoriser:** David Adamson, General Manager Operations - Acting**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

This report proposes a new fee for residual waste from commercial waste operators at the Twizel Resource Recovery Park.

STAFF RECOMMENDATIONS

1. That the report on a new commercial residual waste fee be received.
2. That a new commercial residual waste fee of \$262.24 ex GST is added to the fees and charges for solid waste effective from ...

BACKGROUND

During March, residual waste from the district will start to be sent to a different landfill and this will create changes in the payment process for waste disposal. As a result, a rate for residual waste managed by commercial waste operators needs to be implemented. A similar rate was recently

introduced for commercial recycling to accommodate the payment process associated with sending recycling to the Redruth sorting facility in Timaru.

There is currently one commercial waste operator in the Mackenzie that brings residual waste into the Twizel Resource Recovery Park (RRP). The weight of this material is recorded via the weighbridge as it is brought into the Twizel RRP. The Council and commercial residual waste is then mixed for transport to AB Lime Landfill in Winton. The Council's waste contractor separates the costs associated with each of the Council and commercial waste, Council is then only charged for the residual waste that has been collected through Council services.

When the change to Redruth Landfill is made, there will be a change to the charging process where Timaru District Council (TDC) will invoice the Mackenzie directly for the waste disposed of, rather than through our contractor. As the Council and commercial waste are transported together, TDC will charge the Council for all waste combined and then Council will be required to charge the contractor for their commercial component.

Currently the Council has a set of solid waste fees and charges that are based on cost recovery of collection and disposal for various waste streams. The current fees and charges take into account processing and disposal costs, transport costs and the cost of managing the RRP's throughout the district.

In considering a new fee for residual waste brought in by a commercial waste operator, it is considered appropriate to follow the same approach for calculating waste related fees. It is noted that residual waste from a commercial waste operator will only be accepted at the Twizel RRP as the other recovery parks are unable to manage bulk volumes of waste. Therefore, it is considered that a component of only the Twizel RRP management fee should be applied to the new fee.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

It is considered that the proposed new fee does not trigger the council's Significance and Engagement Policy.

OPTIONS

It is proposed that the new fee will apply to residual waste from commercial solid waste operators as defined in the Solid Waste Bylaw:

Commercial solid waste operator - means any person who, as part of a commercial operation, collects solid waste from residential dwellings or commercial premises or who sorts and processes solid waste as part of a solid waste collection business.

This new fee is not intended for general businesses disposing of waste at the RRP, it is only for commercial solid waste operators as per the definition above. This will generally be where a commercial waste operator hires out a rubbish skip that is unloaded at the Twizel RRP by the commercial waste operator. Under the review of the Solid Waste Bylaw, Council is considering licencing any commercial solid waste operators within the Mackenzie District and this would assist in the application of the proposed fee in the future.

The proposed commercial residual waste charge is \$262.24 per tonne. This consists of the cost of transport, processing and disposal, a portion of the management fee for the Twizel RRP and the

required waste levy. Any commercial waste would only be accepted at the Twizel Resource Recovery Park due to operational processes and therefore only the management fee for the Twizel site has been included in this calculation.

CONSIDERATIONS

Legal

N/A

Financial

The proposed fee has been calculated on a cost recovery basis.

Other

N/A

CONCLUSION

The proposed commercial residual waste fee is required due to a change in payment processes for waste disposal that will arise from waste being transported to a different landfill. It is considered that the proposed fee has been appropriately calculated based on a cost recovery basis for managing the disposal of residual waste.

7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 31 JANUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Twizel Community Board Meeting - 31 January 2022

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 31 January 2022 be received.
2. That Council notes the following resolutions passed by the Twizel Community Board:
 - That a grant of \$500 be approved in response to the application from the Twizel Wood Gatherers towards the cost of equipment hire.
 - That the Draft Ohau Road Reserve Development Plan (attached to the agenda) be approved for release for community feedback.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Twizel Community Board Meeting

31 January 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD ON ZOOM
ON MONDAY, 31 JANUARY 2022 AT 3.00PM**

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

IN ATTENDANCE: Mayor Graham Smith, Angela Oosthuizen (Acting Chief Executive), David Adamson (General Manager Operations – Acting), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Fiona McQuade (Property and Commercial Manager), Angie Taylor (Twizel Township Supervisor), Mark Offen (Regulatory Officer), and Matt Gunn (Twizel Update).

1 OPENING

The chairperson welcomed everyone to the meeting.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

Cr Bradbury declared an interest in item 5.6 Local Alcohol Policy as she holds a licence. Member Tracey Gunn also declared an interest in the same item as she was opening a business that would require a licence.

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 6 DECEMBER 2021

COMMITTEE RESOLUTION TWCB/2022/236

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That the Minutes of the Twizel Community Board Meeting held on Monday 6 December 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

COMMITTEE RESOLUTION TWCB/2022/237

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That the community board financial report be received.

CARRIED

5.3 GRANT APPLICATION

It was clarified that Council did not have health and safety responsibilities when it provided a grant to an outside organisation to hire a chainsaw.

COMMITTEE RESOLUTION TWCB/2022/238

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That a grant of \$500 be approved in response to the application from the Twizel Wood Gatherers towards the cost of equipment hire.

CARRIED

5.4 TWIZEL COMMUNITY BOARD GENERAL UPDATE

The purpose of this report is to provide the Twizel Community Board with a general update on several projects and actions related to the Twizel area in general and Community Board specifically.

Brian Milne provided further details on the matters outlined in his report. This included:

- A request to keep the community informed of work/upgrades happening in the town.
- Wifi may be available at the Events Centre. Still working on this.
- The community board were happy with the Ohau Road concept plan that was attached to the agenda.
- Discussion took place on the location of the compacting bins and whether the bin at Lake Alexandrina should be shifted to Twizel each season, or permanently. The community board was keen to have a rubbish service available on Sunday mornings when visitors left town and wanted to get rid of their rubbish. David Adamson suggested opening the transfer station on Sunday morning would be an option and staff would investigate this.
- Brian Milne then gave a presentation on the Lake Ruataniwha Management Plan. A copy of this presentation is available as an attachment to these minutes.
- Work on the Twizel Events Centre is progressing well. The Certificate of Public Use has been issued but does not yet apply to the theatre, where work is ongoing. There was a risk of delays due to supply-chain issues or contractors getting sick with Covid.

- The board considered the public toilet plans attached to the agenda. They questioned why the design of the toilets was different for each one, and suggested applying some consistency across the district.
- Regarding the request to paint a mural on the wall behind the shops, Mr Milne asked if anyone had information about who owned the wall. Various people were suggested who might have this information. The need to update the mural on the swimming pool wall was also suggested. The community board agreed with the idea of a mural.

COMMITTEE RESOLUTION TWCB/2022/239

Moved: Member Renee Rowland

Seconded: Cr Emily Bradbury

That the Draft Ohau Road Reserve Development Plan (attached to the agenda) be approved for release for community feedback.

CARRIED

5.5 ENGINEERING MANAGER'S UPDATE

Joni Johnson introduced herself and outlined the main points in her report.

Discussion took place on possible reasons for the high use of drinking water in Twizel. This would be further investigated by staff to find out where the water was going.

Staff would reinstate irrigation to some garden areas that got disconnected during contract works. There were also some areas that were being watered using the wrong water connections and further work was needed on this.

The introduction of more water meters would help determine where the water was being used.

Joni Johnson said she would come back to a future meeting with more information about Christmas decorations.

New rules on speed limits would be received in March and this would prompt further work on some roads in Twizel.

5.6 LOCAL ALCOHOL POLICY REVIEW

Mark Offen spoke about the alcohol licencing process, which is managed by Timaru District Council on behalf of Mackenzie District Council.

There was a need for consistency in closing times to prevent people from driving to buy alcohol from other townships with later closing. The closing time of 9pm applied across the district.

5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

The community board discussed the email from Chris Clarke outlining current work on the information kiosk in the Twizel town centre.

They disagreed that the kiosk was unbudgeted as it replaced former information services. The chief executive noted the community board's disappointment and said she would communicate the need to get this working to staff.

Cr Bradbury asked for speakers under the verandas to be fixed. When the kiosk was put in this sound equipment was removed. They would like to get this replaced so it was possible to play music in the marketplace.

Cr Bradbury then updated the board on recent council activity, and the chief executive also provided an update.

The Mayor then spoke about the rowing regattas planned at Lake Ruataniwha. He said these fitted within the regulations and were well-managed. NZ Rowing were looking for feedback from the community. The chairperson said most of the feedback she had received was positive. Those people who were immune-compromised and worried about Covid had told her they would stay home while the visitors were in town.

5.8 COMMUNITY BOARD ACTION LIST

Discussion of the action list included the following matters:

Sealing of Long Car Park – This will be finished in a few weeks.

Twizel Youth Centre – This will be fenced off until staff can address this property.

Large Machinery Display – May need resource consent for the sign as it is over-size. Waiting for the arrival of additional machinery.

Manmade Hill – Controlled planting is doing OK. Some plants are thriving and some aren't. Still to develop a plan for the whole hill. A recent broom-spraying job was not done well. Mr Milne has asked a different contractor to spray this again.

Twizel Events Centre – The previous cleaner is no longer available so using a temporary cleaner at the moment, and wanting to engage a contractor to carry out a deep clean of the building.

Working Man's Hut – This has not yet gone to a committee or council meeting. David Adamson offered to address this before the next community board meeting.

Broken glass over the holiday period – Members reported an increase of broken glass around town over the holiday period. There was a discussion on this and different ideas were raised. There was an alcohol ban in Market Place, but it was not signposted or enforced. The meeting agreed to improve the signage and request police enforcement of the liquor ban area.

Used glass at the Twizel Golf Club – Member Tracey Gunn asked for assistance for the golf club to dispose of large quantities of glass bottles. Angie Taylor offered to work with the golf club to find a solution.

The Meeting closed at 4.45pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 11 April 2022.

.....
CHAIRPERSON

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 2 FEBRUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Tekapo Community Board Meeting - 2 February 2022

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 2 February 2022 be received.
2. That Council notes the following resolutions passed by the Tekapo Community Board:
 - That the Urban Effects hoop bike stands design with A2O logo insert be approved.
 - That bike stands purchase and installation be funded from the Township Projects budget with an estimated cost of \$20,000. To be in stainless steel finish.
 - That the offer of the donation of the Sculpture “Spacesaver” be gratefully accepted, to be located on the Lakefront Reserve. The final location to be confirmed by the Board Chair and the Community Services Manager.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Tekapo Community Board Meeting

2 February 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD ON ZOOM
ON WEDNESDAY, 2 FEBRUARY 2022 AT 3.00PM**

PRESENT: Chairperson Steve Howes, Member Caroll Simcox, Member Sharron Binns.

IN ATTENDANCE: Mayor Graham Smith, Cr Murray Cox, Angela Oosthuizen (Acting Chief Executive), David Adamson (General Manager Operations – Acting), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Fiona McQuade (Property and Commercial Manager), Mark Offen (Regulatory Officer), Tim Scott (Three Waters Project Manager), GHD staff – Helen Barclay, Tim Mulliner, Ian Ho, and Andrew McMaster.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2022/202

Moved: Member Caroll Simcox

Seconded: Member Sharron Binns

That the apology received from Cr Matt Murphy and member Chris Scrase be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

There was no public forum.

3.1 PRESENTATION FROM GHD ON TEKAPO WASTEWATER PLANNING

Helen Barclay and others from GHD gave a presentation on the work they have done to plan for a new wastewater facility in Tekapo to meet population growth. A copy of the presentation is attached to the agenda for the meeting, and the presentation can also be viewed on Council’s YouTube channel.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 2 DECEMBER 2021

COMMITTEE RESOLUTION TKCB/2022/203

Moved: Member Sharron Binns

Seconded: Member Carroll Simcox

1. That the Minutes of the Tekapo Community Board Meeting held on Thursday 2 December 2021, included those matters considered in public excluded, be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 8 DECEMBER 2021

COMMITTEE RESOLUTION TKCB/2022/204

Moved: Member Carroll Simcox

Seconded: Member Sharron Binns

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 8 December 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.3 COMMUNITY BOARD FINANCIAL REPORT

A question was asked about the price of the “carpark island landscaping design”. Brian Milne said it was preliminary design work and this project would get underway soon.

An amount to carry forward was not showing due to being in the process of finalising the accounts. The report was received.

5.4 TEKAPO COMMUNITY BOARD GENERAL UPDATE

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

Maukatua Reserve – Work has started at this reserve.

Bike Stands – A late report on the bike stands was circulated to members the day before the meeting. This outlined the cost and design options for bike stands. The community board agreed with stainless steel, and they were happy with the locations. Discussion took place on one location that needed to be confirmed with a shop owner.

Offer of Art Work Donation – The community board agreed to accept this donation and passed a resolution that the location would be finalised by the chairman and the community services manager.

Lions Corner Reserve – Contractors have expressed concerns about maintaining this bank safely. Brian Milne suggested an embankment to make this area safer. The community board wondered if new plants would survive with no irrigation to the site. The chairman asked for a site visit to be organised to get a better understanding of the issues.

Lakefront Path Development – Aiming for completion by June.

Tekapo Hall – Brian Milne suggested a thank you gift for Krissy and the community board agreed to organise this. A custodian was still needed.

COMMITTEE RESOLUTION TKCB/2022/205

Moved: Chairperson Steve Howes

Seconded: Member Carol Simcox

1. That the Urban Effects hoop bike stands design with A2O logo insert be approved.
2. That bike stands purchase and installation be funded from the Township Projects budget with an estimated cost of \$20,000. To be in stainless steel finish.

CARRIED

COMMITTEE RESOLUTION TKCB/2022/206

Moved: Chairperson Steve Howes

Seconded: Member Sharron Binns

3. That the offer of the donation of the Sculpture “Spacesaver” be gratefully accepted, to be located on the Lakefront Reserve. The final location to be confirmed by the Board Chair and the Community Services Manager.

CARRIED

5.5 ENGINEERING MANAGER'S UPDATE

Joni Johnson was welcomed to the meeting. She went through the details of her report, as attached to the agenda.

The community board asked about car park signage. The entry and exit signs were not big enough and drivers were still having problems in this carpark. Joni Johnson suggested a site walk around to see if there was an improvement that could be made. There were plans to re-mark the carpark markings.

5.6 LOCAL ALCOHOL POLICY REVIEW

Regulatory manager Mark Offen spoke to his report. He outlined the background of the local alcohol policy and how this work was contracted to Timaru District Council. The policy was due for renewal and a new committee was proposed to undertake this work.

Mayor Graham Smith said his recommendation was that the policy remained much the same.

5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

Cr Murray Cox was welcomed to the meeting and was invited to provide an update on council activity.

He said the council was preparing for the upcoming election, including a change of representation for Tekapo. The governance advisor was asked to bring information to the next meeting on the election process.

Work outlined in the Long Term Plan was now underway.

A group in the community was planning to meet and set up a Sports Trust and would be approaching Council with their ideas. Tom O'Neil offered his contacts at Sport Canterbury so they could be involved.

The Mayor updated the community board on preparations for a predicted wave of Covid illness.

A member of the board raised the issue of a small piece of council land in front of 33 Lochinvar that was overgrown. Brian Milne offered to look into this further.

5.8 COMMUNITY BOARD ACTION LIST

The chairman went through this list and noted that some items had already been discussed. Other matters to note were:

Walkway from Simpson Lane to the Carpark – Brian Milne confirmed this had been excluded from the Boffa Miskell plan. Discussion took place on this matter. David Adamson said he hoped to discuss this further with the community board as part of the next Long Term Plan process. Hopefully in November this year. Staff were not sure this was the best option for this area.

David Adamson suggested the community board could ask for a report on the options for this area in time for the Long Term Plan. This was requested.

Maukatua Reserve – To be completed over the next few months.

Tekapo Hall – The only outstanding matters were the custodian of the hall, and the booking calendar.

Rabbit Control – David Adamson said he raised this with Ecan but got push back to say this was the responsibility of property owners. Keep this on the list. Mr Adamson will continue to advocate on this issue. The community board members stressed again the need for council to take a lead role on co-ordinating a suitable plan of action

Pioneer Drive – A walk about is planned and will include a discussion on this area.

CCTV – Allocate this action to Joni Johnson.

Aorangi Crescent upgrade – Remove from action list. Work completed.

Tekapo Trails Proposal – This will be considered by the Engineering and Services Committee at its next meeting.

Tekapo Township Furniture – Remove from list.

The Meeting closed at 5.00pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 13 April 2022.

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CHAIRPERSON

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 3 FEBRUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Fairlie Community Board Meeting - 3 February 2022

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 3 February 2022 be received.
2. That Council notes the following resolutions passed by the Tekapo Community Board:
 - That the Fairlie Community Board elects Damon Smith to fill the vacancy of chairperson that was created by the passing of Les Blacklock.
 - That the Fairlie Community Board elects Angela Habraken as deputy chairperson.
 - That a grant of \$538 be declined in response to the application from the Fairlie Bowling Club towards the cost of building consent fees.
 - That a grant of \$250 be approved in response to the application from the Mackenzie Amateur Swim Club towards the cost of repairing the club's dive boards.
 - That the removal of the mature Douglas Fir Trees on the southern boundary of McLean Park be approved



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Fairlie Community Board Meeting

3 February 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD ONLINE
ON THURSDAY, 3 FEBRUARY 2022 AT 4.30PM**

PRESENT: Deputy Chairperson Damon Smith, Member Leaine Rush, Member Angela Habraken, Cr Murray Cox

IN ATTENDANCE: Mayor Graham Smith, Angela Oosthuizen (Chief Executive), David Adamson (General Manager Operations – Acting), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Fiona McQuade (Property and Commercial Manager), Aaron Hakkaart (Planning Manager), Mark Offen (Regulatory Officer).

1 OPENING

The deputy chairman opened the meeting.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

Member Angela Habraken declared an interest in Item 5.4 – Grant Application from Mackenzie Swim Club. She is the club treasurer.

Member Leaine Rush said she has been asked to be the community board contact for the memorial wall committee, but was not a member of that committee.

5 REPORTS

5.1 COMMUNITY BOARD VACANCY

A minute’s silence was observed to remember Les Blacklock, the former chairman of the community board, who passed away in December.

The deputy chairman then vacated the chair to allow the governance advisor to conduct an election for a new chairperson.

Damon Smith was nominated by Leaine Rush. This was seconded by Angela Habraken. There were no further nominations and Damon Smith was elected chairperson.

This created a vacancy in the role of deputy chairperson, so nominations were called for this role. Angela Habraken was nominated by Leaine Rush. This was seconded by Cr Murray Cox. There were no further nominations and Angela Habraken was elected deputy chairperson.

The board discussed ways to recognize Les Blacklock for his contribution to the community. Angela Habraken suggested setting up an apprentice scholarship for a trade apprentice. She had spoken to Mr Blacklock's partner who felt this was a good idea. They were thinking of an annual scholarship of a thousand dollars.

The governance advisor offered to investigate this further and come back to the next meeting with options. Cr Cox said discussion would be needed at council level to determine where the money would come from and staff resourcing if it was to be administered by council.

The community board also discussed appointing someone to the community board position vacated by Les Blacklock between now and the election in October. Damon Smith said two people were being considered; one had declined and the other had not yet responded. It was agreed to defer this matter to the next meeting.

COMMITTEE RESOLUTION FCB/2022/160

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

1. That the Fairlie Community Board elects Damon Smith to fill the vacancy of chairperson that was created by the passing of Les Blacklock.

CARRIED

COMMITTEE RESOLUTION FCB/2022/161

Moved: Member Leaine Rush

Seconded: Cr Murray Cox

2. That the Fairlie Community Board elects Angela Habraken as deputy chairperson.

CARRIED

5.2 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 28 OCTOBER 2021

The minutes were received.

5.3 COMMUNITY BOARD FINANCIAL REPORT

Cr Cox raised the issue of the amount of money in the township project budget. This had been halved from previous years. Brian Milne explained that he reduced this amount when reviewing the budgets (to what had been spent historically) and was not aware that this money was viewed as belonging to the community board. This amount would need to be adjusted in the annual plan.

It was agreed that there wasn't enough consultation with community boards when budgets were set for the Long Term Plan. The chief executive apologised for this. David Adamson offered to look into this further and circulate information.

5.4 GRANT APPLICATIONS

Fairlie Bowling Club – Member Liane Rush said Les Blacklock was planning to speak to the club and explain that this did not fit the criteria for these grants. The grant limit was \$250 and grants were not awarded retrospectively.

Mackenzie Amateur Swim Club – This grant was approved.

COMMITTEE RESOLUTION FCB/2022/162

Moved: Cr Murray Cox

Seconded: Member Leaine Rush

1. That a grant of \$538 be declined in response to the application from the Fairlie Bowling Club towards the cost of building consent fees.
2. That a grant of \$250 be approved in response to the application from the Mackenzie Amateur Swim Club towards the cost of repairing the club's dive boards.

CARRIED

5.5 FAIRLIE COMMUNITY BOARD GENERAL UPDATE

The purpose of this report was to provide the Fairlie Community Board with a general update on a number of projects and actions related to the Fairlie area in general and Community Board specifically.

Brian Milne went through the matters listed in his report. He asked for community board approval for the removal of the mature Douglas Fir Trees and they agreed.

Regarding the proposed dog park, Fiona McQuade, the council's property manager raised concerns that this site might be better earmarked for commercial development than a dog park. Discussion took place on this and the community board agreed that it would take ten years for anything commercial to develop there and a dog park could be there in the meantime at minimal cost. The dog park could be moved later if required. The land was also in a flood zone. It was shown as an open space on the spatial plan and zoned rural. The community board expressed their preference that the area be a dog park.

It was agreed that Fiona McQuade and Brian Milne would meet and discuss this further between meetings.

Regarding the dump station for Fairlie. Brian Milne said he had received a formal notification from the golf club that included conditions including that the dump station could be removed at any time in the future if the golf club requested it. This was something that would not be easy to remove, so Mr Milne did not favour the golf club site. Alternative sites were being considered.

The chairman said he had investigated why the dump station behind the Gladstone Hotel had been closed. This was due to the owners being billed for the water by the council. Brian Milne said he preferred a public site that could not be closed. One option was for council to pay for the water at the Gladstone dump station, and also have a public dump station.

The engineering manager was asked to investigate the possibility of council paying for water to the Gladstone Hotel dump station. There was also a dump station at the Fairlie campground.

Brian Milne then spoke about the design for the new public toilets in Fairlie. This design was shown on the screen and discussed. These toilets would be unisex to allow more efficient use. The new site was almost opposite the Gladstone. The community board considered whether this would be the right location and expressed concern about it being too close to the soldier statue. Shouldn't the parking plan and toilet location be considered a single project? Toilets needed to be close to the playground.

The chairman asked for the community to be consulted more on these projects. David Adamson explained that changing the design would have a significant cost impact. The toilets planned for Lake Pukaki and Ruataniwha were compared.

The community board were generally happy with the proposed new toilets but questioned whether enough consultation had taken place.

The new township furniture, as attached to the agenda, was discussed and the board preferred "table 4". Bike stands were compared and the board preferred number 3. The motif could be a bike to help define the purpose of the stand. The location for the bike rack is opposite the supermarket.

COMMITTEE RESOLUTION FCB/2022/163

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

- 1.. That the removal of the mature Douglas Fir Trees on the southern boundary of McLean Park be approved

CARRIED**5.6 ENGINEERING MANAGER'S UPDATE**

David Adamson introduced the new engineering manager Joni Johnson. She went through the main points in her report, as attached to the agenda. The community board was asked if they wanted to see similar reports in the future.

The date of 2024 for completion of the water plant was due to the time lag to get a membrane from overseas.

5.7 LOCAL ALCOHOL POLICY REVIEW

Mark Offen outlined the background to the policy review. Cr Cox and Cr Murphy are representing Mackenzie District Council on the policy review committee. He asked for feedback from the community board on current alcohol rules.

Mayor Graham Smith spoke about his work on the licensing committee. He thought the current system was working very well and did not see the need for too much change, but if there were any concerns the community board should give these to Cr Cox.

5.8 ADOPTION OF MACKENZIE SPATIAL PLANS

Aaron Hakkaart presented the completed spatial plans to the community board. These plans create a blueprint for how Fairlie will grow.

The next step was the district plan review. Mr Hakkaart said this was an incredibly large project so he was currently looking at breaking it into parts and organising a work plan and timeline. This was a statutory process and Council would consult with the community.

5.9 GENERAL BUSINESS AND COUNCILLOR UPDATE

Cr Murray Cox thanked the staff at the meeting for their updates. This provided a good view of what was happening.

The chief executive outlined current activity around Covid and plans to protect essential services and staff, who have been split into teams. This was a changing situation and would continue to be reviewed.

Council was also looking at the next annual plan and this would include some consultation in April. Good progress was also made on Te Manahuna Ki Uta/Destination Mackenzie.

5.10 COMMUNITY BOARD ACTION LIST

Memorial Wall Project – Member Liane Rush updated the community board on this project. A small committee has been formed and this was a good team. Preliminary sketching's are displayed in Heartlands. Due to the height of the wall they will need to apply for resource consent and involve a structural engineer. They would be writing a letter to council for permission to go ahead.

The chairman said the community board supported this project. The location chosen was on the western side near the north western corner. Fairlie Lions also backed this project.

Domain Toilets – The community board has discussed this toilet facility recently and wondered if they were being utilised and the condition. Fiona McQuade said she was currently negotiating a renewal of the lease with the campground and the campground were cleaning them.

Fairlie Community Centre kitchenette upgrade – Mr Milne said he has a quote for \$15,000 and could now go ahead with this work.

The Meeting closed at 6.45pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 10 March 2022.

CHAIRPERSON

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 8 FEBRUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting - 8 February 2022

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 8 February 2022 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Ordinary Council Meeting

8 February 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD ON ZOOM
ON TUESDAY, 8 FEBRUARY 2022 AT 9.30AM**

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

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Paul Numan (General Manager Corporate), Aaron Hakkaart (Planning and Regulatory Manager), Fiona McQuade (Property and Commercial Manager), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Sandy Hogg (Finance Manager), Joni Johnson (Engineering Manager).

1 OPENING

The Mayor opened the meeting with a karakia and welcomed everyone.

2 APOLOGIES

There were no apologies.

3 VISITORS

There were no visitors.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 BEREAVEMENTS

A minute's silence was observed for the following bereavements:

- Wilfred Desmond BELCHER (Wilf): Passed away peacefully at home on January 20, 2022. Much loved husband of Beverley and treasured Dad of Bob, Leanne, and Janine.
- Stephanie ELLMRICH (Sue): Peacefully at home on Monday, January 10, 2022. Dearly loved wife of Jon for 50 years. Dearly loved mother and mother-in-law of Marcus and Nancy (Colorado) and Lain and Heather.

The Mayor also noted a number of bereavements that were recorded at the last council meeting.

6 MAYOR'S REPORT

6.1 MAYORAL ACTIVITIES REPORT

The Mayor updated Council on discussions with Ngai Tahu related to Three Waters. Another meeting was planned this week. He also spoke about wider council discussions, including the agreement between 25 councils to push back on some matters.

A meeting with Runanga in Tekapo was successful, with the Runanga being very engaged in Te Manahuna Ki Uta/Destination Mackenzie.

Cr Munro noted there had been seven meetings related to Te Manahuna Ki Uta/Destination Mackenzie in the past few weeks and she hoped it was not taking too much staff resource. DOC had raised some concerns and these needed to be addressed. The process was being streamlined.

The Mayor was confident that this project would be completed and he felt confident after the two-day workshop.

Cr Leslie raised some concerns about the Emergency Committee proposed in the chief executive's report. This was raised again under that item.

The Mayor then updated the council on the rowing events planned at Lake Ruataniwha.

RESOLUTION 2022/1

Moved: Cr Emily Bradbury

Seconded: Deputy Mayor James Leslie

That the report be received.

CARRIED

7 REPORTS

7.1 CHIEF EXECUTIVE'S REPORT

The chief executive said it had been a busy month and she outlined the main activities of council over that time.

She then raised the idea of forming an emergency committee for continuity of decision-making in the event of an emergency. She said she was happy to be challenged on this proposal.

Changes to the Emergency Management Framework were discussed. This would include changes to who was responsible for calling a state of emergency. A submission would be drafted and circulated to meet the deadline of the end of the week. The detail still needed to be worked through.

The Mayor noted that staff had been split into two teams to keep service provision going in the event of a Covid infection.

Cr Munro asked for clarification around when the bill on governance of the Three Waters would go to a select committee. This would happen in 2023.

Progress had been made on staff recruitment. An emergency management officer was appointed and work continues on filling a number of other roles. An offer was made to a potential communications manager but they declined due to being unable to find accommodation in Twizel. A flexible working arrangement would be considered.

The chief executive updated the council on negotiations related to using vaccine passports at the shared library in Twizel.

David Adamson updated the council on progress with legislation related to water reforms.

Cr Barwood asked about current headcount. Currently at about 40FTE.

The Mayor noted that roading and building control received a lot of service requests. He thanked the staff for responding to service requests well. The chief executive was thanked for her report.

The Mayor moved to item 7.2 Council Monthly Financial Report, then later came back to this item to consider the recommendations from the chief executive. These included the request to establish an emergency committee.

Cr Leslie felt the emergency committee was a significant shift in power and said he would like some of the words in the terms of reference defined.

The Mayor suggested more work be done on this matter and it comes back to council at a later meeting.

Cr Munro questioned the suggested quorum of two councillors and thought three would be better.

The councillors agreed to consider this recommendation further before making a decision and it was left on the table.

RESOLUTION 2022/2

Moved: Deputy Mayor James Leslie

Seconded: Mayor Graham Smith

1. Council notes the progress on the Strategic Projects.
2. Council notes the submission date for the Trifecta – Modernising the Emergency Management Framework as the 11 February and delegates authority to the Mayor and Chief Executive to finalise the contents of the submission.

CARRIED

7.2 COUNCIL MONTHLY FINANCIAL REPORT - OCTOBER AND NOVEMBER 2021

Finance manager Sandy Hogg introduced her report and asked for questions. The following matters were included in the discussion:

- The Mayor asked when borrowing would be implemented. Council was going to the LGA in about March.
- Projects in the Long Term Plan were starting and money was being spent on these.
- Regarding consultancy costs, these were up due to a lack of staff.
- Some costs that would have gone into the last financial year had been held over due to the delay in passing the Long Term Plan.
- The costs of the destination management plan were discussed. The timing of receiving funding and paying consultants meant this was out of line with the budget.
- Cr Leslie asked if people were paying their rates as planned. Yes. Penalty rates were in line with last year. There were minimal requests from rate payers for time payment arrangements.
- Cr Barwood asked about the street light replacements and the vehicle fleet. Three vehicles were due to be sold. The LED street light replacements were finished. Only the bollard lights remained to be replaced.

- Cr Murphy asked about bollard light hardware. Mr Adamson said it had not yet been ordered. He offered to find out the lead time for this and get back to the council.
- The finance team were thanked for their work over the long weekend.

RESOLUTION 2022/3

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

That the monthly financial reports for October and November 2021, for Mackenzie District Council be received.

CARRIED

7.3 ADOPTION OF STRATEGIC ROUTES

The purpose of this report was for Council to consider adoption of the Strategic Routes and Priority Thoroughfares Identification document.

David Adamson said buildings that lined strategic routes needed to have a higher degree of earthquake strengthening to avoid the collapse of facades onto strategic roads. This policy needed to be re-adopted every five years so had come back to council to enable this.

Have building owners been notified of this? Mr Adamson said they would have been notified when this was first circulated, but he would ask staff to re-notify owners. This went through a public consultation process and only one response was received.

RESOLUTION 2022/4

Moved: Cr Emily Bradbury

Seconded: Deputy Mayor James Leslie

1. That the report on the Strategic Routes be received.

CARRIED

RESOLUTION 2022/5

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

2. That Council adopt the Strategic Routes and Priority Thoroughfares Identification document.

CARRIED

7.4 SOUTH CANTERBURY CHAMBER OF COMMERCE REPORTS - NOVEMBER 2021 AND DECEMBER 2021

The Mayor noted the financial support that had been given to Mackenzie businesses and the one-on-one support they had received.

Paul Numan said a three-year contract with the chamber had been formalised and was providing some good results. A quarterly report would be provided in April.

RESOLUTION 2022/6

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

That the information be noted.

CARRIED

7.5 TEKAPO SKY HOLDINGS LIMITED LAND SWAP PROPOSAL WITH MACKENZIE DISTRICT COUNCIL

Property manager Fiona McQuade said this was the second time this matter had come before council. It was first considered in December, 2020, and she read out the resolutions passed at that meeting.

She then outlined the current proposal from Tekapo Sky Holdings, and went over the positive and negative points related to the proposal, as outlined in her report on the agenda.

It was noted that Council still had a moratorium on land sales, including land swaps.

Cr Murphy said he wanted to raise the overwhelming support of the community board to use the Aorangi site for community use in the future. He said the current proposal was not favourable to the ratepayer base, but there was room for negotiation. He suggested having both sites valued so negotiations could take place.

The Mayor said Cr Murphy was potentially conflicted on this. Cr Cox said the land in Aorangi Cres was identified in spatial planning and Council should consider acquiring it in the future, whether that was by swap or purchase.

Cr Barwood said Council needed a valuation but he did not want a land swap. He wanted to buy back Aorangi Cres and also hold onto the land on Lakeside Drive.

Cr Munro asked if there was a second letter from the community board. No. They re-sent the same letter in response to the current proposal as they had previously sent in response to the earlier proposal. She also asked if valuations would be part of the asset review. Yes but this would not be happening until next year.

The Mayor said he understood from listening to Council there was no interest in a swap, but Council was interested in the Aorangi Cres land for future use. Fiona McQuade said from talking to the director of Tekapo Sky Holdings, his view was the land was worth about \$4.8 million including the consent already gained for the hotel. Council could instruct a valuation for the land only if it was not interested in the hotel, however this idea was challenged as being impractical.

Cr Murphy spoke in support of a purchase of the land and did not want to wait until 2023 for the valuation. Cr Cox said a valuation would not take into account what Council wanted to use the land for, it would be valued under current zoning and consents. It was in the tourist zone.

The councillors then considered the staff recommendations and passed the resolution below, requesting staff to undertake more work on the possibility of community use of the land on Aorangi Crescent.

RESOLUTION 2022/7

Moved: Deputy Mayor James Leslie

Seconded: Cr Murray Cox

1. That the report be received.

CARRIED**RESOLUTION 2022/8**

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

2. That Council notes the background in this matter including the associated attachments on the offer from TSHL, and the memorandum from the Tekapo Community Board.

3. That Council considers the offer and;

Declines the land swap offer – for the reasons as outlined below:

- a) Council is awaiting the outcome of an asset management review to understand the potential commercialisation potential of its freehold land and
- b) Council currently has a moratorium on all land sales - including land swap.
- c) Council requests that management comes back to Council by the end of June with a further report on this matter to consider community facilities on the Aorangi Crescent land.

CARRIED**7.6 ORDER OF CANDIDATE NAMES ON VOTING PAPERS**

The purpose of this report was for Council to decide the order of candidates' names on voting documents.

RESOLUTION 2022/9

Moved: Cr Matt Murphy

Seconded: Cr Emily Bradbury

That Council resolves that the name of each candidate seeking election will be arranged in random order on the voting documents for the 2022 triennial council elections and any subsequent by-elections..

CARRIED

8 COMMUNITY BOARD RECOMMENDATIONS**8.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 6 DECEMBER 2021****RESOLUTION 2022/10**

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

1. That the Minutes of the Twizel Community Board Meeting held on Monday 6 December 2021 be received.
2. That Council notes the following resolutions passed by the Twizel Community Board:
 - That the Twizel Community Board approves the proposed location of the working man's hut in principal, and asks staff to investigate the location and report back to the board.
 - That a grant of \$500 be approved for Twizel Promotions towards the cost of information stands.
 - That a grant of \$100 be approved for Twizel Area School towards a prize for school prize-giving.
 - That a budget of \$10,000 from the Twizel Township Budget; "Implementation of Development Plan" be allocated for the preparation of a development, maintenance plan and budget for the development of Man-Made Hill.

CARRIED

8.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 2 DECEMBER 2021**RESOLUTION 2022/11**

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

1. That the Minutes of the Tekapo Community Board Meeting held on Thursday 2 December 2021 be received.
2. That Council notes the following resolution passed by the Tekapo Community Board:

COMMITTEE RESOLUTION TKCB/2021/1

Moved: Member Sharron Binns

Seconded: Member Caroll Simcox

That the Tekapo Community Board allocates the following grants from the 'Promotion of Tekapo Township' (Genesis Energy) fund:

CARRIED

| Organisation | Project | Amount Requested | Amount Granted |
|--------------------------------|-----------------------------------|--------------------|----------------|
| Lake Tekapo Bright Stars Trust | Natural Outdoor Play Space | \$4,906.00 | \$4,017.14 |
| Lake Tekapo School | Sandpit and Outdoor Learning Area | \$6,560.75 | \$5,000.00 |
| Mackenzie Golf Club | Water tank installation | \$4,637.00 | \$4,137.00 |
| William Beauchamp | What's the Story? | \$11,800.00 | \$0 |
| | Total Requested | \$27,903.75 | \$13,154.14 |
| | Total Available | \$13,154.14 | |

CARRIED

8.3 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 8 DECEMBER 2021

RESOLUTION 2022/12

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 8 December 2021 be received.
2. That Council notes the following resolutions passed by the Tekapo Community Board:
 - That the Tekapo Community Board supports the proposal from Tekapo Trails to develop a new trail on the unformed legal road from Tekapo Regional Park to Willow Bay, subject to council approval and applicable consents.
 - That the Tekapo Community Board approves a grant of \$689.45 to the Tekapo Community Garden for the purchase of gardening supplies.
 - That the Tekapo Lakefront Improvement Plan for the new path route from the boat club building on Lakeside Drive to the pedestrian bridge at the lake outlet (as attached to the agenda) be approved.
 - That the Tekapo Community Board approves spending \$1,694 from the Tekapo Hall Operational Budget on restocking the kitchen in the Tekapo Hall.

CARRIED

9 CONFIRM COUNCIL MINUTES**9.1 MINUTES OF COUNCIL MEETING - 14 DECEMBER 2021****RESOLUTION 2022/13**

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

That the Minutes of the Council Meeting held on Tuesday 14 December 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

10 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2022/14**

Moved: Cr Anne Munro

Seconded: Deputy Mayor James Leslie

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|---|--|
| 10.1 - Approval of Exemption to the Procurement Policy - District Plan Review | s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information 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 |
| 10.2 - Minutes of Public Excluded Council Meeting - 14 December 2021 | 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 |

| | | |
|----------------|-------------------------------------|--|
| | disadvantage, commercial activities | disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| CARRIED | | |

| |
|--|
| RESOLUTION 2022/15 Moved: Mayor Graham Smith Seconded: Deputy Mayor James Leslie That Council moves out of closed meeting into open meeting. CARRIED |
|--|

The Meeting closed at 11.44am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 8 March 2022.

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CHAIRPERSON

8.2 MINUTES OF ENGINEERING AND SERVICES COMMITTEE MEETING - 15 FEBRUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Engineering and Services Committee Meeting - 15 February 2022

RECOMMENDATION

1. That the Minutes of the Engineering and Services Committee Meeting held on Tuesday 15 February 2022 be received and the recommendations therein be adopted.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Engineering and Services Committee Meeting

15 February 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ENGINEERING AND SERVICES COMMITTEE MEETING
HELD ON ZOOM
ON TUESDAY, 15 FEBRUARY 2022 AT 9.30AM**

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

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Paul Numan (General Manager Corporate), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Joni Johnson (Engineering Manager), Brian Milne (Community Services Officer), Angie Taylor (Solid Waste Manager), Scott McKenzie (Roading Manager), Tim Scott, Robyn Hyde (Alps2Ocean), Geoff Horler (Utilities Manager).

1 OPENING

The chairman opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

Robyn Hyde introduced herself as the new Alps2Ocean manager, employed by Waitaki District Council. She was welcomed by the Mayor.

5 REPORTS

5.1 MINUTES OF ENGINEERING AND SERVICES COMMITTEE MEETING - 16 NOVEMBER 2021

COMMITTEE RESOLUTION ENG/2022/25

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

1. That the Minutes of the Engineering and Services Committee Meeting held on Tuesday 16 November 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 COMMUNITY FACILITIES AND SERVICES OPERATIONS REPORT

This report gave the committee an overview of activities within the community facilities area, with specific focus on township maintenance works.

Brian Milne went through the points outlined in his report.

Recent rain caused some damage to part of the Alps2Ocean track. There was discussion on whether to start the track further south, rather than put money into continuous repairs. Mr Milne said there were repair solutions that were not too expensive. He felt it was worthwhile maintaining that part of the track.

The current budget was only enough to do basic maintenance so this needed to be considered.

David Adamson updated the committee on work at the Twizel Events Centre.

A proposed workshop on the Twizel Youth Centre had not yet been held. There needed to be a combined community discussion on this and other community facilities in the townships to determine a way forward.

New public toilet plans were attached to the agenda. Mr Milne provided details around the design and finish of the new toilets at Lake Pukaki. He then noted the remaining items in his report and updated the committee on larger projects in the district.

Cr Leslie asked about the Ruataniwha Reserve. A reserve management plan was being drafted and this would go to the community board for feedback. Stakeholder feedback in Twizel is positive. Consideration would be given to the idea of putting sports fields there and making it a sports hub.

Cr Bradbury asked about cycle stands for Twizel. This is on Mr Milne's to do list.

The committee discussed the location of the proposed dog park at Fairlie. It was noted that the proposed site across the Allandale Bridge had been questioned by staff as more suitable for commercial development. The committee agreed that this land was not suitable for commercial development and they preferred it become a dog park.

COMMITTEE RESOLUTION ENG/2022/26

Moved: Cr Matt Murphy

Seconded: Cr Emily Bradbury

That the report be received.

CARRIED

5.3 LAKE TEKAPO, WILLOW BAY TRAIL

The purpose of this report was to consider a request from Tekapo Trails Society (TTS) for approval to develop a trail on an unformed legal road from Tekapo Regional Park to Willow Bay.

The Tekapo Community Board has passed a resolution supporting this request.

Approval of the committee is required to confirm agreement of this use and allow Tekapo Trails to apply for consents and other approvals from LINZ and Genesis Energy.

Cr Cox asked if this trail was above the water line. Brian Milne understood from Tekapo Trails that it was well above the area normally controlled by Genesis.

The Mayor asked if volunteers would keep the track clear of rubbish. Mr Milne said up to now Tekapo Trails had been responsible for all of their trail maintenance at Tekapo.

COMMITTEE RESOLUTION ENG/2022/27

Moved: Cr Anne Munro

Seconded: Mayor Graham Smith

1. That the report on the Willow Bay trail be received.

CARRIED

COMMITTEE RESOLUTION ENG/2022/28

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

2. That the Engineering and Services Committee approves the development of a new trail on the unformed legal road from the Tekapo Regional Park to Willow Bay, by Tekapo Trails Society, subject to prior to any physical works commencing
 - (a) They gain all necessary resource consents, and
 - (b) They gain any required approvals from Genesis Energy, Balmoral Station and LINZ, and
 - (c) They submit plans to Council for final approval of location.

CARRIED

5.4 WASTE MINIMISATION AND MANAGEMENT UPDATE

Angie Taylor updated the committee on progress with the establishment of a green bin service. This was going well.

The new solid waste contract was going well. Services included extra collections over Christmas and these were well-received.

COMMITTEE RESOLUTION ENG/2022/29

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

That the information be noted.

CARRIED

5.5 ENGINEERING MANAGER'S REPORT

Joni Johnson outlined the main points of her report.

There was concerns about a water leak in the Allandale scheme and this was being hunted down. Staff were keeping up with service requests. A consultant was working on the new Fairlie water

treatment plant and a construction completion date was about June, 2024. This was due to a wait of a year or more to get the water membrane for the treatment plant.

Questions were asked about fluoridation. With new legislation, the government now has the ability to direct councils to introduce fluoride to drinking water. Joni Johnson outlined the practical costs and impact it would have if this occurred in Mackenzie. Discussion followed on this subject.

Regarding roading, Scott McKenzie said there was a slow start to the roading contract. There were currently three graders working on road grading and this work would pick up in the coming months. He was currently working through the bridge work.

Cr Munro asked about issues with bitumen supply. New Zealand was now totally reliant on import bitumen. Scott McKenzie outlined discussions with suppliers. A tank was being built in South Canterbury to stockpile bitumen, but had not been completed yet.

COMMITTEE RESOLUTION ENG/2022/30

Moved: Cr Matt Murphy

Seconded: Cr James Leslie

That the information be noted.

CARRIED**5.6 CAPITAL WORKS PROGRAMME 2020-2021**

David Adamson presented this report. He outlined progress on capital works as detailed in the agenda.

The chairman asked about resources. Mr Adamson said the contractors had been able to respond to this challenge but there were some issues around some items like road sealing. He believed this programme would be finished on time.

The Mayor said Crown partners were happy with the programme, after initially being concerned that Council wouldn't get the money spent by deadline. Mr Adamson was working with them and was confident the work would be done within the timeframe.

COMMITTEE RESOLUTION ENG/2022/31

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

That the information on the stimulus package of capital works be noted.

CARRIED**5.7 THREE WATERS STIMULUS UPDATE**

The purpose of this report was to update the committee on progress on the \$5.1m Three Waters Stimulus Grant provided by the Crown.

Tim Scott spoke regarding the water meter installation project. This was underway, but was currently delayed by a technology issue. Mr Scott said the American manufacturer was testing to ensure the meters would work and communicate with the council as planned.

De-sludging of the wastewater treatment plants was underway. Twizel was completed and Tekapo was underway.

CCTV pipe inspections were on target and would be completed this month.

Regarding the rising main from Mackenzie Park to the Twizel plant - contractors would be on site in March.

COMMITTEE RESOLUTION ENG/2022/32

Moved: Cr James Leslie

Seconded: Cr Anne Munro

1. That the report on the 3W Stimulus Capital programme be received.

CARRIED

The Meeting closed at 11.15am.

The minutes of this meeting were confirmed at the Engineering and Services Committee Meeting held on 10 May 2022.

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CHAIRPERSON

8.3 MINUTES OF COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING - 15 FEBRUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Commercial and Economic Development Committee Meeting - 15 February 2022

RECOMMENDATION

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 15 February 2022 be received and the recommendations therein be adopted.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

**Commercial and Economic Development
Committee Meeting**

15 February 2022

MINUTES OF MACKENZIE DISTRICT COUNCIL**COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING****HELD ONLINE ON TUESDAY, 15 FEBRUARY 2022 FOLLOWING THE ENGINEERING AND SERVICES COMMITTEE**

PRESENT: Cr Murray Cox (chairperson), Cr Stuart Barwood, Cr Emily Bradbury, Cr James Leslie, Cr Anne Munro, Cr Matt Murphy, Mayor Graham Smith, Mr Rick Ramsay

IN ATTENDANCE: Angela Oosthuizen (Chief Executive - Acting), David Adamson (General Manager Operations - Acting), Paul Numan (General Manager Corporate Services), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Fiona McQuade (Commercial and Property Manager), Leaine Rush (Business Liaison Officer), Martin Homisan (Economic Development Officer), Terry O'Neil (Forestry Manager), Kevin O'Neil (District Forrester), Jo Hurst (Accountant)

1 OPENING

The chairman opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

Member Rick Ramsay declared that he is a director of Tourism Waitaki.

4 VISITORS

There were no visitors.

5 REPORTS**5.1 MINUTES OF COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING - 16 NOVEMBER 2021****COMMITTEE RESOLUTION COM/2022/25**

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 16 November 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

6 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION COM/2022/26**

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 reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|---|--|
| 6.1 - Property and Commercial Update | 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 |
| 6.2 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 16 November 2021 | 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 |

CARRIED**COMMITTEE RESOLUTION COM/2022/27**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the committee moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 12.48pm.

The minutes of this meeting were confirmed at the Commercial and Economic Development Committee Meeting held on 10 May 2022.

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CHAIRPERSON

8.4 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 15 FEBRUARY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Planning and Regulations Committee Meeting - 15 February 2022

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 15 February 2022 be received and the recommendations therein be adopted.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Planning and Regulations Committee Meeting

15 February 2022

MINUTES OF MACKENZIE DISTRICT COUNCIL**PLANNING AND REGULATIONS COMMITTEE MEETING****HELD ONLINE ON TUESDAY, 15 FEBRUARY 2022 FOLLOWING THE COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE**

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

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (General Manager Operations - Acting), Paul Numan (General Manager Corporate Services), Arlene Goss (Governance Advisor), Aaron Hakkaart (Planning Manager), Mark Offen (Regulatory Officer), Tina Donald (Building Regulatory Manager)

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

There were no visitors.

5 REPORTS**5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 16 NOVEMBER 2021****COMMITTEE RESOLUTION PRC/2022/110**

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 16 November 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 REPORT ON COUNCILS BUILDING CONTROL AUTHORITY

Tina Donald spoke to this report. Building consent numbers were up and the increase could be double last year. Building consent targets were on track. Complaint numbers were down.

Cr Barwood asked about the large number of building consents being returned with requests for information. Tina Donald said a lot of designers were not educated and relied on council staff to send them questions with what was required for a building consent. Some designers were almost expecting council to design their building. Was there a communication that could go out to improve this? Yes. A blurb will go on the website aimed at designers.

Would a session with the contractors be helpful? Tina Donald said she was happy to do something if required. These designers also worked in neighbouring districts, so any initiative would involve other councils such as Timaru and Waimate.

5.3 PLANNING DEPARTMENT UPDATE

Aaron Hakkaart took his paper as read and noted a new staff member had joined the team, named Rachel Hickling. Liz Whyte had also accepted the role of principal policy planner. She would be introduced at an upcoming workshop.

5.4 REGULATORY REPORT

David Adamson said Council was in discussion with Timaru District Council regarding a joint dog pound arrangement. There has been a number of issues with roaming dogs recently.

The emergency manager positions would be filled by Joe Rush. Mark Offen was thanked for filling this role in the meantime.

Cr Leslie asked for an update on the cat problem at Simons Street in Twizel. This would be discussed later in the meeting.

The Mayor asked about using smart tags on dogs. These would help identify dog owners. David Adamson said there had been a staff discussion on this and it would be a significant cost for little benefit for council, but might benefit dog owners. Many roaming dogs are microchipped. He did not believe this would be worth exploring further.

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION PRC/2022/111

Moved: Cr Murray Cox

Seconded: Cr Emily Bradbury

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|--|--|
| 6.1 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 16 November 2021 | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| CARRIED | | |

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| COMMITTEE RESOLUTION PRC/2022/112 |
| Moved: Mayor Graham Smith |
| Seconded: Cr Murray Cox |
| That the meeting moves out of public excluded into public meeting. |
| CARRIED |

The Meeting closed at 1.28pm.

The minutes of this meeting were confirmed at the Planning and Regulations Committee Meeting held on 10 May 2022.

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CHAIRPERSON

8.5 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 14 DECEMBER 2021

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Audit and Risk Committee Meeting - 14 December 2021

RECOMMENDATION

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 14 December 2021 be received and the recommendations therein be adopted.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Extraordinary Audit and Risk Committee Meeting

14 December 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 14 DECEMBER 2021 AT 2PM**

PRESENT: Bruce Mincham (Chair), Mayor Graham Smith, Cr Anne Munro, Cr Stuart Barwood, Cr Murray Cox, Cr Emily Bradbury

IN ATTENDANCE: Angela Oosthuizen (Acting Chief Executive), David Adamson (Acting General Manager Operations), Paul Numan (General Manager Corporate), Alexis Gray (General Manager People and Culture), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Sandy Hogg (Finance Manager), David Codyre (Acting Finance Manager), Chris Genet (Audit New Zealand – by Zoom)

1 OPENING

The chairman opened the meeting and welcomed everyone.

2 APOLOGIES

Apologies were received from Cr James Leslie and Cr Matt Murphy.

3 DECLARATIONS OF INTEREST

The chairman declared that since October he has been the treasurer on the board of Twizel School.

4 REPORTS

4.1 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 7 SEPTEMBER 2021

COMMITTEE RESOLUTION AUD/2021/60

Moved: Mr Bruce Mincham

Seconded: Mayor Graham Smith

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 7 September 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

4.2 ANNUAL REPORT PROJECT UPDATE

David Codyre updated the committee on progress with the annual report. Auditors would be visiting the council on February 8, 2022, and he hoped to adopt the report by late March.

Bruce Mincham asked how long until the annual report template and accounting policies would come before the audit and risk committee. Mr Codyre said he was still working on a change to the accounting policies.

Paul Numan said Council was well-prepared for the audit.

Angela Oosthuizen said the design and narrative were important and should be shared with the committee in advance.

Chris Genet explained that the timing of the audit had changed due to the scarcity of auditors, and this would be made clear in the report.

Discussion took part on last minute surprises and how these could be avoided.

4.3 ANNUAL PLAN 2022-2023 PROCESS AND PROPOSED TIMETABLE

This was the timetable for the next annual plan. Sandy Hogg introduced the timetable and said time had been included in the plan to cope if an amendment to the Long Term Plan and consultation was required.

Did Council have adequate resources to keep to this timetable? Yes at this stage. This project was being done at the same time as the annual report and outside resources were available for both projects.

Cr Munro asked if the finance team were managing with the new accounting system. Sandy Hogg said there was a degree of comfort. More training of managers was planned.

4.4 AUDIT PLAN - YEAR ENDED 30 JUNE 2021

Paul Numan thanked Chris Genet for sending the audit plan through. It's an easy to read document.

Cr Cox asked about internal control procedures. Paul Numan said he believed the internal control procedures were good and if not, audit would have noticed.

5 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION AUD/2021/61

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|---|---|
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|---|--|--|
| 5.1 - Minutes of Public Excluded Audit and Risk Committee Meeting - 7 September 2021 | 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 |
| 5.2 - CouncilMark Assessment | 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 |
| 5.3 - Health, Safety and Wellbeing | 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 |
| 5.4 - Annual Report 2019/2020 Audit Fee Recovery | 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) 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 |
| 5.5 - Risk Management Report | s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

CARRIED

COMMITTEE RESOLUTION AUD/2021/62

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

That the committee moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 3.55pm.

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CHAIRPERSON

9 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|---|--|
| 9.1 - Minutes of Public Excluded Council Meeting - 8 February 2022 | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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 |
| 9.2 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 15 February 2022 | 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 |
| 9.3 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 15 February 2022 | 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 |
| 9.4 - Minutes of Public Excluded Audit and Risk Committee Meeting - 14 December 2021 | 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 disclosure of information for which good reason for |

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| | disadvantage, commercial activities | withholding would exist under section 6 or section 7 |
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