



Mackenzie

DISTRICT COUNCIL

120TH MEETING

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

Date: Tuesday, 28 June 2022

Time: 9.30am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

28 June 2022

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

Council Membership:

Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

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

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

(Local Government Act 2002)

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1 KARAKIA, PUBLIC FORUM AND APOLOGIES

2 VISITORS

Miles O'Connor from Bancorp has been invited to attend to speak to his report.

3 DECLARATIONS OF INTEREST

4 BEREAVEMENTS

5 MAYOR'S REPORT

To be tabled at the meeting.

6 REPORTS

6.1 CHIEF EXECUTIVE'S REPORT - JUNE 2022

Author: Angela Oosthuizen, Chief Executive

Authoriser: Angela Oosthuizen, Chief Executive

Attachments: 1. Incident Report 3 June 2022 [↓](#) 
2. Hazard Spotting report 3 June 2022 [↓](#) 

PURPOSE OF REPORT

To provide the Council with an update on HR, Customer Services and CEO activities during the month of May and June 2022, strategic projects and matter of strategic importance.

STAFF RECOMMENDATIONS

1. That the report be received.

STRATEGIC PROJECTS

ANNUAL PLAN 2022/2023

Council will be adopting the Annual Plan for 2022/2023 within our statutory deadlines. The draft was adopted in April. As there were no significant changes to levels of services, financial position and the actual rates increase is close to that signalled in the Long Term Plan, no formal consultation was required. The community was informed of the draft plan via the Courier and all information was updated to the Council website.

TE MANAHUNA KI UTA

The working and governance was provided with feedback from engagement with operators and the community. Stafford Consulting met with the Mackenzie Council and Executive team and an initial meeting was held to prioritise the projects identified by the Working Group. This was also discussed with the Working Group and feedback was sought from all the respective agencies. A cost benefit analysis was carried out on the projects and Stafford consulting commenced the drafting of the Destination Management Plan. An initial draft has been completed and is to be circulated to all the agencies and Runanga for further comments and feedback. A combined Wananga is scheduled for 24 June to discuss and seek feedback and approval for the Destination Management plan and prioritised projects.

THREE WATERS REFORM

The Government has introduced to Parliament the first piece of legislation to make these changes – the Water Services Entities Bill. As well as setting up the new entities so they can be ready in two years' time, the Bill has provided for council ownership of the WSE's on behalf of the communities, by making councils the shareholders. Councils will have one share per 50,000 people in their area,

rounded up – so each council will have at least one share. Mackenzie has a concern that this does really provide adequate ability to influence capital investments in water infrastructure in Entity D.

Other Legislation to come

This Bill is one component of a package to reform water services that are currently provided by local authorities.

The Bill will need to be followed by further legislation to provide for:

additional, detailed implementation arrangements for the entities and service delivery, including provisions relating to the transfer of assets, liabilities, and other matters from local authorities to new water services entities;

specific powers, functions, offences and responsibilities of the new water services entities, and pricing and charging arrangements;

economic regulation and consumer protection regimes relating to the new water services system;

any changes to Treaty settlement legislation that are required to ensure that settlement obligations are carried forward from territorial authorities to the new water services entities;

detailed changes to the Local Government Act 2002, the Water Services Act 2021, and other legislation to transfer delivery arrangements to the new water services entities.

Public Ownership

Legal form and ownership by territorial authorities Water services entities are a new public service delivery model. Each entity will be a body corporate, and will be co-owned by the territorial authorities in its service area in shares, to provide a tangible expression of ownership that is recognisable by communities and territorial authorities.

The Bill defines the service areas for each entity through reference to territorial authority districts, or parts of districts. The service area of the Southern Water Services Entity is the takiwā of Ngāi Tahu, as described in section 5 of Te Runanga o Ngai Tahu Act 1996.

Governance arrangements

Water services entities will have a two-tier governance arrangement comprising:

a regional representative group, which provides joint oversight of the entity by an equal number of representatives of the territorial authority owners and mana whenua from within the entity's service area; and

corporate governance by an independent, competency-based, professional board. Appointments to, and removals from, the Board will be made by a board appointment committee that is part of the regional representative group.

The board appointment committee is also responsible for preparing and maintaining an appointment and remuneration policy for the board. Board members are accountable to the regional representative group when performing their duties as members.

A water services entity may also have regional advisory panels if it chooses, based on a geographic area in the entity's service area. The role of a regional advisory panel is to provide advice to the regional representative group about how to perform or exercise its duties, functions, and powers.

Council is concerned about the loss of local voice as the number of shares provided, will not provide adequate representation of the Mackenzie District Council to influence capital decisions for growth.

Council also remains committed to ensuring the cost of water remains affordable for our community and without sight of the economic regulations and pricing mechanisms this is difficult to comment on.

Submissions

Submissions are due by the 22 July 2022 and we will be working with the Communities for Democracy. Council will be making a submission. We will continue to work with the Communities for Democracy, The Canterbury Mayoral Forum, LGNZ and Taituarā.

Preparation for Transition

A proposal is being sought to undertake an assessment of transitional arrangements and an assessment of our any transitional staff arrangements, an assessment of the current Three waters financial reserves, internal and external debt and asset valuations relative to Three Waters. An assessment of asset management information will also need to be undertaken.

Rural Supplies and Three Waters

The Rural Supplies technical working group released its recommendations in early June. LGNZ is strongly urging the Government to adopt those recommendations. Mayor Bryan Cadogan, who chaired the working group, spoke about their report. His key points were:

The 70,000+ private supplies don't transfer to the new water entities. They aren't part of Three Waters reform.

Council-owned supplies do transfer to the entities. There's about 100 of these.

But the report recommends an opt-out for council-owned supplies that are mostly stock water or irrigation. That means they could revert to ownership by their users. ([Rural Supplies Technical Working Group DRAFT report back 6 May 2022 \(dia.govt.nz\)](#)).

ANNUAL REPORT

The resident's survey has been commissioned with Research First – the survey will be online and manual. The survey will be conducted from 7 July to 21 August Valuations for infrastructure (three waters roading and park and reserves), investment properties and forestry are in progress. Finance have updated the workbook model. A weekly project management meeting is scheduled and progress is being tracked weekly.

PRE-ELECTION AND ELECTIONS

The pre-election report has been completed and is scheduled to be publicly released by statutory deadline by 8 July 2022. Work is continuing to make sure the Council is on track to run the elections process. Council is participating in Vote 2022 campaign which is encouraging individuals to stand for Council.

A plan for the Councillors induction has been compiled and dates diarised. Election protocols for employees have been circulated. In June the enrol to vote campaign started.

In July the first public notification to call for candidates will be issued and a webinar is scheduled for individuals interested in standing for Council. The pre-election report will be issued to the public in early July and the candidate Information booklet will be available. The pre-election period starts on the 8 July.

From 8 July, candidates for election can promote their candidacy. This includes currently elected members (sitting candidates) who have decided to stand for re-election. Elected members can govern and make decisions during this period, but their councils have to remain politically neutral. To ensure that sitting candidates do not gain an unfair advantage over non-sitting candidates, councils need to carefully manage communications during the pre-election period. It is not the role of councils to promote the re-election prospects of sitting candidates. The use of council resources, including staff time and equipment (such as photocopiers or council-provided phones and laptops) for re-election purposes is not acceptable.

Council staff need to take particular care to make sure that council communications are not used, or appear to be used, for political purposes. If ratepayer funds are used, or appear to be used, to promote electioneering then public trust and confidence in the outcome of elections will be put at risk. The reputation of the council could be damaged.

The line between legitimate council communications and campaigning can be easily crossed, sometimes unintentionally. [Council communications during the 2022 pre-election period — Office of the Auditor-General New Zealand \(oag.parliament.nz\)](https://oag.parliament.nz/council-communications-during-the-2022-pre-election-period)

THE NEW PECUNIARY INTEREST BILL HAS BEEN PASSED.

This bill has recently passed its second reading in the House. It has cross party support and is likely to become law at the next election. Once law, it will be in addition to, and will not affect, obligations under the Local Authorities (Members' Interests) Act 1968.

This is important to note as these new changes will apply to new community board members and councillors post the election.

Current Requirements for Interests Register	Interests Register required after the election
Complies with Local Authorities (Members' Interests) Act 1968 (LAMIA).	Complies with Local Authorities (Members' Interests) Act 1968 (LAMIA). And Local Government (Pecuniary Interests Register) Amendment Bill.
Applies to councillors	Applies to councillors and community board members
Compulsory to declare if you are a company director	
Compulsory to declare if you have financial interests in other companies or trusts	
	Compulsory to declare where you work
Declare full address of each property you own	Declare general location of each property you own
Voluntary to declare if you belong to an organisation that applies for council funding	Compulsory to declare if you belong to an organisation that applies for council funding
Voluntary to declare gifts	Compulsory to declare gifts worth more than \$500 from people who are not family. This includes multiple gifts with a combined value of more than \$500.

Current Requirements for Interests Register	Interests Register required after the election
	Compulsory to declare any travel paid for by someone who is not a member of family.
Declare financial interests of spouse or partner (not sure if voluntary or compulsory)	
Declare any interest in a contract with the council worth less than \$25,000	
Declare any interest in a contract with the council worth more than \$25,000. Must declare and have permission from the Audit office.	
Voluntary to declare non-financial interests such as membership of local organisations.	
No penalties for non-compliance.	It is an offence with a fine of \$5,000 if wrong information provided, or no information provided.
Full public access to Interests Register under LGOIMA.	Only a summary will be publicly available to balance privacy concerns

PEOPLE AND CULTURE MONTHLY REPORT

May 2022

RECRUITMENT UPDATE (INCLUDING APPOINTMENTS TO KEY ROLES):

- May was a busy month for recruitment with the advertising and interviewing for (first and second) four roles:
 - Financial Accountant (permanent full time)
 - Health and Safety Officer (permanent, part time)
 - Executive Assistant to the CEO and ELT (permanent full time)
 - Senior Monitoring and Compliance Officer (permanent, full time)
- During May, the Corporate Planner (Wendy Thompson) and Communications Advisor (Sue Wilkins) started with Team Mack.
- Financial Accountant – John Kagagi has formally accepted and will start with Team Mack 18th July 2022.

POSITION DESCRIPTION UPDATE:

- The position description for Manager ICT has been compiled.
- A review of the Finance Team position descriptions began, and the Management Accountant, Senior Payroll / Creditors / HR Administrator and Senior Rates Officer were updated. These updated position descriptions are to have a further review completed by the Manager Finance in conjunction with the CEO before being provided to the employees currently in those roles.

MDC / PSA:

- MDC met with the new PSA Representative during May 2022 – Adrian Mealing. Adrian has taken on the South Canterbury PSA portfolio and replaced Jon Henning.
- MDC received notification from the PSA of the initiation of bargaining. Individual letters were sent to all Union members regarding this.

ROLE SIZING / ROLE EVALUATION:

- Approximately 70% of the current roles within MDC have been evaluated using the Strategic Pay SP10 methodology. This includes those that are being advertised.
- Please see the attached spreadsheet containing information relating to the role evaluations that have been undertaken to date. Please note that the first tab of the spreadsheet contains the matrix for the evaluated roles and the second tab contains the role title, date evaluated and the Grade it has been evaluated at.

INHOUSE TRAINING:

- During May, the ELT and SLT were provided with an overview and training on the Leading for Performance (LfP) framework. These sessions were also to advise all ELT and SLT members of the CEO's KPI's and how they fit into the framework.

People and Culture Key Metrics

Full Time Employee (FTE) information for MDC – May 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)
May 2021	43.9
June 2021	41.5
July 2021	38.9
August 2021	36.7
September 2021	35.7
October 2021	35.9
November 2021	35.8
December 2021	35.8
January 2022	42.2
February 2022	41.7
March 2022	38.7
April 2022	38.7
May 2022	40.2

Headcount by Business Unit – May 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	7
GM Operations	2
Planning	5
Regulatory	2
Engineering	7
GM Corporate Services	5
Customer Service	5
Information & Engagement	7
Fleet / Cars	1
TOTAL	44

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
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%
March 2022	1	38.7	2.6%
April 2022	1	38.7	2.6%
May 2022	0	40.2	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 (May 2021 – May 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 (May 2021 – May 2022):	11
Average FTE (May 2021 – May 2022)	42.05
Annual Voluntary Attrition:	26.2%

Termination Reasons – May 2022

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

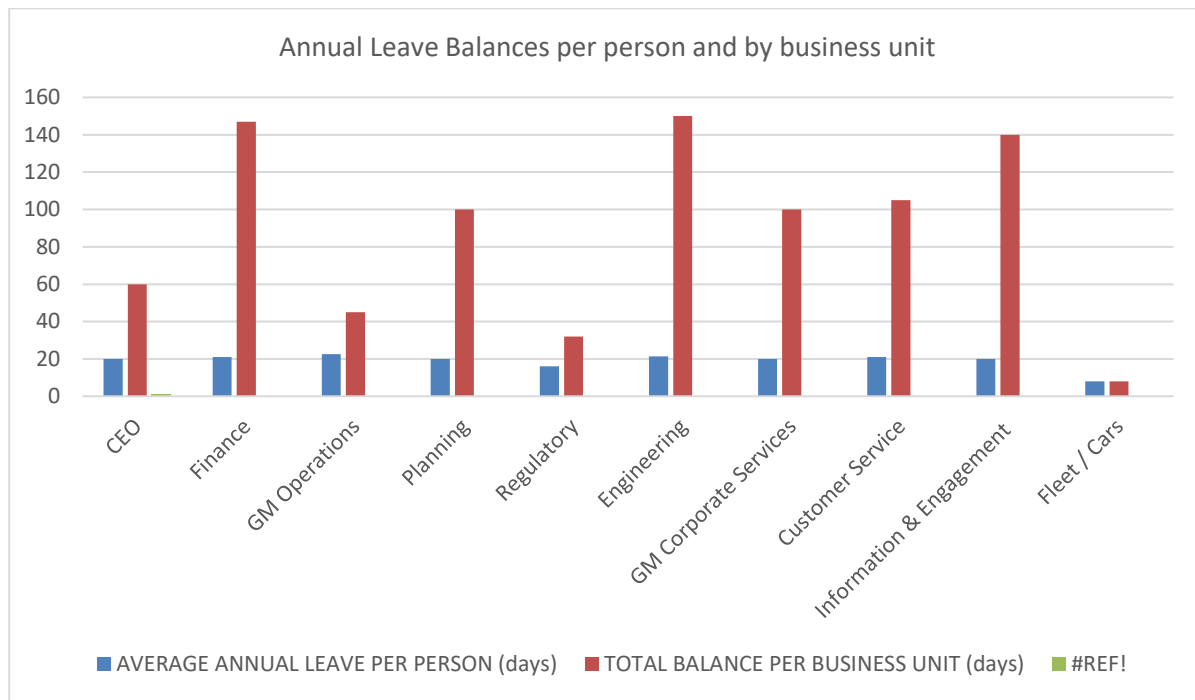
Redundancy	
Resignation	1
Dismissal	
Transfer to another BU	
Abandonment	
Fixed Term Expiry	
Retirement	
Other	

Annual Leave by Business Unit - May 2022

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	147
GM Operations	22.5	45
Planning	20	100
Regulatory	16	32
Engineering	21.4	150
GM Corporate Services	20	100
Customer Service	21	105
Information & Engagement	20	140
Fleet / Cars	8	8
TOTAL:	189.9	756

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	\$19,086.14	296.86
Finance	\$18,660.37	431.86
GM Operations	\$16,133.64	301.61
Planning	\$19,575.77	429.65
Regulatory	\$7,476.71	252.53
Engineering	\$52,283.99	1,142.76
GM Corporate Services	\$39,283.22	748.56
Customer Service	\$31,523.50	969.21
Information & Engagement	\$22,312.99	573.62
Fleet / Cars	\$221.44	12.3
TOTAL	\$226,557.77	5,158.96

Please note that the total annual leave liability for April 2022 was \$218,252.75. The total annual leave liability hours for April 2022 was 4,998.58. The above totals have increased since April 2022.

HEALTH, SAFETY AND WELLBEING MONTHLY REPORT

May 2022

GENERAL HEALTH, SAFETY AND WELLBEING UPDATE:

- The recruitment for a permanent, part time Health and Safety began early May 2022 with a total of 30 applications being received. Four candidates have been interviewed for the role with two being shortlisted for second interviews which are scheduled for early June 2022.
- The Happy, Healthy and Safe Team continue to meet every second month and at the April 2022 meeting confirmed the Term of Reference – see attached – which has been approved by the Executive Leadership Team.
- Mackenzie District Council are working with Sitewise on Contractor prequalification. A list of MDC's current contractors was provided to Sitewise, and they completed an 'offline merge' of our contractors and we have 33% of our current contractors already registered in Sitewise with all but x1 assessed and current. Our assessed contractors have an amazingly high average score of 91% against the National average of 78%. This sets a very high bar for other contractors coming through, but we believe that this will be a great motivator. The next step will be to send all our contractors a letter outlining what it means to be prequalified and part of Sitewise.
- The Council has had approx. 80% of its workforce contract COVID-19. Most people who have had COVID-19 have been able to continue to work from home during their isolation, however we have had a small percentage that have had to apply for the COVID Special Leave – essentially gifted leave for employees who contract COVID and are unable to work from home during their period of illness and isolation.

INCIDENT SUMMARY:

- Key points to note about this report are as follows:
 - There are no incidents reported for May 2022. However please note that there was a serious vehicle incident involving one of our employees in April 2022. No injuries sustained but the vehicle was badly damaged.
 - Full report attached as at 3rd June 2022.

HAZARD SUMMARY:

- Key points to note about this report are as follows:
 - No hazards were reported in May 2022. The last hazard that was reported was in April 2022.
 - Full report attached for the period March 2020 – April 2022.

LOST TIME INJURY SUMMARY:

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

Customer services Report

1. Staffing

No changes to either Twizel or Fairlie staffing.

Team outstanding annual leave balance as of 3 June 2022 - 969.21 hours.

Team members used 9 hours sick/specialist leave, 19.5 hours COVID leave and 78 hours annual leave during May.

2. Twizel Office Customer Numbers

Customer numbers recorded for May 2022 = 1579. This compares with 2064 for the same period in 2021.

3. NZ Post Scorecard

The latest NZ Post Scorecard is attached. The relationship between NZ Post and Council remains positive.

Service Request Summary Report

Reports attached.

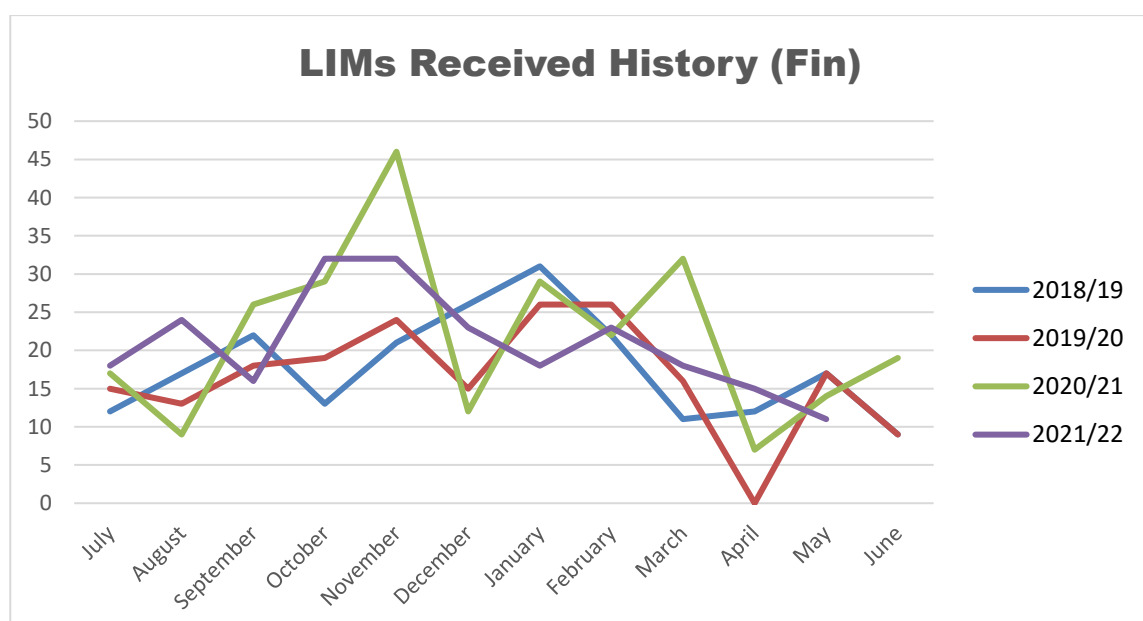
4. Complaints Register Summary

There were no formal complaints received during May. 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.

5. Land Information Memorandums (LIM)

For the period 1 May 2022 to 31 May 2022 11 LIM applications were received (processing day average = 4). This compares with 14 for the same period last financial year (processing day average 7).

Trend by calendar month is shown below:



6. Customer Calls

A new phone system was rolled out during April 2022. The analytical data historically recorded each month was discontinued as part of this rollout.

7. Community Centre Bookings

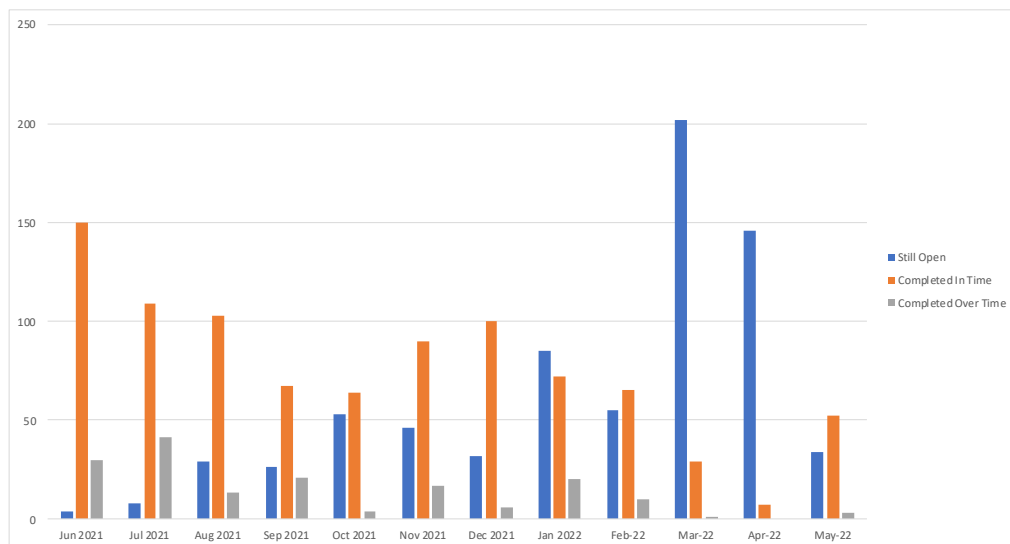
Fairlie Community Centre – total bookings 150.5 hours (single largest user was the Mackenzie Theatre Group). No bookings were recorded for Mackenzie District Council use.

Tekapo Hall – total bookings 15 hours including 9 hours use by Mackenzie District Council.

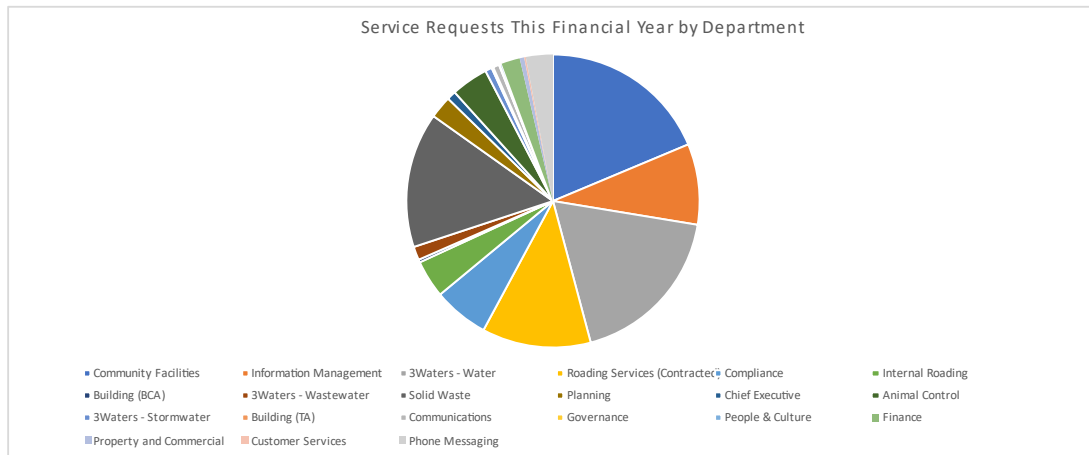
Albury Hall – no bookings recorded during May 2022.

Twizel Events Centre – total bookings 209.25 hours (excludes the hours the Theatre was closed for bookings due to maintenance work). 48.5 hours of bookings were recorded for Mackenzie District Council use.

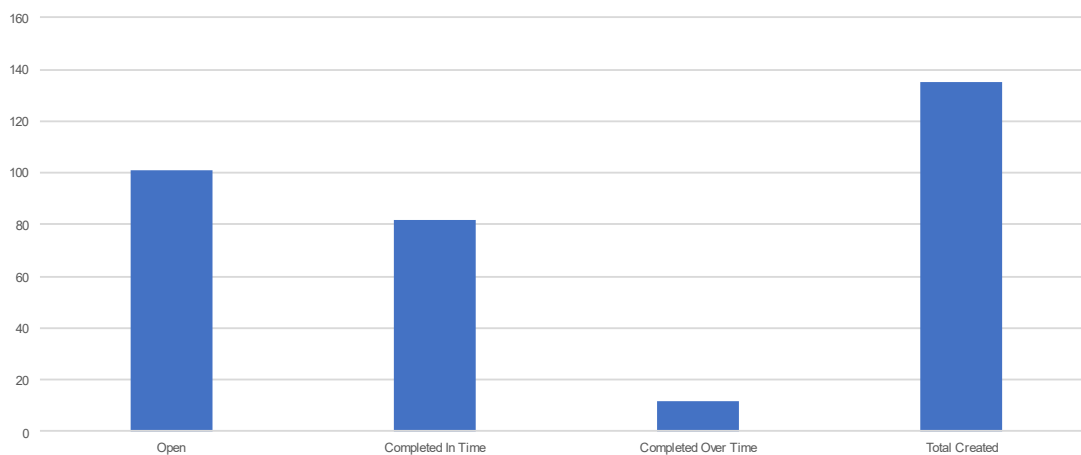
Service Requests Received Open/Closed Per Month



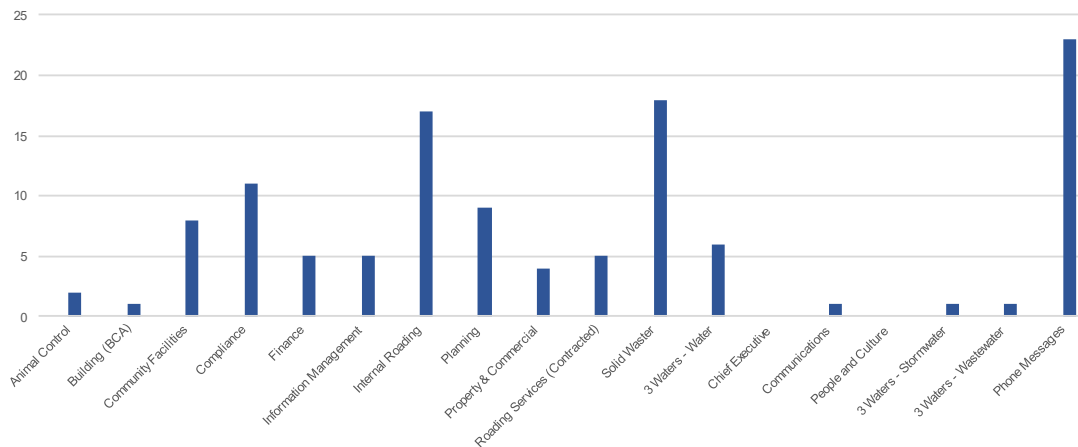
Service Requests Received Financial Year to Date by Department



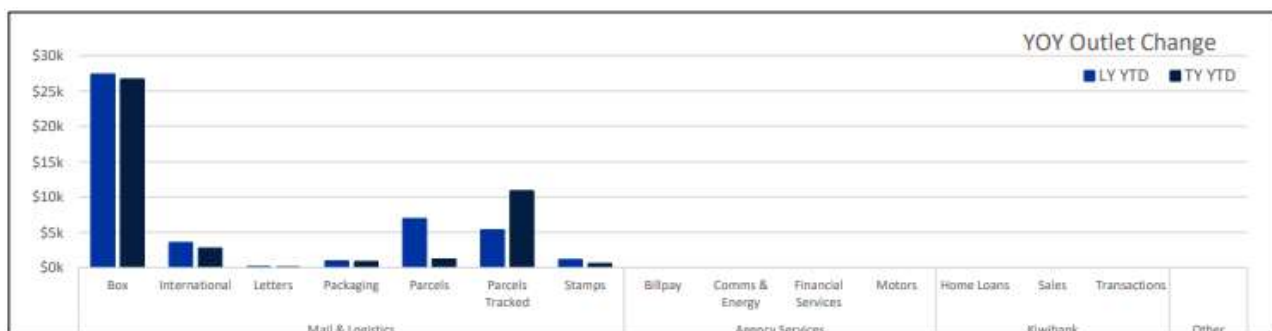
Service Requests Received May 2022



Open Service Requests by Department – May 2022



Twizel PostCentre		Partner Scorecard Apr-2022							
		Current	QTD	LY QTD		Var	YTD	LY YTD	Var
Mail & Logistics	Box	\$2,337	\$6,986	\$6,433		9%	\$26,690	\$27,366	-2%
	International	\$139	\$601	\$774		-22%	\$2,766	\$3,521	-21%
	Letters		\$7	\$28		-74%	\$15	\$109	-86%
	Packaging		\$143	\$200		-28%	\$847	\$933	-9%
	Parcels	\$44	\$119	\$1,793		-93%	\$1,175	\$6,913	-83%
	Parcels Tracked	\$1,224	\$2,808	\$1,303		116%	\$10,861	\$5,310	105%
	Stamps	\$17	\$140	\$244		-42%	\$576	\$1,096	-47%
Sub Total		\$3.8k	\$10.8k	\$10.8k		0%	\$42.9k	\$45.2k	-5%



Figures supplied are for coaching conversations and should not be used for accounting/tax purposes. Sending figures assume stock purchased within a month is sold in the same month.

MEETINGS ATTENDED13th April 2022

- Leadership Development Programme – Takapō

14th April 2022

- Leadership Development Programme – Takapō
- Reforms Update – Mayor, Chairs and CE's

Tuesday 19th April 2022

- Covid-19 Lifting Restrictions – ECan

Wednesday 20th April 2022

- Weekly Executive Meeting
- Te Manahuna Ki Uta Project Team Meeting
- Meeting with Anthony Tosswill
- Meeting with Jacqui Dean
- Te Manahuna Ki Uta – Working Group Meeting

Thursday 21st April 2022

- Covid, Rostering and Staff Transition Meeting
- Lake Tekapo Wildfire Risk Management Analysis Meeting – FENZ

Friday 22nd April 2022

- MDC/Alpine Energy – Monthly Meeting with CE, Andrew Tombs
- CE Only Time – Fort\nightly Hui – Taituara

Tuesday 26th April 2022

- Council Workshop – Fairlie
- Aged Friendly Strategy Meeting

Wednesday 27th of April

- Weekly Executive Meeting
- Sitewise Presentation to ELT/SLT
- Annual Plan Meeting
- Meeting with Paul Bisset – Whitestone
- Economic Development Meeting

Thursday 28th April 2022

- Team Mack Meeting
- Annual Plan Template Meeting
- Meeting re Les Blacklock Scholarship Proposal
- Reforms Update – Mayor, Chairs and CE's

Friday 29th April 2022

- Draft MDC, Community Board, Genesis Relationship Agreement Meeting
- Te Manahuna Ki Uta – Governance Group Meeting
- DMP Dinner Meeting with Waitaki DC, Waitaki Tourism and Stafford Consultants

Monday 2nd May 2022

- DMP Meeting with Stafford Consultants
- DMP Meeting with DOC/Waka Kotahi/Stafford and MDC
- DMP Project Prioritisation Meeting with MDC Project Team

Tuesday 3rd May 2022

- Council Workshop
- Meeting with PWC

Wednesday 4th May 2022

- Weekly Executive Meeting
- Live call with Waka Kotahi

Thursday 5th May 2022

- Meeting with Wendy Smith, CE of SCCC
- Meeting re Les Blacklock Scholarship Proposal
- Lake Tekapo Wildfire Risk Planning

Friday 6th May 2022

- Preparation Meeting for Warren Gilbertson – MBIE
- Meeting with Sue Wilkins
- Meeting with Echelon Group
- Meeting with Jon Hellmrich
- CE Only Time – Fort\nightly Hui – Taituara

Monday 9th May 2022

- Zone 5 & 6 Meeting – Zoom
- Public Facilities, Parks and Places Delivery Meeting

Tuesday 10th May 2022

- Committee Meeting Day
- Chief Executives Performance Committee Meeting

Wednesday 11th May 2022

- SLT Sprint 2
- Weekly Executive Meeting
- ELT Meeting for End of Year Reviews and Rem
- Te Manahuna Ki Uta – Internal Project Prioritisation Meeting
- Three Waters Update with Minister Mahuta - Mayor, Chairs and CE's

Thursday 12th May 2022

- Kanoa Workshop with Canterbury EDA's and ED Managers
- Mackenzie Project Meeting – Warren Gilbertson MBIE
- Interview for Financial Accountant
- TDHL & MDC Meeting
- Reforms Update – Mayor, Chairs & CE's

Friday 13th May 2022

- SLT Presentation for Leading for Performance Framework & KPI's
- "Better Off" Funding Programme – ELT Think Tank

Monday 16th May 2022

- Meeting with Culture by Design
- Human Resources Strategy Session
- Covid-19 Lifting Restrictions – Ecan

Tuesday 17th May 2022

- Plenary Group Meeting
- Extraordinary Council Meeting
- Council Workshop

Wednesday 18th May 2022

- Weekly Executive Meeting
- Cycle Trail Meeting: Kimbell – Community Members Meeting
- Te Manahuna Ki Uta – Working Group Meeting
- MDC/Alpine Energy Monthly Catch-up Andrew Tombs

Thursday 19th May 2022

- Annual Report Timetable 21/22 Meeting
- Changes to Members Interest Legislation After Election Meeting
- Meet and Greet – Adrian Mealing, PSA and MDC

Monday 23rd May 2022

- Second Interview – Financial Accountant
- Financial Accountant – Finance Team Meet and Greet
- Meeting with Justin Riley & Mayor Graham
- SCCC – Grant Roberston post Budget Briefing

Wednesday 25th May 2022

- Weekly Executive Meeting
- Meeting with Kate Staniford – Twizel Library

- Interview - Executive Assistant
- 2022 LGFA Taituara Local Government Excellence Awards – Online

Thursday 26th May 2022

- Civil Defence Emergency Management Group Joint Committee - Christchurch
- Reforms Update – Mayors, Chairs and CE's
- Canterbury Mayoral Forum Dinner - Christchurch

Friday 27th May 2022

- Canterbury Mayoral Forum – Christchurch

Monday 30th May 2022

- Interview – GM of Operations
- District Plan – Fairlie Stage 2 – Drop-in Sessions - Afternoon
- Meeting with Andrew Tombs – Alpine Energy
- District Plan – Fairlie Stage 2 – Drop-in Session – Evening

Tuesday 31st of May

- Council Workshop – Takapō
- District Plan – Stage 2 Drop-in Session – Takapō - Afternoon
- Balmoral Station Resource Consent Meeting
- District Plan – Stage 2 Drop-in Session – Takapō – Evening

Wednesday 1st June 2022

- Weekly Executive Meeting
- Airport Manager Resignation Meeting

Thursday 2nd June 2022

- Meeting with Culture by Design
- Meeting with Justin McLauchlan – Ecan
- Te Manahuna Ki Uta Project Team Meeting
- Interview – Executive Assistant

Friday 3rd June 2022

- Aged Care Strategy
- CE Only Time – Fortnightly Hui – Mayor, Chairs and CE

Tuesday 7th June 2022

- Council Workshop

Wednesday 8th June 2022

- Weekly Executive Meeting

Thursday 9th June 2022

- Agenda Review Meeting – Audit & Risk
- Second Interview – Health & Safety Officer
- Internal CHCHNZ Meeting – Commercial
- ED Projects Catchup
- Reforms update – Mayors, Chairs and CE's

Friday 10th June 2022

- Annual Report – Fortnightly Project Team Meeting
- SLT Backlog Review and Start of Sprint 2
- Interview – Health & Safety Officer
- Executive Risk Register Meeting

Monday 13th June

- Meeting with Bruce Mincham – Risk Register Meeting
- Meeting with Leaine Rush
- Covid-19 Lifting Restrictions – Ecan

Tuesday 14th June 2022

- Council Workshop
- EA/JD Discussion
- Unpacking Resources – LGNZ – Zoom

Wednesday 15th June 2022

- Weekly Executive Meeting
- Agenda Review Meeting – Council Meeting
- Meeting with People & Culture Manager

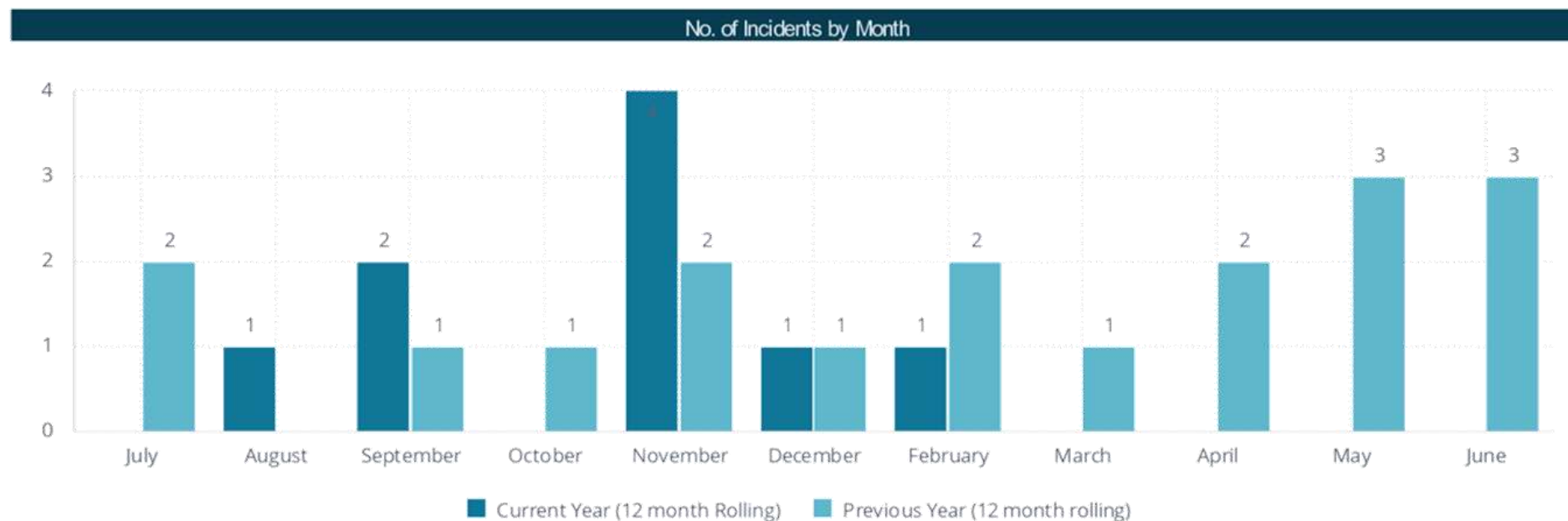
Thursday 16th & Friday 17th of June 2022

- Rural Provincial Sector Meeting

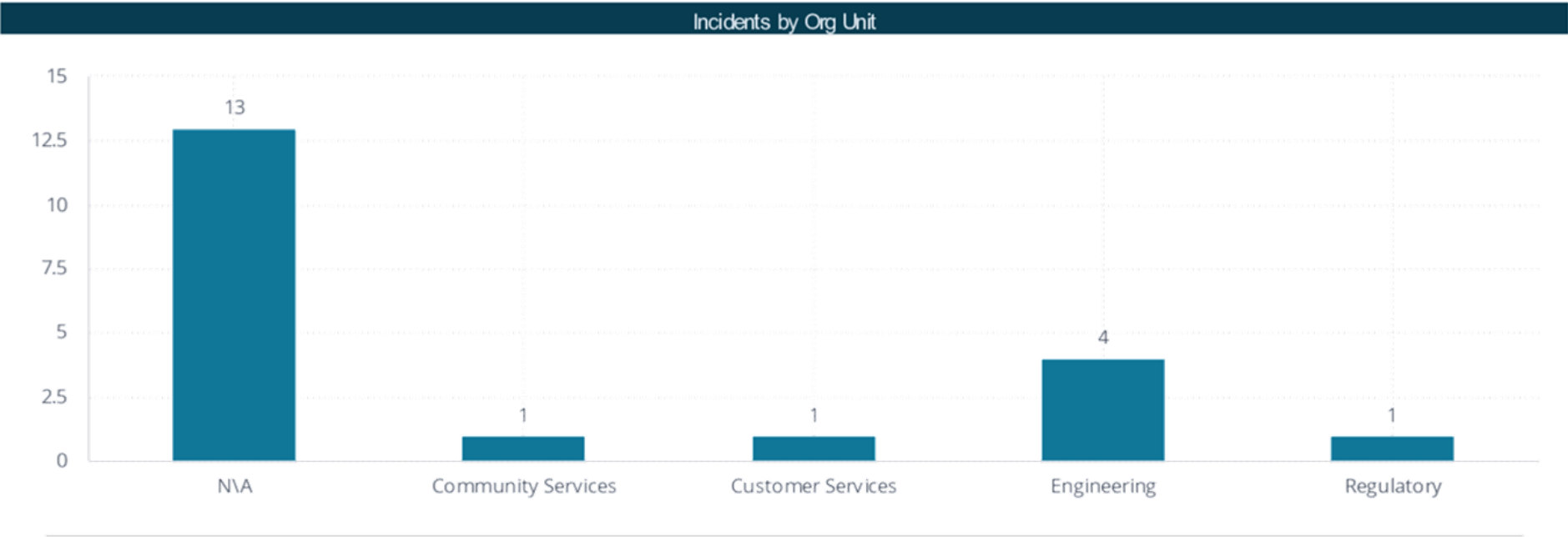
Incident Records - ADMIN ONLY



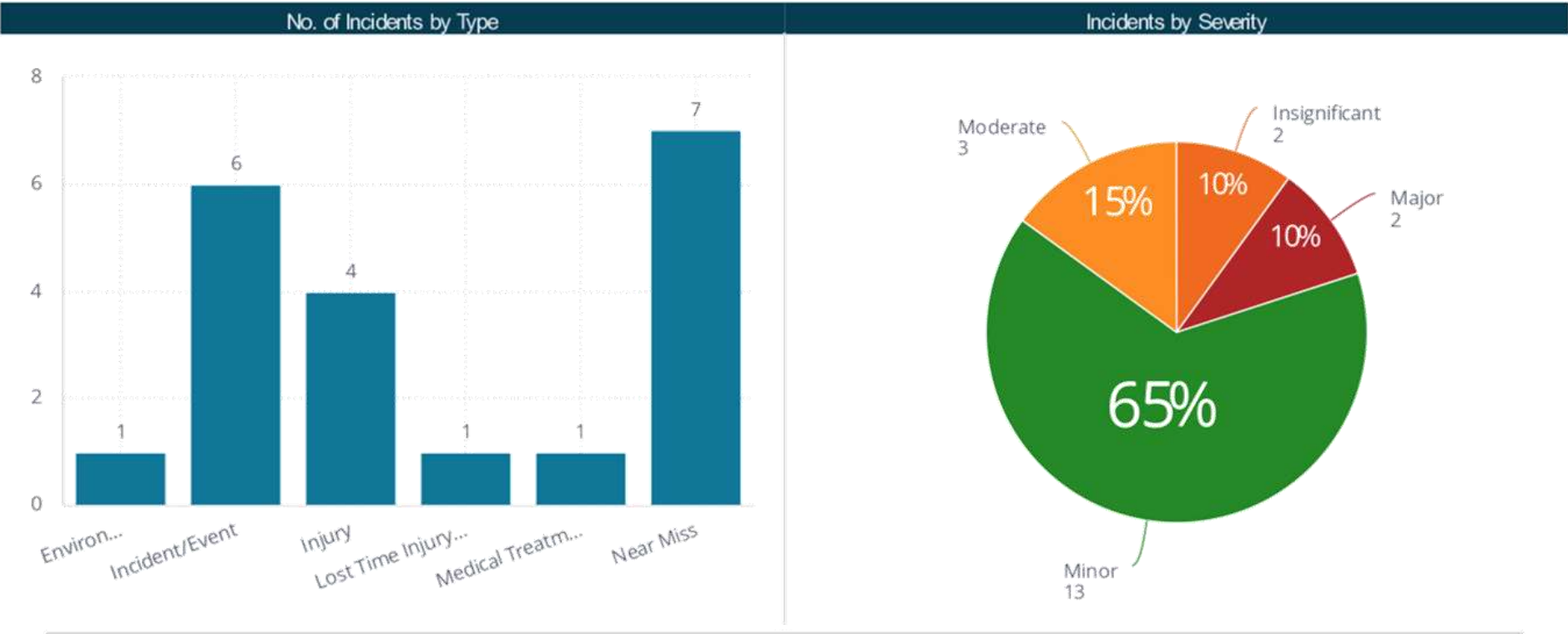
Incident Records - ADMIN ONLY



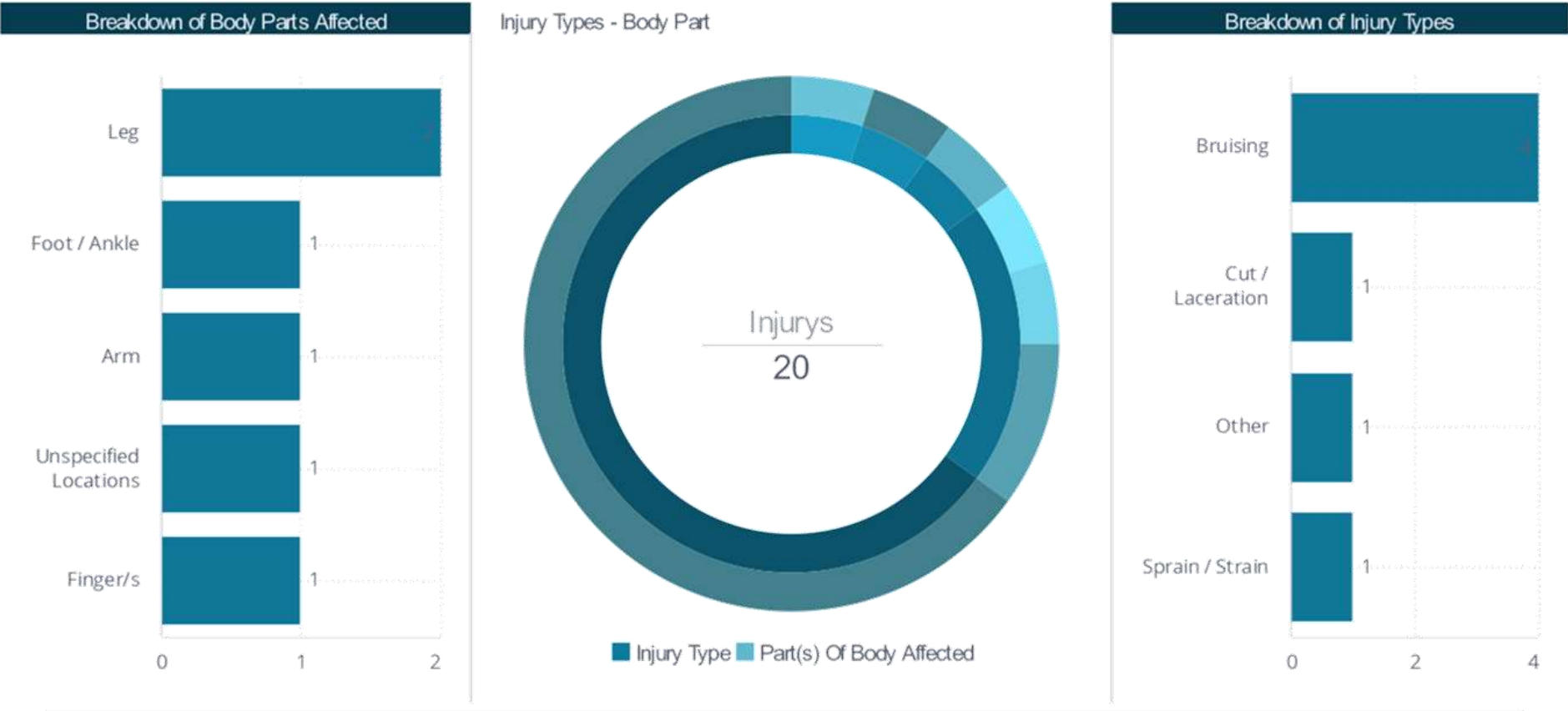
Incident Records - ADMIN ONLY



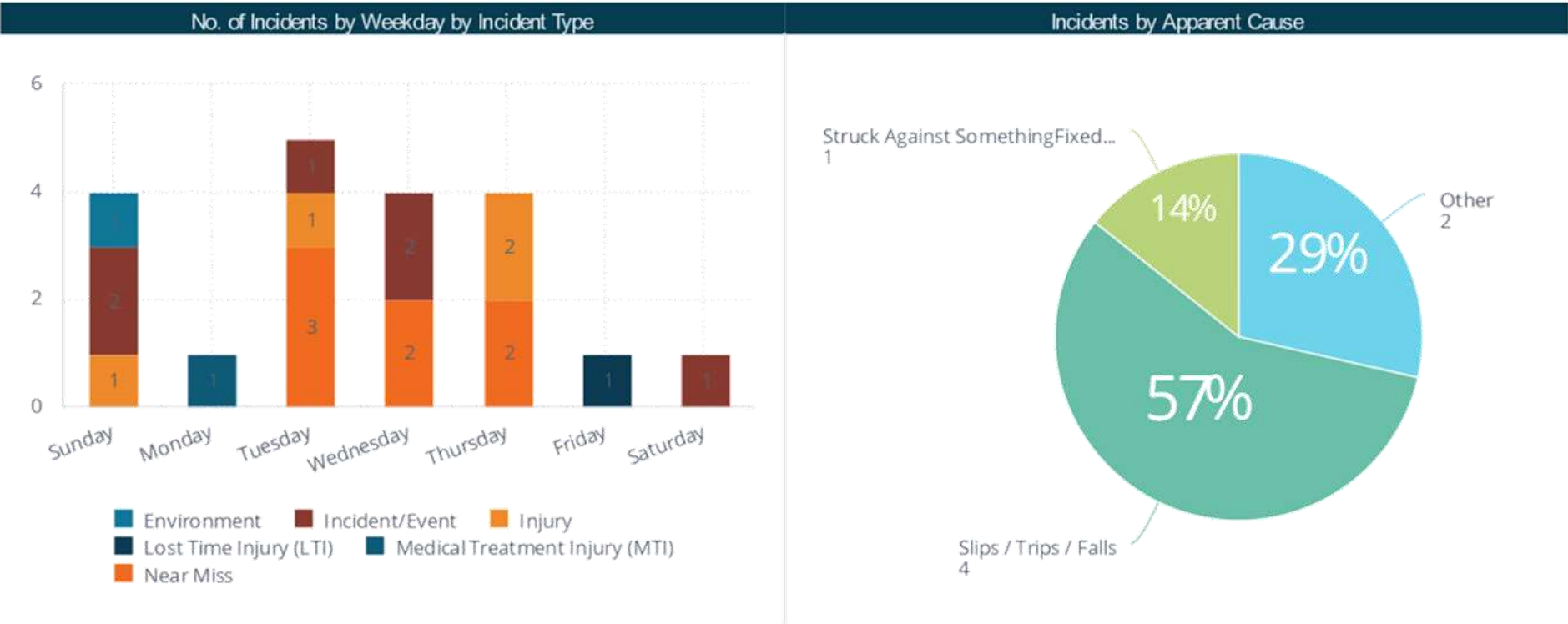
Incident Records - ADMIN ONLY



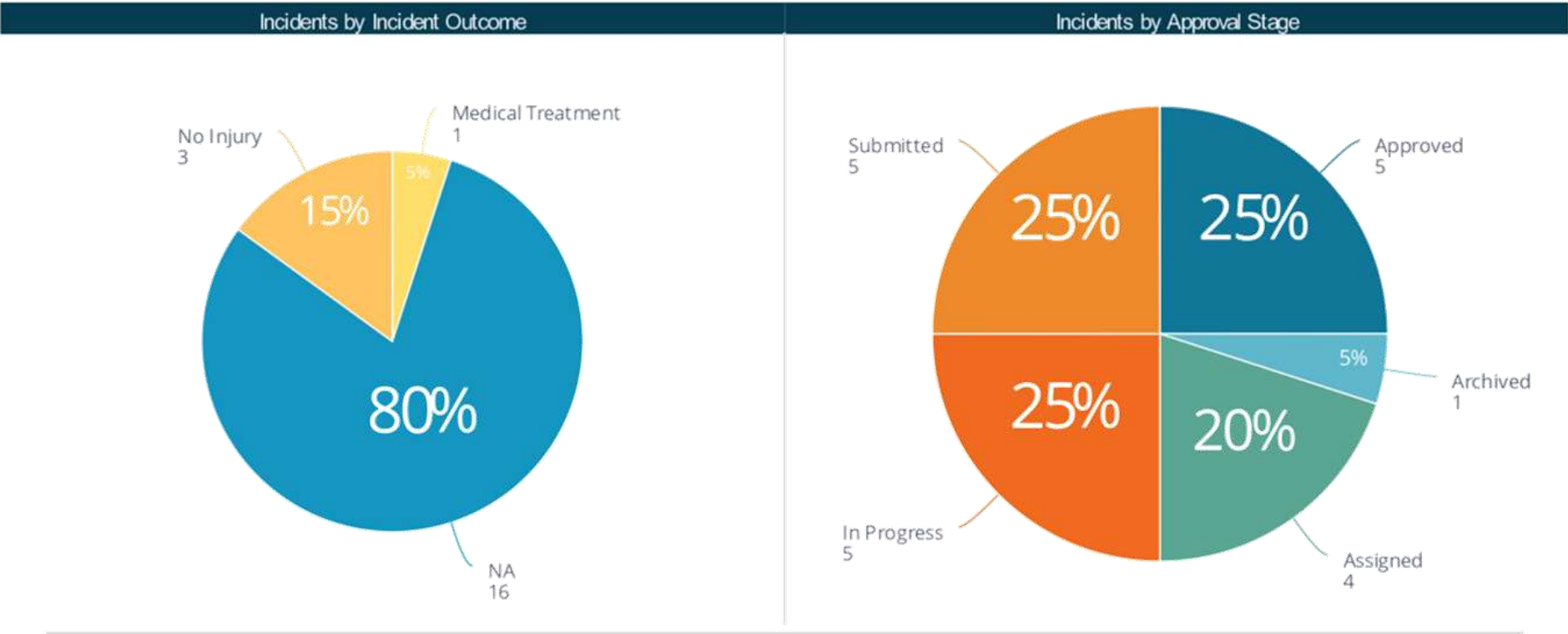
Incident Records - ADMIN ONLY



Incident Records - ADMIN ONLY

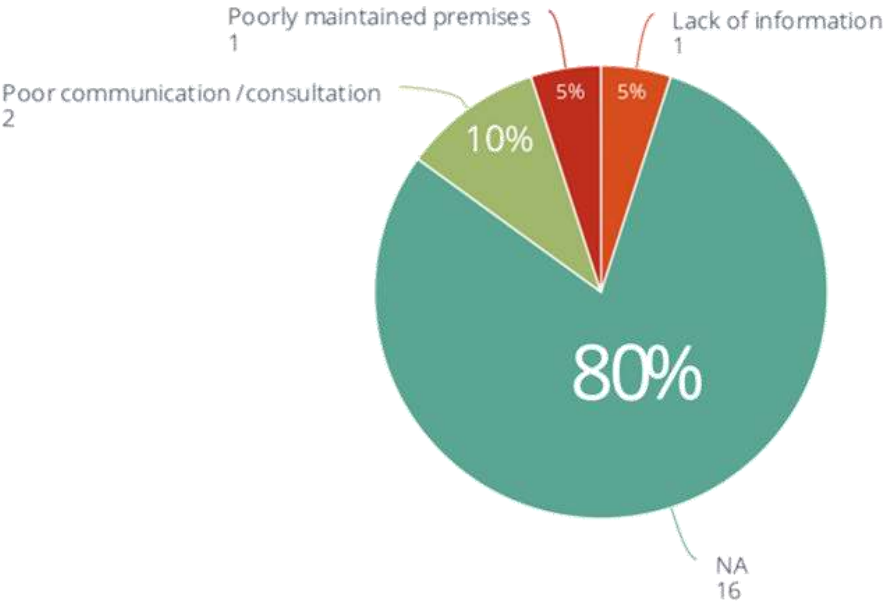


Incident Records - ADMIN ONLY



Incident Records - ADMIN ONLY

Incidents by Root Cause



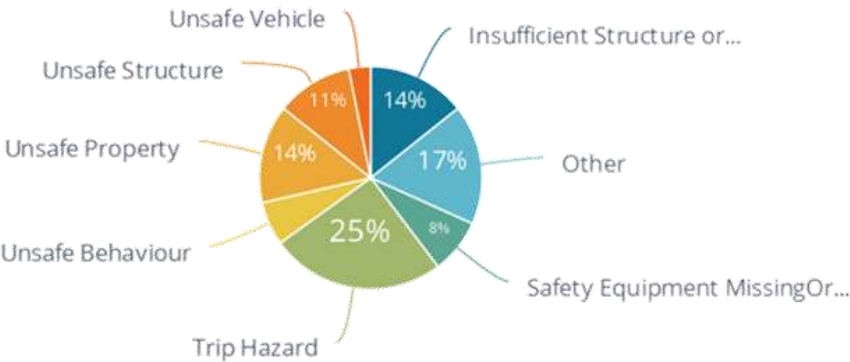
Record Summary

Hazard Spotting

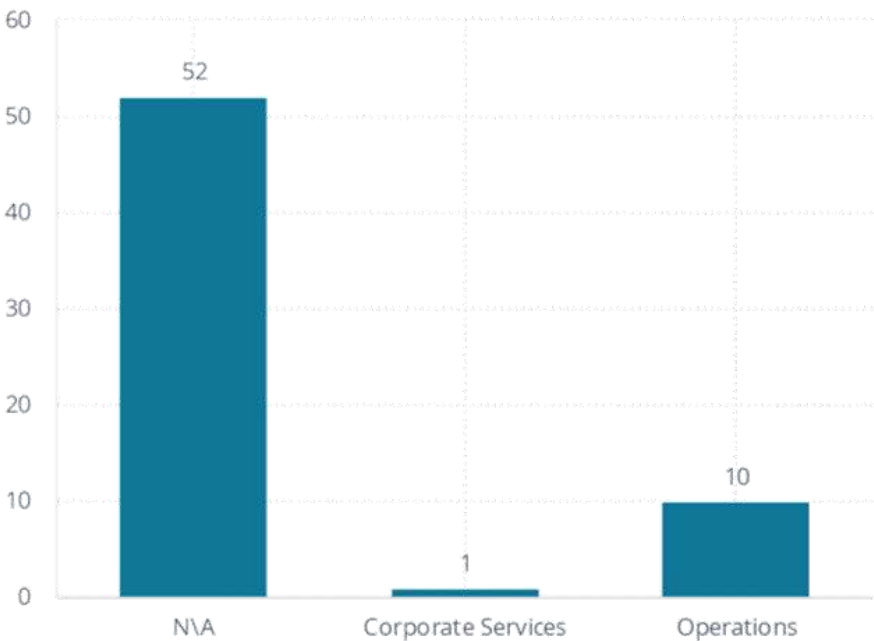
Hazard Spotting Dashboard

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

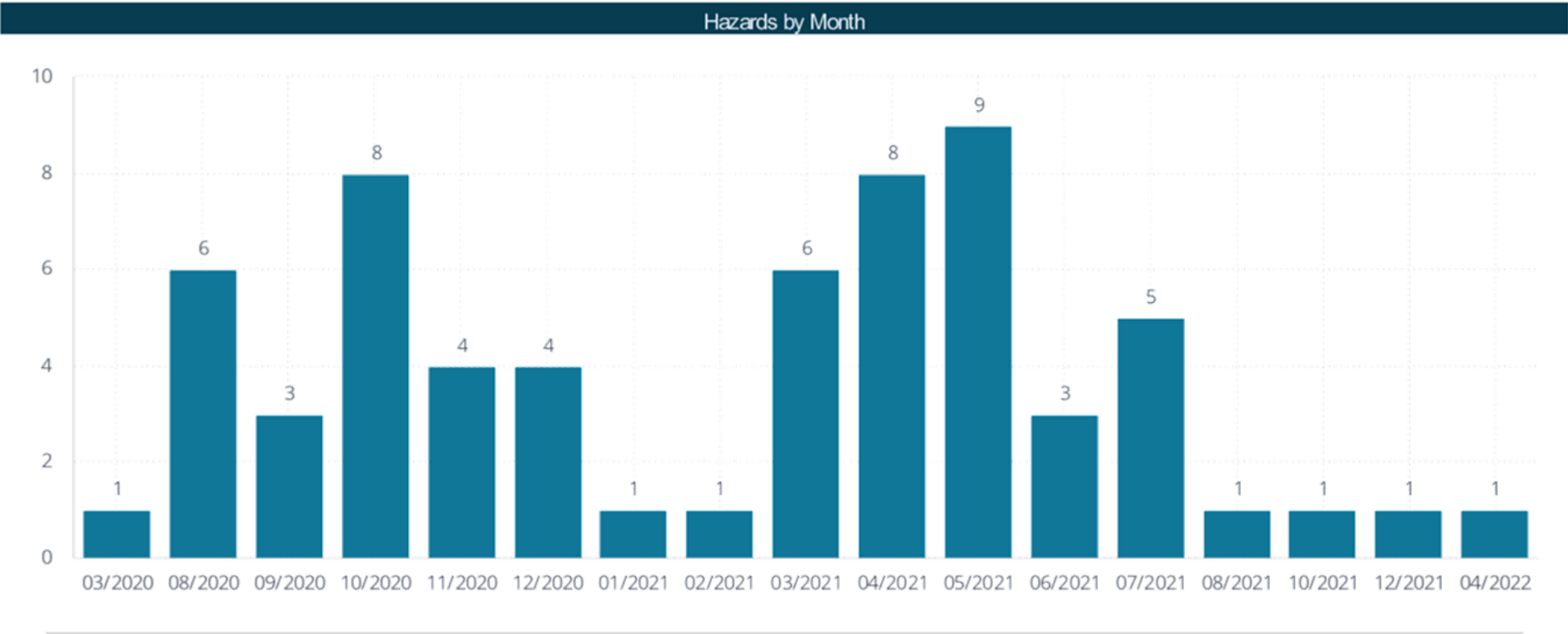
Hazards by Type



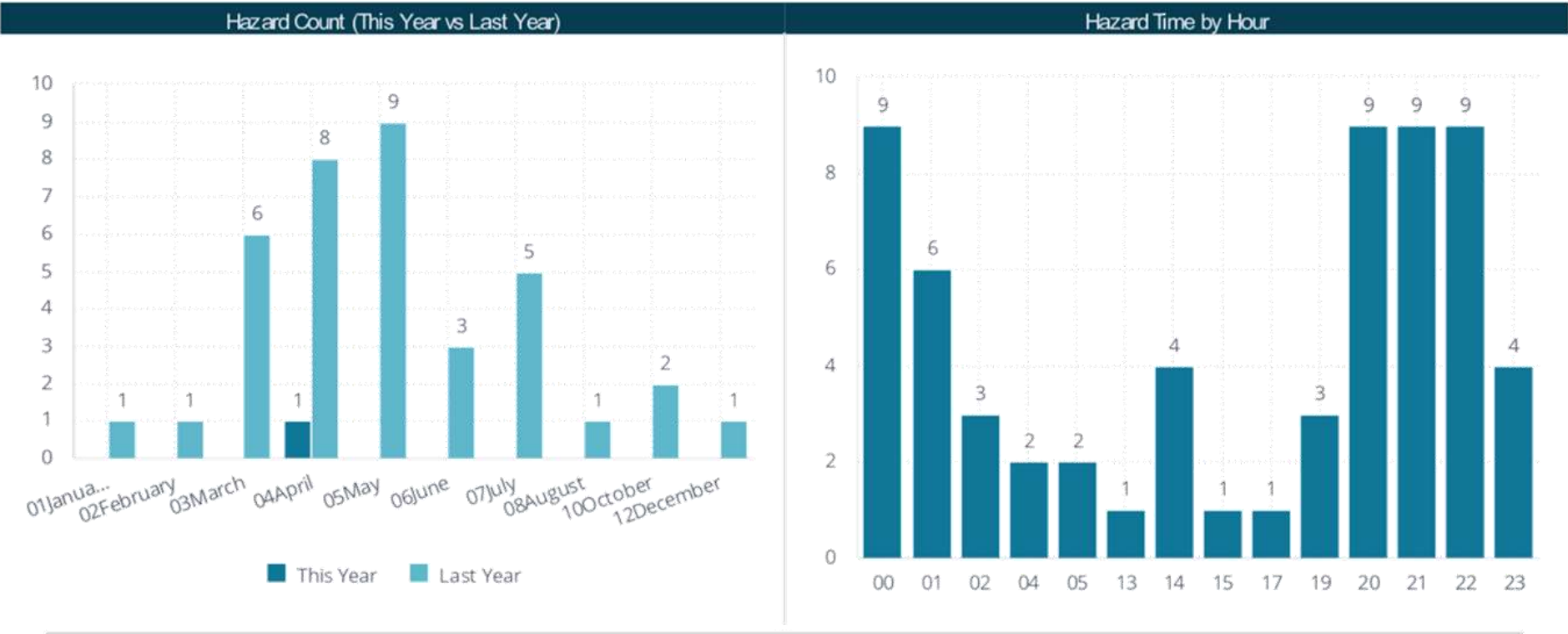
Hazards by Org Unit



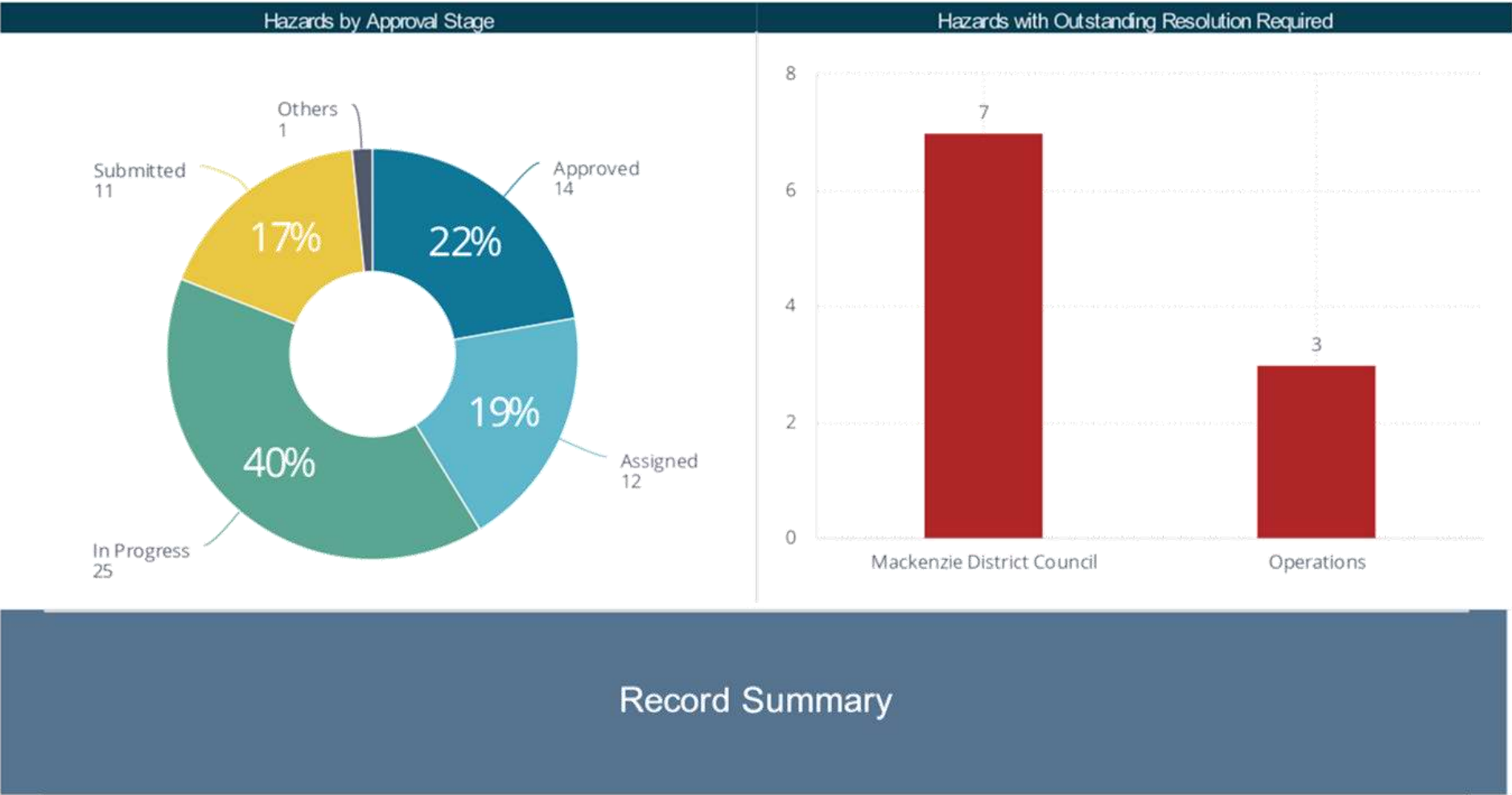
Hazard Spotting



Hazard Spotting



Hazard Spotting



6.2 COUNCIL MONTHLY FINANCIAL REPORT - MARCH AND APRIL 2022

Author: Jo Hurst, Management Accountant

Sandy Hogg, Manager - Finance

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Council Financial Performance - March 2022 [↓](#) 
2. Council Financial Performance - April 2022 [↓](#) 

STAFF RECOMMENDATIONS

That the monthly financial reports for March and April 2022, for Mackenzie District Council be received.

Highlights

Operating Revenue is tracking at 72% received to the full year forecast and is \$71,000 above the year to date budget. Contributing factors to this are the following:

- Subsidies and grants – Waka Kotahi for roading, Department of Internal Affairs for 3 Water Stimulus projects
- Financial contributions for water, wastewater and stormwater
- Other income – timber sales from harvesting of forestry plantations

Operating expenditure is tracking \$397,000 less than the to the year-to-date budget with savings showing in personnel costs but which are offset by increased consultancy and contractors to provide cover for staff vacancies. By the end of the financial year there will be a net overspend of approximately \$150,000 with the majority of this overspend a result of the LTP and Annual Report projects.

Capital expenditure is sitting at 39% spent of the full year forecast. Actual expenditure is \$6,630,000 compared to a year-to-date budget of \$20,056,000. 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. Supply chain issues have also disrupted capital delivery in some cases. Work has now started on the majority of these projects. There has been a number of projects re-budgeted into the 2022/23 financial year to reflect the current phases in these projects and there will also be requests to carry forward funding into the next financial year to complete some projects that will not be completed by 30 June 2022. Capital expenditure for May and June is expected to be high as the 3 Waters projects reach completion and the full \$5.11 million will be spent by 30 June 2022.

The Council's balance sheet is tracking closely to the net assets and equity as 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 June. This borrowing has been budgeted.

Financial Performance

March 2022

Financial Performance

REVISION HISTORY

Date Created:	April 2022
Department:	Finance
Sponsor:	General Manager – Corporate Services
Approved by:	Chief Executive Officer
New Review Date:	May 2022

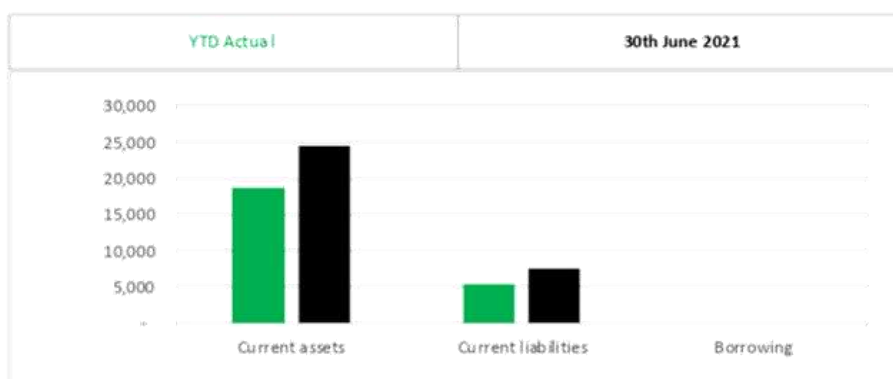


1. Financial Summary – as at 31 March 2022

YTD Actual % of FY Budget



Financial Position - Balances



Cashflow - Movements



2. Council Performance – as at 31 March 2022

	Actual	Year to Date		Full year	YTD Actual % of
	\$000's	Budget	Variance	Forecast	FY Forecast
		\$000's	\$000's	\$000's	
Operating Revenue					
Rates	9,211	9,221	(10)	12,390	74%
Subsidies and Grants	3,380	2,435	945	6,831	49%
Development and Financial Contributions	1,098	1,263	(165)	1,326	83%
Fees and Charges	1,395	1,354	41	1,908	73%
Interest Revenue	106	97	9	139	76%
Other Revenue	1,515	1,658	(143)	2,359	64%
Total Operating Revenue	16,705	16,028	677	24,953	67%
Operating Expenditure					
Personnel Costs	3,168	3,828	660	4,545	70%
Depreciation and amortisation expense	3,321	3,321	-	4,461	74%
Finance costs	-	46	46	13	0%
Other Expenses	11,785	11,466	(319)	16,510	71%
Total Operating Expenditure	18,274	18,661	387	25,529	72%
Operating Surplus/(Deficit)	(1,569)	(2,633)	1,064	(576)	
Capital Expenditure					
Community and Township Services	812	3,225	2,413	2,879	28%
Governance and Corporate Services	310	987	677	526	59%
Planning and Regulation	7	37	30	12	58%
Roading	959	3,076	2,117	2,462	39%
Stormwater	12	307	295	150	8%
Tourism, Economic Development and Commercial Activities	70	103	33	90	78%
Wastewater	250	1,767	1,517	1,039	24%
Water Supplies	3,210	8,547	5,337	9,675	33%
Total Capital Expenditure	5,630	18,049	12,419	16,833	33%

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 - \$945,000 F

Reason for variance

Unbudgeted income of \$500,000 has been received for the Mayors Taskforce for Jobs funding.

The quarter four instalment of the Three Waters funding of \$1,664,236 has now been received, this had not been budgeted for.

Subsidies from Waka Kotahi for roading were budgeted at \$2,076,229 year to date. Actual income received is \$1,011,040. Subsidies are lower than budgeted due to lower capital expenditure to date.

Grant funding for Destination Mackenzie was budgeted at \$345,749 year to date. \$185,967 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 - \$165,000 U

Reason for variance

Subdivision reserve contributions were budgeted at \$187,501 year to date. Actual subdivision contributions received is \$447,651.

Income from financial contributions for water, wastewater and stormwater were budgeted to be \$1,075,776 year to date. Actual income received from financial contributions is \$650,839.

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

Other revenue - \$143,000 U

Reason for variance

Income from cost recoveries in the Operations, Administration and District areas were budgeted at \$187,872, however these have yet to occur.

Timber sales were budgeted at \$778,761 year to date. Actual income received is \$735,572, as logging will not occur in Reserve 2359 this year.

Lease rentals were budgeted at \$75,000. Actual income received is \$128,280, due to timing and conservative budgeting.

Operating Expenditure

Personnel costs - \$660,000 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, Community Facilities and Regulatory.

Other Expenses - \$319,000 U

Reason for variance

There are a number of areas which have contributed to this unfavourable variance and further detail and explanations provided within the activity performance variance analysis. Contributing factors include the following:

- District Plan Review – consultants – under budget
- Building Control -contract inspection and processing – under budget
- Commercial – Destination Mackenzie consultancy – under budget
- Commercial – Forestry operations – over budget
- Corporate Services – consultants – over budget
- Information and Engagement – corporate planning support – over budget
- Roding – operational and maintenance – over budget
- 3 Waters reform projects – operational and maintenance – over budget

3. Activity Performance – as at 31 March 2022

	Actual	Year to Date		Full year	YTD Actual % of
	\$000's	Budget	Variance Budget	Forecast	FY Forecast
		\$000's	\$000's	\$000's	
Operating Revenue					
Community and Township Services	3,012	3,065	(53)	4,273	70%
Governance and Corporate Services	4,499	4,965	(466)	6,567	69%
Planning and Regulation	2,299	1,879	420	2,925	79%
Roading	1,923	2,976	(1,053)	3,769	51%
Stormwater	84	210	(126)	132	64%
Tourism, Economic Development and Commerce	1,046	597	449	1,848	57%
Wastewater	2,589	1,093	1,496	2,857	91%
Water Supplies	1,554	1,667	(113)	1,877	83%
Total Operating Revenue	17,006	16,452	554	24,248	70%
Operating Expenditure					
Community and Township Services	2,882	3,264	382	4,197	69%
Governance and Corporate Services	5,305	4,979	(326)	7,565	70%
Planning and Regulation	2,021	3,031	1,010	2,881	70%
Roading	3,326	3,241	(85)	4,574	73%
Stormwater	129	92	(37)	163	79%
Tourism, Economic Development and Commerce	1,407	940	(467)	2,030	69%
Wastewater	2,087	1,970	(117)	2,349	89%
Water Supplies	1,419	1,567	148	2,107	67%
Total Operating Expenditure	18,576	19,084	508	25,866	72%
Operating Surplus/(Deficit)	(1,570)	(2,632)	1,062	(1,618)	
Capital Expenditure					
Community and Township Services	812	3,225	2,413	2,879	28%
Governance and Corporate Services	310	970	660	526	59%
Planning and Regulation	7	37	30	12	58%
Roading	959	3,076	2,117	2,462	39%
Stormwater	12	307	295	150	8%
Tourism, Economic Development and Commerce	70	103	33	90	78%
Wastewater	250	1,767	1,517	1,039	24%
Water Supplies	3,210	8,547	5,337	9,675	33%
Total Capital Expenditure	5,630	18,032	12,402	16,833	33%

Detailed analysis and variance explanations are shown on the following pages for each activity

COMMUNITY AND TOWNSHIP SERVICES
Activity Performance as at 31 Mar 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Public Toilets	293	301	(8)	395	74%
Fairlie Medical Centre	16	16	0	21	74%
Cemeteries	91	79	13	119	77%
Pensioner Housing - Fairlie	46	41	5	60	77%
Pensioner Housing - Twizel	23	19	4	29	78%
District General	289	323	(34)	367	79%
Rural Works & Services	39	42	(3)	56	70%
Burkes Pass Village	13	13	-	17	74%
Albury Village	16	16	-	21	77%
Fairlie Township	176	197	(21)	334	53%
Tekapo Township	263	271	(9)	360	73%
Twizel Township	329	325	3	550	60%
Lake Opuha Reserve	8	14	(6)	11	73%
Fairlie Domain	18	17	0	22	81%
Other Reserves	108	108	(0)	108	100%
Albury Hall	5	6	(1)	7	77%
Mackenzie Community Centre	31	36	(5)	41	75%
Sherwood Downs Community Hall	5	5	(0)	7	70%
Tekapo Community Hall	19	25	(6)	25	76%
Twizel Community Centre	110	93	17	141	78%
Skipton Hall	0	0	-	-	0%
Fairlie Swimming Pool	116	116	-	154	75%
Twizel Swimming Pool	99	100	(1)	133	75%
Solid Waste	900	901	(1)	1,295	69%
Total Operating Revenue	3,012	3,065	(53)	4,273	98%
Operating Expenditure					
Public Toilets	251	303	52	350	72%
Fairlie Medical Centre	13	17	3	20	66%
Cemeteries	44	79	35	86	52%
Pensioner Housing - Fairlie	43	41	(2)	53	80%
Pensioner Housing - Twizel	21	21	(0)	26	81%
District General	409	326	(83)	517	79%
Rural Works & Services	30	42	12	63	48%
Burkes Pass Village	0	13	12	-	0%
Albury Village	0	16	16	-	0%
Fairlie Township	179	213	34	258	69%
Tekapo Township	244	289	45	357	68%
Twizel Township	318	395	77	457	70%
Lake Opuha Reserve	-	12	12	-	0%
Fairlie Domain	18	18	0	23	79%

Other Reserves	12	38	27	36	32%
Twizel Reserves	4	-	(4)	4	101%
Albury Hall	11	10	(1)	14	78%
Mackenzie Community Centre	73	57	(16)	93	78%
Sherwood Downs Community Hall	9	9	0	11	83%
Tekapo Community Hall	25	31	6	40	63%
Twizel Community Centre	211	138	(72)	253	83%
Skipton Hall	0	1	0	-	0%
Fairlie Swimming Pool	132	156	24	166	80%
Twizel Swimming Pool	120	135	15	153	79%
Solid Waste	712	903	190	1,217	59%
Total Operating Expenditure	2,882	3,264	382	4,197	88%
Operating Surplus/(Deficit)	131	(199)	(435)	76	
Capital Expenditure					
Public Toilets	286	1,436	1,150	1,769	16%
Cemeteries	1	12	11	10	8%
Pensioner Housing - Fairlie	-	6	6	5	0%
District General	29	0	(28)	29	99%
Fairlie Township	5	71	66	15	34%
Tekapo Township	211	393	181	306	69%
Twizel Township	172	490	318	330	52%
Mackenzie Community Centre	-	84	84	50	0%
Tekapo Community Hall	-	19	19	15	0%
Twizel Community Centre	88	258	170	130	67%
Fairlie Swimming Pool	8	169	162	25	32%
Twizel Swimming Pool	10	191	182	30	32%
Solid Waste	3	96	94	165	2%
Total Capital Expenditure	812	3,225	437	2,879	25%

Operating Expenditure

Solid Waste - \$190,000 F

Reason for variance

Internal charges are just above budget as motor vehicle expenses were incurred and had not been budgeted for.

Operational and maintenance costs are less than budget as refuse collection costs, maintenance and contractor costs have been less due to covid. Refuse collections costs have yet to be paid for March.

Consultancy expenses are showing as under-budget; however, the waste levy has been higher than budgeted due to the later start of the organics service. Budget has been allowed for an education programme, which is yet to get under way.

Administration expenses are up on budget due to rates being charged to the activity this year which had not been budgeted.

Capital Expenditure



Public Toilets - \$1,150,000 F

Reason for variance

Expenditure on the Fairlie and Lake Pukaki public toilets were budgeted at \$1,346,501 year to date. Actual costs incurred are \$274,087. A request to carry funds into the next financial year will be made as both toilets are expected to be completed in October 2022.

Expenditure on other district toilets was budgeted at \$158,999 year to date. Actual costs incurred are \$11,413.

Tekapo Township - \$181,000 F

Reason for variance

Expenditure on the implementation of the Tekapo Township development plan was budgeted to be \$392,907 year to date. Actual expenditure incurred is \$211,495 and includes completed expenditure on the Barbara Hay and D'Archiac reserves upgrades, which will both be funded from the Land Subdivision Reserve, as well as costs for formation and surfacing of the path and landscaping around the Church of Good Shepherd.

Twizel Township - \$318,000 F

Reason for variance

Expenditure on the implementation of the Twizel Township development plan was budgeted to be \$317,066 year to date. Actual expenditure incurred is \$61,680 which includes a shared use path which will be funded from the Land Subdivision Reserve and other landscaping work.

Expenditure on Twizel community public amenity assets were budgeted at \$101,488 year to date. Actual costs incurred are \$17,130 and relates to design work for the ramp and steps to be installed in Twizel Market Place and project management costs.

Costs for the Lake Ruataniwha project are \$93,256 compared to the year to date budget of \$71,436 and just under the full year budgeted amount of \$95,250. The budgeted amount is Council's share of the project, with the remainder funded from the TIF fund.

Twizel Community Centre - \$170,000 F

Reason for variance

Expenditure on the Twizel community hall was budgeted at \$258,029 year to date. \$87,738 has been incurred. Forecasted expenditure to the end of the financial year is expected to be \$130,000.

Fairlie Swimming Pool - \$162,000 F

Reason for variance

Expenditure on the Strathconan swimming pool supplementary heating and upgrades were budgeted at \$169,497 year to date. \$7,991 of costs have been incurred. The contract for works has been let and materials ordered with work expected to be completed by September. A request to carry funds into the next financial year will be made.

Twizel Swimming Pool - \$182,000 F











Reason for variance

Expenditure on the Twizel swimming pool supplementary heating and upgrades were budgeted at \$181,616 year to date. Actual expenditure incurred is \$9,634. The contract for works has been let and materials ordered with work expected to be completed by September. A request to carry funds into the next financial year will be made.

GOVERNANCE AND CORPORATE SERVICES

Activity Performance as at 31 Mar 2022



	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Governance - General	487	504	(17)	672	72%
Governance - Twizel	10	10	-	13	75%
Governance - Tekapo	8	8	-	10	79%
Governance - Fairlie	8	8	-	10	79%
Chief Executive Officer	791	791	-	1,054	75%
People and Culture	227	227	-	302	75%
Corporate Services Management	426	426	-	568	75%
Finance	621	616	5	828	75%
Information and Engagement	423	423	-	564	75%
IT Support	577	577	-	769	75%
Administration	266	368	(102) 	433	61%
Property and Commercial Management	88	88	-	117	75%
Operations Management	61	155	(94)	206	30%
Engineering Management	93	232	(139) 	310	30%
Facilities Management	31	31	(0)	41	75%
Fairlie Building	176	176	-	234	75%
Twizel Building	59	59	-	78	75%
Plant	94	213	(119) 	284	33%
Civil Defence	55	55	-	74	75%
Total Operating Revenue	4,499	4,965	(466)	6,567	91%
Operating Expenditure					
Governance - General	428	504	76	682	63%
Governance - Twizel	9	10	0	13	71%
Governance - Tekapo	7	8	0	10	74%
Governance - Fairlie	7	8	1	10	65%
Chief Executive Office	687	791	104 	1,123	61%
People and Culture	90	227	137 	164	55%
Corporate Services Management	365	426	61	501	73%
Finance	761	627	(134) 	1,071	71%
Information and Engagement	775	423	(352) 	960	81%
IT Support	530	577	47	669	79%
Administration	279	368	88	456	61%
Property and Commercial Management	1	88	87	4	26%
Operations Management	313	155	(159) 	437	72%
Engineering Management	356	232	(123) 	471	76%
Facilities Management	233	31	(203) 	292	80%
Fairlie Building	153	186	33	233	66%

Twizel Building	52	60	8	73	71%
Plant	148	204	56	259	57%
Civil Defence	108	55	(53)	137	79%
Total Operating Expenditure	5,305	4,979	(326)	7,565	107%
Operating Surplus/(Deficit)	(805)	(14)	(140)	(998)	
Capital Expenditure					
Information and Engagement	17	57	40	76	23%
IT Support	103	66	(37)	135	76%
Fairlie Building	8	750	742	107	8%
Twizel Building	14	2	(12)	15	93%
Plant	167	90	(77)	167	100%
Civil Defence	1	6	5	26	5%
Total Capital Expenditure	310	970	660	526	32%

Operating Revenue

Administration (Customer Services) - \$102,000 U

Reason for variance

The budget had allowed for cost recoveries which have yet to occur. Budgeted income of \$45,000 had been included for LIMS, this income however shows under the Planning cost centre.

Engineering Management - \$139,000 U

Reason for variance

The budget had allowed for cost recoveries which have yet to occur.

Plant - \$119,000 U

Reason for variance

Income from internal plant hire was budgeted at \$213,130 year to date. Actual plant hire recovered is \$93,803. Motor vehicle use has been less than anticipated.

Operating Expenditure

Chief Executive Office - \$104,000 F

Reason for variance

Employment costs were budgeted at \$730,226 year to date. Actual expenditure is \$634,383. The budget included a number of positions that actual costs have been costed into other activities for transparency and correct reporting.

People and Culture - \$137,000 F

Reason for variance

Employment costs were budgeted at \$184,894 year to date. Actual expenditure is \$59,729. The budget included positions which as yet are still to be filled and Council's global staff training budget. Training opportunities have been significantly impacted by Covid-19 with fewer programmes being available or offered via online means which although cheaper is often not as suitable.

Finance - \$134,000 U*Reason for variance*

Consultancy fees are significantly above budget year to date as extra resources were required to progress the Annual Report and the Long Term Plan. Consultants also were required to fill vacant positions. This is partly offset by the reduction in employment expenses.

Information and Engagement - \$352,000 U*Reason for variance*

Unbudgeted corporate planning consulting costs have been spent in order to progress the Annual Report and the Long Term Plan. Savings in subscriptions, publications and legislation partly offset this unfavourable variance.

Operations Management - \$159,000 U*Reason for variance*

Consultancy fees are significantly above budget year to date due to filling vacant management positions. Unfortunately there is no savings within employment expenses as the budget was included within the Chief Executive cost centre.

Engineering Management - \$123,000 U*Reason for variance*

Consultancy fees are significantly above budget year to date due to filling vacant positions.

Facilities Management - \$203,000 U*Reason for variance*








Consultancy fees are significantly above budget year to date due to filling vacant positions. Administration expenses are above budget as significant cost has been incurred on building assessments across the district (this is to be funded from the Real Estate Investment reserve).

Operational and maintenance is under budget, however there has been spending on the parks, trails, playground and toilet strategies which had not been budgeted. This spending was approved by Council in the previous year.

Capital Expenditure**Fairlie Building - \$742,000 F***Reason for variance*

Building renovations on the Fairlie Council building were budgeted at \$750,001 year to date. \$8,074 has been incurred on the installation of an air conditioning curtain over the front door. This will be paid from reserves. A request to carry funds into the next financial year will be made.

PLANNING AND REGULATORY
Activity Performance as at 31 Mar 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Resource Planning	1,071	819	251 	1,392	77%
Regulatory Management	81	81	-	108	75%
Inspectorate	1,044	893	151 	1,202	87%
Animal Control	74	71	3	74	100%
Health & Liquor Licensing	27	12	15	145	18%
Responsible Camping	3	3	-	4	67%
Total Operating Revenue	2,299	1,879	420	2,925	122%
Operating Expenditure					
Resource Planning	710	1,344	634 	1,120	63%
Regulatory Management	486	81	(405) 	492	99%
Inspectorate	795	1,216	421 	1,075	74%
Animal Control	15	54	39	37	41%
Health & Liquor Licensing	6	109	103 	145	4%
Responsible Camping	10	228	218 	12	80%
Total Operating Expenditure	2,021	3,031	1,010	2,881	67%
Operating Surplus/(Deficit)	278	(1,152)	(590)	44	
Capital Expenditure					
Animal Control	5	37	32	10	52%
Health & Liquor Licensing	2	-	(2)	2	76%
Total Capital Expenditure	7	37	31	12	18%

Operating Revenue

Resource Planning - \$251,000 F

Reason for variance

Other income is under budget as recoverable services has been significantly less than had been anticipated in the Resource Planning cost centre. Resource consent fees were higher than budgeted, and \$62,418 was received from LIMS which had not been budgeted for.

Reserve contributions are up on budget as they are dependent upon developer activity.

Inspectorate - \$151,000 F

Reason for variance

Building consent income are higher than budgeted.

Operating Expenditure**Resource Planning - \$634,000 F***Reason for variance*

Consultancy expenses are under budget as costs for the District Plan review are less than had been anticipated year to date.

Regulatory Management - \$405,000 U*Reason for variance*

Operational and maintenance costs are significantly above budget due to contracting out the management of the Regulatory function. This is partially offset by underspends in mileage and employment expenses.

Inspectorate - \$421,000 F*Reason for variance*

Internal charges are less than budgeted as motor vehicle charges have been less in building control due to contractors performing these duties.

Health and Liquor Licensing - \$103,000 F*Reason for variance***Responsible Camping - \$218,000 F***Reason for variance*

Internal charges are less than budgeted as motor vehicle charges have been less due to camping ambassadors only started in December this year and finished at the end of February.

ROADING

Activity Performance as at 31 Mar 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Road Professional Services	310	369	(59)	412	75%
District Road	1,613	2,607	(994) 🟡	3,357	48%
Total Operating Revenue	1,923	2,976	(1,053)	3,769	65%
Operating Expenditure					
Road Professional Services	284	371	87	426	67%
District Road	3,041	2,870	(172) 🟡	4,148	73%
Total Operating Expenditure	3,326	3,241	(85)	4,574	103%
Operating Surplus/(Deficit)	(1,403)	(265)	(968)	(805)	
Capital Expenditure					
Road Professional Services	-	15	15	20	0%
District Road	959	3,061	2,102 🟡	2,442	39%
Total Capital Expenditure	959	3,076	2,117	2,462	31%

Operating Revenue

District Road - \$994,000 U

Reason for variance

Other income is less than budget due to reduced activity, changing of maintenance contractor and late Long Term Plan adoption prolonging renewal programmes.

NZTA subsidies are less than budgeted as the March levies have yet to be invoiced, and the level of capital expenditure to date is significantly less than budgeted due to changing of maintenance contractor and late Long Term Plan adoption prolonging renewal and improvement programmes.

Operating Expenditure

District Road - \$172,000 U

Reason for variance

Internal charges are under budget as motor vehicle charges have been less than anticipated due to LTP planning, auditing and sorting the maintenance contract. Travel has been joint and combined in vans organised externally or combined with contractors as part of joint inspections. Covid impacts and rules around travel have resulted in less travel to meetings given working remotely teams meetings, not mixing bubbles and within district more combined trips are made. Additional staff haven't been recruited as forecast as part of the LTP and this was reduced due to support from Waka Kotahi (NZTA) at the time therefore a second vehicle hasn't been required.

Unsealed pavement maintenance is just above budget due to increase cost and grading cycles due to increased use on our roads, hot dry weather complaints and lack of moisture. Significant works have been undertaken to achieve shape and rework material back onto the road as part of the new contract and to inspect all the roads since taking over and using new conditioning tools.

Drainage Maintenance/ Street cleaning is up on budget due to change in rates from the old to the new maintenance contract and works to date from events. This is likely to increase to the end of the financial year with leaf fall, winter debris, etc. Additional allowance has been made next year to allow for this increase. There is going to be an overspend in this area this financial year to maintain drainage infrastructure and avoid nuisance for customers and business and safety of users.

Cattlestops is now at the full years budget spend, it isn't likely there will be further expenditure in this space unless there is a failure or large event.

Environmental maintenance is above budget due to timing. Work on subsequent flood damage repairs is continuing, snow and continued climatic weather events i.e. high wind response/ clean up, debris, etc. With a high growth season this is also a factor that will continue to impact this work category with visibility and infrastructure being impeded and multiple growth cycles.

Traffic services maintenance is up on budget due to Sign damage, vandalism and theft, this is both intentional and unintentional. This includes replacement of delineation in the form of edge marker and culvert marker posts. We have also been transferring some of these to flexi steel to address seasonal/ weather issues and for markers regularly damaged. Replacing of defective signage & markings for expired life. This will try to be minimised until the end of the financial year but will need to be maintained and managed around safety.

Emergency reinstatement/ emergency works costs have been incurred after the flooding in May with no additional local share funding meaning expenses currently being funded within our maintenance and LTP budgets. Works have been completed to date on Lochaber, Stoneleigh, Lilybank, Plantation roads and the Clayton Settlement bridge. Other repairs are still outstanding as we have changed maintenance contractor part way through works programme and/ or we are waiting for information from outside agency. Some of the larger more complex repairs require additional applications, consenting and planning to complete works. Repair works have been prioritised and some will likely be incorporated into future maintenance programmes.

Capital Expenditure

District Roothing - \$2,102,000 F



Reason for variance

With the Long Term Plan adopted we will be able to proceed forward with renewal expenditure as well as having a new maintenance contractor in place. Planning and all faults programming is now complete. This work is being programmed to be worked through over the remaining months. The unsealed metalling programme is now finalised, and the culvert inspections have been completed across the district since our last report.

It is programmed to carry forward reseals and footpath renewals this year giving the changing of contractor and get economies of scale Year 2. Supply of bitumen is a contributing factor as well as our large capital works programme in the 3 waters area and the completion of the fibre install in our remaining two towns (Lake Takapo/ Tekapo & Fairlie). We have an overspend in emergency works/ reinstatement that resulted from the 31 May 2022 event. We also have a couple of overspends in other maintenance categories which also need to be accounted for.

Expenditure has been incurred on the Twizel long vehicle carpark. This was part of the Tourism infrastructure funding (TIF stage 4) to asphalt surface the carpark and cater for the stormwater. 60% of the cost will be reimbursed from Ministry of Business, Innovation and employment (MBIE) TIF funding.

STORMWATER Activity Performance as at 31 Mar 2022

	Year to Date			Full Year Rereforecast \$000's	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's		
Operating Revenue					
Urban Stormwater	84	210	(126) 	132	64%
Total Operating Revenue	84	210	(126)	132	40%
Operating Expenditure					
Urban Stormwater	129	92	(37)	163	79%
Total Operating Expenditure	129	92	(37)	163	140%
Operating Surplus/(Deficit)	(45)	118	(89)	(31)	
Capital Expenditure					
Urban Stormwater	12	262	251 	150	8%
3 Waters Consultation	-	45	45	-	0%
Total Capital Expenditure	12	307	296	150	4%

Operating Revenue

Urban Stormwater - \$126,000 U

Reason for variance

Financial contributions have been minimal this year as these are dependent upon developers.

Capital Expenditure

Urban Stormwater - \$251,000 F

Reason for variance

Expenditure on stormwater reticulation was budgeted at \$262,499 year to date. Actual expenditure incurred is \$11,703.

Budget of \$44,754 has been allowed for two Fairlie stormwater projects as part of the Three water reform, these projects have yet to commence.

TOURISM, ECONOMIC DEVELOPMENT AND COMMERCIAL ACTIVITY
Activity Performance as at 31 Mar 2022

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	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Investment	(266)	(287)	21	65	-412%
Depot - Tekapo	0	0	0	1	86%
Depot - Twizel	4	3	1	5	80%
Old Library Café	8	6	2	10	79%
Pukaki Airport	23	27	(5)	36	63%
Real Estate	139	75	64	139	100%
Plantation Reserves	46	87	(42)	118	39%
Twizel Visitor Centre	(11)	5	(16)	(14)	75%
Tourism and Economic Development	918	334	584	1,029	89%
Destination Mackenzie Project	186	346	(160)	461	40%
Total Operating Revenue	1,046	597	450	1,848	175%
Operating Expenditure					
Investment	17	15	(2)	(27)	-62%
Depot - Tekapo	0	0	(0)	0	100%
Depot - Twizel	5	3	(2)	6	84%
Old Library Café	8	6	(2)	10	81%
Pukaki Airport	102	44	(58)	140	73%
Real Estate	111	93	(18)	168	66%
Plantation Reserves	235	94	(141)	256	92%
Twizel Visitor Centre	7	5	(2)	9	81%
Tourism and Economic Development	657	334	(324)	842	78%
Destination Mackenzie Project	264	346	82	626	42%
Total Operating Expenditure	1,407	940	(467)	2,030	150%
Operating Surplus/(Deficit)	(361)	(343)	917	(182)	
Capital Expenditure					
Pukaki Airport	65	19	(46)	85	77%
Real Estate	2	-	(2)	2	100%
Plantation Reserves	3	-	(3)	3	100%
Tourism and Economic Development	-	84	84	-	0%
Total Capital Expenditure	70	103	84	90	68%

Operating Revenue

Tourism and Economic Development - \$584,000 F

Reason for variance

\$500,000 has been received for Mayors Taskforce for Jobs funding. Other income is currently above budget due to postal revenues which had been budgeted for in Customer Services

Destination Mackenzie Project - \$160,000 U*Reason for variance*

Grant funding for Destination Mackenzie was budgeted at \$345,49 year to date. \$185,967 has been carried over from the previous year to cover the expenses incurred to date. No external grant monies have been received this year.

Operating Expenditure**Plantation Reserves - \$141,000 U***Reason for variance*

Operational and maintenance costs are up on budget due to overspends in forestry with tree purchases and planting of the Woodburn and Burkes Pass plantations, tree measurement work brought forward to 3rd quarter of 21/22 to allow for input to the ETS policy, and earthworks in the Strathallan and Woodburn plantations. Fencing was carried out in January in the Hamilton Road plantation. Forestry measurers were also employed to complete the 5 yearly tree measuring process; this task was brought forward from the 2023 financial year.

Tourism and Economic Development - \$324,000 U*Reason for variance*

Contributions to the Alps to Ocean trail is \$33,763 higher than budgeted, this being our contribution to the Interim Trail Manager. Contributions to the South Canterbury Chamber of Commerce were underbudgeted this year with our Economic Business Support Services contract costing \$49,000, while only \$20,000 had been budgeted.

Employment expenses have been incurred for the Business Liason Officer which will mostly be funded by the Mayors Taskforce for Jobs funding.

\$200,369 has been paid out in respect of the Mayors Taskforce for Jobs. This expenditure is fully offset by the Mayors Taskforce for Jobs funding.

WASTEWATER

Activity Performance as at 31 Mar 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Urban Sewerage	917	1,086	(169) 	1,183	78%
Eversley Sewerage	7	7	-	10	73%
3 Waters Reform Projects	1,664	-	1,664 	1,664	100%
Total Operating Revenue	2,589	1,093	1,496	2,857	237%
Operating Expenditure					
Urban Sewerage	667	1,923	1,257 	929	72%
3 Waters Reform Projects	1,420	47	(1,373) 	1,420	100%
Total Operating Expenditure	2,087	1,970	(116)	2,349	106%
Operating Surplus/(Deficit)	502	(877)	1,612	508	
Capital Expenditure					
Urban Sewerage	11	675	664 	800	1%
3 Waters Reform Projects	239	1,092	854 	239	100%
Total Capital Expenditure	250	1,767	1,518	1,039	14%

Operating Revenue

Urban Sewerage - \$169,000 U

Reason for variance

Other income is up on budget as disposal fees have increased.

Financial contributions are less than budgeted as these are dependent upon developer activity.

3 Waters Reform Projects - \$1,664,000 F

Reason for variance

Quarter 4 Instalment of the Three Waters Grant has now been received.

Operating Expenditure

Urban Sewerage - \$1,257,000 F

Reason for variance

Consultancy costs were budgeted at \$1,245,964 year to date and relate to 3 Waters Reform Projects. Actual expenditure on these projects has been coded to the 3 Waters Reform Project cost centre.

Consent monitoring fees have been higher than expected. Contractor costs are up due to correction of issues found while carrying out CCTV work.

Administration expenses are just up on budget as rates were higher than had been budgeted.

3 Waters Reform Projects - \$1,373,000 U

Reason for variance

Operational and maintenance expenses are up on budget as \$1,420,288 has been incurred in relation to the three waters reform projects with only \$47,041 included in the budget in this cost centre. All expenditure relating to 3 Waters Reform projects are funded from a Government Grant.

Capital Expenditure

Urban Sewerage - \$664,000 F

Reason for variance

Expenditure on treatment and reticulation upgrades was budgeted at \$450,000 year to date. Actual expenditure incurred is \$10,978.

Expenditure on pump station renewals was budgeted at \$225,000 year to date. No costs have been incurred to date.

3 Waters Reform Projects - \$854,000 F

Reason for variance

Further work continues on the three waters projects which is funded from a Government grant. Extra funding has been approved by DIA to complete these projects.

WATER SUPPLIES

Activity Performance as at 31 Mar 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Allandale/Spur Road Water Supply	117	117	0	156	75%
Ashwick/Opuha Water Supply	3	6	(4)	8	33%
Kimbell Water Supply	1	-	1	1	110%
School Road Water Race	3	3	-	5	69%
Urban Water Supply	1,430	1,541	(111) 	1,877	76%
Total Operating Revenue	1,554	1,667	(113)	2,047	93%
Operating Expenditure					
Albury Water Supply	3	-	(3)	4	77%
Allandale/Spur Road Water Supply	119	152	33	171	69%
Ashwick/Opuha Water Supply	5	7	2	11	44%
School Road Water Race	8	4	(4)	10	76%
Urban Water Supply	990	1,405	415 	1,616	61%
3 Waters Reform Projects	295	-	(295) 	295	100%
Total Operating Expenditure	1,419	1,567	149	2,107	91%
Operating Surplus/(Deficit)	136	100	(262)	(60)	
Capital Expenditure					
Allandale/Spur Road Water Supply	6	41	35	6	99%
Downlands Water Supply			-	567	0%
Urban Water Supply	2,743	8,132	5,389 	8,642	32%
3 Waters Reform Projects	460	373	(87)	460	100%
Total Capital Expenditure	3,210	8,547	5,337	9,675	38%

Operating Revenue

Urban Water Supply - \$111,000 U

Reason for variance

Other income is greater than budget as water connection fees have been received and not budgeted for. Water meter income is just under the budget to date due to timing.

Financial contributions are less than budgeted as these are dependent upon developer activity.

Operating Expenditure

Urban Water Supply - \$415,000 F

Reason for variance

Consultancy costs were budgeted at \$390,845 year to date and relate to 3 Waters Reform Projects. Actual expenditure on these projects has been coded to the 3 Waters Reform Projects cost centre.

Quality monitoring costs were also just up on budget due to bacterial testing and additional water samples tested. Administration expenses are up on budget as insurance premiums have increased this year, and rates were higher than had been budgeted.

3 Waters Reform Projects - \$295,000 U

Reason for variance

Operational and maintenance expenses are up on budget as \$294,760 has been incurred in relation to the three waters reform projects. The budget for this expenditure has been included within Urban Water. All expenditure relating to 3 Waters Reform projects are funded from a Government Grant.

Capital Expenditure

Urban Water Supply - \$5,389,000 F

Reason for variance

Expenditure on reticulation upgrades and renewals was budgeted at \$6,241,446 year to date. Actual expenditure incurred is \$2,618,635. The Twizel Watermain renewals have been completed with work started on the Fairlie and Tekapo renewals.

Expenditure on treatment upgrades was budgeted at \$1,743,463 year to date. Actual expenditure incurred is \$124,812. Fairlie water treatment design and consultancy fees have been incurred, this work was budgeted for in the prior year.

4. Statement of Financial Position – as at 31 March 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
ASSETS		
Current assets		
Cash & Cash Equivalents	7,361	11,607
Receivables	868	3,331
Prepayments	10	84
Inventory	28	28
Financial assets current	10,419	9,459
Total current assets	18,686	24,509
Non_current assets		
Inventory term	558	558
Forestry investment	8,063	8,063
Intangible assets	882	882
Property plant & equipment	254,318	251,986
Financial assets Term	11,374	11,609
Investment Property	4,319	4,319
Total non_current assets	279,514	277,417
Total assets	298,200	301,926

LIABILITIES**24****Current liabilities**

Creditors and deferred revenue	5,074	7,176
Provisions current	5	5
Employee entitlements current	251	298

Total current liabilities	5,330	7,479
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Non_current liabilities

Provisions term	58	58
Employee entitlements term	31	31

Total non_current liabilities	89	89
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Total liabilities	5,419	7,568
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Net Assets	292,781	294,358
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EQUITY

RatePayers Equity	127,927	129,812
Reserves	164,854	164,546

Total equity	292,781	294,358
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5. Statement of Cash Flows – as at 31 March 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
OPERATING ACTIVITIES		
Revenue from Rates	9,671	11,158
Grants & Subsidies	3,380	4,164
Other Operating Funding	3,770	5,310
Financial & Development Contributions	1,098	1,006
Interest revenue	205	538
Suppliers, Services and Employees	(15,407)	(12,284)
Finance Costs	-	10
Net operating activities	2,717	9,902
INVESTING ACTIVITIES		
Purchase of Assets	(7,698)	(6,985)
Purchase of Investments	-	2,767
Proceeds Asset Sales	736	3,028
Net investing activities	(6,962)	(1,190)
FINANCING ACTIVITIES		
Net financing activities	-	-
Cash movement	(4,245)	8,712
Opening Balance 1st July	11,607	2,895
Closing Bank Balance	7,362	11,607

6. Detailed Capital Projects – as at 31 March 2022

Account	2021/22 YTD Actuals	2021/22 June YTD Budget	Variance to Full Year Budget 2021/22	Rereforecast Full Year Budget
Grand Total	5,629,321	26,948,044	21,318,723	18,083,446
Community and Township Services				
353420. Resource Consent	2,800	10,000	7,200	10,000
353422. Plant and Equipment	0	118,500	118,500	155,000
361420. District Wide Projects	0	567	567	567
3614201. Pukaki Lookout Project	28,673	0	-28,673	28,673
3654221. Fairlie Dump Station	5,113	95,000	89,887	15,000
366420. Implement of Development Plan	49,258	523,878	474,620	100,000
366440. Barbara Hay Reserve Upgrade	15,583	0	-15,583	15,583
366442. D'Archiac Reserve Upgrade	141,403	0	-141,403	175,000
366444. Church of the Good Shepherd Reserve Upgrade	5,252	0	-5,252	15,000
367420. Implement of Development Plan	61,680	422,756	361,076	100,000
367421. Community Assets - Public Amnt	17,130	135,316	118,186	135,316
3674211. Lake Ruataniwha project	93,256	95,250	1,994	95,250
379421. Community Assets - Buildings	0	38,842	38,842	30,000
379424. Furniture & Fittings - Other	0	72,940	72,940	20,000
381421. Community Assets - Buildings	0	20,000	20,000	10,000
381424. Furniture & Fittings	0	5,000	5,000	5,000
382421. Community Assets - Buildings	84,737	294,885	210,148	120,000
382424. Furniture & Fittings - Other	3,001	49,154	46,153	10,000
384422. Plant and Equipment	7,991	226,000	218,009	25,000
385421. Comm Asset - Public Amenities	9,195	250,000	240,805	25,000
385422. Plant and Equipment	439	5,000	4,561	5,000
386421. Buildings	11,413	212,000	200,587	50,000
3864211. Fairlie Public Toilets	131,437	736,000	604,563	736,000
3864212. Lake Pukaki Public Toilets	125,494	966,000	840,506	966,000
3864213. TIF Project Management	17,156	0	-17,156	17,156
389420. Land Improvements	780	16,000	15,220	10,000
391421. Buildings - Housing	0	7,378	7,378	5,000
	811,791	4,300,466	3,488,675	2,879,545

Governance and Corporate Services				
318428. Comms Projects	17,431	76,000	58,570	76,000
319400. Network Infrastructure	33,565	47,400	13,835	50,000
319402. Software	6,443	0	-6,443	6,443
319422. Plant & Equipment	44,540	0	-44,540	60,000
319428. Projects	18,394	40,110	21,716	18,394
320422. Plant & Equipment	1,230	30,300	29,070	26,230
368421. Building Renovations	1,517	1,000,000	998,483	100,000
368424. Furniture & Fittings - Other	6,557	0	-6,557	6,557
369421. Building Renovations	13,607	0	-13,607	13,607
369424. Furniture & Fittings - Other	397	2,108	1,711	1,397
408423. Vehicles	166,809	120,000	-46,809	166,809
	310,488	1,315,918	1,005,430	525,437
Planning and Regulatory				
334422. Plant & Equipment	5,202	50,000	44,798	10,000
335422. Signage	1,525	0	-1,525	1,525
	6,727	50,000	43,273	11,525
Roading				
3554211. Unsealed Road Metalling	227,299	700,000	472,701	700,000
3554212. Sealed Road Resurfacing	41,838	500,000	458,162	70,000
3554213. Drainage Renewal	32,893	90,000	57,107	270,000
3554214. Sealed Road Pavement Rehabilitation	16,577	130,000	113,423	20,000
3554215. Structures Component replacements bridges	5,368	30,000	24,632	30,000
3554216. Bridge & Structures Renewals	0	52,000	52,000	52,000
3554221. Environmental Renewals	3,947	24,500	20,553	24,500
3554222. Traffic Services Renewals	23,232	88,000	64,768	88,000
3554224. Cycle Path Renewal	4,680	465,500	460,820	10,000
3554225. Footpath Renewal	16,577	210,000	193,423	50,000
3554321. Streetlight LED Upgrade	11,678	726,667	714,990	250,000
3554341. Minor Improvements	409,047	1,052,936	643,889	700,000
355437. Car Parking Renewal	165,751	0	-165,751	165,751
354422. Plant & Equipment	0	20,000	20,000	20,000
355417. Rural Seal Extensions	0	12,000	12,000	12,000
	958,886	4,101,603	3,142,717	2,462,251
Storm water				
352404. Stormwater Reticulation	11,703	350,000	338,297	150,000
413442. Stormwater Mgmt Control (Flooding) - Alloway, Fairlie	0	25,000	25,000	0
413445. Realign/Replace Sloane St SW timber box culvert	0	34,670	34,670	0
	11,703	409,670	397,967	150,000

Tourism, Economic Development and Commercial				
403420. Land - Admin & Operating	65,186	25,000	-40,186	85,186
404422. Plant & Equipment	2,435	0	-2,435	2,435
405422. Plant and Equipment	2,695	0	-2,695	2,695
407400. Computer Equipment	0	112,220	112,220	0
	70,316	137,220	66,904	90,316
Wastewater				
350418. Sewer Reticulation - New	265	400,000	399,735	300,000
350419. Sewer Treatment - New	10,714	200,000	189,286	200,000
350427. Pump Station Renewal	0	300,000	300,000	300,000
411444. Upsize foul sewer - Fairlie Golf Course	0	35,000	35,000	0
411446. Rising Main Mackenzie Park to Twizel WWTP - Design	48,662	14,690	-33,972	48,662
411447. Rising Main Mackenzie Park to Twizel WWTP - Construct	120,832	990,000	869,168	120,832
411448. Lakeside WW pump station - Design/Construct	0	48,598	48,598	0
4114492. Deer Fence ponds - Tek, Fle	377	15,000	14,623	377
411452. Burkes Pass WWTP upgrade - install outlet flow meter	33,326	25,540	-7,786	33,326
411453. Burkes Pass WWTP upgrade - baffles	5,403	50,000	44,597	5,403
411458. WWTP monitoring equip - design & install	1,676	210,000	208,324	1,676
411461. WWTP Influent Screens Design - 3 Sites	28,342	22,525	-5,817	28,342
4114611. Connect Allandale Rd WW to Fairlie WW Network	0	45,000	45,000	0
	249,596	2,356,353	2,106,757	1,038,618
Water Supplies				
342404. Reticulation Extension	0	54,660	54,660	0
342427. Water Pump Stations	5,963	0	-5,963	6,000
347404. Water Reticulation	0	0	0	346,200
347406. Treatment	0	0	0	217,078
347427. Renewals	0	0	0	3,605
349404. Reticulation	2,618,635	8,321,928	5,703,293	8,500,000
349405. Water Head Works	52,466	0	-52,466	52,466
349406. Treatment - New	72,346	2,421,080	2,348,734	90,000
349407. Service Connections - Renewal	0	100,000	100,000	0
412441. Water Supply Mains Renewals	457,543	0	-457,543	457,543
412464. Water Metering Trial - Twizel (part) Install	2,862	322,753	319,891	2,862
412467. Potable Water Supply to remote properties - install new	0	175,000	175,000	0
	3,209,815	11,395,421	8,185,607	9,675,754
Vested Assets				
349403. Vested Assets	0	709,830	709,830	100,000
350403. Vested Assets	0	1,071,198	1,071,198	600,000
352403. Vested Assets	0	402,667	402,667	150,000
3554193. Vested Assets	0	697,698	697,698	400,000
	0	2,881,393	2,881,393	1,250,000

7. Investments – as at 31 March 2022

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
BNZ	General	18-Jan-2022	213	19-Aug-2022	1.60%	2,000,000
Westpac	General	26-Aug-2021	273	26-May-2022	1.40%	2,000,000
Westpac	General	18-Jan-2022	181	18-Jul-2022	1.60%	2,000,000
						10,418,756
Bonds						
China Construction Bank (NZ)				19-Jun-2023	4.005%	500,000
						500,000

Financial Performance

April 2022

Financial Performance

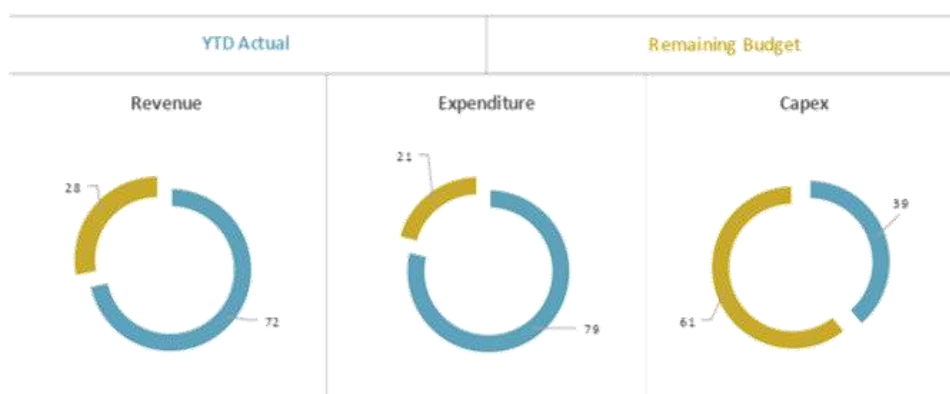
REVISION HISTORY

Date Created:	May 2022
Department:	Finance
Sponsor:	General Manager – Corporate Services
Approved by:	Chief Executive Officer
New Review Date:	June 2022



1. Financial Summary – as at 30 April 2022

YTD Actual % of FY Budget



Financial Position - Balances



Cashflow - Movements



2. Council Performance – as at 30 April 2022

	Actual	Year to Date		Full year	YTD Actual % of
	\$000's	Budget	Variance	Forecast	FY Forecast
		\$000's	\$000's	\$000's	
Operating Revenue					
Rates	10,232	10,246	(14)	12,390	83%
Subsidies and Grants	3,361	2,706	655	6,831	49%
Development and Financial Contributions	1,098	1,404	(306)	1,326	83%
Fees and Charges	1,415	1,497	(82)	1,908	74%
Interest Revenue	123	107	16	139	88%
Other Revenue	1,634	1,832	(198)	2,359	69%
Total Operating Revenue	17,863	17,792	71	24,953	72%
Operating Expenditure					
Personnel Costs	3,491	4,253	762	4,545	77%
Depreciation and amortisation expense	3,691	3,691	-	4,461	83%
Finance costs	-	51	51	13	0%
Other Expenses	13,081	12,665	(416)	16,510	79%
Total Operating Expenditure	20,263	20,660	397	25,529	79%
Operating Surplus/(Deficit)	(2,400)	(2,868)	468	(576)	
Capital Expenditure					
Community and Township Services	1,063	3,584	2,521	2,879	37%
Governance and Corporate Services	322	1,097	775	526	61%
Planning and Regulation	7	42	35	12	58%
Roading	1,023	3,418	2,395	2,462	42%
Stormwater	12	341	329	150	8%
Tourism, Economic Development and Commercial	80	114	34	90	89%
Wastewater	493	1,964	1,471	1,039	47%
Water Supplies	3,630	9,496	5,866	9,675	38%
Total Capital Expenditure	6,630	20,056	13,426	16,833	39%

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 - \$655,000 F

Reason for variance

Unbudgeted income of \$500,000 has been received for the Mayors Taskforce for Jobs funding.

The quarter four instalment of the Three Waters funding of \$1,664,236 has now been received, this had not been budgeted for.

Subsidies from Waka Kotahi for roading were budgeted at \$2,306,922 year to date. Actual income received is \$1,011,040. Subsidies are lower than budgeted due to lower capital expenditure to date, and timing of invoicing.

Grant funding for Destination Mackenzie was budgeted at \$384,166 year to date. \$185,967 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 - \$306,000 U

Reason for variance

Subdivision reserve contributions were budgeted at \$208,334 year to date. Actual subdivision contributions received is \$447,651.

Income from financial contributions for water, wastewater and stormwater were budgeted to be \$1,195,306 year to date. Actual income received from financial contributions is \$650,839.

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

Other revenue - \$198,000 U

Reason for variance

Income from cost recoveries in the Operations, Administration and District areas were budgeted at \$246,248, however these have yet to occur.

Timber sales were budgeted at \$865,290 year to date. Actual income received is \$735,572, as logging will not occur in Reserve 2359 this year.

Income from building consents was budgeted to be \$650,000 year to date. Actual income received is \$731,544.

The first instalment of funding for the kerbside collection bins of \$71,575 was received. (This should be transferred to Government Grants)

Unbudgeted income of \$36,063 was received from water connection fees.

Postal sales were budgeted at \$66,666. Actual postal income received is \$90,855.

Operating Expenditure

Personnel costs - \$762,000 F

Reason for variance

There are a number of vacancies throughout the Council. The favourable variance is offset by increased costs over budget in consultancy and contractors, specifically Corporate Services, Community Facilities and Regulatory.

Other Expenses - \$416,000 U

Reason for variance

There are a number of areas which have contributed to this unfavourable variance and further detail and explanations provided within the activity performance variance analysis. Contributing factors include the following:

- District Plan Review – consultants – under budget
- Building Control -contract inspection and processing – under budget
- Commercial – Destination Mackenzie consultancy – under budget
- Commercial – Forestry operations – over budget
- Corporate Services – consultants – over budget
- Information and Engagement – corporate planning support – over budget
- Roding – operational and maintenance – over budget
- 3 Waters reform projects – operational and maintenance – over budget

3. Activity Performance – as at 30 April 2022

	Year to Date			Full year	YTD Actual % of
	Actual	Budget	Variance	Budget	
	\$000's	\$000's	\$000's	Forecast	FY Budget
				\$000's	
Operating Revenue					
Community and Township Services	3,368	3,396	(28)	4,273	79%
Governance and Corporate Services	4,671	5,050	(379)	6,567	71%
Planning and Regulation	2,386	2,080	306	2,925	82%
Roading	2,026	3,307	(1,281)	3,769	54%
Stormwater	93	233	(140)	132	70%
Tourism, Economic Development and Commerce	975	663	312	1,848	53%
Wastewater	2,667	1,215	1,452	2,857	93%
Water Supplies	1,678	1,849	(171)	1,877	89%
Total Operating Revenue	17,864	17,793	71	24,248	74%
Operating Expenditure					
Community and Township Services	3,249	3,580	331	4,197	77%
Governance and Corporate Services	5,536	5,055	(481)	7,565	73%
Planning and Regulation	2,263	3,368	1,105	2,881	79%
Roading	3,696	3,600	(96)	4,574	81%
Stormwater	136	102	(34)	163	83%
Tourism, Economic Development and Commerce	1,567	1,037	(530)	2,030	77%
Wastewater	2,263	2,185	(78)	2,349	96%
Water Supplies	1,552	1,732	180	2,107	74%
Total Operating Expenditure	20,262	20,659	397	25,866	78%
Operating Surplus/(Deficit)	(2,398)	(2,866)	468	(1,618)	
Capital Expenditure					
Community and Township Services	1,063	3,584	2,521	2,879	37%
Governance and Corporate Services	322	1,097	775	526	61%
Planning and Regulation	7	42	35	12	58%
Roading	1,023	3,418	2,395	2,462	42%
Stormwater	12	341	329	150	8%
Tourism, Economic Development and Commerce	80	114	34	90	89%
Wastewater	493	1,964	1,471	1,039	47%
Water Supplies	3,630	9,496	5,866	9,675	38%
Total Capital Expenditure	6,630	20,056	13,426	16,833	39%

Detailed analysis and variance explanations are shown on the following pages for each activity

COMMUNITY AND TOWNSHIP SERVICES
Activity Performance as at 30 April 2022



	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Public Toilets	326	334	(8)	395	83%
Fairlie Medical Centre	17	17	-	21	81%
Cemeteries	102	87	15	119	86%
Pensioner Housing - Fairlie	46	46	-	60	77%
Pensioner Housing - Twizel	23	21	2	29	79%
District General	302	359	(57)	367	82%
Rural Works & Services	44	46	(2)	56	79%
Burkes Pass Village	14	14	-	17	82%
Albury Village	18	18	-	21	86%
Fairlie Township	195	219	(24)	334	58%
Tekapo Township	292	302	(10)	360	81%
Twizel Township	368	362	6	550	67%
Lake Opuha Reserve	9	15	(6)	11	82%
Fairlie Domain	18	19	(1)	22	82%
Other Reserves	108	108	-	108	100%
Albury Hall	6	7	(1)	7	86%
Mackenzie Community Centre	33	40	(7)	41	80%
Sherwood Downs Community Hall	6	6	-	7	86%
Tekapo Community Hall	21	28	(7)	25	84%
Twizel Community Centre	123	103	20	141	87%
Skipton Hall	-	-	-	-	0%
Fairlie Swimming Pool	129	129	-	154	84%
Twizel Swimming Pool	111	112	(1)	133	83%
Solid Waste	1,057	1,003	54	1,295	82%
Total Operating Revenue	3,368	3,395	(27)	4,273	99%
Operating Expenditure					
Public Toilets	278	336	58	350	79%
Fairlie Medical Centre	14	18	4	20	70%
Cemeteries	54	88	34	86	63%
Pensioner Housing - Fairlie	45	44	(1)	53	85%
Pensioner Housing - Twizel	22	22	-	26	85%
District General	484	362	(122)	517	94%
Rural Works & Services	33	46	13	63	52%
Burkes Pass Village	-	14	14	-	0%
Albury Village	-	18	18	-	0%
Fairlie Township	202	236	34	258	78%
Tekapo Township	282	320	38	357	79%
Twizel Township	353	436	83	457	77%
Lake Opuha Reserve	-	13	13	-	0%
Fairlie Domain	20	20	-	23	87%

Other Reserves	12	42	30	36	33%
Twizel Reserves	4	-	(4)	4	100%
Albury Hall	11	11	-	14	79%
Mackenzie Community Centre	81	62	(19)	93	87%
Sherwood Downs Community Hall	10	10	-	11	91%
Tekapo Community Hall	27	34	7	40	68%
Twizel Community Centre	240	151	(89)	253	95%
Skipton Hall	1	1	-	-	0%
Fairlie Swimming Pool	138	157	19	166	83%
Twizel Swimming Pool	126	137	11	153	82%
Solid Waste	813	1,003	190	1,217	67%
Total Operating Expenditure	3,250	3,581	331	4,197	91%
Operating Surplus/(Deficit)	118	(186)	(358)	76	
Capital Expenditure					
Public Toilets	313	1,595	1,282	1,769	18%
Cemeteries	1	13	12	10	10%
Pensioner Housing - Fairlie	-	11	11	5	0%
District General	29	-	(29)	29	100%
Fairlie Township	8	79	71	15	53%
Tekapo Township	256	437	181	306	84%
Twizel Township	193	544	351	330	58%
Albury Hall	2	-	(2)	2	100%
Mackenzie Community Centre	-	93	93	50	0%
Tekapo Community Hall	-	21	21	15	0%
Twizel Community Centre	92	287	195	130	71%
Fairlie Swimming Pool	8	188	180	25	32%
Twizel Swimming Pool	10	213	203	30	33%
Solid Waste	150	107	(43)	165	91%
Total Capital Expenditure	1,062	3,588	340	2,881	30%

Operating Expenditure

District General - \$122,000 U

Reason for variance

Operational and maintenance costs are currently under budget while the Recreational Facilities support function is currently contracted out and these costs were not included in the budget. Library contributions are currently above budget as these have been paid for the full year.

Administration expenses are less than budget as donations and grants paid out this year have been less than budgeted.

Solid Waste - \$190,000 F

Reason for variance

Internal charges are just above budget as motor vehicle expenses were incurred and had not been budgeted for.

Refuse collection contracts were budgeted to be \$801,770 year to date. Actual expenditure incurred is \$681,041. The April claim from the main contractor has not yet been costed. It has been included in May 2022 and accounts for approximately \$71,000.

Capital Expenditure



Public Toilets - \$1,282,000

Reason for variance

Expenditure on the Fairlie and Lake Pukaki public toilets were budgeted at \$1,488,334 year to date. Actual costs incurred are \$301,577. A request to carry funds into the next financial year will be made as both toilets are expected to be completed in October 2022.

Expenditure on other district toilets was budgeted at \$176,666 year to date. Actual costs incurred are \$11,413.

Tekapo Township - \$181,000

Reason for variance

Expenditure on the implementation of the Tekapo Township development plan was budgeted to be \$436,564 year to date. Actual expenditure incurred is \$256,415 and includes completed expenditure on the Barbara Hay and D'Archiac reserves upgrades, which will both be funded from the Land Subdivision Reserve, as well as costs for formation and surfacing of the path and landscaping around the Church of Good Shepherd.

Twizel Township - \$351,000

Reason for variance

Expenditure on the implementation of the Twizel Township development plan was budgeted to be \$352,296 year to date. Actual expenditure incurred is \$62,893 which includes a shared use path which will be funded from the Land Subdivision Reserve and other landscaping work.

Expenditure on Twizel community public amenity assets were budgeted at \$112,764 year to date. Actual costs incurred are \$22,990 and relates to design work for the ramp and steps to be installed in Twizel Market Place and project management costs.

Costs for the Lake Ruataniwha project are \$107,100 compared to the year to date budget of \$79,374 and just under the full year budgeted amount of \$95,250. The budgeted amount is Council's share of the project, with the remainder funded from the TIF fund.

Twizel Community Centre - \$195,000

Reason for variance

Expenditure on the Twizel community hall was budgeted at \$286,699 year to date. \$91,866 has been incurred. Forecasted expenditure to the end of the financial year is expected to be \$130,000.

Fairlie Swimming Pool - \$180,000

Reason for variance

Expenditure on the Strathconan swimming pool supplementary heating and upgrades were budgeted at \$226,000 year to date. \$8,479 of costs have been incurred. The contract for works has been let and materials ordered with work expected to be completed by September. A request to carry funds into the next financial year will be made.

Twizel Swimming Pool - \$203,000

Reason for variance

Expenditure on the Twizel swimming pool supplementary heating and upgrades were budgeted at \$212,500 year to date. Actual expenditure incurred is \$10,121. The contract for works has been let and materials ordered with work expected to be completed by September. A request to carry funds into the next financial year will be made.

GOVERNANCE AND CORPORATE SERVICES
Activity Performance as at 30 April 2022



	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Governance - General	545	560	(15)	672	81%
Governance - Twizel	11	11	-	13	85%
Governance - Tekapo	9	9	-	10	90%
Governance - Fairlie	9	9	-	10	90%
Chief Executive Officer	878	878	-	1,054	83%
People and Culture	252	252	-	302	83%
Corporate Services Management	473	473	-	568	83%
Finance	692	684	8	828	84%
Information and Engagement	470	470	-	564	83%
IT Support	641	641	-	769	83%
Administration	295	409	(114)	433	68%
Property and Commercial Management	97	97	-	117	83%
Operations Management	68	172	(104)	206	33%
Engineering Management	104	258	(154)	310	34%
Facilities Management	34	34	-	41	83%
Fairlie Building	195	195	-	234	83%
Twizel Building	65	65	-	78	83%
Plant	102	237	(135)	284	36%
Civil Defence	62	62	-	74	84%
Total Operating Revenue	5,002	5,516	(514)	6,567	91%
Operating Expenditure					
Governance - General	488	560	72	682	72%
Governance - Twizel	10	11	1	13	77%
Governance - Tekapo	8	9	1	10	80%
Governance - Fairlie	7	9	2	10	70%
Chief Executive Office	730	878	148	1,123	65%
People and Culture	97	252	155	164	59%
Corporate Services Management	407	473	66	501	81%
Finance	950	692	(258)	1,071	89%
Information and Engagement	828	470	(358)	960	86%
IT Support	582	641	59	669	87%
Administration	309	409	100	456	68%
Property and Commercial Management	1	97	96	4	25%
Operations Management	334	172	(162)	437	76%
Engineering Management	389	258	(131)	471	83%
Facilities Management	236	34	(202)	292	81%
Fairlie Building	161	202	41	233	69%

Twizel Building	61	66	5	73	84%
Plant	160	227	67	259	62%
Civil Defence	112	62	(50)	137	82%
Total Operating Expenditure	5,870	5,522	(348)	7,565	106%
Operating Surplus/(Deficit)	(868)	(6)	(166)	(998)	
Capital Expenditure					
Information and Engagement	20	63	43	76	26%
IT Support	111	73	(38)	135	82%
Fairlie Building	13	833	820	107	12%
Twizel Building	17	2	(15)	15	113%
Plant	152	100	(52)	167	91%
Civil Defence	10	7	(3)	26	38%
Total Capital Expenditure	323	1,078	755	526	30%

Operating Revenue

Administration (Customer Services) - \$114,000 U

Reason for variance

The budget had allowed for cost recoveries which have yet to occur. Budgeted income of \$50,000 had been included for LIMS, this income however shows under the Planning cost centre.

Operations Management - \$104,000 U

Reason for variance

The budget had allowed for cost recoveries which have yet to occur.

Engineering Management - \$154,000 U

Reason for variance

The budget had allowed for cost recoveries which have yet to occur.

Plant - \$135,000 U

Reason for variance

Income from internal plant hire was budgeted at \$236,811 year to date. Actual plant hire recovered is \$102,123. Motor vehicle use has been less than anticipated.

Operating Expenditure

Chief Executive Office - \$148,000 F

Reason for variance

Employment costs were budgeted at \$811,362 year to date. Actual expenditure is \$671,000. The budget included a number of positions that actual costs have been costed into other activities for transparency and correct reporting.

People and Culture - \$155,000 F

Reason for variance

Employment costs were budgeted at \$205,437 year to date. Actual expenditure is \$65,959. The budget included positions which as yet are still to be filled and Council's global staff training budget. Training opportunities have been

significantly impacted by Covid-19 with fewer programmes being available or offered via online means which although cheaper is often not as suitable.

Finance - \$258,000 U*Reason for variance*

Consultancy fees are significantly above budget year to date as extra resources were required to progress the Annual Report and the Long Term Plan. Consultants also were required to fill vacant positions. This is partly offset by the reduction in employment expenses.

Information and Engagement - \$358,000 U*Reason for variance*

Unbudgeted corporate planning consulting costs have been spent in order to progress the Annual Report and the Long Term Plan. Savings in subscriptions, publications and legislation partly offset this unfavourable variance.

Administration - \$100,000 F*Reason for variance*

Cost of goods for resale was budgeted at \$30,804, while actual expenditure is showing under the tourism cost centre. Employment costs were budgeted at \$269,305 while actual costs incurred were \$237,343, budget of \$15,418 was allowed for consultancy fees which have yet to be incurred.

Operations Management - \$162,000 U*Reason for variance*

Consultancy fees are significantly above budget year to date due to filling vacant management positions. Unfortunately there is no savings within employment expenses as the budget was included within the Chief Executive cost centre.

Engineering Management - \$131,000 U*Reason for variance*

Consultancy fees are significantly above budget year to date due to filling vacant positions. Employment expenses were budgeted at \$224,451 which actual costs to date were \$316,331 due to reclassification of positions into the Engineering cost centre.

Facilities Management - \$202,000 U*Reason for variance*






Consultancy fees are significantly above budget year to date due to filling vacant positions. Administration expenses are above budget as significant cost has been incurred on building assessments across the district (this is to be funded from the Real Estate Investment reserve).

Spending on the parks, trails, playground and toilet strategies has been incurred and not budgeted. This spending was approved by Council in the previous year.

Capital Expenditure**Fairlie Building - \$820,000***Reason for variance*

Building renovations on the Fairlie Council building were budgeted at \$833,334 year to date. \$13,061 has been incurred which includes the installation of an air conditioning curtain over the front door and glass screens for the reception counter. A request to carry funds into the next financial year will be made.

PLANNING AND REGULATORY Activity Performance as at 30 April 2022

	Year to Date			Full Year Reforecast \$000's	YTD Actual % of FY Forecast	
	Actual \$000's	Budget \$000's	Variance \$000's			
Operating Revenue						
Resource Planning	1,120	910	210 	1,392	80%	
Regulatory Management	90	90	-	108	83%	
Inspectorate	1,069	992	77	1,202	89%	
Animal Control	74	71	3	74	100%	
Health & Liquor Licensing	29	13	16	145	20%	
Responsible Camping	3	3	-	4	75%	
Total Operating Revenue	2,385	2,079	306	2,925	115%	
Operating Expenditure						
Resource Planning	863	1,494	631 	1,120	77%	
Regulatory Management	528	90	(438) 	492	107%	
Inspectorate	822	1,351	529 	1,075	76%	
Animal Control	17	60	43	37	46%	
Health & Liquor Licensing	24	121	97	145	17%	
Responsible Camping	10	253	243 	12	83%	
Total Operating Expenditure	2,264	3,369	1,105	2,881	67%	
Operating Surplus/(Deficit)	121	(1,290)	(799)	44		
Capital Expenditure						
Animal Control	6	42	36	10	60%	
Health & Liquor Licensing	2	-	(2)	2	100%	
Total Capital Expenditure	8	42	34	12	19%	

Operating Revenue

Resource Planning - \$210,000 F

Reason for variance

Other income is under budget as recoverable services has been significantly less than had been anticipated in the Resource Planning cost centre. Resource consent fees were higher than budgeted, and \$69,035 was received from LIMS which had not been budgeted for.

Reserve contributions are up on budget as they are dependent upon developer activity.

Operating Expenditure

Resource Planning - \$631,000 F

Reason for variance

Consultancy expenses are under budget as costs for the District Plan review are less than had been anticipated year to date.

Regulatory Management - \$438,000 U*Reason for variance*

Operational and maintenance costs are significantly above budget due to contracting out the management of the Regulatory function. This is partially offset by underspends in mileage and employment expenses.

Inspectorate - \$529,000 F*Reason for variance*




Internal charges are less than budgeted as motor vehicle charges have been less in building control due to contractors performing these duties.

Responsible Camping - \$243,000 F*Reason for variance*

Internal charges are less than budgeted as motor vehicle charges have been less due to camping ambassadors only started in December this year and finished at the end of February.

ROADING

Activity Performance as at 30 April 2022

	Year to Date			Full Year Reforecast \$000's	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's		
Operating Revenue					
Road Professional Services	331	410	(79)	412	80%
District Roding	1,695	2,896	(1,201) 	3,357	50%
Total Operating Revenue	2,026	3,306	(1,280)	3,769	61%
Operating Expenditure					
Road Professional Services	312	411	99	426	73%
District Roding	3,384	3,189	(195) 	4,148	82%
Total Operating Expenditure	3,696	3,600	(96)	4,574	103%
Operating Surplus/(Deficit)	(1,670)	(294)	(1,184)	(805)	
Capital Expenditure					
Road Professional Services	-	17	17	20	0%
District Roding	1,023	3,401	2,378 	2,442	42%
Total Capital Expenditure	1,023	3,418	2,395	2,462	30%

Operating Revenue

District Roding - \$1,201,000 U

Reason for variance

Other income is less than budget due to reduced activity, changing of maintenance contractor and late Long Term Plan adoption prolonging renewal programmes.

NZTA subsidies are less than budgeted as the March levies have yet to be invoiced, and the level of capital expenditure to date is significantly less than budgeted due to changing of maintenance contractor and late Long Term Plan adoption prolonging renewal and improvement programmes.

Operating Expenditure

District Roding - \$195,000 U

Reason for variance

Internal charges are under budget as motor vehicle charges have been less than anticipated due to LTP planning, auditing and sorting the maintenance contract. Travel has been joint and combined in vans organised externally or combined with contractors as part of joint inspections. Covid impacts and rules around travel have resulted in less travel to meetings given working remotely teams meetings, not mixing bubbles and within district more combined trips are made. Additional staff haven't been recruited as forecast as part of the LTP and this was reduced due to support from Waka Kotahi (NZTA) at the time therefore a second vehicle hasn't been required.

Unsealed pavement maintenance is just above budget due to increase cost and grading cycles due to increased use on our roads, hot dry weather complaints and lack of moisture. Significant works have been undertaken to achieve shape and rework material back onto the road as part of the new contract and to inspect all the roads since taking over and using new conditioning tools.

Drainage Maintenance/ Street cleaning is up on budget due to change in rates from the old to the new maintenance contract and works to date from events. This is likely to increase to the end of the financial year with leaf fall, winter debris, etc. Additional allowance has been made next year to allow for this increase. There is going to be an overspend in this area this financial year to maintain drainage infrastructure and avoid nuisance for customers and business and safety of users.

Cattlestops is now at the full years budget spend, it isn't likely there will be further expenditure in this space unless there is a failure or large event.

Environmental maintenance is above budget due to timing. Work on subsequent flood damage repairs is continuing, snow and continued climatic weather events i.e. high wind response/ clean up, debris, etc. With a high growth season this is also a factor that will continue to impact this work category with visibility and infrastructure being impeded and multiple growth cycles. There is likely to be some additional spends in this area with winter maintenance, potential snow fall, ice gritting and or heavy rain.

Traffic services maintenance is up on budget due to Sign damage, vandalism and theft, this is both intentional and unintentional. This includes replacement of delineation in the form of edge marker and culvert marker posts. We have also been transferring some of these to flexi steel to address seasonal/ weather issues and for markers regularly damaged. Replacing of defective signage & markings for expired life. This will try to be minimised until the end of the financial year but will need to be maintained and managed around safety. A night inspection of signage has just been undertaken across the district. Works and replacements will be programmed and prioritised from this inspection.

Emergency reinstatement/ emergency works costs have been incurred after the flooding in May with no additional local share funding meaning expenses currently being funded within our maintenance and LTP budgets. Works have been completed to date on Lochaber, Stoneleigh, Lilybank, Plantation roads and the Clayton Settlement bridge. Other repairs are still outstanding as we have changed maintenance contractor part way through works programme and/ or we are waiting for information from outside agency. Some of the larger more complex repairs require additional applications, consenting and planning to complete works. Repair works have been prioritised and some will likely be incorporated into future maintenance programmes.

Capital Expenditure

District Roding - \$2,378,000

Reason for variance

With the Long Term Plan adopted we will be able to proceed forward with renewal expenditure as well as having a new maintenance contractor in place. Planning and all faults programming is now complete. This work is being programmed to be worked through over the remaining months. The unsealed metalling programme is now finalised, and the culvert inspections have been completed across the district since our last report.

It is programmed to carry forward reseals and footpath renewals this year giving the changing of contractor and get economies of scale Year 2. Supply of bitumen is a contributing factor as well as our large capital works programme in the 3 waters area and the completion of the fibre install in our remaining two towns (Lake Takapo/ Tekapo & Fairlie). It is suggested pre-seal repairs are accelerated and drainage maintenance is completed to get ahead for next year so we can get an early start in spring next financial year. We have an overspend in emergency works/ reinstatement that resulted from the 31 May 2022 event. We also have a couple of overspends in other maintenance categories



which also need to be accounted for. We will subsidise these overspends in other areas given no additional local share is available.

Expenditure has been incurred on the Twizel long vehicle carpark. This was part of the Tourism infrastructure funding (TIF stage 4) to asphalt surface the carpark and cater for the stormwater. 60% of the cost will be reimbursed from Ministry of Business, Innovation and employment (MBIE) TIF funding.

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STORMWATER

Activity Performance as at 30 April 2022

	Year to Date			Full Year Reforecast \$000's	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's		
Operating Revenue					
Urban Stormwater	93	233	(140) 	132	70%
Total Operating Revenue	93	233	(140)	132	40%
Operating Expenditure					
Urban Stormwater	136	102	(34)	163	83%
Total Operating Expenditure	136	102	(34)	163	133%
Operating Surplus/(Deficit)	(43)	131	(106)	(31)	
Capital Expenditure					
Urban Stormwater	12	292	280 	150	8%
3 Waters Consultation	-	50	50	-	0%
Total Capital Expenditure	12	342	330	150	4%

Operating Revenue

Urban Stormwater - \$140,000 U

Reason for variance

Financial contributions have been minimal this year as these are dependent upon developers.

Capital Expenditure

Urban Stormwater - \$280,000

Reason for variance

Expenditure on stormwater reticulation was budgeted at \$291,666 year to date. Actual expenditure incurred is \$11,703.

Budget of \$49,726 has been allowed for two Fairlie stormwater projects as part of the Three water reform, these projects have yet to commence.

TOURISM, ECONOMIC DEVELOPMENT AND COMMERCIAL ACTIVITY
Activity Performance as at 30 April 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Investment	(300)	(319)	19	65	-464%
Depot - Tekapo	-	-	-	1	0%
Depot - Twizel	3	3	-	5	66%
Old Library Café	7	7	-	10	73%
Pukaki Airport	29	30	(1)	36	80%
Real Estate	131	83	48	139	95%
Plantation Reserves	(33)	97	(130) 	118	-28%
Twizel Visitor Centre	(12)	6	(18) 	(14)	85%
Tourism and Economic Development	963	371	592 	1,029	94%
Destination Mackenzie Project	186	384	(198) 	461	40%
Total Operating Revenue	974	662	312	1,848	147%
Operating Expenditure					
Investment	18	17	(1)	(27)	-67%
Depot - Tekapo	-	-	-	0	0%
Depot - Twizel	5	3	(2)	6	88%
Old Library Café	9	7	(2)	10	89%
Pukaki Airport	104	48	(56)	140	75%
Real Estate	113	100	(13)	168	67%
Plantation Reserves	236	102	(134) 	256	92%
Twizel Visitor Centre	8	6	(2)	9	90%
Tourism and Economic Development	809	371	(438) 	842	96%
Destination Mackenzie Project	265	384	119 	626	42%
Total Operating Expenditure	1,567	1,038	(529)	2,030	151%
Operating Surplus/(Deficit)	(593)	(376)	841	(182)	
Capital Expenditure					
Pukaki Airport	75	21	(54)	85	88%
Real Estate	2	-	(2)	2	82%
Plantation Reserves	3	-	(3)	3	111%
Tourism and Economic Development	-	94	94	-	0%
Total Capital Expenditure	80	115	94	90	70%

Operating Revenue

Plantations Reserves - \$130,000 U

Reason for variance

Timber sales are just under budget with 80% of the proceeds from the Woodburn plantation stand 15/2 received in March.

Tourism and Economic Development - \$438,000 F*Reason for variance*

\$500,000 has been received for Mayors Taskforce for Jobs funding. Other income is currently above budget due to postal revenues which had been budgeted for in Customer Services

Other income is currently above budget due to postal revenues which had been budgeted for in Customer Services.

Destination Mackenzie Project - \$198,000 U*Reason for variance*

Grant funding for Destination Mackenzie was budgeted at \$345,49 year to date. \$185,967 has been carried over from the previous year to cover the expenses incurred to date. No external grant monies have been received this year.

Operating Expenditure**Plantation Reserves - \$134,000 U***Reason for variance*

Operational and maintenance costs are up on budget due to overspends in forestry with tree purchases and planting of the Woodburn and Burkes Pass plantations, tree measurement work brought forward to 3rd quarter of 21/22 to allow for input to the ETS policy, and earthworks in the Strathallan and Woodburn plantations. Fencing was carried out in January in the Hamilton Road plantation.

Forestry measurers were employed to complete the 5 yearly tree measuring process; this task was brought forward from the 2022/23 financial year.

Tourism and Economic Development - \$438,000 U*Reason for variance*

Contributions to the Alps to Ocean trail is \$33,763 higher than budgeted, this being our contribution to the Interim Trail Manager.

Contributions to the South Canterbury Chamber of Commerce were underbudgeted this year with our Economic Business Support Services contract costing \$49,000, while only \$20,000 had been budgeted.

Employment expenses have been incurred for the Business Liason Officer which will mostly be funded by the Mayors Taskforce for Jobs funding.







\$326,233 has been paid out in respect of the Mayors Taskforce for Jobs. This expenditure is fully offset by the Mayors Taskforce for Jobs funding.

Destination Mackenzie Project - \$119,000 F*Reason for variance*

Consultancy expenses are significantly under budget due to the Destination Mackenzie project review of consultancy offering.

WASTEWATER

Activity Performance as at 30 April 2022

	Year to Date			Full Year	
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	YTD Actual % of FY Forecast
Operating Revenue					
Urban Sewerage	994	1,207	(213) 	1,183	84%
Eversley Sewerage	8	8	-	10	80%
3 Waters Reform Projects	1,664	-	1,664 	1,664	100%
Total Operating Revenue	2,666	1,215	1,451	2,857	219%
Operating Expenditure					
Urban Sewerage	729	2,132	1,403 	929	78%
3 Waters Reform Projects	1,534	52	(1,482) 	1,420	108%
Total Operating Expenditure	2,263	2,184	(79)	2,349	104%
Operating Surplus/(Deficit)	403	(969)	1,530	508	
Capital Expenditure					
Urban Sewerage	11	750	739 	800	1%
3 Waters Reform Projects	482	1,214	732 	239	202%
Total Capital Expenditure	493	1,964	1,471	1,039	25%

Operating Revenue

Urban Sewerage - \$213,000 U

Reason for variance

Other income is up on budget as disposal fees have increased.

Financial contributions are less than budgeted as these are dependent upon developer activity.

3 Waters Reform Projects - \$1,664,000 F

Reason for variance

Quarter 4 Instalment of the Three Waters Grant has now been received.

Operating Expenditure

Urban Sewerage - \$1,403,000 F

Reason for variance

Consultancy costs were budgeted at \$1,384,404 year to date and relate to 3 Waters Reform Projects. Actual expenditure on these projects has been coded to the 3 Waters Reform Project cost centre.

Consent monitoring fees have been higher than expected.

Contractor costs are up due to correction of issues found while carrying out CCTV work.

Administration expenses are just up on budget as rates were higher than had been budgeted.

3 Waters Reform Projects - \$1,482,000 U*Reason for variance*

Operational and maintenance expenses are up on budget as \$1,533,814 has been incurred in relation to the three waters reform projects with only \$52,268 included in the budget in this cost centre. All expenditure relating to 3 Waters Reform projects are funded from a Government Grant.

Capital Expenditure**Urban Sewerage - \$739,000***Reason for variance*

Expenditure on treatment and reticulation upgrades was budgeted at \$500,000 year to date. Actual expenditure incurred is \$10,978.

Expenditure on pump station renewals was budgeted at \$250,000 year to date. No costs have been incurred to date.

3 Waters Reform Projects - \$7324,000*Reason for variance*

Further work continues on the three waters projects which is funded from a Government grant. Extra funding has been approved by DIA to complete these projects.

WATER SUPPLIES

Activity Performance as at 30 April 2022

	Year to Date			Full Year	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	
Operating Revenue					
Allandale/Spur Road Water Supply	130	130	-	156	83%
Ashwick/Opuha Water Supply	3	7	(4)	8	38%
Kimbell Water Supply	1	-	1	1	100%
School Road Water Race	4	4	-	5	80%
Urban Water Supply	1,540	1,712	(172) 	1,877	82%
Total Operating Revenue	1,678	1,853	(175)	2,047	91%
Operating Expenditure					
Albury Water Supply	3	-	(3)	4	75%
Allandale/Spur Road Water Supply	136	168	32	171	80%
Ashwick/Opuha Water Supply	5	8	3	11	45%
School Road Water Race	8	4	(4)	10	80%
Urban Water Supply	1,103	1,556	453 	1,616	68%
3 Waters Reform Projects	297	-	(297) 	295	101%
Total Operating Expenditure	1,552	1,736	184	2,107	89%
Operating Surplus/(Deficit)	126	117	(359)	(60)	
Capital Expenditure					
Allandale/Spur Road Water Supply	6	46	40	6	100%
Downlands Water Supply	-	-	-	567	0%
Urban Water Supply	3,164	9,036	5,872 	8,642	37%
3 Waters Reform Projects	460	415	(45)	460	100%
Total Capital Expenditure	3,630	9,497	5,867	9,675	38%

Operating Revenue

Urban Water Supply - \$172,000 U

Reason for variance

Other income is greater than budget as water connection fees have been received and not budgeted for. Water meter income is just under the budget to date due to timing.

Financial contributions are less than budgeted as these are dependent upon developer activity.

Operating Expenditure

Urban Water Supply - \$453,000 F

Reason for variance

Consultancy costs were budgeted at \$434,272 year to date and relate to 3 Waters Reform Projects. Actual expenditure on these projects has been coded to the 3 Waters Reform Projects cost centre.

Quality monitoring costs were also just up on budget due to bacterial testing and additional water samples tested. Administration expenses are up on budget as insurance premiums have increased this year, and rates were higher than had been budgeted.

3 Waters Reform Projects - \$297,000 U

Reason for variance

Operational and maintenance expenses are up on budget as \$296,852 has been incurred in relation to the three waters reform projects. The budget for this expenditure has been included within Urban Water. All expenditure relating to 3 Waters Reform projects are funded from a Government Grant.

Capital Expenditure

Urban Water Supply - \$5,872,000

Reason for variance

Expenditure on reticulation upgrades and renewals was budgeted at \$6,934,940 year to date. Actual expenditure incurred is \$3,027,798. The Twizel Watermain renewals have been completed with work started on the Fairlie and Tekapo renewals.

Expenditure on treatment upgrades was budgeted at \$2,017,566 year to date. Actual expenditure incurred is \$135,807. Fairlie water treatment design and consultancy fees have been incurred, this work was budgeted for in the prior year.

Work continues on the 3 Waters consultation projects. Extra funding is to be received to cover further costs incurred.

4. Statement of Financial Position – as at 30 April 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
ASSETS		
Current assets		
Cash & Cash Equivalents	3,404	11,607
Receivables	(808)	3,331
Prepayments	10	84
Inventory	28	28
Financial assets current	11,419	9,459
Total current assets	14,053	24,509
Non_current assets		
Inventory term	558	558
Forestry investment	8,063	8,063
Intangible assets	882	882
Property plant & equipment	248,320	252,011
Financial assets Term	11,334	11,609
Capex Suspense	6,630	(25)
Investment Property	4,319	4,319
Total non_current assets	280,106	277,417
Total assets	294,159	301,926

LIABILITIES**Current liabilities**

Creditors and deferred revenue	1,904	7,176
Provisions current	5	5
Employee entitlements current	251	298

Total current liabilities	2,160	7,479
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Non-current liabilities

Provisions term	58	58
Employee entitlements term	31	31

Total non-current liabilities	89	89
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Total liabilities	2,249	7,568
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Net Assets	291,910	294,358
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EQUITY

RatePayers Equity	127,056	129,812
Reserves	164,854	164,546

Total equity	291,910	294,358
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5. Statement of Cash Flows – as at 30 April 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
OPERATING ACTIVITIES		
Revenue from Rates	11,429	11,158
Grants & Subsidies	3,361	4,164
Other Operating Funding	4,352	5,310
Financial & Development Contributions	1,098	1,006
Interest revenue	222	538
Suppliers, Services and Employees	(20,697)	(12,284)
Finance Costs	-	10
Net operating activities	(235)	9,902
INVESTING ACTIVITIES		
Purchase of Assets	(8,704)	(6,985)
Purchase of Investments	-	2,767
Proceeds Asset Sales	736	3,028
Net investing activities	(7,968)	(1,190)
FINANCING ACTIVITIES		
Net financing activities	-	-
Cash movement	(8,203)	8,712
Opening Balance 1st July	11,607	2,895
Closing Bank Balance	3,404	11,607

6. Detailed Capital Projects – as at 30 April 2022

Account	2021/22 YTD Actuals	2021/22 June YTD Budget	Variance to Full Year Budget 2021/22	Reforecast Full Year Budget
Grand Total	6,629,816	26,948,044	20,318,228	18,083,446
Community and Township Services				
353420. Resource Consent	2,800	10,000	7,200	10,000
353422. Plant and Equipment	147,696	118,500	(29,196)	155,000
361420. District Wide Projects	0	567	567	567
3614201. Pukaki Lookout Project	28,673	0	(28,673)	28,673
3654221. Fairlie Dump Station	7,931	95,000	87,069	15,000
366420. Implement of Development Plan	92,657	523,878	431,221	100,000
366440. Barbara Hay Reserve Upgrade	16,063	0	(16,063)	15,583
366442. D'Archiac Reserve Upgrade	142,443	0	(142,443)	175,000
366444. Church of the Good Shepherd Reserve Upgrade	5,252	0	(5,252)	15,000
367420. Implement of Development Plan	62,893	422,756	359,863	100,000
367421. Community Assets - Public Armt	22,990	135,316	112,326	135,316
3674211. Lake Ruataniwha project	107,100	95,250	(11,850)	95,250
378421. Buildings	1,870	0	(1,870)	0
379421. Community Assets - Buildings	0	38,842	38,842	30,000
379424. Furniture & Fittings - Other	0	72,940	72,940	20,000
381421. Community Assets - Buildings	0	20,000	20,000	10,000
381424. Furniture & Fittings	0	5,000	5,000	5,000
382421. Community Assets - Buildings	88,865	294,885	206,020	120,000
382424. Furniture & Fittings - Other	3,001	49,154	46,153	10,000
384422. Plant and Equipment	8,479	226,000	217,521	25,000
385421. Comm Asset - Public Amenities	9,683	250,000	240,317	25,000
385422. Plant and Equipment	439	5,000	4,561	5,000
386421. Buildings	11,413	212,000	200,587	50,000
3864211. Fairlie Public Toilets	143,793	736,000	592,207	736,000
3864212. Lake Pukaki Public Toilets	140,491	966,000	825,509	966,000
3864213. TIF Project Management	17,293	0	(17,293)	17,156
389420. Land Improvements	780	16,000	15,220	10,000
391421. Buildings - Housing	0	7,378	7,378	5,000
	1,062,605	4,300,466	3,237,861	2,879,545
Governance and Corporate Services				
318428. Comms Projects	19,633	76,000	56,367	76,000
319400. Network Infrastructure	34,641	47,400	12,759	50,000
319402. Software	6,443	0	(6,443)	6,443
319422. Plant & Equipment	51,072	0	(51,072)	60,000
319428. Projects	18,394	40,110	21,716	18,394
320422. Plant & Equipment	9,650	30,300	20,650	26,230
368421. Building Renovations	2,202	1,000,000	997,798	100,000
368424. Furniture & Fittings - Other	10,859	0	(10,859)	6,557
369421. Building Renovations	13,607	0	(13,607)	13,607
369424. Furniture & Fittings - Other	3,446	2,108	(1,338)	1,397
408423. Vehicles	152,027	120,000	(32,027)	166,809
	321,974	1,315,918	993,944	525,437

Planning and Regulation				
334422. Plant & Equipment	5,937	50,000	44,063	10,000
335422. Signage	1,525	0	(1,525)	1,525
	7,462	50,000	42,538	11,525
Roading				
354422. Plant & Equipment	0	20,000	20,000	20,000
355417. Rural Seal Extensions	0	12,000	12,000	12,000
3554211. Unsealed Road Metalling	258,672	700,000	441,328	700,000
3554212. Sealed Road Resurfacing	50,205	500,000	449,795	70,000
3554213. Drainage Renew al	40,579	90,000	49,421	270,000
3554214. Sealed Road Pavement Rehabilitation	19,893	130,000	110,107	20,000
3554215. Structures Component replacements bridges	6,441	30,000	23,559	30,000
3554216. Bridge & Structures Renew als	0	52,000	52,000	52,000
3554221. Environmental Renew als	4,736	24,500	19,764	24,500
3554222. Traffic Services Renew als	24,510	88,000	63,490	88,000
3554224. Cycle Path Renew al	4,680	465,500	460,820	10,000
3554225. Footpath Renew al	19,893	210,000	190,107	50,000
3554321. Streetlight LED Upgrade	11,678	726,667	714,989	250,000
3554341. Minor Improvements	416,274	1,052,936	636,662	700,000
355437. Car Parking Renew al	165,751	0	(165,751)	165,751
	1,023,312	4,101,603	3,078,291	2,462,251
Stormwater				
352404. Stormw ater Reticulation	11,703	350,000	338,297	150,000
413442. Stormw ater Mgmt Control (Flooding) - Alloway, Fairlie	0	25,000	25,000	0
413445. Realign/Replace Sloane St SW timber box culvert	0	34,670	34,670	0
	11,703	409,670	397,967	150,000
Tourism, Economic Development and Commercial				
403420. Land - Adm'n & Operating	74,679	25,000	(49,679)	85,186
404422. Plant & Equipment	2,435	0	(2,435)	2,435
405422. Plant and Equipment	2,695	0	(2,695)	2,695
407400. Computer Equipment	0	112,220	112,220	0
	79,809	137,220	57,411	90,316
Wastewater				
350418. Sewer Reticulation - New	265	400,000	399,735	300,000
350419. Sewer Treatment - New	10,714	200,000	189,286	200,000
350427. Pump Station Renew al	0	300,000	300,000	300,000
411444. Upsize foul sewer - Fairlie Golf Course	0	35,000	35,000	0
411446. Rising Main Mackenzie Park to Twizel WWTP - Design	48,662	14,690	(33,972)	48,662
411447. Rising Main Mackenzie Park to Twizel WWTP - Construct	354,689	990,000	635,311	120,832
411448. Lakeside WW pump station - Design/Construct	0	48,598	48,598	0
4114492. Deer Fence ponds - Tek, Fle	8,897	15,000	6,103	377
411452. Burkes Pass WWTP upgrade - install outlet flow meter	33,326	25,540	(7,786)	33,326
411453. Burkes Pass WWTP upgrade - baffles	5,839	50,000	44,161	5,403
411458. WWTP monitoring equip - design & install	1,676	210,000	208,324	1,676
411461. WWTP Influent Screens Design - 3 Sites	28,735	22,525	(6,210)	28,342
4114611. Connect Allandale Rd WW to Fairlie WW Network	0	45,000	45,000	0
	492,803	2,356,353	1,863,550	1,038,618

Water Supplies				
342404. Reticulation Extension	0	54,660	54,660	0
342427. Water Pump Stations	5,963	0	(5,963)	6,000
347404. Water Reticulation	0	0	0	346,200
347406. Treatment	0	0	0	217,078
347427. Renewals	0	0	0	3,605
349404. Reticulation	2,563,616	8,321,928	5,758,312	8,500,000
349405. Water Head Works	54,266	0	(54,266)	52,466
349406. Treatment - New	81,541	2,421,080	2,339,539	90,000
349407. Service Connections - Renewal	0	100,000	100,000	0
412441. Water Supply Mains Renewals	921,900	0	(921,900)	457,543
412464. Water Metering Trial - Twizel (part) Install	2,862	322,753	319,891	2,862
412467. Potable Water Supply to remote properties - install new	0	175,000	175,000	0
	3,630,148	11,395,421	7,765,273	9,675,754
Vested Assets				
349403. Vested Assets	0	709,830	709,830	100,000
350403. Vested Assets	0	1,071,198	1,071,198	600,000
352403. Vested Assets	0	402,667	402,667	150,000
3554193. Vested Assets	0	697,698	697,698	400,000
	0	2,881,393	2,881,393	1,250,000

7. Investments – as at 30 April 2022

Institution	Category	Start Date	Days	Maturity	Rate	Amount
Term Deposits						
BNZ	General	1-Apr-2022	214	8-Nov-2022	2.59%	1,000,000
BNZ	General	8-Apr-2022	185	10-Oct-2022	2.4%	2,000,000
BNZ	Pukaki Airport	21-Dec-2021	212	21-Jul-2022	1.53%	2,418,756
BNZ	General	18-Jan-2022	213	19-Aug-2022	1.60%	2,000,000
Westpac	General	26-Aug-2021	273	26-May-2022	1.40%	2,000,000
Westpac	General	18-Jan-2022	181	18-Jul-2022	1.60%	2,000,000
						11,418,756
Bonds						
China Construction Bank (NZ)				19-Jun-2023	4.005%	500,000
						500,000

6.3 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 March 2022 in the Council's Long Term Funds Portfolio (LTFP), the bond of \$275,000 held in Genesis Energy matured. At 31 March 2022 the Council only has one bond investment in place.

Council holds five term deposits, classified as longer term investment funds, as at 31 March 2022, with a total value of \$10.4 million and a weighted average yield of 1.50% - up from 1.39% as at 31 December 2021.

Investment Strategy

Since 2014 the Council has been investing in term deposits rather than in corporate bonds due to the yield advantage that term deposits provided. The two term deposits invested in during the March quarter provided a yield of 1.60%. This yield was exceeded by all corporate bonds benchmarked in the report, but as Bancorp Treasury have stated if the Council had invested in bonds over the last twelve months the Council would have been exposed to revaluation losses.

Policy Adherence

As at 31 March 2022, 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 March 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 during the period. The OCR now sits at 1.00% at 31 March 2022.

QUARTERLY TREASURY REPORT

FOR

MACKENZIE DISTRICT COUNCIL

FOR THE QUARTER ENDING 31 MARCH 2022



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

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1. FINANCIAL MARKETS OVERVIEW

1.1 GLOBAL OVERVIEW (FOR THE MARCH 2022 QUARTER)

Omicron was pushed off the front pages of global newspapers on 24 February with the Russian invasion of Ukraine and the consequent upward shift in oil prices to as much as USD130 per barrel (from ~ USD 85). Pre-existing concerns over inflation and global supply lines were further magnified by this conflict which is likely to have continuing significant effects on many key products such as oil, wheat and nickel. COVID-19's impacts are still considerable in China; its lockdown of Shanghai, with its population of 26 million people, is also impacting global supply lines.

The initial reaction from bond markets to the invasion was to push the US 10-year bond yield well below 2.00%, to as low as 1.68% at the start of March on safe-haven demand and to cut the expectations for US Federal Reserve ("Fed") hikes this year. Subsequently, in response to inflation data showing US headline inflation at a fresh 40 year high of 7.9%, the US 10-year bond yield traded above 2.20% for the first time since mid-2019 and finished the quarter at 2.40%, having been as high as 2.55%.

In reaction to the invasion of Ukraine, the S&P500 share index fell by 5.1% and was 14.5% below the all-time highs of 4,814 seen on 4 January. Subsequently, the US equity markets recovered somewhat as bargain hunters discounted the global impact of the conflict, with the S&P500 recovering around 10% from the late February lows. However, there remains a significant risk of intra-day swings on every new report from the war zone.

Concerns around inflation and a move away from the 'transitory' view of inflation saw the Fed deliver its first rate hike since 2018 in March, but it sent slightly mixed messages in its data forecasts. The Fed lowered its growth projections and upped its inflation forecasts but didn't see signs of wage inflation while expecting unemployment to drop to 3.5%. The Fed's dot plot endorsed market pricing, suggesting six further hikes this year.

The People's Bank of China ("PBoC") left its medium-term lending rate unchanged in March when the consensus was for a 5 to 10 basis point cut. However, recent data has been positive, with industrial production and retail sales numbers doubling expectations at 7.5% and 6.7% year to date, respectively. In saying this, these numbers were for February and didn't consider recent COVID-19 related lockdowns.

The release of the Reserve Bank of Australia minutes from the March meeting confirmed that the central bank is in no hurry to raise the cash rate stating that it is prepared to wait *"until actual inflation is sustainably within the 2 to 3 per cent target band"*. However, the market is increasingly sceptical of these views and is now pricing in multiple rate hikes.

1.2 NEW ZEALAND OVERVIEW (FOR THE MARCH 2022 QUARTER)

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
31 Dec 2021	0.75%	0.92%	2.17%	2.42%	2.55%	2.60%	2.64%
31 Mar 2022	1.00%	1.61%	3.29%	3.38%	3.39%	3.39%	3.38%
Change	+0.25%	+0.69%	+1.11%	+0.96%	+0.84%	+0.79%	+0.74%

In New Zealand, the market has continued to price in an aggressive response by the RBNZ to contain inflation. Current market pricing has the Official Cash Rate ("OCR") at 2.25% by July 2022, 3.00% by December 2022 and 3.50% by May 2023, while the 3-month bank bill rate is projected to reach 3.50% by December 2022 and 3.70% by June 2023. The Reserve Bank of New Zealand's ("RBNZ") projections for the OCR contained in the February *Monetary Policy Statement* have the OCR at 2.20% by December 2022 and 2.80% by June 2023. This very aggressive pricing, especially from the markets, is the result of expectations that the inflation rate, currently at 5.9%, will climb sharply with the RBNZ projecting it to increase to 6.6% in the March 2022 quarter, while one local bank sees it at 7.4% for the same period.

Undoubtedly, inflation will increase, driven primarily by the surge in fuel prices. This will necessitate sharp increases in the OCR, but whether current market pricing proves to be correct is doubted by some. As history shows, both central banks and the markets tend to move too far in easing and tightening expectations. At the same time, there are also concerns that New Zealand households will not be able to withstand the already considerable cost of living increases that flow from increasing mortgage rates, fuel and food costs etc.

Since January 2004, mortgage and personal debt levels have increased from around NZD100 billion to just under NZD350 billion currently, according to the RBNZ. To put that in perspective, the 3.25% increase in the OCR over the 2004 to 2007 tightening cycle would have implied a circa NZD3.3 billion transfer from consumption/savings to debt servicing. A move from 0.25% to 3.25% this cycle will mean a circa NZD10.5 billion impact, a 218% increase. As a comparison, since 2004, New Zealand's GDP has increased from circa NZD140.0 billion to NZD345.0 billion, a 142.8% increase.

Headwinds for the domestic economy include higher mortgage rates, a higher cost of living, supply shortages, the COVID-19 Omicron outbreak, the impact on consumer confidence that a cooling housing market will have and weak business confidence. This is before considering the potential longer-term impact of the Ukraine invasion. On the flip side, unemployment is at record lows and could fall further, and we are seeing signs of wage inflation. New Zealand's terms of trade remain robust, with dairy returns at record levels and border restrictions are being lifted.

Swap rates have lifted across the yield curve, driven by sharply higher inflation expectations in New Zealand and overseas. Over the March quarter, the 2 year swap increased from 2.17% to 3.29%, the 5 year swap from 2.55% to 3.38% and the 10 year swap from 2.64% to 3.38%. Whether rates can be sustained at these levels depends on future RBNZ monetary policy action; if the tightening cycle does not materialise to the extent that is currently projected, then rates may well decline.

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 31 March at which Mackenzie District Council ("MDC") could source debt from the Local Government Funding Agency ("LGFA"), based on it being a guaranteeing borrower which it is in the process of becoming.

Maturity	Margin	FRN (or CP) Rate	FRB
3 month CP	0.20%	1.80%	N/A
6 month CP	0.20%	2.37%	N/A
April 2023	0.43%	2.03%	3.16%
April 2024	0.46%	2.06%	3.73%
April 2025	0.53%	2.13%	3.90%
April 2026	0.62%	2.23%	4.05%
April 2027	0.69%	2.29%	4.08%
April 2028	0.75%	2.35%	4.17%
April 2029	0.77%	2.37%	4.21%
May 2031	0.81%	2.41%	4.23%
April 2033	0.93%	2.53%	4.31%
May 2035	1.00%	2.60%	4.42%
April 2037	1.04%	2.64%	4.47%

Margins for LGFA debt increased slightly during the quarter, as credit markets tightened up in response to the invasion of Ukraine. The yields for both CP and FRNs increased noticeably in line with the increase in the 3 month bank bill rate. The most pronounced increases however were in the yields for FRBs, which increased significantly following sharp rises in global bond yields and New Zealand swap rates. For example, the April 2026 bond yield rose from 3.12% to 4.05% and the May 2031 yield from 3.45% to 4.23%.

2. INVESTMENT MANAGEMENT

Below is a summary of the performance of MDC's Long Term Funds Portfolio ("LTFP") as at 31 March 2022

Mackenzie District Council									
Security	Maturity Date	Coupon	31-Dec-21 Nominal \$	Yield	Value \$	31-Mar-22 Nominal \$	Coupons 01/01 to 31/3	Yield	Value \$
China Construction	15-Jun-23	4.00	500,000	2.49	511,605	500,000	0	3.74	507,324

During the quarter there was one bond maturity, the \$275,000 holding of the Genesis Energy March 2022 maturity.

As at 31 March MDC had five Term Deposits ("TD"), details as follows, the two highlighted in bold were invested during the March quarter.

Bank	Amount	Term	Maturity	Rate
BNZ	\$2,000,000	224 days	07-Apr-22	1.37%
Westpac	\$2,000,000	273 days	26-May-22	1.40%
Westpac	\$2,000,000	181 days	18-Jul-22	1.60%
BNZ	\$2,418,755.51	212 days	21-Jul-22	1.53%
BNZ	\$2,000,000	213 days	19-Aug-22	1.60%
TOTAL	\$10,418,755.51			

As at 31 March the weighted average of the five TDs was 1.50%.

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 March 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 two TDs invested during the March quarter were both at a yield of 1.60%. This yield was exceeded by all 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 Investment Grade Corporate Bond Index which returned minus 5.11% for the twelve months to 31 March 2022.

Security	Maturity	Coupon	Rating	Yield
Bank of China (NZ)	17-Oct-22	4.09%	A	2.78%
Genesis	08-Mar-23	5.81%	BBB +	3.20%
BNZ	16-Nov-23	3.65%	AA-	3.63%
Chch Airport	24-May-24	4.13%	BBB +	3.85%
Chch City Holdings	27-Nov-24	3.58%	AA-	3.69%
Auckland Council	24-Mar-25	4.18%	AA	3.62%
Fonterra	14-Nov-25	4.13%	A-	4.08%
Housing NZ	05-Oct-26	2.25%	AA+	3.66%
Westpac	16-Feb-27	3.70%	AA-	4.28%

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.









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6.4 LOCAL GOVERNMENT FUNDING AGENCY (LGFA) GUARANTOR ACCESSION REPORT

Author: Paul Numan, General Manager Corporate Services

Authoriser: Angela Oosthuizen, Chief Executive

Attachments:

1. Signing Opinion to Mackenzie District Council [↓](#) 
2. Signing instructions for Council [↓](#) 
3. Accession Deed to Equity Commitment Deed - Mackenzie District Council v.2(62780115.1) [↓](#) 
4. Accession Deed to Guarantee and Indemnity - Mackenzie District Council v.2(62780116.1) [↓](#) 
5. CE Cert (accession documents) - Mackenzie District Council v.1(62780117.1) [↓](#) 
6. Security Stock Certificate (ECD)(62780784.1) [↓](#) 
7. SIC - Mackenzie District Council - Guarantor Accession(62780785.1) [↓](#) 
8. SSC (G'tee) - Mackenzie District Council - Guarantor Accession(62780787.1) [↓](#) 

PURPOSE OF REPORT

The purpose of this report is for the Mackenzie District Council (Council) to:

1. Approve the necessary documents required to be executed in order to become a guarantor member of the LGFA (the Documents); and
2. Delegate authority to the relevant person to execute the Documents.

The Documents to be signed are outlined in the attached appendix.

STAFF RECOMMENDATIONS

1. That Council receives the LGFA Guarantor Accession Report.
2. Approves the Council's entry into the Documents in relation to the Council's accession to the LGFA as a guarantor member.
3. Authorises any two of the Council's elected members to execute the following for the purposes of the above recommendations:
 - a. Accession Deed to Equity Commitment Deed; and
 - b. Accession Deed to Guarantee and Indemnity.
4. Delegates authority to the Chief Executive to execute the following documents for the purpose of the recommendation in (3) above:
 - a. Security Stock Certificate (in relation to the Equity Commitment Deed);
 - b. Security Stock Certificate (in relation to the Guarantee and Indemnity); and

c. Stock Issuance Certificate (relating to each of the above Security Stock Certificates).

5. Delegates authority to the Chief Executive to execute such other documents and take any other steps on behalf of the Council necessary to give effect to the above recommendations.

BACKGROUND

Council is currently a non-guaranteeing borrower from the LGFA. This status limits Council's total borrowings from the LGFA to \$20 million.

Our Long-Term Plan projections reflect a need for borrowing of more than the \$20 million LGFA non-guaranteeing limit.

The General Manager Corporate Services submitted a report to Council on 12 April 2022 entitled LGFA Joint and Several Guarantee Report - recommending that Council becomes a guaranteeing local authority.

Miles O'Connor from Bancorp was in attendance to speak to the report and answer Councillors' questions.

Following discussion Councillors passed the following resolutions;

RESOLUTION 2022/29

Moved: Cr Emily Bradbury

Seconded: Cr Matt Murphy

1. That Council receives the LGFA Joint and Several Guarantee report.

CARRIED

RESOLUTION 2022/30

Moved: Cr Murray Cox

Seconded: Deputy Mayor James Leslie

2. That Council becomes a guaranteeing local authority.
3. That Council approves utilising the services of Buddle Finlay to assist with the legal services required to facilitate the process for accession (joining as a guaranteeing local authority).

CARRIED

Cr Munro abstained.

To enable the legalising of the decision to become a guarantor authority management issued instructions to Buddle Findlay to act on behalf of Mackenzie District Council to prepare

documentation and liaise with Russell McVeagh, the LGFA's legal advisors, in order for Council to accede as an LGFA guarantor.

Buddle Findlay have been advised by Russell McVeagh (who act for the LGFA and have drafted the documents) that Council will sign the Documents at the 28 June Council meeting and following signing - the earliest date that Council can formally accede to the LGFA as guarantor is - Tuesday, 12 July 2022.

Buddle Findlay have provided the following documents;

1. A Signing opinion (letter dated 17 June 2022) which allows the documents provided to be signed.
2. A Schedule of documents for signing - noting the actual accession documents are to be signed in accordance with the signing instructions and are to be left undated given that either Buddle Findlay or Russell McVeagh will date on 12 July 2022.
3. The actual accession documents for signing are attached to this report and are printed out in hard copy for signing at the Council Meeting.

CONCLUSION

This report recommends that Council approve the necessary documents required to be executed in order to become a guarantor member of the LGFA and delegate authority to the relevant person to execute the Documents.

BUDDLE FINDLAY

17 June 2022

To

Mackenzie District Council
53 Main Street
Fairlie 7925

Attention: Paul Numan

From

Aaron Ni
Jan Etwell

By Email

paul.numan@mackenzie.govt.nz

Dear Paul

Mackenzie District Council's accession as guarantor to the LGFA - Signing Opinion

1. We refer to the following documents ("**Documents**") sent to you by email on 17 June 2022.
2. In relation to the Documents and the transactions evidenced by them in the Documents, we confirm:
 - (a) we have acted as legal advisers to you;
 - (b) the Documents are in the agreed form; and
 - (c) on this basis, in our opinion, the Documents are in order for execution by you.
3. The above is a signing opinion to allow the Documents to be signed by you. Once signed the Documents will become effective only upon satisfaction of the various conditions precedent required by the New Zealand Local Government Funding Agency Limited (the "**LGFA**"). We will confirm to you when that has happened.

Yours faithfully



Jan Etwell

Partner
Direct: 64 3 371 3514
Mobile: 64 21 655 604
Email: jan.etwell@buddlefindlay.com

Documents	Who signs	Where they sign	Number of copies
<p>Accession Deed to the Equity Commitment Deed</p> <p>All guaranteeing local authorities agree that under certain circumstances, in which the LGFA is distressed, they will contribute additional capital to the structure by subscribing for shares in the LGFA. Under this accession deed, Mackenzie District Council becomes a party to the Equity Commitment Deed and thereby also provides the above commitment to the LGFA.</p>	2 Elected Members	Page 2	2
<p>Accession Deed to Guarantee and Indemnity</p> <p>All guaranteeing local authorities provide a guarantee of the LGFA's debt under a deed of guarantee and indemnity. Under this accession deed, Mackenzie District Council becomes a party to the LGFA and thereby also provides this guarantee.</p>	2 Elected Members	Page 2	2
<p>Chief Executive Certificate</p> <p>In this certificate, the Chief Executive certifies certain things relating to the entry by Mackenzie District Council into the LGFA accession deeds and security stock documents (relating to the issue of security stock to LGFA and the LGFA security trustee). This certificate includes a certification for the purposes of section 118 of the Local Government Act 2002.</p>	Chief Executive	Page 2	2
<p>Security Stock Certificate – Equity Commitment Deed</p> <p>This is evidence that Mackenzie District Council has issued security stock to the LGFA under Mackenzie District Council's Debenture Trust Deed to secure obligations under the Equity Commitment Deed (and related accession deed).</p>	Chief Executive	Page 2	1
<p>Security Stock Certificate – Guarantee and Indemnity</p> <p>This is evidence that Mackenzie District Council has issued security stock to TEL Security Trustee (LGFA) Limited under Mackenzie District Council's Debenture Trust Deed to secure obligations under the Guarantee and Indemnity (and related accession deed).</p>	Chief Executive	Page 2	1

Documents	Who signs	Where they sign	Number of copies
Stock Issuance Certificate This certificate relates to the issuance of security stock by Mackenzie District Council under its Debenture Trust Deed and must be provided as part of the stock issuance process outlined in Mackenzie District Council's Debenture Trust Deed.	Chief Executive	Page 2	1



Accession Deed to Equity Commitment Deed

PARTIES

Mackenzie District Council

Additional Guarantor

New Zealand Local Government Funding Agency Limited
Company



DEED dated

2022

PARTIES

Mackenzie District Council

("Additional Guarantor")

New Zealand Local Government Funding Agency Limited

("Company")

INTRODUCTION

- A. Each of the Local Authorities listed in schedule 1 to this deed ("**Guarantors**") is (as at the date of this deed) party to an equity commitment deed with the Company ("**EC Deed**") dated 7 December 2011 (as amended and restated on 4 June 2015) (whether as a party to the original EC Deed or by becoming a party pursuant to a deed equivalent to this deed).
- B. The Additional Guarantor is to become a Guarantor under the EC Deed by entering into this deed.

COVENANTS

1. **Definitions:** In this deed, capitalised terms shall have the meanings given to them in the EC Deed unless they are defined in this deed.
2. **Deemed to be a Guarantor:** With effect from the date of this deed, the Additional Guarantor will be deemed to be named as a Guarantor under the EC Deed as if originally included and named in the EC Deed.
3. **Warranties and undertakings:** The Additional Guarantor makes the representations, warranties and undertakings in clause 6.1 and 6.2 of the EC Deed in relation to itself to the Company by reference to the facts and circumstances then existing (and as though each reference in clause 6.1 and 6.2 to Guarantor was to the Additional Guarantor).
4. **Implied provisions:** For the purposes of section 14 of the Property Law Act 2007, the Additional Guarantor acknowledges that this deed is, and for all purposes and at all times shall be construed as being, supplemental to the EC Deed.



5. **Address for notice:** The initial address, email address and contact person (if any) of the Additional Guarantor for the service of notices is:

Delivery Address: Mackenzie District Council
53 Main Street
Fairlie 7925

Attention: Sandra Hogg

Email: sandy.hogg@mackenzie.govt.nz

Postal Address: Mackenzie District Council
PO Box 52
Main Street
Fairlie 7949

6. **Governing law:** This deed shall be governed by, and construed in accordance with, the laws of New Zealand, and the parties hereby submit to the non-exclusive jurisdiction of the courts of New Zealand.
7. **No Crown guarantee:** The obligations and liabilities of the Additional Guarantor and Company under this deed and the EC Deed are not guaranteed by the Crown.
8. **Counterparts:** This deed may be signed in any number of counterparts, all of which together constitute one and the same instrument, and any of the parties may execute this deed by signing any such counterpart.

EXECUTED AS A DEED

Additional Guarantor

MACKENZIE DISTRICT COUNCIL by:

Signature of Elected Member

Signature of Elected Member

Name of Elected Member

Name of Elected Member



Company

**NEW ZEALAND LOCAL GOVERNMENT
FUNDING AGENCY LIMITED** by:

Signature of director

Signature of director

Name of director

Name of director



**SCHEDULE 1
EXISTING GUARANTORS**

1. Ashburton District Council
2. Auckland Council
3. Bay of Plenty Regional Council
4. Canterbury Regional Council
5. Carterton District Council
6. Central Hawke's Bay District Council
7. Central Otago District Council
8. Christchurch City Council
9. Clutha District Council
10. Far North District Council
11. Gisborne District Council
12. Gore District Council
13. Grey District Council
14. Hamilton City Council
15. Hastings District Council
16. Hauraki District Council
17. Hawke's Bay Regional Council
18. Horowhenua District Council
19. Hurunui District Council
20. Hutt City Council
21. Invercargill City Council
22. Kaipara District Council
23. Kapiti Coast District Council
24. Manawatu District Council
25. Manawatū-Whanganui Regional Council
26. Marlborough District Council
27. Masterton District Council
28. Matamata-Piako District Council
29. Napier City Council
30. Nelson City Council
31. New Plymouth District Council
32. Northland Regional Council
33. Otago Regional Council
34. Ōtorohanga District Council



35. Palmerston North City Council
36. Porirua City Council
37. Queenstown-Lakes District Council
38. Rotorua District Council
39. Ruapehu District Council
40. Selwyn District Council
41. South Taranaki District Council
42. South Waikato District Council
43. South Wairarapa District Council
44. Southland District Council
45. Stratford District Council
46. Taranaki Regional Council
47. Tararua District Council
48. Tasman District Council
49. Taupo District Council
50. Tauranga City Council
51. Thames-Coromandel District Council
52. Timaru District Council
53. Upper Hutt City Council
54. Waikato District Council
55. Waikato Regional Council
56. Waimakariri District Council
57. Waimate District Council
58. Waipa District Council
59. Waitaki District Council
60. Waitomo District Council
61. Wellington City Council
62. Wellington Regional Council
63. Western Bay of Plenty District Council
64. Westland District Council
65. Whakatane District Council
66. Whanganui District Council
67. Whangarei District Council



Accession Deed to Guarantee and Indemnity

PARTIES

Mackenzie District Council

Additional Guarantor

TEL Security Trustee (LGFA) Limited

Security Trustee



DEED dated

2022

GRANTED BY

Mackenzie District Council

("Additional Guarantor")

IN FAVOUR OF

TEL Security Trustee (LGFA) Limited

("Security Trustee")

INTRODUCTION

- A. Each of the Local Authorities listed in schedule 1 to this deed ("**Guarantors**") is (as at the date of this deed) party to a guarantee and indemnity ("**Guarantee**") dated 7 December 2011 (as amended and restated on 6 July 2020) in favour of the Security Trustee (whether as a party to the original Guarantee or by becoming a Guarantor pursuant to a deed equivalent to this deed).
- B. The Additional Guarantor is to become a Guarantor under the Guarantee by entering into this deed.

COVENANTS

1. **Definitions:** In this deed, capitalised terms shall have the meanings given to them in the Guarantee unless they are defined in this deed.
2. **Deemed to be a Guarantor:** With effect from the date of this deed, the Additional Guarantor will be deemed to be named as a Guarantor under the Guarantee as if originally included and named in the Guarantee.
3. **Guarantee:** The Additional Guarantor guarantees to the Security Trustee, for the benefit of the Guaranteed Creditors, the due payment or delivery by the Principal Debtor of the Principal Debt. The provisions of the Guarantee shall apply to the guarantee given by the Additional Guarantor under this deed in the same manner, and to the same extent, as if the same had (with all necessary modification) been set out in full in this deed.
4. **Representations and warranties:** The Additional Guarantor makes the representations and warranties in clause 9.1 of the Guarantee in relation to itself to the Security Trustee by reference to the facts and circumstances then existing (and as though each reference in clause 9.1 to Guarantor was to the Additional Guarantor and each reference to the Transaction Documents included this deed).
5. **Attorney:** The Additional Guarantor irrevocably appoints the Security Trustee and every officer of the Security Trustee, individually, to be the attorney of the Additional Guarantor ("**Attorney**") (with full power to delegate the Attorney's powers to any person for any period and to revoke any such delegation) to, on behalf of the Additional Guarantor, do anything which, in the Attorney's opinion, is desirable to protect the Security Trustee's or any other Guaranteed



Creditor's interests under this deed and/or the Guarantee, and the Additional Guarantor hereby ratifies anything done by the Attorney or any delegate in accordance with this clause 5.

6. **Implied provisions:** For the purposes of section 14 of the Property Law Act 2007, the Additional Guarantor acknowledges that this deed is, and for all purposes and at all times shall be construed as being, supplemental to the Guarantee.
7. **Address for notice:** The initial address, email address and contact person (if any) of the Additional Guarantor for the service of notices is:

Address: Mackenzie District Council
53 Main Street
Fairlie 7925

Attention: Sandra Hogg

Email: sandy.hogg@mackenzie.govt.nz

Postal Address: Mackenzie District Council
PO Box 52
Main Street
Fairlie 7949
8. **Governing law:** This deed shall be governed by, and construed in accordance with, the laws of New Zealand, and the parties hereby submit to the non-exclusive jurisdiction of the courts of New Zealand.
9. **No Crown guarantee:** The obligations and liabilities of the Additional Guarantor under this deed and the Guarantee are not guaranteed by the Crown.

EXECUTED AS A DEED

Additional Guarantor

MACKENZIE DISTRICT COUNCIL by:

Signature of Elected Member

Signature of Elected Member

Name of Elected Member

Name of Elected Member

**SCHEDULE 1
EXISTING GUARANTORS**

1. Ashburton District Council
2. Auckland Council
3. Bay of Plenty Regional Council
4. Canterbury Regional Council
5. Carterton District Council
6. Central Hawke's Bay District Council
7. Central Otago District Council
8. Christchurch City Council
9. Clutha District Council
10. Far North District Council
11. Gisborne District Council
12. Gore District Council
13. Grey District Council
14. Hamilton City Council
15. Hastings District Council
16. Hauraki District Council
17. Hawke's Bay Regional Council
18. Horowhenua District Council
19. Hurunui District Council
20. Hutt City Council
21. Invercargill City Council
22. Kaipara District Council
23. Kapiti Coast District Council
24. Manawatu District Council
25. Manawātū-Whanganui Regional Council
26. Marlborough District Council
27. Masterton District Council
28. Matamata-Piako District Council
29. Napier City Council
30. Nelson City Council
31. New Plymouth District Council
32. Northland Regional Council
33. Otago Regional Council
34. Ōtorohanga District Council
35. Palmerston North City Council
36. Porirua City Council



37. Queenstown-Lakes District Council
38. Rotorua District Council
39. Ruapehu District Council
40. Selwyn District Council
41. South Taranaki District Council
42. South Waikato District Council
43. South Wairarapa District Council
44. Southland District Council
45. Stratford District Council
46. Taranaki Regional Council
47. Tararua District Council
48. Tasman District Council
49. Taupo District Council
50. Tauranga City Council
51. Thames-Coromandel District Council
52. Timaru District Council
53. Upper Hutt City Council
54. Waikato District Council
55. Waikato Regional Council
56. Waimakariri District Council
57. Waimate District Council
58. Waipa District Council
59. Waitaki District Council
60. Waitomo District Council
61. Wellington City Council
62. Wellington Regional Council
63. Western Bay of Plenty District Council
64. Westland District Council
65. Whakatane District Council
66. Whanganui District Council
67. Whangarei District Council

CHIEF EXECUTIVE CERTIFICATE

I, Angela Oosthuizen, the Chief Executive of Mackenzie District Council ("**Council**") certify as follows:

1. RESOLUTIONS

1.1 The Council has, by all necessary resolutions duly passed ("**Resolutions**"):

- (a) approved the transactions contemplated by the documents referred to in the schedule to this certificate ("**Documents**"), or delegated sufficient authority to the person(s) who has approved those transactions to give that approval; and
- (b) authorised execution of the relevant Documents by the Council, or delegated sufficient authority to the person(s) who authorised execution of the Documents to give that authorisation.

1.2 The Resolutions remain in full force and effect.

2. COMPLIANCE WITH THE ACT

For the purposes of section 118 of the Local Government Act 2002 ("**Act**"), in entering into the Documents and performing its obligations under the Documents, and all other documentation contemplated by or entered into in connection with the Documents, the Council has complied with the Act.

3. DUE EXECUTION

The Documents have been properly executed by the Council.

4. ACCESSION DOCUMENTS

All necessary regulatory and statutory authorisations, consents, approvals and licences in relation to:

- (a) the Council's entry into the Documents; and
- (b) the issuance of Security Stock and Security Stock Certificates in respect of the Council's obligations under the Documents referred to at items 1 and 2 in the schedule to this certificate,

have been obtained and are current and satisfactory.

5. DEBENTURE TRUST DEED

5.1 The Debenture Trust Deed entered into between the Council and Trustees Executors Limited dated 21 December 2018 is in full force and effect. No amendments have been made to the Debenture Trust Deed since it was entered into.

This certificate is given by me in my capacity as Chief Executive of the Council in good faith on behalf of the Council and I shall have no personal liability in connection with the issuing of this certificate.

DATED: 2022

SIGNED:

Angela Oosthuizen
Chief Executive
Mackenzie District Council

SCHEDULE**"Documents"**

Words and expressions defined in the Multi-issuer Deed dated 7 December 2011 (as amended and restated on 6 July 2020) between New Zealand Local Government Funding Agency Limited and various local authorities ("**Multi-issuer Deed**") have the same meanings in this certificate.

1. Accession Deed to Equity Commitment Deed dated on or about the date of this certificate between the Council and New Zealand Local Government Funding Agency Limited and the Equity Commitment Deed (as amended and restated on 4 June 2015).
2. Accession Deed to Guarantee and Indemnity dated on or about the date of this certificate granted by the Council in favour of TEL Security Trustee (LGFA) Limited and the Guarantee (as amended and restated on 6 July 2020).
3. Security Stock Certificate in favour of New Zealand Local Government Funding Agency Limited in relation to the Council's obligations under the Accession Deed to Equity Commitment Deed and the Equity Commitment Deed.
4. Security Stock Certificate in favour of TEL Security Trustee (LGFA) Limited as Security Trustee in relation to the Council's obligations under the Accession Deed to Guarantee and Indemnity and the Guarantee.
5. Stock Issuance Certificate in respect of the issue of Security Stock evidenced by the above Security Stock Certificates.

SECURITY STOCK CERTIFICATE

Stock Certificate No: 2

MACKENZIE DISTRICT COUNCIL
(the **Council**)

Principal Office: Mackenzie District Council
53 Main Street
Fairlie, 7925

Stock Transfer Office: Link Market Services Limited
Level 30
PwC Tower
15 Customs Street West
AUCKLAND 1010
(the **Registrar** and **Paying Agent**)

Obligations under the Equity Commitment Deed and related Accession Deed

Security Stock Certificate

The Security Stock referred to in this Certificate is Security Stock constituted and secured by a debenture trust deed (**Trust Deed**) dated 21 December 2018 between the Council and Trustees Executors Limited and is issued with the benefit and subject to the provisions of the Trust Deed, the conditions endorsed on and/or otherwise applicable to such Stock and this Certificate, including the further conditions (included in the term **Conditions**).

THIS IS TO CERTIFY THAT

1. New Zealand Local Government Funding Agency Limited (**Holder**) will, upon registration of the Stock pursuant to the Trust Deed, be the registered Holder of Security Stock (**Stock**) in a nominal amount equal to the aggregate amount, from time to time, of the liabilities, advances and other accommodation or obligations referred to in clause 2 of this Certificate;
2. **SUBJECT** to the provisions of clause 3 of this Certificate, the Stock is issued by way of continuing security for the due payment and satisfaction to the Holder of all liabilities of the Council to the Holder in respect of:
 - (a) the Accession Deed to Equity Commitment Deed between the Council and the Holder dated on or about the date of this Certificate; and
 - (b) the Equity Commitment Deed between various local authorities and the Holder dated 7 December 2011 (as amended, supplemented or restated from time to time),

(each an **Agreement** and together the **Agreements**) whether incurred before or after the issue of the Stock and whether matured or not and whether incurred by the Council alone, or jointly, or jointly and severally with others and whether as principal or surety and whether absolute or contingent and shall include, but not by way of limitation, obligations and liabilities in respect of any indemnities granted by the Council pursuant to the Agreements;

3. **THE** Stock is issued on the special condition that at any date (**Relevant Date**) the Priority Total Amount relating to the Stock is not more than:
- (a) the lesser of:
 - (i) the aggregate amount (as finally determined) of all the liabilities, advances and other accommodation or obligations referred to in clause 2 of this Certificate at the Relevant Date, including capitalised interest owing at the Relevant Date but excluding any interest accrued pursuant to the terms of the Agreements and owing at the Relevant Date; and
 - (ii) the nominal amount of the Stock,
 (such lesser amount being referred to in this Certificate as the **Priority Principal Amount**); and
 - (b) as interest, all interest (for the avoidance of doubt excluding capitalised interest) accrued pursuant to the terms of the Agreements and payable to the Holder on the amount referred to in paragraph 3(a)(i) above (up to the Priority Principal Amount) but excluding any interest accrued pursuant to the Agreements which has been due and owing since a date more than six months prior to the Date of Enforcement,

AND upon any distribution of the money available to Stockholders pursuant to the provisions of clause 15 of the Trust Deed the Stock shall entitle the Holder to payment pari passu with the other Stockholders in respect only of their Priority Principal Amount together with interest calculated pursuant to the provisions of paragraph (b) above **PROVIDED ALWAYS** that any amounts owing to the Holder in respect of which this Stock is issued but which do not form part of the Priority Total Amount shall rank for payment subsequent to the Priority Total Amounts of the other Stockholders but pari passu with any amounts referred to in the equivalent to this proviso in Security Stock Certificates held by other Stockholders (and as consistent with clause 6.3.1(c) of the TrustDeed);

all in accordance with the Trust Deed (including the Conditions).

GIVEN by or on behalf of the Council this day of 2022

SIGNED for and on behalf of
MACKENZIE DISTRICT COUNCIL

Angela Oosthuizen
Chief Executive

Witness:

Signature of witness

Full name of witness

Occupation of witness

Address of witness

NOTES:

- (1) The Holder is entitled to the benefit of, is bound by, and is deemed to have notice of, all the provisions of the Trust Deed (including the Conditions) (which may be inspected at the Principal Office of the Council).
- (2) This Certificate must be surrendered to the Council or the Registrar before transfer of the whole or any part of the Stock can be registered.
- (3) All sums specified in this Certificate relate to New Zealand currency.
- (4) Words and expressions used in this Certificate and in the Conditions shall have the same definition as in the Trust Deed unless otherwise defined or the context otherwise requires.

CONDITIONS

1. **SUBJECT** as herein provided, the Holder of the Stock is entitled pari passu and rateably with the holders of all other Stock constituted by the Trust Deed to the benefit of, and is subject to, the provisions of the Trust Deed (including the Conditions).
2. **EVERY** Holder will be recognised by the Council, the Paying Agent and the Registrar as entitled to its Stock and to the Principal Money and interest payable thereon free from any equity, security interest, set-off or cross-claim or counter-claim between the Council and the original or any intermediate holder of the Stock (not being the Holder).
3. **THE** Stock may, to the same extent as the debts, liabilities, advances or other accommodation or obligations to which it relates, be transferred in accordance with the Trust Deed by an instrument in writing in the usual or common form, and the following provisions shall apply:
 - (a) every instrument of transfer must be executed by the transferor in the manner required by the Council or the Registrar or as required by the FMC Act and the transferor shall be deemed to remain the owner of the Stock until the name of the transferee is entered in the Register (as defined in the Trust Deed) in respect thereof;
 - (b) every instrument of transfer must be left at the registered office of the Registrar for registration accompanied by any Certificate in respect of the Stock to be transferred and such other evidence as the Council or the Registrar may require to prove the title of the transferor or its right to transfer the Stock. Upon being satisfied as to the due execution of the transfer, and the due compliance with the provisions of any Act relating to stamp duties, the Registrar will register the transfer in accordance with the Registrar and Paying Agency Agreement (as defined in the Trust Deed) and will recognise the transferee as the Holder entitled to the amount of Stock comprised in the transfer;
 - (c) all instruments of transfer which shall be registered will be retained by the Council or the Registrar, but any instrument of transfer which the Registrar may decline (on reasonable grounds) to register shall be returned to the person who has delivered the same together with the reasons for such non-registration;
 - (d) the Registrar shall not be obliged to, but may, register any transfer of Stock during the period between the Registrar's close of business on the Record Date immediately preceding the date for repayment of the Principal Money (or any part of the Principal Money) or payment of interest and the date for repayment of the Principal Money (or any part of the Principal Money) or payment of interest, or the period between the Registrar's close of business on the date 14 days before any meeting (inclusive of the date on which such meeting is held) of Holders is convened in accordance with the Trust Deed and the date of such meeting. For the purposes of these Conditions, **Record Date** means the tenth day before the relevant date for payment of any Principal and/or interest in respect of any Stock or, if such day is not a business day then such day as determined by the Paying Agent in accordance with its usual practice;
 - (e) no fee shall be charged by the Council for the registration of a transfer;
 - (f) the Council, the Trustee, the Paying Agent and the Registrar will recognise only the Holder as the absolute owner thereof and, except as ordered by a court of competent jurisdiction or by statute, shall not be bound to take notice or see to the execution of any trust whether express, implied or constructive to which any Stock may be subject. The receipt of such Holder, or in the case of joint Holders

the receipt of any of them, of the Principal Money and the interest from time to time accruing due in respect thereof or for any other money payable in respect thereof, or the compliance with the payment directions of the Holders or any one of joint Holders, shall be a good discharge to the Council, the Trustee, the Paying Agent or to the Registrar, as the case may be, notwithstanding any notice it may have whether express or otherwise of the right, title, interest (including security interest) or claim of any other person to or in respect of such Stock, interest or money. No notice of any trust express, implied or constructive, nor of any security interest, shall be entered on the Register in respect of any Stock,

provided that the requirements for transfer in paragraphs (b), (c) and (d) shall not apply to the extent that the Council and the Registrar agree a different method of transfer either with the Trustee or, in respect of a particular transfer, with the relevant transferor and transferee.

STOCK ISSUANCE CERTIFICATE

I, Angela Oosthuizen, the Chief Executive of Mackenzie District Council (the **Council**) hereby certify that:

1. the issue of Security Stock (represented by two separate Security Stock Certificates dated on or about the date of this certificate), with, in each case, a nominal amount equal to the aggregate amount, from time to time, of the liabilities, advances and other accommodation or obligations referred to in the Stock Certificate for the relevant Stock (together, the **New Stock**) under the terms of the Debenture Trust Deed dated 21 December 2018 (the **Trust Deed**) has been duly authorised by the Council, or has been authorised by a person or persons within the delegated authorities approved by the Council;

2. as at the date of this certificate (but prior to the issuance of the New Stock if it is to be issued on the date of this certificate) the total nominal amount of Stock issued and outstanding under the Trust Deed (showing separately the respective total nominal amounts) is as follows:

(i)	Debenture Stock of:	\$0
(ii)	Security Stock (issued with a fixed nominal amount) of:	\$0

together with:

(iii)	Security Stock (issued with a floating nominal amount), ¹ which as at 2022 (being no more than 5 business days before the date of this certificate) amounted to:	\$0 [plus accrued interest]
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3. no Enforcement Event has occurred and remains unremedied;
4. for the purposes of section 115(3) of the Act, the loans or obligations secured by the New Stock have been raised for the benefit of all of the Council's district;
5. for the purposes of section 118 of the Act, the Council has complied with the Act in entering into and the performance of its obligations under the Trust Deed, the Registrar and Paying Agency Agreement and all other obligations entered into by the Council in connection with the Council's borrowing and granting security under the Trust Deed, including in respect of the New Stock.

This Certificate is given by me as Chief Executive of the Council in good faith on behalf of the Council and I shall have no personal liability in connection with the issuing of this Certificate.

¹ Council LGFA existing borrowing \$0.

Unless otherwise defined or the context otherwise requires, terms with a defined meaning in the Trust Deed shall have the same meaning where used in this Certificate.

Dated: 2022

Angela Oosthuizen
Chief Executive
Mackenzie District Council

Stock Certificate No: 3

MACKENZIE DISTRICT COUNCIL
(the **Council**)

Principal Office: Mackenzie District Council
53 Main Street
Fairlie 7925

Stock Transfer Office: Link Market Services Limited
Level 30
PwC Tower
15 Customs Street West
AUCKLAND 1010
(the **Registrar** and **Paying Agent**)

Obligations under the Guarantee and Indemnity and related Accession Deed

Security Stock Certificate

The Security Stock referred to in this Certificate is Security Stock constituted and secured by a debenture trust deed (**Trust Deed**) dated 21 December 2018 between the Council and Trustees Executors Limited and is issued with the benefit and subject to the provisions of the Trust Deed, the conditions endorsed on and/or otherwise applicable to such Stock and this Certificate, including the further conditions (included in the term **Conditions**).

THIS IS TO CERTIFY THAT

1. TEL Security Trustee (LGFA) Limited (**Holder**) will, upon registration of the Stock pursuant to the Trust Deed, be the registered Holder of Security Stock (**Stock**) in a nominal amount equal to the aggregate amount, from time to time, of the liabilities, advances and other accommodation or obligations referred to in clause 2 of this Certificate;
2. **SUBJECT** to the provisions of clause 3 of this Certificate, the Stock is issued by way of continuing security for the due payment and satisfaction to the Holder of all liabilities of the Council to the Holder in respect of:
 - (a) the Accession Deed to Guarantee and Indemnity granted by the Council in favour of the Holder dated on or about the date of this Certificate; and
 - (b) the Guarantee and Indemnity granted by various local authorities in favour of the Holder (for the benefit of any Guaranteed Creditor as defined in the Guarantee and Indemnity) dated 7 December 2011 (as amended, supplemented or restated from time to time),

(each an **Agreement** and together the **Agreements**) whether incurred before or after the issue of the Stock and whether matured or not and whether incurred by the Council alone, or jointly, or jointly and severally with others and whether as principal or surety and whether absolute or contingent and shall include, but not by way of limitation,

obligations and liabilities in respect of any indemnities granted by the Council pursuant to the Agreements;

3. **THE** Stock is issued on the special condition that at any date (**Relevant Date**) the Priority Total Amount relating to the Stock is not more than:
- (a) the lesser of:
- (i) the aggregate amount (as finally determined) of all the liabilities, advances and other accommodation or obligations referred to in clause 2 of this Certificate at the Relevant Date, including capitalised interest owing at the Relevant Date but excluding any interest accrued pursuant to the terms of the Agreements and owing at the Relevant Date; and
- (ii) the nominal amount of the Stock,
- (such lesser amount being referred to in this Certificate as the **Priority Principal Amount**); and
- (b) as interest, all interest (for the avoidance of doubt excluding capitalised interest) accrued pursuant to the terms of the Agreements and payable to the Holder on the amount referred to in paragraph 3(a)(i) above (up to the Priority Principal Amount) but excluding any interest accrued pursuant to the Agreements which has been due and owing since a date more than six months prior to the Date of Enforcement.

AND upon any distribution of the money available to Stockholders pursuant to the provisions of clause 15 of the Trust Deed the Stock shall entitle the Holder to payment *pari passu* with the other Stockholders in respect only of their Priority Principal Amount together with interest calculated pursuant to the provisions of paragraph (b) above **PROVIDED ALWAYS** that any amounts owing to the Holder in respect of which this Stock is issued but which do not form part of the Priority Total Amount shall rank for payment subsequent to the Priority Total Amounts of the other Stockholders but *pari passu* with any amounts referred to in the equivalent to this proviso in Security Stock Certificates held by other Stockholders (and as consistent with clause 6.3.1(c) of the Trust Deed);

all in accordance with the Trust Deed (including the Conditions).

GIVEN by or on behalf of the Council this day of 2022

SIGNED for and on behalf of
MACKENZIE DISTRICT COUNCIL

Angela Oosthuizen
Chief Executive

Witness:

Signature of witness

Full name of witness

Occupation of witness

Address of witness

NOTES:

- (1) The Holder is entitled to the benefit of, is bound by, and is deemed to have notice of, all the provisions of the Trust Deed (including the Conditions) (which may be inspected at the Principal Office of the Council).
- (2) This Certificate must be surrendered to the Council or the Registrar before transfer of the whole or any part of the Stock can be registered.
- (3) Words and expressions used in this Certificate and in the Conditions shall have the same definition as in the Trust Deed unless otherwise defined or the context otherwise requires.

CONDITIONS

1. **SUBJECT** as herein provided, the Holder of the Stock is entitled *pari passu* and rateably with the holders of all other Stock constituted by the Trust Deed to the benefit of, and is subject to, the provisions of the Trust Deed (including the Conditions).
2. **EVERY** Holder will be recognised by the Council, the Paying Agent and the Registrar as entitled to its Stock and to the Principal Money and interest payable thereon free from any equity, security interest, set-off or cross-claim or counter-claim between the Council and the original or any intermediate holder of the Stock (not being the Holder).
3. **THE** Stock may, to the same extent as the debts, liabilities, advances or other accommodation or obligations to which it relates, be transferred in accordance with the Trust Deed by an instrument in writing in the usual or common form, and the following provisions shall apply:
 - (a) every instrument of transfer must be executed by the transferor in the manner required by the Council or the Registrar or as required by the FMC Act and the transferor shall be deemed to remain the owner of the Stock until the name of the transferee is entered in the Register (as defined in the Trust Deed) in respect thereof;
 - (b) every instrument of transfer must be left at the registered office of the Registrar for registration accompanied by any Certificate in respect of the Stock to be transferred and such other evidence as the Council or the Registrar may require to prove the title of the transferor or its right to transfer the Stock. Upon being satisfied as to the due execution of the transfer, and the due compliance with the provisions of any Act relating to stamp duties, the Registrar will register the transfer in accordance with the Registrar and Paying Agency Agreement (as defined in the Trust Deed) and will recognise the transferee as the Holder entitled to the amount of Stock comprised in the transfer;
 - (c) all instruments of transfer which shall be registered will be retained by the Council or the Registrar, but any instrument of transfer which the Registrar may decline (on reasonable grounds) to register shall be returned to the person who has delivered the same together with the reasons for such non-registration;
 - (d) the Registrar shall not be obliged to, but may, register any transfer of Stock during the period between the Registrar's close of business on the Record Date immediately preceding the date for repayment of the Principal Money (or any part of the Principal Money) or payment of interest and the date for repayment of the Principal Money (or any part of the Principal Money) or payment of interest, or the period between the Registrar's close of business on the date 14 days before any meeting (inclusive of the date on which such meeting is held) of Holders is convened in accordance with the Trust Deed and the date of such meeting. For the purposes of these Conditions, **Record Date** means the tenth day before the relevant date for payment of any Principal and/or interest in respect of any Stock or, if such day is not a business day then such day as determined by the Paying Agent in accordance with its usual practice;
 - (e) no fee shall be charged by the Council for the registration of a transfer;
 - (f) the Council, the Trustee, the Paying Agent and the Registrar will recognise only the Holder as the absolute owner thereof and, except as ordered by a court of competent jurisdiction or by statute, shall not be bound to take notice or see to the execution of any trust whether express, implied or constructive to which any Stock may be subject. The receipt of such Holder, or in the case of joint Holders

the receipt of any of them, of the Principal Money and the interest from time to time accruing due in respect thereof or for any other money payable in respect thereof, or the compliance with the payment directions of the Holders or any one of joint Holders, shall be a good discharge to the Council, the Trustee, the Paying Agent or to the Registrar, as the case may be, notwithstanding any notice it may have whether express or otherwise of the right, title, interest (including security interest) or claim of any other person to or in respect of such Stock, interest or money. No notice of any trust express, implied or constructive, nor of any security interest, shall be entered on the Register in respect of any Stock,

provided that the requirements for transfer in paragraphs (b), (c) and (d) shall not apply to the extent that the Council and the Registrar agree a different method of transfer either with the Trustee or, in respect of a particular transfer, with the relevant transferor and transferee.

6.5 ANNUAL PLAN 2022/23 FOR COUNCIL ADOPTION

Author: Paul Numan, General Manager Corporate Services

Authoriser: Angela Oosthuizen, Chief Executive

Attachments: 1. Annual Plan 2022/23 (under separate cover) 

Council Role:

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

PURPOSE OF REPORT

The purpose of this report is for Council to adopt the 2022-2023 Annual Plan pursuant to section 95(1) of the Local Government Act 2002.

STAFF RECOMMENDATIONS

1. That the Council receives this report and attachment.
2. That the Council notes that the Audit and Risk Committee recommended on 21 June 2022 that Council adopts the 22/23 Annual Plan at the Council meeting on 28 June 2022.
3. That pursuant to section 95(1) of the Local Government Act 2002, the Council adopts the 2022/23 Annual Plan.
4. That the Council agrees that the Chief Executive be delegated authority to make minor editorial changes to the Annual Plan 2022-2023 prior to publication.
5. That Council informs the public and key stakeholders of the adoption of the Annual Plan 2022/23 and its contents.

EXECUTIVE SUMMARY

The Long-Term Plan 2021-2031 (LTP) was adopted by Council on 14 December 2021. This lays out Council's strategic intent and direction for the 10 years from 2021-2031. The Plan brings together information about how the Council will work towards its strategic direction including community outcomes and wellbeing through the provision of its activities. It is the blueprint for the delivery of our services over the next ten years.

Consultation is not required for the draft Annual Plan 2022-2023 (DAP) as it aligns with the direction set in the LTP. Council has previously agreed to providing information to the Community on the DAP.

The second year of the Long-Term Plan 2021-2031 forecast 17.3% rates increase. The Council has resolved to reduce the rates increase to 17%. This lower-than-forecast rate increase is due to the Council looking at its proposed work programmes and prioritising work in order to still meet its obligations to the community as a responsible manager as well as to maintain infrastructure services to a level that the community expects.

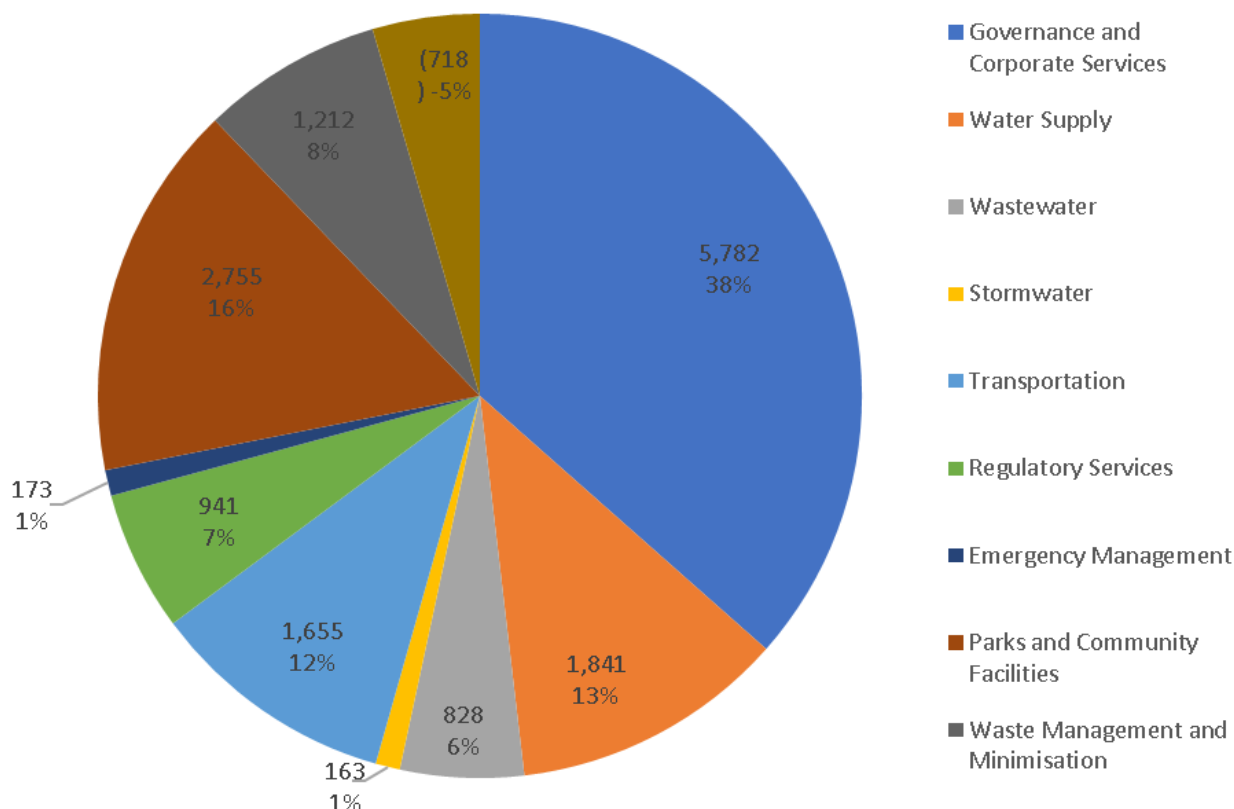
Council's 2022/23 Operating Revenue is \$26.9 million compared to \$26.7 million in the corresponding LTP forecast. The variance of \$228,000 is primarily driven by increases in the Roding subsidy from Waka Kotahi (NZTA) of \$270,000.

Operating Expenditure has also increased to \$24.5 million from the LTP forecast of \$23.6 million. This change reflects increased Personnel Costs of \$357,000 and Other Expenses of \$732,000 to ensure Council has the capacity to deliver our core services and upgrades on schedule; offset by decreases in Finance Costs and Depreciation/Amortisation expenses \$53,000 due to the timing and re-budgeting of capital projects and loan drawdowns.

The result is a net Operating Surplus of \$2.4 million compared to the LTP forecast of \$3.1 million.

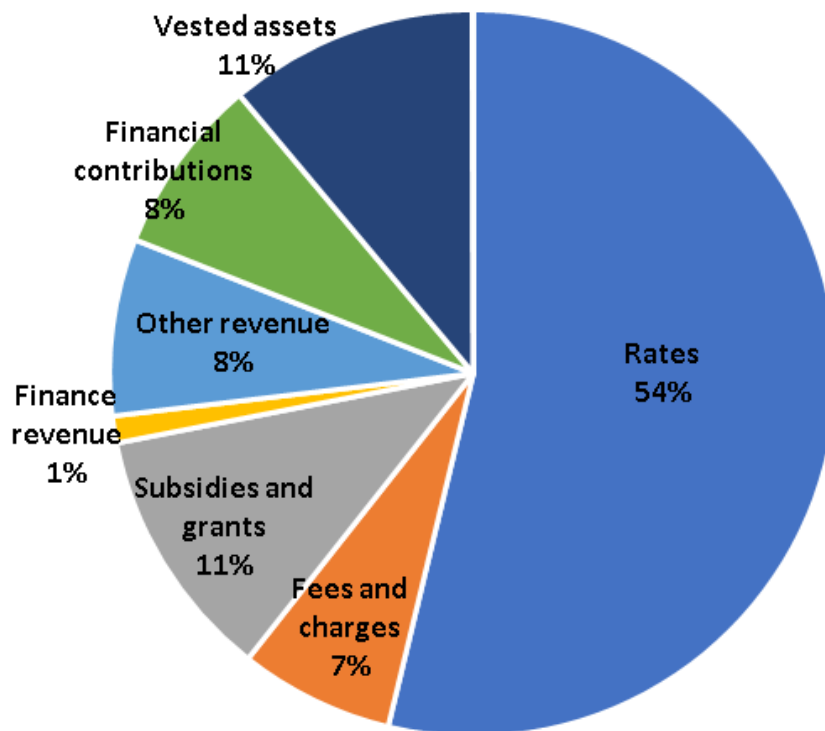
Council's Financial Position is budgeted to remain strong at the end of the financial year. Net Assets are forecast at \$316.3 million which is \$108,000 lower than LTP projections. The re-scheduling of capital projects has driven the main variances which are lower balances for Cash and Short-term Investment \$4.7 million; offset by increased Property, Plant & Equipment \$2.7 million, and reduced Borrowings \$2.7 million.

Share of Rates



Where does Council's money come from?

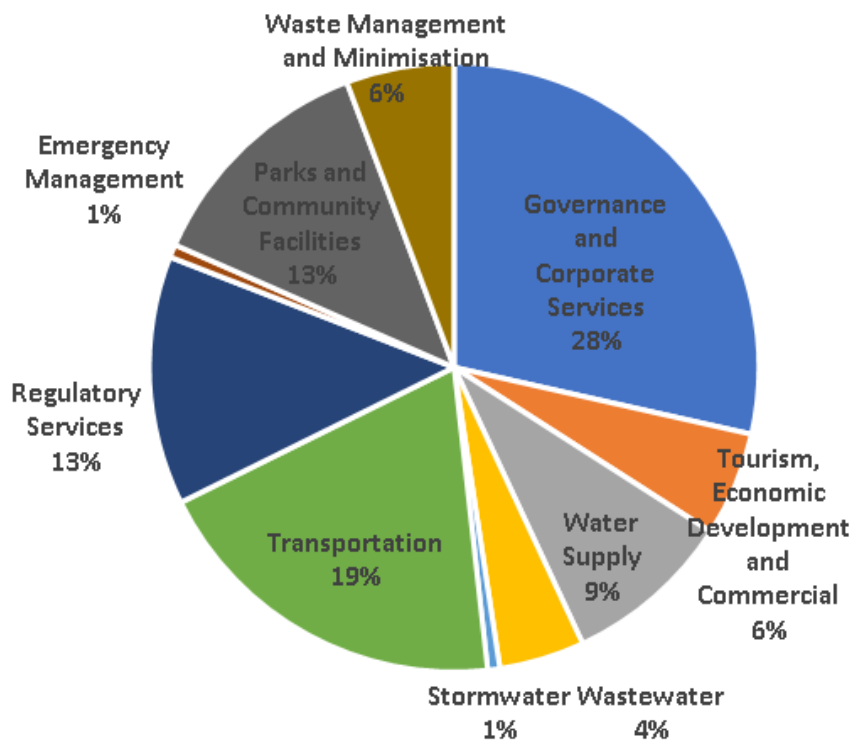
Expenditure is paid for from a mix of rates, fees, interest and dividends on Council's investments, and external sources such as financial assistance from government agencies. The graph shows where the money will come from in 2022/23.



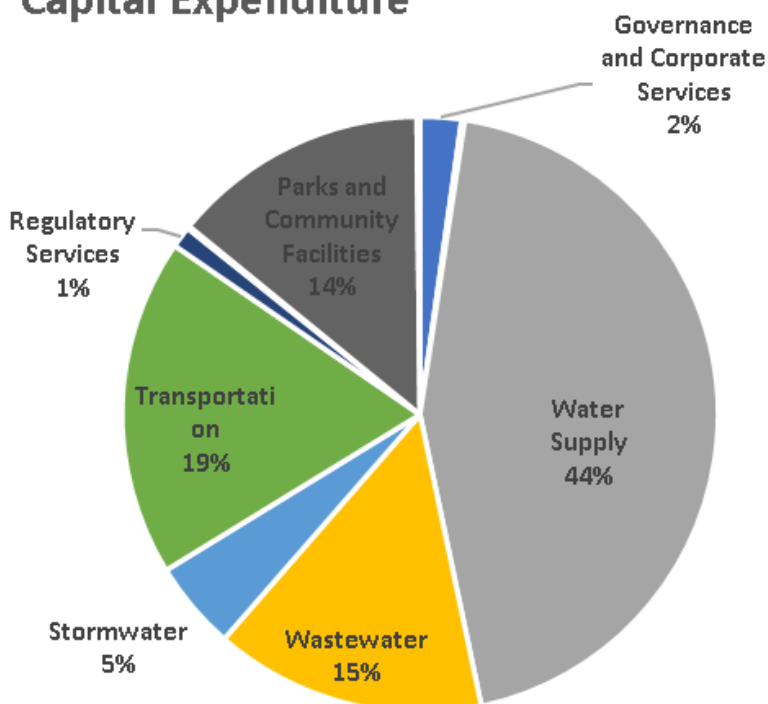
What does council spend money on?

The following graphs show what the Council will be spending during the year – both operating expenditure for the day to day running of services and facilities as well as capital expenditure to improve services and facilities.

Operating Expenditure



Capital Expenditure



OVERVIEW**High level Plan for the Draft Annual Plan 2022-23**

Dates		Process	Status
1 November 2021	29 November 2021	LTP model transferred to Magiq Performance and Budget model for 2022-2023 initialised in Magiq	Complete
10 November 2021		Draft Annual Plan Timetable to Executive	
30 November 2021	24 December 2021	Budget Training and Budget Templates available for managers and draft budgets completed	Complete
14 January 2022		Budgets to Executive for review	Complete
20 January 2022		Executive meeting to review draft budgets	
24 January 2022	28 January 2022	Budget collation, indicative rates and variance analysis (significant or material) Pre-engagement with Community Boards for potential community projects, Albury Water Supply and Downlands Water Supply for draft budgets	Complete
8 February 2022		Council Workshop - draft budgets	Complete
9 February 2022	25 February 2022	Required changes to budgets made and final draft rates modelling with variance analysis	Complete
15 March 2022		Council Workshop – revised budgets and confirmation of rates impacts and variances from LTP Year 2	Complete
15 March 2022	14 April 2022	Draft Annual Plan preparation	Complete
11 April 2022		Twizel Community Board – budgets presented (info only)	Complete
13 April 2022		Tekapo Community Board – budgets presented (info only)	Complete
14 April 2022		Fairlie Community Board – budgets presented (info only)	Complete
19 April 2022		Draft Annual Plan – workshop on information excluding financials	Complete
15 March 2022	28 April 2022	Preparation of final financials including rating definitions, sample rates etc.	Complete
19 April 2022	28 April 2022	Annual Plan Preparation post Council workshop	Complete
19 April 2022	28 April 2022	CE and Mayor introduction to Annual Plan prepared	Complete
17 May 2022		Draft Annual Plan – adoption by Council	Adopted
18 May 2022	8 June 2022	Information to Community with annual plan summary	Complete
18 May 2022	8 June 2022	QA Review of Annual Plan	Complete
8 June 2022		Circulate final draft Annual Plan to Councillors	Complete
15 June 2022	19 June 2022	Prepare media release, website, Facebook, adverts in Accessible/Update/Tekapo Scene	Complete
21 June 2022		Annual Plan for review by Audit and Risk	Complete
28 June 2022		Council meeting – adopt Annual Plan, Rates resolution	Today
28 June 2022		Circulate AP, website, media release	
30 June 2022		Send to Statutory parties	

Funding our Future - why Rates have to increase?

1. Adequately fund the required levels of service in township maintenance to meet community and visitor expectations
2. Tackle a capital and operational maintenance programme that includes road safety improvements, maintains accreditation for building control, maintains council property to required building standards and to ensure we meet legislative requirements for services such as management of swimming pools and animal control
3. Resource appropriately so we can deliver key projects with short timelines set by Central Government
4. Fund compliance requirements for the Fairlie Council Building and the Twizel Events Centre to ensure we provide safe and resilient facilities for our residents to use
5. Begin a complete review of the Mackenzie District Plan
6. Address additional Central Government requirements, particularly new Drinking Water Standards requiring higher service levels in terms of treatment
7. Increased associated costs (depreciation and interest payments) for increased capital expenditure

The 2022-2023 Budget process

When budget holders first entered their 2022-2023 budgets prior to Executive review the rates increase was initially indicated to be significantly higher over the 2021-2022 year and above the Year 2 LTP.

Budget holders were asked to re-look at their budgets and with Executive input the increase was reduced which was presented to the first council workshop.

From that workshop further reductions have been made that now has the draft rates increase at 17%.

The rates increase is in line with the Year 2 LTP – a small savings of 0.3%

With reductions made by budget holders and the Executive no level of service in any Council activity has been reduced.

2022-2023 Major Projects**Three Waters**

Water Supplies Reticulation \$1,621,000 - Includes the installation of universal water metering of connected properties to urban water supplies. Includes renewals – refurbishment, replacement of pipes and facilities equipment.

Water Supplies Treatment new \$4,919,000 - Includes the Fairlie Water Treatment Plant upgrade and storage.

Sewer Reticulation \$258,750 - Includes renewals – refurbishment, replacement of pipes and facilities equipment.

Sewer Treatment new \$517,500 - Disposal of effluent for the Tekapo Treatment Plant – investigate, consider resolution options, updating resource consents and implement and construct option.

Sewer Inlet Screens \$600,000 - Installation of inlet screens in Fairlie, Tekapo and Twizel.

Stormwater Reticulation \$414,000 - Includes renewals – refurbishment, replacement of stormwater assets

Parks and Community Facilities

District Wide Projects \$200,000 - Includes the implementation of Trail Strategy actions

Tekapo Township Development Plan \$205,000 - Implementation of the development plan.

Tekapo Playground Upgrades \$330,000 - Strategy projects including the upgrade of the Lakeside Drive playground and the design phase of the Tekapo Domain playground.

Lake Ruataniwha \$666,250 - Upgrade of the Lake Ruataniwha reserve.

Twizel Community Centre – Buildings \$257,000 - Improvements including – upgrading of the kitchen, recladding of the gym, replacement of the sprung hall floor and construction of additional storage areas.

Public Toilets \$274,000 - Includes the upgrade of A2O Trail toilets in Jollies carpark and the relocation of Pattersons Pond toilets.

Fairlie Swimming Pool Renewals \$177,000 - Includes the renewal and upgrade to the filtration and treatment system, accessible ramps and steps, fire exit door and chemical storage shed.

Regulatory Services

District Plan Review \$768,750 - To meet the cost of the District Plan Review.

Affordability of Rates

Affordability of rates is a key consideration of Council. The proposed rates rise equates to the following average increases per week per household:

Type	Actual 2021/22	New Capital Value	Proposed 2022/23	Rates Change	Rates Change Weekly
Fairlie - Mid Value Section	1,297.50	140,000	1,502.38	204.88	3.94
Fairlie - Low Value House	1,893.34	205,000	2,203.41	310.07	5.96
Fairlie - Mid Value House	2,308.05	350,000	2,683.34	375.29	7.22
Fairlie - High Value House	3,108.87	630,000	3,610.09	501.22	9.64
Fairlie - Commercial Mid Value	3,270.17	530,000	3,796.01	525.84	10.11
Fairlie - Commercial High Value	5,379.40	1,130,000	6,253.87	874.47	16.82
Fairlie - Accommodation Mid Value	2,327.48	290,000	2,659.45	331.97	6.38
Fairlie - Accommodation High Value	3,946.13	750,000	4,459.09	512.96	9.86
Fairlie - Secondary Mid Value	2,311.70	315,000	2,704.01	392.31	7.54
Fairlie - Secondary High Value	3,699.11	750,000	4,332.30	633.19	12.18
Tekapo - Mid Value Section	1,734.25	500,000	1,969.61	235.36	4.53
Tekapo - Low Value House	2,144.19	500,000	2,455.50	311.31	5.99
Tekapo - Mid Value House	2,640.53	860,000	3,022.77	382.24	7.35
Tekapo - High Value House	5,453.16	2,900,000	6,237.33	784.17	15.08
Tekapo - Commercial Mid Value	8,389.18	3,360,000	9,705.20	1,316.02	25.31
Tekapo - Commercial High Value	18,783.10	8,470,000	21,176.94	2,993.84	46.04
Tekapo - Accommodation Mid Value	3,186.67	850,000	3,519.08	332.41	6.39
Tekapo - Accommodation High Value	18,712.15	8,470,000	20,116.87	1,404.72	27.01
Tekapo - Secondary Mid Value	2,735.89	750,000	3,174.47	438.58	8.43
Tekapo - Secondary High Value	3,760.75	1,350,000	4,379.96	619.21	11.91
Twizel - Mid Value Section	1,314.76	265,000	1,505.43	190.67	3.67
Twizel - Low Value House	1,880.16	365,000	2,168.92	288.76	5.55
Twizel - Mid Value House	2,090.03	500,000	2,408.69	318.66	6.13
Twizel - High Value House	3,333.71	1,300,000	3,829.53	495.82	9.54

Twizel - Commercial Mid Value	3,644.73	1,010,000	4,208.95	564.22	10.85
Twizel - Commercial Mid Value	9,191.59	3,520,000	10,641.24	1,449.65	27.88
Twizel - Accommodation Mid Value	2,972.73	750,000	3,304.52	331.79	6.38
Twizel - Accommodation High Value	20,812.20	8,810,000	22,475.02	1,662.82	31.98
Twizel - Secondary Mid Value	2,725.70	750,000	3,177.74	452.04	8.69
Twizel - Secondary High Value	3,761.88	1,350,000	4,392.92	631.04	12.14
Rural - Low Value Township Section	369.28	50,000	414.33	45.05	0.87
Rural - Low Value Township House	800.55	175,000	932.27	131.72	2.53
Rural - Lifestyle Low Value	1,055.63	660,000	1,210.76	155.13	2.98
Rural - Lifestyle Mid Value	1,100.64	700,000	1,262.99	162.35	3.12
Rural - Lifestyle High Value	1,359.43	930,000	1,563.28	203.85	3.92
Farm Low Value – Sheep and Beef	1,370.69	940,000	1,576.34	205.65	3.95
Farm Mid Value – Sheep and Beef	5,179.42	4,325,000	5,995.90	816.48	15.70
Farm Mid Value - Dairy	9,629.50	8,280,000	11,159.66	1,530.16	29.43
Farm High Value – Cropping	16,628.12	14,500,000	19,280.67	2,652.55	51.01
Farm High Value – Sheep and Beef	21,466.39	18,800,000	24,894.88	3,428.49	65.93
Rural - Secondary Mid Value	1,403.92	750,000	1,653.31	249.39	4.80
Rural - Secondary High Value	2,203.92	1,300,000	2,609.76	405.84	7.80

Annual Plan Disclosure Statement

What is the purpose of this statement?

The purpose of this statement is to disclose the Council's planned financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations) Section 101.

Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Benchmark Quantified Limit	Planned	Met
Rates affordability benchmark	Total rates increase will be less than 9.00% plus inflation (LGCI)	17%	No
Debt affordability benchmark	Net debt to total revenue will not exceed 1.75	1.30	Yes
Balanced budget benchmark	100%	89%	No
Essential services benchmark	100%	268%	Yes
Debt servicing benchmark	10%	1%	Yes

1. Rates affordability benchmark

The Council meets the rates affordability benchmark if its planned rates increases equal or are less than its quantified limit on rates increases.

2. Debt affordability benchmark

The Council meets the debt affordability benchmark if its planned borrowing is within its quantified limit on borrowing.

3. Balanced budget benchmark

The Council meets the balanced budget benchmark if its planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant or equipment) equals or is greater

than its operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant or equipment).

4. Essential services benchmark

The Council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

5. Debt servicing benchmark

The council meets the debt servicing benchmark if its planned borrowing costs equals or is less than 10% of its planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant or equipment).

SIGNIFICANCE OF DECISION

The Annual Plan is, in itself, of high significance as this contains the Council's budget for 2022/23, including its forecast financial, capital programme, operational plans and rates.

Consultation is not required, as this DAP aligns with the direction set in the LTP. Council has previously agreed to providing the Community with information on the DAP.

While formal engagement is not required, it is still important for Council to communicate with residents about the progress being made on the LTP and the work planned for the year ahead.

Post adoption of the draft annual plan on 17 May 2022 - communication with the community was undertaken with the distribution of an Annual Plan Summary document on the Council website and key sites around the District. Elected members and Community Board members were also provided with copies.

CONSIDERATIONS

Legal

The most relevant legislation includes the Local Government Act 2002, Local Government (Rating) Act 2002 and the Rating Valuations Act 1998. The documents referenced in this report have been prepared to meet the legislative requirements.

Under Section 95(2A) of the Local Government Act 2002, if the proposed Annual Plan does not include significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates then Councils can choose not to formally consult.

Council's Significance and Engagement Policy:

- sets out the general approach Council will take to determine the significance of proposals and decisions relating to issues, assets or other matters; and
- provides clarity about how and when communities can expect to be engaged in decisions about different matters depending on the degree of significance Council and its communities attach to those matters.

This policy explains Council's approach to determining the significance or materiality of a decision and lists the thresholds, criteria and procedures that Council and its community will use in the assessment.

A decision about budgets, assets and other matters is significant if it will mean a material departure from existing policy. A difference or variation is material if it could, itself or in combination with

other differences, influence the decisions or assessments of those reading or responding to the engagement document.

Decisions made affecting the Annual Plan are not considered a material departure from our Long Term Plan 2021-2031.

Next Steps

The Annual Plan is attached as Appendix 1. If there are any late changes required to the documents, officers recommend that authority is delegated to Chief Executive to make minor editorial changes prior to the Annual Plan being published.

CONCLUSION

The Council is requested to adopt the Annual Plan 2022/23.

6.6 CARRY FORWARDS 2020/21 TO 2021/22

Author: Sandy Hogg, Manager - Finance

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: Nil

PURPOSE OF REPORT

The purpose of this report is for Council to confirm operating and capital carry forwards from 2020/21 into 2021/22 Financial year.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council confirms the carry forward of the following budgets from 2020/21 into 2021/22:
 - (a) Civil Defence – Plant and Equipment: \$5,800
 - (b) Civil Defence – Covid Recovery: \$181,300
 - (c) Ashwick/Opuha Water Supply – Community Assets – Water: \$51,000
 - (d) Fairlie Township – Playground Upgrade: \$13,672
 - (e) Fairlie Township – Township Projects: \$32,901
 - (f) Fairlie Township – Community Board Grants: \$1,087
 - (g) Tekapo Township – Community Board Grants: \$1,207
 - (h) Tekapo Township – Township Projects: \$33,235
 - (i) Twizel Township – Township Projects: \$32,347
 - (j) Twizel Township – Community Grants: \$2,574

BACKGROUND

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

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

With the delay of adopting the Council's 2021-2031 Long Term Plan (LTP), a number of significant carry forwards were actually re-budgeted into Year 1 of the plan, but there were a number of other carry forwards which we now need to confirm.

The following budgets/amounts are proposed to be carried forward from 2019/20 to 2020/21:

ACTIVITY AREA	BUDGET	CARRY FORWARD
Civil Defence	Plant and Equipment	\$5,800
	Covid Recovery	\$181,300
Ashwick/Opuha Water Supply	Comm Assets - Water	\$51,000
Fairlie Township	Playground Upgrade	\$13,672
Fairlie Township	Township Projects	\$32,901
Fairlie Township	Community Board Grants	\$1,087
Tekapo Township	Community Board Grants	\$1,207
Tekapo Township	Township Projects	\$33,235
Twizel Township	Township Projects	\$32,347
Twizel Township	Community Board Grants	\$2,574

Total carry forward requests amount to \$70,472 for capital expenditure and \$284,651 for operating expenditure.

This paper has been prepared for completeness of this process, in readiness for the Annual Report 2021/22 and Annual Plan 2022/23.

POLICY STATUS

The carrying forward of these budgets complies with Council policy.

SIGNIFICANCE OF DECISION

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

OPTIONS

Council has the following options available:

1. Confirm the carry forwards from 2020/21 to 2021/22 outlined in this paper; or
2. Decline to carry forward the budgets outlined in the paper from 2020/21 to 2021/22.

As these amounts which are proposed to be carried forward have been rated for or otherwise funded in 2020/21, there is no financial impact on the carry forward. This allows the works/projects to be completed as planned and ensure appropriate use of funds and rates. For these reasons option 1 is recommended.

CONSIDERATIONS

Legal

N/A

Financial

As identified, these budgets have been rated for or otherwise funded in 2020/21 but were not spent in full during the year. This proposal allows the remaining amounts to be carried forward into 2020/22, with no financial impact.

Other

N/A

CONCLUSION

For completeness, it is recommended that Council resolve to carry forward the detailed budgets from 2020/21 into 2021/22, prior to the end of the 2021/22 financial year.

6.7 RATES RESOLUTION REPORT

Author: Pauline Jackson, Revenue Officer

Sandy Hogg, Manager - Finance

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: Nil

Council Role:

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

PURPOSE OF REPORT

The purpose of this report is to meet the requirements of Section 23 of the Local Government (Rating) Act 2002 which requires that rates must be set by resolution. The recommendations also relate to the due dates for payment of rates and the penalties regime.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Mackenzie District Council resolves to set the following rates under the Local Government (Rating) Act 2002, on rating units in the Mackenzie District for the financial year commencing on 1 July 2022 and ending on 30 June 2023 and sets the due dates for the payment of rates and associated penalties for unpaid rates as also set out below.

GENERAL RATES

A general rate set on the capital value of the land under section 13 of the Local Government (Rating) Act 2002, on all rateable land. The general rate will be set differentially using the following categories based on the use and location of the land:

- Ohau A - \$0.0022645 (GST inclusive) per dollar of capital value
- Tekapo A - \$0.0194367 (GST inclusive) per dollar of capital value
- Tekapo B - \$0.0034272 (GST inclusive) per dollar of capital value
- All Other Properties - \$0.0011025 (GST inclusive) per dollar of capital value.

UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge set on all rateable land under section 15 of the Local Government (Rating) Act 2002.

- A fixed amount of \$150.00 (GST inclusive) per separately used or inhabited part of a rating unit.

WORKS AND SERVICES RATES

Targeted rates for works and services, set under section 16 of the Local Government (Rating) Act 2002, assessed on a differential basis as described below:

Twizel Works and Services Rate

- A fixed amount of \$28.89 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated in the Twizel community.
- \$0.0004787 (GST inclusive) per dollar of capital value on every rating unit situated in the Twizel community.

Fairlie Works and Services Rate

- A fixed amount of \$84.20 (GST inclusive) per separately used or inhabited part of a rating unit, on every rating unit situated in the Fairlie community.
- \$0.0020125 (GST inclusive) per dollar of capital value on every rating unit situated in the Fairlie community.

Lake Tekapo Works and Services Rate

- A fixed amount or \$227.04 (GST inclusive) per separately used or inhabited part of a rating unit, on every rating unit situated in the Lake Tekapo community.
- \$0.0002785 (GST inclusive) per dollar of capital value on every rating unit situated in the Lake Tekapo community.

Rural Works and Services Rate

- A fixed amount of \$26.68 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated in the rural community excluding Mount Cook Village.
- A rate based on the capital value of the land, set differentially as follows:
 - Ohau A - \$0.0000279 (GST inclusive) per dollar of capital value on every rating unit in the rural community
 - Tekapo A - \$0.0002392 (GST inclusive) per dollar of capital value on every rating unit in the rural community

- Tekapo B - \$0.0000422 (GST inclusive) per dollar of capital value on every rating unit in the rural community
- All other rural properties - \$0.0000083 (GST inclusive) per dollar of capital value on every rating unit in the rural community

SEWAGE TREATMENT RATE

Targeted rates for sewage treatment, set under section 16 of the Local Government (Rating) Act 2002; of

- A fixed amount of \$57.75 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel, and which are connected to a community sewerage scheme.
- A fixed amount of \$14.43 (GST inclusive) per water closet or urinal (after the first) for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel and which are connected to a community sewerage scheme.

Notes for the purpose of these rates:

A rating unit is treated as capable of being connected to a public sewerage drain if it is not actually connected but is within 30 metres of such a drain.

A rating unit is used primarily as a residence for one household must not be treated as having more than one water closet or urinal.

EVERSLEY RESERVE SEWERAGE RATE

A targeted rate for sewerage, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$938.30 (GST inclusive) per rating unit for ratepayers in the Eversley Reserve sewerage area of benefit, (excluding those rating units which have opted to pay the lump sum contribution).

SEWERAGE INFRASTRUCTURE RATE

Targeted rates for sewerage infrastructure, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$186.85 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel, and which are connected or capable of being connected to a community sewerage scheme.
- A fixed amount of \$46.71 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel, and which are connected to a community sewerage scheme.

Notes for the purpose of these rates:

The sewerage infrastructure service is treated as being provided if the rating unit is connected to or able to be connected to a public sewerage drain and is within 30 metres of such a drain.

A rating unit used primarily as a residence for one household must not be treated as having more than one water closet or urinal.

WATER TREATMENT RATE

A targeted rate for urban water treatment, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$73.40 (GST inclusive) per separately used or inhabited part of a rating unit in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel, and which are connected to a community water supply (except those rating units receiving a metered water supply).

Notes for the purposes of this rate:

The water supply treatment service is treated as being provided if any part of the rating unit is connected to a Council operated waterworks except those units receiving a metered water supply.

WATER INFRASTRUCTURE RATE

A targeted rate for water supply infrastructure, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$395.98 (GST inclusive) per separately used or inhabited part of a rating unit, which is connected or capable of connection to a community water supply in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel (except those rating units receiving a metered water supply).

Notes for the purposes of this rate:

A rating unit is treated as capable of connection to a community water supply if any part of the rating unit is situated within 100 metres of an urban community water supply waterworks.

METERED WATER RATE

A targeted rate under section 16 of the Local Government (Rating) Act 2002 will be assessed on every rating unit connected to a community water supply in Fairlie, Burkes Pass, Lake Tekapo, Twizel and Rural, and where water is supplied and measured by meter.

- A fixed amount of \$469.39 (GST inclusive) per metered supply on any separately used or inhabited part of a rating unit which is serviced by a Council water meter.

RURAL WATER SUPPLIES

Targeted rates for rural water supplies set under section 19 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$320.75 (GST inclusive) per unit of water supplied to every rating unit serviced by the Allandale Rural water supply.
- A fixed amount of \$445.16 (GST inclusive) per unit of water supplied to every rating unit serviced by the Spur Road water supply.
- A fixed amount of \$225.00 (GST inclusive) per unit of water supplied to every rating unit serviced by the Downlands Rural water supply area in the Mackenzie District.

Notes for the purpose of these rates:

For the Allandale and Spur Road water supplies, a unit of water allows for a supply of 1,820 litres per day.

For the Downlands water supply, a unit of water allows for a supply of 1,000 litres per day.

Targeted rates for rural water supplies set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$92.26 (GST inclusive) per rating unit serviced by the Ashwick / Opuha Rural water supply.
- A rate of \$6.02 (GST inclusive) per hectare on every rating unit serviced by the Fairlie Water Race.
- A fixed amount of \$30.00 (GST inclusive) per rating unit serviced by the Fairlie Water Race
- A fixed amount of \$562.00 (GST inclusive) per rating unit serviced by the Downlands water supply area in the Mackenzie District.

URBAN STORMWATER RATE

A targeted rate for urban stormwater set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$49.59 (GST inclusive) per separately used or inhabited part of a rating unit which is situated in the communities of Fairlie, Lake Tekapo and Twizel.

DISTRICT ROADING RATE

Targeted rates for Mackenzie District Roding, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$124.53 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit (excluding Mount Cook Village) situated in the Mackenzie District.
- A rate based on capital value, set differentially as follows:
 - Ohau A – \$0.0003936 (GST inclusive) per dollar of capital value
 - Tekapo A – \$0.0033785 (GST inclusive) per dollar of capital value
 - Tekapo B – \$0.0005957 (GST inclusive) per dollar of capital value
 - All other properties – \$0.0001976 (GST inclusive) per dollar of capital value

URBAN SOLID WASTE RATE

A targeted rate for solid waste, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$354.79 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units to which Council provides the service.

TWIZEL IMPROVEMENT RATE

A targeted rate for funding capitalised improvement work in the Twizel community area of benefit, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$51.14 (GST inclusive) per separately used or inhabited part of a rating unit situated in the Twizel community area of benefit.

TOURISM AND ECONOMIC DEVELOPMENT RATES

Targeted rates for Mackenzie District tourism and promotion and economic development, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$9.83 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit
- A rate of \$0.0007866 (GST inclusive) per dollar of capital value on rating units in the commercial business category
- A fixed amount of \$100.00 (GST inclusive) per rating unit on rating units in the industrial land properties category
- A rate of \$0.0007719 (GST inclusive) per dollar of capital value on rating units in the commercial accommodation business category
- A rate of \$0.0003860 (GST inclusive) per dollar of capital value on rating units in the secondary accommodation properties category.

RURAL CATTLE STOP MAINTENANCE RATE

A targeted rate for rural cattle stop maintenance, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$125.00 per cattle stop or part thereof, on those rating units benefitting.

COMMUNITY FACILITIES RATE

A targeted rate to fund 30% of the cost of Twizel Events Centre, Twizel Swimming Pool, Lake Tekapo / Takapō Community Hall, Mackenzie Community Centre, Strathconan Swimming Pool, Albury Hall, Skipton Hall, and Sherwood Hall, set under section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$37.99 per separately used or inhabited part of a rating unit on every rating unit in the Mackenzie District.

FIXED CHARGES

Under section 21 of the Local Government (Rating) Act 2002, the Council is limited to setting fixed charges, excluding charges for water and sewer, at 30% of the total revenue from all rates sought by the Council.

The Mackenzie District Council has complied with section 21 of the Local Government (Rating) Act 2002 as excluding water and sewer charges, fixed charges as a percentage of the total rates amount to 14.72%.

DUE DATE FOR PAYMENT OF RATES

All rates will be payable in four equal instalments on the due dates as follows:

Instalment Number	Due Date
One	20 September 2022
Two	20 December 2022
Three	20 March 2023
Four	20 June 2023

PENALTIES

That pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, the Council prescribes the following penalties to be added to unpaid rates:

- a) A penalty of 10% of the amount of any rates that have been assessed after 1 July 2021 and which are unpaid after the due dates will be applied on:
 - 22 September 2022
 - 22 December 2022
 - 22 March 2023
 - 22 June 2023
- b) A further 10% penalty will be added to unpaid rates from previous financial years unpaid on the 5 July 2022.
- c) A further 10% penalty will be added to unpaid rates from previous financial years that remain unpaid on the 5 January 2023.

PAYMENT OF RATES

That rates shall be payable at any of the following places:

Council offices, 53 Main Street, Fairlie (between the hours of 8.30 am to 5.00 pm, Monday to Friday), and Market Place, Twizel (between the hours of 8.30 am to 5.00 pm Monday to Friday) excluding public holidays.

BACKGROUND

Section 23 of the Local Government (Rating) Act 2002 requires that the rates must be set by resolution of the local authority.

POLICY STATUS

Not applicable.

SIGNIFICANCE OF DECISION

This matter is not deemed significant under the Council's Significance Policy.

OPTIONS

Council has two options:

- a) Set its rates by passing the above resolution.
- b) Not pass the above resolution to set the 2022/23 years rates.

CONSIDERATIONS**Legal**

Council can only levy rates if these rates are set by resolution of Council and if a Long Term Plan or Annual Plan is current for the year in which the rates are to be applied.

Financial

If Council chooses not to set its rates by resolution it cannot levy any rates. It cannot base its rates on previous year's levels because it has adopted a new Long Term Plan which replaces the rates of the previous Annual Plan.

CONCLUSION

That the rates and due dates for payment be set by resolution for the 2022/23 financial year.

6.8 END OF YEAR REPORT - MAYORS TASKFORCE FOR JOBS

Author: Leaine Rush, Business Liaison Officer
Authoriser: Fiona McQuade, Manager - Property & Commercial
Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Mackenzie District Council was successful in receiving \$500,000 for 50 employment outcomes from the Mayors Taskforce for Jobs to assist NEETs (not in education, employment or training) youths or people who had been displaced from their employment due to COVID-19. This funding was only available to Councils who had a population of less than 20,000 residents.

This is the second year that Mackenzie District Council has successfully applied for this funding. In 20/21 FY, Mackenzie District Council received \$250,000 for 25 employment outcomes. In the 21/22 FY, 31 employment outcomes were achieved, including seven apprenticeships. Over \$185,000 was paid to local businesses and employees throughout the year, supporting wages, training, driver licence outcomes, PPE and tools.

In the 22/23 FY, 39 employment outcomes have been achieved, including 11 apprenticeships. Over \$242,000 paid to local businesses and employees to support wages, training, driver licence outcomes, relocation costs, PPE and tools. This funding supported 10 youth with relocation costs as they moved to the Mackenzie for employment.

A Work Ready programme for rangitahi is being developed in Twizel, with a service agreement between Twizel Development and Promotions Association (TPDA) and Mackenzie District Council. This agreement provides funding for a 20 hour a week position during term time. TPDA are currently recruiting for the programme facilitator and the programme will run until 30 June 2023.

Two Career kiosks have been installed in the Mackenzie Community Library and the Twizel Community Library. The kiosks are funded for one year and the success of the kiosks will be measured by how frequently they are utilised by people (particularly jobseekers and secondary school students). The kiosks can provide guidance on different types of career paths and what is required to enter particular industries.

Heartlands Fairlie Resource Centre were holding driver education classes for anyone requiring help to gain their Learner licence. The MTFJ programme has provided funding with a service agreement between Heartlands Fairlie Resource Centre and Mackenzie District Council. This agreement provides funding for 4 hours per week over term time to teach rangitahi the fundamental basics of the NZ Road Code to achieve gaining a Learner Driver Licence.

The Mayors Taskforce for Jobs have confirmed that funding will be available in the 22/23 FY but the criteria will be amended. At the time of writing this report, the new criteria had not been released.

CONCLUSION

The Mayors Taskforce for Jobs funding has provided sound economic return to our local businesses and offering the opportunity to jobseekers for employment. The pre-COVID number of Jobseekers receiving financial assistance from the Ministry of Social Development in the Mackenzie District sat at approx. 18 people. At the peak there were 52 jobseekers in May/June 2020, and in April 2022 there are 27 jobseekers. The Mackenzie District currently has the lowest jobseeker recipients in New Zealand and an increasing amount of employment opportunities available. This puts Mackenzie District Council in a prime position to be able to continue supporting our local rangitahi into employment and retaining them in the district to be close to whanau and friends, while also offering quality employment with strong career pathways.

6.9 TWIZEL HERITAGE BUILDINGS

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

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. Supplementary Info - Twizel Heritage Buildings [↓](#) 

PURPOSE OF REPORT

To consider an application from the Twizel Heritage Group for the relocation of an historic Twizel house and singlemens hut to Council land, for public viewing as part of the machinery heritage display and heritage trail.

STAFF RECOMMENDATIONS

1. That the report on the Twizel Heritage Buildings be received.
2. That approval be granted the Twizel Heritage House Group, subject to obtaining necessary resource and building consents, to:
 - a) locate a historic Twizel house and garage on Wairepo Road recreation reserve, adjacent to the heritage machinery display, and set this up as a static display for viewing from the outside only, together with historic interpretation panels
 - b) locate a “singlemens” hut to the recreation reserve on Ostler road, in front of the golf course, near the existing shared path/man made hill reserve entrance. This is further subject to approval from the Golf Club as the land is part of the Golf Club lease.
3. That Council enter into a lease agreement with Heritage Group/Twizel Promotion and Development Association for the areas of land required for the historic house and singlemens hut, for the purpose of providing buildings for heritage preservation, and maintenance and development for historic interpretation to a standard suitable for these prominent locations. Rental to be \$1 per year (if demanded).

BACKGROUND

The Twizel Heritage Group has been offered an original Twizel house, for relocation off a property on Omahau Cres. The house needs to be relocated in July and the preference is to move it once, to its proposed location, rather than a temporary storage and a second move if further consideration or delay was required.

The original proposal for location of the House was on vacant council land on the west side of Wairepo Rd near the Musterers café/LJ Hooker office. Following consideration by Council staff, concern was expressed regarding this site. Following feedback and discussion with the Heritage Group and staff, an agreement was reached to locate the house adjacent to the machinery display, on the eastern side of Wairepo Road.

There was an initial proposal that the house may be used as a museum, however following staff feedback on this option and further consideration by the group, it was decided that the house should just be used as a static display, with viewing from the outside only, together with interpretation panels on the walls telling the story of Twizel's history.

The location of the house, together with interpretation is considered to provide an additional attraction and enhancement to the already popular large machinery display.

The location of the singlemens hut is supported, as this the impact of this location is minor and will add a point of interest to the Twizel Heritage Trail. Discussion with staff and the Heritage Group has resulted in agreement to a location to the south end of the reserve between the road and the golf club, adjacent to the new shared path and Man-Made Hill entrance. This location will also minimise visual impacts to the houses on the east side of Ostler Rd.

This area of reserve, while outside the fenced golf course area (driving range) and maintained by Council is included withing the Golf Club leased area. As such, either an agreement with the Golf Club is required or preferably, an amendment to the Golf Club lease to remove this area from the lease be undertaken

It is proposed that ownership of both buildings remains with the Heritage Group, and a lease be entered into for the land areas required, for the purpose of locating buildings for development and maintenance as historic displays to a high standard. However, as the Heritage Group is not a legal entity, another organisation, probably the Twizel Promotion and Development Association, would need to be the signatory to any lease agreements.

The attached document provides additional information that has been extracted from correspondence with the Heritage Group, the Groups draft Resource Consent application.

POLICY STATUS

There are no specific policies that require consideration for this application

SIGNIFICANCE OF DECISION

The decision is not considered significant.

While the location of the house is prominent, it is considered to complement the existing large machinery display.

Ownership of the houses will not incur significant costs to Council (in the foreseeable future). Any ongoing costs (insurance) and possible future maintenance liability are considered justified as the buildings will provide community benefit.

COMMUNITY ENGAGEMENT

The Council itself has not undertaken any community engagement itself on the proposal, however the Heritage Group has engaged the community widely over the last 6 months, seeking support and funding.

The Community Board has considered and approved the proposal, together with funding of \$10,000 towards relocation and establishment costs.

The Heritage Group have also consulted directly with nearby properties on Wairepo Rd to seek their agreement and support.

Its intended use and the general location have been publicised in the Twizel Update (Document 3 March 16 2022 edition) and on the Twizel Community Facebook page, plus other Facebook pages including Dam Dwellers and the Men and Machinery.

Staff are not aware of any objection to the proposal, and it appears to have widespread community support.

OPTIONS

- A) To decline application for one or both buildings.
- B) To defer a decision on the House to allow for further consultation/consideration. This would incur additional costs to store the building and double relocation.
- C) For Council to own the buildings. We would then enter into an agreement with the Heritage Group to develop and maintain the buildings for heritage preservation to a high standard. In the foreseeable future Council would only be responsible for insurance costs.
- D) To approve the locations, and lease of the land as set out on this report. (preferred)

CONSIDERATIONS

Legal

NIL

Financial

Costs associated with preparation of the lease plans and documentation

Other

A resource consent will be required for the house location on Wairepo Rd.

CONCLUSION

The initial proposal for the location of the house and option of a museum raised some concerns amongst staff. Feedback was provided to the group, resulting in an amended location and intended use of the house. Staff are now satisfied with the current proposed location and purpose and believe it will provide a valuable tourism attraction to the already popular large machinery display.

The proposal has the support of the Twizel Community Board and the general community both in Twizel, and former Twizel residents and construction workers, and Twizel businesses.

It is contributing to the knowledge of Twizel's history as a construction town which was the base for one of the largest earthmoving hydroelectric projects in the Southern Hemisphere at the time (1968 to 1984). The collection of Historic Items is becoming an attraction and is valued by the community.

There is an enthusiastic group of volunteers and a large group of tradesmen and business who are supporting the proposal in cash and in kind.

Twizel Heritage Buildings – Supplementary information

Confirmation of agreement MDC/Heritage Group relocation Twizel House, Hut.

This letter confirms the detail of agreements reached between Rick Ramsay, Ivan Stratford (Heritage Group) and Mr. Brian Milne (MDC) following a meeting between ourselves at Mr. Stratford's residence on 31 May.

Twizel Heritage House:

1. The Reg 130 House and garage from 12 Omahau Crescent be relocated to the east side of Wairepo Road as shown in Appendix 1.
2. Invoices for work to site the building and services will be forwarded to MDC for payment from the \$10,000 allocated in the Twizel Community Board finances
3. The House will be a static display with no public inside the building, and viewing rooms set up with period furniture and fittings.
4. Exterior explanatory signage will be applied to the building.
5. A building permit will be lodged with Council by Draftline including disabled access to the enabling viewing from a deck on two sides of the house.
6. Sealed or concrete access paths will be provided to the facility from the road reserve.
7. A Resource Consent will be lodged by the Group with MDC for static display in a Rec P zone.
8. Insurance will be covered by Council once the existing policy held by the Group expires.
9. The Group will make best endeavors to obtain other funds in cash or in kind to achieve the project.
10. Ownership of the House will be vested in Council if deemed by Council as appropriate.

Twizel Singlemens Hut:

1. The hut will be located on Twizel Golf Club Lease Land adjacent to the existing council concrete pathway (Appendix 2)
2. The Group to obtain written approval from the Golf Club to occupy that section of their lease. (not to be a sublease).
3. The written Approval to be provided to Council.
4. Hut to be renovated including painting, re-roofing, replacement floor joists and piled.
5. Pile drawings and specifications to be provided to Council.

6. Period display material to be inside the hut, viewed through a transparent panel in the door.
7. A sealed or concrete access to the site from the concrete pathway to be installed.
8. The existing Heritage Trail Singlemens Camp sign to be relocated to the site.
9. Hut to be vested in Council if deemed appropriate by Council.

Information included in Draft Resource Consent

The proposal is to relocate a Regulation 130 house and garage from 12 Omahau Crescent to the heritage machinery display area on the east side of Wairepo Road in Twizel. **(Image 1)**

The site is owned by the Mackenzie District Council, and is zoned "Special Purpose Zone Recreation P" in the district plan.

The "Reg 130" house was the predominant house type in Twizel for wageworkers employed under the New Zealand Workers Union "regulation 130". It comprised three bedrooms, a small living room with solid fuel burner, kitchen and laundry with separate toilet and bathroom.

The total floor area for a reg 130 3 bedroomed house was 720 square feet, being 33 feet 3 inches long (external dimensions) and 22 feet and half an inch wide.

The house and garage have been donated to the Heritage Group. **(Image 2)**

The floor plan is a "Plan A" house which depicts the orientation on the section and internal layout.

Ministry of Works and Development records show this house is of treated timber and is unusual in having a rimu wooden floor where the majority of houses had a flooring grade chipboard.

With each house was a single vehicle garage.

All houses and garages were manufactured off site by a variety of building contractors and transported to Twizel, to be placed on Oamaru Stone piles.

Once private ownership was enabled, many people modified their Twizel houses including the bathrooms, kitchens and living rooms, adding extensions and sliding doors. The display house has had two doors replaced by aluminium joinery and one door put into the main bedroom but otherwise remains unchanged.

These minor modifications facilitate viewing into the building from multiple points. The building will be a "static display" with a viewing platform around two sides, accessed by a "disabled access" ramp on the west side as shown below.

The platform will enable views into the house of five of the six spaces- the end (southern) bedroom via a window, the Living Room through to the original kitchen, the main bedroom (north side) and the laundry. Within these spaces will be displays of period furniture and fittings.

Planning matters

The applicants submit the proposal supports the purpose of the Rec P zoning and will achieve the environmental outcomes.

The siting avoids cluttering and maintains an important role in a recreation area used by both residents and visitors and is within easy walking distance from the town and tourist accommodation. (Tourist

Accommodation is zoned opposite the site on the west side of Wairepo Road).

Siting has been proposed after consultation with the Frisbee Golf group which is active in the Rec P area and does not conflict with their "fairways" or "baskets".

It does not conflict with any underground utility services. A stormwater pipe runs between the house and the trees. Storm water from the spouting on the house will be disposed of in soak pits as is the practice throughout the town.

Other services (water, sewer, power) are on the West side of Wairepo Road, and it is proposed to connect to these services underground to the site.

The proposed site is part of a 4.35ha block of Rec P land between State Highway 8 and Wairepo Road.

The open space and visual amenity of this area is landscaped with mature trees, is mown and part of the town "frontage" presented to visitors and enjoyed by residents.

The House and Garage have a small footprint and will have minimal impact on the visual amenity of the area.

The house is smaller in footprint than one of the existing pieces of earthmoving machinery (495 scraper) that Council placed on the site and is complimentary to the historic machinery display.

Neighbouring Properties:

The applicants have been advised this consent application is likely to be considered "non notified" given the effects are less than minor.

Despite this, the applicant has obtained an Affected Person Approval from the adjoining property owner. This covers the Mountain Chalet Motels, Musterers Hut Café and L J Hooker Real Estate.

The applicant has also consulted with the Department of Conservation which occupies premises to the south of the proposal. Views to the Heritage House are largely obscured by vegetation with the office outlooks predominantly to the east and SH8.

The building with views on an angle towards Mt Cook, and towards the site are from the former information centre. This building is largely being used as storage with no permanent occupants. DOC does not have an issue with the placement of the Heritage House and Garage and supports the historic displays developed on the site.

Consideration of alternative sites:

The Group considered alternative sites for a Heritage House.

Retaining the house on its existing section was not an option as the owner who donated the house and garage required it to be removed so a new house could be placed on the site.

Finding an alternative house on a section within Twizel in the same near original state would have cost in the order of \$400-\$500,000 on current prices. The identification of the house so it could be viewed by visitors would bring additional traffic into residential areas.

Placing the donated buildings on other Council owned land was considered. The Group initially requested use of land on the west side of Wairepo Road. The site was closer to services and would not have required trenching across the road.

This was discounted by Council staff on the basis Council has not established a long term use for the land (Rec P) and the land was partially covered by a scenic viewing corridor. It was possible to place the house outside the corridor.

Council staff supported grouping Historic items on Wairepo Road.
(Ref: Report Twizel Relocatable Dwellings Prepared by: David Adamson – General Manager Operation)

The Group agrees locating historic items in one area gives a sense of place and is easily found by visitors.

Image 1: Location map east side Wairepo Road



Image 2: Donated 720 sq ft House and Standard Garage 12 Omahau Crescent Twizel



Image 3: rear of vehicles show location ends of house (10m long)




6.10 HERITAGE FUND APPLICATIONS 2022

Author: Suzanne Blyth, Resource Management Planner

Authoriser: David Adamson, General Manager Operations - Acting

Attachments:

1. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage [↓](#) 
2. Application for Heritage Funding 2021-2022 - Burkes Pass School [↓](#) 
3. Application for Heritage Funding 2021-2022 - Church of Good Shepherd [↓](#) 

PURPOSE OF REPORT

For the Council to consider and then approve, approve in part, or decline three applications to the Heritage Protection Fund for the 2021/2022 financial year.

STAFF RECOMMENDATIONS

1. That the report on the Heritage fund applications be received.
2. That Council approves/approves in part/declines the granting of funding to John F. Emery as a partial contribution to the exterior painting of the original part of the Burkes Pass School, located at 2054 State Highway 8, Burkes Pass. The amount to be decided.
3. That Council approves/approves in part/declines the granting of funding to Jane and Graham Batchelor as a partial contribution to the earthquake strengthening of Anniss Cob Cottage, located at State Highway 8, Burkes Pass. The amount to be decided.
4. That Council approves/approves in part/declines the granting of funding to the Committee of the Church of Good Shepherd for the recovering of the church pew cushions, located at Pioneer Drive, Takapo. The amount to be decided.
5. That Council approves/approves in part/declines the application from the Committee of the Church of Good Shepherd for a sound system, located at Pioneer Drive, Takapo. The amount to be decided.

BACKGROUNDThe Heritage Protection Fund

The Heritage Protection Fund (the Fund) is provided by the Mackenzie District Council for the protection of heritage buildings, items, and places. The purpose of the Fund is to assist and actively encourage property owners and members of the Mackenzie community to manage, maintain, preserve, and enhance the heritage values of items or areas.

Applications for funding may be made in relation to buildings, items or places that are either currently listed or that have been approved to be listed under the Heritage Items Schedule of the Operative Mackenzie District Plan 2004 (the District Plan) as Category X, Y or Z heritage items, or archaeological sites and Waahi Tapu sites identified by Heritage New Zealand.

The categories are as follows

Category X: The item warrants permanent preservation because it is of exceptional significance to the District. Category X includes all places of special or outstanding historical or cultural heritage significance included in Category 1 of the Historic Places Register (of "special outstanding historical or cultural heritage significance or value"). Normally only minor alterations would be provided for by the District Plan rules.

Category Y: Preservation of these heritage items is important but not as significant as Category X items. Category Y includes all places of special or outstanding historical or cultural significance that are included in Category 2 of the Historic Places Register (of "historical or cultural heritage significance or value"). The District Plan rules permit some flexibility with respect to significant alterations to these items.

Category Z: These items are of District or local importance. While their preservation is encouraged by providing an opportunity for public initiatives preservation is not provided for by the District Plan rules, rather an opportunity is given for recording the items required prior to alteration or demolition.

The Council allocate \$5000 to the Fund each financial year. The Fund is contestable, and applications are eligible for a maximum grant of \$2,500.00 or a specified percentage of the sum required, whichever is the lesser. The specified percentage is based on the classification of the heritage item under the District Plan.

Category X items – 75%

Category Y items – 60%

Category Z items – 45%

Council advertised the availability of funding in the Courier newspaper on 7 April 2022 and 19 May 2022, further advertising was put on the Council website and through social media for applications to be made. The deadline for applications to be received by the Planning Department was 31 May 2022.

Applications

Three applications have been received by Council for the 2021/2022 financial year. A description of the applications received is provided Table 1.

Table 1 - Heritage Protection Fund Applications received for the 2021/2022 Financial Year

Applicant	Heritage Item	Significance of Heritage Item (District Plan)	Proposed Work	Amount Sought
John F. Emery	H86 - Burkes Pass School (original part only)	Z - Category	Exterior painting of the heritage portion of school building.	\$2,500.00
Jane and Graham Batchelor	H83 - Anniss Cob Cottage	Z - Category	Earthquake Strengthening.	\$1,144.00
Andy Scrase Chairperson of Committee Church of Good Shepherd	H18 – The Church of Good Shepherd	X – Category Historic Place Category 1 (New Zealand Heritage List/Rāangi Kōrero)	Recovering of pew cushions and replacement of sound system for weddings, funerals, and functions.	\$5,000.00

All three items are listed in the District Plan as a heritage item.

Eligibility for Funding

There are three types of projects eligible for funding:

Preservation/ Conservation: Projects that assist in caring for a feature to safeguard its heritage values with as little change as possible. This includes mechanisms to prevent damage or decay, covenanting of heritage features and the drafting of management plans.

Enhancement/Management: Projects that enhance the heritage value of the feature. This may include maintenance works on the item or its immediate surrounding, repairs, reconstruction work, restorations, or stabilisation.

Research and Education: Projects which provide public information on the values of heritage features and assist in providing greater interest in, protection and management of the feature.

The works associated with the Burkes Pass School and Anniss Cottage, being maintenance and earthquake stabilisation, fall under the definition of an Enhancement/Management Project. The Burkes Pass School and Anniss Cottage applications, can therefore be considered under the Fund.

The Church of the Good Shepherd has applied to reupholster the pew cushions and to replace the sound system. The reupholstering of the pew cushions could be assessed as maintenance work of a feature of the church. The replacement of the sound system is maintenance of an item that is unlikely to be original or form part of the heritage feature. Accordingly, it is considered that there is scope for Council to assess the application under the policy.

Assessment Criteria

The Burkes Pass School and Anniss Cottage are Category Z heritage items and are eligible for 45% of the cost of the project or \$2,500.00, whichever is lesser. The Church of the Good Shepperd is a Category X heritage item and is eligible for 75% funding or \$2,500 whichever is the lesser amount. Council may choose to allocate a lesser amount than the maximum specified to a project that does not meet all the criteria for evaluating an application which are listed below.

- The significance of the heritage feature.
- The primary focus of the proposed works.
- The contribution of the work to the long-term viability of the heritage feature.
- Whether the project will provide new information, assist in public interpretation or understanding about the heritage feature.
- Public accessibility to the item.
- The amount of money available in the fund and the need for equitable distribution.

An assessment of the eligible applications is provided below in Table 2.

Table 2 – Assessment of the Applications against the Fund Criteria.

Assessment Criteria	Burkes Pass School	Annis Cob Cottage	The Church of Good Shepherd
Significance of the heritage feature	Category Z under the District Plan	Category Z under the District Plan	X – Category under the District Plan Historic Place Category 1 (New Zealand Heritage List/Rārangī Kōrero)
Primary focus of the proposed works.	Enhancement/Management	Enhancement/Management	Enhancement/Management of church pews. The replacement of the sound system is not considered to be within the scope of the fund.
The contribution of the work to the long-term viability of the heritage feature.	The exterior of the original part of the school was last painted in 2000. The repainting of the school will protect the exterior of the school from the elements.	The intention of the earthquake strengthening is to allow the building to move rather than shatter and collapse in an earthquake. The strengthening may save the building in minor earthquake events; however, the primary purpose is to enable anyone inside the building to exit safely in a major seismic event.	No other funding is available to provide for the pew covers and a new sound system. The Church Committee has undertaken extensive works to preserve and maintain the church including repainting, recarpeting, and replacing curtains, on a voluntary basis, and is seeking assistance to complete their project.
Whether the project will provide new information, assist in public interpretation or understanding about the heritage feature.	The projects are not research and education projects; therefore, this criterion does not apply.		
Public accessibility to the item.	The Burkes Pass School is privately owned. The landowner welcomes visitors to the school when they are in residence.	Annis Cottage is privately owned and currently undergoing restoration. Once the restoration is completed the cottage will be used as an interpretation centre for The Burkes Pass Heritage Trust.	The grounds of the church are open daily for visitors, and it is possible to arrange to tour the interior of the Church. Plans include offering opportunities to visit the church for morning tours or evening reflection.
Maximum Grant Available to Applicant	The project is eligible for 45% of the total cost or \$2500 whichever is lesser. The average cost of two quotes for the project is \$15,260, 45% of this amount equates to \$6,867. If funding was to be approved the maximum amount that can be approved is \$2,500.	The applicant requested funding based on the Y Category funding allocation. The fund does not provide any flexibility in the allocation of funding unless it is a lesser amount. The project needs to be considered under the Category Z allocation, which is either for 45% of the total	If the project met the fund criteria, it would be eligible for 75% of the total cost or \$2500 whichever is lesser. The cost of recovering the pew cushions is \$2553.00. 75% of this cost is \$1914.00. The cost of the sound system is \$4464.60+GST. Staff do not believe this

		cost or \$2500 whichever is lesser. The total cost the project is \$1,908.30 – which equates to \$858.73. If the funding was assessed against the Category Y criteria the amount would be \$1,144.00.	aspect is eligible. 75% of the cost of the sound system is \$3850.70. Overall, if both the pew cushions and the sound system were funded the project would be eligible for a grant of up to \$2,500.00
The amount of money available in the fund and the need for equitable distribution.	There is a total of \$5000.00 available for funding. The amount of funding required to fund all eligible projects is projects \$5272.00.		

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

The funding is not significant in terms of Council's Significance and Engagement Policy. The monetary value does not breach the threshold for engagement, and the projects are not related to Strategic Assets.

OPTIONS

More funding is sought than is available under the Fund, and Council therefore needs to consider an equitable distribution of the available funds.

Based on the Fund Criteria the potential funding allocation is as follows:

- Burkes Pass School –the maximum amount that can be funded is \$2,500.
- Anniss Cob Cottage – the maximum amount that can be funded is \$858.73.
- The Church of Good Shepherd – the maximum amount that can be funded for the recovering of church pew cushions is \$1914.00.
- The Church of Good Shepherd – if council determines that sound system meets the criterial of the Fund – the maximum amount that can be funded for both projects (the church pew cushions and the sound system) is \$2,500.

If all eligible projects are funded to the maximum available under the funding criteria, a total of \$5272.00 in grant funding would be required, leaving a deficit of \$272.00. If the sound system is included as an eligible project a total of \$5,858.73 in grant funding would be required, leaving a deficit of \$858.73.00.

The options are to:

1. Approve or decline the granting of funds to John F. Emery as a partial contribution to the exterior painting of the original part of the Burkes Pass School, located at 2054 State Highway 8, Burkes Pass.
2. Approve or decline the granting of funds to Jane and Graham Batchelor as a partial contribution to the earthquake strengthening of Anniss Cob Cottage, located at State Highway 8, Burkes Pass.

3. Approve or decline the granting of funds to the Committee of the Church of Good Shepherd for the recovering of the church pew cushions located at Pioneer Drive, Takapo.
4. Approve or decline the application for funding received from the Committee of the Church of Good Shepherd for a sound system, located at Pioneer Drive, Takapo.

CONSIDERATIONS

Legal

The decision making process is managed under the Local Government Act 2004.

Financial

There are no financial implications of this recommendation on Council.

CONCLUSION

Council has received three applications under the Heritage Protection Fund for the 2021/2022 Financial Year. An assessment of the eligible applications has found that up to \$5272.00 is sought to promote and foster heritage protection in the district, however only \$5000.00 is available. It is recommended that Council takes the opportunity to support heritage initiatives in the district and approves the funding for the eligible projects that takes into account their heritage status and equitable distribution.

APPLICATION FOR HERITAGE FUNDING 2021-2022 - ANNISS COB COTTAGE ATTACHMENTSContents

1. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage
2. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage – Background
3. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage – Anniss Cottage 2021 Photograph
4. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage – Calculations
5. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage – Quote #1
6. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage – Quote #2
7. Application for Heritage Funding 2021-2022 - Anniss Cob Cottage – Helifix Screw Photograph

Mackenzie District Council

Application for Funding From The Heritage Protection Fund

Details of Applicant

Full Name; Jane and Graham Batchelor

Postal Address; 41 Kirkwood Avenue, Upper Riccarton, Christchurch 8041

Daytime Contact Person; Jane Batchelor

Telephone; 6856271 (Burkes Pass), 03 3481531 (Christchurch) mobile 0273689709

Details of Heritage Item

Name of Item; Anness Cottage

Address/Location; 2033 Fairlie Tekapo Road, Burkes Pass

Legal Description; The title is part Rural Section 32755, vol 137, folio 262

Current Use; Historic cob cottage undergoing restoration, proposed use in future is as an interpretation centre for The Burkes Pass Heritage Trust with display of donated local heritage items and stories with possible audio visual presentations.

Significance of Item

- John and Margaret Anness' cottage is significant locally as it is an example of an early colonial cottage built in a remote area of largely local materials. It is made of clay dug from the banks of the Opihi River and tussocks growing nearby. It is rare heritage feature of the Mackenzie District and tangible reminder of the early days of European settlement. Amazingly this cottage has survived 92 years without a roof in a harsh climate, use as a stock pen, and mature trees growing inside its floor space.
- It is a landmark within an intact rural setting, highly visible to passing traffic on Highway 8, and is featured on the Heritage Walk with an interpretation panel. There is a signed stile access frequently used and appreciated by visitors.
- This cob cottage is also hugely significant in that it is one of a group of cob buildings which were built in the Burkes Pass Valley, some of which survive today. These include, Elm Tree Cottage, Alma Cottage, Highfield Cottage, Rollesby Station 'killing house'. Sadly Dornie homestead was burnt by fire and demolished in 2020, and there are only remains of Rona homestead and foundations of Alex Coulson's cottage left.
- Further details are in the attached summary document.

Proposed Work for Which Funding is Sought

- Earthquake strengthening with Helifix screws which give the effect of retrofitting reinforcing in the solid walls. The screws are long lengths of stainless steel screw up to 1.2m long which are inserted vertically into the walls to stabilise them and connect the walls at regular intervals usually about every 400 mm to the timber ring beam. Holes are drilled in the timber then the screws are driven into the cob by a compressor and hammer drill with a special fitting and nozzle to keep the screws from bending while inserted. (Some shorter

lengths have already been fitted horizontally and vertically to strengthen the chimney while repair has been in progress and access available).

- The iron roof will need to be removed (at present is temporarily nailed on) in order to give access to drive the long screws down into the walls.
- Apply building paper and new flashing.
- Refasten iron with roof screws.

Why the Proposed Work is Necessary

In the event of an earthquake the aim is to allow the building to move as a whole instead of shattering and risking collapse. The timber ring beam is already installed and fastened to the top plate. This technique was recommended by structural engineers who studied the effects on cob buildings and unreinforced masonry buildings after the Christchurch earthquakes. It may save the building in the event of a minor quake but is mainly to enable anyone inside the building to exit safely in a major seismic event. The building has so far been undamaged by earthquake over the last 37 years since we have been observing it.

Why Funding is Requested

The funding is requested to purchase;

- Helifix screws, one guide nozzle and hire the specialised head to drive the screws.
- Building paper for under the iron
- Flashing for the iron where the roof meets the verandahs at front and back.
- Roof screws to refasten the iron.

The project is otherwise being completed by years of voluntary labour by the Trust and community members with materials such as roofing iron, clay (obtained from a local farmer), timber and hardware being either donated or purchased from a small fund (now spent) donated by the previous owner. No other funding applications have been made.

The Future Aims of the Project

- To retain the substantial original fabric according to best practice heritage restoration, careful excavation where necessary documenting artifacts by measurement and photography.
- To replace missing elements in a manner consistent with ICOMOS principles, make safe for visitors and protect the building from weather and stock.
- To make the building available to the public and local community as an example of a small worker's cottage lived in by a family for interpretation of local heritage, however there is no plan for this building to be lived in again.
- To register the building with heritage NZ and explore the possibility of a heritage covenant for its long term protection as well as registration with the Mackenzie District Council Heritage Schedule when this is reviewed.

Quotes

There is one quote for the Helifix screws which are only available from one supplier, Leviat, in NZ and they also hire the special hammer drill head to insert them. The quote is attached in an email from them.

Amount Requested

I have requested an amount based on registration of the cottage as a category Y on the Mackenzie District Heritage Schedule at 60% of the total.

Total cost = \$1,908 incl GST

60% = \$1,144

Annis Cottage – Burkes Pass

Site

The cottage is sited on the edge of the terrace of the west bank of the Opihi River, on Highway 8, approximately 1 km toward Fairlie from the Burkes Pass Township.

Legal Description

The title is part Rural Section 32755, vol 137, folio 262, which comprises 4047sq metres, approximately an acre, of land and is dated 16th May 1889. The acre was apparently 'given' to John Anniss by James Keffe who owned RS 32755 and was the nearest neighbour (Keffe family communication).

Date of Construction

John Anniss owned the land and built the cob cottage for himself and his wife Margaret and their family in the 1880's.

- The exact date is not certain, however it is not marked on the survey map dated 1/9/80 signed by C.E.O. Smith, Chief Surveyor, so presumably it was built after this date.
- On his son Frederick's birth certificate in 1887, John is recorded as living at Burkes Pass.
- The cottage appears in the distance in a panorama of Burkes Pass Township dated 1880's (Mackenzie District Archives).
-

Owners

1) John and Margaret Anniss

- John (1854-1934) originated from a village called Piddley Fen in Huntingdonshire, U.K. and emigrated to NZ aged 19 years with his elder brother, William and his wife Jane. They were assisted immigrants and arrived at Lyttleton in Sept 1873 on the 'Columbus'. John worked on building the railway to Pleasant Point. He then became a shepherd on the Wolds Station and married Margaret who worked at the Burkes Pass Hotel. They went as a married couple to work at Lillybank Station and later John was a road worker on the Rollesby Road. Later they took up the licence of the Tekapo Hotel.
- They had six children while living at Burkes Pass, who attended the Burkes Pass School. A young daughter was killed about the age of 4 or 5 years by being butted by a sheep and apparently she was buried in the Anniss plot but is not mentioned in the cemetery list.
- In 1911, when the Grampion Hills station was divided up and Streamlands and Curraghmore split from it, Millicent, their daughter won the ballot for Curraghmore Station and the family moved there. Preparing for the move involved removing the iron roof from their Burkes Pass cottage to reuse on the farm and the clay walls were left exposed to the weather. (Personal communication, the late Mr R Anniss, Fairlie)
- On his death in 1934 it passed to the Public Trustee and in 1953 to the children of John and Margaret. They were 'Millicent Annie Smith of Tauranga married woman, Frederick John Anniss of Christchurch retired farmer, Walter Anniss of

Fairlie retired farmer, Margaret F....stone of Geraldine married woman and John Anniss of Fairlie, Farmer’.

- 2) In 1965 it was sold to Hugh Reynolds Wylie and on his death transferred in 1977 to
- 3) Paul Drake, a mining engineer based in Australia. During his tenure protection of the building was commenced by the Burkes Pass Heritage Trust with his permission.
- 4) In 2016 it was purchased by Jane and Graham Batchelor and further restoration/ earthquake strengthening commenced.

Construction

- The building is made of cob, a mixture of clay, chopped tussock and manure. Evidence from examining the weathered material shows layers possibly consistent with a rammed clay technique. This is sometimes referred to as pise that was rammed between shutters and the walls built up in layers. However the layered appearance could also have been the classic cob technique where lumps of the mixture were placed in layers and later trimmed with a sharp implement to straighten the walls. No contemporary description of construction has been located. The clay is likely to have been dug up from immediately adjacent to the cottage.
- Other cottages were similarly built in the vicinity and the expertise found locally. The cottage consisted of 2 rooms. One with a chimney built inside the wall, 2 doors to the north and south and another door into the adjacent room.
- The front of the cottage has a classic central door with a sash window opening either side, these are likely to have been purchased ready made.
- The floor was wooden and built on a foundation of rocks with built in ventilation gaps under floor. The rocks remain in places and fragments of wooden flooring at the edge of a wall have been found with evidence of underfloor ventilation and the stumps of floor joists found embedded in the lower walls above the foundation rock layer. The exterior and interior was whitewashed. Substantial remnants of this remain on the walls and in crevices and some door hardware such as box lock and porcelain door handle have been found on excavation of the base of the walls.
- The only 20th century photo reasonably close up is one taken possibly in 1940's with windows absent and remains of the frame only. A water colour picture by Edmond Normal entitled 'Birds Eye View of Burkes Pass' dated 1872, added to in 1904 by F.J. Hayman shows the building and also a smaller associated building closer to the road, possibly a shed (Mackenzie District Archive).

Condition in Recent Years

1911- 2003

- The majority of the walls were remaining upright. The building had been fenced. Apparently livestock had been kept in it at some stage.
- The outline of the upper edge of the walls was discernable despite extensive weathering and the gables were still evident. Double strands of number 8 wire projected from the upper portion of the cross walls terminating in a twisted loop which seemed to be ties for the roof.
- The chimney was present, albeit with some cracking, and remnants of burnt sill supports embedded above the fireplace opening.

- The central pillar of the front wall to the left of the front door had fallen inward to rest against an elderberry tree and the narrow wall pillar to the right of this door next to the window space was gone entirely. A major crack and some shifting of the eastern wall at the N.E. corner had occurred evidently due to intrusion of a large elderberry tree.
- Mature elderberry trees were also growing within the floor area in both rooms.
- Remnants of whitewash remained on interior walls, remnants of wooden shelving in the alcove to the right of the chimney and a metal grid of similar dimension to the chimney space was found on the floor, possibly a cooking apparatus.

April 2003

- With the agreement and financial assistance of the owner, Paul Drake, The Burkes Pass Heritage Trust documented and photographed the remains, collected artefacts and secured the building's stability by carefully removing most of the threatening trees, digging out many from within the cottage.
- Poles were erected above the roofline to support an iron roof that was built and followed the original profile of the cob gables, and evidence of the original ceiling provided positioning of collar ties. A veranda was extended over both the front and back walls for protection. There was no evidence that these verandas existed previously although there was a rectangular depression in the SW wall externally suggestive of a wooden structure being attached.

January 2004

- The central wall slab was hoisted upright and fixed with metal rods to the new doorframe and top plate.

December 2004

- The Fairlie Lions Club erected a stock proof fence around the immediate cottage environment including the two aged cypress trees that stand as sentinels beside the ruins. These later were removed when one toppled in a storm and the other showing significant disease.

April 2006

- New sections of cob wall were constructed using traditional materials to support the windowsills. The original position was still obvious. The central wall pillar base was repaired and a major hole repaired with cob and fixed securely in the N.E. corner.

2006-2022

The walls have steadily been repaired over a number of years, including several Burkes Pass Heritage Trust working bees that have included local community, descendants of the Anmiss family, supporters of the Trust from Christchurch, Timaru and Dunedin. Advice has been sought from other sources including professionals involved in restoration of other cob buildings. Structural advice given for earthquake strengthening for nearby Alma Cottage has been applied with timber beams creating a strong ring structure at the top of the walls and advice is to use helifix screws up to 1.7 m length at

regular intervals through the ring beam and hammer drilled vertically through the cob as retrofit reinforcing.

The Aims of Restoration

- To retain the substantial original fabric according to best practice heritage restoration, careful excavation where necessary documenting artifacts by measurement and photography.
- To replace missing elements in a manner consistent with ICOMOS principles, make safe for visitors and protect the building from weather and stock.
- To make the building available to the public and local community as an example of a small worker's cottage lived in by a family for interpretation of local heritage, however there is no plan for this building to be lived in again.
- To register the building with heritage NZ and explore the possibility of a heritage covenant for its long term protection as well as registration with the Mackenzie District Council Heritage schedule when this is reviewed.

Significance

- John and Margaret Anniss' cottage is significant locally as it is an example of an early colonial cottage built in a remote area of largely local materials. It is built of clay dug from the banks of the Opihi River.
- Amazingly this cottage survived 92 years without a roof in a harsh climate, use as a stock pen, and mature trees growing inside its floor space.
- This cob cottage is also highly significant in that it is one of a group of cob buildings which were built in the Burkes Pass Valley, most of which survive today. These include, Elm Tree, Alma, Dornie (burnt by fire and demolished in 2020) and Highfield cottages, Rollesby Station' killing house', the remains of Rona homestead, and foundations of Alex Coulson's cottage.

Compiled by J. Batchelor, 2006 and updated 2022.



Figure 1 – Anniss Cob Cottage circa 2021 (Supplied)

Earthquake strengthening materials for Anniss Cottage. March 2022						
Project involves removal of existing iron , driving in helifix screws at 400 intervals , replacing roof underlay and iron and fixing with screws.						
Item	Description	source	number	cost per ite	notes	total ex GST
Helifix screw	HBR 10mm x 1200	Leviat, Philip Hayman	22	47.52		1045.44
Nozzle (tube for fitting)	HCT Nozzle 15mm x 1200	Leviat, Philip Hayman	1	70		70
Power Driver Attachment	For placeing on screws for	Leviat, Philip Hayman	1	50	hire for 5 days	50
	14 x 55mm HWF Neo SDS					
	Universal 1,000.00 ea					
	23.5830 h Screw Class 4					
Roof screws	HD Galvanised Unitite	Steel and Tube	1000	23.5830/ h	unit = 100 screws	235.83
Roof underlay					have enough on site	
Roofing iron					have enough on site	
Flashing	200x200 angle 30 degrees	Steel and Tube	6	43.02		258.12
Ridging					have enough on site	
						1659.39
					plus GST	248.9085
					total including GST	1908.2985

Quotation To	Delivery Address	Account Number	2004225
Cash Trade SH-RCH Christchur	Cash Trade SH-RCH	Quotation No	QT00810810-1
65 Seymour Street	65 Seymour Street	Quotation Date	12/04/2022
Hornby	Hornby	Quote Expiration	2/05/2022
CHRISTCHURCH 8042	CHRISTCHURCH 8042	Customer Ref	graham batchelor
		ETD	2/05/2022
		Payment Terms	Due Immediately
		Sales Person	Helen Best
		Project ID	
		Page	1 of 1

Special Marks/Instructions Estimation only based on plans supplied While every effort has been made to ensure accuracy, it is the customer's responsibility to check all quantities Any additional requirements to the quote will be charged at standard rates A cutting list and flashing drawings will be required prior to manufacture						
Item Number	Description	Width	Length	Quantity	Unit Price	Amount
P0034610	14 x 55mm HWF Neo SDS Universal Screw Class 4 HD Galvanised Unitite AS/NZS 3566			1,000.00 ea	23.5830 h	235.83
P0087412	401-450mm x 0.55mm Flashing Galvanised		1.000	1.00 ea	14.3400 m	14.34
<hr/> Steel & Tube Signature Bank Account: ANZ Bank A/C 01-0607-0023700-00 Please use QT00810810-1 as your reference		<hr/> Customer Signature I accept this Quotation in accordance with its Terms A 2% credit card surcharge will apply if paying by credit card		Subtotal 250.17 Total Charges 0.00 Net amount 250.17 GST 37.53 Total (NZD) 287.70		

All orders are subject to additional shipping and handling charges, which may not be displayed on this Quotation. For more information about these additional charges, please contact your Steel & Tube sales representative.
 S&T 0030/B All goods are supplied on the Company's terms and conditions of trade which are available at www.steelandtube.co.nz

----- Forwarded message -----

From: Hayman, Philip <Philip.Hayman@leviat.com>

Date: Thu, Mar 17, 2022 at 1:59 PM

Subject: RE: helifix screws

To: Graham Batchelor <grahambatch@gmail.com>, Leviat-NZ-Info <info.nz@leviat.com>

Hi Graham,

Apologies. I overlooked the earlier email.

Please find prices (ex-GST) below. I recall you installed these ties by means of DryFix application despite the very long length? Prices include a driver attached for hire and a long nozzle to help support the tie during installation.

HBR 10mm x 1200 @ \$47.52 ea

HCT Nozzle 15mm x 1200 @ \$70 ea

Power Driver Attachment @ \$50 hire, 5 days

Regards

Philip Hayman
Manager | New Zealand



Leviat
2/19 Nuttall Drive | Hillsborough | Christchurch | 8022 | New Zealand
T. +64 3 376 5205 | M. +64 29 7703632
E. philip.hayman@leviat.com | Leviat.com
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MACKENZIE DISTRICT COUNCIL

APPLICATION FOR FUNDING FROM THE HERITAGE PROTECTION FUND

To: Mackenzie District Council
PO Box 52
FAIRLIE



Phone: (03) 685-9010
Fax: (03) 685-8533

DETAILS OF APPLICANT

Full Name **John F. Emery**
Postal Address **2054 State Highway 8 Burkes Pass 7987**
Daytime Contact Person **John F. Emery**
Telephone **03 6858575** Fax

DETAILS OF HERITAGE ITEM

Name of Item **Burkes Pass School**
Address/Location **2054 State Highway 8 Burkes Pass 7987**
Legal Description **1.0117 hectares Record of Title CB46C/234 Section 1**
Current Use **Private residence & artist studio**

SIGNIFICANCE OF ITEM (attached further pages if necessary)

See attached history of the School.

Several years ago the original heritage part of the school building was recognized by the Mackenzie District Council to be added to the Heritage Schedule with my approval I understand it was to be listed as a category Y.

PROPOSED WORK FOR WHICH FUNDING IS SOUGHT

exterior painting of the heritage portion of the structure only and does not include the newer addition.

WHY THE PROPOSED WORK IS NECESSARY

the exterior of the school was painted in 2000 and since that time it has not been repainted or retouched. The school is overdue for repaint due to the harsh summer, winter conditions of the of the last 22 years. In addition a number of the cladding boards have recently been replaced due to boreas and rot, and the colour no longer matches.

WHY FUNDING IS REQUESTED AND WHETHER OTHER FUNDING APPLICATIONS HAVE BEEN MADE OR CONSIDERED

although the interior has been maintained and upgraded where necessary, painting the exterior is beyond is beyond my capabilities or expertise.

No other funding applications have been made.

QUOTES

I have enclosed a minimum of two quotes providing a breakdown of labour and material costs for the work the funding would apply to. ☒

I am attaching a quote from PREMIERSHIP PAINTING LTD and KOLOUR IT.

AMOUNT REQUESTED FROM FUND

I request the following amount from the fund \$2500.00

Signature of Applicant



Date

3/1/22

Note: The Council will notify the applicant of its decision in writing following consideration of the application. Approved funding is paid as a reimbursement, once the work has been inspected and confirmed to be of a professional standard by a suitably qualified person.

For all enquiries please contact the Mackenzie District Council, PO Box 52, Fairlie.

Phone: (03) 685 9010

Fax: (03) 685 8533

Email: info@mackenzie.govt.nz

History and significance of the Burkes Pass School

The Burkes Pass School was built 1878 and opened the following year with two teachers and twenty pupils. At its peak in 1898, three teachers taught at the school but population drift to Fairlie closed the school in 1913. It re-opened in March 1920 for 23 years but its existence was always precarious. The school has since had various roles as a community hall, an artist studio for Maurice Angelo, and presently a private residence. John and Kathleen Emery purchased the school in 1999 and subsequently built living quarters on the rear of the original school.

The heritage part of the structure looks much the same as it did when it functioned as a school. It is part of the Burkes Pass heritage walk and has been designated as a historic site.

When I am in residence visitors are welcome to visit the school and a number of past pupils have done so over the years adding to the history and memories of the school.

PREMIERSHIP PAINTING LTD
GST: 133-616-012

John Emery
School House
Burkes Pass

Estimation as per site visit to prepare and paint nominated exterior areas.

Estimate includes:

*Paint of owners nominated colour

*Fuel and consumable costs

*Scaffold Hire

Estimate excludes any unforeseen building or hazardous variables found upon commencement of work.

Estimate is based on a 2 coat paint system.
Additional coats of paint will be at an extra cost.

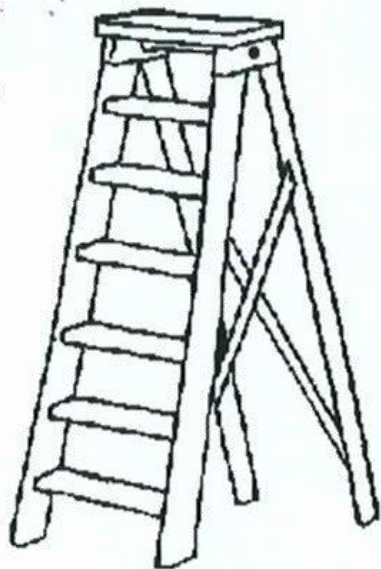
Heritage: \$11,000.00

GST: \$ 1650.00

TOTAL: \$12650.00

Many Thanks

Craig McKie
craigmck82@gmail.com
0212507018



KOLOUR IT

CHRIS HAUGH PAINTING
38 GILLINGHAM STREET
FAIRLIE

021 102 7771

kolourit@gmail.com

To John Emery

Hi, here is the quote to re-paint the exterior of:

The Historic portion of the
Burkes Pass School
State Highway 8
Burkes Pass

Paint	\$ 1547.20
Labour	\$11880.00
Prep products	\$ 325.90
Plant Hire	\$ 375.50
Mileage 1176kms @ \$1.20 per	\$ 1411.20
Sub total	\$15539.80
G.S.T	\$ 2330.97
Total	\$17870.77

All surfaces to be painted will be water blasted to remove old flaky paint and general dirt and grime, sanded, primed where necessary, filled where

necessary and two coats of the appropriate paint applied.

This quote encompasses the painting of:

Exterior: Walls

Windows

Doors

Faica

Bargeboards

This quote is worked out using the Resene colour coating systems in which Resene paints will be used throughout.

I look forward to your reply

Yours faithfully

Chris Haugh.

RECEIVED

31 MAY 2022



Mackenzie
DISTRICT COUNCIL

MACKENZIE DISTRICT COUNCIL

APPLICATION FOR FUNDING FROM THE HERITAGE PROTECTION FUND

To: Mackenzie District Council
PO Box 52
FAIRLIE

Phone: (03) 685-9010
Fax: (03) 685-8533

DETAILS OF APPLICANT

Full Name *Church of the Good Shepherd - Tekapo*
Postal Address *c/- Rhodes P.O. Box 199 Tekapo 7999*
Daytime Contact Person *Andy Scrase - Chairman*
Telephone *021 645 731* Fax *email: andy@scrase.com*

DETAILS OF HERITAGE ITEM

Name of Item *Church of the Good Shepherd*
Address/Location *Pioneer Drive Tekapo*
Legal Description *Heritage Building - Category X*
Current Use *church, tourist area*

SIGNIFICANCE OF ITEM (attached further pages if necessary)

The church is an icon of the Mackenzie and of New Zealand. It plays a huge part in gaining tourists to this region. It has immense historical and spiritual value to the wider community

PROPOSED WORK FOR WHICH FUNDING IS SOUGHT

1. *Recovering of pew cushions.*
2. *Replacement of sound system for weddings, funerals, and functions.*

WHY THE PROPOSED WORK IS NECESSARY

The church committee has put a huge amount of time + effort into conserving, maintaining and preserving this church. We have managed to recarpet, repainting + recurtain the church but have no funds for pews covers or a sound system.

WHY FUNDING IS REQUESTED AND WHETHER OTHER FUNDING APPLICATIONS HAVE BEEN MADE OR CONSIDERED

No other funding has been available to us. Since Covid, the church has received no money from tourism which funds the running of the church. We do not receive any money from any other source - its all done by volunteers. We would very much appreciate some help.

QUOTES

I have enclosed a minimum of two quotes providing a breakdown of labour and material costs for the work the funding would apply to. ☐

Will be to you by Tuesday 7th June

AMOUNT REQUESTED FROM FUND

I request the following amount from the fund \$...5,000.....

Signature of Applicant K.L. Rhodes (Secretary of COGS committee)

Date 30th May 2022

Note: The Council will notify the applicant of its decision in writing following consideration of the application. Approved funding is paid as a reimbursement, once the work has been inspected and confirmed to be of a professional standard by a suitably qualified person.

For all enquiries please contact the Mackenzie District Council, PO Box 52, Fairlie.
Phone: (03) 685 9010
Fax: (03) 685 8533
Email: info@mackenzie.govt.nz

Fwd: Church if the Good Shepherd pews.

Subject: Fwd: Church if the Good Shepherd pews.
From: Kristine Rhodes <krissyrhodes@gmail.com>
Date: 7/06/2022, 2:46 pm
To: Andy Scrase <andy@scrase.com>



----- Forwarded message -----

From: Sue Steven <sue@materialgirls.co.nz>
Date: Thu, 2 Jun 2022, 12:47
Subject: Church if the Good Shepherd pews.
To: <krissyrhodes@gmail.com>

Good Morning Krissy,

Thank you for thinking of The Material Girls with your project to recover the church pews. I have looked at fabrics and have found several to show you. All are hard wearing and have been fire rated. I am basing this quote on a fabric at \$60 per metre.

To supply fabric and zipping for 11 pews would cost \$1573. Recovering the existing squabs with a wrapped and zipped cover would cost \$715.

This totals \$2288.

We may decide to wrap the existing inners in dacron to plump them (add \$265.)

I would happily sight the squabs and help decide whether new foam would be necessary. Hopefully the new dacron wrap would suffice.

I look forward to hearing from you soon.

Kind regards,

Sue Steven
The Material Girls
Sent from my iPhone

Fwd: QUOTE FOR SOUND SYSTEM - VALID FOR 30 DAYS

Subject: Fwd: QUOTE FOR SOUND SYSTEM - VALID FOR 30 DAYS
From: Kristine Rhodes <krissyrhodes@gmail.com>
Date: 7/06/2022, 2:45 pm
To: Andrew Scrase <andrew@scrase.com>

----- Forwarded message -----

From: Gary | Gary Anderson <gary@garyanderson.co.nz>
Date: Tue, 7 Jun 2022, 13:57
Subject: QUOTE FOR SOUND SYSTEM - VALID FOR 30 DAYS
To: krissyrhodes@gmail.com <krissyrhodes@gmail.com>

MA708PAMB5 Mipro Portable PA with UHF 16ch RX - 5N and

Bluetooth

\$2190

MA708EXP MIPRO Extension speaker for MA708.

\$1190

MS70 MIPRO Tripod Speaker Stand. Adjustable

\$134 x2 \$268

SC75 Mipro MA708 cover

\$198 x2 \$396

ACT32T-5 Mipro beltpack transmitter (new series) (no mic)

\$326

MU53L Mipro MU53L lapel mic with MSF4 connector 1

\$94.60

Fwd: QUOTE FOR SOUND SYSTEM - VALID FOR 30 DAYS

Total= \$4464.60 plus gst

Gary

52 The Mall

Cromwell 9310

New Zealand

Toll Free 0800 4Stereo/ 478373

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Attachments:

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6.11 MOBILE TRADERS SCHEDULE 2022-2023

Author: Aaron Hakkaart, Manager - Planning

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. Mobile Traders Proposed Schedule 2022-2023 [↓](#) 

PURPOSE OF REPORT

The purpose of this report is to inform Council of the Mobile Shops and Traders Applications received under the Mackenzie District Council Mobile Shops and Traders Bylaw 2021 (the Bylaw). Council approval is also sought to make changes to the Schedule contained within the Bylaw and to approve applications where the site restrictions are exceeded in certain circumstances.

STAFF RECOMMENDATIONS

1. That the report on the Mobile Traders changes to Schedule 1 be received.
2. That Council approves that Schedule 1 be altered to increase the hours of operation at the Mackenzie Drive site to 6am-9pm Monday to Sunday.
3. That Council approves that Schedule 1 be altered to increase the number of traders allowed to operate (from 3 to 4) at the Lakeside Drive site.
4. That Council notes that licenses have been granted to both Bids Coffee and Seaschelles.
5. That Council notes that Thon Cru (Ken) has been granted a license for Mackenzie Drive, Lakeside Drive, and Denmark Street Greenway and has been charged one license fee.
- 6.

BACKGROUND

The Mackenzie District Council Mobile Shops and Traders Bylaw 2021 regulates the conduct of persons selling goods on streets, roads, and pavements and on property owned or managed by the Council. The Bylaw designates five trading sites within the District, two in Fairlie, two in Tekapo and one in Twizel. No licenses will be granted to operate outside of the designated Mobile Trading locations.

All mobile traders are required to have a Mobile Shop and Traders License to operate from any of the designated sites. Traders wanting to operate from multiple sites must obtain a separate license for each location. The number of operators is limited at each site as well as the hours of operation. Mobile ice cream vans such as Mr Whippy are exempt.

The application process introduced by the Bylaw is as follows:

- A call for applications is made each financial year from on 1 May.
- Based on the applications received a schedule is drafted for the following financial year, allocating specific times and days of trade.

- Where the applications received exceed the site limits, staff recommendations will be made to Council and a determination shall be made regarding the allocation of licenses.

When determining what licenses should be granted an authorised officer / Council shall have regard to;

- Whether the trader has held a license for the site previously;
- The number of applications received;
- The types of food, refreshments, and handcrafts to be sold to ensure a variety of offerings;
- The hours/days of operation sought;
- The previous history of the mobile shop and/or trader;
- Whether the mobile trader is familiar with their obligations under the bylaw;
- And any other matter deemed necessary.

APPLICATIONS

Applications for Mobile Shops and Traders Licenses opened on 1 April 2022. Mobile Traders who had previously operated in the Mackenzie District were contacted and invited to apply for a license. The application period was also advertised on the MDC website, social platforms, and the Courier. Applications closed on 31 May 2022, having been open for a period of two months. A total of 11 applications were received, 9 were accepted, one was conditionally accepted, and one was withdrawn.

Trader	Location Applied For	Hours Applied For	Type of Goods	Existing Trader
Bids Coffee	Mackenzie Drive	07:00-14:00 Monday to Sunday	Coffee Pre-packaged shelf stable food	Yes
Bumbles Bacon Butties	Mackenzie Drive	07:00-14:00 Tuesday to Friday 09:00-14.00 weekends	Bacon Butties Soup Baked Potatoes	Yes
Seaschelles Coffee	Mackenzie Drive	07:00-14:00 Monday to Sunday	Coffee Cold Beverages Shelf Stable products	Yes
Wok Away	Mackenzie Drive	16:00 to 20:30 Wednesday to Sunday	Chinese Fusion Takeaways Wok food Stir fries Sushi	Yes
Dragonfly Kitchen	Mackenzie Drive	06:30 to 21:30 Monday to Sunday	Ready to Eat Meals Sushi Minimally processed fruit and veggies Tea and coffee	Yes

Thon Cru	All Mobile Trading sites	11:00-1pm 3pm-till dark Every third Thursday	Fresh Seafood	Yes
Robins Honey	Lakeside Drive and Hamilton Drive	9am-5pm 9am-8pm (summer) Trades Oct-Mar	Honey Homemade Crafts	Yes
Kopi'O*	Lakeside Drive	07:00-16:00 Monday to Sunday	Hot and Cold Drinks Ready to Eat Meals	No
The Better Batter	Lakeside Drive	11:30-21:00 Monday to Sunday	Fish and Chips Beverages	No
Hungry Birds	Denmark Street	6:00 -21:00 Monday to Sunday	Ready to Eat Meals Snacks Hot and Cold Beverages Breads and pastries	Yes
Dolce Pizza	Lakeside Drive		Pizza	No

*Application has been accepted conditionally and license will not be issued until the appropriate food licenses have been transferred from Auckland to the Mackenzie District. They have been provisionally included in the attached Schedule as they intend to start trading in August.

MOBILE TRADING LOCATIONS AND SCHEDULE

There are five designated Mobile Trading sites in the Mackenzie District; The Village Green, the Denmark Street Greenway, the Lakeside Drive Carpark, the Hamilton Drive Carpark, and the Mackenzie Drive Carpark. Schedule 1 of the Bylaw outlines the restrictions for each site. Each has a different number of traders allowed and hours of operation.

During the applications process an issue was raised with the Mackenzie Drive Carpark site. The hours specified in the Bylaw (6am – 9pm Weekdays and 9am – 9pm Weekdays) differed from the other trading sites (6am – 9pm Monday to Sunday). This is likely to have been a drafting error in the Bylaw and it is recommended that the licenses issued for the Mackenzie Drive Carpark are amended with this in mind.

Based on the applications received a draft schedule has been drafted (refer to attachment) to ensure all traders are given their desired hours so far as they fit within the specified hours of the trading site. Two schedules have been created for the Mackenzie Drive Carpark in recognition of the different trading hours for weekends (as mentioned above).

Several issues with the schedule and applications have been identified as follows:

- The site hours for Mackenzie Drive are not consistent with the other Mobile Trading Sites. This was an error in the Bylaw and traders have raised concerns about the hours being unfairly restrictive.

- Two applications for Coffee Vans for the Mackenzie Drive Carpark have been applied for. Traders have informed us that Seaschelles only operates on the weekends and on public holidays. Bids coffee is building up a steady client base and will not operate at the same time as Seaschelles. Seaschelles has applied for the same hours as to not miss out on any opportunity to trade.
- Thon Cru has applied for all Mobile Trading sites for every third Thursday of the month. Ken, the operator only visits the sites for a couple of hours on a Thursday and has been doing so consistently. Mobile Shops and Traders Licenses are charged at a rate of \$180.00 per license. Ken has therefore asked that only one license fee be charged.
- The applications for the Lakeside Drive Carpark have exceeded the maximum number of traders allowed on the site at any one time. There will be four operators when Thon Cru visits the site. This is only for one day every two weeks or so.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

The proposal is not significant in terms of Council's Significance and Engagement Policy.

OPTIONSMackenzie Drive Car Park**Schedule 1**

1. Schedule 1 of the Bylaw for Mackenzie Drive is not altered and the hours on the weekend remain reduced despite all other sites allowing traders to operate at these hours.
2. Schedule 1 of the Bylaw for Mackenzie Drive is altered and the hours on the weekend increased to be in line with the other mobile trading sites within the District. (Preferred)

Lakeside Drive Car Park**Schedule 1**

1. Schedule 1 of the bylaw is not altered to increase the number of traders allowed. Decide which trader is not granted hours on a Thursday at the Lakeside Drive site OR Decline Robins Honey a license for Lakeside Drive.
2. Schedule 1 be altered to increase the number of traders allowed to operate at the Lakeside Drive site (from 3 to 4). (Preferred)

CONSIDERATIONS**LEGAL**

The Council can add, remove or alter any part of Schedule 1 in accordance with Section 156 of the Local Government Act 2002.

FINANCIAL

There are no financial implications of this recommendation on Council.

CONCLUSION

The Mackenzie District Council Mobile Shops and Traders Bylaw 2021 schedule has been prepared to enable as many traders to operate as possible. The recommendations and options given to Council reflect the Bylaw's intention of regulating Mobile Traders conduct while on property owned by the Council. Each application has been vetted to ensure the appropriate food licenses, signage, and registrations are held by the traders.

Mackenzie Drive Carpark, Twizel Bylaw Hours

	MON				TUE				WED				THU				FRI				SAT				SUN			
Traders MAX 6 Traders at Once	0600																											
Bids Coffee 7am-2pm Weekdays 9-2pm Weekends	0700				0800				0900				1000				1100				1200				1300			
Bumbles 7am-2pm Weekdays 9-2pm Weekends	1400				1500				1600				1700				1800				1900				2000			
Seaschelles 7am-2pm Weekdays 9-2pm Weekends	2100																											
Wok Away 4pm-9pm Wed-Sun																												
Dragonfly Kitchen 6:30am-9pm Weekdays 9am-9pm Weekends																												
Thon Cru 3pm -9pm Rotates																												

Mackenzie Drive Carpark, Twizel Suggested Hours

[illegible]

Lakeside Drive Carpark, Tekapo APPLICATIONS

Traders MAX 3 Traders at Once
Robins Honey 9am-5pm 9am-8pm (summer) Trades Oct-March
The Better Batter 11:30-9pm
Kopi'O Limited 7am to 4pm [Late Application Trading to start August]
Thon Cru 11am-1pm Rotates

	MON	TUE	WED	THU	FRI	SAT	SUN
0600							
0700							
0800							
0900							
1000							
1100							
1200							
1300							
1400							
1500							
1600							
1700							
1800							
1900							
2000							
2100							

Denmark Street Greenway, Fairlie

Traders MAX 3 Traders at Once
Hungry Birds 6am-9pm Monday to Sunday
Thon Cru 3pm -9pm Rotates

	MON	TUE	WED	THU	FRI	SAT	SUN
0600							
0700							
0800							
0900							
1000							
1100							
1200							
1300							
1400							
1500							
1600							
1700							
1800							
1900							
2000							
2100							

Hamilton Drive Carpark, Tekapo (provisional)

<p>Traders MAX 3 Traders at Once</p>
<p>Robins Honey 7am-3pm Weekdays 9am-8pm Weekends Trades Oct-March</p>
<p>Thon Cru 11am-12:30pm 2pm-6pm Every third Thursday</p>

	MON		TUE		WED		THU		FRI		SAT		SUN	
0600														
0700														
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7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 11 APRIL 2022

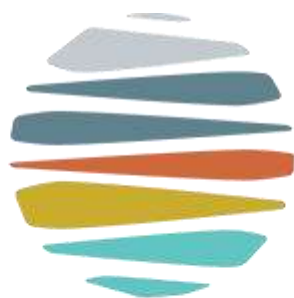
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Twizel Community Board Meeting - 11 April 2022

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 11 April 2022 be received.
2. That Council notes the following resolutions passed by the Twizel Community Board:
 - That a grant of \$172.50 be approved in response to the application from the Twizel Little Movers Playgroup towards the cost of easter egg cut outs.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Twizel Community Board Meeting

11 April 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD ON ZOOM
ON MONDAY, 11 APRIL 2022 AT 3.00PM**

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

IN ATTENDANCE: Mayor Graham Smith, Cr Anne Munro, Angela Oosthuizen (Chief Executive), Tom O'Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Angie Taylor (Twizel Township Supervisor), Sandy Hogg (Finance Manager), Matt Gunn (public), David Adamson (Operations Manager – Acting).

1 OPENING

The chairperson opened the meeting.

2 APOLOGIES

An apology for lateness was received from David Adamson.

3 PUBLIC FORUM

The chairperson noted three matters raised by members of the public. These will be logged as service requests.

1. A person has made a request re the grass by the long vehicle car park. Wants boulders put down as a barrier to stop people parking on the grass.
2. A person has asked for signage near the Twizel Early Learning Centre building for the long vehicle car park, and perhaps by the Mobil garage.
3. A person has asked for a stop sign on the intersection of Temple Drive and Ostler Road. People are not giving way.

4 DECLARATIONS OF INTEREST

Cr Emily Bradbury declared she was a sponsor of the upcoming Easter event and would not vote on the grant application at item 5.3.

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 7 MARCH 2022

COMMITTEE RESOLUTION TWCB/2022/243

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That the Minutes of the Twizel Community Board Meeting held on Monday 7 March 2022 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

The community board were happy with the financial report. Cr Bradbury asked about the Heritage House project money. The governance advisor explained the need for this to be spent via staff (but had technical difficulties and could not be heard by the rest of the meeting).

The location of the heritage house needed to go to council. A report to council was required.

COMMITTEE RESOLUTION TWCB/2022/244

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

That the community board financial report be received.

CARRIED

Finance manager Sandy Hogg gave a presentation on the Annual Plan process, including the projects included in the Long Term Plan and upcoming rates increases. A copy of her presentation is available as an attachment to these minutes.

5.3 GRANT APPLICATION

Cr Emily Bradbury declared an interest in this, as she is a sponsor of the event. She did not vote.

The community board did not have any objection to this grant and approved it.

COMMITTEE RESOLUTION TWCB/2022/245

Moved: Member Amanda Sargeant

Seconded: Member Renee Rowland

1. That a grant of \$172.50 be approved in response to the application from the Twizel Little Movers Playgroup towards the cost of easter egg cut outs.

CARRIED

5.4 TWIZEL COMMUNITY BOARD GENERAL UPDATE

The purpose of this report was 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.

Tom O'Neill summarised the projects listed in his report, which is attached to the agenda.

Market Place Upgrade – Project delayed until August/September to ensure concrete laying is not undertaken during winter months. Also complications in moving staff office.

Ohau Road Reserve Development – Consultation will go on Let's Talk soon. Delayed by staff demands and illness.

Lake Ruataniwha Reserve Management Plan – Work continues on the development of the plan. Draft will be available at the next community board meeting. Feedback to date has been good. Tom O'Neill offered to send an update to the community board between now and the next meeting.

Twizel Events Centre - Angie Taylor updated the community board on the project to upgrade the Twizel Events Centre. She suggested the project manager Mike Nesbitt could attend the next meeting for a more detailed update. The community board agreed.

Public toilets at Lake Ruataniwha – Project ongoing.

Swimming pool – Work ongoing. Mural to go on swimming pool wall. Proposal will come to community board before it goes up.

Mural Behind Four Square – The community board discussed the proposal in the agenda and the photograph of the proposed mural. They did not understand some of the aspects in the mural, such as the woman and the light bulbs. Tom O'Neill offered to chat to the TPDA about the design. The community board said they were not happy with the design and parts of it could be improved. They would like to see tangata whenua recognised in the mural.

Bike stands – One of the designs considered by the community board was from Italy so the time to order it wasn't suitable. Tom O'Neill came up with a couple of other options that might work and showed these to the community board. Needed to cater for wide tyres used by mountain bikers. The community board gave advice on which bike stand they preferred.

Wilding Pines near Ruataniwha Holiday Park – Residents agreed with removing wilding pines. A contractor has been selected and Ecan will assist with costs.

Working Man's Hut – David Adamson gave a verbal update. Staff are currently looking at potential sites for both the hut and the heritage house, and whether these are impacted by planning regulations or infrastructure needs. Some locations would require an additional pump to handle sewerage. This information would be pulled together in the next week or so.

The chairperson has joined the committee of the Heritage Group to assist with this project. This matter would probably need to go to full Council for a decision.

Discussion took place on the need for engagement with the community to ensure there was public support for the location.

Liquor ban signs – Signs will be going up around the township. Also have a stencil to stencil the ground with white paint to identify ban areas.

5.5 ENGINEERING MANAGER'S UPDATE

Joni Johnson went through the main points of her report. She also asked about plans for a Christmas tree, as she would like to ensure that any lights meet dark sky standards. Cr Emily Bradbury said she was the council liaison person on the Mistletoe Committee and to direct any questions to her.

5.6 GENERAL BUSINESS AND COUNCILLOR UPDATE

Information Kiosk – A question was asked about who paid for the kiosk. It was council, not the community board.

Request for footpaths at Tussock Bend and The Drive – No road marking and ditches on either side of the road. This is dangerous for walkers. This has been flagged with the roading manager.

The community board felt this was a safety issue. David Adamson said there was no funding for this in the Long Term Plan but he would check to see if funding was available from Waka Kotahi or other sources.

Mr Adamson suggested the community board create a list of projects it would like considered for funding in future.

Twizel Heritage House – covered earlier.

Update on signage and playground strategies – David Adamson said four of the new strategies would be going to council in May for approval.

Cr Bradbury left the meeting at 4.37pm.

The chief executive and Mayor updated the community board on council activity.

5.7 COMMUNITY BOARD ACTION LIST

Man-made Hill – no update.

Youth Centre – The chief executive has set up a meeting with key stakeholders in Twizel to begin the discussion on what is required.

The community board said the introduction of green bins in Twizel was fantastic and they had received good feedback.

The Meeting closed at 4.50pm.

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

.....
CHAIRPERSON

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 13 APRIL 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Tekapo Community Board Meeting - 13 April 2022

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 13 April 2022 be received.
2. That Council notes the following resolution passed by the Tekapo Community Board:
That the Tekapo Community Board approves allocating the shortfall to complete Stage 1 of the CCTV project, of approximately \$13,000, from the Tekapo Township Budget.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Tekapo Community Board Meeting

13 April 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD ON ZOOM
ON WEDNESDAY, 13 APRIL 2022 AT 3.00PM**

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

IN ATTENDANCE Cr Murray Cox, David Adamson (General Manager Operations – Acting), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Sandy Hogg (Finance Manager), Scott McKenzie (Roading Manager).

1 OPENING

Caroll Simcox chaired the meeting in the absence of Steve Howes, who was away sick.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2022/210

Moved: Member Chris Scrase

Seconded: Cr Matt Murphy

That apologies received from Chairperson Steve Howes, Chief Executive Angela Oosthuizen, and staff Joni Johnson and Brian Milne be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

There was no public forum

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 9 MARCH 2022

COMMITTEE RESOLUTION TKCB/2022/211

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 9 March 2022 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

Chris Scrase asked what call there would be on the township account between now and June 30. David Adamson spoke about stage one of the CCTV project, which would be short about \$13,000. This could come from the township money.

Council has approved going ahead with Allied Alarms, so this project will go ahead as soon as possible. The community board was asked if they were willing to put up community board project money towards the shortfall, and discussed this. Asking Council to find the extra would require a report to council, which would delay the project.

The community board was comfortable with funding this and passed a resolution to that effect.

COMMITTEE RESOLUTION TKCB/2022/212

Moved: Member Sharron Binns

Seconded: Cr Matt Murphy

That the Tekapo Community Board approves allocating the shortfall to complete Stage 1 of the CCTV project, of approximately \$13,000, from the Tekapo Township Budget.

CARRIED

Sandy Hogg gave a presentation on the Draft Annual Plan, including Tekapo Projects and rates. A copy of this presentation is available on request as an attachment to these minutes.

Following the presentation a question was asked about whether the location of the lakefront playground was permanent. It was important to be certain about this before spending money. Location would need to be consulted with the community. Clarification was needed about the effect of the Abley transportation report and the location of the slow road on the lakefront.

David Adamson said the plan was for a destination playground with a range of activities for children of all ages. Not all the money would go into play equipment, but also into the whole environment, including plantings.

5.3 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.

Tom O'Neil outlined the points in his report.

Artwork – The governance advisor was asked to change the word 'statue' to 'sculpture'.

Tekapo Hall custodian – David Adamson offered to speak to Council Human Resources and speed up the process if possible. Sharron Binns offered to supply a draft job description.

Rubbish Bins – New bins have arrived in Fairlie and will be installed in Tekapo soon.

5.4 ENGINEERING MANAGER'S UPDATE

David Adamson went through the three waters section of this report, then Roading Manager Scott McKenzie updated the community board on roading and footpath activity in Tekapo.

The community board said getting the entrance of the carpark done was a necessity, but they wouldn't like to see the cost of this coming from the township budget if it was essential infrastructure.

Mr Adamson said carparking isn't NZTA subsidised so the funding comes from local share. To do it all is \$40,000. Structural alternatives were discussed, and the option of putting off other things to afford it.

It was possible to break this work into two stages to get it up the priority list. Having to find funding for flood repair work this year. Priority works in Tekapo were curbing around the pub area.

Caroll Simcox said although the list includes nice-to-haves, the initial concern was safety. Item 1 and item 4 were the priority for safety.

David Adamson offered to look into it and noted the community board would like this to happen sooner rather than later. Sharron Binns suggested the community board have a further discussion on this in the next couple of weeks. Members agreed.

Cr Murphy said the priority was around safety of traffic and pedestrians in the carpark. He did not support dipping into the township fund for this project. It was an infrastructure project. He would like to use council funds for these basic improvements.

The community board would hold a discussion and come back to staff.

5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

Cr Murphy raised the issue of the road to the dump being damaged by heavy machinery and asked for this gravel road to be graded. The roading manager noted this.

Cr Murphy updated the community board on council activity of interest to the community board.

Caroll Simcox then went through the list of general business as follows:

Unplanted garden area west of observation hill at the church – David Adamson will take photos of this area and discuss further with Tom O'Neil.

Rabbit control – Ecan has been asked to develop a rabbit control programme for urban areas. Mount Cook Village and Lake Alexandrina have a similar problem as Tekapo. Unfortunately the person Mr Adamson is dealing with is away sick at the moment. But he will follow up with Ecan.

Maintenance area Lochinvar Drive – Overgrown small piece of council land. Owner is complaining. 30 Lochinvar Road. Tom O'Neil to address with Whitestone.

Parking on Lot 5 in front of Kohan Restaurant – There was an agreement to use this for parking for a short time. Cr Cox was not sure if there was a current agreement, or if it had lapsed. Property has changed hands. A bike hire activity was planned on that lot. Cr Murphy asked if it was possible to reinstate the curb and remove yellow lines put in, as these encouraged people to use the site as carparking. Has the landowner raised an issue? No. Community board described area as ugly and untidy. David Adamson said he was not sure what powers he would have to say they cannot park on the land, as it was private land.

The community board would discuss this further and come back to staff.

Mobility access – Carroll Simcox asked about mobility access. The planned new footpath would allow wheelchair access to the lakefront, and there were mobility carparks. This subject would be addressed in the Open Spaces Strategy.

Service requests are not being responded to – Community board members said staff were not responding to service requests. David Adamson said the service requests have recently been migrated to the cloud, so if the issue was in the last four weeks this could be the reason. He receives a list of outstanding service requests once a fortnight. He hasn't picked up anything untoward, and asked the community board members to email him with any issues.

Chris Scrase asked if the system could generate a received/action notice for the customer.

Sharron Binns lodged a service request for a leaking toby a fortnight ago and did not receive anything. David Adamson will follow that one up specifically. It was lodged on the website.

Steve Howes had lodged a service request about rust on the footbridge. Scott McKenzie said he had received this and asked a contractor to inspect this and recommend an appropriate repair.

Gravel pathway at Lakeside/Hamilton Drive – there is an area where pedestrians need to walk on the highway. Carroll Simcox shared some photos of this area. To be investigated by staff.

5.6 COMMUNITY BOARD ACTION LIST

Tekapo Bus Shelters – David Adamson shared a map with five potential sites for bus shelters. He said he was not asking for a decision at this meeting, but this map would be circulated to community board members for discussion.

Tekapo walkway from Simpson Lane to main carpark – no update.

Proposed sports facility – Sports trust now established with a signed deed. Next meeting will discuss what is required in the facility. The trust would then approach council. Error in name of trust to be corrected to the 'Lake Tekapo Community Sports and Recreation Trust'.

Willow Bay trail – Tom O'Neil said he has received emails to say Tekapo Trails is currently putting in a consent application.

David Adamson said the Twizel Community Board was buying a large Christmas tree and did the Tekapo CB want to buy one at the same time? To be considered by the board.

The Meeting closed at 4.48pm.

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

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CHAIRPERSON

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 14 APRIL 2022

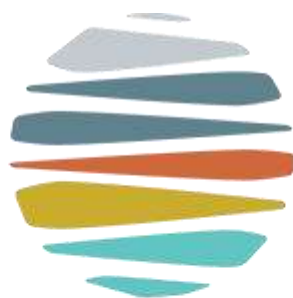
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Fairlie Community Board Meeting - 14 April 2022

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 14 April 2022 be received.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Fairlie Community Board Meeting

14 April 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD ON ZOOM
ON THURSDAY, 14 APRIL 2022 AT 4.30PM**

PRESENT: Deputy chairperson Angela Habraken, Leaine Rush, Cr Murray Cox

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (General Manager Operations – Acting), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Sandy Hogg (Finance Manager), Pete Dawson (Beca), Charlotte Taylor (public).

1 OPENING

Deputy chairperson Angela Habraken opened the meeting.

2 APOLOGIES

COMMITTEE RESOLUTION FCB/2022/164

Moved: Member Angela Habraken

Seconded: Member Leaine Rush

That apologies received from chairperson Damon Smith and Community Services Officer Brian Milne be accepted and leave of absence granted.

CARRIED

An apology from the Mayor was also received later in the meeting.

3 PUBLIC FORUM

Pete Dawson from Beca gave a presentation on the Fairlie Water Treatment Plant. A copy of his presentation is available as an attachment to these minutes.

The community board noted the long programme time for this project and thanked Mr Dawson for his presentation.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 10 MARCH 2022

COMMITTEE RESOLUTION FCB/2022/165

Moved: Member Angela Habraken

Seconded: Cr Murray Cox

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 10 March 2022 be received and confirmed as an accurate record of the meeting.

CARRIED

Finance manager Sandy Hogg gave a presentation on the draft annual plan. A copy of this presentation is available as an attachment to these minutes.

The community board asked about pensioner housing in Fairlie. Staff assumed this housing met healthy home standards. Tom O'Neil offered to follow up and let the board know by email.

Cr Cox asked to confirm that the township budget for Fairlie would be \$40,000 next year. This was confirmed.

Tom O'Neil confirmed the swimming pool update would include heating. He was working with a contractor and this was on track for next summer.

Angela Habraken introduced Charlotte Taylor, who was attending because she was keen on helping the community board.

Sandy Hogg was thanked for her presentation.

5.2 COMMUNITY BOARD FINANCIAL REPORT

There were no questions.

COMMITTEE RESOLUTION FCB/2022/166

Moved: Member Angela Habraken

Seconded: Cr Murray Cox

That the community board financial report be received.

CARRIED

5.3 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.

Fairlie Cemetery Memorial Wall – Francie Edge from the wall committee was working through consent requirements with the planning team and this was progressing nicely.

Dog Park – Delayed by the demands of other projects.

Fairlie Public Toilets – Location has been changed to enable the toilets to sit on one title. The architect has taken on board the preference for darker river stone as cladding, but there may be structural issues with using these stones. Physical work has started on these buildings off site. Will create more cost if the community board decides to move to river stone cladding.

Cr Cox asked why there was a problem with two titles, if both belonged to council. David Adamson said the issue was getting a building consent to build something over two titles. The shift in the location is very small and brings the location of the toilets slightly towards the road.

Regarding cladding, this could be a deal breaker. It needed to be river stone. David Adamson said river stone would cost a further \$40-50k. The stone chosen is thin cut, allowing a thin profile as opposed to a thick profile created by river stone.

The community board asked to see a sample of the proposed stone work.

Leaine Rush said the community board was willing to concede that a veneer was required, but did want a darker tone.

Bike racks have been ordered. To be delivered in mid-April.

Tree removal McLean Park and Fairlie Domain – To happen in the next month or so. The Douglas Fir at the back of the Fairlie Domain was a priority, as it was affecting neighbour Mrs Mitchell.

Leaine Rush then read out an email from Francie Edge about the memorial wall. Site has been pegged. Have met with the RSA and have their support. Met with planning to clarify requirement for consent. Next step was to finalise costing for the wall and then apply for funding.

Cr Cox asked if any money was in the cemetery account at the end of the financial year. Could this be carried forward to pay for the memorial wall? Normally all of the reserves are carried forward.

5.4 ENGINEERING MANAGER'S UPDATE

Joni Johnson outlined the contents of her report.

Water main works on Mount Cook Street have started without notifying residents. Joni Johnson has been working with the contractor and resident to resolve issues arising from this.

She explained upcoming work to be carried out on wastewater pipes to prevent cracks and leaks.

A ratepayer was concerned about the speed limit through Kimbell. Awaiting Waka Kotahi putting in place a process to adjust speed limits. This location could be added to the list of areas requiring speed changes.

The footpath on Alloway Street is being replaced.

Leaine Rush asked if there was any consideration of changing the speed limit on the northern approach to Fairlie. Joni Johnson said she was happy to include this on the list. David Adamson suggested a comprehensive review of all township speed limits.

Joni Johnson said Twizel had formed a Christmas committee and was wanting to buy a Christmas tree. Did Fairlie want to do the same. The community board agreed that if a community group came forward asking for this, the board would support it.

5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

An email from the chairman outlining new ideas for town projects was attached to the agenda.

A cycle trust wants to build a Kimbell to Fairlie cycleway and wants to start next summer. They have approached Council and asked if Council could maintain the track. Currently in discussion with the roading team. This trust has the money for the capital work.

Bike track for children - Can be easily explored.

Bike stands will come from the township budget.

Fairlie Peace Trees – Staff had a good response to tender process. Five contractors have shown an interest in this work.

Seating and bike stands – The community board have not received price or costs, or number of these. How would this affect their budget? Tom O’Neil suggested a walk around to choose locations for bike stands. Seating has not yet been ordered.

The chief executive noted the need to engage with each community to get ideas for future projects.

A walk around was suggested for after the school holidays. The community board would get in touch to organise this.

Cr Cox updated the community board on Te Manahuna Ki Uta/Destination Mackenzie. There was an opportunity for engagement currently on the website.

5.6 COMMUNITY BOARD ACTION LIST

Discussion took place on the idea of **a scholarship in recognition of Les Blacklock**. The chief executive would like to see this go ahead and agreed to meet with member Leaine Rush to discuss further, and bring a plan to the next meeting.

Fairlie River Trail – Recently got the code of compliance certificate for the bridge in the gorge. This action relates to the maintenance of the river track. Remove from action list.

Fairlie Dump Station – Joni Johnson is exploring the issue of paying for water to the pub site. Staff are also looking at other alternative sites. Hope to get a couple of options to the community in the near future. Could use the pub site with a water meter, but reluctant as Council would be relying on a private property owner. Goal is to find a permanent location. Need to discuss this further. Pub facility would be needed if nothing else is provided by next summer.

Fairlie Township budget – This has been included the annual plan. Remove from action list.

The Meeting closed at 6.12pm.

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

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CHAIRPERSON

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 12 APRIL 2022

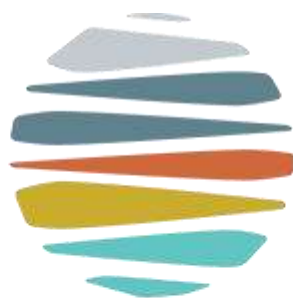
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting - 12 April 2022

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 12 April 2022 be received and confirmed as an accurate record of the meeting.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Ordinary Council Meeting

12 April 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE, AND ON ZOOM
ON TUESDAY, 12 APRIL 2022 AT 9.30AM**

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

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Paul Numan (General Manager Corporate), Alexis Gray (General Manager People and Culture), Fiona McQuade (Property and Commercial Manager), Martin Homisan (Economic Development Manager), Arlene Goss (Governance Advisor), Sandy Hogg (Finance Manager), Joni Johnson (Engineering Manager), Keiller Macduff (Timaru Herald), Lydia Stoddart and Kath Low (ChristchurchNZ), Wendy Smith and Raewyn Bell (South Canterbury Chamber of Commerce), Miles O'Connor (Bancorp).

1 OPENING

The Mayor opened the meeting and welcomed everyone. He noted that those present in the council chambers had undertaken a negative RAT test for Covid.

2 APOLOGIES

There were no apologies.

3 VISITORS

At 10.40am Lydia Stoddart and Kath Low from ChristchurchNZ presented their report to Council, on the agenda as item 6.3.

At 11.00am Wendy Smith and Raewyn Bell from the South Canterbury Chamber of Commerce presented their report to Council, on the agenda as item 6.4.

At 11.45am Miles O'Connor from Bancorp joined the meeting to discuss item 6.8: LGFA Joint and Several Guarantee Report.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 BEREAVEMENTS

The Mayor remembered Fairlie man, Vic Braddick, and a moment of silence was observed.

6 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

The Mayor took his report as read and asked for any questions. Most of the meetings he attended were held online.

Cr Munro asked about a meeting with the Ministry of Social Development. This was related to aged people in the community. The meeting did not include any discussion of funding, but was more related to need.

Discussions with the district health board included concern about the number of staff who were away sick with Covid.

There was good engagement from the business community with Te Manahuna Ki Uta/Destination Mackenzie.

A new trail manager has been hired for Alps2Ocean.

The Mayor said changes to road user charges were a concern. David Adamson said staff were involved in this and a presentation would come to a future meeting or workshop.

The Mayor said at the mayoral forum the mayors agreed they wanted this money to go towards roads, not other forms of transport. They were worried about inequalities in funding being created. Submissions close on April 22. Cr Munro said this was an important submission considering the length of roading in the district.

The Mayor then commented on his work with South Island Rowing. This was a great organisation to work with. There were 1400 rowers and 1200 supporters at the event, so a very busy time. It was an important event for local businesses.

RESOLUTION 2022/19

Moved: Cr Emily Bradbury

Seconded: Deputy Mayor James Leslie

That the report be received.

CARRIED

7 REPORTS

6.1 CHIEF EXECUTIVE'S REPORT

The chief executive updated the councillors on the production of the annual report, and recent work with auditors. She was very pleased to receive an unqualified audit opinion today. This would allow Council to adopt the Annual Report at this meeting.

Work was moving towards the adoption of the annual plan. The finance manager was presenting the draft annual plan to community boards this week.

The pre-election report was underway and the chief executive would work on this over the next couple of months.

Te Manahuna Ki Uta/Destination Mackenzie consultation sessions with the community were going well and showed Council was on the right track. Engagement was open for another few weeks.

Regarding Covid, the rate of infection was coming down. The Mayor had advocated for RAT tests to be distributed via rural post delivery and this was happening now. Council was currently reviewing its vaccination policy and was preparing for a planned return to the office on May 2.

Things were moving with water reforms. Requests had been received for asset information and financial information. The model being proposed was not the best model and needed to be reconsidered. Another tranche of funding was planned by the government, but Council needed to consider this carefully due to some requirements attached to this funding.

The chief executive then outlined current recruitment efforts and new staff who would be starting shortly.

The customer services report showed a number of service requests still open - many related to solid waste due to the introduction of the new green bins. David Adamson said a large number of jobs were in the process of being actioned. The chief executive said request data also needed a tidy up, and requests needed to be responded to and followed up with the customer.

RESOLUTION 2022/20

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

The report be received.

CARRIED**6.2 COUNCIL MONTHLY FINANCIAL REPORT - FEBRUARY 2022**

Finance manager Sandy Hogg took the report as read. Everything is tracking as expected.

In the March report staff would be showing a forecast to the end of the financial year. Sandy Hogg explained how the financial report would change to make it clearer to read.

The Mayor was concerned that some expected funding had not yet been received.

There would be a delay in the reseals due to contractors needing to do some repairs before resealing. This would result in a carry forward at the end of the financial year.

Would there be a large carry over of funding related to projects? Some projects such as repairs to the council building would be carried over. Other projects would be completed on time.

Councillors were concerned they might miss out on central government funding if projects were not completed on time. David Adamson outlined the payments already received and what was still to be claimed before the end of the year. The full amount would be claimed.

There would be an unfavourable variance in consultancy costs of about \$130,000, mostly due to resourcing the Long Term Plan. Council had been unable to fill staff vacancies in the policy area.

RESOLUTION 2022/21

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

That the monthly financial report for February 2022, for Mackenzie District Council be received.

CARRIED

The meeting adjourned for morning tea at 10.27am and reconvened at 10.40am.

6.3 CHRISTCHURCHNZ QUARTERLY REPORT - Q3

Lydia Stoddart and Kath Low from ChristchurchNZ joined the meeting to speak to their report, which is attached to the agenda.

Tourism operators are more positive with the border re-opened. Operators were getting good forward bookings. Kickstart applications have opened for Mackenzie businesses. Funding between 10 and 50K is available per business.

ChristchurchNZ will be contracting an event deliverer to deliver a community-driven festival for Matariki. The event deliverer has approval from the three Runanga. A lot is happening in this space.

Regarding visitor spend, the Omicron environment means this was not great. The forward outlook is more optimistic. The key opportunity for winter is the domestic market.

There is pent up demand in the market and positivity, as well as some difficulties in terms of inflation, and discretionary spending is down. They would be encouraging the domestic market and Australian visitors. Mackenzie would be encouraged as a great winter road trip.

After two years there was a sense of optimism that the situation has turned.

The Mayor thanked the visitors for their enthusiasm and passion towards Mackenzie.

Cr Munro asked for clarification on who was involved in the Matariki event and this was explained by Lydia Stoddart. Other questions were asked about events and how to encourage these. There was the potential for local capability building in the district to help local people with their events.

The Mayor thanked the speakers for attending the meeting.

RESOLUTION 2022/22

Moved: Cr Murray Cox

Seconded: Cr Anne Munro

That the information be received.

CARRIED

6.4 SOUTH CANTERBURY CHAMBER OF COMMERCE - QUARTERLY REPORT - JAN - MARCH 2022

Wendy Smith and Raewyn Bell joined the meeting and went over the main points of their report. They were experiencing a lot more engagement from Fairlie businesses seeking one-on-one support.

They had recently run an immigration workshop for businesses and there was significant engagement. The change to visas was explained, including the pay rate for migrants and the rules around this.

Other matters included the Covid support payments for businesses, which were a lifeline for some. Most of the work to date had been on survival for businesses and they were now moving into recovery and regeneration. The Chamber has seen businesses across South Canterbury having major cashflow issues. For some businesses it might be the right decision to make was to close.

Cr Cox asked if there were many enquiries from new businesses wanting to move to Mackenzie. Yes there were some new businesses starting, often because people had lost their jobs and were starting something new.

Cr Munro thanked the chamber for their work over the past few months. It was difficult times. The business excellence awards were coming up and it would be interesting to see the applications.

RESOLUTION 2022/23

Moved: Cr Murray Cox
Seconded: Cr Emily Bradbury

That the report be received.

CARRIED**6.5 QUARTERLY INFOMETICS REPORT - DECEMBER 2021**

Martin Homison outlined the main points in his report, which is attached to the agenda.

RESOLUTION 2022/24

Moved: Cr Emily Bradbury
Seconded: Deputy Mayor James Leslie

That the Infometrics Quarterly Economic Report for the Mackenzie District be received.

CARRIED

Miles O'Connor from Bancorp joined the meeting and Item 6.8 LOCAL GOVERNMENT FUNDING AGENCY (LGFA) JOINT AND SEVERAL GUARANTEE REPORT was brought forward and discussed at this point.

6.6 APPROVAL FOR EXEMPTION TO THE PROCUREMENT POLICY - TEKAPO CCTV SYSTEM

This report asked Council to approve an exception to the Procurement Policy to allow for the direct purchase of CCTV equipment and installation in Tekapo, from Allied Alarms at a cost of \$90,987.00.

Engineering manager Joni Johnson requested an exemption to the policy because Allied Alarms had done a lot of work helping Council design the CCTV system, and calling for two more quotes would put them at

a disadvantage. They were known for a good reputation and had worked with Council in the past, providing good value for money.

The Mayor said this was reasonable. Allied Alarms were ready to go and could install the system by the end of June.

Stage One had a budget of \$30,000, but would cost \$42,000, so staff would work with the community board to find the additional \$12,000. Allied had agreed to hold their prices until the further stages of the project were put in place.

RESOLUTION 2022/25

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

RESOLUTION 2022/26

Moved: Cr Murray Cox

Seconded: Deputy Mayor James Leslie

2. That Council approve an exception to the Procurement Policy to allow for the direct purchase of CCTV equipment and installation from Allied Alarms at a cost of \$90,987.

CARRIED

The meeting adjourned for lunch at 12.20pm and reconvened at 12.55pm.

6.7 PARKING AREA AT DOG KENNEL CORNER - WAKA KOTAHI

The purpose of this report was to make a recommendation on an application for a Notice of Requirement lodged by Waka Kotahi – New Zealand Transport Agency: to designate additional land adjacent to SH8 at 'Dog Kennel Corner' to provide an additional parking/viewing area (RM210141) pursuant to sections 169, 171, and 176 of the Resource Management Act 1991 (the Act).

Planning Manager Aaron Hakkaart joined the meeting to speak to this report. He said it would be difficult to refuse or change this request, as the Minister would make the final decision.

The Mayor asked if an ecological report was done for this. Yes, as well as a landscaping report and resource consent. It was noted that works were underway at the site. Did responsibility for this area remain with Waka Kotahi? Yes it would form part of the highway as part of this process and become part of the road reserve.

Cr Barwood asked if there was a condition in there for toilets. No, just a picnic table. People would be stopping there and would be requiring a toilet. Discussion took place on who would be responsible for a public toilet if there were problems at the site.

Mr Hakkaart said he would include this issue in a letter to the regional manager. The Burkes Pass toilet gets a lot of use and wasn't far away from this location.

RESOLUTION 2022/27

Moved: Deputy Mayor James Leslie

Seconded: Cr Emily Bradbury

1. That the report be received.

CARRIED

RESOLUTION 2022/28

Moved: Deputy Mayor James Leslie

Seconded: Cr Stuart Barwood

2. That the application for the Notice of Requirement lodged under RM210141 be processed on a non-notified basis pursuant to Section 169 of the Resource Management Act 1991.
3. That the Council recommends to Waka Kotahi – New Zealand Transport Agency, that in accordance with Section 171(2)(a) of the Resource Management Act 1991 that Mackenzie District Council **confirms the Notice of Requirement lodged under RM210141 without any specific conditions.**
4. Council in accordance with section 176A(2)(c), **waives the requirement for an Outline Plan for the activities associated with the construction of the parking/viewing area lodged under RM210141.**

CARRIED

6.8 LOCAL GOVERNMENT FUNDING AGENCY (LGFA) JOINT AND SEVERAL GUARANTEE REPORT

Miles O'Connor from Bancorp joined the meeting for this item.

Mackenzie District Council is currently a non-guaranteeing borrower from the Local Government Funding Agency (LGFA). As a non-guarantor, MDC is charged an additional 10 basis points (0.10%) for all LGFA sourced debt, except for Commercial Paper.

Council's Long-Term Plan projections reflect a need for borrowing more than the \$20 million LGFA non-guaranteeing limit. Should MDC not become a guaranteeing local authority Council would have to rethink its capital delivery program or incur higher interest costs.

This report asked Council to decide whether to become a guaranteeing local authority. Paul Numan introduced the report and asked Mr O'Connor to speak.

He recommended that Council joined the LGFA as a guarantor, because when you are a non-guarantor borrowing is restricted to \$20 million. There were also other considerations, as listed in his report at Item 6.8.

The Mayor asked why Council had not done this already. Because until now Council had not considered it needed to borrow more than \$20 million. Further discussion took place and Council agreed to become a guaranteeing local authority.

RESOLUTION 2022/29

Moved: Cr Emily Bradbury

Seconded: Cr Matt Murphy

1. That Council receives the LGFA Joint and Several Guarantee report.

CARRIED

RESOLUTION 2022/30

Moved: Cr Murray Cox

Seconded: Deputy Mayor James Leslie

2. That Council becomes a guaranteeing local authority.
3. That Council approves utilising the services of Buddle Finlay to assist with the legal services required to facilitate the process for accession (joining as a guaranteeing local authority).

CARRIED

Cr Munro abstained.

6.9 ANNUAL REPORT 2020/21 FOR COUNCIL ADOPTION

The purpose of this report was to present the Annual Report for 2020/21 for adoption.

The Audit and Risk Committee reviewed the draft Annual Report for 2020/21 at their meeting on 5 April 2022 and recommended that the Council adopt the 2020/21 Annual Report in accordance with section 98 of the Local Government Act 2002.

The completed Annual Report with Audit Opinion was tabled at the Council meeting and circulated to the elected members during the meeting.

Paul Numan updated the councillors on minor changes to the annual report since it was put to the Audit and Risk Committee last week.

An unqualified audit opinion has now been received. Mr Numan said this was a very good audit opinion and he thanked David Codyre and staff who had worked hard to get this completed.

David Codyre said the annual report process had been completed in 10 weeks. The next annual report would begin in three months. There were a few contentious issues to work through with auditors but staff were proactive to address these.

STAFF RECOMMENDATIONS

1. That Council receives this report.

RESOLUTION 2022/31

Moved: Cr Anne Munro

Seconded: Deputy Mayor James Leslie

3. That Council receives the audit opinion for the 20/21 Annual Report.
4. That Council adopts the 20/21 Annual Report with the audit opinion in accordance with section 98 of the Local Government Act 2002.

CARRIED

8 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 7 MARCH 2022

RESOLUTION 2022/32

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

1. That the Minutes of the Twizel Community Board Meeting held on Monday 7 March 2022 be received.
2. That Council notes the following resolutions passed by the Twizel Community Board:
 - That the Community Board approves in principle the painting of a mural on the wall to the east of the Market Place shops facing Two Thumb Drive, subject to the Twizel Promotions and Development Association submitting a mock-up of the proposed artwork for approval by the Community Board.
 - That the Community Board supports the removal of the block of Wilding Pines on the Glen Lyon Road Reserve from Nuns Veil Road to Opposite the Pump Track, and further, that a landscape plan be developed for replanting this area with amenity tree species. And that trees that are not wilding pines are retained.
 - That the adjoining land owners and leasee of the holiday park are consulted with before the work is carried out and if there are any problems it can come back to the community board.
 - That the Twizel Community Board supports in principle the proposal from the Twizel Heritage Group to site a historic house on the ex-project office site in Twizel on Wairepo Road, subject to council approval.
 - That the Twizel Community Board allocates \$10,000 from the township fund to the Twizel Heritage Group towards the relocation of the worker's house, subject to council approving the project.

CARRIED

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 9 MARCH 2022

RESOLUTION 2022/33

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 9 March 2022 be received.
2. That Council notes the following resolution passed by the Tekapo Community Board:
 - That the Tekapo Community Board approves the reimbursement of \$100 to member Sharron Binns for two gifts given by the community board.

CARRIED

Cr Murphy asked for a correction to the Tekapo Community Board minutes – the correct name of the sports trust on page 126 is the Lake Tekapo Community Sports and Recreation Trust.

Cr Barwood asked about the stone cladding on the Fairlie public toilets. Discussion took place on this matter, which will be raised again at the Fairlie Community Board meeting on Thursday.

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 10 MARCH 2022

RESOLUTION 2022/34

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 10 March 2022 be received.
2. That Council notes the following resolutions passed by the Fairlie Community Board:
 - That the amount of \$32,000 be approved from the Fairlie Township Project Budget to undertake Stage One works to establish a dog park on the area of land adjacent to the Opihi River/Allandale Bridge.

CARRIED

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 8 MARCH 2022

RESOLUTION 2022/35

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

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

CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2022/36

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
9.1 - Joint Local Alcohol Policy Review	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

RESOLUTION 2022/37

Moved: Mayor Graham Smith

Seconded: Deputy Mayor James Leslie

That Council moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 1.39pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 June 2022.

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CHAIRPERSON

8.2 MINUTES OF COUNCIL MEETING - 17 MAY 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting - 17 May 2022

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 17 May 2022 be received and confirmed as an accurate record of the meeting.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Extraordinary Council Meeting

17 May 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 17 MAY 2022 AT 9.05AM**

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

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), Paul Numan (General Manager Corporate), Arlene Goss (Governance Advisor), Chris Clarke (IT and Engagement Manager), Sandy Hogg (Finance Manager), Wendy Thompson (Corporate Planner), Sue Wilkins (Communications Advisor), Sam Molyneaux (Executive Assistant), Keiller Macduff (Timaru Herald).

1 OPENING

The Mayor opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

4.1 ADOPTION OF THE DRAFT ANNUAL PLAN 2022/23 - FOR COMMUNITY INFORMATION

The purpose of this report was for Council to adopt the 2022-2023 Annual Plan for information.

Paul Numan spoke to the report. He acknowledged staff who had made a significant contribution to the report and thanked them.

Rates increases are lower than what was predicted in the Long Term Plan. Extensive consultation is not required, as the Annual Plan aligns with the Long Term Plan, however Council will provide information to the community on the contents of the plan.

A summary has been prepared, containing the key items. This document will be available on our website.

The Mayor said this was one of the first times the council had adopted the plan on time. He noted the financial position would remain strong. Council was protecting its assets and developing the district.

Cr Barwood asked about the distribution of the summary and this was explained by Chris Clarke. Progress with other plans and projects was discussed.

RESOLUTION 2022/39

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2022/40

Moved: Cr Murray Cox

Seconded: Mayor Graham Smith

2. That the Council notes the content as outlined within the report.
3. That the Council notes that Officers found costs savings or re-prioritised within the base budget to balance rising costs and to reduce the rates revenue increase below that as projected in the Long-Term Plan 2021-2031;
4. That the Council approves the Draft Annual Plan 2022-2023, in Appendix 1 to the report;
5. That the Council notes the Annual Plan summary 2022-2023, in Appendix 2 to the report which will be provided to the Community for information;
6. That the Council agrees that the Chief Executive be delegated authority to make minor editorial changes to the Draft Annual Plan 2022-2023 and Annual Plan summary documents ahead of the Annual Plan summary being provided to the Community for information.

CARRIED

The Meeting closed at 9.23am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 28 June 2022.

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CHAIRPERSON

8.3 MINUTES OF ENGINEERING AND SERVICES COMMITTEE MEETING - 10 MAY 2022

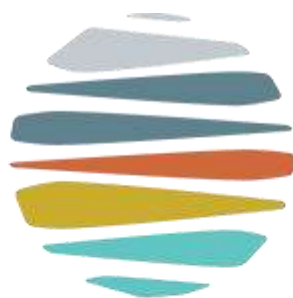
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Engineering and Services Committee Meeting - 10 May 2022

RECOMMENDATION

1. That the Minutes of the Engineering and Services Committee Meeting held on Tuesday 10 May 2022 be received and the recommendations therein be adopted.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

**Engineering and Services Committee
Meeting**

10 May 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ENGINEERING AND SERVICES COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 10 MAY 2022 AT 9.30AM**

PRESENT: Cr Emily Bradbury, Cr Murray Cox, Cr Anne Munro, Cr Matt Murphy, Mayor Graham Smith

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Sue Wilkins (Communications Advisor), Joni Johnson (Engineering Manager), Brian Milne (Community Services Officer), Scott McKenzie (Roading Manager), Geoff Horler (Utilities Manager), Sam Molyneaux (Executive Assistant), Pete Dawson (Beca)

1 OPENING

Cr Murphy opened the meeting. He chaired the meeting on behalf of Cr Barwood who sent an apology.

2 APOLOGIES

Apologies were received from Cr Stuart Barwood and Cr James Leslie.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

Pete Dawson from Beca attended on Zoom.

5 REPORTS

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

COMMITTEE RESOLUTION ENG/2022/33

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

1. That the Minutes of the Engineering and Services Committee Meeting held on Tuesday 15 February 2022 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 ENGINEERING REPORT

Joni Johnson went through the matters in her report, as attached to the agenda.

She said the water bylaw would be changed to ensure that people who collected and sold council water, or used it other than on their own property, would pay for it. Discussion took place on the details of this, and questions were answered.

5.3 ENGINEERING DEPARTMENT KPIS FOR ANNUAL REPORT

Joni Johnson said the table in her report was an indication of how KPIs would be measured in the annual report. She took the councillors through the items marked red or yellow, and the reasons for that classification.

Was the ratepayers survey target too high? Yes, this would change. Discussion included the need to encourage people to report pot holes and other matters. Service requests needed a response.

Different funding sources were discussed for the Alps to Ocean upgrades. There was a need to go back to the drawing board to discuss how to move forward with improvements to the track. The plan was to off-road the track on Hayman's Road. Negotiation with land owners was continuing, but most landowners had given consent.

Regarding bacterial testing of the water supply, more information about non-compliance would be included in the annual report.

5.4 COMMUNITY FACILITIES AND SERVICES OPERATIONS REPORT

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

Brian Milne went through changes to the Parks and Amenities Strategy that were made as a result of an earlier workshop with councillors. The strategy was then adopted.

He requested a budget of \$50,000 for a condition assessment of reserves and playgrounds. Discussion took place on the difference between this report and the regular safety assessments that were carried out. Cr Cox asked about IT systems to track work carried out on assets, so that the information was used. Mr Milne explained current IT systems. Cr Cox was concerned that this work would be done at great cost, and then would get lost.

Cr Murphy said he would prefer this work to be done in-house. David Adamson said it was more than playgrounds, but all assets including paths, fences, trees. The councillors were concerned that reports needed to result in efficiencies.

Was the land subdivision fund the correct fund to pay for this? Cr Murphy said council was still waiting for a breakdown of this money. Mr Adamson said this was being fast tracked and had been out-sourced. It was a work in progress. The chief executive said this work would be made a priority.

Regarding the request for \$50,000 for a condition assessment, the chief executive said it may not cost this much. The Mayor felt the land subdivision reserve was the right place to source this money.

It would be possible to move forward and if this was not an appropriate way to fund the amount, it could come from future rates instead.

The procurement process would be a full competitive process. This would go to market.

The councillors were concerned the amount was a high figure and did not want work that has already been carried out to be repeated.

A vote was taken and the motion was carried by three votes to two.

Discussion then moved to the other matters in the report. The Fairlie public toilets continued to face design issues. It was not possible to afford river stone cladding within the budget.

A report with feedback on the Ruataniwha reserve management plan was attached to the agenda.

COMMITTEE RESOLUTION ENG/2022/34

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

1. That the Community Facilities and Services Operations report be received.

CARRIED

COMMITTEE RESOLUTION ENG/2022/35

Moved: Cr Anne Munro

Seconded: Mayor Graham Smith

2. That the adoption of the Parks and Amenities Strategy (May 2022) be recommended to Council.

CARRIED

COMMITTEE RESOLUTION ENG/2022/36

Moved: Mayor Graham Smith

Seconded: Cr Anne Munro

3. That a budget of up to \$50,000 for "Parks Asset Collection and Condition Assessment" from the Reserves Subdivision Contribution Fund be approved, subject to the information being updated into asset finder and a suitable process be put in place to maintain it, and subject to staff coming back with a suitable funding mechanism pending the outcome of the review of development contributions currently underway.

CARRIED

Cr Cox and Cr Murphy asked for their votes against resolution 3 to be recorded.

5.5 VESTMENT DOC LAND TEKAPO LAKEFRONT

This report requested the Engineering and Services Committee to approve the vesting of public conservation land on the Tekapo lakefront to Council management as a Recreation Reserve.

COMMITTEE RESOLUTION ENG/2022/37

Moved: Cr Emily Bradbury

Seconded: Cr Murray Cox

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION ENG/2022/38**

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

2. That the Engineering and Services Committee approves an application to the Department of Conservation for the vesting of Recreation Reserve on the Tekapo lakefront to Council management.

CARRIED**5.6 WASTE MINIMISATION AND MANAGEMENT REPORT**

David Adamson spoke this report on behalf of Angie Taylor, who was away at a conference. Reporting on the new green waste system would happen in future, however the collection of green waste was all in place and running well.

Angie Taylor was also writing a submission on the recycling changes proposed by central government, and this would be circulated to councillors soon.

The following two reports were accidentally left off the agenda due to a technical issue. They were tabled at the meeting and are available on request from the Governance Advisor.

LATE ITEM: THREE WATERS STIMULUS REPORT

This was tabled for information. It was suggested that any questions be circulated by email.

LATE ITEM: CAPITAL INJECTION WORKS PROGRAMME

This was tabled for information. It was suggested that any questions be circulated by email.

The Meeting closed at 11.20am.

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

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CHAIRPERSON

8.4 MINUTES OF COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING - 10 MAY 2022

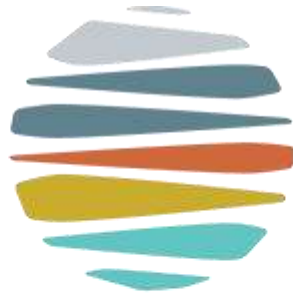
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Commercial and Economic Development Committee Meeting - 10 May 2022

RECOMMENDATION

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 10 May 2022 be received and the recommendations therein be adopted.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

**Commercial and Economic Development
Committee Meeting**

10 May 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 10 MAY 2022 AT 11.34AM**

PRESENT: Cr Murray Cox (Chairperson), Cr Emily Bradbury, Cr Anne Munro, Cr Matt Murphy, Mayor Graham Smith, Mr Rick Ramsay

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

1 OPENING

The chairperson opened the meeting.

2 APOLOGIES

Apologies were received from Cr Stuart Barwood and Cr James Leslie.

3 DECLARATIONS OF INTEREST

There were no declarations of interest at this point in the meeting. Interests were discussed during the meeting.

4 VISITORS

- Mark Geddes -- Perspective Consulting
- Warren Sharp – Davis Ogilvie and Partners
- Terry O'Neill and Kevin O'Neil – Forestry managers

5 REPORTS

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

COMMITTEE RESOLUTION COM/2022/26

Moved: Cr Matt Murphy

Seconded: Cr Emily Bradbury

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 15 February 2022 be received and confirmed as an accurate record of the meeting.

CARRIED**5.2 MAYORS TASKFORCE FOR JOBS**

This report was taken as read. The councillors were happy that further funding was available. The Mayor noted Leaine Rush was doing a great job in this area.

5.3 SOUTH CANTERBURY CHAMBER REPORT

The Mayor said a meeting would be held next Monday with the chamber board. Recent education sessions run by the chamber had been a success, with a high turnout. They were well received by those who attended. There were no questions from councillors on this report.

5.4 AGE FRIENDLY STRATEGY

This report was to inform Council about implementation of a \$15,000 grant received from the Ministry of Social Development in late 2021 for completion of an Age Friendly Strategy (AFS).

Council intends to utilise the services of Rationale consultants to complete this work.

Fiona McQuade updated the committee on the age-friendly strategy. Cr Munro asked why it had taken so long to get this off the ground. The chief executive said it took some time to determine what was needed, and she agreed it should have happened faster.

COMMITTEE RESOLUTION COM/2022/27

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION COM/2022/28**

Moved: Cr Anne Munro

Seconded: Mayor Graham Smith

2. That the Commercial and Economic Development Committee approves the use of Rationale to complete an Age Friendly Strategy within budget, using the grant funding from MSD towards this project.

CARRIED**6 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC**

COMMITTEE RESOLUTION COM/2022/29

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

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 & Commercial Report May 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
6.2 - EDO update May 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
6.3 - Forestry Update May 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
6.4 - Forestry - Options for Forestry Management	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	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

	(including commercial and industrial negotiations)	
6.5 - Pukaki Airport Landfill Contamination	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
6.6 - Pukaki Airport Update May 2022 and Fees and Charges	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
6.7 - PT Reserve 2014 Lake Takapo	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.8 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 15 February 2022	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
CARRIED		

COMMITTEE RESOLUTION COM/2022/30

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

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

CARRIED

The Meeting closed at 2.55pm.

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

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CHAIRPERSON

8.5 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 10 MAY 2022

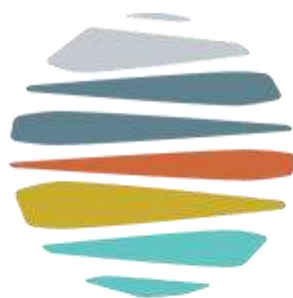
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Planning and Regulations Committee Meeting - 10 May 2022

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 10 May 2022 be received and the recommendations therein be adopted.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

**Planning and Regulations Committee
Meeting**

10 May 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PLANNING AND REGULATIONS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 10 MAY 2022 AT 3.01PM**

PRESENT: Cr Anne Munro (Chairperson), 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), Tina Donald (Building Regulatory Manager)

1 OPENING

The chairperson opened the meeting.

2 APOLOGIES

Apologies were received from Cr James Leslie and Cr Stuart Barwood.

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 - 15 FEBRUARY 2022

COMMITTEE RESOLUTION PRC/2022/114

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 15 February 2022 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 PLANNING DEPARTMENT UPDATE

This report was noted and taken as read. Mr Hakkaart said consents were tracking the same as last year and things were going well.

5.3 DISTRICT PLAN REVIEW UPDATE

This project was tracking well. Mr Hakkaart said he would continue to keep the councillors updated. Stage 2 would go out for notification just before the election. The hearings panel will sit for the first time in November.

The chief executive asked for an update on the Plan Change 13 and 18 court processes. These were in the system but there was no news from the court to date.

Cr Murphy asked about the shipping containers on land in front of the Godley Hotel. Planning staff were in touch with the land owner and had made several attempts to get these moved. If no action, this would become more formal.

Cr Murphy asked for an update on the wallaby fence at Tekapo. David Adamson offered to contact Ecan to get an update on this. He was also asking Ecan to provide a rabbit strategy for urban areas.

5.4 LATE ITEM: REPORT ON COUNCIL'S BUILDING CONSENT AUTHORITY

This report was tabled at the meeting and is available on request from the Governance Advisor.

David Adamson summarised this report and outlined the main points. Council was 100% compliant, however some consents were delayed by staff requests for more information from the requester in order to sign off the consent.

Tina Donald, the Building Regulatory Manager, joined the meeting on zoom. Mr Adamson asked her why council received so many code of compliance requests in March. She said this was a coincidence.

The need for more education for builders was discussed. Tina Donald suggested putting out a newsletter to the sector outlining common reasons for consent failure. Or reinstating the regular meetings with contractors.

The chairperson asked Tina Donald if the website had been updated as discussed at the last meeting. Yes this happened.

New changes were coming that would have a big impact on some builds such as relocatable buildings. They included new rules around insulation, and triple glazing instead of double glazing. It was important to get this information out because it would impact on the cost of building.

Discussion took place on the need to put out an article on changes to the building codes that were coming, and what this would mean for people planning to build. Tina Donald said she was asking experts to write an article in plain language. The new rules will come in in November.

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION PRC/2022/115

Moved: Cr Emily Bradbury

Seconded: Cr Matt Murphy

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 - Update on Environmental Health Actions	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
6.2 - 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

CARRIED

COMMITTEE RESOLUTION PRC/2022/116

Moved: Cr Murray Cox

Seconded: Cr Emily Bradbury

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

CARRIED

The Meeting closed at 3.43pm.

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

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CHAIRPERSON

8.6 MINUTES OF STRATEGY COMMITTEE MEETING - 10 MAY 2022

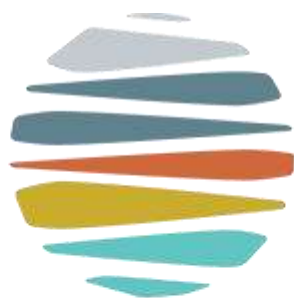
Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Strategy Committee Meeting - 10 May 2022

RECOMMENDATION

1. That the Minutes of the Strategy Committee Meeting held on Tuesday 10 May 2022 be received and the recommendations therein be adopted.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Strategy Committee Meeting

10 May 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
STRATEGY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 10 MAY 2022, at 3.44pm**

PRESENT: Cr Anne Munro, Mayor Graham Smith, Cr Emily Bradbury, Cr Murray Cox, Cr Matt Murphy

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), Paul Numan (General Manager Corporate Services), David Adamson (Acting General Manager Operations), Arlene Goss (Governance Advisor), Chris Clarke (Communications Advisor), Sue Wilkins (Communications Advisor), Sam Molyneaux (Executive Assistant)

1 OPENING

The Mayor chaired this meeting as the chairman was unable to attend.

2 APOLOGIES

Apologies were received from Cr James Leslie and Cr Stuart Barwood.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

There were no visitors.

5 REPORTS

5.1 MINUTES OF STRATEGY COMMITTEE MEETING - 16 NOVEMBER 2021

COMMITTEE RESOLUTION STR/2022/36

Moved: Cr Emily Bradbury

Seconded: Cr Matt Murphy

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

CARRIED

5.2 UPDATE ON TE MANAHUNA KI UTA PROJECT

The chief executive outlined the contents of her report and the next steps, including a high level review of the risks.

The cost over-run was discussed and the reasons outlined. The Mayor was happy with the quality of the work. There were projects identified and they needed to be prioritised, however the chief

executive did not think the projects were transformational enough. If you wanted to change the direction of tourism, the time to change it was now.

How would the momentum keep going? The stakeholders were keen to continue to be part of a group. Needed to frame up a terms of reference for this. Cr Munro said this project has taken away a lot of time away from business as usual. What part of the project would become business as usual, as opposed to an add-on?

Cr Bradbury spoke about enabling community groups to do work under this plan. They were waiting for direction.

The chief executive suggested bringing a report back to council. A project meeting was due to be held tomorrow.

It was noted that this project had built a strong relationship with Runanga, and this was a positive outcome.

The Meeting closed at 4.01pm.

The minutes of this meeting were confirmed at the Strategy Committee Meeting held on .

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CHAIRPERSON

8.7 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 5 APRIL 2022

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Audit and Risk Committee Meeting - 5 April 2022

RECOMMENDATION

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 5 April 2022 be received and the recommendations therein be adopted.



Mackenzie
DISTRICT COUNCIL

Unconfirmed MINUTES

Audit and Risk Committee Meeting

5 April 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD ON ZOOM
ON TUESDAY, 5 APRIL 2022 AT 1.30PM**

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

IN ATTENDANCE: Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Paul Numan (General Manager Corporate), Alexis Gray (General Manager People and Culture), Arlene Goss (Governance Advisor), Sandy Hogg (Finance Manager), Joni Johnson (Engineering Manager), Keiller Macduff (Timaru Herald).

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

Chris Genet from Audit New Zealand attended the meeting on Zoom.

5 REPORTS

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

COMMITTEE RESOLUTION AUD/2022/62

Moved: Mayor Graham Smith

Seconded: Cr Anne Munro

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

CARRIED

5.2 REVIEW OF THE COUNCIL ANNUAL REPORT 2020/21 FOR COUNCIL ADOPTION

The purpose of this report was to inform the Audit and Risk Committee that the Council plans to adopt the 2020/21 Annual Report in accordance with section 98 of the Local Government Act 2002.

The Draft Annual Report was presented to the Audit and Risk Committee for review - with a staff recommendation that the Audit and Risk Committee then recommend to Council that they adopt the Annual Report.

Paul Numan introduced the draft Annual Report, which was still under review with changes to be made. He spoke about challenges faced in writing the report, including audit staff and council staff availability. He thanked the team for working very hard and compiling this in two months.

Mr Numan then outlined the contents of the report and noted Council achieved 77% of its non-financial performance targets.

The chief executive spoke about challenges faced by the council, including Covid in the community and central government changes. These are mentioned in the report.

The Mayor said it was consistent with achievement in previous years. Regarding the financial surplus before tax, this was less than previous years.

The chairman has reviewed the draft and sent some changes to staff. He suggested that staff be careful how they present some issues in the annual report, such as the Twizel kiosk and security system at the events centre, that didn't work. The chief executive said there was a project looking at the risks at the Twizel Events Centre with work ongoing.

Cr Munro asked if the non-financial targets were realistic, and if yes, how would council improve this in future? The chief executive said council could do better in the areas of water supplies and roading. She took the comment on board.

Cr Barwood would like to see the annual report feed into performance measures more closely.

Chris Genet from Audit New Zealand said he believed this was on track for adoption at the Council meeting next Tuesday. He acknowledged an improved process this time.

The audit opinion included a qualification related to a water testing performance measure, related to bacteria testing, due to results not being able to be obtained. The data base is no longer available to all councils, although Mr Genet said it was available on a pay basis.

The audit opinion also mentioned the issue of Three Waters Reform. This was a sector-wide precedent. Also property valuation of investment property – the market is volatile at the time of the report.

The chairman asked if there would be any changes to the numbers in the financial statements. Nothing major.

The chairman asked if there was a plan in place for the current year's Annual Report as we were close to June, 2022. There was a plan currently with the chief executive and early work was underway.

Were the staff resources available? A corporate planner has been employed. Looking to recruit a financial accountant. The chief executive said it was difficult to find an accountant and the current contractor may need to be retained further, if one could not be recruited. The chairman asked for this to happen earlier.

COMMITTEE RESOLUTION AUD/2022/63

Moved: Cr Anne Munro

Seconded: Mayor Graham Smith

1. That the Audit and Risk Committee receives this draft report and attachment.

CARRIED

COMMITTEE RESOLUTION AUD/2022/64

Moved: Mr Bruce Mincham

Seconded: Cr Stuart Barwood

2. That the Audit and Risk Committee reviews the 20/21 Draft Annual Report.

CARRIED

COMMITTEE RESOLUTION AUD/2022/65

Moved: Mr Bruce Mincham

Seconded: Mayor Graham Smith

3. That the Audit and Risk Committee recommends to Council that it adopts the 20/21 Draft Annual Report, subject to the known changes that have been requested to Audit New Zealand.

CARRIED

5.3 ANNUAL PLAN 2022-2023 PROCESS AND PROPOSED TIMETABLE

Sandy Hogg updated the committee on the proposed timetable. Council was not going out for consultation on the annual plan. She would be speaking to the community boards next week and hoped to have the draft annual plan adopted by Council on May 2, and final in June.

The chief executive thanked Sandy Hogg for her work at weekends in order to meet the statutory deadlines.

6 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION AUD/2022/66**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

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 - Long Term Plan 2021-2031 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
6.2 - 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
6.3 - Minutes of Public Excluded Audit and Risk Committee Meeting - 14 December 2021	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)(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 AUD/2022/67

Moved: Mayor Graham Smith

Seconded: Deputy James Leslie

That the Audit and Risk Committee moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 3.08pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 21 June 2022.

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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 - 12 April 2022	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 10 May 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 - 10 May 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 - 5 April 2022	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7