



# **Mackenzie**

**DISTRICT COUNCIL**

*121ST MEETING*

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

**Date: Tuesday, 23 August 2022**

**Time: 9.30am**

**Location: Council Chambers**

**Fairlie**

## **AGENDA**

**Ordinary Council Meeting**

**23 August 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)

## Order Of Business

<b>1</b>	<b>Opening and Apologies.....</b>	<b>5</b>
<b>2</b>	<b>Visitors.....</b>	<b>5</b>
<b>3</b>	<b>Declarations Of Interest.....</b>	<b>5</b>
<b>4</b>	<b>Bereavements .....</b>	<b>5</b>
<b>5</b>	<b>Mayor's Report .....</b>	<b>6</b>
5.1	Mayoral Activities Report.....	6
<b>6</b>	<b>Reports .....</b>	<b>12</b>
6.1	Chief Executive's Report - June 2022 .....	12
6.2	Christchurch NZ - Q4 Report .....	30
6.3	Quarterly Report - South Canterbury Chamber of Commerce - April-June 2022.....	39
6.4	Council Monthly Financial Report - May 2022 and Draft June 2022 .....	45
6.5	Quarterly Portfolio Report - Bancorp Treasury Services.....	118
6.6	Request for Exemption to Standard Procurement Processes - District Plan Review Project.....	127
6.7	Annual Reporting for Alcohol Regulatory and Licensing Authority .....	142
6.8	Parks and Amenties Strategy Adoption .....	152
6.9	Fairlie Dog Park Development Funding.....	154
6.10	Fairlie Pool Plant Upgrade - Procurement Policy Exemption.....	156
6.11	Fairlie Memorial Cemetary Wall - Funding Request .....	158
6.12	Request for Funding - Tekapo Community Board and Mackenzie County Scholarship Trust .....	170
6.13	Adoption of Te Manahuna Ki Uta (Destination Mackenzie) .....	176
<b>7</b>	<b>Community Board Recommendations.....</b>	<b>188</b>
7.1	Minutes of Twizel Community Board Meeting - 11 July 2022 .....	188
7.2	Minutes of Tekapo Community Board Meeting - 15 June 2022 .....	197
7.3	Minutes of Fairlie Community Board Meeting - 14 July 2022 .....	203
<b>8</b>	<b>Confirm Council Minutes .....</b>	<b>211</b>
8.1	Minutes of Council Meeting - 28 June 2022 .....	211
8.2	Minutes of Council Meeting - 5 July 2022.....	233
8.3	Minutes of Council Meeting - 19 July 2022.....	240
8.4	Minutes of Audit and Risk Committee Meeting - 21 June 2022 .....	244
<b>9</b>	<b>Public Excluded .....</b>	<b>254</b>
9.1	Minutes of Public Excluded Council Meeting - 19 July 2022.....	254
9.2	Minutes of Public Excluded Audit and Risk Committee Meeting - 21 June 2022 ....	254



**1 OPENING AND APOLOGIES**

**2 VISITORS**

10.00am: Lydia Stoddart and Kath Low from Christchurch NZ will attend on Teams.

10.30am: Morning tea

11.00am: Raewyn Bell, Wendy Smith and Gordon Handy from South Canterbury Chamber of Commerce will attend in person.

11.30am: Miles O'Connor from Bancorp will attend on Teams.

1.00pm: Lunch arrives.

**3 DECLARATIONS OF INTEREST**

**4 BEREAVEMENTS**

## **5 MAYOR'S REPORT**

### **5.1 MAYORAL ACTIVITIES REPORT**

**Attachments:** Nil

#### **RECOMMENDATIONS**

That the report be received.

## **SUMMARY OF ACTIVITY**

### **LGNZ Conference – July 2022**

#### **Conference Opening - Stuart Crosbie:**

Expressed his passion for local Government but said we must change the way in which we engage. Future local Government must be sector led. There's a large turnover of elected members occurring and it's important we don't lose our momentum as a result. Good governance linked to our communities by delivering with them, not to them. Important that Manawhena are involved in the decisions.

#### **Prime Minister Jacinda Ardern**

Last 3 years have been tough and threatening. Minister acknowledges the difficulties in facing the public when in political roles. Having just returned from a world tour, where the PM was pushing the message that New Zealand is again open for business.

We are suffering from a dose of pessimism, but we need to do what is right, not what is easy.

Reforms are urgently needed. Minister Kerian McNulty announced the immediate help of \$44 million to assist in the transitions. Status quo is not an option for a \$185 billion problem.

47 Councils will benefit having applied for the "Better Off Funding". Times are changing, and 35 Councils now have Māori representation at the table.

#### **Melissa Clark -Reynolds - Foresight Practitioner and Professional Director**

New Zealand's future will see a bilingual nation, but it will take generations of shift. No future facts will be correct. Mega trends take affect and wild cards will be continually thrown at us. Animal diseases progressively carry onto to humans, but our natural immunity takes years to build against it as our DNA must reactively evolve with this.

20 years ago, American President Bush said climate change is happening, but the reality is we can't do anything. We need to be architects of the future, not victims now or when issues unfold. We build for our grandchildren. We are always tying the past to the future. Learn from the past. Take action today and prepare for the unborn future.

More sustainable food production is an issue with a need for production domes. Stem cells in the production of milk. The present looks messy and full of contradictions and as such, the future will be also.

Simon Watt - National Local Government Spokesperson

Reiterated repeal of 3 Waters and oppose co-governance. This is not the only issue, staff shortages, revenue, housing, and employment are all major issues that need urgent attention.

Young Elected Members (YEMS) are a collective of young people to have a common voice for shared outcomes. 90/10 needs a major power and funding shift. At present it is 10/90 to Central Government. We can enhance biodiversity by working together.

Panel Discussion

Traditional roles, functions and structures are up in air. Reforms reshape our system of democracy. How do we build a sustainable system that delivers well-being to our communities?

An authentic and sustainable partnership with Manawhena and good governance whilst delivering with communities, not to communities.

Local Government will be responsive, accountable, and credible and wish that Central Government doesn't interfere. Councils work to empower their communities and democracy is a basic right of those communities. Citizen assemblies that are not "top down". Co-design our own destiny's and serve with our communities with intergenerational respect.

Panel - Moko Tepania, Andrew Judd, Antoine Coffin

Co-Governance through Te Tiriti o Waitangi is in action. It's about uniting and building stronger relationships with better informed decision making. At present it is scary to some however people often feel that way when there is change. To others it's exciting and co-governance is an aspiration. How do we build to its strengths, especially when the feeling is Local Government is stale.

Minister of Tourism - Stuart Nash

Current global environment of war and the continuously unfolding pandemic. Despite this businesses confidence is growing in regions with the opening of borders. \$180 million available for projects via the Regional Partnership Growth fund. We need to do business that is economically strong enough for us to sustain a life of value. Half the population in the OECD don't have enough cash to last more than 3 months.

Panel - Riding the wave and Preparing for Reform

Legislation being written but not delivered until after election is uncertain. Climate change, protecting land from degradation. Build relationships with key partners and manage the burden of requests from DIA. Identify projects and keep delivering.

Future for Local Government

Major changes needed. A reviewed vision, new skills, social procurement, and new ways of partnering from the ground up. Rebuild trust as Elected Members and as the facilitators of democracy, need to endeavour to hear silent voices. Re-think the system and its design, economies of scale. Local Government needs new ways of funding, but rating remains a key tool.

John Hutchings

Central Government has to be a partner. Society must be a liveable place for all. We need well supported systems and a strengthening of local democracy. Authentic and effective relationships with EWI. There's no "one size fits all". A lot of tension has been created and is still simmering over 3 Waters. It's broken and created a distinct lack of trust. Alignment of community outcomes and enabling the right mechanisms for meeting community needs.

Future for Local Government – Jim Palmer - Reform board

Systems and funding need to change. Need to keep the local in Local Governments and keep the local structures in place such as:

- It's allocated
- is effective and efficient
- delivers local resources
- drives motivation
- keep to sizes that can deliver
- work smarter and be more interconnected
- how to walk together to bring out the best in every region

Mayor Grant Smith – Palmerston North

Palmy Transport Hub North Island:

- Air freight - all night
- Kiwi Rail freight hub
- Massey University
- Fonterra with 130 scientists working on new cheeses / Mozzarella
- Toyota distribution centre
- Rugby Museum now holds over 40000 articles of memorabilia

The key is to be agile in planning and infrastructure. Councils must take a strong role in infrastructure and planning.

Minister Nania Mahuta

Recognized the complexity of challenges facing local councillors. Need improved planning and fundamentally workable infrastructures. Global issues such as climate change and the Ukraine war is influencing the rest of the world, and we all need to find a way to work collaboratively.

**Mayoral Taskforce for Jobs**Max Baxter - Chairperson

Great to have continued Government funding and working with the Ministry of Social Development. This also led to discussion around social cohesion in a pandemic, the opportunities that arise and learnings.

CEO of Ethnic Communities expressed concern at the rising incidence in racism. New Zealand needs to be about inclusion. 20% of our communities are ethnic, 15% of that being Asian.

**Doctor Lucy Hone - Understanding resilience and avoiding burnout**

Resilience means mental fitness. How to stay in the game when the going gets tough. Can't control some circumstances but we can control our responses. We choose the way we act. It's important to identify things that matter and things you can control. Pay attention to drown negativism, tune into what's good and choose a method that works for you. Make lists, have ruthless prioritization and delegate to avoid burnout. Exhaustion increases cynicism and ineffective work.

Look out for each other and be there for each other. Feel respected. Create psychological safety by not punishing or humiliating others for speaking ideas. Live core values and foster respect, say thank you and keep people informed. Share the small wins. Reprioritize your daily lists and remember you're running a marathon, not a sprint.

**Excellence Awards**

Environment Well-Being: Porirua City Council - Streamside project

Social Well-Being: Hutt City Council - Food on the table - Covid 19 pandemic

Economic Well-Being: Central Hawkes Bay - Transformational in providing jobs

Cultural Well-Being: Selwyn District Council - Cultural facility

Outstanding Contribution to Local Government:

Whakatane District Council - Projects manager Jeff Farrell - 40 years Project Manager

**MEETINGS APRIL – JULY 2022:**

28<sup>th</sup> June 2022

- Council Meeting
- Council Workshop
- Chief Executives Performance Committee

29<sup>th</sup> June 2022

- RMF – CLG Meeting
- Te Manahuna Ki Uta Working Group Meeting

4<sup>th</sup> July 2022

- Te Manahuna Ki Uta Internal Project Team Meeting

5<sup>th</sup> July 2022

- Extraordinary Council Meeting
- Council Workshop

6<sup>th</sup> July 2022

- Commercial & ED Meeting
- Volunteers Week Afternoon Tea – Fairlie
- St Johns Awards Night – Twizel

7<sup>th</sup> July 2022

- Twizel Team Lunch

- Twizel Verandahs Meeting
- Twizel Community Amenities, Assets and Projects Meeting

11<sup>th</sup> July 2022

- Plenary Group Meeting
- Twizel Verandah Meeting
- Twizel Community Board Meeting

12<sup>th</sup> July 2022

- Council Workshop

13<sup>th</sup> July 2022

- CMF – RLG Meeting
- Meeting with Trish Wills
- Final Te Manahuna Ki Uta Working Group Meeting

14<sup>th</sup> July 2022

- Rural Communities Resilience Programme
- Special Reforms Update Meeting
- Fairlie Community Board Meeting

18<sup>th</sup> July 2022

- Civil Defence Update
- Mayoral Taskforce for Jobs – Funding 22/23 Meeting

19<sup>th</sup> July 2022

- Council Workshop

20<sup>th</sup> – 22<sup>nd</sup> July 2022

- LGNZ Conference – Wellington

25<sup>th</sup> July 2022

- Hui with Local Runanga – Geraldine
- Unpacking Resource Management Reform
- LGNZ AGM: Practice Drop-In Session #1

26<sup>th</sup> July 2022

- Mayoral Task Force for Jobs Meeting
- Council Workshop
- LGNZ AGM: Practice Drop-In Session #2

27<sup>th</sup> July 2022

- CMF – RLG Meeting

28<sup>th</sup> July 2022

- 35<sup>th</sup> AGM of LGNZ
- Alpine Energy Limited – Annual General Meeting

29<sup>th</sup> July 2022

- C4LD Meeting
- Radio Slot with OJ on the Breeze
- Final Te Manahuna Ki Uta Governance Group Meeting

- Te Manahuna Ki Uta Lessons Learnt Session
- Te Manahuna Ki Uta Project Team Dinner

**1<sup>st</sup> August 2022**

- Stakeholder Meeting Alpine Energy
- Twizel Verandahs Meeting
- CMF/Papatipu Runanga Hui

**2<sup>nd</sup> August 2022**

- Council Workshop

**3<sup>rd</sup> August 2022**

- Catchment Group ARA

**4<sup>th</sup> August 2022**

- C4LD 3W Entity D Update
- Venture NZ Welcome Powhiri
- Builders/Designers Meeting – Twizel

**5<sup>th</sup> August 2022**

- Tekapo Community Board Meeting

**8<sup>th</sup> August 2022**

- Canterbury Mayoral Forum and Health NZ Chair Meeting

**9<sup>th</sup> August 2022**

- Committee Meeting Day
- Chief Executives Performance Committee Meeting

**10<sup>th</sup> August 2022**

- CMF – RLG Meeting
- ED Alignment Meeting – Venture Timaru

**11<sup>th</sup> August 2022**

- A20 Reference Group Meeting
- Cemetery Memorial Wall Group Meeting
- Wilding Trees Trust – Twizel
- Update re Zone 5/6 Meeting

**16<sup>th</sup> August 2022**

- Three Waters Submission Speaking – Christchurch

**17<sup>th</sup> August 2022**

- Plenary Group Meeting
- Council Agenda Review Meeting

**18<sup>th</sup> August 2022**

- Reforms Update Meeting

**19<sup>th</sup> August 2022**

- Zone Meeting

**22<sup>nd</sup> August 2022**

- Twizel Community Board Meeting

## 6 REPORTS

### 6.1 CHIEF EXECUTIVE'S REPORT - JUNE 2022

**Author:** Angela Oosthuizen, Chief Executive

**Authoriser:** Angela Oosthuizen, Chief Executive

**Attachments:** Nil

#### 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

##### 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 in June and feedback was also received from the various agencies on the Working Group. A cost benefit analysis was carried out on the projects and Stafford has now finalised the drafting of the Destination Management Plan. A combined Wananga was held on 24 June and 25 July with Runanga to discuss and seek feedback and approval for the Destination Management plan and prioritised projects that potentially could be funded through the Better Off (Three Waters) Funding.

We have had confirmation that Moeraki Runanga have approved the DMP but we are still awaiting final approval from Arowhenua and Waihao Runanga. A presentation was made to Arowhenua Runanga on 14 August. A final governance group was held on 29 July to approve the final version of this document subject to approval by manawhenua.

Council wishes to thank Runanga, the cultural leads and all the agencies that have collaborated on this project to-date. This Destination Management plan is a key strategic document that will help guide our tourism and associated tourism development for the foreseeable future.

#### ANNUAL REPORT

Annual Report is progressing well with Audit NZ progressing the interim audit. Valuations for land and buildings and infrastructure are underway – there has been some slippage but this will not affect

the date of the audit which is planned for November. Draft narrative and KPI's have been distributed to the various activity managers for completion.

Weekly project team meetings led by the Corporate Planner are being held to ensure the project is tracking to plan.

## **LONG TERM PLAN**

A timeline and a project plan is being compiled for the Long Term Plan. It is important to realise that the next LTP is going to include:

- Transition of 3 waters to Entity D – understanding of what the impact of this on revenue, debt capacity and reserves, stranded assets etc.
- Other reform impacts
- Review of all infrastructure AMP's
- Vision and Strategy review
- Identification and prioritisation of Community Projects, costs and how they intend to be funded
- Review of the overhead model and how this affects our rating policy and model
- Review of all financial policies

This LTP is not the normal run of the mill LTP and this will mean that the project will need to start early to ensure we can meet statutory deadlines.

## **ELECTIONS**

Nominations closed on Friday 12 August at 12.00 pm. A final list of all nominations can be found on the council website.

The electoral officer is working with all three communities to host a Meet the Candidates evening. One has been scheduled for Fairlie on 22 September in the theatre in the community centre.

Unfortunately, insufficient candidates were received for the Tekapo/ Takapo community board and so a by-election will be required for the fourth community board member.

The key dates for the elections are as follows:

12 September 2022	Final Electoral roll certified by electoral officer
16 – 21 September 2022	Voter packs mailed to electors. Voting opens.
16 September – 8 October 2022	Voting opens
8 October	Voting closes at midday.
8 October	Progress and preliminary results published

An induction programme has been prepared and key dates agreed.

LGNZ would like to bring all new Mayors to Wellington for a two-day hui on 17/18 October.

Work has also begun on the following documents:

- Local Governance Statement
- Code of Conduct
- Standing Orders

One of the key decisions required to be made by the incoming mayor will be the Committee structure and frequency of meetings.

### **Emergency Management**

Two recent significant rainfall events have led to significant damage to our roading network. The worst of the damage was in the high country and foothills with some of the flooding on the plains as waterways and overland flow peaked. A number of culverts were overwhelmed, blocked, washed out damaged etc. Several abutments of bridges were damaged or will now require protection. A number of slips occurred the most notable for council was on Glen Lyon Road similar to previous events. A large amount of scour occurred across the district. Also surface flood waters submerged, flowed across or poured along roads. The worst affected road was the unsealed section of Haldon Road. This event will result in an emergency works claim to Waka Kotahi. Operations are working through the details but the damage is financially significant.

### **Canterbury Chief Executives Forum**

Items of importance noted at this meeting were:

- Discussion with Audit NZ about the upcoming Annual Report and a key area of focus will be the infrastructure valuations, capital projects delivery, Three Water projects funded from Tranche 1 and non-financial measures.
- Three Waters transition and the preparatory planning being undertaken for the transition especially around the financial matters to be considered and planned for.
- The National Transition Unit provided a presentation on the Three waters workstreams being undertaken. The Mackenzie Exec have met with the Transition Unit to better understand these workstreams and to continue the dialogue.

### **Three Waters Transition Support Funding**

Mackenzie District Council has received \$350 000 to assist with the Three Waters transition to Entity D.

#### **Permitted use of this funding :**

- Information gathering exercises relating to transition, including responding to requests for information from the DIA's Three Waters National Transition Unit.
- The supply of information and resource to support council's preparation for transition, including:
  - allocation schedules for the assets, liabilities, workforce and contracts to transfer to Water Services Entities;
  - Water Service Entity asset management plans; and
  - Water Service Entity funding and pricing plans.
- Participation in local transition activity and local transition teams.
- Complying with any additional requirements or processes mandated by the Water Services Entities Bill (once enacted) and supplementary legislation

We can request funding at any time up to 30 June 2024.

## PEOPLE AND CULTURE MONTHLY REPORT

July 2022

### RECRUITMENT UPDATE (INCLUDING APPOINTMENTS TO KEY ROLES):

- July was steady in terms of recruitment and new employees starting. The following roles were advertised and appointed during July 2022:
  - Manager ICT – total of six candidates interviewed for the role. Preferred candidate identified and we are in the process of making an offer.
  - Customer Services Officer (Fairlie) – four candidates interviewed for the position with an offer of employment for the full time, permanent role being made to Emma Bailey and an offer of employment for a part time, permanent role being made to Charmaine Duffell.
  - Regulatory and Compliance Officer, full time permanent role was advertised internally only. One candidate applied and we are currently working through an offer of employment.
- Amber Foden, Executive Assistant to the Chief executive and mayor – start date of 13<sup>th</sup> July 2022
- Rachael Williams, Senior Compliance and Monitoring Officer – start date of 3<sup>rd</sup> August 2022.
- Emma Bailey, Customer Services Officer – start date of 8<sup>th</sup> August 2022.
- Charmaine Duffell, Customer Services Officer – start date of 8<sup>th</sup> August 2022.
- Jack Christensen, Senior Planner – start date of 8<sup>th</sup> August 2022.
- We are also working on the job brief and advert for the Pukaki Airport Operations Officer role. This role will be advertised early August.

### CHANGES WITHIN ORGANISATION:

During July, several small changes to the organisation were undertaken by way of consultation. These mini proposals for change have since been confirmed and include:

- The Manager Information, Communications and Engagement role will be disestablished, and the role of GM Information, Engagement and Community Development created. This role will report to the Chief Executive Officer.
- The Manager People and Culture role will be disestablished and the role of GM People, Customer and Cultural Relationships.
- Community development will be a new focus area for our Council and the Community Development Officer will report to the GM Information, Engagement and Community Development. We are currently finalising the role(s) and the PD's for this area.
- The Emergency Management Officer will now report to the GM Information, Engagement and Community Development.
- The Manager Customer Services role will report directly to the GM People, Customer and Cultural Relationships. This in turn means that the Customer Services function will come under the People, Customer and Cultural Relationships function.

- There have been two Executive Assistant roles developed – EA: CEO, Mayor and GM People, Customer and Cultural Relationships and EA: Executive Support and Project Coordination.

**POSITION DESCRIPTION UPDATE:**

- The following PD's are currently being finalized and sized:
  - GM Information, Engagement and Community Development
  - GM People, Customer and Cultural Relationships
  - Community Services and Development role (title yet to be confirmed)
- A review of the Finance Team position descriptions is underway with all current roles having new PD's developed. These updated position descriptions will form part of the Proposal for Change relating to the Finance Team.

**INHOUSE TRAINING:**

- During July, the ELT and SLT undertook training on Preventing and Managing Fatigue in the Workplace.

## People and Culture Key Metrics

### Full Time Employee (FTE) information for MDC – July 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)
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
June 2022	39.7
July 2022	41.5

### Headcount by Business Unit – July 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
P&C	2
Finance	7
GM Operations	2
Planning	5

<b>Regulatory</b>	2
<b>Engineering</b>	7
<b>GM Corporate Services</b>	4
<b>Customer Service</b>	5
<b>Information &amp; Engagement</b>	7
<b>Fleet / Cars</b>	1
<b>TOTAL</b>	<b>45</b>

### 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.*

<b>MONTH</b>	<b>EXITS</b>	<b>TOTAL FTE</b>	<b>% ATTRITION</b>
<b>June 2021</b>	1	41.5	2.4%
<b>July 2021</b>	1	39.3	2.5%
<b>August 2021</b>	2	36.7	5.4%
<b>September 2021</b>	1	35.7	2.8%
<b>October 2021</b>	2	35.9	5.6%
<b>November 2021</b>	1	35.1	2.8%
<b>December 2021</b>	1	35.8	2.8%
<b>January 2022</b>	0	42.2	0.0%
<b>February 2022</b>	0	41.7	0.0%
<b>March 2022</b>	1	38.7	2.6%
<b>April 2022</b>	1	38.7	2.6%
<b>May 2022</b>	0	40.2	0.0%
<b>June 2022</b>	1	39.7	2.5%
<b>July 2022</b>	1	40.5	2.47%

#### **Annual Voluntary Attrition**

*Annual voluntary attrition (turnover) is a ratio of the number of employees that have left MDC over a 12 month period (July 2021 – July 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.*

<b>Total exits (July 2021 – July 2022):</b>	12
<b>Average FTE (July 2021 – July 2022)</b>	41
<b>Annual Voluntary Attrition:</b>	29.3%

**Termination Reasons – July 2022**

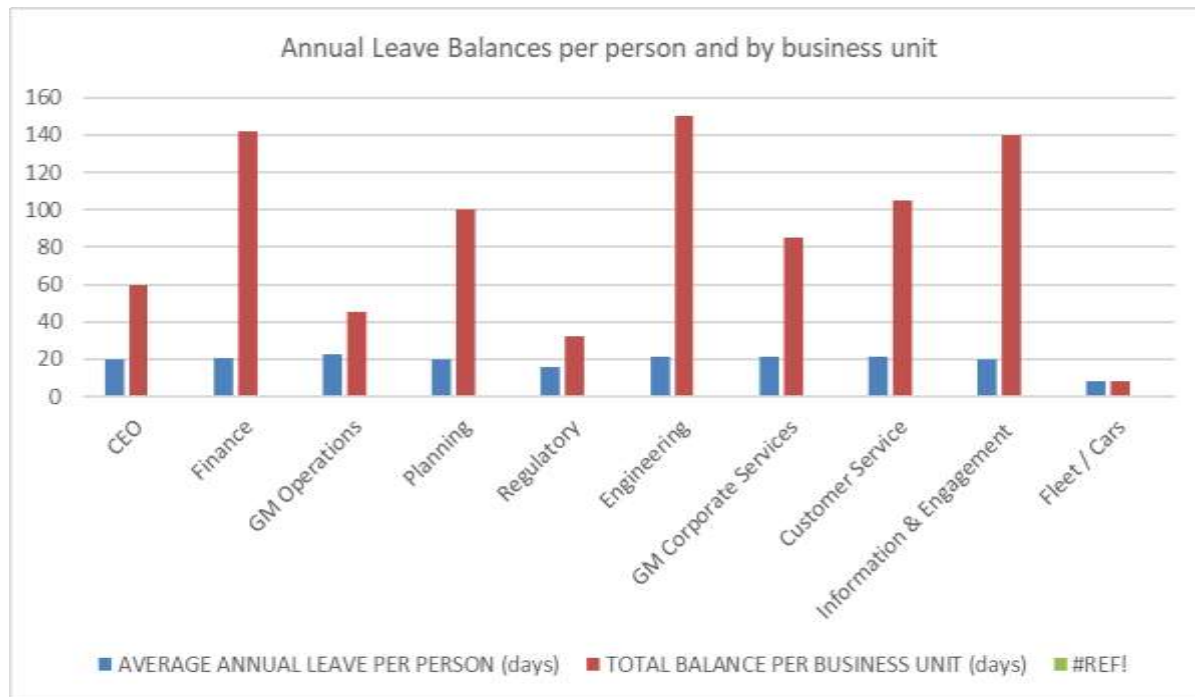
*This information includes all termination reasons (voluntary and involuntary) including end of fixed term & excludes casuals.*

<b>Redundancy</b>	
<b>Resignation</b>	1
<b>Dismissal</b>	
<b>Transfer to another BU</b>	
<b>Abandonment</b>	
<b>Fixed Term Expiry</b>	
<b>Retirement</b>	
<b>Other</b>	

**Annual Leave by Business Unit – July 2022**

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

<b>BUSINESS UNIT</b>	<b>AVERAGE ANNUAL LEAVE PER PERSON (days)</b>	<b>TOTAL BALANCE PER BUSINESS UNIT (days)</b>
<b>CEO</b>	20	60
<b>Finance</b>	20.3	142
<b>GM Operations</b>	22.5	45
<b>Planning</b>	20	100
<b>Regulatory</b>	16	32
<b>Engineering</b>	21.4	150
<b>GM Corporate Services</b>	21.25	85
<b>Customer Service</b>	21	105
<b>Information &amp; Engagement</b>	20	140
<b>Fleet / Cars</b>	8	8
<b>TOTAL:</b>	<b>190.45</b>	<b>867</b>

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

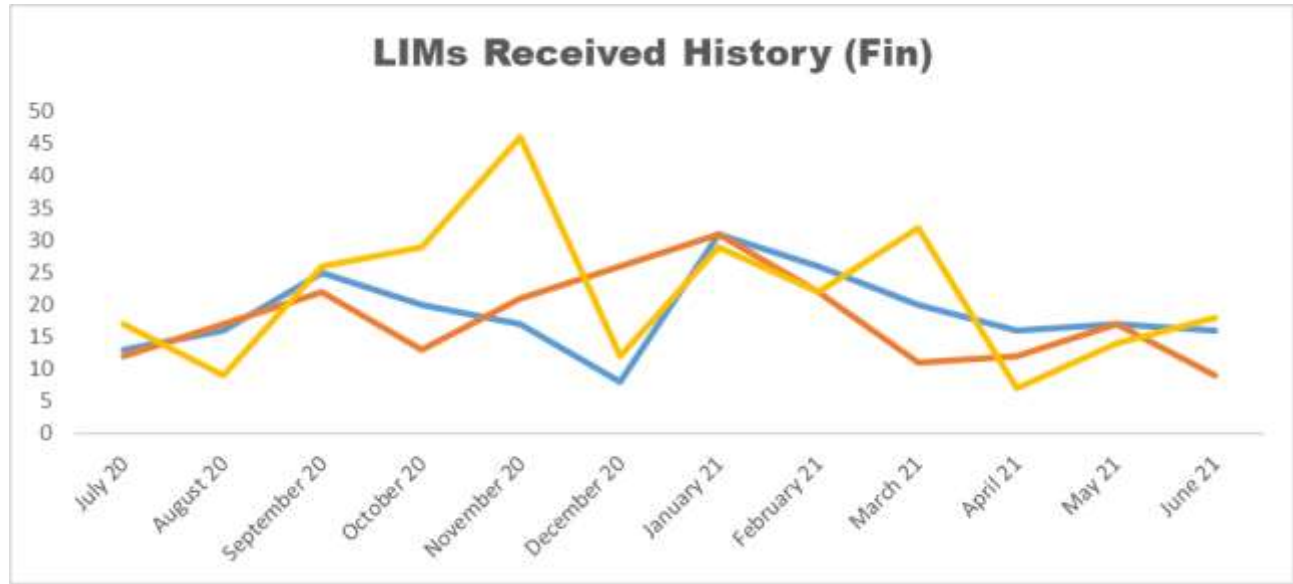
BUSINESS UNIT	TOTAL ANNUAL LEAVE LIABILITY \$	TOTAL ANNUAL LEAVE LIABILITY HOURS
CEO	\$14,130.14	210.11
P&C	\$8,647.37	124.09
Finance	\$21,215.43	487.83
GM Operations	\$18,050.18	326.61
Planning	\$18,023.25	418.92
Regulatory	\$8,337.18	275.89
Engineering	\$45,540.35	952.79
GM Corporate Services	\$31,150.89	681.18
Customer Service	\$29,556.98	877.33
Information & Engagement	\$23,543.65	600.75
Fleet / Cars	\$113	6.3
<b>TOTAL</b>	<b>\$218,308.82</b>	<b>4,961.80</b>

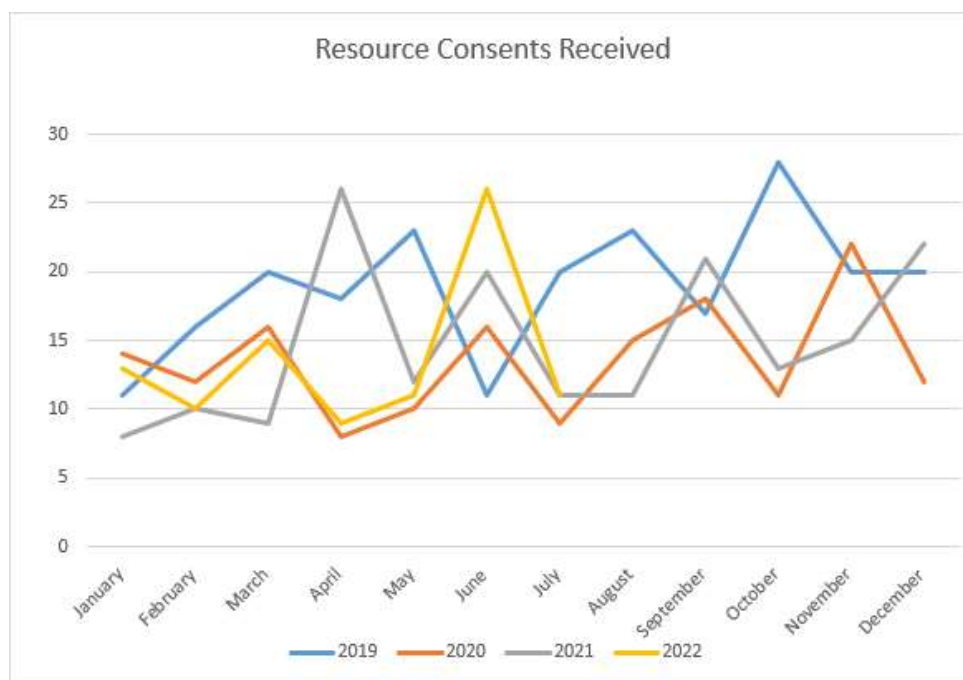
Please note that that the total annual leave liability for June 2022 was \$226,557.77. The total annual leave liability hours for June 2022 was 5,158.96. The above totals have decreased since June 2022.

**Land Information Memorandums**

For the period 1 July 2022 to 31 July 2022 15 LIM applications were received (processing day average = 4). This compares with 18 for the same period last financial year (processing day average 7).

Trend by calendar month is shown below:



**RESOURCE CONSENTS APPLICATIONS RECEIVED****LGOIMAs RECEIVED July 2022**

Received	From	Subject	Forwarded	Due	Completed	Result
04.07.2022	Nikki Mather - BECA	Open Landfill	04.07.2022	01.08.2022	26.07.2022	Supplie d
14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Events Centre Repairs Renovations and Upgrades	19.07.2022	11.08.2022	11.08.2022	Partial Supply
14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Market Place Verandahs	19.07.2022	11.08.2022	10.08.2022	Partial Supply
14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Swimming Pool Heating Upgrade	19.07.2022	11.08.2022	26.07.2022	Supplie d
14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Footpath Upgrade & Maintenance	19.07.2022	11.08.2022	08.08.2022	Supplie d
14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Water Meters	19.07.2022	11.08.2022	05.08.2022	Supplie d
14.07.2022	Twizel Area Residents & Ratepayers Ass	Development Reserve Fund	19.07.2022	11.08.2022		Ex- tension advised - 25 Aug 2022
21.07.2022	Daniel Hamilton - Transpower	Forestry Consent/Application information	25.07.2022	18.08.2022	05.08.2022	Supplie d
30.07.2022	Mr Helm	Council Cameras with Automatic Number Plate Recognition	01.08.2022	01.08.2022	26.08.2022	Decline d
22.07.2022	Sarah Tapp - Helios Energy	All RC Applications for Solar Farms (Received late 03.08.2022)	04.08.2022	19.08.2022	09.08.2022	Partial Supply
04.08.2022	Anna Gillooly Solicitor for Andrew Gutsell	224 and As Built info for 5a Harris Street Twizel	05.08.2022	01.09.2022		Ackno wledge d
05.08.2022	Michelle Ward - Valuation Partners	50 Lakeland Avenue Twizel - URGENT	05.08.2022	02.09.2022	11.08.2022	Ackno wledge d

**CUSTOMER SERVICES MONTHLY REPORT – JULY 2022****Complaints received**

There were no formal complaints received during July. 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.

**Community Centre Bookings**

Fairlie Community Centre – total bookings 133.5 hours (single largest user was the Fairlie Primary School with 29 hours). Mackenzie District Council used the Centre for 3.5 hours.

Tekapo Hall – total bookings 19 hours including 4 hours use by Mackenzie District Council.

Albury Hall – total bookings 4 hours. There was no use recorded for Mackenzie District Council.

Twizel Events Centre – total bookings 109 hours (excludes the hours the Theatre was closed for bookings due to maintenance work). 6.5 hours of bookings were recorded for Mackenzie District Council use. Single largest user was Twizel Area School with 34.25 hours use.

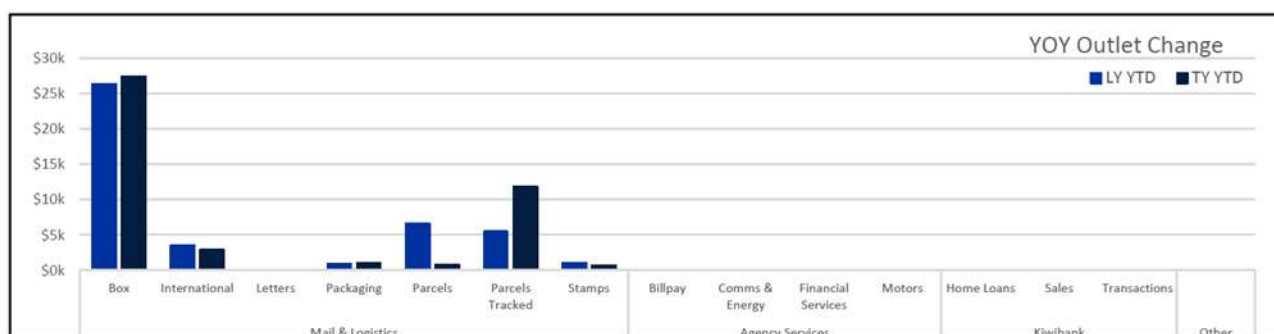
**Twizel Office Customer Numbers**

Twizel customer numbers recorded for July 2022 = 1516. This compares with 2155 for the same period in 2021.

**Twizel NZ Post Scorecard**

The relationship between NZ Post and Council remains positive.

Twizel PostCentre		Partner Scorecard Jun-2022							NZPost	
		Current	QTD	LY QTD		Var	YTD	LY YTD		Var
Mail & Logistics	Box	\$2,347	\$7,027	\$6,173	●	14%	\$27,371	\$26,251	●	4%
	International	\$206	\$524	\$488	●	7%	\$2,829	\$3,450	●	-18%
	Letters						\$15	\$54	●	-72%
	Packaging	\$12	\$200	\$67	●	200%	\$1,019	\$849	●	20%
	Parcels	\$66	\$440	\$1,681	●	-74%	\$714	\$6,543	●	-89%
	Parcels Tracked	\$853	\$3,146	\$1,421	●	121%	\$11,832	\$5,418	●	118%
	Stamps	\$83	\$191	\$175	●	9%	\$666	\$1,051	●	-37%
Sub Total		\$3.6k	\$11.5k	\$10.0k	●	15%	\$44.4k	\$43.6k	●	2%



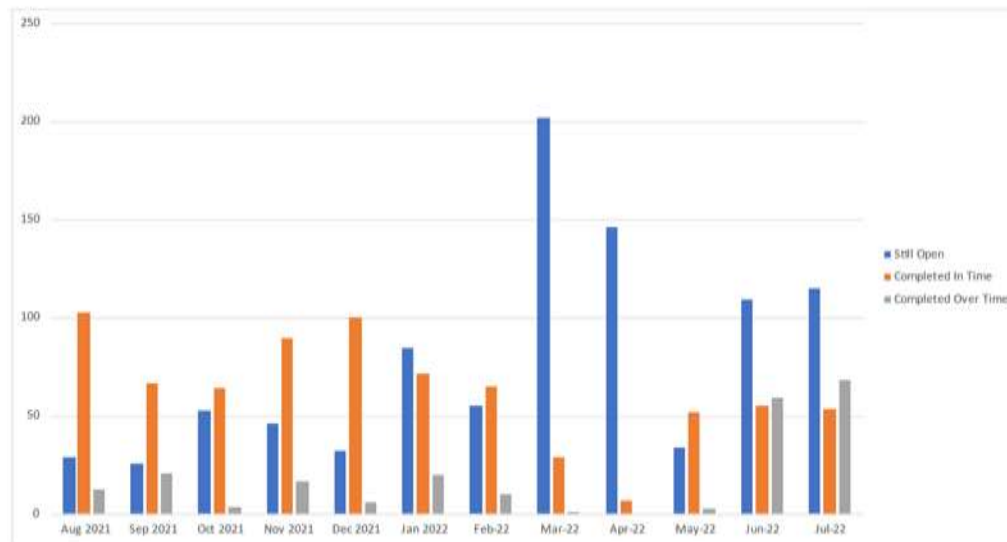
Figures supplied are for coaching conversations and should not be used for accounting/tax purposes. Sending figures assume stock purchased within a month is sold in the same month.

## Customer Calls

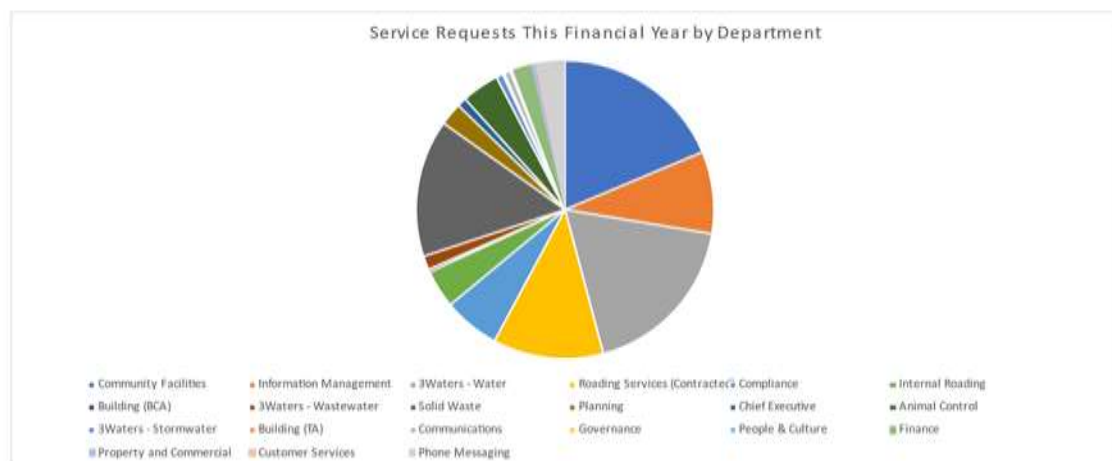
A new phone system was rolled out during April 2022. The analytical data historically recorded each month was discontinued as part of this rollout.

## Service Requests Summary Report

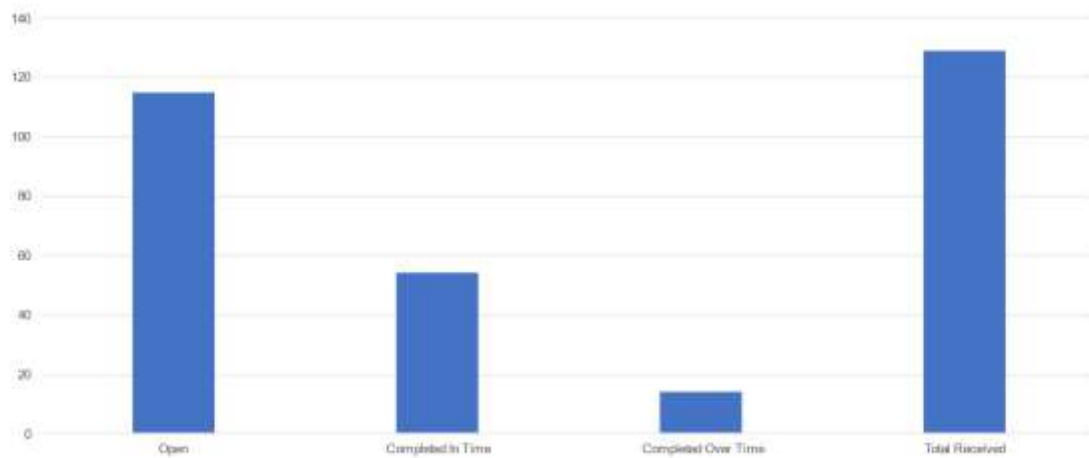
### **Service Requests Received Open/Closed Per Month**



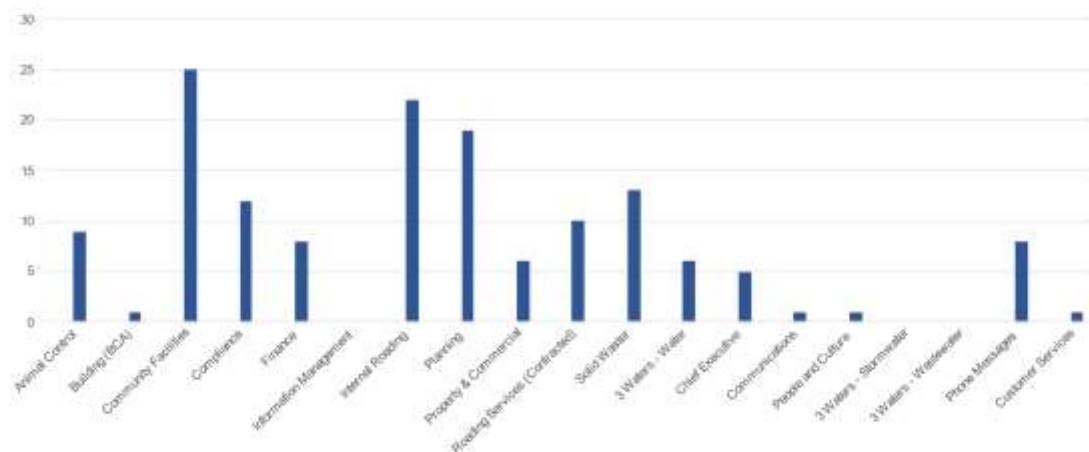
### **Service Requests Received Financial Year to Date by Department**



## Service Requests Received July 2022



## Open Service Requests by Department – July 2022



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

28 June 2022

- Council Meeting
- Council Workshop
- Chief Executives Performance Committee

29 June 2022

- CMF – RLG Meeting
- Weekly Executive Meeting
- Te Manahuna Ki Uta – Project Team Meeting
- Te Manahuna Ki Uta – Working Group Meeting

30 June 2022

- Canterbury Regional Leadership Group – Covid Recovery Framework
- OAG – Integrity Framework
- 2022-23 Annual Report Meeting

1 July 2022

- Weekly Annual Report Meeting
- Alpine Energy / MDC Executive Monthly Meeting
- Property and Commercial Meeting

4 July 2022

- Executive Roles and Responsibilities Meeting
- Te Manahuna Ki Uta Internal Project Meeting
- Webinar: Stand for Election in Mackenzie

5 July 2022

- Extraordinary Council Meeting
- Council Workshop – Full Day

6 July 2022

- Weekly Executive Meeting
- MDC/PWC Meeting
- Volunteers Week Afternoon Tea – Fairlie
- St.Johns Awards Night – Twizel

7 July 2022

- Twizel Resident Site Meeting
- Volunteers Week Morning Tea – Twizel
- Twizel Verandahs Meeting
- Twizel Community Assets, Amenities and Projects Meeting

8 July 2022

- Te Manahuna Ki Uta – Draft DMP Feedback Review
- Executive Strategy Document Meeting

11 July 2022

- Plenary Group Meeting
- Twizel Community Board Meeting

12 July 2022

- Council Workshop – Full Day

13 July 2022

- CMF – RLG Meeting
- Te Manahuna Ki Uta Phase 2 Think Tank
- Paul Utting Meeting – Better Off Funding
- Final Te Manahuna Ki Uta Working Group Meeting
- MDC Legal – TLRL Meeting

14 July 2022

- Canterbury Regional Leadership Group – Covid Recovery Framework
- Weekly Executive Team Meeting
- Fairlie Community Board Meeting

15 July 2022

- Team Mack Meeting
- Weekly Annual Report Meeting

18 July 2022

- SCDHB and SC Mayors & CE's Covid Regular Catch up
- Mayoral Taskforce for Jobs – Funding 22/23
- Limitless Local: Exploring the Future for Local Government

19 July 2022

- Council Workshop

20 July 2022

- MDC/Alpine Energy – Andrew Tombs Monthly Catch up
- Emergency Management Catch up

21 July 2022

- Culture Team Meeting
- Reforms Update

22 July 2022

- Weekly Annual Report Meeting

25 July 2022

- HR/Legal Meeting
- Hui with Runanga – Geraldine
- Unpacking Resource Management Reform

26 July 2022

- Council Workshop – Full Day

27 July 2022

- Weekly Executive Meeting
- SLT Monthly Meeting

- Agenda Review Meeting
- Finance Review Meeting

28 July 2022

- Preventing and Management Fatigue Workshop – Full Day

29 July 2022

- Final Te Manahuna Ki Uta Governance Group Meeting
- Te Manahuna Ki Uta – Lessons Learnt Session

1 August 2022

- Annual Report Progress of Infrastructure Valuation
- CMF Papatipu Runanga Hui
- Twizel Verandahs

2 August 2022

- Council Workshop – Full Day
- Finance Review Meeting

3 August 2022

- Weekly Executive Meeting
- PSA/MDC Bargaining Meeting

4 August 2022

- Three Waters Reform National Transition Unit Update
- Preparation for next Triennium Meeting
- Reforms Update

5 August 2022

- Meeting with Financial Accountant
- Weekly Annual Report Meeting
- Tekapo Community Board Meeting
- Property and Commercial Meeting

8 August 2022

- Meeting with CHCHNZ Re Matariki Festival
- Canterbury Mayoral Forum
- Te Manahuna Ki Uta – Pre-Establishment Meeting

9 August 2022

- Committee Meeting Day
- Chief Executives Performance Committee

10 August 2022

- CMF – RLG Meeting
- Weekly Executive Meeting
- ED Alignment Meeting with Venture Timaru
- Meeting with HR Lawyer

11 August 2022

- Cemetery Memorial Wall Meeting

- Council Induction – Legal Overview
- Community Development Meeting
- Preparation for next Triennium

12 August 2022

- Council Workshop Prep Meeting
- Culture by Design ELT/SLT Debrief
- Discussion re P&C

14 August 2022

- Arowhenua Runanga Wananga – DMP Presentation

**6.2 CHRISTCHURCH NZ - Q4 REPORT**

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

**Authoriser:** Angela Oosthuizen, Chief Executive

**Attachments:** 1. Quarterly Report Mackenzie District Council - Q4 [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

ChristchurchNZ are engaged by Mackenzie District Council to provide the marketing of the tourism aspect of Mackenzie District Council's tourism programme . This is the fourth quarter report for the 2021/22 year.

Lydia Stoddart will be present in the Council meeting to speak to the report.



## Quarterly Update to Mackenzie District Council

<b>Reporting Period</b>	April – June 2022
<b>Report Prepared</b>	August 2022

### Introduction & Insights

#### Overview

The final quarter of the financial year continued to be challenging for Mackenzie visitor industry.

The nation moved out of red level in mid April meaning greater freedoms for consumers and businesses however Omicron was well and truly within the South Island and Mackenzie. The numbers had an impact on travel confidence with people generally stayed closer to home both as a precautionary measure to avoid Covid and isolating, and also due to the isolation requirements – those with Covid could not fly or use the ferry which restricted appetite for inter-island travel.

The community transmission put significant pressures on businesses to remain operational as staff caught Covid or were close contacts and needed to isolate. Businesses did what they could to accommodate demand however, for some, this meant closing or operating at reduced hours / capacity. In line with the rest of the country, there were limited events over April and May – for the Mackenzie this meant the cancellation of the A&P Show, a significant economic driver over Easter weekend.

Quarter four is typically a quieter quarter for internationals and whilst we saw an increase on international visitor spend from the previous two years, the sector looks forward to benefiting from the impact of open borders from October onwards. Anecdotal feedback suggests operators are seeing good international forward bookings from US, UK/Europe and other smaller markets such as Singapore, with even stronger demand from January. China remains closed and Japan continues to have strict quarantine requirements for returning visitors. Airline connectivity remains a challenge, as does public transport to the Mackenzie.

The inflationary pressures continue to add strain to an already challenged sector. Travel is a discretionary spend and with the significant increases in cost of living (particularly as mortgages are renewed), the sector will no doubt continue to be impacted. In addition, New Zealanders now have the option to holiday overseas.

Despite this, the key challenge for our region is undoubtedly labour and a more gradual return to normal is largely welcomed by the region. With labour shortages and Covid-isolation requirements, it's incredibly challenging for many to operationalize current demand.

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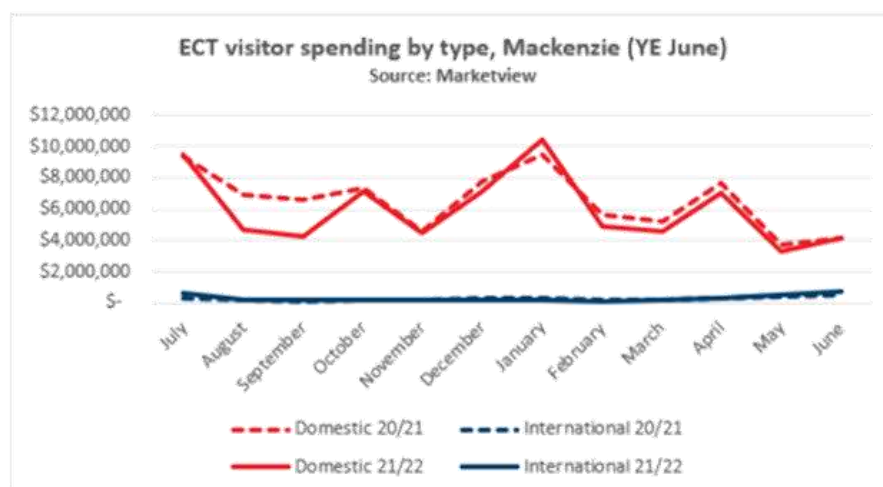
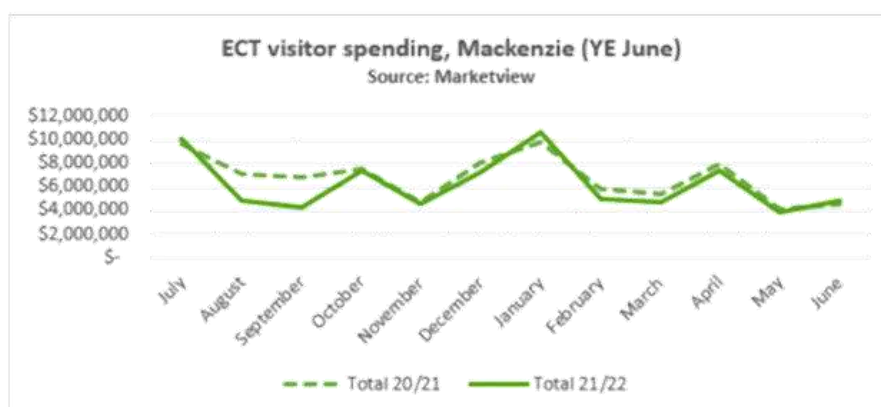
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### Visitor Spend

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

- April 2022 ECT visitor spend was down -8% or \$639k from April 2021. The downturn has been largely attributed to Omicron within the community and reduced appetite for travel and operational capacity challenges (operating in red environment, with staffing shortages). The A&P Show, a key economic driver for the region over Easter, was also cancelled.
- May 2022 ECT visitor spend was down -7% or \$305k from May 2021 and up 28% from May 2020. May is typically a quieter month for visitor spend, and this was likely exasperated due to the transmission of Omicron in the community, and operational challenges (reduced capacity).
- June 2022 ECT visitor was up 6% or \$273k from June 2021, and 8% or \$342k from June 2020. This addition of Matariki public holiday and the new long weekend played a key role in this.



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#### Forward Outlook

With borders now open to all vaccinated internationals, there appears to be a sense of “cautious optimism” amongst operators.

Winter to date has been challenging for our operators, with significant weather events in the region impacting on visitor’s ability to access the region as well as experience outdoor activities whilst there. Despite having significant snow, the ski fields are experiencing a particularly challenging season due to limited open days. This will have a significant impact on visitor spend for winter given the fields are a key drawcard for visitation.

International forward enquiries and bookings for October onwards are building back well, particularly from the US and UK/Europe markets (China remains closed).

The labour shortages present the greatest challenge and may impact ability for operators to respond to the demand. Despite demand increasing for winter, many operators are offering reduced hours / days.

The global inflationary pressures also present a slightly more bleak outlook than hoped however we are hearing positive indications from trade partners that there is strong demand for travel to NZ however it is a cluttered environment as all nations compete for the tourist dollar. Our global trade partners have been hit the hardest over Covid, with many exiting the industry and not returning. It will take time to rebuild this important channel – not only is it about recruitment but there’s a great educational job to do as well to ensure wholesalers are up to speed on our product and offering. Mackenzie Tourism will be represented at the Tourism New Zealand North America, UK/Europe and Singapore Kiwi Link events in July and August via ChristchurchNZ. In addition we expect to have a presence by operators as well. This will play a key role in starting to re-engage with trade partners.

Connectivity to New Zealand (airline) and around New Zealand (public and rental transport) is also a challenge as we build back. The likes of EntraGroup (Intercity) continue to only operate the CHCZQN service whilst it is being subsidized by government. At this stage this is due to end in October.

As we head into a new financial year, the significant drop in funding due to no central government investment will impact the region’s ability to retain profile within the domestic market. We will return to essentially 1/3 of the marketing budget we have had over the last two years. We are currently working with MDC to set strategic priorities and KPIs for the year ahead that reflect the decline in overall investment and align with Te Manahuna Ki Uta.

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## Consumer and Trade Marketing

### Legendary Mackenzie Winter

Our Mackenzie winter campaign commenced in April, targeting key domestic fly markets, drive markets from May, and source markets (Queenstown) from July.

The campaign features a range of media including outdoor, targeted digital, TV and OnDemand, targeted print and earned (PR – media famils). In addition we have taken out premium impactful placements in highly sought after locations (ski fields, Queenstown bus and central city LED, and Queenstown Airport). The campaign is still in market and performing well and we've received significant bonus (unpaid) media including over \$60,000 TVNZ. In August we host Australia Traveller journalist to experience our ski offerings for various content pieces within Sydney Herald and Melbourne Age.

Auckland outdoor:



Queenstown and skifield advertising



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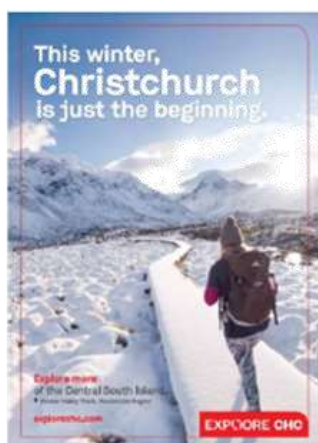
### ExploreCHC / Central South Island

The central South Island campaign is a partnership with Christchurch, West Coast, Kaikōura, Hurunui, Timaru and Mackenzie to grow consideration and preference for the central South Island amongst key domestic (fly markets) and Australian audiences. The approach recognises that visitors don't see district borders, so aims to tell the rich stories of the broader area.

The 2022 partnership takes a content-led approach, drawing on the key themes / selling points to tell the rich stories of the central South Island: food & drink; art & culture, outdoor adventure, relaxation, wildlife & nature, winter experiences. The omni-channel campaign is in market April – September 2022 and features a broad range of paid and earned media. To date the campaign has delivered almost 10 million digital impressions, 850,000 video thru'plays and over 150,000 clicks and exceeding performance targets in most areas.



MindFood, Snow and Ski, and Kaikoura Magazine



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### Website

Over the last few months we have been working hard to complete the new mackenziennz.com website – this will be a refreshed version of our current site, using an up to date platform that will ensure the website is responsive to the different types of devices, and is mobile-led. We look forward to launching in late August/September.

### Media Activity

In addition to our regular content pitches to media through the TourismNZ NZME and Stuff partnerships, we had two significant media opportunities this quarter:

A stuff media famil with Brook Sabin generated over \$1.1 million in PR value via 16 news stories, 20 videos published on stuff, one interactive guide, 13 videos on social media.

In late June, we were lucky to host Studio 10 – an Australia live morning TV show – in the Mackenzie for two episodes, thanks to Tourism NZ. The first episode was broadcast live from Aoraki Mount Cook showcasing Glacier Explorers and the National Park. The following day was in Lake Tekapo from Tekapo Springs and the Church, showcasing all the great things to do in the region over winter. The five day series in NZ reached a total of 1 million Australians and generated \$1.2 million in EAV.



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### Inbound Tour Operator Famil

In late May, the Mackenzie team hosted 13 inbound operators on a trade famil – our first ever of that size. This famil dovetailed on the back of a Christchurch famil and aimed to re-inspire and re-educate this important and influential sales channel. In addition to hosting them on a range of activities and bringing them up to date on the new news in the region, we held an event with industry in Lake Tekapo. This provided trade-ready operators the opportunity to connect in person with potential and current partners.

### Trade Engagement

Mackenzie Tourism attended the Tourism NZ RTO Australia Showcase in May – an opportunity to reconnect with Australian trade partners via a range of networking events as well as one on one appointments.

In addition, Christchurch Airport hosted three dedicated events with ski wholesalers in Sydney, Melbourne and Brisbane which Mackenzie attended – it was there that 'New Zealand's Snow Highway' was launched, a long-term initiative to celebrate and raise profile of the Christchurch – Mackenzie – Queenstown ski offering. Jason Menard and Mt Dobson's James Lazor (on behalf of all Mackenzie skifields) attended on behalf of the Mackenzie. The region received great feedback from ski wholesalers and we look forward to strengthening relationships in this space and working with the skifields on their trade strategies.

In June we attended the RTNZ Trade Engagement event – a chance for RTOs to connect directly with inbound operators via one on one appointments. The region will also be represented in the upcoming KiwiLink offshore visits via ChristchurchNZ, which aim to re-engage and educate key markets: US, UK/Europe, Singapore, India and South Korea.

### Meetings 2022

For the first time ever the Mackenzie exhibited at Meetings – New Zealand's only annual trade event for the conference, meetings, events and travel incentive industry. Small business events and incentive groups have been identified as a market of strategic importance and growth for the Mackenzie, given their high value and the opportunity with both Christchurch and Queenstown as gateways / partners for multi-destination itineraries. We continue to work with the ChristchurchNZ team on business events opportunities that leverage the new Te Pae convention centre.

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## Events

### Regional Events Fund

The second round for the Mackenzie Regional Contestable Events Fund was conducted in April, with five successful event applicants receiving investment. This is in addition to the first funding round (November 2021) which received three successful applications. Most successful events that have received the funding are held within the shoulder (off peak) seasons, aligning with our overarching objective to stimulate visitor value in shoulder seasons through events. The next funding round will be October or November 2022.

### Matariki Mackenzie

A significant portion of the team's focus and resource in the last quarter was developing and delivering the inaugural Matariki Mackenzie. The event attracted over 700 people to a range of public, ticketed events in Takapō over Matariki long weekend. In addition there were a number of invitational events held. We were privileged to host Hon. Stuart Nash (Minister for Tourism) and Hon. Peeni Henare (Associate Minister of Tourism) and their families for the key events. Their visit included time with the Mayor and CE to discuss Te Manahuna Ki Uta. Overall, the event met the desired goals of setting up strong foundations to build on in future years including brand development, website, values and governance frameworks. A full separate debrief is being undertaken.

### Mackenzie Event Development Role

We are sad to report that Anna Hiatt, Mackenzie Event Development Executive, has resigned from her role to step full throttle into her own business. Anna's done an incredible job over the last year establishing the contestable event fund process, foundational documents and investment panel. In addition she played a pivotal role in developing Matariki Mackenzie. Anna's last day with is 11 August and we are currently reviewing the scope of the role with feedback from Anna.

## Business Support Update

### Advisory, Implementation and Kick-Start Grants

The distribution of the Tourism Communities: Support, Recover and Re-set targeted funding continues, with a close off date of 31 August 2022. The targeted funding includes three initiatives (Advisory, Implementation and Kick-Start Grants). We are confident that most eligible businesses have applied however we are working with South Canterbury Chamber and local media to promote this as far as possible.

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**6.3 QUARTERLY REPORT - SOUTH CANTERBURY CHAMBER OF COMMERCE - APRIL-JUNE 2022**

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

**Authoriser:** Fiona McQuade, Manager - Property & Commercial

**Attachments:** 1. SCCC - Quarterly Report - Apr-Jun 2022 [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

South Canterbury Chamber of Commerce (SCCC) is now reporting directly to Mackenzie District Council every quarter as per the new Contract signed December 2021.

SCCC will either appear in person at the Council meeting or via videolink, depending on COVID restrictions at the time.

**CONCLUSION**

Attached is the full quarterly report (Q2 2022) from South Canterbury Chamber of Commerce under the service deliver contract between the parties, for Council information and receipt.



### Quarterly Report: April - June 2022

## **Economic & Business Support Services Contract 2022/24 Mackenzie District Council and SC Chamber of Commerce.**

### **Introduction:**

This is the second report under new quarterly format and service agreement commencing January 2022. Key Objective: To facilitate and support smart sustainable economic and business development in the Mackenzie District, that contributes to the well-being and quality of life for the community by creating and/or retaining jobs and supporting or growing incomes through individual business, and district wide recovery and growth.

### **1. Key Objective - Business Support Services**

#### **a) Economic Recovery and Mackenzie District Council connection**

**KPI 1: Annual survey each April (not applicable to this report)** As discussed with MDC, this survey will be undertaken in Sept 2022, to provide more meaningful data as businesses will have traded through the winter season. As agreed, a draft will be provided.

**KPI 2: Meet with MDC Economic Development Officer**

Regular communication with Martin Homisan and Leaine Rush. Exchange of information, referrals and agreed action is frequent and ongoing. There is also ongoing collaboration with CNZ/MackenzieNZ, MTIA and SCDHB with a goal to share information in the best interests of the Mackenzie business and wider community. Martin also attends SCCC's Mackenzie Business Reference Group meetings.

At their request, SCCC is currently working even more closely with CNZ to ensure as many Mackenzie tourism businesses as possible take advantage of the RBP [Tourism Communities Initiatives & KickStart](#) grants before applications close 31<sup>st</sup> August.

The Mackenzie Business Reference Group met 9<sup>th</sup> June in Tekapo. Main discussion points: Confidence improved, reinvesting in plant and upskilling staff; critical labour shortage affecting business ability to trade, high lost productivity; Immigration matters affecting employers and migrant workers essential to most sectors; group supported Infometrics presentation to wider business community – include more Ag data; Te Manahuna update appreciated and supported, some concerns expressed around magnitude of the plan and achieving necessary infrastructure to attract high value investment.

Next meeting 8<sup>th</sup> Sept. MDC CE and/or Manager Property & Commercial to be invited as guest.

#### **b) Business Support Service**

**KPI 3: Number, industry type of businesses received on-one-one support and type of support**

71 businesses supported one-on-one in this period. Refer chart identifying industry and town spread.

Industry Sector	Fairlie	Pukaki	Tekapo	Twizel	Burkes Pass	Grand Total
A: AGRICULTURE, FORESTRY AND FISHING	2		1	7	4	14
C: MANUFACTURING	1			3		4
E: CONSTRUCTION	1			3		4

G: RETAIL TRADE	1		1	3		5
H: ACCOMMODATION AND FOOD SERVICES	4	1	3	6		14
L: RENTAL, HIRING AND REAL ESTATE SERVICES			2			2
M: PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES	1		2			3
P: EDUCATION AND TRAINING				1		1
Q: HEALTH CARE AND SOCIAL ASSISTANCE	1		2	1		4
R: ARTS AND RECREATION SERVICES	1	1	11	3		16
S: OTHER SERVICES				1		1
D: ELECTRICITY, GAS, WATER AND WASTE SERVICES				1		1
O: PUBLIC ADMINISTRATION AND SAFETY	1					1
K: FINANCIAL AND INSURANCE SERVICES				1		1
<b>Grand Total</b>	<b>13</b>	<b>2</b>	<b>22</b>	<b>30</b>	<b>4</b>	<b>71</b>

**Key topics:** labour shortage; INZ policy clarity and referrals; HR & workplace employment issues; mental health & wellbeing; investor and financial support; training workshops and specific in-house training; business mentor support; start-up validation and business diversification; business development & digital upskilling

**An additional 23** businesses were 'generally' engaged with. Examples: query answered, general conversation or email response requiring no further action.

Confidence has risen overall in this period, as borders reopen and visitors return, new Matariki celebrations and hopeful of a high yielding winter/ski season. An already critical labour shortage exacerbated by high COVID and illness, severely impacting business's ability to operate.

SCCC is working with a major iconic Mackenzie tourism business in areas of strategic planning towards a reset of its operational future, including advocacy with government ministers and agencies.

**KPI 4: Number of engagements with new businesses**

19 of these engagements were new businesses (that had not previously engaged)

**c) Training and Webinar Delivery**

**KPI 5: minimum of 1 training event per quarter in Mackenzie**

**KPI 6: Number of participants**

28<sup>th</sup> April: Resolve Conflict & Maintain Your Wellbeing – Fairlie 29 attendees

18<sup>th</sup> May: Resolve Conflict & Maintain Your Wellbeing – Twizel 60 attendees

Full report provided to MDC 26<sup>th</sup> May. MDC's foresight to support this project contributed greatly to the high attendance and positive impact. Feedback from attendees (and presenters) was very positive.

Training workshops in this period:

Leadership Academy; Stepping Up to Management-Developing People Skills; Employment Law; Health & Safety Stage 1; Stepping Up to Management-Next Level; H&S from management perspective; Dealing with the Tough Stuff; Mental Health & Wellbeing (webinar)

19 Mackenzie attendees (In addition, In-house training: Contractor Management x 12 attendees, Educator Impact x 10 attendees)

**KPI 7: Feedback as provided by attendees**

Training feedback examples:

*"... staff and Board now have some resources they can refer to as they develop their skills in dealing with difficult situations"*

*"Brilliant examples - really helps to make the content resonate. The sharing from the group was very insightful and helpful"*

**General:**

24<sup>th</sup> May: SCCC hosted Hon. Grant Robertson post-budget event very well attended by MDC and businesses. Excellent opportunity for questions and engagement taken up.

**Coming Up:**

- Infometrics senior economist presentation to Council – 16<sup>th</sup> August and the following FREE events for Mackenzie:
- Digital Skills training – Aug/Sept
- Immigration NZ update workshop for Mackenzie (date TBC)
- Health & Wellbeing 'Dots Communication' workshops–Fairlie 28<sup>th</sup> Sept Twizel 29<sup>th</sup> Sept FREE (usually \$695 pp) in conjunction with SCDHB

**d) Enhanced advice and facilitation for access to Government initiatives**

SCCC has a contract with MBIE to deliver [Regional Business Partner Network](#) in South Canterbury. This includes govt (RBP) funding, [Business Mentors NZ](#), [Callaghan Innovation](#), and referrals to NZTE Export, Te Puni Kokiri and others. This contract has been renewed. All Mackenzie businesses have access to these various areas of expertise and assistance, assessed and introduced by SCCC.

The [Mackenzie Business Support Package-Round 2](#) (MBSP) Following the success of Round 1, SCCC has delivered Round 2 on behalf of MDC, ahead of schedule. In Round 2 - 16 businesses or community organisations across multiple sectors received co-funding towards specific business development to accelerate their business and practices. A full report on this successful pilot project was provided to MDC on 5<sup>th</sup> July with a suggestion that MDC consider continuation of this or a similar scheme in future annual budget/s.

MBSP-Round 2 Feedback examples:

*"... appreciate the assistance from Chamber and Council as we never would have done this strategic planning in the past, which has been very beneficial"*

*"It's been great to get this moving and appreciate the momentum that the Business Support Package has given us".*

**e) Monthly visits and regular connections**

**KPI 8: minimum 1 monthly visit. Number of visits**

5 visits in this period –

- 14<sup>th</sup> April: Fairlie
- 28<sup>th</sup> April: Fairlie
- 18/19<sup>th</sup> May: Twizel/Tekapo
- 9<sup>th</sup> June: Tekapo
- 22<sup>nd</sup> June: Fairlie

**f) Pop-Up Business Support Service**

**KPI 9: hold pop-up in either Twizel, Tekapo or Fairlie every quarter. No. of participants and topics**

No separate 'pop-ups' were undertaken in this quarter due to focus and high attendance of Managing Conflict sessions in Fairlie and Twizel. These events definitely contributed to the objective 'to stimulate new engagement and raise profile'

**g) Mackenzie Business Connection e-newsletter**

**KPI 10: number of businesses subscribed, openings and engagements**

Total **327** subscribers. **6 x e-newsletters** issued in this quarter. **2,100 (rounded) opens**.  
Very strong engagement and evidence of being shared well beyond the subscriber database.

Main topics opened:

- INZ-AEWV policy
- Mackenzie Business Support Package-Round 2
- Business Excellence Awards
- Managing Conflict sessions
- Training

This is the trusted, effective platform for Mackenzie businesses across all sectors to receive current relevant business information.

**2. Key Objective – Advocacy**

**KPI 11: report on new and ongoing advocacy engagements and topics**

- Immigration matters relevant to Mackenzie District and INZ development of the Mackenzie Engagement Plan with SCCC to improve communication between operational INZ and Mackenzie employers is ongoing. It is vitally important that areas such as Mackenzie District are heard, as has distinctly different needs due to its geographical size/location and demographics. SCCC is also facilitating another INZ workshop in Mackenzie (refer Training)
- Fair Pay Agreements Bill: SCCC has made a submission on behalf of its businesses in opposing the introduction of the FPA. The proposal is out of date and out of touch with the reality of the modern workplace and is unfair to both workers and to businesses and removes flexibility. The FPA fails to recognise the significant regional variations that occur business to business and in the cost of living that varies for staff. (Full submission available)

**3. Key Objective – Sponsorship of annual Business Excellence Awards**

**KPI 12: Mackenzie Businesses entered**

10 finalists from Mackenzie

**KPI 13: Mackenzie businesses successful**

2 category winners – Petronella's Book Store (Small Business Award), MenardsNZ Ecosanctuary (Sustainability & Environmental Award). In addition, Blank Space placed 3<sup>rd</sup> in ANZ People's Choice Award.

The **2022 Ara Business Excellence Awards** Gala event was held 20<sup>th</sup> June, 5 events culminating in presentation of Supreme Award at a Grammy style cocktail event at Movie Max Theatre. Sold Out event. Mackenzie District was well represented in both finalists and winners, and support sponsors. Supreme Winner Award was Viberi New Zealand. [View all Winners](#)

MDC's sponsorship also enabled the post-event Finalists & Winners' workshop on 30<sup>th</sup> June "Maximising Your Win" including strategic marketing tools and tips, engagement with stakeholders and staff, and presentations from a past Supreme Winner and influential business leaders.

#### **4. Key Objective – Economic Development and Identification/Support of potential growth projects**

*KPI 14: Report on the nature and number of project related referrals and interactions*

Work being undertaken with one of the district's iconic businesses/services will be critical to its future effectiveness and the ongoing promotion and attractiveness of the district.

Work with CNZ as referred earlier also builds on key economic growth projects.

#### **5. Key Objective – Quarterly Reporting**

*KPI 15: SCCC prepare and present report to Council April, July, October, and January each year.*

**6.4 COUNCIL MONTHLY FINANCIAL REPORT - MAY 2022 AND DRAFT JUNE 2022**

**Author:** Jo Hurst, Management Accountant

Sandy Hogg, Manager - Finance

**Authoriser:** Angela Oosthuizen, Chief Executive

**Attachments:** 1. Financial Performance - May 2022 [↓](#)   
2. Draft Financial Performance - June 2022 [↓](#) 

**STAFF RECOMMENDATIONS**

That the monthly financial report for May 2022 and the draft financial report for June 2022, for Mackenzie District Council be received.

**Highlights**

The financial report for June is a draft as at the time of preparation there were still a number of year end processes to still complete and finalise. These processes included but not limited to the following:

- Year end accruals – leave, prepayments, income in advance, accrued receivables and payables
- Asset revaluations – investment property, forestry, infrastructural assets
- Final appropriations to and from reserves
- Final interest allocations to reserves
- Vested assets
- Loans raised and repayments and final interest on loans.

Draft operating revenue is tracking at 61% received to the full year forecast and is \$16,534,000 below the total year budget. Contributing factors to this are the following:

- Subsidies and grants – Waka Kotahi for roading, Department of Internal Affairs for 3 Water Stimulus projects, Mayors Taskforce for Jobs, and Tourism Infrastructure Fund (TIF).
- Financial contributions for land subdivision, water, wastewater and stormwater
- Other income – timber sales from harvesting of forestry plantations
- Other income – carbon credits received for the financial year
- Vested assets are yet to be completed and finalised
- Other gains on infrastructure revaluation is still to be completed

Draft operating expenditure is tracking \$1,587,000 higher than the budget with savings showing in personnel costs, but which are offset by increased consultancy and contractors to provide cover for staff vacancies. There were unbudgeted costs in contractors and audit fees for the completion of the Long Term Plan, the 2019-2020 and 2020-2021 Annual Reports, and unbudgeted expenditure within Tourism and Economic Development for Mayors Taskforce for Jobs funding, although this is offset by grant funding received. There was also roading emergency reinstatement and emergency

works costs incurred as a result of the May 2021 flooding and snow and continued climatic events which received no additional local share funding.

Draft capital expenditure is sitting at 42% spent of the full year forecast. Actual expenditure is \$10,014,000 compared to a full year forecast of \$18,156,000. 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 year end. There is still to process as part of year end further invoice accruals for physical works completed and also assets vested in Council for infrastructure in roading, stormwater, wastewater and water supplies.

The Council's draft balance sheet is tracking closely to the net assets and equity as at 30 June 2021. This will significantly change with the completion of revaluations for investment property, forestry and infrastructure assets and budgeted movements indicated these to be around an increase of \$11,500,000 on existing values.

Council's draft cash flow is showing a closing cash balance of \$3,984,000 which is \$7,623,000 below the closing cash balance at 30 June 2021. This is due to utilising cash reserves to fund expenditure until Council was in a position to borrow from the LGFA (Local Government Funding Agency). In June the Council took up external borrowings of \$10,000,000 from the LGFA. The borrowings had been budgeted for.

# Financial Performance

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**May 2022**

# Financial Performance

## REVISION HISTORY

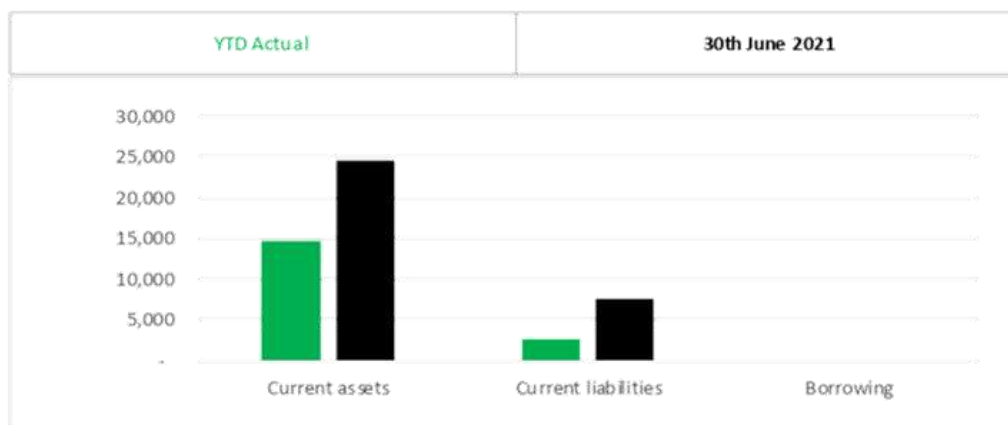
<b>Date Created:</b>	June 2022
<b>Department:</b>	Finance
<b>Sponsor:</b>	General Manager – Corporate Services
<b>Approved by:</b>	Chief Executive Officer
<b>New Review Date:</b>	July 2022

## 1. Financial Summary – as at 31 May 2022

### YTD Actual % of FY Budget












### Financial Position - Balances



### Cashflow - Movements



## 2. Council Performance – as at 31 May 2022

	Actual \$000's	Year to Date Budget \$000's	Variance Budget \$000's	Full year Forecast \$000's	YTD Actual % of FY Forecast
<b>Operating Revenue</b>					
Rates	11,218	11,270	(52)	12,390	91%
Subsidies and Grants	4,315	2,977	1,338 	6,831	63%
Development and Financial Contributions	1,588	1,544	44	1,326	120%
Fees and Charges	1,601	1,640	(39)	1,908	84%
Interest Revenue	145	118	27	139	104%
Other Revenue	1,700	2,004	(304) 	2,359	72%
<b>Total Operating Revenue</b>	<b>20,567</b>	<b>19,553</b>	<b>1,014</b>	<b>24,953</b>	<b>82%</b>
<b>Operating Expenditure</b>					
Personnel Costs	3,979	4,678	699 	4,545	88%
Depreciation and amortisation expense	4,060	4,060	-	4,461	91%
Finance costs	-	56	56	13	0%
Other Expenses	14,120	13,860	(260) 	16,110	88%
<b>Total Operating Expenditure</b>	<b>22,159</b>	<b>22,654</b>	<b>495</b>	<b>25,129</b>	<b>88%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(1,592)</b>	<b>(3,101)</b>	<b>1,509</b>	<b>(176)</b>	
<b>Capital Expenditure</b>					
Emergency Management	10	28	18	32	31%
Governance and Corporate Services	331	1,179	848 	500	66%
Parks and Community Facilities	975	3,829	2,854	2,730	36%
Regulatory Services	8	46	38	12	67%
Stormwater	12	376	364 	150	8%
Tourism, Economic Development and Commerci-	80	126	46	90	89%
Transportation	1,478	3,759	2,281 	2,462	60%
Waste Management and Minimisation	150	118	(32)	165	91%
Wastewater	507	2,160	1,653 	1,039	49%
Water Supplies	4,052	10,445	6,393 	9,726	42%
<b>Total Capital Expenditure</b>	<b>7,603</b>	<b>22,066</b>	<b>14,463</b>	<b>16,906</b>	<b>45%</b>

*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 - \$1,338,000 F

#### *Reason for variance*

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

The quarter five instalment of the Three Waters funding of \$375,000 was received in May, bringing the total received this year to \$2,039,236; this had not been budgeted for.

Subsidies from Waka Kotahi for roading were budgeted at \$2,537,615 year to date. Actual income received is \$1,284,686. Subsidies are lower than budgeted due to lower capital expenditure to date, and timing of invoicing.

Grant funding for Destination Mackenzie was budgeted at \$422,583 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.

Tourism Infrastructure Fund (TIF) funding of \$305,560 has also been received in May. It comprised \$28,000 for the Fairlie Dump station, \$139,384 for the Lake Ruataniwha projects, and \$138,176 for public toilets. This funding had not been budgeted for.

### Other revenue - \$304,000 U

#### *Reason for variance*

Income from cost recoveries in the Engineering, Administration and District areas were budgeted at \$270,874, however these have yet to occur.

Timber sales were budgeted at \$951,819 year to date. Actual income received is \$735,572, as logging will not occur in Reserve 2359 this year.

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 \$47,897 was received from water connection fees.

Postal sales were budgeted at \$73,333. Actual postal income received is \$104,422.

## Operating Expenditure

### Personnel costs - \$699,000 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, Building Inspectorate.

**Other Expenses - \$260,000 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
- Commercial – Destination Mackenzie consultancy – under budget
- Commercial – Forestry operations – over budget
- Commercial – Mayors Taskforce for Jobs – 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 May 2022

		Year to Date			Full year	YTD Actual % of
	Actual	Budget	Variance	Budget	Forecast	FY Forecast
	\$000's	\$000's	\$000's		\$000's	
Operating Revenue						
Emergency Management	68	68	-		74	92%
Governance and Corporate Services	5,773	6,000	(227)		6,493	89%
Parks and Community Facilities	2,836	2,622	214		4,416	64%
Regulatory Services	2,902	2,279	623		2,925	99%
Stormwater	102	257	(155)		132	77%
Tourism, Economic Development and Commercial Activities	822	727	95		1,848	44%
Transportation	2,404	3,637	(1,233)		3,769	64%
Waste Management and Minimisation	1,154	1,103	51		1,295	89%
Wastewater	3,198	1,336	1,862		2,858	112%
Water Supplies	1,919	2,038	(119)		2,143	90%
Total Operating Revenue	21,178	20,067	1,111		25,953	82%
Operating Expenditure						
Emergency Management	118	68	(50)		226	52%
Governance and Corporate Services	6,268	5,994	(274)		7,428	84%
Parks and Community Facilities	2,626	2,792	166		3,083	85%
Regulatory Services	2,544	3,705	1,161		2,881	88%
Stormwater	145	112	(33)		163	89%
Tourism, Economic Development and Commercial Activities	1,620	1,132	(488)		2,030	80%
Transportation	4,178	3,960	(218)		4,574	91%
Waste Management and Minimisation	1,124	1,102	(22)		1,217	92%
Wastewater	2,407	2,399	(8)		2,349	102%
Water Supplies	1,740	1,904	164		2,178	80%
Total Operating Expenditure	22,770	23,168	398		26,129	87%
Operating Surplus/(Deficit)	(1,592)	(3,101)	1,509		(176)	
Capital Expenditure						
Emergency Management	10	28	18		32	31%
Governance and Corporate Services	331	1,179	848		500	66%
Parks and Community Facilities	975	3,829	2,854		2,730	36%
Regulatory Services	8	46	38		12	67%
Stormwater	12	376	364		150	8%
Tourism, Economic Development and Commercial Activities	80	126	46		90	89%
Transportation	1,478	3,759	2,281		2,462	60%
Waste Management and Minimisation	150	118	(32)		165	91%
Wastewater	507	2,160	1,653		1,039	49%
Water Supplies	4,052	10,445	6,393		9,726	42%
Total Capital Expenditure	7,603	22,066	14,463		16,906	45%

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

**EMERGENCY MANAGEMENT**  
**Activity Performance as at 31 May 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					
Civil Defence	68	68	-	74	92%
Total Operating Revenue	68	68	-	74	92%
Operating Expenditure					
Civil Defence	118	68	(50)	226	52%
Total Operating Expenditure	118	68	(50)	226	52%
Operating Surplus/(Deficit)	(50)	-	50	(152)	
Capital Expenditure					
Civil Defence	10	28	18	32	31%
Total Capital Expenditure	10	28	18	32	31%

# GOVERNANCE AND CORPORATE SERVICES

## Activity Performance as at 31 May 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	598	616	(18)	672	89%
Governance - Twizel	12	12	-	13	92%
Governance - Tekapo	10	10	-	10	100%
Governance - Fairlie	10	10	-	10	100%
Chief Executive Officer	966	966	-	1,054	92%
People and Culture	277	277	-	302	92%
Corporate Services Management	521	521	-	568	92%
Finance	750	753	(3)	828	91%
Information and Engagement	517	517	-	564	92%
IT Support	705	705	-	769	92%
Administration	429	449	(20)	433	99%
Property and Commercial Management	107	107	-	117	91%
Operations Management	316	189	127	206	153%
Engineering Management	114	284	(170)	310	37%
Facilities Management	37	37	-	41	90%
Fairlie Building	215	215	-	234	92%
Twizel Building	72	72	-	78	92%
Plant	117	260	(143)	284	41%
Total Operating Revenue	5,773	6,000	(227)	6,493	89%
Operating Expenditure					
Governance - General	541	616	75	682	79%
Governance - Twizel	12	12	-	13	92%
Governance - Tekapo	9	9	-	10	90%
Governance - Fairlie	8	9	1	10	80%
Chief Executive Office	814	966	152	1,123	72%
People and Culture	114	277	163	164	70%
Corporate Services Management	475	521	46	501	95%
Finance	997	757	(240)	1,071	93%
Information and Engagement	881	517	(364)	960	92%
IT Support	619	705	86	669	93%
Administration	347	449	102	456	76%
Property and Commercial Management	1	107	106	4	25%
Operations Management	338	189	(149)	437	77%
Engineering Management	447	284	(163)	471	95%
Facilities Management	260	37	(223)	292	89%
Fairlie Building	170	218	48	233	73%
Twizel Building	64	72	8	73	88%
Plant	171	249	78	259	66%
Total Operating Expenditure	6,268	5,994	(274)	7,428	84%
Operating Surplus/(Deficit)	(495)	6	47	(935)	

Capital Expenditure						
Information and Engagement	20	70	50	76	26%	
IT Support	120	80	(40)	135	89%	
Fairlie Building	36	917	881	107	34%	
Twizel Building	17	2	(15)	15	113%	
Plant	138	110	(28)	167	83%	
<b>Total Capital Expenditure</b>	<b>331</b>	<b>1,179</b>	<b>848</b>	<b>500</b>	<b>66%</b>	

## Operating Revenue

### Operations Management - \$127,000 F

#### Reason for variance

Income from recoverable services were budgeted at \$114,583 year to date. Actual recoveries are \$240,285 and relate to recoveries for project management costs which were not budgeted for.

### Engineering Management - \$170,000 U

#### Reason for variance

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

### Plant - \$143,000 U

#### Reason for variance

Income from internal plant hire was budgeted at \$260,492 year to date. Actual plant hire recovered is \$116,628. Motor vehicle use has been less than anticipated.

## Operating Expenditure

### Chief Executive Office - \$152,000 F

#### Reason for variance

Employment costs were budgeted at \$892,498 year to date. Actual expenditure is \$724,898. The budget included several positions where actual costs have been costed into other activities for transparency and correct reporting.

### People and Culture - \$163,000 F

#### Reason for variance

Employment costs were budgeted at \$225,980 year to date. Actual expenditure is \$76,381. 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 - \$240,000 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.

Audit fees are also well above budget as a result of an agreed settlement of additional hours incurred by Audit NZ for the long term plan and the 2019-20 annual report.

**Information and Engagement - \$364,000 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 (Customer Services) - \$102,000 F***Reason for variance*

Cost of goods for resale was budgeted at \$33,917, while actual expenditure is showing under the tourism cost centre. Employment costs were budgeted at \$296,235 while actual costs incurred were \$270,738, budget of \$16,959 was allowed for consultancy fees which have yet to be incurred.

**Property and Commercial Management - \$106,000 F***Reason for variance*

Employment costs were budgeted at \$107,249 while actual costs incurred have been costed to the Corporate Services Management cost centre for sensitivity reasons.

**Operations Management - \$149,000 U***Reason for variance*

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

**Engineering Management - \$163,000 U***Reason for variance*

Consultancy fees are significantly above budget year to date due to filling vacant positions. Employment expenses were budgeted at \$246,897 while actual costs to date were \$371,274 due to reclassification of positions into the Engineering cost centre.

**Facilities Management - \$223,000 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 - \$881,000***Reason for variance*

Building renovations on the Fairlie Council building were budgeted at \$916,667 year to date. \$35,694 has been incurred which includes the installation of an air conditioning curtain over the front door and glass screens for the reception counter and project management recoveries. A request to carry funds into the next financial year will be made.

# PARKS AND COMMUNITY FACILITIES Activity Performance as at 31 May 2022

10

	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	497	368	129	1,832	27%
Fairlie Medical Centre	18	19	(1)	21	86%
Cemeteries	111	96	15	119	93%
Pensioner Housing - Fairlie	51	50	1	60	85%
Pensioner Housing - Twizel	25	23	2	29	86%
District General	332	395	(63)	368	90%
Rural Works & Services	48	51	(3)	56	86%
Burkes Pass Village	15	15	-	17	88%
Albury Village	20	20	-	21	95%
Fairlie Township	242	241	1	334	72%
Tekapo Township	321	332	(11)	360	89%
Twizel Township	539	398	141	550	98%
Lake Opuha Reserve	10	17	(7)	11	91%
Fairlie Domain	22	21	1	22	100%
Other Reserves	108	109	(1)	108	100%
Albury Hall	7	8	(1)	7	100%
Mackenzie Community Centre	38	44	(6)	41	93%
Sherwood Downs Community Hall	7	6	1	7	100%
Tekapo Community Hall	22	31	(9)	25	88%
Twizel Community Centre	140	113	27	141	99%
Skipton Hall	-	-	-	-	0%
Fairlie Swimming Pool	141	141	-	154	92%
Twizel Swimming Pool	122	123	(1)	133	92%
Total Operating Revenue	2,836	2,621	215	4,416	64%

<b>Operating Expenditure</b>					
Public Toilets	307	368	61	350	88%
Fairlie Medical Centre	15	19	4	20	75%
Cemeteries	60	97	37	86	70%
Pensioner Housing - Fairlie	48	46	(2)	53	91%
Pensioner Housing - Twizel	24	24	-	26	92%
District General	498	398	(100)	517	96%
Rural Works & Services	46	51	5	63	73%
Burkes Pass Village	-	15	15	-	0%
Albury Village	-	20	20	-	0%
Fairlie Township	235	258	23	292	80%
Tekapo Township	305	352	47	391	78%
Twizel Township	389	476	87	492	79%
Lake Opuha Reserve	-	14	14	-	0%
Fairlie Domain	21	22	1	23	91%
Other Reserves	12	46	34	36	33%
Twizel Reserves	4	-	(4)	4	100%
Albury Hall	11	11	-	14	79%

Mackenzie Community Centre	85	67	(18)	93	91%
Sherwood Downs Community Hall	10	11	1	11	91%
Tekapo Community Hall	28	37	9	40	70%
Twizel Community Centre	258	164	(94)	253	102%
Skipton Hall	-	-	-	-	0%
Fairlie Swimming Pool	140	158	18	166	84%
Twizel Swimming Pool	130	138	8	153	85%
<b>Total Operating Expenditure</b>	<b>2,626</b>	<b>2,792</b>	<b>166</b>	<b>3,083</b>	<b>85%</b>
<b>Operating Surplus/(Deficit)</b>	<b>210</b>	<b>(171)</b>	<b>49</b>	<b>1,333</b>	
<b>Capital Expenditure</b>					
Public Toilets	313	1,754	1,441	1,769	18%
Cemeteries	1	15	14	10	10%
Pensioner Housing - Fairlie	-	12	12	5	0%
District General	29	1	(28)	29	100%
Fairlie Township	8	87	79	29	28%
Tekapo Township	257	480	223	306	84%
Twizel Township	193	599	406	330	58%
Albury Hall	2	-	(2)	2	100%
Mackenzie Community Centre	-	102	102	50	0%
Tekapo Community Hall	-	23	23	15	0%
Twizel Community Centre	154	315	161	130	118%
Fairlie Swimming Pool	8	207	199	25	32%
Twizel Swimming Pool	10	234	224	30	33%
<b>Total Capital Expenditure</b>	<b>975</b>	<b>3,829</b>	<b>423</b>	<b>2,730</b>	<b>36%</b>

## Operating Revenue

### Public Toilets - \$129,000 F

#### Reason for variance

TIF funding of \$138,176 has been received to fund new toilet facilities in the district.

### Twizel Township - \$141,000 F

#### Reason for variance

TIF funding of \$139,384 has been received to fund the Lake Ruataniwha projects – parking, landscaping and toilets.

## Capital Expenditure

### Public Toilets - \$1,441,000

#### Reason for variance

Expenditure on the Fairlie and Lake Pukaki public toilets were budgeted at \$1,560,167 year to date. Actual costs incurred are \$284,284. 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 \$194,333 year to date. Actual costs incurred are \$11,413.

**Tekapo Township - \$223,000***Reason for variance*

Expenditure on the implementation of the Tekapo Township development plan was budgeted to be \$480,221 year to date. Actual expenditure incurred is \$257,475 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 - \$406,000***Reason for variance*

Expenditure on the implementation of the Twizel Township development plan was budgeted to be \$387,526 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 \$124,040 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 \$87,312 and just over 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.

**Mackenzie Community Centre - \$102,000***Reason for variance*

Expenditure on the Mackenzie community centre was budgeted at \$102,467 year to date, this project has yet to commence.

**Twizel Community Centre - \$161,000***Reason for variance*

Expenditure on the Twizel community hall was budgeted at \$315,369 year to date. \$181,174 has been incurred and includes project management recoveries. Forecasted expenditure to the end of the financial year is expected to be \$1300,000 for physical works.

**Fairlie Swimming Pool - \$199,000***Reason for variance*







Expenditure on the Strathconan swimming pool supplementary heating and upgrades were budgeted at \$226,000 for the year. \$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 - \$224,000***Reason for variance*

Expenditure on the Twizel swimming pool supplementary heating and upgrades were budgeted at \$233,750 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.

## REGULATORY SERVICES

### Activity Performance as at 31 May 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	1,482	1,001	481 	1,392	106%
Regulatory Management	99	99	-	108	92%
Inspectorate	1,211	1,091	120 	1,202	101%
Animal Control	74	71	3	74	100%
Health & Liquor Licensing	32	14	18	145	22%
Responsible Camping	3	3	-	4	75%
Total Operating Revenue	2,901	2,279	622	2,925	99%
Operating Expenditure					
Resource Planning	956	1,643	687 	1,120	85%
Regulatory Management	216	99	(117) 	492	44%
Inspectorate	1,296	1,486	190 	1,075	121%
Animal Control	19	66	47	37	51%
Health & Liquor Licensing	47	133	86	145	32%
Responsible Camping	10	278	268 	12	83%
Total Operating Expenditure	2,544	3,705	1,161	2,881	88%
Operating Surplus/(Deficit)	357	(1,426)	(539)	44	
Capital Expenditure					
Animal Control	6	46	40	10	60%
Health & Liquor Licensing	2	-	(2)	2	100%
Total Capital Expenditure	8	46	38	12	67%

### Operating Revenue

#### Resource Planning - \$481,000 F

##### Reason for variance

Other income is just 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 \$71,736 was received from LIMS which had not been budgeted for.

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

#### Inspectorate - \$120,000 F

##### Reason for variance

Other income is higher than budget as building consent income is greater than expected, while income from PIMS is \$12,236 less than budgeted due to reduced activity.

**Operating Expenditure****Resource Planning - \$687,000 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. Employment expenses are also under budget due to vacant positions in the planning department.

**Regulatory Management - \$117,000 U***Reason for variance*

Employment expenses are above budget because of an additional compliance position, which was not budgeted for.



**Inspectorate - \$190,000 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. Employment expenses are reduced due to the use of contractors.

**Responsible Camping - \$268,000 F***Reason for variance*

Internal charges are less than budgeted as motor vehicle charges have been less due to camping ambassadors only starting in December this year and finishing at the end of February. Employment expenses have not been incurred this year due to Camping Ambassadors being costed to other areas.

### STORMWATER Activity Performance as at 31 May 2022

	Year to Date			Full Year Reforecast \$000's	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's		
<b>Operating Revenue</b>					
Urban Stormwater	102	256	(154) 	132	77%
<b>Total Operating Revenue</b>	<b>102</b>	<b>256</b>	<b>(154)</b>	<b>132</b>	<b>77%</b>
<b>Operating Expenditure</b>					
Urban Stormwater	145	112	(33)	163	89%
<b>Total Operating Expenditure</b>	<b>145</b>	<b>112</b>	<b>(33)</b>	<b>163</b>	<b>89%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(43)</b>	<b>144</b>	<b>(121)</b>	<b>(31)</b>	
<b>Capital Expenditure</b>					
Urban Stormwater	12	321	309 	150	8%
3 Waters Consultation	-	55	55	-	0%
<b>Total Capital Expenditure</b>	<b>12</b>	<b>376</b>	<b>364</b>	<b>150</b>	<b>8%</b>

#### Operating Revenue

##### Urban Stormwater - \$154,000 U

##### Reason for variance

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

#### Capital Expenditure

##### Urban Stormwater - \$309,000

##### Reason for variance

Expenditure on stormwater reticulation was budgeted at \$320,833 year to date. Actual expenditure incurred is \$11,703.

Budget of \$54,698 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 ACTIVITIES**  
**Activity Performance as at 31 May 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	(329)	(351)	22	65	-509%
Depot - Tekapo	-	-	-	1	0%
Depot - Twizel	3	3	-	5	66%
Old Library Café	7	7	-	10	73%
Pukaki Airport	31	33	(2)	36	86%
Real Estate	139	92	47	139	100%
Plantation Reserves	(111)	107	(218) <span></span>	118	-94%
Twizel Visitor Centre	(13)	6	(19) <span></span>	(14)	92%
Tourism and Economic Development	909	408	501 <span></span>	1,029	88%
Destination Mackenzie Project	186	422	(236) <span></span>	461	40%
Total Operating Revenue	822	727	95	1,848	44%
Operating Expenditure					
Investment	18	18	-	(27)	-67%
Depot - Tekapo	-	-	-	0	0%
Depot - Twizel	5	3	(2)	6	88%
Old Library Café	9	7	(2)	10	89%
Pukaki Airport	114	53	(61)	140	82%
Real Estate	112	106	(6)	168	67%
Plantation Reserves	237	109	(128) <span></span>	256	93%
Twizel Visitor Centre	8	6	(2) <span></span>	9	90%
Tourism and Economic Development	850	408	(442) <span></span>	842	101%
Destination Mackenzie Project	267	422	155 <span></span>	626	43%
Total Operating Expenditure	1,620	1,132	(488)	2,030	80%
Operating Surplus/(Deficit)	(798)	(405)	583	(182)	
Capital Expenditure					
Pukaki Airport	75	23	(52)	85	88%
Real Estate	2	-	(2)	2	82%
Plantation Reserves	3	-	(3)	3	111%
Tourism and Economic Development	-	103	103 <span></span>	-	0%
Total Capital Expenditure	80	126	103	90	89%

### Operating Revenue

#### Plantation Reserves - \$218,000 U

##### Reason for variance

Timber sales are under budget, as logging will not occur in Reserve 2359 this year.

**Tourism and Economic Development - \$501,000 F***Reason for variance*

\$500,000 has been received for Mayors Taskforce for Jobs funding.

**Destination Mackenzie Project - \$236,000 U***Reason for variance*

Grant funding for Destination Mackenzie was budgeted at \$422,583 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 - \$128,000 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, 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 to allow for input to the ETS policy.

**Tourism and Economic Development - \$442,000 U***Reason for variance*

Contributions to the Alps to Ocean trail is \$27,929 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 Liaison Officer which will mostly be funded by the Mayors Taskforce for Jobs funding.

\$353,339 has been paid out in respect of the Mayors Taskforce for Jobs. This expenditure is fully offset by the Mayors Taskforce for Jobs funding.

The cost of postal products for the Twizel Information Centre has been included here, while budgeted for under Customer Services.

**Destination Mackenzie Project - \$155,000 F***Reason for variance*

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

**Capital Expenditure****Tourism and Economic Development - \$103,000***Reason for variance*

Expenditure on computer equipment was budgeted at \$102,868 year to date. This project has yet to commence.

## TRANSPORTATION

### Activity Performance as at 31 May 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					
Road Professional Services	385	451	(66)	412	93%
District Road	2,019	3,186	(1,167) 📉	3,357	60%
Total Operating Revenue	2,404	3,637	(1,233)	3,769	64%
Operating Expenditure					
Road Professional Services	373	452	79	426	88%
District Road	3,805	3,508	(297) 📉	4,148	92%
Total Operating Expenditure	4,178	3,960	(218)	4,574	91%
Operating Surplus/(Deficit)	(1,774)	(323)	(1,015)	(805)	
Capital Expenditure					
Road Professional Services	-	18	18	20	0%
District Road	1,478	3,741	2,263 🟡	2,442	61%
Total Capital Expenditure	1,478	3,759	2,281	2,462	60%

### Operating Revenue

#### District Road - \$1,167,000 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 May 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 - \$297,000 U

##### Reason for variance

Unsealed pavement maintenance is just above budget due to increased 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 now using new conditioning tools. One permanent and two part time graders are undertaking the works across the district.

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 year's 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 2021 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 and renewal programmes.

## Capital Expenditure

### District Roading - \$2,263,000

#### *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 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 2021 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.

# WASTE MANAGEMENT AND MINIMISATION

## Activity Performance as at 31 May 2022

2021

	Year to Date			Full Year Rereforecast \$000's	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's		
<b>Operating Revenue</b>					
Waste Management	1,154	1,103	51	1,295	89%
<b>Total Operating Revenue</b>	<b>1,154</b>	<b>1,103</b>	<b>51</b>	<b>1,295</b>	<b>89%</b>
<b>Operating Expenditure</b>					
Waste Management	1,124	1,102	(22)	1,217	92%
<b>Total Operating Expenditure</b>	<b>1,124</b>	<b>1,102</b>	<b>(22)</b>	<b>1,217</b>	<b>92%</b>
<b>Operating Surplus/(Deficit)</b>	<b>30</b>	<b>1</b>	<b>73</b>	<b>78</b>	
<b>Capital Expenditure</b>					
Waste Management	150	118	(32)	165	91%
<b>Total Capital Expenditure</b>	<b>150</b>	<b>118</b>	<b>(32)</b>	<b>165</b>	<b>91%</b>

## WASTEWATER

### Activity Performance as at 31 May 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	1,149	1,327	(178) <span></span>	1,184	97%
Eversley Sewerage	9	9	-	10	90%
3 Waters Reform Projects	2,039	-	2,039 <span></span>	1,664	123%
Total Operating Revenue	3,197	1,336	1,861	2,858	112%
Operating Expenditure					
Urban Sewerage	830	2,341	1,511 <span></span>	929	89%
3 Waters Reform Projects	1,577	57	(1,520) <span></span>	1,420	111%
Total Operating Expenditure	2,407	2,398	(9)	2,349	102%
Operating Surplus/(Deficit)	790	(1,062)	1,870	509	
Capital Expenditure					
Urban Sewerage	11	825	814 <span></span>	800	1%
3 Waters Reform Projects	496	1,335	839 <span></span>	239	208%
Total Capital Expenditure	507	2,160	1,653	1,039	49%

### Operating Revenue

#### Urban Sewerage - \$178,000 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 - \$2,039,000 F

##### Reason for variance

Quarters 4 and 5 Instalments of the Three Waters Grant has now been received.

### Operating Expenditure

#### Urban Sewerage - \$1,511,000 F

##### Reason for variance

Consultancy costs were budgeted at \$1,522,844 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 - \$1,520,000 U***Reason for variance*

Operational and maintenance expenses are up on budget as \$1,576,984 has been incurred in relation to the three waters reform projects with only \$57,495 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 - \$814,000***Reason for variance*

Expenditure on treatment and reticulation upgrades was budgeted at \$550,000 year to date. Actual expenditure incurred is \$10,979.





Expenditure on pump station renewals was budgeted at \$275,000 year to date. No costs have been incurred to date.

**3 Waters Reform Projects - \$839,000***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 31 May 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	111	143	(32)	156	71%
Ashwick/Opuha Water Supply	3	8	(5)	8	38%
Downlands Water Supply	-	-	-	96	0%
Kimbell Water Supply	1	-	1	1	100%
School Road Water Race	4	4	-	5	80%
Urban Water Supply	1,799	1,883	(84)	1,877	96%
Total Operating Revenue	1,918	2,038	(120)	2,143	90%
Operating Expenditure					
Albury Water Supply	3	-	(3)	4	75%
Allandale/Spur Road Water Supply	171	185	14	171	100%
Ashwick/Opuha Water Supply	5	8	3	11	45%
Downlands Water Supply	-	-	-	71	0%
School Road Water Race	8	5	(3)	10	80%
Urban Water Supply	1,243	1,706	463 	1,616	77%
3 Waters Reform Projects	310	-	(310) 	295	105%
Total Operating Expenditure	1,740	1,904	164	2,178	80%
Operating Surplus/(Deficit)	178	134	(284)	(35)	
Capital Expenditure					
Allandale/Spur Road Water Supply	6	50	44	6	100%
Ashwick/Opuha Water Supply	-	-	-	51	0%
Downlands Water Supply	-	-	-	567	0%
Urban Water Supply	3,121	9,939	6,818 	8,642	36%
3 Waters Reform Projects	925	456	(469) 	460	201%
Total Capital Expenditure	4,052	10,445	6,393	9,726	42%

### Operating Expenditure

#### Urban Water Supply - \$463,000 F

##### Reason for variance

Consultancy costs were budgeted at \$477,699 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 - \$310,000 U***Reason for variance*

Operational and maintenance expenses are up on budget as \$309,610 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 - \$6,818,000***Reason for variance*

Expenditure on reticulation upgrades and renewals was budgeted at \$7,720,101 year to date. Actual expenditure incurred is \$2,992,891. The Twizel Watermain renewals have been completed with work continuing on the Fairlie and Tekapo renewals.

Expenditure on treatment upgrades was budgeted at \$2,219,323 year to date. Actual expenditure incurred is \$128,174. Fairlie water treatment design and consultancy fees have been incurred; this work was budgeted for in the prior year.

**Three Waters Reform Projects - \$469,000***Reason for variance*

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 31 May 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
<b>ASSETS</b>		
<b>Current assets</b>		
Cash & Cash Equivalents	4,365	11,607
Receivables	797	3,331
Prepayments	61	84
Inventory	28	28
Financial assets current	9,419	9,459
<b>Total current assets</b>	<b>14,670</b>	<b>24,509</b>
<b>Non_current assets</b>		
Inventory term	558	558
Forestry investment	8,063	8,063
Intangible assets	882	882
Property plant & equipment	247,951	252,011
Financial assets Term	11,374	11,609
Capex Suspense	7,530	(25)
Investment Property	4,319	4,319
<b>Total non_current assets</b>	<b>280,677</b>	<b>277,417</b>
<b>Total assets</b>	<b>295,347</b>	<b>301,926</b>

**LIABILITIES**

26

**Current liabilities**

Creditors and deferred revenue	2,269	7,176
Provisions current	5	5
Employee entitlements current	300	298

<b>Total current liabilities</b>	<b>2,574</b>	<b>7,479</b>
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**Non-current liabilities**

Provisions term	58	58
Employee entitlements term	31	31

<b>Total non-current liabilities</b>	<b>89</b>	<b>89</b>
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<b>Total liabilities</b>	<b>2,663</b>	<b>7,568</b>
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<b>Net Assets</b>	<b>292,684</b>	<b>294,358</b>
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**EQUITY**

RatePayers Equity	127,817	129,812
Reserves	164,867	164,546

<b>Total equity</b>	<b>292,684</b>	<b>294,358</b>
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## 5. Statement of Cash Flows – as at 31 May 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
<b>OPERATING ACTIVITIES</b>		
Revenue from Rates	11,932	11,158
Grants & Subsidies	4,315	4,164
Other Operating Funding	4,249	5,298
Financial & Development Contributions	1,588	1,006
Interest revenue	244	538
Suppliers, Services and Employees	(20,662)	(12,273)
Finance Costs	-	10
<b>Net operating activities</b>	<b>1,666</b>	<b>9,901</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of Assets	(9,644)	(6,985)
Purchase of Investments	-	2,767
Proceeds Asset Sales	736	3,028
<b>Net investing activities</b>	<b>(8,908)</b>	<b>(1,190)</b>
<b>FINANCING ACTIVITIES</b>		
<b>Net financing activities</b>	<b>-</b>	<b>-</b>
Cash movement	(7,242)	8,711
Opening Balance 1st July	11,607	2,896
<b>Closing Bank Balance</b>	<b>4,365</b>	<b>11,607</b>

## 6. Detailed Capital Projects – as at 31 May 2022

Account	2021/22 YTD Actuals	2021/22 June YTD Budget	Variance to Full Year Budget 2021/22	Reforecast Full Year Budget
<b>Grand Total</b>	<b>7,602,938</b>	<b>26,948,044</b>	<b>19,345,106</b>	<b>18,153,918</b>
<b>Emergency Management</b>				
320422. Plant & Equipment	9,650	30,300	20,650	32,030
	<b>9,650</b>	<b>30,300</b>	<b>20,650</b>	<b>32,030</b>
<b>Governance and Corporate Services</b>				
318428. Comms Projects	19,633	76,000	56,367	76,000
319400. Network Infrastructure	37,313	47,400	10,087	50,000
319402. Software	6,443	0	(6,443)	6,443
319422. Plant & Equipment	51,072	0	(51,072)	60,000
319428. Projects	24,774	40,110	15,336	18,394
368421. Building Renovations	24,835	1,000,000	975,165	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	137,605	120,000	(17,605)	166,809
	<b>329,585</b>	<b>1,285,618</b>	<b>956,033</b>	<b>499,207</b>
<b>Community and Township Services</b>				
361420. District Wide Projects	0	567	567	567
3614201. Pukaki Lookout Project	28,673	0	(28,673)	28,673
365425. Playground Upgrade	0	0	0	13,672
3654221. Fairlie Dump Station	7,931	95,000	87,069	15,000
366420. Implement of Development Plan	93,718	523,878	430,160	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	359,864	100,000
367421. Community Assets - Public Amnt	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	144,670	294,885	150,215	120,000
382424. Furniture & Fittings - Other	9,503	49,154	39,651	10,000
384422. Plant and Equipment	8,479	226,000	217,521	25,000
385421. Comm Asset - Public Amenities	9,683	250,000	240,318	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. TF Project Management	17,588	0	(17,588)	17,156
389420. Land Improvements	780	16,000	15,220	10,000
391421. Buildings - Housing	0	7,378	7,378	5,000
	<b>975,769</b>	<b>4,171,966</b>	<b>3,196,197</b>	<b>2,728,217</b>
<b>Planning and Regulation</b>				
334422. Plant & Equipment	6,579	50,000	43,421	10,000
335422. Signage	1,525	0	(1,525)	1,525
	<b>8,104</b>	<b>50,000</b>	<b>41,896</b>	<b>11,525</b>
<b>Storm water</b>				
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
	<b>11,703</b>	<b>409,670</b>	<b>397,967</b>	<b>150,000</b>
<b>Tourism, Economic Development and Commercial</b>				
403420. Land - Admin & 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
	<b>79,808</b>	<b>137,220</b>	<b>57,412</b>	<b>90,316</b>
<b>Roading</b>				
354422. Plant & Equipment	204	20,000	19,796	20,000
355417. Rural Seal Extensions	0	12,000	12,000	12,000
3554211. Unsealed Road Metalling	532,458	700,000	167,542	700,000
3554212. Sealed Road Resurfacing	58,573	500,000	441,427	70,000
3554213. Drainage Renewal	47,058	90,000	42,942	270,000
3554214. Sealed Road Pavement Rehabilitation	23,208	130,000	106,792	20,000
3554215. Structures Component replacements bridges	7,515	30,000	22,485	30,000
3554216. Bridge & Structures Renewals	0	52,000	52,000	52,000
3554221. Environmental Renewals	5,526	24,500	18,974	24,500
3554222. Traffic Services Renewals	26,840	88,000	61,160	88,000
3554224. Cycle Path Renewal	4,680	465,500	460,820	10,000
3554225. Footpath Renewal	33,552	210,000	176,448	50,000
3554321. Streetlight LED Upgrade	36,616	726,667	690,051	250,000
3554341. Minor Improvements	428,152	1,052,936	624,784	700,000
355437. Car Parking Renewal	274,112	0	(274,112)	165,751
	<b>1,478,494</b>	<b>4,101,603</b>	<b>2,623,109</b>	<b>2,462,251</b>
<b>Waste Management</b>				
353420. Resource Consent	2,800	10,000	7,200	10,000
353422. Plant and Equipment	147,696	118,500	(29,196)	155,000
	<b>150,496</b>	<b>128,500</b>	<b>(21,996)</b>	<b>165,000</b>

<b>Wastewater</b>				
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	355,427	990,000	634,573	120,832
411448. Lakeside WW pump station - Design/Construct	0	48,598	48,598	0
411449. Deer Fence ponds - Tek, Fle	8,897	15,000	6,103	377
411452. Burkes Pass WWTP upgrade - install outlet flowmeter	33,326	25,540	(7,786)	33,326
411453. Burkes Pass WWTP upgrade - baffles	15,839	50,000	34,161	5,403
411458. WWTP monitoring equip - design & install	1,676	210,000	208,324	1,676
411461. WWTP Influent Screens Design - 3 Sites	32,735	22,525	(10,210)	28,342
411461.1. Connect Allandale Rd WW to Fairlie WW Network	0	45,000	45,000	0
	<b>507,540</b>	<b>2,356,353</b>	<b>1,848,813</b>	<b>1,038,618</b>
<b>Water Supplies</b>				
342404. Reticulation Extension	0	54,660	54,660	0
342427. Water Pump Stations	5,963	0	(5,963)	6,000
343404. Community Assets - Water	0	0	0	51,000
347404. Water Reticulation	0	0	0	346,200
347406. Treatment	0	0	0	217,078
347427. Renewals	0	0	0	3,605
349404. Reticulation	2,988,822	8,321,928	5,333,106	8,500,000
349405. Water Head Works	54,266	0	(54,266)	52,466
349406. Treatment - New	73,908	2,421,080	2,347,172	90,000
349407. Service Connections - Renewal	4,069	100,000	95,931	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
	<b>4,051,789</b>	<b>11,395,421</b>	<b>7,343,632</b>	<b>9,726,754</b>
<b>Vested Assets</b>				
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
	<b>0</b>	<b>2,881,393</b>	<b>2,881,393</b>	<b>1,250,000</b>

## 7. Investments – as at 31 May 2022

Institution	Category	Start Date	Days	Maturity	Rate	Amount
<b>Term Deposits</b>						
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	18-Jan-2022	181	18-Jul-2022	1.60%	2,000,000
						<b>9,418,756</b>
<b>Bonds</b>						
China Construction Bank (NZ)				19-Jun-2023	4.005%	500,000
						<b>500,000</b>



**Mackenzie**  
DISTRICT COUNCIL

# **Draft Financial Performance**

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**June 2022**

# Draft Financial Performance

## REVISION HISTORY

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

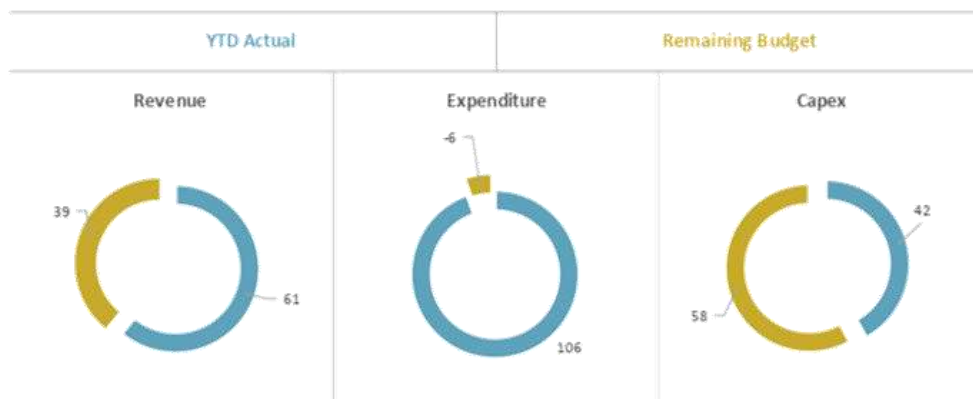
**Note:**

**This financial report for June 2022 is a draft report. The following year end processes and journals were not yet completed or finalised at the time of preparing:**

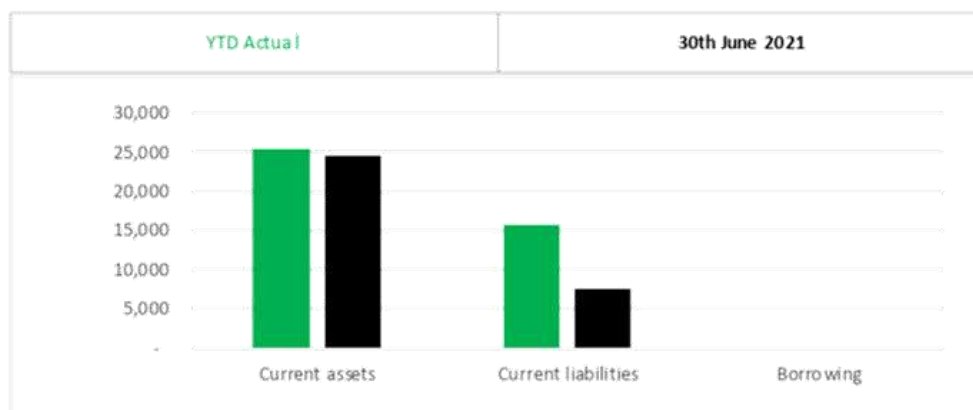
- Year end accruals – leave, prepayments, income in advance, accrued receivables and payables
- Asset revaluations – investment property, forestry, infrastructural assets
- Final appropriations to and from reserves
- Final interest allocations to reserves
- Vested assets
- Loans raised and repayments and final interest on loans

## 1. Draft Financial Summary – as at 30 June 2022

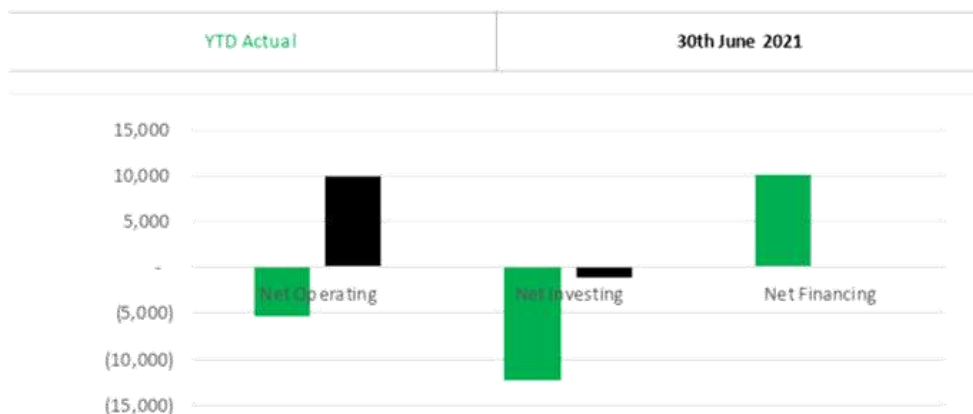
### YTD Actual % of FY Budget



### Financial Position - Balances



### Cashflow - Movements



## 2. Draft Council Performance – as at 30 June 2022

	Year to Date			Full year	YTD Actual % of
	Actual \$000's	Budget \$000's	Variance Budget \$000's	Forecast \$000's	FY Budget
<b>Operating Revenue</b>					
Rates	12,278	12,295	(17)	12,390	100%
Subsidies and Grants	6,479	9,456	(2,977) ●	6,831	69%
Development and Financial Contributions	1,562	1,684	(122) ●	1,326	93%
Fees and Charges	1,751	1,912	(161) ●	1,908	92%
Interest Revenue	203	129	74	139	157%
Other Revenue	3,870	2,830	1,040 ●	2,359	137%
Vested Assets	-	2,881	(2,881) ●	2,881	0%
Other (gains) / losses	-	11,490	(11,490) ●	11,490	0%
<b>Total Operating Revenue</b>	<b>26,143</b>	<b>42,677</b>	<b>(16,534)</b>	<b>39,324</b>	<b>61%</b>
<b>Operating Expenditure</b>					
Personnel Costs	4,945	5,104	159 ●	4,545	109%
Depreciation and amortisation expense	4,429	4,429	-	4,461	99%
Finance costs	1	71	70	13	8%
Other Expenses	17,046	15,230	(1,816) ●	17,740	106%
<b>Total Operating Expenditure</b>	<b>26,421</b>	<b>24,834</b>	<b>(1,587)</b>	<b>26,759</b>	<b>105%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(278)</b>	<b>17,843</b>	<b>(18,121)</b>	<b>12,565</b>	
<b>Capital Expenditure</b>					
Emergency Management	31	30	(1)	32	103%
Governance and Corporate Services	496	1,286	790 ●	500	39%
Parks and Community Facilities	1,270	4,172	2,902 ●	2,730	30%
Regulatory Services	9	50	41	12	18%
Stormwater	17	813	796 ●	300	4%
Tourism, Economic Development and Commercial	80	137	57	90	58%
Transportation	1,931	4,800	2,869 ●	2,862	47%
Waste Management and Minimisation	153	129	(24)	165	119%
Wastewater	1,092	3,427	2,335 ●	1,639	46%
Water Supplies	4,935	12,106	7,171 ●	9,826	43%
<b>Total Capital Expenditure</b>	<b>10,014</b>	<b>26,950</b>	<b>16,936</b>	<b>18,156</b>	<b>42%</b>

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 - \$2,977,000 U

#### *Reason for variance*

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

The final instalment of the Three Waters funding has been accrued into June, bringing the total received this year to \$3,801,321; \$4,272,572 had been budgeted in the original water and sewer cost centres.

Subsidies from Waka Kotahi for roading were budgeted at \$2,768,308 year to date. Actual income received is \$1,614,469. Subsidies are lower than budgeted due to lower capital expenditure to date, and timing of invoicing.

Grant funding for Destination Mackenzie was budgeted at \$461,000 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.

Tourism Infrastructure Fund (TIF) funding of \$305,560 has also been received in May. It comprised \$28,000 for the Fairlie Dump station, \$139,384 for the Lake Ruataniwha projects (this funding had been budgeted at \$40,000 this year), and \$138,176 for public toilets which had been budgeted at \$1,594,960.

\$300,000 had been budgeted to fund the responsible camping operation this year, however this funding was not applied for this year due to the reduction in tourist numbers.

### Development and Financial Contributions - \$122,000 U

#### *Reason for variance*

Land subdivision reserve contributions were budgeted at \$250,000. Actual income received was \$713,932. Financial contributions from water, wastewater and stormwater were budgeted at \$1,422,816 but only \$847,581 has been received this year.

Contributions are dependent upon developer activity.

### Fees and Charges - \$161,000 U

#### *Reason for variance*

Budget of \$130,000 had been allowed for income from health and liquor licencing. Timaru District Council manage these contracts on our behalf and income is netted off during the year against the contract. As part of year end an adjustment is completed grossing up income and expenditure to show licenses and fees collected.

Water meter income has been budgeted at \$120,000 while only \$61,218 has been invoiced with the final invoices for the year yet to be generated.

### Other revenue - \$1,040,000 F

#### *Reason for variance*

Income of \$1,549,050 was received from 17,960 carbon credits at \$86.25 each as our yearly allocation, this had not been included in the budget.

Income from cost recoveries in the operations and asset management areas were budgeted at \$250,000, however these have yet to occur.

Timber sales were budgeted at \$1,038,348 this year. Actual income received is \$735,572, as logging will not occur in Reserve 2359 this year.

Unbudgeted income of \$52,940 was received from water connection fees.

#### **Vested Assets - \$2,881,000 U**

##### *Reason for variance*

At the time of this report vested assets were still to be finalised in the accounts. The budget included vested asset income for water, wastewater, stormwater and roading network assets. Vested assets are non cash transactions and a favourable variance is showing in capital expenditure to offset the income.

#### **Revaluation Gains/Losses - \$11,490,000 U**

##### *Reason for variance*

Gains on revaluations have been budgeted for water, wastewater, stormwater and roading infrastructure assets. Revaluations for infrastructure are currently being undertaken by external valuers with an expected completion date of 26 August 2022.

### **Operating Expenditure**

#### **Personnel costs - \$159,000 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, Building Inspectorate.

#### **Other Expenses - \$1,816,000 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
- Commercial – Destination Mackenzie consultancy – under budget
- Commercial – Forestry operations – over budget
- Commercial – Mayors Taskforce for Jobs – over budget
- Corporate Services – consultants – over budget
- Information and Engagement – corporate planning support – over budget
- Roothing – operational and maintenance – over budget
- 3 Waters reform projects – operational and maintenance – over budget

### 3. Draft Activity Performance – as at 30 June 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					
Emergency Management	74	74	-	74	100%
Governance and Corporate Services	6,416	6,543	(127)	6,493	99%
Parks and Community Facilities	3,070	4,484	(1,414)	4,416	70%
Regulatory Services	3,128	2,912	216	2,925	107%
Stormwater	80	1,444	(1,364)	984	8%
Tourism, Economic Development and Commercial Activities	2,991	1,449	1,542	1,848	162%
Transportation	2,835	10,582	(7,747)	10,086	28%
Waste Management and Minimisation	1,240	1,202	38	1,295	96%
Wastewater	4,315	7,719	(3,404)	5,466	79%
Water Supplies	2,784	6,830	(4,046)	5,107	55%
Total Operating Revenue	26,933	43,239	(16,306)	38,694	70%
Operating Expenditure					
Emergency Management	167	74	(93)	226	74%
Governance and Corporate Services	7,605	6,531	(1,074)	7,428	102%
Parks and Community Facilities	3,072	3,010	(62)	3,083	100%
Regulatory Services	3,211	4,042	831	2,881	111%
Stormwater	155	122	(33)	163	95%
Tourism, Economic Development and Commercial Activities	1,934	1,410	(524)	2,030	95%
Transportation	4,805	4,319	(486)	4,574	105%
Waste Management and Minimisation	1,316	1,202	(114)	1,217	108%
Wastewater	2,947	2,613	(334)	2,349	125%
Water Supplies	1,997	2,073	76	2,178	92%
Total Operating Expenditure	27,209	25,396	(1,813)	26,129	104%
Operating Surplus/(Deficit)	(276)	17,843	(18,119)	12,565	
Capital Expenditure					
Emergency Management	31	30	(1)	32	97%
Governance and Corporate Services	496	1,286	790	500	99%
Parks and Community Facilities	1,270	4,172	2,902	2,730	47%
Regulatory Services	9	50	41	12	75%
Stormwater	17	813	796	300	6%
Tourism, Economic Development and Commercial Activities	80	137	57	90	89%
Transportation	1,931	4,800	2,869	2,862	67%
Waste Management and Minimisation	153	129	(24)	165	93%
Wastewater	1,092	3,427	2,335	1,639	67%
Water Supplies	4,935	12,106	7,171	9,826	50%
Total Capital Expenditure	10,014	26,950	16,936	18,156	55%

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

**EMERGENCY MANAGEMENT**  
**Activity Performance as at 30 June 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					
Civil Defence	74	74	-	74	100%
Total Operating Revenue	74	74	-	74	100%
Operating Expenditure					
Civil Defence	167	74	(93)	226	74%
Total Operating Expenditure	167	74	(93)	226	74%
Operating Surplus/(Deficit)	(93)	-	93	(152)	
Capital Expenditure					
Civil Defence	31	30	(1)	32	97%
Total Capital Expenditure	31	30	(1)	32	97%

# GOVERNANCE AND CORPORATE SERVICES

## Activity Performance as at 30 June 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	657	672	(15)	672	98%
Governance - Twizel	13	13	-	13	100%
Governance - Tekapo	10	10	-	10	100%
Governance - Fairlie	10	10	-	10	100%
Chief Executive Officer	1,054	1,054	-	1,054	100%
People and Culture	302	302	-	302	100%
Corporate Services Management	568	568	-	568	100%
Finance	815	821	(6)	828	98%
Information and Engagement	564	564	-	564	100%
IT Support	769	769	-	769	100%
Administration	462	490	(28)	433	107%
Property and Commercial Management	117	117	-	117	100%
Operations Management	391	206	185	206	190%
Engineering Management	202	310	(108)	310	65%
Facilities Management	41	41	-	41	100%
Fairlie Building	234	234	-	234	100%
Twizel Building	78	78	-	78	100%
Plant	129	284	(155)	284	45%
Total Operating Revenue	6,416	6,543	(127)	6,493	99%
Operating Expenditure					
Governance - General	606	672	66	682	89%
Governance - Twizel	13	13	-	13	100%
Governance - Tekapo	11	10	(1)	10	110%
Governance - Fairlie	9	10	1	10	90%
Chief Executive Office	1,040	1,054	14	1,123	93%
People and Culture	171	302	131	164	104%
Corporate Services Management	687	568	(119)	501	137%
Finance	1,130	821	(309)	1,071	106%
Information and Engagement	1,011	564	(447)	960	105%
IT Support	736	769	33	669	110%
Administration	490	490	-	456	107%
Property and Commercial Management	1	117	116	4	25%
Operations Management	420	206	(214)	437	96%
Engineering Management	557	310	(247)	471	118%
Facilities Management	265	41	(224)	292	91%
Fairlie Building	187	234	47	233	80%
Twizel Building	74	78	4	73	101%
Plant	197	272	75	259	76%
Total Operating Expenditure	7,605	6,531	(1,074)	7,428	102%
Operating Surplus/(Deficit)	(1,189)	12	947	(935)	

Capital Expenditure						
Information and Engagement	94	76	(18)	76	124%	
IT Support	136	88	(48)	135	101%	
Fairlie Building	111	1,000	889	107	104%	
Twizel Building	17	2	(15)	15	113%	
Plant	138	120	(18)	167	83%	
<b>Total Capital Expenditure</b>	<b>496</b>	<b>1,286</b>	<b>790</b>	<b>500</b>	<b>99%</b>	

## Operating Revenue

### Operations Management - \$185,000 F

#### Reason for variance

Income from recoverable services were budgeted at \$125,000 year to date. Actual recoveries are \$309,645 and relate to recoveries for project management costs which were not budgeted for.

### Engineering Management - \$108,000 U

#### Reason for variance

Income from recoverable services were budgeted at \$71,802 year to date. Actual recoveries are \$89,496. Other income of \$125,000 had been budgeted for external recoveries which have not occurred.

### Plant - \$155,000 U

#### Reason for variance

Income from internal plant hire was budgeted at \$284,173 year to date. Actual plant hire recovered is \$128,642. Motor vehicle use has been less than anticipated.

## Operating Expenditure

### People and Culture - \$131,000 F

#### Reason for variance

Employment costs were budgeted at \$246,523 year to date. Actual expenditure is \$126,434. 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.

### Corporate Services Management - \$119,000 U

#### Reason for variance

Employment costs were budgeted at \$507,915 year to date. Actual expenditure is \$660,993 due to a change in cost centre of salaries for sensitivity reasons from what was budgeted in the LTP. There are savings against budget in Property and Commercial Management and Economic Development that offset this unfavourable variance.

### Finance - \$309,000 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 and legal and tax advice sought. Consultants also were required to fill vacant positions. This is partly offset by a reduction in employment expenses to budget.

Audit fees are also well above budget as a result of an agreed settlement of additional hours incurred by Audit NZ for the long term plan and the 2019-20 annual report.

**Information and Engagement - \$447,000 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.

**Property and Commercial Management - \$116,000 F***Reason for variance*

Employment costs were budgeted at \$116,999 while actual costs incurred have been costed to the Corporate Services Management cost centre for sensitivity reasons.

**Operations Management - \$214,000 U***Reason for variance*

Consultancy fees are significantly above budget year to date due to providing cover for vacant positions.

**Engineering Management - \$247,000 U***Reason for variance*

Consultancy fees are significantly above budget year to date due to providing cover for vacant positions. Employment expenses were budgeted at \$269,343 while actual costs to date were \$478,068, this is a result of reclassifying positions into the Engineering cost centre from that which was budgeted.

**Facilities Management - \$224,000 U***Reason for variance*

Consultancy fees are significantly above budget year to date due to providing cover for 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 but were not budgeted for. This spending was approved by Council in the previous financial year.


**Capital Expenditure****Fairlie Building - \$889,000***Reason for variance*

Building renovations on the Fairlie Council building were budgeted at \$1,000,000 year to date. \$99,846 has been incurred which includes the installation of an air conditioning curtain over the front door and glass screens for the reception counter and project management recoveries. A request to carry funds into the next financial year will be made.

# PARKS AND COMMUNITY FACILITIES Activity Performance as at 30 June 2022

10

	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	531	1,838	(1,307)	1,832	29%
Fairlie Medical Centre	20	21	(1)	21	95%
Cemeteries	126	106	20	119	106%
Pensioner Housing - Fairlie	55	55	-	60	92%
Pensioner Housing - Twizel	27	25	2	29	93%
District General	363	431	(68)	368	99%
Rural Works & Services	56	56	-	56	100%
Burkes Pass Village	17	17	-	17	100%
Albury Village	21	21	-	21	100%
Fairlie Township	262	347	(85)	334	78%
Tekapo Township	350	362	(12)	360	97%
Twizel Township	578	548	30	550	105%
Lake Opuha Reserve	11	16	(5)	11	100%
Fairlie Domain	24	23	1	22	109%
Other Reserves	108	109	(1)	108	100%
Albury Hall	8	9	(1)	7	114%
Mackenzie Community Centre	44	48	(4)	41	107%
Sherwood Downs Community Hall	7	7	-	7	100%
Tekapo Community Hall	24	34	(10)	25	96%
Twizel Community Centre	151	123	28	141	107%
Skipton Hall	-	-	-	-	0%
Fairlie Swimming Pool	154	154	-	154	100%
Twizel Swimming Pool	133	134	(1)	133	100%
Total Operating Revenue	3,070	4,484	(1,414)	4,416	70%

<b>Operating Expenditure</b>					
Public Toilets	365	401	36	350	104%
Fairlie Medical Centre	16	21	5	20	80%
Cemeteries	76	106	30	86	88%
Pensioner Housing - Fairlie	54	49	(5)	53	102%
Pensioner Housing - Twizel	27	25	(2)	26	104%
District General	634	434	(200) 	517	123%
Rural Works & Services	52	56	4	63	83%
Burkes Pass Village	-	17	17	-	0%
Albury Village	-	21	21	-	0%
Fairlie Township	271	281	10	292	93%
Tekapo Township	367	383	16	391	94%
Twizel Township	456	515	59	492	93%
Lake Opuha Reserve	-	16	16	-	0%
Fairlie Domain	23	23	-	23	100%
Other Reserves	18	50	32	36	50%
Twizel Reserves	4	-	(4)	4	100%
Albury Hall	12	12	-	14	86%

Mackenzie Community Centre	98	72	(26)	93	105%
Sherwood Downs Community Hall	12	12	-	11	109%
Tekapo Community Hall	32	40	8	40	80%
Twizel Community Centre	281	176	(105)	253	111%
Skipton Hall	1	1	-	-	0%
Fairlie Swimming Pool	142	160	18	166	86%
Twizel Swimming Pool	131	139	8	153	86%
<b>Total Operating Expenditure</b>	<b>3,072</b>	<b>3,010</b>	<b>(62)</b>	<b>3,083</b>	<b>100%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(2)</b>	<b>1,474</b>	<b>(1,352)</b>	<b>1,333</b>	
<b>Capital Expenditure</b>					
Public Toilets	384	1,914	1,530	1,769	22%
Cemeteries	1	16	15	10	10%
Pensioner Housing - Fairlie	-	8	8	5	0%
District General	29	-	(29)	29	100%
Fairlie Township	13	95	82	29	45%
Tekapo Township	289	524	235	306	94%
Twizel Township	212	653	441	330	64%
Albury Hall	4	-	(4)	2	200%
Mackenzie Community Centre	-	112	112	50	0%
Tekapo Community Hall	-	25	25	15	0%
Twizel Community Centre	319	344	25	130	245%
Fairlie Swimming Pool	9	226	217	25	36%
Twizel Swimming Pool	10	255	245	30	33%
<b>Total Capital Expenditure</b>	<b>1,270</b>	<b>4,172</b>	<b>462</b>	<b>2,730</b>	<b>47%</b>

## Operating Revenue

### Public Toilets - \$1,307,000 U

#### Reason for variance

Government funding of \$1,437,040 had been budgeted this year, while only \$138,176 has been received to date in Tourism Infrastructure Funding (TIF) for new district toilet facilities.

## Operating Expenditure

### District General - \$200,000 U

#### Reason for variance

Contractor costs are significantly above budget year to date due to filling vacant positions.

### Twizel Community Centre - \$105,000 U

#### Reason for variance

Unbudgeted expenses were incurred as condition assessments were required on the events centre, and cleaning costs which had not been included in the budget.

## Capital Expenditure

### Public Toilets - \$1,530,000

#### *Reason for variance*

Expenditure on the Fairlie and Lake Pukaki public toilets were budgeted at \$1,702,000 year to date. Actual costs incurred are \$354,267. 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 \$212,000 year to date. Actual costs incurred are \$11,413.

### Tekapo Township - \$235,000

#### *Reason for variance*

Expenditure on the implementation of the Tekapo Township development plan was budgeted to be \$523,878 year to date. Actual expenditure incurred is \$289,077 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 - \$441,000

#### *Reason for variance*

Expenditure on the implementation of the Twizel Township development plan was budgeted to be \$422,756 year to date. Actual expenditure incurred is \$64,130 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 \$135,316 year to date. Actual costs incurred are \$29,834 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 \$118,416 compared to the full year budget of \$95,250. The budgeted amount is Council's share of the project, with the remainder funded from the TIF fund.

### Mackenzie Community Centre - \$112,000

#### *Reason for variance*

Expenditure on the Mackenzie community centre was budgeted at \$111,782 year to date, this project has yet to commence.

### Fairlie Swimming Pool - \$217,000

#### *Reason for variance*

Expenditure on the Strathconan swimming pool supplementary heating and upgrades were budgeted at \$226,000 for the year. \$8,671 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 - \$245,000

#### *Reason for variance*

Expenditure on the Twizel swimming pool supplementary heating and upgrades were budgeted at \$255,000 year to date. Actual expenditure incurred is \$10,314. 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.

# REGULATORY SERVICES

## Activity Performance as at 30 June 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	1,563	1,092	471 	1,392	112%
Regulatory Management	108	108	-	108	100%
Inspectorate	1,355	1,191	164 	1,202	113%
Animal Control	63	72	(9)	74	85%
Health & Liquor Licensing	35	145	(110) 	145	24%
Responsible Camping	4	304	(300) 	4	100%
Total Operating Revenue	3,128	2,912	216	2,925	107%
Operating Expenditure					
Resource Planning	1,370	1,792	422 	1,120	122%
Regulatory Management	249	108	(141) 	492	51%
Inspectorate	1,495	1,621	126 	1,075	139%
Animal Control	25	72	47	37	68%
Health & Liquor Licensing	48	145	97	145	33%
Responsible Camping	24	304	280 	12	200%
Total Operating Expenditure	3,211	4,042	831	2,881	111%
Operating Surplus/(Deficit)	(83)	(1,130)	(615)	44	
Capital Expenditure					
Animal Control	7	50	43	10	70%
Health & Liquor Licensing	2	-	(2)	2	100%
Total Capital Expenditure	9	50	41	12	75%

### Operating Revenue

#### Resource Planning - \$471,000 F

##### Reason for variance

Other income is just over budget as resource consent fees were higher than budgeted, and \$76,962 was received from Land Information Memorandums (LIMS) which had not been budgeted for, while recoverable services has been significantly less than had been anticipated by \$94,147.

Land subdivision reserve contributions are up on budget by \$514,734 as they are dependent upon developer activity.

#### Inspectorate - \$164,000 F

##### Reason for variance

Other income is higher than budget as building consent income is greater than expected by \$170,800, while income from Property Information Memorandums (PIMS) is \$12,231 less than budgeted due to reduced activity.

**Health and Liquor Licensing - \$110,000 U***Reason for variance*

Budget of \$130,000 has been forecast for income received from Timaru District Council for the liquor licensing and health (food premises) contracts. This will form part of a year end adjustment which takes the netted off contract and grosses up income and expenditure to show the true cost of the contract operation.

**Responsible Camping - \$300,000 U***Reason for variance*

\$300,000 of Government funding had been budgeted for funding of the responsible camping ambassadors, however due to Covid-19, this funding was not applied for.

**Operating Expenditure****Resource Planning - \$422,000 F***Reason for variance*

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

**Regulatory Management - \$141,000 U***Reason for variance*

Employment expenses are above budget because of an additional compliance position, which was not budgeted for. The corporate overhead allocation was greater than budgeted as this reflects the true cost incurred this year.



**Inspectorate - \$126,000 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, while the corporate overhead allocation has been greater than budgeted as this reflects the true cost incurred this year. Contractor costs are greater than budget due to the contract management of the building function, this is offset by a reduction in employment expenses.

**Responsible Camping - \$280,000 F***Reason for variance*

Internal charges are less than budgeted as motor vehicle charges have been less due to camping ambassadors only starting in December 2021 and finishing at the end of February 2022 (3 months). This also affected employment and administration expenses.

### STORMWATER Activity Performance as at 30 June 2022

	Year to Date			Full Year Reforecast \$000's	YTD Actual % of FY Forecast
	Actual \$000's	Budget \$000's	Variance \$000's		
<b>Operating Revenue</b>					
Urban Stormwater	80	1,444	(1,364) 	984	8%
<b>Total Operating Revenue</b>	<b>80</b>	<b>1,444</b>	<b>(1,364)</b>	<b>984</b>	<b>8%</b>
<b>Operating Expenditure</b>					
Urban Stormwater	154	122	(32)	163	94%
<b>Total Operating Expenditure</b>	<b>154</b>	<b>122</b>	<b>(32)</b>	<b>163</b>	<b>94%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(74)</b>	<b>1,322</b>	<b>(1,332)</b>	<b>821</b>	
<b>Capital Expenditure</b>					
Urban Stormwater	17	753	736 	300	6%
3 Waters Consultation	-	60	60	-	0%
<b>Total Capital Expenditure</b>	<b>17</b>	<b>813</b>	<b>796</b>	<b>300</b>	<b>6%</b>

#### Operating Revenue

##### Urban Stormwater - \$1,364,000 U

##### Reason for variance

Financial contributions have been minimal this year and are under budget by \$184,711, as income is dependent upon developers.

Budgeted vested assets of \$402,667 and gains on infrastructure revaluation of \$701,708 have yet to be recognised.

#### Capital Expenditure

##### Urban Stormwater - \$736,000

##### Reason for variance

Expenditure on stormwater reticulation was budgeted at \$350,000 year to date. Actual expenditure incurred is \$11,703.

Budget of \$59,670 was allowed for two Fairlie stormwater projects as part of the Three water reform, these projects were no longer undertaken, and the funding allocated through the government grant was transferred to other projects.

**TOURISM, ECONOMIC DEVELOPMENT AND COMMERCIAL ACTIVITIES**  
**Activity Performance as at 30 June 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	(322)	(384)	62	65	-498%
Depot - Tekapo	-	-	-	1	0%
Depot - Twizel	4	4	-	5	88%
Old Library Café	8	8	-	10	84%
Pukaki Airport	646	691	(45)	36	1784%
Real Estate	170	100	70	139	123%
Plantation Reserves	1,362	117	1,245	118	1158%
Twizel Visitor Centre	(14)	7	(21)	(14)	100%
Tourism and Economic Development	951	445	506	1,029	92%
Destination Mackenzie Project	186	461	(275)	461	40%
Total Operating Revenue	2,991	1,449	1,542	1,848	162%
Operating Expenditure					
Investment	22	29	7	(27)	-82%
Depot - Tekapo	-	-	-	0	0%
Depot - Twizel	6	4	(2)	6	105%
Old Library Café	10	8	(2)	10	99%
Pukaki Airport	295	226	(69)	140	211%
Real Estate	127	113	(14)	168	76%
Plantation Reserves	250	117	(133)	256	98%
Twizel Visitor Centre	9	7	(2)	9	101%
Tourism and Economic Development	946	445	(501)	842	112%
Destination Mackenzie Project	269	461	192	626	43%
Total Operating Expenditure	1,934	1,410	(524)	2,030	95%
Operating Surplus/(Deficit)	1,057	39	2,066	(182)	
Capital Expenditure					
Pukaki Airport	75	25	(50)	85	88%
Real Estate	2	-	(2)	2	82%
Plantation Reserves	3	-	(3)	3	111%
Tourism and Economic Development	-	112	112	-	0%
Total Capital Expenditure	80	137	112	90	89%

### Operating Revenue

#### Plantation Reserves - \$1,245,000 F

##### Reason for variance

Other income is significantly up on budget as the yearly allocation of carbon credits of \$1,549,050 has been received but was not included in the budget. This is offset by timber sales, which is under budget by \$302,776, as logging will did not occur in Reserve 2359 this financial year.

**Tourism and Economic Development - \$506,000 F***Reason for variance*

Unbudgeted income of \$500,000 has been received for Mayors Taskforce for Jobs funding. This is offset by costs incurred and employment expenses associated with the administration of the funding.

**Destination Mackenzie Project - \$275,000 U***Reason for variance*

Grant funding for Destination Mackenzie was budgeted at \$461,000 this year. \$185,967 was carried over from the previous year to cover the expenses incurred to date. No further external grant monies have been received this year.

**Operating Expenditure****Plantation Reserves - \$133,000 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, thinning at Fox's Peak 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 to allow for input to the ETS policy.

**Tourism and Economic Development - \$501,000 U***Reason for variance*

Contributions to the Alps to Ocean trail is \$25,012 higher than budgeted, this being our contribution to the Interim Trail Manager.

Contributions to the South Canterbury Chamber of Commerce were underbudgeted this year as costs included our contractual commitment, business support package payments, and our yearly subscription.

Unbudgeted costs of \$15,000 have been paid out in respect of the development of the Age Friendly Strategy.

\$376,579 has been paid out in respect of the Mayors Taskforce for Jobs. This expenditure is fully offset by the Mayors Taskforce for Jobs funding. Unbudgeted employment expenses have been incurred for the Business Liaison Officer time administering the funding.

**Destination Mackenzie Project - \$192,000 F***Reason for variance*




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

**Capital Expenditure****Tourism and Economic Development - \$112,000***Reason for variance*

Expenditure on computer equipment was budgeted at \$112,220 year to date. This project was not undertaken this year.

## TRANSPORTATION

### Activity Performance as at 30 June 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					
Road Professional Services	405	492	(87)	412	98%
District Roding	2,430	10,090	(7,660) 	9,674	25%
Total Operating Revenue	2,835	10,582	(7,747)	10,086	28%
Operating Expenditure					
Road Professional Services	563	492	(71)	426	132%
District Roding	4,242	3,827	(415) 	4,148	102%
Total Operating Expenditure	4,805	4,319	(486)	4,574	105%
Operating Surplus/(Deficit)	(1,970)	6,263	(7,261)	5,512	
Capital Expenditure					
Road Professional Services	14	20	6	20	70%
District Roding	1,917	4,780	2,863 	2,842	67%
Total Capital Expenditure	1,931	4,800	2,869	2,862	67%

#### Operating Revenue

##### District Roding - \$7,660,000 U

###### Reason for variance

Waka Kotahi (NZTA) subsidies are less than budgeted as 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.

Budgeted vested assets of \$697,698 and gains on infrastructure revaluation of \$5,916,797 have yet to be recognised.

#### Operating Expenditure

##### District Roding - \$415,000 U

###### Reason for variance

Unsealed pavement maintenance is just above budget due to increased 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 now using new conditioning tools. One permanent and two part time graders are undertaking the works across the district operated all locally.

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.

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 and 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 2021 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 and renewal programmes.

Street lighting maintenance is just up on budget as there were a lot of highway outages due to them holding off on their LED renewals. This is the on cost amount directly to Waka Kotahi (NZTA).

## Capital Expenditure

### District Roading - \$2,863,000 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 complete. This work is being programmed to be worked through over the remaining months. With the LTP now in place this provides certainty on budget, we will now be able to proceed forward with renewals being typically the higher expenditure items. 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 and 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 2021 flood 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.

## WASTE MANAGEMENT AND MINIMISATION

### Activity Performance as at 30 June 2022

20

	Year to Date			Full Year	
	Actual \$000's	Budget \$000's	Variance \$000's	Reforecast \$000's	YTD Actual % of FY Forecast
Operating Revenue					
Waste Management	1,240	1,202	38	1,295	96%
Total Operating Revenue	1,240	1,202	38	1,295	96%
Operating Expenditure					
Waste Management	1,316	1,202	(114)	1,217	108%
Total Operating Expenditure	1,316	1,202	(114)	1,217	108%
Operating Surplus/(Deficit)	(76)	-	152	78	
Capital Expenditure					
Waste Management	153	129	(24)	165	93%
Total Capital Expenditure	153	129	(24)	165	93%

### Operating Expenditure

#### Waste Management - \$114,000 U

##### *Reason for variance*

Operational and maintenance costs are up on budget as Timaru District Council costs for residual waste disposal were not included in the budget.

## WASTEWATER

### Activity Performance as at 30 June 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	1,227	7,709	(6,482) <span></span>	3,792	32%
Eversley Sewerage	10	10	-	10	100%
3 Waters Reform Projects	3,078	-	3,078 <span></span>	1,664	185%
Total Operating Revenue	4,315	7,719	(3,404)	5,466	79%
Operating Expenditure					
Urban Sewerage	947	2,550	1,603 <span></span>	929	102%
3 Waters Reform Projects	2,000	63	(1,937) <span></span>	1,420	141%
Total Operating Expenditure	2,947	2,613	(334)	2,349	125%
Operating Surplus/(Deficit)	1,368	5,106	(3,070)	3,117	
Capital Expenditure					
Urban Sewerage	14	1,971	1,957 <span></span>	1,400	1%
3 Waters Reform Projects	1,078	1,456	378 <span></span>	239	451%
Total Capital Expenditure	1,092	3,427	2,335	1,639	67%

### Operating Revenue

#### Urban Sewerage - \$6,482,000 U

##### *Reason for variance*

Other income is up on budget by \$16,632 as disposal fees have increased.

Financial contributions are less than budgeted by \$101,320 as these are dependent upon developer activity.

Budgeted vested assets of \$1,071,198 and gains on infrastructure revaluation of \$2,009,352 have yet to be recognised.

Budget of \$3,180,359 was allowed for the Three waters government grant. This income has been receipted into the Three waters reform projects cost centre.

#### 3 Waters Reform Projects - \$3,078,000 F

##### *Reason for variance*

Quarters 4 and 5 Instalments of the Three Waters Grant has been received this year to fund the expenditure incurred and amount to \$3,078,250.

**Operating Expenditure****Urban Sewerage - \$1,603,000 F***Reason for variance*

Consultancy costs were budgeted at \$1,661,284 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, replacement of a portion of pipe in Grey Street, Fairlie, and work on the odour filters. Administration expenses are just up on budget as rates were higher than had been budgeted.

**3 Waters Reform Projects - \$1,937,000 U***Reason for variance*

Operational and maintenance expenses are up on budget as \$2,000,035 has been incurred in relation to the three waters reform projects with only \$62,722 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 - \$1,957,000***Reason for variance*

Expenditure on treatment and reticulation upgrades was budgeted at \$600,000 year to date. Actual expenditure incurred is \$13,979.

Expenditure on pump station renewals was budgeted at \$300,000 year to date. This project has not been undertaken this year.

**3 Waters Reform Projects - \$378,000***Reason for variance*

Work on the three waters projects was completed at the end of June. Some projects were not undertaken as per the budget, these funds were allocated to ensure completion of other projects.

## WATER SUPPLIES

### Activity Performance as at 30 June 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					
Allandale/Spur Road Water Supply	156	186	(30)	156	100%
Ashwick/Opuha Water Supply	4	8	(4)	8	50%
Downlands Water Supply	-	-	-	96	0%
Kimbell Water Supply	1	-	1	1	100%
School Road Water Race	5	5	-	5	100%
Urban Water Supply	1,895	6,631	(4,736) ●	4,841	39%
3 Waters Reform Projects	723	-	723 ●	-	0%
Total Operating Revenue	2,784	6,830	(4,046)	5,107	55%
Operating Expenditure					
Albury Water Supply	4	-	(4)	4	100%
Allandale/Spur Road Water Supply	204	202	(2)	171	119%
Ashwick/Opuha Water Supply	6	9	3	11	55%
Downlands Water Supply	-	-	-	71	0%
School Road Water Race	1	5	4	10	10%
Urban Water Supply	1,441	1,857	416 ●	1,616	89%
3 Waters Reform Projects	341	-	(341) ●	295	116%
Total Operating Expenditure	1,997	2,073	76	2,178	92%
Operating Surplus/(Deficit)	787	4,757	(4,122)	2,929	
Capital Expenditure					
Allandale/Spur Road Water Supply	6	55	49	6	100%
Ashwick/Opuha Water Supply	-	-	-	51	0%
Downlands Water Supply	-	-	-	567	0%
Urban Water Supply	4,003	11,553	7,550 ●	8,742	46%
3 Waters Reform Projects	926	498	(428) ●	460	201%
Total Capital Expenditure	4,935	12,106	7,171	9,826	50%

### Operating Revenue

#### Urban Water Supply - \$4,736,000 U

##### Reason for variance

Financial contributions are less than budgeted by \$153,018 as these are dependent upon developer activity.

Budgeted vested assets of \$709,830 and gains on infrastructure revaluation of \$2,864,384 have yet to be recognised.

Budget of \$1,002,708 was allowed for the Three waters government grant. This income has been receipted into the Three waters reform projects cost centre.

#### 3 Waters Reform Projects - \$723,000 F

##### Reason for variance

Quarters 4 and 5 Instalments of the Three Waters Grant has been received this year to fund the expenditure incurred and amount to \$723,071.

## Operating Expenditure

### Urban Water Supply - \$416,000 F

#### *Reason for variance*

Consultancy costs were budgeted at \$521,126 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.

The corporate overhead allocation is also higher than budgeted as this reflects the true cost incurred this year.

### 3 Waters Reform Projects - \$341,000 U

#### *Reason for variance*

Operational and maintenance expenses are up on budget as \$341,098 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 - \$7,550,000

#### *Reason for variance*

Expenditure on reticulation upgrades and renewals was budgeted at \$8,421,928 year to date. Actual expenditure incurred is \$3,789,668. The Twizel Watermain renewals have been completed with work continuing on the Fairlie and Tekapo renewals.

Expenditure on treatment upgrades was budgeted at \$2,421,080 year to date. Actual expenditure incurred is \$213,576. Fairlie water treatment design and consultancy fees have been incurred; this work was budgeted for in the prior year.

### Three Waters Reform Projects - \$428,000

#### *Reason for variance*

Work has been completed on the three waters reform projects, with a reallocation of spending in order to complete projects.

#### 4. Statement of Financial Position – as at 30 June 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
<b>ASSETS</b>		
<b>Current assets</b>		
Cash & Cash Equivalents	3,984	11,607
Receivables	2,504	3,331
Prepayments	97	84
Inventory	28	28
Financial assets current	18,918	9,459
<b>Total current assets</b>	<b>25,531</b>	<b>24,509</b>
<b>Non_current assets</b>		
Inventory term	558	558
Forestry investment	8,063	8,063
Intangible assets	2,431	882
Property plant & equipment	257,596	251,986
Financial assets Term	11,374	11,609
Investment Property	4,319	4,319
<b>Total non_current assets</b>	<b>284,341</b>	<b>277,417</b>
<b>Total assets</b>	<b>309,872</b>	<b>301,926</b>

**LIABILITIES****Current liabilities**

Creditors and deferred revenue	5,020	7,176
Provisions current	5	5
Employee entitlements current	689	298
Borrowings current	10,000	-

<b>Total current liabilities</b>	<b>15,714</b>	<b>7,479</b>
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**Non-current liabilities**

Provisions term	58	58
Employee entitlements term	31	31

<b>Total non-current liabilities</b>	<b>89</b>	<b>89</b>
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<b>Total liabilities</b>	<b>15,803</b>	<b>7,568</b>
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<b>Net Assets</b>	<b>294,069</b>	<b>294,358</b>
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**EQUITY**

RatePayers Equity	129,211	129,812
Reserves	164,858	164,546

<b>Total equity</b>	<b>294,069</b>	<b>294,358</b>
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## 5. Statement of Cash Flows – as at 30 June 2022

	YTD Actual \$000's	30th June 2021 Actual \$000's
<b>OPERATING ACTIVITIES</b>		
Revenue from Rates	11,932	11,158
Grants & Subsidies	6,479	4,164
Other Operating Funding	3,863	5,298
Financial & Development Contributions	1,562	1,006
Interest revenue	302	538
Suppliers, Services and Employees	(29,431)	(12,273)
Finance Costs	(1)	10
<b>Net operating activities</b>	<b>(5,294)</b>	<b>9,901</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of Assets	(13,678)	(6,985)
Purchase of Investments	-	2,767
Proceeds Asset Sales	1,349	3,028
<b>Net investing activities</b>	<b>(12,329)</b>	<b>(1,190)</b>
<b>FINANCING ACTIVITIES</b>		
Proceeds from Borrowing	10,000	-
<b>Net financing activities</b>	<b>10,000</b>	<b>-</b>
Cash movement	(7,623)	8,711
Opening Balance 1st July	11,607	2,896
<b>Closing Bank Balance</b>	<b>3,984</b>	<b>11,607</b>

## 6. Detailed Capital Projects – as at 30 June 2022

Account	2021/22 YTD Actuals	2021/22 June YTD Budget	Variance to Full Year Budget 2021/22	Reforecast Full Year Budget	
<b>Grand Total</b>	<b>10,014,119</b>	<b>26,948,044</b>	<b>16,933,925</b>	<b>18,153,918</b>	
<b>Emergency Management</b>					
320422. Plant & Equipment	31,399	30,300	(1,099)	32,030	
	<b>31,399</b>	<b>30,300</b>	<b>(1,099)</b>	<b>32,030</b>	
<b>Governance and Corporate Services</b>					
318428. Comms Projects	94,387	76,000	(18,387)	76,000	
319400. Network Infrastructure	38,413	47,400	8,987	50,000	
319402. Software	11,723	0	(11,723)	6,443	
319422. Plant & Equipment	52,494	0	(52,494)	60,000	
319428. Projects	33,771	40,110	6,339	18,394	
368421. Building Renovations	99,846	1,000,000	900,154	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	137,875	120,000	(17,875)	166,809	
	<b>496,421</b>	<b>1,285,618</b>	<b>789,197</b>	<b>499,207</b>	
<b>Parks and Community Facilities</b>					
361420. District Wide Projects	0	567	567	567	
3614201. Pukaki Lookout Project	29,373	0	(29,373)	28,673	
365425. Playground Upgrade		0	0	13,672	
3654221. Fairlie Dump Station	12,815	95,000	82,185	15,000	
366420. Implement of Development Plan	122,680	523,878	401,198	100,000	▲
366440. Barbara Hay Reserve Upgrade	17,933	0	(17,933)	15,583	
366442. D'Archiac Reserve Upgrade	142,443	0	(142,443)	175,000	▼
366444. Church of the Good Shepherd Reserve Upgrade	6,021	0	(6,021)	15,000	
367420. Implement of Development Plan	64,130	422,756	358,626	100,000	▲
367421. Community Assets - Public Amnt	29,834	135,316	105,482	135,316	▲
3674211. Lake Ruataniwha project	118,416	95,250	(23,166)	95,250	
378421. Buildings	4,470	0	(4,470)	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	308,735	294,885	(13,850)	120,000	
382424. Furniture & Fittings - Other	9,804	49,154	39,350	10,000	
384422. Plant and Equipment	8,671	226,000	217,329	25,000	▲
385421. Comm Asset - Public Amenities	9,875	250,000	240,125	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	159,760	736,000	576,240	736,000	▲
3864212. Lake Pukaki Public Toilets	194,507	966,000	771,493	966,000	▲
3864213. TIF Project Management	17,876	0	(17,876)	17,156	
389420. Land Improvements	780	16,000	15,220	10,000	
391421. Buildings - Housing	0	7,378	7,378	5,000	
	<b>1,269,975</b>	<b>4,171,966</b>	<b>2,901,991</b>	<b>2,728,217</b>	▲
<b>Regulatory Services</b>					
334422. Plant & Equipment	6,672	50,000	43,328	10,000	
335422. Signage	1,827	0	(1,827)	1,525	
	<b>8,499</b>	<b>50,000</b>	<b>41,501</b>	<b>11,525</b>	
<b>Stormwater</b>					
352404. Stormwater Reticulation	11,703	350,000	338,297	150,000	▲
352431. Stormwater Treatment	5,787	0	(5,787)	0	
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	
	<b>17,490</b>	<b>409,670</b>	<b>392,180</b>	<b>150,000</b>	▲
<b>Tourism, Economic Development and Commercial Activities</b>					
403420. Land - Admin & 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	▲
	<b>79,809</b>	<b>137,220</b>	<b>57,411</b>	<b>90,316</b>	
<b>Transportation</b>					
354422. Plant & Equipment	13,821	20,000	6,179	20,000	
355417. Rural Seal Extensions	0	12,000	12,000	12,000	
3554211. Unsealed Road Metalling	798,660	700,000	(98,660)	700,000	
3554212. Sealed Road Resurfacing	66,941	500,000	433,059	70,000	▲
3554213. Drainage Renewal	53,677	90,000	36,323	270,000	
3554214. Sealed Road Pavement Rehabilitation	26,524	130,000	103,476	20,000	▲
3554215. Structures Component replacements bridges	8,589	30,000	21,411	30,000	
3554216. Bridge & Structures Renewals	0	52,000	52,000	52,000	
3554221. Environmental Renewals	6,315	24,500	18,185	24,500	
3554222. Traffic Services Renewals	29,815	88,000	58,185	88,000	
3554224. Cycle Path Renewal	4,680	465,500	460,820	10,000	▲
3554225. Footpath Renewal	36,867	210,000	173,133	50,000	▲
3554321. Streetlight LED Upgrade	92,327	726,667	634,340	250,000	▲
3554341. Minor Improvements	518,283	1,052,936	534,653	700,000	▲
355437. Car Parking Renewal	274,112	0	(274,112)	165,751	▼
	<b>1,930,611</b>	<b>4,101,603</b>	<b>2,170,992</b>	<b>2,462,251</b>	
<b>Waste Management and Minimisation</b>					
353420. Resource Consent	2,800	10,000	7,200	10,000	
353422. Plant and Equipment	149,765	118,500	(31,265)	155,000	
	<b>152,565</b>	<b>128,500</b>	<b>(24,065)</b>	<b>165,000</b>	

<b>Wastewater</b>					
350418. Sewer Reticulation - New	3,265	400,000	396,735	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	923,421	990,000	66,579	120,832	
411448. Lakeside WW pump station - Design/Construct	0	48,598	48,598	0	
411492. 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	16,747	50,000	33,253	5,403	
411458. WWTP monitoring equip - design & install	2,897	210,000	207,103	1,676	▲
411461. WWTP Influent Screens Design - 3 Sites	44,264	22,525	(21,739)	28,342	
4114611. Connect Allandale Rd WW to Fairlie WW Network	0	45,000	45,000	0	
	<b>1,092,193</b>	<b>2,356,353</b>	<b>1,264,160</b>	<b>1,038,618</b>	
<b>Water Supplies</b>					
342404. Reticulation Extension	0	54,660	54,660	0	
342427. Water Pump Stations	5,963	0	(5,963)	6,000	
343404. Community Assets - Water	0	0	0	51,000	
347404. Water Reticulation	0	0	0	346,200	
347406. Treatment	0	0	0	217,078	
347427. Renewals	0	0	0	3,605	
349404. Reticulation	3,785,599	8,321,928	4,536,329	8,500,000	▲
349405. Water Head Works	117,732	0	(117,732)	52,466	▼
349406. Treatment - New	95,844	2,421,080	2,325,236	90,000	▲
349407. Service Connections - Renewal	4,069	100,000	95,931	0	
412441. Water Supply Mains Renewals	922,098	0	(922,098)	457,543	▼
412464. Water Metering Trial - Twizel (part) Install	3,852	322,753	318,901	2,862	▲
412467. Potable Water Supply to remote properties - install new	0	175,000	175,000	0	▲
	<b>4,935,157</b>	<b>11,395,421</b>	<b>6,460,264</b>	<b>9,726,754</b>	
<b>Vested Assets</b>					
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	▲
	<b>0</b>	<b>2,881,393</b>	<b>2,881,393</b>	<b>1,250,000</b>	

### Governance and Corporate Services

#### Administration Building Fairlie - Building Renovations \$900,154 F

Building renovations on the Fairlie Council building were budgeted at \$1,000,000 year to date. \$99,846 has been incurred which includes the installation of an air conditioning curtain over the front door and glass screens for the reception counter and project management recoveries. A request to carry funds into the next financial year will be made.

## Parks and Community Facilities

### *Tekapo Township – Implementation of Development Plan \$401,198 F*

Expenditure on the implementation of the Tekapo Township development plan was budgeted to be \$523,878 year to date. Actual expenditure incurred is \$122,680 and related to consultancy and project management of lakefront development and minor projects.

### *Tekapo Township – D'Archiac Reserve Upgrade \$142,443 U*

Unbudgeted expenditure of \$142,443 was incurred on project management and physical works for Maukatua Reserve upgrade. The expenditure will be funded from the Land Subdivision Reserve.

### *Twizel Township – Implementation of Development Plan \$358,626 F*

Expenditure on the implementation of the Twizel Township development plan was budgeted to be \$422,756 year to date. Actual expenditure incurred is \$64,130 which includes a shared use path which will be funded from the Land Subdivision Reserve and other landscaping work.

### *Twizel Township – Community Assets – Public Amenities \$105,482 F*

Expenditure on Twizel community public amenity assets were budgeted at \$135,316 year to date. Actual costs incurred are \$29,834 and relates to design work for the ramp and steps to be installed in Twizel Market Place and project management costs.

### *Strathconan Swimming Pool – Plant and Equipment \$217,329 F*

Expenditure on the Strathconan swimming pool supplementary heating and upgrades were budgeted at \$226,000 for the year. \$8,671 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 – Community Assets – Public Amenities \$240,125 F*

Expenditure on the Twizel swimming pool supplementary heating and upgrades were budgeted at \$255,000 year to date. Actual expenditure incurred is \$10,314. The contract for works has been let and materials ordered with work expected to be completed by September. A request

### *Public Toilets – Buildings \$200,587 F*

Expenditure on other district toilets was budgeted at \$212,000 year to date. Actual costs incurred are \$11,413.

### *Public Toilets – Fairlie Public Toilets \$576,240 F*

Expenditure on the Fairlie public toilets was budgeted at \$736,000 for the year. Actual costs incurred are \$159,760. A request to carry funds into the next financial year will be made as both toilets are expected to be completed in October 2022.

### *Public Toilets – Lake Pukaki Public Toilets \$771,493 F*

Expenditure on the Lake Pukaki public toilets was budgeted at \$966,000 for the year. Actual costs incurred are \$194,507. A request to carry funds into the next financial year will be made as both toilets are expected to be completed in October 2022.

## Stormwater

### *Stormwater Reticulation \$338,297 F*

Expenditure on stormwater reticulation was budgeted at \$350,000 year to date. Actual expenditure incurred is \$11,703.

**Tourism, Economic Development and Commercial Activities***Tourism and Economic Development – Computer Equipment \$112,220 F*

Expenditure on computer equipment was budgeted at \$112,220 year to date. This project was not undertaken this year.

**Transportation***Roading – Sealed Road Resurfacing \$433,059 F*

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 complete. This work is being programmed to be worked through over the remaining months. With the LTP now in place this provides certainty on budget, we will now be able to proceed forward with renewals being typically the higher expenditure items.

*Roading – Sealed Road Pavement Rehabilitation \$103,476 F*

It is programmed to carry forward reseals 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 and 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.

*Roading – Cycle Path Renewal \$460,820 F*

Expenditure on cycle path renewals was budgeted to be \$465,500. In March this was reforecasted to be \$10,000 as a result of change in priorities for the works programmes.

*Roading – Footpath Renewal \$173,133 F*

It is programmed to carry forward 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 and 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.

*Roading – Streetlight LED Upgrade \$634,340 F*

Expenditure on LED upgrades was budgeted at \$726,667 for the year. In March this was reforecasted down to \$250,000 due to delays with supply of product but also with changes made to model specifications.

*Roading – Minor Improvements \$534,653 F*

Minor improvements was budgeted at \$1,052,936 for the year. In March this was reforecasted down to \$700,000 as a result of change in work priorities.

*Roading – Car Parking Renewal \$274,112 U*

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.

**Wastewater***Sewer Reticulation - New \$396,735 F*

Expenditure on reticulation upgrades was budgeted at \$400,000 for the year. Actual expenditure incurred is \$3,265.

*Sewer Treatment - New \$189,286 F*

Expenditure on treatment upgrades was budgeted at \$200,000 for the year. Actual expenditure incurred is \$10,714.

*Pump Station Renewal \$300,000 F*

Expenditure on pump station renewals was budgeted at \$300,000 year to date. This project has not been undertaken this year.

*Wastewater Treatment Plant Monitoring Equipment – Design and Install \$207,103 F*

Work on the three waters projects was completed at the end of June. Some projects were not undertaken as per the budget, these funds were allocated to ensure completion of other projects.

**Water Supplies***Water Reticulation \$4,536,329 F*

Expenditure on reticulation upgrades and renewals was budgeted at \$8,321,928 for the year. Actual expenditure incurred is \$3,785,599. The Twizel Watermain renewals have been completed with work continuing on the Fairlie and Tekapo renewals.

*Water Head Works \$117,732 U*

Fairlie water treatment design and consultancy fees have been incurred; this work was budgeted for in the prior year.

*Water Treatment - New \$2,325,236 F*

Expenditure on treatment upgrades was budgeted at \$2,421,080 year to date. Actual expenditure incurred is \$95,844.

*Water Supply Mains Renewals \$922,098 U*

Work has been completed on the three waters reform projects, with a reallocation of spending in order to complete projects.

*Water Metering Trial – Twizel (part) Installation \$318,901 F*

Work has been completed on the three waters reform projects, with a reallocation of spending in order to complete projects.

*Potable Water Supply to Remote Properties – Installation New \$175,000 F*

Work has been completed on the three waters reform projects, with a reallocation of spending in order to complete projects.

**Vested Assets***Urban Water Supplies – Vested Assets \$709,830 F*

Vested assets have yet to be recognised for the year.

*Urban Wastewater – Vested Assets \$1,071,198 F*

Vested assets have yet to be recognised for the year.

*Urban Stormwater – Vested Assets \$402,667 F*

Vested assets have yet to be recognised for the year.

*Roading – Vested Assets \$697,698 F*

Vested assets have yet to be recognised for the year.

## 7. Investments – as at 30 June 2022

Institution	Category	Start Date	Days	Maturity	Rate	Amount
<b>Term Deposits</b>						
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
BNZ	General	30-Jun- 2022	124	31-Oct-2022	2.82%	2,000,000
BNZ	General	30-Jun-2022	93	30-Sep-2022	2.49%	500,000
Westpac	General	18-Jan-2022	181	18-Jul-2022	1.60%	2,000,000
Westpac	General	30-Jun-2022	61	29-Aug-2022	2.3%	2,000,000
Westpac	General	30-Jun-2022	33	1-Aug-2022	2.06%	3,000,000
Westpac	General	30-Jun-2022	93	30-Sep-2022	2.63%	2,000,000
						<b>18,918,756</b>
<b>Bonds</b>						
China Construction Bank (NZ)				19-Jun-2023	4.005%	500,000
						<b>500,000</b>



**Mackenzie**  
DISTRICT COUNCIL

**6.5 QUARTERLY PORTFOLIO REPORT - BANCORP TREASURY SERVICES**

**Author:** Sandy Hogg, Manager - Finance

**Authoriser:** Arlene Goss, Governance Advisor

**Attachments:** 1. Quarterly Treasury Report - June 2022 [↓](#) 

**STAFF RECOMMENDATIONS**

1. That the report be received.

**PARTICULAR POINTS TO NOTE****Financial Market Movements**

The Official Cash Rate (OCR) moved by 1.00% in during the quarter. The OCR now sits at 2.00% at 30 June 2022.

**Investment Management**

At 30 June 2022 the Council has one bond investment in place.

Council holds ten term deposits as at 30 June 2022, with a total value of \$18.9 million and a weighted average yield of 2.14%.

**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 seven term deposits invested in during the June quarter provided a yield ranged from 2.06% to 2.82%. These yields were 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 30 June 2022, the Council's LTFP was compliant with the investment credit rating parameters contained in its Investment Policy.

The Council though breached the limit of \$10.0 million of funds invested with one bank as at 30 June 2022. Term Deposits with Westpac amounted to \$9.0 million and funds on call \$3.9 million totalling \$12.9 million. This has since been lowered and deposits with Westpac sit below the limit.

**Debt**

As at 30 June 2022 the Council had \$10.05 million borrowed from the Local Government Funding Agency (LGFA). Due to the Council not being acceded as a guarantor at the time of borrowing, the debt was taken out as commercial paper maturing on 12 September 2022.

Bancorp Treasury is scheduled to attend a Council workshop on 30 August 2022 where discussion will be had on the type of investments available for Council going forward and on terms and rates of borrowing available from LGFA.

# QUARTERLY TREASURY REPORT

FOR

MACKENZIE DISTRICT COUNCIL

FOR THE QUARTER ENDING 30 JUNE 2022



**BANCORP**

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

CONTENTS

1. FINANCIAL MARKETS OVERVIEW .....1

1.1 GLOBAL OVERVIEW .....1

1.2 NEW ZEALAND OVERVIEW .....2

1.3 LOCAL AUTHORITY SECTOR .....3

2. INVESTMENT MANAGEMENT .....4

3. INVESTMENT STRATEGY.....5

4. DEBT .....6

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# 1. FINANCIAL MARKETS OVERVIEW

## 1.1 GLOBAL OVERVIEW (FOR THE JUNE 2022 QUARTER)

Financial market sentiment is increasingly fixated on the trade-off between central banks getting global inflation under control and what higher interest rates could mean for the global growth outlook. Signs of inflationary pressures have seen 'risk-off' flows drive bond yields higher, support a stronger US dollar, and lower equity indices. In contrast, data projecting weaker growth has seen interest rates pare back their gains with 'risk-on' flows capping the USD dollar and supporting equity prices, which would be a strange reaction to a weak growth outlook in 'normal' times.

As has been the case over recent months, June was characterised by high levels of volatility across markets and large intra-month swings in pricing. The US 10-year bond yield traded between 2.87% and 3.51% and had an intra-day trading range in excess of 0.25bps on more than one day. It closed the month just above 3.00% as growth concerns increased on weakening data, 0.50% below the intra-month high. Equity markets saw similar levels of volatility, with the S&P500 trading in a 525-point (13.5%) range between 3,640 and 4,165 before closing just under 3,800 to record its lowest monthly close since January 2021.

Financial markets have again aggressively increased pricing expectations around the quantum, and speed, of central bank rate hikes over the rest of this year. In mid-June, the Federal Reserve ("Fed") increased its cash rate mid-point by 0.75% to 1.625%, with comments from Fed Chairman, Jerome Powell, implying that another 0.75% hike in July was possible. The 0.75% hike was in response to a larger than expected increase in the US CPI over the 12-months to 31 May, up by 8.6% (a 41-year high) against consensus forecasts of an 8.3% increase.

Current pricing is now implying that the Fed will increase its cash rate to 3.45% by Christmas, with a 3.75% peak this cycle in Q1 of 2023. Recessionary fears are having an impact though, with markets pricing in rate cuts from June 2023, with the cash rate back at 3.00% by Christmas 2023. Recent comments from various Fed officials are implying aggressive hikes and ultimately a cash rate above 3.00%, with San Francisco Fed President, Mary Daly, recently saying that a 0.75% hike in July is her "starting point" because *"data suggests inflation has not peaked and households still have plenty of savings to spend"*. She sees rates needing to get to 3.1% this year, her view of *"neutral"*.

The European Central Bank announced in June that it will start hiking rates in July, with market pricing now implying a 1.00% cash rate by Christmas (from -0.50% currently). The Bank of England is expected to deliver a further 1.50% of hikes this year, taking the cash rate to 2.75% by Christmas, and despite the Bank of Japan ("BoJ") reaffirming its current 'easy' stance at its June meeting, market pricing has the BoJ edging the cash rate above 0.0% by the end of this year. In somewhat of a surprise move, the Reserve Bank of Australia ("RBA") raised its cash rate by 50bps to 0.85% in early June. The accompanying statement laid the groundwork for further rate hikes over the coming months as the RBA looks to normalise monetary conditions.

## 1.2 NEW ZEALAND OVERVIEW (FOR THE JUNE 2022 QUARTER)

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
31 Mar 2022	1.00%	1.61%	3.29%	3.38%	3.39%	3.39%	3.38%
30 Jun 2022	2.00%	2.83%	4.06%	4.08%	4.04%	4.07%	4.11%
Change	+1.00%	+1.22%	+0.77%	+0.70%	+0.65%	+0.68%	+0.73%

On 25th May the Reserve Bank of New Zealand ("RBNZ") in its quarterly *Monetary Policy Statement* ("MPS") increased the Official Cash Rate (OCR") as expected by 50 basis points to 2.00%. What was surprising was the tone of the MPS, with the RBNZ saying it is "*resolute*" in its commitment to returning inflation back to within the 1 to 3% inflation range. The RBNZ also increased its terminal OCR by 50 basis points from the last MPS to 3.90% which the RBNZ is forecasting will be reached in June 2023. Of small consolation was that the RBNZ is now forecasting that the OCR should start declining from September 2024.

With no meeting in June, markets focused on what to expect from the RBNZ at its July meeting. After the 0.75% Fed hike, speculation increased around a possible 0.75% hike, but softer data over recent weeks means that expectations have drifted back towards a 0.50% July hike. Market pricing has the OCR at 4.00% by Christmas with a 4.25% in the first quarter of 2023. Increasing speculation that OCR hikes of the scale projected will push the economy into recession are seeing the start of an easing cycle tentatively priced in for late 2023.

On the data front recent releases have shown the New Zealand economy to be slowing down and consumer confidence to be plunging. GDP contracted 0.2% in the March quarter and was up 1.2% over the March year, while the REINZ House Price Index fell 1.6% in May. According to the Westpac McDermott Miller Consumer Confidence Index consumers are feeling more pessimistic than at any time since the survey began in 1988, as household budgets are being squeezed by higher mortgage rates and increases in fuel, food, local body rates and insurance premiums. The proportion of people who thought it was a good time to purchase a major household item, regarded as a key measure of consumer sentiment, fell 17.9% to a net negative 24.8% in June, a record low.

Swap rates beyond 2-years tested decade highs above 4.50% after the Fed hike in mid-June but have since edged back as recessionary fears increase and signs emerge that inflation may be peaking. The domestic curve is very flat with only a 5 basis point gap between the 2-year and 10-year swap rates. The nominal levels recognise the OCR outlook and current inflation concerns, whereas the shape of the curve is implying a tepid growth outlook and increasing risk of recession.

We believe that an OCR much above 3.00% will be more than sufficient to significantly slow demand and reduce inflation, although we accept that it might go higher. Our concern is that a recession may be the result of ongoing OCR increases in line with market pricing, and our core view is that aggressive hikes over the balance of 2022 will bring forward the next easing cycle into late 2023 with any material surprises to the projected OCR track to the downside.

### 1.3 LOCAL AUTHORITY SECTOR

Listed in the table below are the credit spreads and applicable interest rates for Commercial Paper ("CP"), Floating Rate Notes ("FRN"), and Fixed Rate Bonds ("FRB") as at 30 June at which Mackenzie District Council ("MDC") could source debt from the Local Government Funding Agency.

Maturity	Margin	FRN (or CP) Rate	FRB
3 month CP	0.20%	3.03%	N/A
6 month CP	0.20%	3.66%	N/A
April 2023	0.37%	3.20%	4.05%
April 2024	0.41%	3.24%	4.54%
April 2025	0.46%	3.29%	4.67%
April 2026	0.57%	3.40%	4.79%
April 2027	0.61%	3.44%	4.79%
April 2028	0.67%	3.50%	4.86%
April 2029	0.69%	3.52%	4.90%
May 2031	0.75%	3.58%	4.99%
April 2033	0.85%	3.68%	5.09%
May 2035	0.93%	2.76%	5.25%
April 2037	0.97%	2.80%	5.31%

Margins for LGFA debt decreased slightly during the quarter, this going against the trend of credit spreads increasing in the wider capital markets and banking sector. However, the outright yields for LGFA debt increased sharply over the three month period due to increase in underlying rates, as the RBNZ's tightening cycle gathered momentum.

## 2. INVESTMENT MANAGEMENT

Below is a summary of the performance of MDC's Long Term Funds Portfolio ("LTFP") as at 30 June 2022

Mackenzie District Council									
Security	Maturity Date	Coupon	31-Mar-22	Yield	Value \$	30-Jun-22	Coupons 01/04 to 30/06	Yield	Value \$
			Nominal \$			Nominal \$			
China Construction	15-Jun-23	4.00	500,000	3.74	507,324	500,000	10,000	4.68	497,568

During the June quarter there were no bond maturities.

As at 30 June MDC had ten Term Deposits ("TD"), details as follows, the ones highlighted in bold were invested during the June quarter.

Bank	Amount	Term	Maturity	Rate
Westpac	\$2,000,000	181 days	18-Jul-22	1.60%
BNZ	\$2,418,755.51	212 days	21-Jul-22	1.53%
<b>Westpac</b>	<b>\$3,000,000</b>	<b>32 days</b>	<b>01-Aug-22</b>	<b>2.06%</b>
BNZ	\$2,000,000	213 days	19-Aug-22	1.60%
<b>Westpac</b>	<b>\$2,000,000</b>	<b>60 days</b>	<b>29 -Aug-22</b>	<b>2.30%</b>
BNZ	\$500,000	92 days	30-Sep-22	2.49%
<b>Westpac</b>	<b>\$2,000,000</b>	<b>92 days</b>	<b>30-Sep-22</b>	<b>2.63%</b>
BNZ	\$2,000,000	185 days	10-Oct-22	2.40%
BNZ	\$2,000,000	123 days	31-Oct-22	2.82%
BNZ	\$1,000,000	214 days	08-Nov-22	2.59%
<b>TOTAL</b>	<b>\$18,918,755.51</b>			

As at 30 June the weighted average of the ten TDs was 2.14%.

### 3. INVESTMENT STRATEGY

Since 2014, MDC has been investing a Council 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 30 June 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 yields for the seven TDs invested during the June quarter ranged from 2.06% to 2.82%. These yields were 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 1.43% for the three months ending 30 June 2022 and minus 6.75% for the twelve months to 30 June 2022.

Security	Maturity	Coupon	Rating	Yield
Bank of China (NZ)	17-Oct-22	4.09%	A	3.46%
Genesis	08-Mar-23	5.81%	BBB +	4.17%
BNZ	16-Nov-23	3.65%	AA-	4.39%
Chch City Holdings	27-Nov-24	3.58%	AA-	4.17%
Auckland Council	24-Mar-25	4.18%	AA	4.31%
Fonterra	14-Nov-25	4.15%	A-	4.79%
Wellington Airport	14-Aug-26	2.50%	BBB	5.27%
Housing NZ	05-Oct-26	2.25%	AA+	4.25%
Westpac	16-Feb-27	3.70%	AA-	4.93%

There are some indications that bond yields may have peaked in mid-June with yields falling since then. Thus it may be appropriate to consider investing in bonds when either TDs mature or new funds become available for investment. Bancorp Treasury is scheduled to attend a Council workshop on 9 August at which time the subject of investing in bonds will be covered.

#### 4. DEBT

As at 30 June MDC had \$10.05 million borrowed from the LGFA for a term of three months maturing on 12 September 2022 using Commercial Paper. The intention is to extend the term of the borrowing when it is refinanced, the reason that it was not 'termed out' at the end of June when the borrowing was initiated was that MDC had not acceded as a guaranteeing borrower from the LGFA. Now that it has acceded as a guaranteeing borrower it will lower its borrowing costs for all but Commercial Paper by 10 basis points.

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## 6.6 REQUEST FOR EXEMPTION TO STANDARD PROCUREMENT PROCESSES - DISTRICT PLAN REVIEW PROJECT

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

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** 1. Distirct Plan Review Procurement Plan [↓](#) 

### PURPOSE OF REPORT

The purpose of this report is to seek exemptions to Council's standard procurement procedures as they relate to the District Plan Review project.

#### STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council retrospectively approve the engagement of Anderson Lloyd as legal advisers to the District Plan Review project.
3. That Council retrospectively approve the engagement of Nick Boyes (Core Planning and Property) as a Planner working on the District Plan Review project.
4. That Council retrospectively approve Boffa Miskell to provide Urban Design and Character advice and technical documents for the District Plan Review project.
5. That Council approve the extension of the contracts for Rationale, Liz White Planning and Taylor Planning as they relate to the District Plan Review project for the 2022/23 financial year (the core team).
6. That Council approve an exemption to the Mackenzie District Council Procurement Policy to undertake non-competitive procurement for the District Plan Review where contract values exceed thresholds for Direct Appointment (\$10,000) and Request for Quotations (\$50,000).
7. That Council authorise the General Manager Operations, Planning and Regulatory Services to:
  - (a) Approve extensions of contracts for the core team up to \$150,000 for each financial year, within the approved District Plan Review Budget.
  - (b) Appoint new suppliers up to \$100,000 within the approved District Plan Review budget.

### BACKGROUND

Mackenzie District Council (Council) is currently reviewing the Mackenzie District Plan. The District Plan Review requires a significant amount of resource, both internally and externally, with a wide range of technical expertise required. This paper outlines several variations that are sought to Council's Procurement Policy to allow for the continued progression of the District Plan Review.

The nature of the District Plan Review has meant the internal project team has taken a best fit approach to engaging support. The nature of the work often means it is often charged on a time and cost basis, meaning it is challenging (near impossible) to get quote. For more specific work the nature of the current market means there is limited capacity amongst providers to meet project timelines.

## **POLICY STATUS**

Clause 5.7.2 of the procurement policy (see below) requires Council to approve this exemption process.

### **5.7.2 Exception to Standard Procedure**

*Where an exception to a standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:*

- *Evidence documenting the reason for exception.*
- *Confirmation that the estimated contract costs are over the \$50,000 threshold.*

The rational for exemption is outlined within the attached Procurement Plan.

## **SIGNIFICANCE OF DECISION**

The proposal does not trigger Council's Significance and Engagement Policy.

## **OPTIONS**

### Option 1

That Council approve the recommendations as outlined above relating to retrospective and future exemptions to Council's Procurement Policy. (recommended)

### Option 2

That Council does not approve the recommendations as outlined above relating to retrospective and future exemptions to Council's Procurement Policy.

Given the time pressures and the ambitious work program Options 1 is the preferred approach. Option 2 would create a situation where timeframes would need to be significantly extended, impacting on the delivery of the District Plan Review.

## **CONSIDERATIONS**

The District Plan Review is a priority project and needs to be suitably resourced so that it can achieve timely and an overall good outcome. The proposal seeks to retrospectively approve previous engagements that have contributed to the successful delivery to date, whilst also delegating authority to the General Manager Operations to carry out appointments moving forward.

The need to continue progressing the District Plan is important and the proposal will allow continuity in the project as well as scope to identify the best fit for future support that will integrate within the existing process and team.

Going through open market processes will slow the progress of the plan, adding additional pressure on in-house staff, whilst also resulting in the potential loss of existing consultants who have developed significant project knowledge.

## **CONCLUSION**

The report seeks several exemptions to Mackenzie District Councils Procurement Policy.



# District Plan Review Procurement Plan

Draft

June 2022



**Document Title:**

District Plan Review Procurement Plan

**Prepared for:**

Mackenzie District Council

**Quality Assurance Statement**

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## Table of Contents

<b>EXECUTIVE SUMMARY .....</b>	<b>4</b>
Purpose of this document .....	4
Scope of the District Plan Review .....	4
Next steps .....	4
<b>1 OVERVIEW .....</b>	<b>6</b>
1.1 District Plan Review .....	6
1.2 Purpose of this document .....	6
1.3 What are we buying and why (scope) .....	6
<b>2 PROCUREMENT SUMMARY .....</b>	<b>7</b>
2.1 Characteristics of suitable suppliers .....	7
2.2 Importance of price .....	7
2.3 Procurement market analysis .....	7
2.4 Procurement risks .....	8
<b>3 EXISTING SUPPLIER ENGAGEMENTS .....</b>	<b>9</b>
3.1 Background .....	9
3.2 Services engaged to date .....	9
3.2.1 Core Project Team .....	9
3.2.2 Technical Specialists .....	10
3.3 Extension of core project team engagements .....	10
<b>4 PROCUREMENT APPROACH FOR ADDITIONAL SUPPLIERS .....</b>	<b>11</b>
4.1 Procurement under \$100,000 .....	11
4.2 Procurement over \$100,000 .....	12

## Executive Summary

### Purpose of this document

Mackenzie District Council (MDC) is currently reviewing the Mackenzie District Plan. This work will involve a significant amount of resource, both internally for MDC staff and a wide range of external technical experts.

The purpose of this document is to:

- Identify the skills needed to deliver.
- Identify the risks and challenges associated with procurement and how to manage them.
- Describe existing supplier engagements to the 'core team'.
- Recommend a procurement approach for additional suppliers that mitigates issues and risks and ensures progression of the District Plan Review.

### Scope of the District Plan Review

The effects of growth and development are being felt in several ways across the Mackenzie District, both positive and negative. The District Plan Review will look to understand how this growth is best managed, while ensuring the social and economic needs of each community are provided for and protected.

The Mackenzie District Plan is the community's rulebook, setting out the framework for governing the use and development of land within our district. The District Plan sets out the guidance and rules on how people can use and develop their land and whether a Resource Consent is required.

The District Plan Review will help shape how future growth in the District can occur. There are a range of complex zoning issues and other unintended effects of zoning happening across the District and the review will aim to rationalise and simplify these.

The District plan review will involve significant levels of community and stakeholder engagement throughout the process, ensuring the rules and provisions are fit for purpose and reflect the wishes of the Mackenzie Community.

It is anticipated that the District Plan Review will be completed in stages:

- |                  |  |
|------------------|--|
| <b>Stage 1:</b>  | Strategic Chapters (Plan Change 20) – intended to be notified in July 2022                                 |
| <b>Stage 2:</b>  | Spatial Plan Implementation and Light (Plan Changes 21 and 22) – intended to be notified in September 2022 |
| <b>Stage 3:</b>  | Rural, Subdivision, East Mackenzie Landscape – intended to be notified in May 2023                         |
| <b>Stage 4:</b>  | District Wide – intended to be notified in September 2023  |
| <b>Stage 5:</b>  | Special Purpose, Open Space, Recreation Zones, Designations – intended to be notified in March 2024        |
| <b>Stage 6:</b>  | Remaining Provisions – intended to be notified in July 2024  |
| <b>Decision:</b> | March 2025.  |

### Next steps

Council approvals sought:

- Retrospective approval for supplier engagements:
  - Legal – Anderson Lloyd
  - Planning – Core Planning & Property
  - Urban Design – Boffa Miskell
- Approval for extension of core team contracts for 2022/23 financial year.

- Approval of an exemption to MDC Procurement Policy to undertake non competitive procurement for the District Plan Review where contract values exceed thresholds for Direct Appointment (\$10,000) and Request for Quotations (\$50,000).
- Authorise the General Manager of Operations to:
  - Approve extensions of contracts for the core team up to \$150,000 for each financial year, within the approved District Plan Review budget.
  - Appoint new suppliers up to \$100,000 within the approved District Plan Review budget.

Once the Procurement Plan has been approved and Council approvals given for the proposed exemptions to MDC Procurement Policy the procurement of key technical specialists will proceed as planned.

# 1 Overview

## 1.1 District Plan Review

The Mackenzie District Plan (the Plan) is the community's rulebook, setting out the framework for governing the use and development of land within our district. The District Plan sets out the guidance and rules on how people can use and develop their land and whether a Resource Consent is required.

The District Plan Review will help shape how future growth in the District can occur. There are a range of complex zoning issues and other unintended effects of zoning happening across the District and the review will aim to rationalise and simplify these.

The Resource Management Act 1991 (RMA) requires all councils to start a review of their District Plan 10 years after it was made operative. The RMA requires the District Plan to sustainably manage the natural and physical resources of the District to meet the needs of current and future generations and to provide for their social, economic and cultural well-being and for their health and safety.

Council is required by law to review its District Plan every 10 years. MDC's plan is 14 years old.

A considerable amount of planning work has been undertaken to understand what is required to deliver the District Plan, and some suppliers have already been engaged by MDC to begin the review and avoid further delays.

## 1.2 Purpose of this document

The purpose of this document is to:

- Identify the roles / services MDC needs to procure resources for the District Plan Review.
- Describe existing supplier engagements and seek approval to continue these engagements through 2022/23.
- Propose how new suppliers will be procured, considering recruitment and procurement challenges experienced to date.

## 1.3 What are we buying and why (scope)

Successful delivery of the review will require specialist input from experienced suppliers across a range of disciplines and technical areas. Skills identified to date include:

- |                               |                        |
|-------------------------------|------------------------|
| • Mana whenua                 | • Ecology              |
| • Planning                    | • Natural Hazards      |
| • Legal                       | • Communications       |
| • Urban Design & Architecture | • Community Engagement |
| • Engineering                 | • Project Management   |
| • Heritage & Culture          | • Notable trees        |
| • Landscape                   | • Noise                |
| • Rural specialist            | • Hazardous substances |
| • Lighting                    | • Airports             |

MDC currently has limited internal resources, with a small team of RMA Planners who must balance the review alongside business-as-usual tasks. Many of the skills listed above are specialist in nature and there are no internal staff with suitable experience or qualifications to do the required work.

To draft and deliver the District Plan Review, MDC require suitably qualified planners to lead and support our team to develop the document and prepare supporting Section 32 reports. These planners will require experience in similar reviews, technical drafting, and peer review.

MDC will also need to appoint technical specialists, as identified above, to produce technical reports that will inform the Plan. The review will also require specialists to help facilitate and progress the review, including legal advice, community engagement, and project management.

These skills and resources do not sit within one organisation in the market, so multiple suppliers and individuals will need to be engaged to do the work. It is important to ensure all of these resources work as one team and there is clear integration across the work programme. This will be a key element of appointment of external resources.

## 2 Procurement Summary

### 2.1 Characteristics of suitable suppliers

The District Plan Review will have long last impacts for the district, serving as the community's 'rulebook', setting guidance and rules on land use and development, and shaping how future growth will occur. Achieving the best outcome is contingent on engaging the right suppliers from the outset. Rework and/or reviews, as well as appeals, will cost far more money in the long-term than ensuring the right resources for the team are procured.

Specific characteristics of suitable suppliers are those who have:

- Successful track record and experience with similar works.
- Consistency of personnel in key roles for the duration of the project.
- Ability for suppliers to commit to the programme timeline.
- Willingness to work collaboratively with MDC and other suppliers.
- Local knowledge and pre-existing relationships with MDC (in some cases).

### 2.2 Importance of price

Price is of lesser importance to the quality of suppliers. However, there is an approved budget for the District Plan Review and MDC must ensure procurement delivers value for money on behalf of ratepayers, so price remains an influential consideration.

A Target Price approach to procurement is proposed, with the available budget for each specialist area provided to potential suppliers as a guide for defining the scope of services. Suppliers can specify what they can deliver for that price, and the focus of negotiation is on the supplier who can deliver the best overall value for money.

### 2.3 Procurement market analysis

MDC's initial preference was to resource the District Plan Review via a mix of:

- Internal staff, including recruitment of a Principal Policy Planner – District Plan role.
- Professional service providers appointed via competitive open-tender process in line with MDC's Procurement Policy.

However, after advertising the Principal Policy Planner role three times with no success and market engagement to determine supplier interest and availability the following issues are evident:

- The market for suitable qualified suppliers is highly competitive at present with a large amount of central and local government work available. By comparison MDC's District Plan Review is less attractive to suppliers who are generally located outside the district and have multiple competing opportunities.
- The District Plan Review programme is ambitious with tight timeframes and a requirement for key personnel to be regularly available in-person, sometimes for extended periods, some suppliers were unable / unwilling to make the long-term commitment and ensure consistency of personnel in key roles for the length of time MDC needs.
- The programme has significant time constraints, open procurement of key roles is likely to reduce the ability to effectively deliver the programme on time and to budget. Unsuccessful

recruitment and procurement activities to date have already caused substantial delays to initiation of the review.

- The cost of an open procurement process for some roles is expected to exceed the benefits (quality and price) gained from competitive tender.

Despite these challenges, MDC has well established working relationships with potential suppliers. A successful procurement approach will ensure MDC can approach suppliers they want to appoint and agree terms that engages a team that best fits the needs of the review.

## 2.4 Procurement risks

These procurements are critically important for successful delivery of the District Plan Review and will have lasting impacts on the Mackenzie District well into the future.

It is essential MDC appoints the right suppliers who have the experience, skills, and capability to guide and lead the review. The risk of engaging the wrong partners has significant implications for delivery, long-term planning, and attainment of broader outcomes MDC are seeking to achieve.

A review of procurement risks has been considered, outlined below:

*Table 1: Key procurement risks*

Risk	Risk rating	Discussion
<b>Complex 'bundle of services to be procured'</b>	<b>H</b>	As described in Section 1.3, there is a complex bundle of services that are critical to the successful delivery of the review. Appointing the right suppliers to roles and ensuring appointment of suppliers who have a positive relationship with MDC and understanding of our requirements will be important. A mixed approach to procurement will ensure the 'best' team is engaged including direct appointment, closed tender / request for quotes, and open tender processes.
<b>Selecting an inappropriate supplier</b>	<b>M/H</b>	The selection of an inappropriate supplier(s) is likely to impact the successful delivery of the District Plan Review to the standards and expectations sought by MDC. Given the likelihood multiple suppliers will be engaged to resource the project team, and the need for suppliers to work collaboratively together to successfully deliver the requirements inappropriate appointments may also lead to time and cost overruns. The appointment process for individual roles will be tailored to meet the specific needs of the role / responsibility, and the overall programme and team requirements. Suppliers will need to meet minimum requirements to minimise this risk.
<b>Open tender process delays programme delivery with high cost to MDC</b>	<b>M</b>	There are limited suppliers in the market able to provide the wide array of skills needed for a one-organisation solution. Given the resources are likely to come from multiple suppliers, the procurement process will be complex to allow for suppliers to submit proposals to carry out one, or more, roles. The evaluation will be equally complex, attempting to differentiate between suppliers and build an overall project team based on responses that are near impossible to accurately price at this stage. This process will come at substantial time and cost to MDC and may not deliver better outcomes for the project than other procurement approaches. A mix of procurement approaches is recommended MDC so MDC has the ability to procure a team that best fits the needs of the project.

<b>Collaborative relationship does not work</b>	<b>L/M</b>	Engaging suppliers who can successfully collaborate with MDC and our other suppliers is critical to the success of the project. Existing relationships with MDC, local knowledge and understanding of the District Plan Review and related documents, and relationship management will be a key consideration for appointment of each supplier to the project team.
<b>Insufficient funding</b>	<b>L/M</b>	Funding constraints were identified as an early risk for the District Plan Review, and the project scope and procurement approach have been amended in response to these. Engagement of suppliers will be on a 'target price' approach, with MDC communicating to suppliers the available budget and suppliers providing an approach and scope of work that fits within the budget while meeting MDC's project goals and statutory requirements.
<b>Buy in from Elected Members and the ELT</b>	<b>L</b>	A lack of understanding of the District Plan Review's needs and MDC's responsibilities may lead to MDC resources not being prioritised, and dependencies between the review and other projects / strategies not being identified and addressed. Ongoing communication with Elected Members and clearly defined MDC management and resourcing will mitigate this.

### 3 Existing Supplier Engagements

#### 3.1 Background

MDC has engaged suppliers to key roles in the District Plan Review project. These have generally been direct appointments of suppliers with requisite track record, skills and experience and capacity to deliver the services.

These appointments exceed the thresholds set in MDC's Procurement Policy for direct appointment so approval of exemption to the Policy is needed. This approval has been made by Council for some roles, and retrospective approval will be sought for the remaining engagements to date.

The rationale for making these appointments is:

- Council has previously advertised the internal role of Principal Planner – District Plan three times receiving no applicants.
- The District Plan Review already has an ambitious timeline, delays of 2-3 months caused by open market procurement of suppliers will put successful delivery of the wider project at risk.
- Successful delivery of the project requires key roles to be filled with urgency, and confidence that individuals / organisations delivering these roles are available for the duration of the project.

#### 3.2 Services engaged to date

##### 3.2.1 CORE PROJECT TEAM

###### Planning – Liz White Planning

Liz White has been engaged as an external contractor to full the Principal Policy Planner – District Plan role MDC has been unsuccessful in recruiting a permanent staff member for.

Liz's current engagement is to 30 June 2022, funded out of the Salary Budget not being utilised on the internal Principal Planner's role.

*Retrospective Approval of Exemption to the Procurement Policy made at the Ordinary Council Meeting on 8 February 2022 (public excluded session).*

### Planning – Taylor Planning

Taylor Planning has been engaged as a suitable planning expert to provide independent advice having not acted for Council previously. Taylor Planning's current engagement is to 30 June 2022, funded from the District Plan Review budget on a time and cost basis up to a value of \$100,000.

*Retrospective Approval of Exemption to the Procurement Policy made at the Ordinary Council Meeting on 14 December 2021.*

### Legal – Anderson Lloyd

Anderson Lloyd's have been engaged to provide independent legal advice and representation for the District Plan Review. Michael Garbett (Partner, Dunedin) has overall responsibility for this work, other staff will also be involved under Michael's supervision. Fees will be on a time and costs basis.

*Retrospective Approval of Exemption to the Procurement Policy is sought for Anderson Lloyd's appointment.*

### Programme Management, Communications & Engagement – Rationale Ltd

Rationale was engaged in 2021 to assist MDC with:

- Developing the District Plan Review project plan and overarching objectives.
- Communication & Engagement Plan.
- Procurement of key suppliers.
- Programme management.

Rationale's current engagement is funded from the District Plan Review budget on a time and cost basis up to a value of \$125,000.

*Retrospective Approval of Exemption to the Procurement Policy made at the Ordinary Council Meeting on 19 October 2021.*

## 3.2.2 TECHNICAL SPECIALISTS

### Planning – Core Planning & Property

Core Planning & Property have been engaged as planning experts to support delivery of the rural zone, subdivision chapter, and potential new landscape controls for East Mackenzie. They have previous undertaken a wide range of resource consent processing on behalf of MDC and have strong local knowledge and relationships with stakeholders. Fees will be on a time and costs basis.

*Retrospective Approval of Exemption to the Procurement Policy is sought for Core Planning & Property's appointment.*

### Urban Design – Boffa Miskell

Boffa Miskell have been engaged to provide urban design inputs relating to the District Plan Review, having recently supported Council with the Mackenzie Spatial Plans their engagement will in-part seek to implement this work.

MDC undertook an expression of interest process for urban design inputs, with Boffa Miskell the only supplier with suitable track record and experience who was interested and available to deliver the works. Council staff sought a proposal and quote from Boffa Miskell and accepted this on 25 May 2022 with a budget of \$97,500 including fees and disbursements.

*Retrospective Approval of Exemption to the Procurement Policy is sought for Boffa Miskell's appointment.*

## 3.3 Extension of core project team engagements

The existing engagements for the core project team have enabled the review to get underway and make progress against the programme timeline. Currently these suppliers do not have confirmation of an agreement for their services beyond 30 June 2022, and MDC can end these engagements at any time. Continued involvement of these suppliers (Liz White Planning, Taylor Planning, Anderson Lloyd, and Rationale Ltd) is critical to ensure continuity of the project team to continue delivery of the review.

## Recommendation:

- Approved extension of the core team's engagements through to 30 June 2023.
- Review estimates and budgets for core team suppliers annually.
- Authorise the MDC General Manager of Operations to approve extensions of contract for these core team suppliers up to \$150,000 within a financial year within the overall District Plan Review budget.

The proposed process for continued engagement of core team suppliers is shown below:

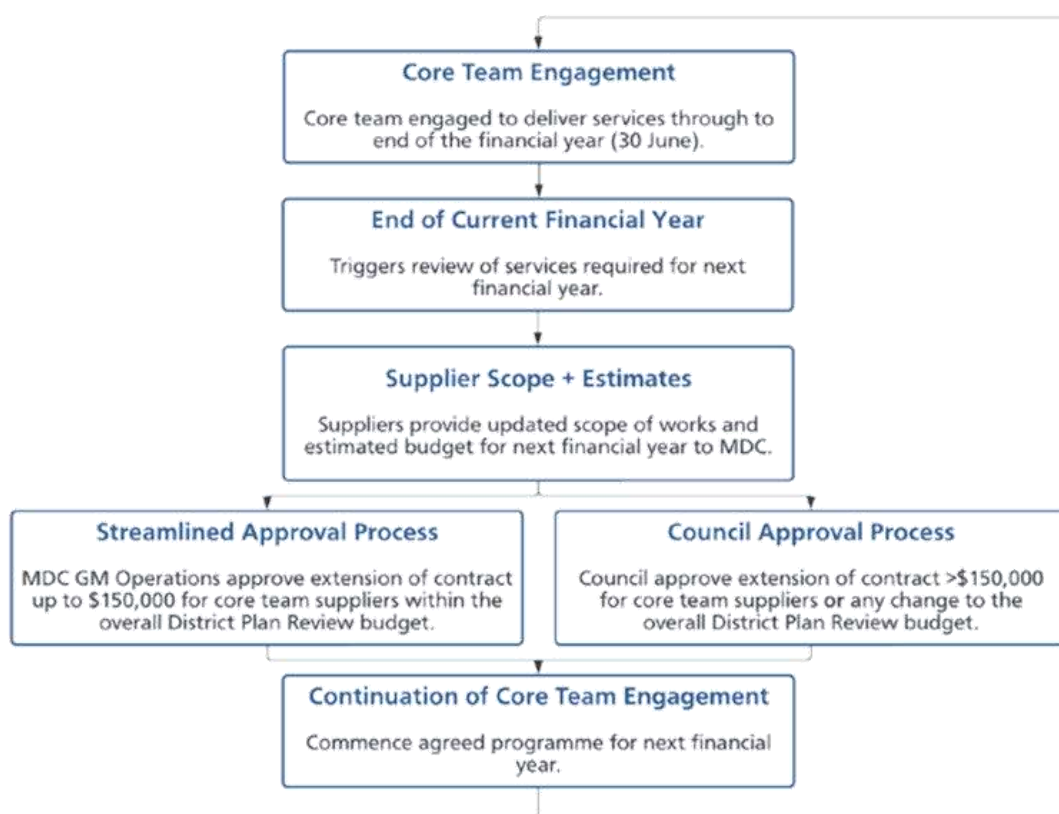


Figure 1: Proposed approval process for continued engagement of core team suppliers

## 4 Procurement Approach for Additional Suppliers

Based on Council's experience to date procuring resource for the District Plan Review, an alternate procurement approach is proposed. This approach requires an approved exemption from MDC Procurement Policy.

### 4.1 Procurement under \$100,000

Given the complex nature of the project, and the inter-related roles and responsibilities that must be resourced for the project team, MDC needs the ability to selectively appoint suppliers to key positions.

A bespoke approach to procurement is recommended (Figure 2) to identify and approach preferred suppliers to gauge their level of interest and availability to deliver the services. Interested suppliers would then be invited to submit a quote to MDC.

Where possible a Request for Quotations approach seeking responses from 2-3 suppliers is preferred, however in the case of just one (or none) interested supplier MDC may have to negotiate directly with one supplier.

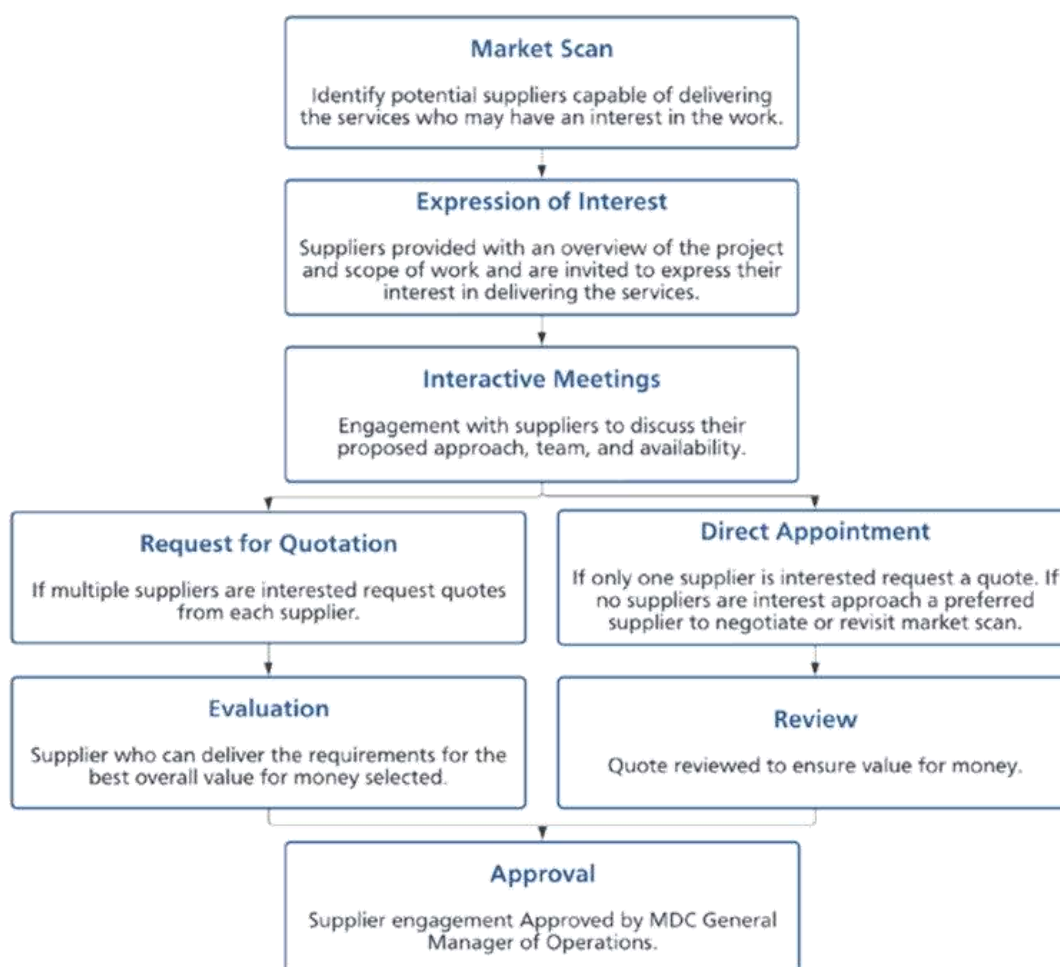


Figure 2: Proposed District Plan Review Procurement Approach (<\$100,000)

#### 4.2 Procurement over \$100,000

Procurement of a supplier that has a lump sum fee or estimate greater than \$100,000 will follow MDC's Procurement Policy of open competitive procurement using a Request for Proposal (RFP) process. Any exemption to this approach will require Council Approval at the time of engagement.

**6.7 ANNUAL REPORTING FOR ALCOHOL REGULATORY AND LICENSING AUTHORITY**

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

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** 1. Annual ARLA Report [↓](#) 

2. ARLA Survey [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

The purpose of this report is to inform the Committee of the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA).

**DISCUSSION**

Section 199 of the Sale and Supply of Alcohol Act 2012 (the Act) requires that within three months of the end of each financial year each the territorial authority must prepare and send to ARLA, a report of the proceedings and operations of its District Licensing Committees (DLC) during the year.

As per previous years, ARLA has specified the form and content required in the report.

This report is a public record for the purposes of the Act, and a copy must be made available for inspection on the Council's website for a period not less than five years. ARLA or the DLC must, on payment of any reasonable fee it has prescribed, provide a copy of each report to any person who requests one.

Attachment 1 is the statutory requirement for annual reporting by ARLA. Attachment 2 is a submission to a survey that ARLA has requested relating to the annual report with additional questions to determine trend analysis.

**CONCLUSION**

This report meets Council's statutory requirements under Section 199 of the Act.

# Mackenzie District Licensing Committee

## Annual Report to the Alcohol Regulatory and Licensing Authority

For the year 2021-2022

**Date:** 1 August 2022

**Prepared by:** Debbie Fortuin  
Environmental Compliance Manager  
Timaru District Council

### Introduction

The purpose of this report is to inform the Alcohol Regulatory and Licensing Authority (the Authority) of the general activity and operation of the Mackenzie District Licensing Committee (DLC) for the year 2021-2022

There are three DLC's operating in the South Canterbury area under a single Commissioner, this model having been adopted during the implementation of the Sale and Supply of Alcohol Act 2012 (the Act) in December of 2013. The three DLC's are that of the Timaru, Waimate and Mackenzie Districts.

This report will relate to the activities of all the DLC's in the body of the text and to the Mackenzie DLC alone in the Annual Return portion of the report at the rear of this document. This satisfies the requirements of the territorial authority set out in section 199 of the Act.

### Overview of DLC Workload

#### DLC Structure and Personnel

The table below shows the current membership of the three DLC's under the Commissioner. No changes occurred during the reporting period.

	Name	Role
<b>Commissioner</b>	Sharyn Cain	Deputy Mayor - Waimate District Council
<b>Timaru DLC Members</b>	Peter Burt	Deputy Chair, Councillor - Timaru District Council
	Stu Piddington	Councillor – Timaru District Council
	Gavin Oliver	Councillor - Timaru District Council
<b>Mackenzie DLC Members</b>	Graham Smith	Deputy Chair, Mayor - Mackenzie District Council
	Anne Munro	Councillor – Mackenzie District Council
	Murray Cox	Councillor – Mackenzie District Council
<b>Waimate DLC Members</b>	Craig Rowley	Mayor - Waimate District Council
	Sheila Paul	Councillor – Waimate District Council

Total costs for Mackenzie District Council DLC activities for the period amounted to \$31,417.00. This was made up of elected members allowances, travel costs, administration costs and solicitors fees, relating to the DLC.

In terms of Council staff delivering licensing services to the community and the DLC, there are 1.5 FTE licensing inspectors, a 0.5 FTE licensing administrator and the secretary to the three DLC's, who also manages the activity, for the 3 councils.

Of note current staffing levels are at capacity given the number of applications processed, monitoring requirements and enforcement functions they carry out across the three districts.

There were no DLC hearings during the reporting period for Mackenzie DLC.

### **Local Alcohol Policy**

The Timaru, Mackenzie and Waimate District Councils jointly prepared and developed a Local Alcohol Policy, which was came in to force on 24 March 2016.

The LAP is currently under review and undergoing the special consultative process.

### **Statistical Information**

Statistical information about the operation of the DLC for the year 2021 - 2022 is in the prescribed form and follows overleaf.

- Annual return
- Current listing of licenced premises.

There were three withdrawn manager's certificates, and one surrendered managers certificate.

# Mackenzie District Licensing Committee

## Annual Return

July 2021 – June 2022

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new	1	1	3			5
On-licence variation						
On-licence renewal		4	9	2		15
Off-licence new		2	1			3
Off-licence variation						
Off-licence renewal		2	4			6
Club licence new						
Club licence variation						
Club licence renewal			1			1
<b>Total number</b>	<b>1</b>	<b>9</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>30</b>
<b>Total fee paid to ARLA (GST incl.)</b>	<b>\$17.25</b>	<b>\$310.50</b>	<b>\$931.50</b>	<b>\$172.50</b>	<b>\$0</b>	<b>\$1,431.75</b>

Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence	1	10	22	3		
Off-licence		6	14	1		
Club licence	7		1			
<b>Total number</b>	<b>8</b>	<b>16</b>	<b>37</b>	<b>4</b>	<b>0</b>	<b>65</b>
<b>Total fee paid to ARLA (GST incl.)</b>	<b>\$138.00</b>	<b>\$552.00</b>	<b>\$1,914.75</b>	<b>\$345.00</b>		<b>\$2,949.75</b>

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	35
Managers' certificate renewal	56
<b>Total number</b>	<b>91</b>
<b>Total fee paid to ARLA (GST incl.)</b>	<b>\$2,616.25</b>

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence		3	4

Temporary Authority Applications Received	
	Number Received
Temporary authority	3

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	0
<b>Total fee paid to ARLA (GST incl.)</b>	<b>\$0</b>

<b>Total paid to ARLA</b>	<b>\$6,997.75</b>
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## Number of District Licensing Committee Meetings Held

Date	Number
July 2021	4
August 2021	2
September 2021	2
October 2021	4
November 2021	4
December 2021	3
January 2022	3
February 2022	2
March 2022	5
April 2022	3
May 2022	3
June 2022	5

# Mackenzie District Licensing Committee

## List of Licenced Premises

As at 30 June 2022

Precis	Licence Type Desc
23 Bowen Drive, Aoraki Mount Cook "Mount Cook Lodge & Motels"	On Licence
34 Talbot Road, Fairlie "Fairlie Golf Club"	Club Licence
Corner of Ostler and Wairepo Roads, Twizel "Mackenzie Country Hotel"	On Licence
3-4 Market Place, Twizel "Shawty's Cafe"	On Licence
Ohau Road, Twizel "Combined Services Club"	Club Licence
2 Benmore Place, Twizel "Poppies Cafe"	On Licence
Main Road, Lake Tekapo "Reflections Restaurant"	On Licence
6 Lakeside Drive, Lake Tekapo "Tekapo Springs"	On Licence
1 Mackenzie Drive, Twizel "Ben Ohau Golf Club"	Club Licence
Strathconan Park - 39 School Road, Fairlie "Fairlie Bowling Club"	Club Licence
Strathconan Park, School Road, Fairlie "Mackenzie Rugby Football Club"	Club Licence
State Highway 8, Lake Tekapo "The Godley Resort Hotel"	On Licence
23 Bowen Drive, Aoraki Mount Cook "Mount Cook Lodge & Motels"	Off Licence
762 Fairlie-Tekapo Road, Kimbell "Silverstream Hotel"	On Licence
762 Fairlie-Tekapo Road, Kimbell "Silverstream Hotel"	Off Licence
Mt Nething Road, Albury "Mt Nething Golf Club"	Club Licence
28 Tasman Road, Twizel "The Razza Bistro Thai & Bar"	On Licence
28 Tasman Road, Twizel "The Razza Bistro Thai & Bar"	Off Licence
Roundhill Ski Area, Lilybank Road, Lake Tekapo "Roundhill Ski Area"	On Licence
State Highway 8, Lake Tekapo "Peppers Bluewater Resort"	On Licence
Ohau Road, Twizel "Combined Services Club Twizel"	Off Licence
State Highway 80, Mount Cook "Glentanner Cafe"	Off Licence
State Highway 8, Lake Tekapo "Peppers Bluewater Resort"	Off Licence
1566 State Highway 8, Albury "Albury Inn"	Off Licence
1566 State Highway 8, Albury "Albury Inn"	On Licence
43 Main Street, Fairlie "Gladstone Hotel"	On Licence
43 Main Street, Fairlie "Gladstone Hotel"	Off Licence
13 Tasman Road, Twizel "Super Liquor Twizel"	Off Licence
13 Tasman Road, Twizel "Top Hut Sports Bar" and "65 and Dine Gastropub"	On Licence
Unit 1, Lake Tekapo Shopping Mall, State Highway 8, Lake Tekapo "Mackenzies Bar and Grill"	On Licence
2 Market Place, Twizel "Ministry of Works Bar and Eatery"	On Licence
89 Terrace Road, Aoraki Mount Cook "The Hermitage"	Off Licence
89 Terrace Road, Aoraki Mount Cook "The Hermitage"	On Licence
69 Main Street, Fairlie "Fairlie Hotel - Top Pub"	Off Licence
69 Main Street, Fairlie "Fairlie Hotel - Top Pub"	On Licence
4589 Tekapo-Twizel Road, Lake Pukaki "Lakestone Lodge"	On Licence
22 Rapuwai Lane, State Highway 8, Lake Tekapo 7999 "Tekapo Four Square"	Off Licence
State Highway 8, Lake Tekapo "Jade Palace Chinese Restaurant"	On Licence
Main Street, Fairlie 7925 "Fairlie Four Square"	Off Licence

3-12 Market Place, Twizel 7901 "Fishtail Restaurant & Bar"	On Licence
5 Motuariki Lane, Tekapo 7999 "YHA Lake Tekapo and Our Dog Friday"	On Licence
20 Market Place, Twizel "Twizel Four Square"	Off Licence
Unit 3, Lake Tekapo Village Centre, State Highway 8, Lake Tekapo "Blue Lake Eatery & Bar"	On Licence
86 Mt Cook Road, State Highway 80, Lake Pukaki "Mount Cook Lakeside Estate and Retreat"	On Licence
120 Main Road, Lake Tekapo "Ramen Tekapo"	On Licence
20 Ruataniwha Road, Twizel 7901 "The Musterer's Hut"	On Licence
Unit 3, Lake Tekapo Village Centre, State Highway 8, Lake Tekapo "Blue Lake Eatery & Bar"	Off Licence
1 Motuariki Lane, Lake Tekapo "Dark Sky Project"	On Licence
76 Main Street, Fairlie "Eat Cafe"	On Licence
Glentanner Park, State Highway 80, Mount Cook "The Tasman Delta Cafe"	On Licence
6 Allandale Road, Fairlie "Carnegies Restaurant & Bar"	On Licence
Mt Cook Airport, Mt Cook "Big Sky Stargazing"	On Licence
27 Market Place, Twizel "Four Square Mackenzie"	Off Licence
7 Motuariki Lane, Lake Tekapo "T.L.V Restaurant & Bar"	On Licence
6 Rapuwai Lane, Lake Tekapo "Kohan Restaurant"	On Licence
3-4 Market Place, Twizel "Mint Folk & Co Food and Refreshments"	On Licence

## Response ID ANON-56BN-TGT3-W

Submitted to Questions for DLC Annual Reports 2021-2022

Submitted on 2022-08-01 15:45:04

## Questions relating to the make up of your DLC

1 Please provide the name of your District Licensing Committee, and a generic email address to which general correspondence will be certain of a response.

Answer Box:

Mackenzie District Council  
LiquorAdmin@timdc.govt.nz

2 Please provide the name, email, and contact phone number of your Committee's Secretary.

Answer Box:

Debbie Fortuin  
Debbie.fortuin@timdc.govt.nz  
03-6877200

3 Please name each of your licensing inspectors and provide their email and contact phone number.

Answer Box:

Sharon Hoogenraad (Chief Licensing Inspector), Naomi Scott (licensing Inspector)  
Sharon.hoogenraad@timdc.govt.nz  
Naomi.scott@timdc.govt.nz  
03-6877200

## Questions relating to the number of licences and managers' certificates your Committee issued and refused in the 2021-2022 financial year.

4A In the 2021-2022 year, how many total applications did your committee grant for new 'on licences' and to renew existing 'on licences'?

Answer Box:

20

4B In the 2021-2022 year, how many total applications did your committee refuse for new 'on licences' and to renew existing 'on licences'?

Answer Box:

0

4C In the 2021-2022 year, how many total applications did your committee grant for new 'off licences' and to renew existing 'off licences'?

Answer Box:

9

4D In the 2021-2022 year, how many total applications did your committee refuse for new 'off licences' and to renew existing 'off licences'?

Answer Box:

0

4E In the 2021-2022 year, how many total applications did your committee grant for new 'club licences' and to renew existing 'club licences'?

Answer Box:

1

4F In the 2021-2022 year, how many total applications did your committee refuse for new 'club licences' and to renew existing 'club licences'?

Answer Box:

0

4G In the 2021-2022 year, how many managers' certificates did your Committee issue?

Answer Box:

35

4H In the 2021-2022 year, how many applications for managers' certificates did your Committee refuse?

Answer Box:

0

4I In the 2021-2022 year, how many applications for managers' certificates were withdrawn?

Answer Box:

2

4J In the 2021-2022 year, how many licence renewals did your Committee issue?

Answer Box:

15

4K In the 2021-2022 year, how many licence renewals did your Committee refuse?

Answer Box:

0

4L In the 2021-2022 year, how many managers' certificate renewals did your Committee issue?

Answer Box:

56

4M In the 2021-2022 year, how many managers' certificate renewals did your Committee refuse?

Answer Box:

0

4N As at 30 June 2022 what is the total number of On-Licences (new and existing) in your licensing district?

Answer Box:

33

4O As at 30 June 2022 what is the total number of Off-Licences (new and existing) in your licensing district?

Answer Box:

15

4P As at 30 June 2022 what is the total number of Club-Licences (new and existing) in your licensing district?

Answer Box:

6

#### Questions relating to DLC Operations & Experiences in 2021-2022

5 Please comment on any changes or trends in the Committee's workload in 2021-2022.

Answer Box:

There has been a reduction of around 50% in special license applications which would be as a result of Covid restrictions.

6 Please comment on any new initiatives the Committee has developed/adopted in 2021-2022.

Answer Box:

n/a

7A Has your Committee developed a Local Alcohol Policy?

Yes

7B If the answer is yes, what stage is your Local Alcohol Policy at?

Not Applicable

8 If the answer to 7A is Yes, what effect do you consider your Local Alcohol Policy is having?

Answer Box:

Effective in providing consistency in decision making and limiting and reducing alcohol harm.

9 If the answer to 7B is 'in force', is your Local Alcohol Policy due for review?

Yes

10 If the answer to 9 is Yes, has such a review been undertaken?

Yes

If yes, with what result?:

Currently under review, still going through the pre-consultation process.

11 Please comment on the manner in which the COVID-19 pandemic has impacted DLC operations.

Answer Box:

Statutory deadlines have not been able to have been met in some instances where reporting from Police and Medical Officer of Health have been delayed due to covid responses.

12 Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its objectives. Note: the objectives of the Sale and Supply of Alcohol Act 2012 are that: a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Answer Box:

Meets objective in conjunction with our joint LAP which compliments the legislation for local conditions as it has some stricter restrictions as compared with the act.

13 To what extent, if any, do you consider that achievement of the objectives of the Act may have been affected by the COVID-19 pandemic?

Answer Box:

During lockdown, the object of the Act was compromised due to lack of restrictions on remote selling and deliveries. Tri-agencies have not been able to monitor premises and events to the same extent as they would've in the pre-covid environment.

14 What changes or trends in licensing have you seen since the Act came into force?

Answer Box:

None Noted

15 What changes to practices and procedures under the Act would you find beneficial?

Answer Box:

Current practices and procedures are being assessed as part of the LAP review. Stricter controls for remote sales and off licences.

Last Step

**6.8 PARKS AND AMENITIES STRATEGY ADOPTION**

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

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** 1. Parks and Amenities Strategy 2022 (under separate cover) 

**PURPOSE OF REPORT**

To adopt the Mackenzie District Council Parks and Amenities Strategy.

**STAFF RECOMMENDATIONS**

1. That the report on the Mackenzie District Council Parks and Amenities Strategy 2022 be received.
2. That the Mackenzie District Council Parks and Amenities Strategy 2022 be adopted

**BACKGROUND**

Following community feedback, Council workshop discussion and consideration and approval by the Engineering and Services Committee, the Parks and Amenities Strategy is now ready for adoption by the Council.

The Strategy is provided as Attachment 1.

The strategy provides long term guidance for Council's development and delivery of parks, trails, playgrounds and public toilets.

**POLICY STATUS**

NIL

**SIGNIFICANCE OF DECISION**

The adoption of the strategy provides a guiding document for management and future decision making, however all significant funding decisions will be subject to Annual Plan and Long Term Plan decision making processes.

**OPTIONS**

- (a) That the strategy as presented be adopted
- (b) That the strategy be returned to staff for further amendment

**CONSIDERATIONS**

**Legal**

Nil

**Financial**

Nil

**Other**

Nil

**CONCLUSION**

The Strategy has now been through a thorough process of development including community engagement, Council workshop discussion and Committee consideration, with minor updates/corrections now completed and is now ready for adoption.

**6.9 FAIRLIE DOG PARK DEVELOPMENT FUNDING**

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

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** Nil

**PURPOSE OF REPORT**

To consider a request for part funding of the development of the Fairlie Dog Park from the Land Subdivision Reserve Fund.

**STAFF RECOMMENDATIONS**

1. That the report on the Fairlie Dog Park development funding be received.
2. That funding of \$20,000 from the Land Subdivision Reserve Fund as part funding for the establishment of the Fairlie Dog Park be approved subject to the outcome of the reserve review.

**BACKGROUND**

The Fairlie Community Board has identified the development of a dog park as a priority project and has been working on achieving this for several years.

A site adjacent to the picnic area by the Allandale Bridge has been identified.

A budget of \$30,000 from the Township Budget was approved by the Community Board to get a basic dog park established which included leveling of the site, fencing and gates, water supply and drinking fountain, rubbish/doggy do bin and seat.

The intention was to then seek additional community funding of additional development such as agility items, landscaping and additional furniture.

Unfortunately, the cost of the fencing and gates was considerably more than expected at \$28,000 for this component alone.

Rather than exhausting the majority of the Fairlie Township budget for 2022/23, additional Council funding of \$20,000 is requested from the Land Subdivision Reserve Fund to assist in completing the Dog Park to a basic standard.

This will enable the Community Board to consider other township improvement projects in 2022/22 which potentially include:

- Fairlie Village Green playground shade shelters and seating
- Town centre median area upgrade

This request has been considered and approved by the Engineering and Services Committee at its meeting on the 9<sup>th</sup> August 2022, and this now requires approval of Council.

**POLICY STATUS**

Policy on the use of the Land Subdivision Fund is not that clear and it is currently under review with research being undertaken into the source of revenue and expenditure over recent years.

However, deferring any decisions on use of this fund will delay legitimate reserve developments from proceeding for the foreseeable future. Given that the fund has a projected balance of over \$5million dollars at 30 June 2022, and advice from the planning department indicates that income from the Fairlie area is likely to be in excess of \$300,000, in recent years, the allocation of \$20,000 towards this project is considered a reasonable use of the fund.

As the review project is taking some time, there is some need to continue to progress funding for parks development projects prior to this matter being resolved.

**SIGNIFICANCE OF DECISION**

The decision is not considered significant.

**OPTIONS**

- (a) Approve the allocation of funds as proposed
- (b) Decline the allocation of funds
- (c) Identify another source of funding for the project.

**CONSIDERATIONS****Legal**

NIL

**Financial**

There is a total of approximately \$5m available in the Land Subdivision Reserve Fund and while the exact amount received in the Fairlie area is unknown, it is estimated to be in excess of \$300,000 and there has been no allocation of Funds to Fairlie projects for the last two years at least.

While it would be ideal to be considering all such requests for Reserve Funds through the LTP or AP process, our planning processes are not yet developed to that level of capability.

**CONCLUSION**

The use of the Land subdivision Reserve Fund is considered appropriate use of this fund

**6.10 FAIRLIE POOL PLANT UPGRADE - PROCUREMENT POLICY EXEMPTION**

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

**Authoriser:** David Adamson, General Manager Operations - Acting

**Attachments:** Nil

**PURPOSE OF REPORT**

To approve an exemption to the Procurement Policy for a variation to the pool heating contract, to enable the budgeted upgrade of the Fairlie Pool plant to be undertaken with the heating upgrade project, prior to the commencement of the 2022/23 summer season

The Engineering and Services Committee has considered this matter and recommends approval to Council.

**STAFF RECOMMENDATIONS**

1. That the report on the Fairlie Pool Plant upgrade Procurement Policy exemption be received.
2. That the Council approves an exemption to Councils Procurement Policy for a variation to the Pool Heating Contract 1299 to the value of \$99,368 for the renewal and upgrade of the Fairlie Pool filtration and pumping systems.

**BACKGROUND**

A contract has been awarded to Ian Coombes Limited for the installation of the heat pumps at Fairlie and Twizel, plus a contract with Netcon via Alpine Energy for the upgrade of the power supply infrastructure at Twizel.

This work will be completed over the winter months, ready for the 2022/23 season. The power infrastructure upgrade by Alpine Energy has been completed in July.

The renewal and upgrade of the Fairlie Pool Plant including filtration, pumps and pipework has been budgeted for in 2022/23. To enable this work to be completed prior to the opening of pool for this summer season, a variation to the pool heating contract was issued to Coombes Limited. The value of this variation is \$99,368, therefore post approval of an exemption to Council's procurement policy is requested. The reasons for the exemption include:

- Avoid additional design, specification and procurement costs that would be associated with going to separate tender for this work (estimated at \$10,000)
- Avoid the time delay that a separate tender would entail. This would have resulted in the following outcomes:
  - The work would not have been able to be undertaken until after the completion of the 22/23 season.

- Therefore, the benefits of improved filtration and circulation rates, leading to higher water quality would not have been realised for another year.
- The current pumps are considered past their useful life and pose a high risk of failure, which would lead to pool closures, and additional repair costs
- There are potential efficiencies from having both the pool heating upgrade and plant upgrade completed at the same time, by the same company
- Coombes Limited are one of only a few specialist companies able to undertake this work, therefore there is a high probability that they would have been awarded the contract if we had tendered the project
- There are advantages in having one contractor responsible for all the pools water heating and treatment systems and plant in the event of any issues arising.

Please note that the above works are stage 1 of planned renewal and upgrade works. Stage 2 involves the replacement of the main pool sparge pipe, which is less urgent and will be undertaken next year.

This year we will also be installing a removable stepped ramp and replacing the pool covers.

#### **POLICY STATUS**

The Procurement Policy requires projects over \$50,000 to go through an open and competitive RFx process.

#### **SIGNIFICANCE OF DECISION**

The decision is not considered significant

#### **OPTIONS**

- (a) Approve an exemption to the procurement policy as proposed

#### **CONSIDERATIONS**

##### **Legal**

NIL

##### **Financial**

The project is part of an approved budget in the Annual Plan

#### **CONCLUSION**

It was considered urgent to proceed with this variation to the heating contract enable the plant and equipment to be ordered to ensure it was available and installed prior to the start of the 2022/23 season to assist in ensuring the reliable operation of the pool (and work towards achieving compliance with water quality standards).

It was also considered the most cost effective approach compared with the costs that would be incurred in following the requirements of the Procurement Policy.

**6.11 FAIRLIE MEMORIAL CEMETARY WALL - FUNDING REQUEST**

**Author:** Angela Oosthuizen, Chief Executive

**Authoriser:** Angela Oosthuizen, Chief Executive

**Attachments:** 1. Funding request from the Mackenzie Wall Working Group [↓](#) 

**PURPOSE OF REPORT**

To consider a request for part funding of the development of the Fairlie Memorial Wall and Map lectern at the Fairlie cemetery from the Land Subdivision Reserve Fund.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council approve the funding request of \$22,000 and consider whether it should be funded from the Enid Hutt Beautifying Reserve to fund the Fairlie Memorial Cemetery Wall.

**BACKGROUND**

The Fairlie Community Board has identified of the Fairlie Memorial Wall and Map lectern at the Fairlie cemetery from the Land Subdivision Reserve Fund.

**Purpose of the Mackenzie Memorial Wall**

The memorial Wall is to enable families to have a plaque engraved in remembrance of their loved one who chose to have their ashes spread at a place special to them. The project has been supported by the Fairlie Community Board.

**Proposed Site**

The Wall is planned to be constructed in the centre of the area shared with the RSA and cremation plots. The attached document provides an overview of the construction materials.

The Mackenzie Memorial working group have been granted a resource consent to establish the memorial wall in the Fairlie Cemetery and the groups are awaiting the outcome of a building consent application.

**FINANCIAL CONSIDERATIONS**

The Mackenzie Memorial working group have proposed a budget of \$50,823 and have applied for funding totalling \$28,823. They have requested funding from Council totalling \$ 22,000.

**POLICY STATUS**

Policy on the use of the Land Subdivision Fund is not that clear.

However, deferring any decisions on use of this fund will delay legitimate reserve developments from proceeding for the foreseeable future.

**Balance in the fund as at 30 June 2021:**

	Income	Expenditure	Balance
Reserve Contributions - Fairlie	291,574.22	152,299.85	139,274.37

In regards funding for the Fairlie Cemetery wall there are a couple of other options:

- Enid Hutt Fairlie Beautifying Reserve - \$30,601  
This special reserve is to fund expenditure in the Fairlie township
- Fairlie Township – currently showing a deficit balance of (\$11,203)

**SIGNIFICANCE OF DECISION**

The decision is not considered significant.

**OPTIONS**

- (a) Agree which fund should be used
- (b) Approve the allocation of funds as proposed
- (c) Decline the allocation of funds

**CONSIDERATIONS****Legal**

NIL

**CONCLUSION**

As the project is well supported it is recommended that \$22,000 should be funded but the use of which fund should be at the discretion of the Council.

Mackenzie Memorial Wall Working Group

C/- Frances Edge

School Road

Fairlie 7925

To: The Mayor of the Mackenzie District  
The CEO of the Mackenzie District Council

Dear Graham and Angela

We write to ask your advice on what would be the best process for us to seek funding from the Mackenzie District for the Memorial Wall Project.

We attach a proposed budget which we submitted to the Trust of Mid South Canterbury with our recent application.

Also you find attached quotes from the various suppliers.

Please note that on the quote from L and L, we require for our building consent, an additional structural engineer report to provide details of panel reinforcing required by the Mackenzie District Council Building Consent department.

Your sincerely

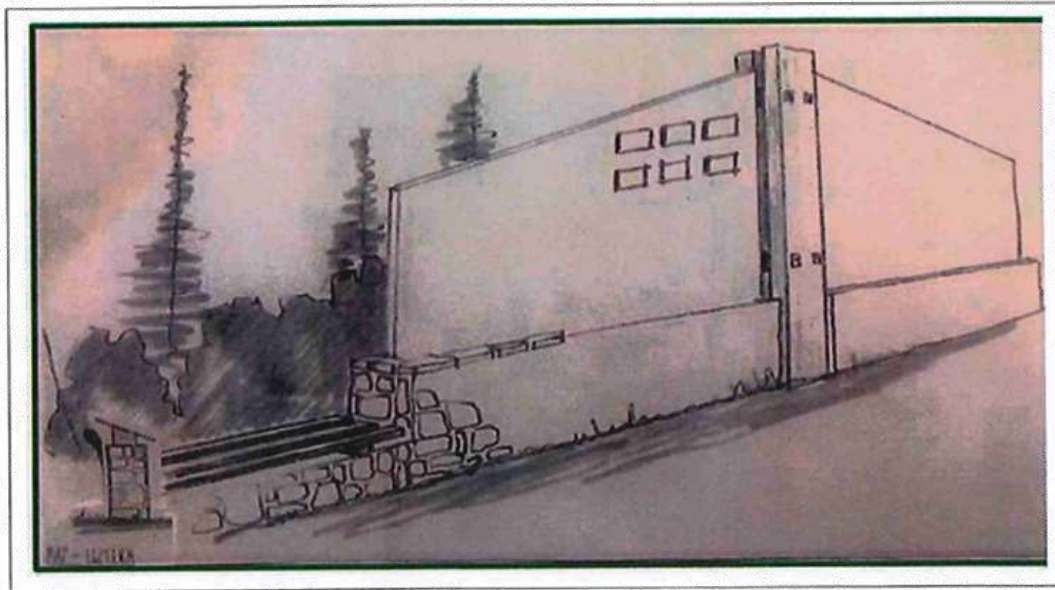


Francie Edge

Mackenzie Memorial Wall Working Group

Project -

## **MacKENZIE MEMORIAL WALL** **FOR FAIRLIE CEMETERY**



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

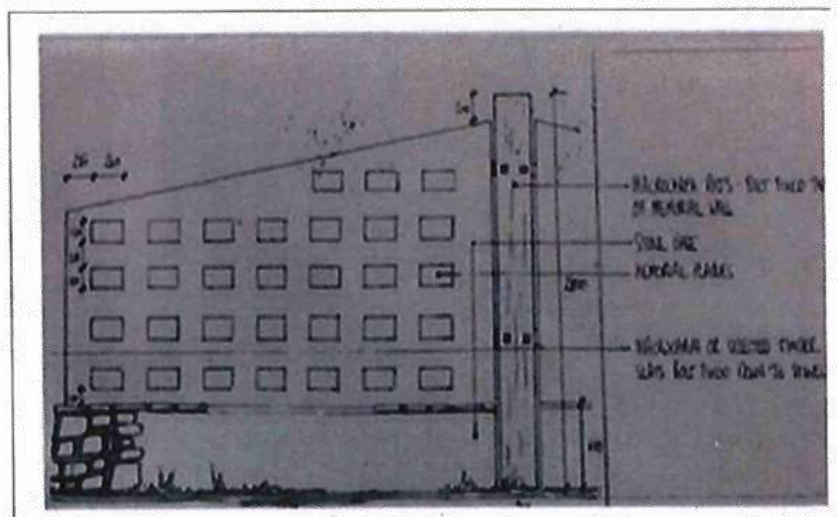
Site - The Mackenzie District Council have approved the Wall can be constructed in the centre of the area shared with the RSA and Cremation plots.

*Photo of site .....*



Construction -

Riverstone foundation.  
Precast concrete wall.  
Macrocarpa slates.  
Polished granite plaques.  
Extension with seat.  
Lectern with bronze map of Mackenzie District.



Consents -**Resource Consent –**

Mackenzie District Council have approved the Memorial Wall Working Party's application for Resource Consent to establish the Memorial Wall in the Fairlie Cemetery. (Discretionary – RM 220068, 14 June 2022)

**Building Consent-**

Application has been made for Building Consent to the Mackenzie District Council, and the Working Party are awaiting approval for this application.

Project Costings –**TOTAL COST OF MEMORIAL WALL PROJECT \$50,823.45****Funding received.**

Fairlie Community Market Donation	\$ 5,000
-----------------------------------	----------

**Funding applications:**

Mackenzie District Council -	\$22,000.00
Mid South Canterbury Community Trust	\$20,000.00
Fairlie Lions Club	\$ 2,000.00
Fairlie Masonic Lodge	\$ 1,823.00
<b><u>TOTAL</u></b>	<b><u>\$50,823.45</u></b>

**Project Cost:**

L&L CONSTRUCTION	\$28,955.30
AORANGI MONUMENTAL MASONS	\$ 5,895.65
BRONZE PLAQUES NZ	\$ 3,325 .00
WHITESTONE CONTRACTING CO	\$12,647.50
<b><u>TOTAL</u></b>	<b><u>\$50,823.45</u></b>

## Budget for the Mackenzie Memorial Wall in the Fairlie Cemetery

GST Exclusive

Project Cost		Projected Income	
L and L - Construction of the wall	28995.30	Mackenzie District Council	22000.00
Aorangi Monumental Masons	5895.65	Trust of Mid South Cant	20000.00
Plaque – Map of Mackenzie	3325.00	Fairlie Lions	2000.00
Whitestone Cont	12647.50	Masonic Lodge	1823.00
		Fundraising thus far	5000.00
<b>Total</b>	<b>50823.45</b>		<b>50823.45</b>

Heartlands Fairlie

67 Main Street

Fairlie 7925

Cell: 027 285 8824

Re: The Mackenzie Memorial Wall in the Fairlie Cemetery

I write this as the manager of Heartlands Fairlie, with a good knowledge of this Fairlie Community and the people who love this town and Mackenzie District as I do.

This proposed Memorial Wall touches my heart as it does the hearts of many residents, because we know that at last there will be a place to remember those we love who were buried or ashes scattered elsewhere. In this world filled with so much uncertainty and anguish, what a wonderful opportunity to give something positive to the people of the Mackenzie.

This project has my full support and that of the organisation, the Mackenzie Community Enhancement Board, which is pleased to umbrella this application.



Anne Thomson

Manager Heartlands Fairlie

**Damon Smith**  
**Chair of the Fairlie Community Board**  
**Mackenzie District Council**  
**Fairlie**

**Cell: 021 0654 062**

**11 July 2022**

To whom it may concern

On behalf of the Fairlie Community Board I write in support of the proposed Memorial Wall in the Fairlie Cemetery.

We see this as a positive step in that it will allow those who have association with the Mackenzie to be remembered on this wall.

I think that presenting the plans to the community in the community newspaper enabled people to feel part of this project. I have had numerous discussions about the wall with a number of residents, and the feed back has all been positive.

Our previous chairperson, Les Blacklock, awakened this brilliant idea with the Board, so we are not only pleased to support the build of the wall for use by the Mackenzie Community but also because the first plaque on the wall will be in memory of Les, who died suddenly 2<sup>nd</sup> December last year.

So it gives me the utmost pleasure to voice the support of the Fairlie Community Board, in the build of the Mackenzie Memorial Wall in the Fairlie Cemetery.



Damon Smith

Chairperson

Fairlie Community Board



The Lakes Construction Company Ltd  
Trading As

**L & L CONSTRUCTION**  
60 Oldfields Road,  
RD 17, Fairlie.  
Post Code:7987

Phone: 027 233 0002  
Mobile: 0274 598 341

Email: [lakesconstruction@xtra.co.nz](mailto:lakesconstruction@xtra.co.nz)

12<sup>th</sup> July 2022

Francie Edge  
School Rd  
Fairlie

Dear Francie,

We are pleased to provide you with a quote for the proposed Memorial Wall and Map Lectern, at the Fairlie Cemetery.

We have allowed for:

1. Excavation and removal of soil,  
The foundation for the panels and stone would be 1.0 deep and 600mm wide and 300mm deep and 600mm wide for the seat.
  2. Two concrete precast panels, 3.6m wide x 3.6m High and 150mm thick all reinforced, lifting eyes, temporary propping and crane truck into position.
  3. All concrete and reinforcing to fix panels in place and provide foundations for stone work.
  4. Two macrocarpa posts 250mm wide, 100mm thick and 2.8m long.  
Oiled finished and brackets and bolts to hold into place.
  5. Riverstone work around both panels and seat area.
  6. Hardwood timber slats fixed to stone 2.0m long and 600mm wide.
  7. Concrete and stone to build a 600mm x 600mm Lectern
- \* No allowance for Map

Our Quote is \$26955.30 + G.S.T

**And a provisional estimate of \$2000.00 + G.S.T for a designer and structural engineer to provide details of panel reinforcing and lifting information required by Mackenzie District Council.**

Total \$28955.30 + G.S.T

Thank you for the opportunity in letting us quote this project for you, any questions please contact us.

Yours faithfully,

Richard Herlund.

Jim Wilson <jim@aoraki.kiwi.nz>

7/2/2022 16:20

## Memorial Wall Plaques

To w.f.edge@xtra.co.nz <w.f.edge@xtra.co.nz>

Hi Francie,

Thank you for your enquiry on the memorial wall.

Our price to supply and fit 35 x 300x180 black granite polished edge plaques would be \$6780.00 including GST.

Please feel free to give me a call about any queries



\$5895.65

Kind regards

Jim Wilson (021) 251 2309



160 Mountain View Road, Timaru | PO Box 4091, Highfield, Timaru 7942 | p 03 686 2148 f 03 686 2149

- image001.png (36 KB)

<https://webmail.xtra.co.nz/appsuite/#!/app=io.ox/mail&folder=default0/INBOX>

15/07/22, 10:09 AM  
Page 1 of 1



**BRONZE  
PLAQUES NZ LTD**

Agent & Supplier to Veterans' Affairs NZ

(07) 869 0325

info@pmthames.co.nz

805-807 Pollen Street, Thames



## Quote

Invoice No.: BP1718  
Date: 13/07/2022  
GST Reg. 119511372

### Bill To:

Fairlie Memorial Wall Working Group  
Fairlie

Your Order No: Fairlie Memorial

DESCRIPTION	AMOUNT
To supply 700x600 bronze plaque with wording and map artwork as required	\$3,823.75
	\$3,325.00

Freight:	\$0.00
GST:	\$498.75
Total Inc GST:	\$3,823.75
Amount Applied:	\$0.00
<b>Balance Due:</b>	<b>\$3,823.75</b>

### BANK DEPOSIT VIA INTERNET BANKING

Name: **Bronze Plaques NZ Ltd**  
Bank A/C No. **03-0458-0005313-00**  
Reference No. **Use Invoice number or Name**

This account becomes due for payment when received.

Chris, Lynne and the Team thank you for your custom.

**OFFICIAL QUOTATION - No**

Date:	11th July 2022
Quote Prepared By:	Carey Edmonston
Client Name:	Memorial Wall Working Group
Client Address:	C/- Francie Edge 33 School Road Fairlie
Client Phone:	03 685 8226
Email:	w.f.edge@xtra.co.nz
Client Debtor No:	
Location of Work to be Done:	Fairlie Cemetery

**Description:****Amount:**

Fairlie Cemetery Memorial Wall	
Construct 22m long & 1.5m wide pathway in front of proposed memorial wall	\$ 9,447.50
Excavate to hard surface, backfill with 100mm AP 20 gravel compacted	
Install 100mm x 25mm timber edging.	
Supply & Lay 400mmx400mm concrete pavers on sand base	
Landscaping:	\$ 3,200.00
Landscaping and planting around memorial wall	
Allowance for 10 Rhododendrons at back of wall low growing plantings at front.	
Allowance for fertiliser tabs, rabbit proof sleeves	
Quote valid for 2 months from date of issue (as per terms of trade)	
Sub Total	\$12,647.50
Note: GST subject to change GST @ 15.0%	\$1,897.13
Total	\$14,544.63

Head Office  
Stage Highway One  
Fairlie  
P O Box 108  
Fairlie  
Phone (03) 433 0240

Dunedin Depot  
377C Kaikorai Valley Rd  
Dunedin  
Phone (027) 347 3155

Alexandra Depot  
28 Eclipse Street  
Alexandra 9320  
Phone (03) 448 8239

Fairlie Depot  
Allandale Road  
P O Box 24  
Fairlie 7949  
Phone (03) 685 9023  
Fax (03) 685 8506

Cromwell Office  
28 - 30 Ree Crescent  
P O Box 424  
Cromwell 9342  
Phone (03) 445 1733

**6.12 REQUEST FOR FUNDING - TEKAPO COMMUNITY BOARD AND MACKENZIE COUNTY SCHOLARSHIP TRUST**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:** Angela Oosthuizen, Chief Executive

**Attachments:** 1. Application from Mackenzie County Scholarship Trust to Tekapo Community Board [↓](#) 

**PURPOSE OF REPORT**

The purpose of this report is to seek Council approval to reimburse the Tekapo Community Board's grants fund the amount of \$1,000 from Council's discretionary grants budget.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council instructs staff to reimburse the Tekapo Community Board grants fund the amount of \$1,000, from the council's discretionary grants fund, in recognition of a grant the community board has made to the Mackenzie County Scholarship Trust.

**BACKGROUND**

On August 5 the Tekapo Community Board considered a grant application from the Mackenzie County Scholarship Trust in the amount of \$1,000. This application is attached.

The discussion at the meeting included the following matters:

Both the chairman of the community board and Cr Murphy declared conflicts of interest, as they are both members of the trust. Both spoke in support of the application but did not vote.

The community board heard that, due to dropping interest rates, the Trust was no longer able to provide its annual scholarships from the interest earned on the amount invested. The Trust therefore needed external support to continue with the scholarship.

The community board believed the trust was a district-wide initiative that provided a district-wide benefit, and therefore Council was more suited to provide financial support.

The community board agreed to approve the grant from the Tekapo grant fund, and then request reimbursement from council's discretionary grants fund.

The following resolution was carried:

**Moved: Member Chris Scrase**

**Seconded: Member Carol Simcox**

That a grant of \$1,000 be approved in response to an application from the Mackenzie County Scholarship Trust towards a scholarship for a Mackenzie student, and that the Tekapo Community Board requests that Council reimburses the grant from council funds.

**CARRIED**

**POLICY STATUS**

The request is unusual but fits within the requirements of the council's Grants Policy.

**OPTIONS**

Option 1: Refuse reimbursement. The Tekapo Community Board would support the trust with \$1,000.

Option 2: Agree to reimbursement. Council would effectively support the trust.

Option 3: Agree to partial reimbursement. Council might want to consider providing a portion of the grant, such as half the amount, with the community board providing the rest.

**CONSIDERATIONS****Legal**

There are no legal considerations.

**Financial**

The current balance of council's discretionary grants fund is \$25,000.00.

The current balance of the Tekapo Community Board's grants fund is \$3,133.00.

The Mackenzie County Scholarship Trust currently holds \$98,556.00.

**CONCLUSION**

The staff recommendation is that Council recognises the district-wide benefit of the scholarships provided by the Mackenzie County Scholarship Trust, and reimburses the Tekapo Community Board.



# Mackenzie

DISTRICT COUNCIL

## Community Board Grant Application Form

### A. Details

Name of organisation:	Mackenzie County Scholarship Trust Board
Contact person:	Annette Stanley
Postal address:	41- [REDACTED] Street, Fairlie
Email address:	[REDACTED]
Telephone:	[REDACTED]

### B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

### C. Organisation Details

1. How many people belong to your organisation?	5
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Charitable Trust
3. How long has your organisation existed?	17-09-1993
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	No


# D. Grant Details

1. How much money are you applying for?	\$ 1000.00											
2. What is this money going to be used for? (Briefly explain):												
<p>This money will be used to provide part of a Scholarship to a student from the Mackenzie District for expenses in their first year of tertiary studies.</p> <p>The Mackenzie County Scholarship Trust Board has in the past provided three \$2000 Scholarships for this purpose from the interest generated from investment. As the interest no longer is sufficient to enable this we are seeking grants to assist us to continue to do so.</p>												
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$ 1000 -										
	Other funders:	\$ 4000 -										
	Your contribution:	\$ 1000 -										
	Total:	\$ 6000 -										
3. When will this project happen? Interviews for applicants are in November. Scholarships are paid in 2023												
4. Have you applied for other sources of funding? Briefly explain.												
<p>We have advertised in the Fairlie Accessible and Twizel Update and are contacting local businesses for support.</p>												

**F. Declaration**

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Annette Stanley		
Position in Organisation / Title:	Trustee		
Signature:		Date:	12-07-22

**G. Checklist**

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Trust Deed
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

**G. For more information**

Arlene Goss  
Mackenzie District Council  
PO Box 52, Fairlie 7949  
  
Phone 03 685 9010 ext 915  
or  
[Arlene.Goss@mackenzie.govt.nz](mailto:Arlene.Goss@mackenzie.govt.nz)

MACKENZIE COUNTY SCHOLARSHIP TRUST BOARD

CC44592

Receipts and Payments Account For Year Ended 31st March 2022

<u>Receipts</u>		
Balance at 1/4/2021	MDC	\$86,774.61
	Westpac	<u>\$5,495.77</u>
		\$92,270.38
Sponsorship from Mack Country Real Estate		\$4,000.00
Top Up from MDC		<u>\$1,000.00</u>
		\$97,270.38
Plus interest due July 2 20/07/2021		\$869.22
Plus interest rec'd 31/03/22 -		<u>\$415.57</u>
(10% to Capital A/c - \$128.48)		\$1,284.79
Bank interest received April '21 to March '22		\$1.35
		-----
		\$98,556.52
		=====

<u>Payments</u>		
Scholarships	Presented Post April 2021	\$3,000.00
	Paid 1/9/2021	\$3,000.00
	Paid 24/03/22	\$3,000.00
<b>Balance at 31/03/2022</b>		
Westpac		\$2,653.43
MDC - Capital Fund		<u>\$86,903.09</u>
(\$86,774.61 + \$128.48 Capital)		\$89,556.52
		-----
		\$98,556.52
		=====

*Reviewed and Found  
Correct.  
J. H. Hurst  
15.6.22.*

**6.13 ADOPTION OF TE MANAHUNA KI UTA (DESTINATION MACKENZIE)**

**Author:** Angela Oosthuizen, Chief Executive

**Authoriser:**

**Attachments:**

1. Web Version of Te Manahuna Ki Uta (under separate cover) 
2. Report - Adoption of Te Manahuna Ki Uta Destination Management Plan [!\[\]\(2d4e8336c3a06ac9f0995cb9c0905422\_img.jpg\)](#) 

**PURPOSE OF REPORT**

To request Council to adopt the Te Manahuna Ki Uta Destination Management Plan.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council adopts the Te Manahuna Ki Uta (Mackenzie Destination Management Plan) for public release.
3. That Council thanks all the participating central government agencies, local stakeholders and Runanga for their collaboration on this project.
4. That Council approves the Project Establishment Report from Rationale
5. That Council notes it is intending to submit an application for funding for various projects identified in the Destination Management Plan from the Better Off Funding.

**REPORT IS ATTACHED**

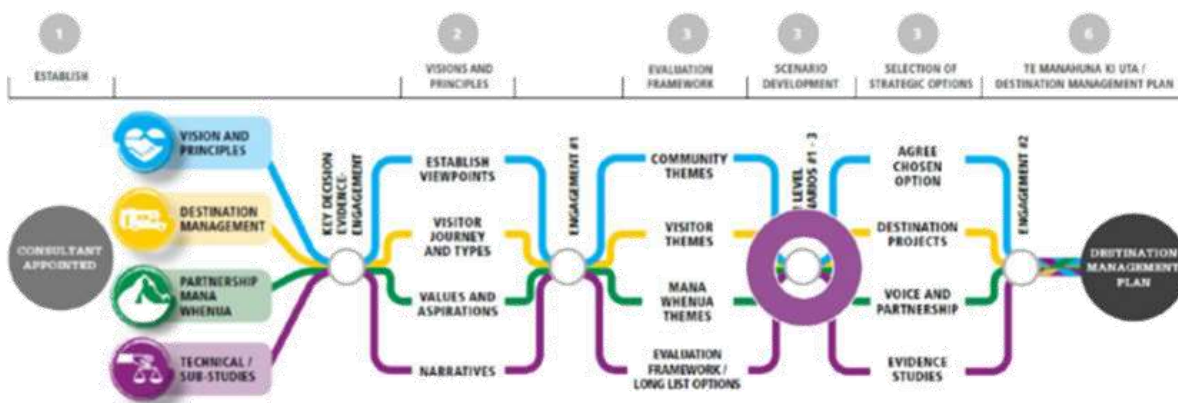
## TE MANAHUNA KI UTA (MACKENZIE DESTINATION MANGEMENT PLAN)

### BACKGROUND

#### Te Manahuna Ki Uta

Council commenced with the Destination Management Plan project when Council received \$711,000 from the Provincial Growth Fund to compile a Destination management plan.

BECA were appointed as the project manager to help lead Council through the project and devised a bold methodology to develop a 100-year vision for Te Manahuna/ Mackenzie district.



## PROJECT OVERVIEW

### Purpose of the project

The purpose of Te Manahuna Ki Uta/Destination Mackenzie Project (TMKU) was to develop a long-term strategic Destination Management Plan for the Te Manahuna/ Mackenzie District as part of a wider tourism journey that includes Aoraki/Mt Cook National Park, the upper Waitaki Valley and the Lindis Pass. The long-term goal is to achieve a vibrant, dynamic, and sustainable future: one that speaks to visitors and our community - manawhenua, locals, farmers, adventure seekers, artists and conservationists.

Te Manahuna Ki Uta sets out an ambitious 100-year project. Tourism has always been a key contributor to Te Manahuna's prosperity and wellbeing. It supports jobs and businesses, provides infrastructure for communities and visitors to enjoy, generates investment and promotes regional growth and wellbeing.

By 2019 tourism growth in the Mackenzie region was stronger than for New Zealand overall, but the benefits were not keeping pace with growing impacts on the environment and our communities. COVID-19 provided us with a chance to pause and reimagine our visitor economy and identify strategies that will enable us to shape it into the one we want. TMKU looks to the future. It is focused on developing strategies for Te Manahuna to achieve sustainable growth and protect our precious environment while also creating exceptional visitor experiences. We want our community to welcome visitors, but this requires ensuring the community has a say in how they would like to see tourism grow and develop.

## Collaboration

TMKU has been borne out of extensive consultation across mana whenua, government, industry, and community. It recognises the need for a far stronger collaborative approach going forward. It is a strategy that brings all stakeholders together to ensure ongoing, sustainable success.



## New Tourism Pathway

TMKU also provides us with a pathway to adapt to changing consumer and community expectations and build a new tourism future. It presents an opportunity to explore new ideas and markets and enhance our international destination competitiveness.

TMKU sets out a carefully considered and debated vision and set of principles to act as compass bearings for the future. It proposes a range of short, medium, and longer-term projects that are required to support the sector's recovery and to achieve sustainable growth going forward. It also recommends a range of overarching mana whenua, infrastructure and environmental initiatives that are largely longer-term

initiatives that address pre-existing challenges, opportunities, structural trends, and community expectations. There will ensure Te Manahuna's visitor economy rebuilds sustainably to ensure it is competitive, vibrant, resilient, and market driven.

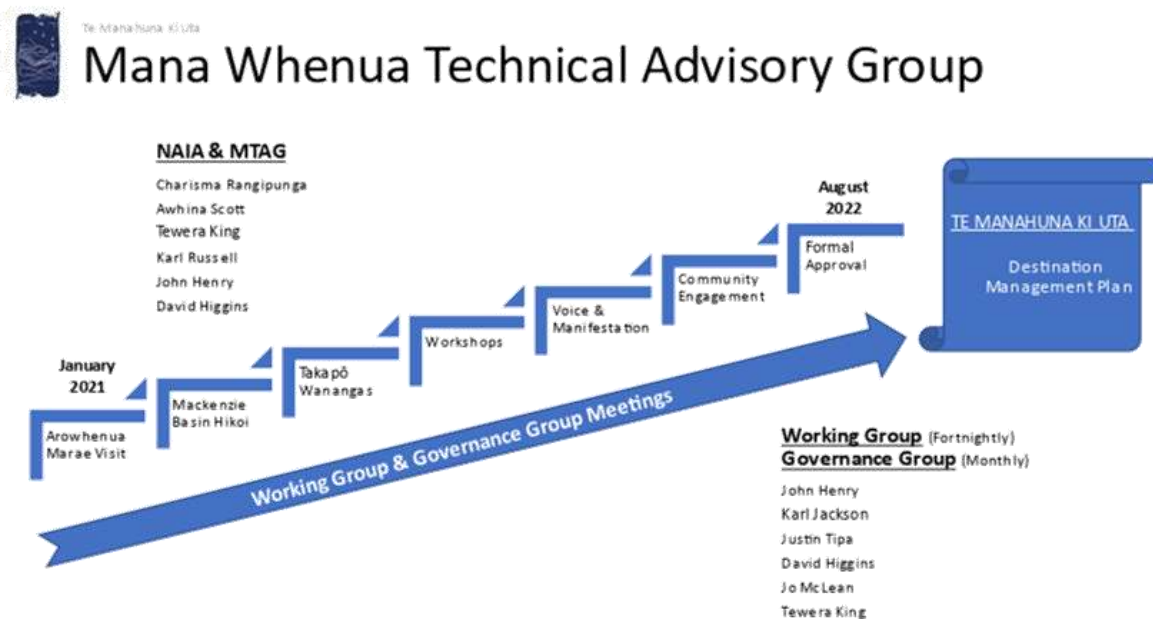
### Achieved outcomes

TMKU has outlined a 100-year vision for Te Manahuna that has been supported by mana whenua, government, industry and the community. It has been developed using a strong process involving well thought out economic analysis, community engagement and strategy.

While the DMP itself has been the critical deliverable and has been successfully completed with strong support, another key (and somewhat unintended) outcome has been the strong bonds that have formed between all stakeholders involved. The collaborative nature that has underpinned the entire development of the DMP has left all parties with a much better understanding of the views of other agencies, how we can work together to achieve individual and joint ambitions. This is a model for future collaborative projects.

### Manawhenua

Iwi involvement has been central to the process, with a Manawhenua Technical Advisory Group (MTAG) formed at the project's outset to set the direction and expectations of the project through a manawhenua lens. The four members were either chairs and/or the upoko (Chiefs) of their respective runanga, and held the highest level of position, knowledge and respect. This gave a rich, powerful and honest level of engagement and information for the plan and the voice and manifestation of their desired outcomes.



Through this process we have learned about the importance and stories within Te Manahuna. This has helped to guide and inform a greater understanding of the history of manawhenua in Te Manahuna and their vision, values and aspirations. These have underpinned the direction of the DMP and also their

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ongoing involvement as the plan moves into implementation, with a view to move towards co-governance, funding, reinstating their presence and ancestry, Māori economy and potential commercial investment.

### **Our Vision**

Te Manahuna's wonders and treasures are restored, protected and thriving – to be loved and valued while sustaining us, our visitors, and those who come after us.

### **Guiding Principles**

#### **Protecting our Treasures**

We acknowledge the role of mana whenua as kaitiaki for the wonders of Te Manahuna that Māori have a whakapapa connection to and have responsibility for. Our guardianship over the natural environment – from the mountains to the sea - protects, restores and regenerates Te Manahuna to support successive generations.

#### **Enduring Partnerships**

A relationship where manawhenua, community, the rural sector and the tourism industry have a shared worldview and collaborate together. This integrated, collaborative, and sustainable approach to visitor and destination management will enhance the area for all.

#### **Thriving People and Places**

An enriching and authentic experience that contributes to the sense of place. In growing the visitor economy, the people who live in Te Manahuna are enabled to maintain and build a cohesive community and have access to quality services

#### **A Unique Experience**

A world class visitor experience based on our peaceful and tranquil natural environment, outstanding landscape and guardianship values. Visitors learn and celebrate the hidden wonder of the place and its people – our whakapapa, shared history, nature and heritage and which the visitor economy can endure and be sustained going forward.

Figure 8: The preferred scenario



### Key moves – Top priorities

#### Outdoor experiences – connecting people to the land

People who live in and visit Te Manahuna value the connection it provides to the outdoors and the world-class natural heritage on offer. Building on this connection to the natural world and enhancing it through increased attraction facilities and accommodation opportunities will be front and centre in how the area is enhanced.

#### Shared heritage and story

Te Manahuna has a rich and storied shared heritage. The area is sacred to mana whenua, who trace their whakapapa back through the rivers, mountains and features. Likewise, the stories of early European pioneering farming, hydro development and tourism all add to the rich tapestry of the area. We want to tell the story of the shared whakapapa of the region. And we want the visitor to appreciate, understand and share our values and take this guardianship role of place back to share with others.

## The Big Moves

The DMP has outlined a list of initiatives, that if actioned would have a significant and positive impact on the way tourism functions in the district. It involves the development of more activities and focuses on projects that are both sustainable and regenerative. These projects will need support from Central Government, the private sector and MDC to succeed, and a key step will be the development of a sustainable funding model – such as user pays.

Details on the process undertaken to identify these initiatives are outlined within the DMP itself, with the big moves including the below.

Table 6: The Big Moves for Te Manahuna

Tier 1 (Top 10)	Tier 2 (Top 11-20)	Tier 3 (Top 21-30)
<ul style="list-style-type: none"> <li>Water visitor experience hub with iconic design</li> <li>Diversified accommodation mix</li> <li>Agri-tourism showcase experience</li> <li>Agri-tourism &amp; aqua-tourism experiences</li> <li>Accommodation property (80+ rooms &amp; conferencing)</li> <li>Destination branding</li> <li>Meridian &amp; Genesis sites for hydro-tourism experiences</li> <li>Takapō hillside activity precinct</li> <li>Unique dark skies experiences</li> <li>Whare Wānaka (Pou concept &amp; storytelling)</li> </ul>	<ul style="list-style-type: none"> <li>New/enhanced F&amp;B experiences</li> <li>Eco-huts on private or Crown Land outside of Aoraki/Mount Cook National Park linked to new trails</li> <li>Electric &amp; solar house boats</li> <li>Lake Takapō on-lake recreational experiences</li> <li>Max Smith storytelling experience</li> <li>New trails for accessing Aoraki/Mount Cook National Park</li> <li>Guided storytelling and digital application</li> <li>New half- and full-day walking experiences</li> <li>Sustainable travel and transport options</li> <li>Commercial centre expansion &amp; upgrades for Takapō</li> </ul>	<ul style="list-style-type: none"> <li>Ski touring experiences (packaging &amp; profiling)</li> <li>Centralised experience hub (booking &amp; information centre)</li> <li>Series of seasonal fishing competitions</li> <li>Storytelling via viewpoints/storyboards</li> <li>Major fishing &amp; hunting destination festival</li> <li>Improve the provision of community services</li> <li>Mackenzie branded multi-day walk</li> <li>Experiences/attractions for youth and 18-35-year-olds</li> <li>Stronger destination link for Fairlie to some of the surrounding ski fields</li> <li>Visitor attraction and a lakeside promenade (to better link Twizel with Lake Ruataniwha)</li> </ul>

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## Long term projects

### Whare wānaka

The DMP is seeking to make enduring change and move to a high-value tourism system through adding a 'depth of meaning' to the landscape. The whare wānaka concept will guide the decision making, and support the change to a regenerative tourism model; promote the mana whenua voice and presence in Te Manahuna; help the visitor connect with concepts of stewardship and katiakitanga.

The whare wānaka concept, as it applies to Te Manahuna looks at the whole area as a network and place of learning. With joined up thinking across the area, looking at things such as physical story-telling, public realm design, digital story-telling, and opportunities for education – for locals, mana whenua and visitors alike.

Whare wānaka are immersive spaces – they allow visitors to experience and build understanding of a place – We want the visitor to see the importance of Te Manahuna, its natural wonders and of the stories and histories unique to this place.

### Regenerative Tourism

The goal of regenerative tourism is not just to keep tourism sustainable, but to leave sites even better than before the tourists arrived. This approach distributes goals across the four (natural) capitals:

- Environmental
- Social
- Cultural
- Economic

TMKU has taken a multi-generational approach. It is a plan with a 100-year timeframe, ensuring that work being done now is progressed to see a better environment for our children to enjoy. This extended timeframe allows TMKU to outline a regenerative approach to tourism, ensuring the visitor industry is not only sustainable but genuinely improves the world class environment in which it operates.

The work has been underpinned by detailed economic analysis or a range of future scenarios, which included a definition of BAU to frame the baseline economic outlook.

Moving to sustainable tourism isn't aspirational enough – we need to move to a model that sees tourism contribute to leaving Te Manahuna in a better state than it was in the past. Promoting a model where visitors feel compelled to give back is the key, and our communities are all leading by example.

### A move to a carbon free future

We are wanting to lead by example, in helping to decarbonise the New Zealand economy (and through this DMP, the visitor economy in Te Manahuna specifically). This will involve focusing activities and solutions on our transport systems and mobilities and linking in the agricultural sector and other regional economic sectors, to help with decarbonising these as well. It is only through a collective and collaborative cross sector response, that we can achieve our desired end goal.

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## **Legislative changes**

### **Sustainable funding model**

Funding a model where we actively look to regenerate Te Manahuna, while providing the infrastructure that make this achievable requires funding. We realise that the current funding model isn't sustainable, and we will actively work with government to find sustainable options that sees the aims of the DMP become reality. We expect that a user pays model will be required and understand that this requires legislative change over and above what can be achieved locally. We will all need to take responsibility for this as contributors; our visitors, our communities and our businesses.

### **DOC National Park settings**

We are privileged to have Aoraki National Park as an icon for Te Manahuna and a significant visitor drawcard. We understand and appreciate that mana whenua and DOC are working through a partnership model, which will endure over time and offer sustainable outcomes for our environment, our communities and tourism operators into the future. Aoraki is an integral element of our heritage and our visitor economy; we need to ensure we have best practice solutions for managing this treasure for the future, to the benefit of all New Zealanders and our visitors, which is likely to require introducing some form of user pays model to meet our guardianship obligations into the future. These outcomes will require legislative changes to occur.

### **LINZ land**

LINZ is a major landowner in the Mackenzie and has expressed a desire to be able to utilise parcels of land to support mana whenua aspirations and sustainable tourism activities. Given the current policy settings they are unlikely to be able to do so – this is something we will work with LINZ and other Government partners to achieve.

### **Final Steps to approve the DMP**

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 in June and feedback was also received from the various agencies on the Working Group. A cost benefit analysis was carried out on the projects and Stafford has now finalised the drafting of the Destination Management Plan. A combined Wananga was held on 24 June and 25 July with Runanga to discuss and seek feedback and approval for the Destination Management plan and prioritised projects that potentially could be funded through the Better Off (Three Waters) Funding.

We have had confirmation that Moeraki Runanga have approved the DMP but we are still awaiting final approval from Arowhenua and Waihao Runanga. A presentation was made to Arowhenua on 14 August for approval which is anticipated to be received on 22 August 2022.

A final governance group was scheduled for 29 July and the final version of this document was approved subject to approval by manawhenua.

Council wishes to thank Runanga, the cultural leads and all the agencies that have collaborated on this project to-date. This Destination Management plan is a key strategic document that will help guide our tourism and associated tourism development for the foreseeable future.

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**Project Establishment Report – Defining the Implementation Plan**

The Mackenzie District Council, along with agency, industry and mana whenua partners have invested a significant amount of time and resources in the development of the Te Manahuna Ki Uta / Destination Mackenzie Destination Management Plan (DMP).

This has been a two-year journey, involving significant community and industry engagement, and has been strongly supported by a range of stakeholders. All stakeholders are looking to ensure that tangible projects arise from the DMP.

Now that the DMP is virtually completed, MDC is looking to understand how it can capitalise on the work done and the relationships that have grown as part of the DMP.

Due to the scale of the proposed projects in the DMP, MDC and its partners will not be able to do everything at once and will have to prioritise time and resources.

We know what we would like to achieve from the DMP, but the complexity and the scale and various workstreams from the DMP means that it is important to set the direction and build a strong foundation for stage two – that is, for the implementation of the DMP.

It has been recommended that a Project Establishment Report be developed which will ensure the thinking is done up front and will provide a roadmap for the delivery for the DMP.

It will also act as a key piece of collateral that can be provided to partner agencies, specialist support and funding bodies to show that the way forward has been considered and is being proactively implemented.

It ensures the complex programme of work required to deliver the DMP can be approached in a well-structured manner. This makes sure all parties understand what needs to be done and what is expected of them.

It will also provide decision makers and funders certainty of process and deliverables to enable confidence to proceed.

The Establishment Report will identify a range of 'key articles' that can be referred back to by all involved throughout the programme. These Key Articles include:

1. Scope
2. Workstreams & Integration
3. Project Team and Decision-Making Structure
4. Process and Schedule
5. Procurement and costs

By seeking agreement from all partners early in the process it ensures everyone is aligned with the approach and understands where they need to apply effort.

**Objectives of the Project Establishment Report:**

- Set the direction, process and resources required to implement the DMP
  - Ensure alignment among agency partners, mana whenua and MDC
  - Determining how MDC should best implement the DMP for the best result
  - Ensure everybody understands their role, the programme's direction and the part they are expected to play in the process.
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**Options**

1. Approval is sought to progress this work with Rationale leading the development of the Project Establishment Report at a cost of \$36,960 + GST and disbursements. Rationale has been chosen as the lead contractor on this work as they have been the Council's internal project manager for the past 8 months. It is not recommended that competitive quotes are sought as the learning curve associated with bringing a contractor up to speed on the project would result in higher costs.
2. Decide not to proceed with a Project Establishment Report.

The preferred option is option 1.

**Projects that are to applied for that have arisen from the DMP as key projects:**

Two workshops have been held with Council and with the Runanga to discuss and prioritise the funding of various projects.

Projects that were identified from the DMP that will be applied for are as follows:

**1. Visual Cultural Presence – Pou whenua and cultural artwork, interpretation and digital application a.**  
Allocation \$400,000

- visible representation of manawhenua in Te Manahuna
- pou whenua (territory marker), waharoa (gateway) or urban design
- aligned to both the traditional access areas and the main roading system
- serves two purposes 1) to mark the historical access routes of manawhenua into the region and 2) to let manuhiri to Te Manahuna know that they are entering an area of cultural significance
- artists to be manawhenua and appointed by the manawhenua
- story of each Pou needs to be of the place
- QR codes be used to give richer and deeper story telling opportunities

**2. Mackenzie Branding Feasibility Assessment (Food, Art, culture)**

Allocation \$140,000

- Brand research
- Creatives
- Market testing

**3. Climate Change Footprint and Plan (required to support DMP and various other strategies)**

Allocation \$150,000

- Scene Setting
- Projections and impacts, temperature, Rainfall, River flows, glacial, flora, fauna
- Impacts on Key sectors
- Carbon Footprint both Community and Council by activity/industry/sector
- Roadmaps to zero for both
- Climate change impact to District, 10years, 50 years, 100 years
- Monitoring needs
- Adaptation strategies
- Climate change resilience

**4. Cycle Trail Development**

Allocation \$500,000

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- Progress to off road the Mackenzie sections of the A20
  - Use to leverage further funding
  - Plans well developed and landowner agreement reasonably advanced

### **SIGNIFICANCE OF DECISION**

The TMKU Destination Management Plan is a strategic document that will guide the future of tourism in our District and so is significant. There has been extensive consultation on this document with manawhenua, central government agencies, community and the tourism sector.

### **Financial**

The project has been largely funded from a grant from the Provincial Growth Fund and Council has contributed in funding the Internal Project Management resource.

Funding for projects identified as part of the DMP will be applied for from the Better Off Funding Programme.

### **Manawhenua considerations**

Extensive engagement with all three Runanga has been undertaken throughout the project both through the working group and in the governance group.

### **CONCLUSION**

Council adopts the DMP and approves the next steps identified to develop a full project Establishment Report and to apply for projects identified in the DMP from the Better Off funding Programme.

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## **7 COMMUNITY BOARD RECOMMENDATIONS**

### **7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 11 JULY 2022**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Twizel Community Board Meeting - 11 July 2022

#### **RECOMMENDATION**

1. That the Minutes of the Twizel Community Board Meeting held on Monday 11 July 2022 be received.
2. That Council notes the following resolutions passed by the Twizel Community Board:
  - a) That the Public Facilities, Parks and Places update report be received.
  - b) That the Ohau Rd Reserve development plan be approved.
  - c) That the draft Lake Ruataniwha Reserve Management Plan and Concept development plan be recommended to Council for approval, for the formal consultation phase.
  - d) That the removal of the Compactor bin be approved, subject to approval by the Engineering and Services Committee services for an increase in the opening hours of the Twizel Transfer Station by two hours per day for 5 days per week.
  - e) That the \$5,000 donation from Whitestone Contracting be added to the project budget for the Manmade Hill Development Plan.
  - f) That a grant of \$120 be approved for Twizel Snow Club towards the costs of holding their annual ski sale.
  - g) That a grant of \$500 be approved for Twizel Trap Library towards the costs of pest traps and pest trap materials.
  - h) That a grant of \$500 be approved for Twizel Promotions and Development Association towards the cost of a website for the Wine and Salmon Festival.



**Mackenzie**  
DISTRICT COUNCIL

# **Unconfirmed MINUTES**

**Twizel Community Board Meeting**

**11 July 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TWIZEL COMMUNITY BOARD MEETING  
HELD AT THE TWIZEL EVENTS CENTRE  
ON MONDAY, 11 JULY 2022 AT 3.00PM**

**PRESENT:** Chairperson Jacqui de Buyzer, Tracey Gunn, Cr Emily Bradbury

**IN ATTENDANCE:** Mayor Graham Smith, Cr James Leslie, David Adamson (Operations Manager – Acting), Scott McKenzie (Roading Manager), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Karen Morgan (TPDA), Matt Gunn (public), Pat Shuker (public), plus four other members of the public.

**1 OPENING**

The chairperson opened the meeting.

**2 APOLOGIES**

Apologies were received from Renee Rowland, Amanda Sargeant, Angie Taylor and Angela Oosthuizen.

**3 PUBLIC FORUM**

**Pat Shuker** said the agenda and minutes for the meeting were not available on request from the Twizel council office. Printed minutes at the Twizel library were no longer available. The governance advisor said she would fix this.

Pat Shuker thanked Roading Manager Scott McKenzie for coming out personally to sort out a roading issue at Manuka Terrace. She also thanked Brian Milne for help with cutting down trees and returning the wood to the community. She also wanted to thank Barbara McGartland and the staff in the Twizel office “who have been wonderful lately”. Her thanks will be passed to the staff involved.

**Karen Morgan from TPDA** spoke about the street art projects she was organising. Three walls were targeted for art work. One is completed. The second one is the wall behind the shops, beside the Razza Bar on Tasman Road. This location is the gathering point for the Anzac Day service. Art needed to reflect this. She has sought a concept drawing from an artist who did the paintings on the silos at Waimate, named Billy Scott. A concept has been drawn up. She passed copies of the concept around the room. This funding has been approved and this would be painted in spring. (A copy of the concept is available as an attachment to these minutes).

The Mayor asked how long the art work would last. It has a UV coating over it and would last 10-15 years.

Tom O’Neil thanked Karen Morgan for her work on the mural that is already finished. Some tree trimming in this area was scheduled for next week.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 5 REPORTS

### 5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 11 APRIL 2022

#### COMMITTEE RESOLUTION TWCB/2022/246

Moved: Member Tracey Gunn

Seconded: Chairperson Jacqui de Buyzer

1. That the Minutes of the Twizel Community Board Meeting held on Monday 11 April 2022 be received and confirmed as an accurate record of the meeting.

**CARRIED**

### 5.2 CORRESPONDENCE

A letter and petition regarding the Twizel Library was received from Elizabeth Higgins. A response from chief executive Angela Oosthuizen was also attached to the agenda.

The chairperson said there was a meeting held with concerned members of the public regarding the library. The council was committed to running a community library in Twizel. The current library would run out the current building for as long as possible and would be replaced. A member of the public asked for a guarantee and the Mayor said he would not leave Twizel without a library.

An email asking for permission to run market days in Market Place was received from Jacqueline Palmer. Cr Bradbury said this market would replace the upcycle market that TPDA usually runs. It would also tie in with work being done by the Mistletoe Committee. A new Christmas tree will arrive in November. They were working to plan something fun happening in the Market Place every Saturday leading up to Christmas, and this market would be part of that. The community board approved the use of Market Place in principle. Brian Milne was asked to work through the details with Jacqueline Palmer.

### 5.3 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.

Community Facilities Officer Brian Milne said the **Market Place upgrade** was ready to go, pending good weather. Contract has been let.

He then presented the plan for **the Ruataniwha reserve**, as attached to the agenda. This plan needed to go to the Engineering and Services Committee and would then go out to the community for consultation.

The chairperson said she found the plan difficult to read. There were two documents – the concept plan and the reserve management plan. Mr Milne explained the reason for both.

Mr Milne then spoke about the Ruataniwha reserve as a place to put sports grounds. He was looking for feedback on this. Some people thought this was too far out of town. The chairperson said it was a mind shift for people to get used to things not being so central as the town expanded.

Cr Bradbury asked to consider Mackenzie Park as a steppingstone location for a sports field in the short term, until three playing fields were needed. The Ruataniwha plan doesn't exclude doing this.

Mr Milne said the Ruataniwha plan included managing parking and access to the picnic area on the water's edge. The chairperson agreed that this was a good idea - along with cutting down trees on the edge of the water to make more room.

A large dog exercise area was also suggested, and potential for a bike jump park.

**Ohau Road Reserve** – This draft has gone out for consultation. Most feedback was positive. People asked for more of a focus on native planting. However, there was a need for shade trees and exotics were faster to grow for this purpose. Was some concern expressed about a basketball half court in the reserve. On reflection this would be better in the centre of town. There would still be a playground in the reserve.

Would parking be needed? This was more of a local reserve. Following feedback Mr Milne had decided to make the link path to Totara Drive in concrete instead of gravel.

**Twizel Events Centre** – David Adamson said all the structural work under the seats in the theatre had been completed. Fire protection work had also been done. New glass doors into the meeting room will be partly frosted for privacy.

Hope to re-open the theatre within the next 2-3 weeks. Tidying up the drainage outside on one side of the building. Roof been waterproofed with new ceiling tiles. Pat Shuker asked if railing would be installed from the top to the bottom of the steps inside the theatre. The chairperson asked Mr Adamson to speak to Angie Taylor regarding this, as she had investigated this previously. There have been accidents on these steps due to a mix of wide and narrow steps causing confusion.

The Events centre would be shut on the 27<sup>th</sup> of July for 24 hours, for work on the transformer and electrical system that services the swimming pool.

A projector and screen would be installed soon to make the meeting room more functional.

**TIF funded public toilets project** – Two new public toilets were due to go in at Lake Ruataniwha by the end of October. One in the lagoon area and the other at the eastern boat ramp.

**Pool heating project** – Power infrastructure upgrade underway.

**Wilding pines** – Hoping to do the removal sometime this winter.

**Singlemen's Hut and Twizel house buildings** – Council has approved a location next to the large machinery display for the house. The Singlemen's hut is going near the path at the entrance to Manmade Hill.

Will be putting new **dog bins** around the town. The community board was asked to consider the photos of different dog bins in the agenda and state a preference. They preferred the orange rust-coloured bins on the left of the page. The Mayor asked who was going to clean out these bins and was told it was on his job description. One dog bin would go at Northwest Arch, one at the river, also one at Ruataniwha.

**Tree planting** – Replacement tree planting was needed in a few places where trees had been removed. The community board said to go ahead, without consultation in the interests of getting things done.

**Compactor bins in Twizel** – The lease for the Twizel bin has come to an end so Mr Milne suggested returning the bin and extending the hours at the refuse station with the money saved.

The chairperson thought adding extra opening hours on Thursday to Monday was a good compromise. Need to consider the loss of income from the compactor bin and additional fees/income at the transfer station. The community board wanted the weekend to be included in the days open. David Adamson said he would ask Angie Taylor to come back to the community board with outcome of this matter.

**Manmade Hill** – Working on plans for planting and a potential mountain bike trail on Manmade Hill. Brian Milne talked about his plans for this area including the need for temporary water tanks on top of the hill to hold irrigation water, and a rabbit proof fence. Potentially talking a six-figure sum, but would be quite a feature when it's done.

Mr Milne said he had been meeting with the local mountain bike fraternity to talk about their work on tracks. They were planning more work on the track by the river.

#### **COMMITTEE RESOLUTION TWCB/2022/247**

Moved: Member Tracey Gunn

Seconded: Cr Emily Bradbury

1. That the Public Facilities, Parks and Places update report be received.
2. That the Ohau Rd Reserve development plan be approved.

**CARRIED**

#### **COMMITTEE RESOLUTION TWCB/2022/248**

Moved: Cr Emily Bradbury

Seconded: Member Tracey Gunn

3. That the draft Lake Ruataniwha Reserve Management Plan and Concept development plan be recommended to Council for approval, for the formal consultation phase.
4. That the removal of the Compactor bin be approved, subject to approval by the Engineering and Services Committee services for an increase in the opening hours of the Twizel Transfer Station by two hours per day for 5 days per week.

**CARRIED**

### **5.4 ENGINEERING MANAGER'S UPDATE**

Engineering manager Joni Johnson introduced herself and went through the first part of her report.

**Three Waters** – Our water quality standards are being met. We have been trying for a long time to get water meters to Twizel. They have been difficult to source.

Council will be putting a bulk water supply station in each town for people who use or sell bulk water. This would be located at the water treatment plant. It will stop people taking water from hydrants.

Work has finished at the Mackenzie Park wastewater substation. Also putting in a second screen to stop material entering ponds. Sewage ponds were dredged.

Stormwater was not an issue in Twizel because the ground was so porous. Ecan have asked us to do sampling of stormwater to test for contaminants.

**Roading** – Roding manager Scott McKenzie spoke about the first snow storm of the year, recently experienced in Twizel. The roading contractors were caught out with key staff out of town and snow clearing was slower than it should have been. We have talked to them about this. The chairperson asked about clearing footpaths of snow, as well as roads, so people could still walk on the path.

**Glen Lyon Ford** - Signs showing “ford closed” were stolen. Have ordered new signs and a guardrail for there. Have also had complaints about people cycling and walking in the low point. The community board suggested installing depth signs showing how deep the water was in the ford.

**Temple Drive shared use path** -The chairperson said she was very glad to have that path put in. Scott McKenzie said there was enough funding to install a path from Ostler to Temple Drive. Will get to approx. Harris Place at this stage, but ideally need to take the path right around in the future.

**Christmas Tree** – Because of the dark sky requirements a lighted tree would be against that policy. A study was underway to see what type of lights were needed on the tree.

**Bike Stands** – have been ordered. Hope to see them in a month or so.

**Liquor ban signs** – A stencil is ready to use. Just waiting for the new compliance manager who was starting soon and would be based in Twizel.

## 5.5 COMMUNITY BOARD FINANCIAL REPORT

### COMMITTEE RESOLUTION TWCB/2022/249

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the community board financial report be received.
2. That the \$5,000 donation from Whitestone Contracting be added to the project budget for the Manmade Hill Development Plan.

**CARRIED**

## 5.6 GRANT APPLICATION

### COMMITTEE RESOLUTION TWCB/2022/250

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That a grant of \$120 be approved for Twizel Snow Club towards the costs of holding their annual ski sale.

**CARRIED**

### 1.1 LATE GRANT APPLICATIONS

#### **COMMITTEE RESOLUTION TWCB/2022/251**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That a grant of \$500 be approved for Twizel Trap Library towards the costs of pest traps and pest trap materials.

**CARRIED**

#### **COMMITTEE RESOLUTION TWCB/2022/252**

Moved: Cr Emily Bradbury

Seconded: Chairperson Jacqui de Buyzer

2. That a grant of \$500 be approved for Twizel Promotions and Development Association towards the cost of a website for the Wine and Salmon Festival.

**CARRIED**

### 5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

**Information Kiosk update** – The governance advisor will ask Chris Clarke to update the community board by email.

**Swimming pool wall upgrade** – Karen from TPDA said they viewed the swimming pool wall as a youth hub and wanted something fresh and bright on that wall. There was an artist in Christchurch who has been asked to provide a concept. She explained the symbols he had used in the concept plan.

**Electric bike** – Council was recently given five electric bikes. One would go to each community board to use as they wish. These are still in their box, not made up. The community board asked for more time to think about this and come up with a plan. Add this to the action list.

Cr Bradbury said she was encouraged to see how much work and progress had been made to get improvements lined up for Spring. Keen to see this work carried out and progress continue.

The Mayor said Council was busy working through the district plan review and further discussion took place on other decisions recently made by Council. “Better off Funding” potential projects were outlined.

## 5.8 COMMUNITY BOARD ACTION LIST

**Large Machinery** – Tom O’Neil has received a quote for a small fence to go around the large machinery display, but may need to get a second quote.

**Manmade Hill** – Discussion took place on whether this should be removed from the action list now that a plan had been adopted. Agreed to leave it in place until after the election.

**Christmas Tree** – remove from list as Mistletoe Committee is managing this.

Remove mural from list. Completed.

**Broken glass** – Tom O’Neil said there was more broken glass picked up by Whitestone last weekend.

**Golf club rubbish** – Angie Taylor forwarded information to the golf club about a grant that goes to people wanting to reduce glass going to landfill. The club submitted an application and grant was approved. Golf club now has nearly \$5,000 to implement new bins. Remove from list.

**Swimming pool heating** – Heating equipment to be on site by end of August.

**Wilding pines near holiday park** – Waiting for the forestry contractor to do this work.

**Request for footpaths** – Footpath has started at Tussock Bend. The Drive is included on a prioritised list so will be addressed in the future. Remove from list.

Cr Bradbury announced the Twizel Mistletoe Committee has raised \$25,000 for the Christmas tree. This came from donations from local families, businesses and community groups. The committee was congratulated.

**The Meeting closed at 4.54pm.**

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

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**CHAIRPERSON**

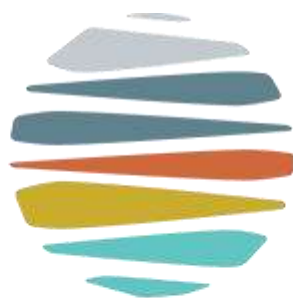
**7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 15 JUNE 2022****Author:** Arlene Goss, Governance Advisor**Authoriser:****Attachments:** 1. Minutes of Tekapo Community Board Meeting - 15 June 2022**RECOMMENDATION**

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 15 June 2022 be received.

2. That Council notes the following resolution passed by the Tekapo Community Board:

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

<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Granted</b>
Lake Tekapo School	Sandpit Cover and Shade Sail	\$6,526.98	No grant
Tekapo Trails	Metal Delivery and Placement on trail to Willow Bay	\$16,200.00	\$7,627.00
Chris Lynch	Promotional Videos of Tekapo	\$16,000.00	No grant
Lake Tekapo Sports and Recreation Trust	Seed Funding for Sports and Recreation Facility	\$7,500.00	\$7,500.00
	<b>Total Requested</b>	<b>\$46,226.98</b>	
	<b>Total Available</b>	<b>\$15,127.26</b>	\$15,127.00



**Mackenzie**  
DISTRICT COUNCIL

## **Unconfirmed MINUTES**

**Tekapo Community Board Meeting**

**15 June 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE LJ HOOKER OFFICE, LAKE TEKAPO  
ON WEDNESDAY, 15 JUNE 2022 AT 3.02PM**

**PRESENT:** Chairperson Steve Howes, Chris Scrase, Carroll Simcox, Sharron Binns,

**IN ATTENDANCE:** Brian Milne (Community Facilities Officer), TJ McConchie and Annie from Tekapo Trails, Arlene Goss (Grants Officer).

**1 OPENING**

The chairman welcomed everyone to the meeting.

**2 APOLOGIES**

An apology was received from Cr Matt Murphy.

**3 PUBLIC FORUM**

TJ McConchie updated the community board on matters related to the Willow Bay trail. They have applied for resource consent. The status of the land, owned by council, and feedback from the lease holder was discussed. The lease holder was reluctant at this stage. He was using some of the land for grazing.

Would the project be completed by December, 2023? Hopefully it would be ready for summer.

What would happen if the track didn't go ahead? The money would need to be returned to the fund. If it took longer to complete than December 2023, an exemption could be applied for to extend the timeframe of the grant.

The community board complemented Tekapo Trails on the work they had carried out to date on this. There were plans to plant native trees and plants along the track, funded by Ecan. Tekapo Trails volunteers would do the planting, keep it weeded and watered.

TJ and Annie were thanked for their attendance and they left the meeting.

**4 DECLARATIONS OF INTEREST**

Member Sharron Binns declared she was a member of the Lake Tekapo Sports and Recreation Trust.

Member Chris Scrase said she was a member of Tekapo Trails.

**5 REPORTS**

**5.2 ALLOCATION OF GRANTS**

The community board members went into public excluded for a detailed discussion on each application, then passed the following resolution in open meeting.

**COMMITTEE RESOLUTION TKCB/2022/213**

Moved: Chairperson Steve Howes

Seconded: Member Carol Simcox

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

Organisation	Project	Amount Requested	Amount Granted
Lake Tekapo School	Sandpit Cover and Shade Sail	\$6,526.98	No grant
Tekapo Trails	Metal Delivery and Placement on trail to Willow Bay	\$16,200.00	\$7,627.00
Chris Lynch	Promotional Videos of Tekapo	\$16,000.00	No grant
Lake Tekapo Sports and Recreation Trust	Seed Funding for Sports and Recreation Facility	\$7,500.00	\$7,500.00
	<b>Total Requested</b>	<b>\$46,226.98</b>	
	<b>Total Available</b>	<b>\$15,127.26</b>	\$15,127.00

**CARRIED**

## 6 PUBLIC EXCLUDED

### RESOLUTION TO EXCLUDE THE PUBLIC

#### COMMITTEE RESOLUTION TKCB/2022/214

Moved: Chairperson Steve Howes

Seconded: Member Sharron Binns

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
<b>6.1 - Minutes of Public Excluded Tekapo Community Board Meeting - 2 December 2021</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	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

	commercial position of the person who supplied or who is the subject of the information	withholding would exist under section 6 or section 7
<b>6.2 - Application from Lake Tekapo School</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.3 - Application from Tekapo Trails</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.4 - Application from Chris Lynch</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.5 - Application from Lake Tekapo Sports and Recreation Trust</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

**COMMITTEE RESOLUTION TKCB/2022/215**

Moved: Chairperson Steve Howes

Seconded: Member Chris Scrase

That the Tekapo Community Board moves out of closed meeting into open meeting.

<b>CARRIED</b>
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**The Meeting closed at 4.06pm.**

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

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**CHAIRPERSON**

**7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 14 JULY 2022**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Fairlie Community Board Meeting - 14 July 2022

**RECOMMENDATION**

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 14 July 2022 be received.
2. That Council notes the following resolutions passed by the Fairlie Community Board:
  - a) That the Community Board submit a request to Council for funding of \$20,000 from the Land subdivision Reserve Fund for the development of the Fairlie Dog Park.
  - b) That the Community Board supports the location of the camper dump station at Dobson View Road, adjacent to the transfer station.
  - c) That a grant of \$250 be approved in response to the application from the Fairlie Lions Club towards the cost of stadium hire for the Mackenzie Half Marathon.
  - d) That a grant of \$250 be approved in response to the application from the Mackenzie Cave Hockey Club towards the cost of community centre hire for the fundraising film festival.



**Mackenzie**  
DISTRICT COUNCIL

# **Unconfirmed MINUTES**

**Fairlie Community Board Meeting**

**14 July 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON THURSDAY, 14 JULY 2022 AT 4.30PM**

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

**IN ATTENDANCE:** Angela Oosthuizen (Chief Executive), David Adamson (General Manager Operations – Acting), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Joni Johnson (Engineering Manager), Sandy Hogg (Finance Manager), Charlotte Taylor (public).

**1 OPENING**

The chairperson opened the meeting.

**2 APOLOGIES**

There were no apologies.

**3 PUBLIC FORUM**

Engineering manager Joni Johnson introduced new temporary staff member Maddie Irving.

Charlotte Taylor introduced herself.

Claire Dann, and two other members of the public introduced themselves. They then spoke about the need for a shade cover at the playground. They have gained quotes for shade sails and would like to see these installed.

The chairman said the community board was aware there was a lack of shade and supported the idea. Questions were asked about whether they would survive wind and snow. Suggested a council contractor would be able to take them down if wind or snow was due. Looking to only use them in summer.

They already had some funding, about half, and needed another \$6,000 to make up the full amount.

Would shade sails require building consent? Don’t think so. The chairman said the community board would like to work alongside the group. Mr Milne said the community board would need to add a maintenance budget to maintain and replace the shade sails if they got torn in the wind.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 5 REPORTS

### 5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 14 APRIL 2022

#### COMMITTEE RESOLUTION FCB/2022/170

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 14 April 2022 be received and confirmed as an accurate record of the meeting.

**CARRIED**

### 5.2 COMMUNITY BOARD FINANCIAL REPORT

The chairman asked if amounts would be carried forward. Finance manager Sandy Hogg said staff and the community board would be asked if they wanted anything carried forward, and then a report would be sent to council for confirmation and approval in September.

### 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** – No update from Francie Edge. Getting exemption for building consent. The chairman has sent a letter to Francie giving support from the community board.

**Dog Park** – Mr Milne said fencing was dearer than anticipated but there was more money available than indicated in the report. About \$75,000 was available, with none spent yet. He asked for three quotes, got two back and this price was the cheapest. Cr Cox suggested going out and finding money for things like dog bins from other organisations if the community board was short of money. Also some of the work could be done at a later date.

The fence was like a deer fence but with smaller mesh to stop small dogs getting through. The chairman would like to see whether the cost can be reduced using different wire. Cr Cox suggested staging this and seeking community support. David Adamson said raising money could be for the agility course, rather than for the basics like ground clearing and fencing.

Mr Milne said he had already given approval for the contractors to start work, in order to speed up the project. The community board were concerned that he had done this before getting approval from the community board to spend an extra \$20,000 over budget. They also wanted to know if local contractors were being used. The fencer was from Temuka, and the contract was managed by Whitestone.

The chief executive said the extra \$20,000 had come as a bit of a shock. The community board needed to consider whether it needed the money for other projects.

Cr Cox asked if it was possible to fund this project from the land subdivision reserve. Council would consider this soon. Mr Adamson said he was comfortable there would be enough money in this

reserve fund from Fairlie subdivisions to contribute to this project. The chief executive suggested using the \$20,000 that should have been in the LTP for last year.

The community board agreed to spend the original \$30,000 and ask Council to contribute \$20,000 from the land subdivision reserve, which would be put into the community board account when available. If the \$20,000 did not come out of the reserve fund, Council would look at other sources.

The time frame was two months for work to start, so planning to start in September and finish the dog park for summer.

**New public toilets** – Will be installed in October and operational in November.

**Dump Station** – Now looking at Dobson View Road. Consulted with neighbours. Mr Milne asked if the community board was happy with that general site and there was no dissent.

**Bike racks** – Have been installed.

**Tree removal at McLeans Park** – Six trees will be removed and the rest will have maintenance carried out, as agreed with local residents. This work was scheduled for September 19. Tree in domain will be out within the next fortnight.

**Town centre and Village Green Enhancements** – The board had a walkaround with staff and a tree needed to be removed as part of the Peace Avenue works. Mr Milne was not sure how big a project to initiate. The chief executive asked if there were people to consult with on this matter. Mr Adamson suggested integrating this into his parking plan. They still need to sort out where the busses would park. Also a request for more charging stations in Fairlie.

The chief executive suggested putting out a draft and seeking consultation. Discussion took place on bins and signage, traffic congestion.

Mr Adamson said he would incorporate some landscape design, bins, etc into the parking plan.

The Mayor said the need for electric parking stations would be sooner rather than later. The chief executive said she had a meeting with Alpine Energy and they wanted to suggest locations for charging stations, and also had funding. Mr Adamson said a debate was needed on whether public land would be given freely for charging stations, or whether it should be bought by the power retailer.

#### **COMMITTEE RESOLUTION FCB/2022/171**

Moved: Cr Murray Cox

Seconded: Member Leaine Rush

That the Community Board submit a request to Council for funding of \$20,000 from the Land subdivision Reserve Fund for the development of the Fairlie Dog Park.

**CARRIED**

#### **COMMITTEE RESOLUTION FCB/2022/172**

Moved: Member Angela Habraken

Seconded: Chairperson Damon Smith

That the Community Board supports the location of the camper dump station at Dobson View Road, adjacent to the transfer station.

**CARRIED**

#### 5.4 ENGINEER'S REPORT

Engineering manager Joni Johnson went over the highlights of her report.

The chief executive and Mayor encouraged community board members to submit to the select committee on the new water reforms.

David Adamson suggested contacting Chorus to request additional fibre coverage for the Fairlie industrial area.

#### 5.5 CORRESPONDENCE

Two letters from Anne Thomson were considered by the community board.

The chairman has talked to her about her requests and there would be no cost to the board. He said the community board approved these ideas.

David Adamson suggested delegating this to staff and appointing a community board member to work on it. Leaine Rush offered to work with Anne Thomson on this further.

#### 5.6 GRANT APPLICATIONS

Member Leaine Rush declared a conflict of interest in the second request from the Mackenzie Cave Hockey Club and did not vote.

##### **COMMITTEE RESOLUTION FCB/2022/173**

Moved: Member Angela Habraken

Seconded: Cr Murray Cox

1. That a grant of \$250 be approved in response to the application from the Fairlie Lions Club towards the cost of stadium hire for the Mackenzie Half Marathon.
2. That a grant of \$250 be approved in response to the application from the Mackenzie Cave Hockey Club towards the cost of community centre hire for the fundraising film festival.

**CARRIED**

#### 5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

Cr Cox said council activity had been directed towards the district plan review lately. They were on stage two, which included spatial planning. This would come out for submissions in early 2023.

National policy statements are coming out on biodiversity affecting significant natural areas. Changes were coming to pastoral leases. Three Waters was still rolling along, and elections were coming up. The pre-election report had gone out.

The destination management plan was in draft. This would be published in the middle of August.

Leaine Rush spoke regarding the **Les Blacklock Scholarship**. She said there were questions about who would administer this. The board felt that the board could receive applications and allocate the scholarship, with council handling the money. Governance advisor Arlene Goss agreed to work with Leaine Rush on this. The community board would like to award this on the anniversary of Les Blacklock's death in December.

**Frisbee Golf Course at McLeans Park** – There has been a request for a frisbee golf course at McLeans Park. This would be better as a community-led project than initiated by Council.

**Lighting trees in the main street** – The chairman has been approached by Anne Thomson to request that the trees be lit. Would we be interested in looking at this? David Adamson said there was talk about extending the dark sky area to include Fairlie. Need to think about whether the community board wants a dark sky or lights shining up trees. This would be a community board discussion to determine this. Cr Cox said this side of the basin had not been informed of the implications of becoming part of the dark sky reserve. This needed to happen. There wasn't a full understanding from residents.

Would the dark sky trust do consultation with the community or would council do this? Council would do this. Timeframe – this would come out to the public later this year with a chance to submit. If people don't like the outcomes they can appeal it and then it goes to the Environment Court.

Leaine Rush said the community board would need to communicate that lighting up the trees might not match up with Dark Sky compliance.

**Walkway track on green area between Denmark Street and Mt Cook Road**- Discussion took place on a project to extend the cycle track to Kimbell. An action point would be added to put in interpretation panels and assigned to Tom O'Neil.

The Runanga would like to put in a po that recognises traditional pathways in the district. This was the subject of an application for Better Off Funding. The Innovation Fund also has money for storytelling.

**Electric Bikes** – The board would like to donate its electric bike to the Fairlie Lions for them to raffle or auction at a community-based event. Terry O'Connell is the Lions secretary.

## 5.8 COMMUNITY BOARD ACTION LIST

**Community centre kitchenette** – Builder said a few weeks ago that it was imminent.

**Peace Trees** – starting work in mid-September. Prior to work starting Council would put out a media release to tell people it was maintenance rather than removal. Replacement trees, the arborist suggested replacing with scarlet oak. Did not want to replace with elms due to Dutch Elm Disease. Cr Cox suggested involving the community in collecting seeds from the current trees. Arlene Goss to raise this with the Lions Club when she contacts them about the electric bike.

**Fairlie Bike Stands** – Complete. Remove from list.

**Lighting on the outside of the community centre** – There does not appear to be any outside lighting. Tom O'Neil offered to follow this up.

**The Meeting closed at 6.37pm.**

**The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 25 August 2022.**

.....

**CHAIRPERSON**

## **8 CONFIRM COUNCIL MINUTES**

### **8.1 MINUTES OF COUNCIL MEETING - 28 JUNE 2022**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Council Meeting - 28 June 2022

#### **RECOMMENDATION**

That the Minutes of the Council Meeting held on Tuesday 28 June 2022 be received and confirmed as an accurate record of the meeting.



**Mackenzie**  
DISTRICT COUNCIL

# **Unconfirmed MINUTES**

**Ordinary Council Meeting**

**28 June 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON TUESDAY, 28 JUNE 2022 AT 9.35AM**

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

**IN ATTENDANCE:** Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Alexis Gray (Manager People and Culture), Chris Clarke (IT and Engagement Manager), Fiona McQuade (Property and Commercial Manager), Martin Homisan (Economic Development Manager), Arlene Goss (Governance Advisor), Sandy Hogg (Finance Manager), Sue Wilkins (Communications Manager), Wendy Thompson (Corporate Planner), Leaine Rush (Business Liaison Officer), Brian Milne (Community Services Officer), Keiller Macduff (Timaru Herald), Miles O'Connor (Bancorp), Jan Etwell and Aaron Ni from Buddle Findlay .

**1 OPENING**

The Mayor opened the meeting with a karakia and welcomed Cr Munro who was attending online from Christchurch.

**2 APOLOGIES**

An apology was received from Cr Emily Bradbury.

**3 VISITORS**

Miles O'Connor from Bancorp will be dialling in at 10am. Buddle Findlay will be dialling in at 11am.

**4 DECLARATIONS OF INTEREST**

The Mayor, Cr Leslie and Cr Murphy declared they were users of Pukaki Airport and have a conflict of interest regarding airport landing fees, to be set in the fees and charges report.

**5 BEREAVEMENTS**

John Campbel, Ike Moriki, Phillip Yannon,

**6 MAYOR'S REPORT**

**MAYORAL ACTIVITIES REPORT**

The Mayor outlined the main points of his report.

He spoke about the meetings he had attended and provided more details. He has met with a former CEO of the council and would be talking to him about a temporary vacancy that needed to be filled.

The Mayor thanked the councillors for their input and said the council was punching above its weight. Cr Barwood thanked the Mayor for his representation.

**RESOLUTION 2022/41**

Moved: Deputy Mayor James Leslie

Seconded: Cr Matt Murphy

That the report be received.

**CARRIED****7 REPORTS****7.1 CHIEF EXECUTIVE'S REPORT - JUNE 2022**

The purpose of this report was to provide the Council with an update on HR, customer services and CEO activities during the month of May and June 2022.

The chief executive noted the adoption of the Annual Plan. A successful meeting with runaka was held on Friday on a few topics. The draft destination management plan was almost ready to adopt. The next step was to prioritise short term projects and then decide what phase two would look like.

The Mayor was heartened to hear Minister Nash say this was one of the best destination management plans he had seen. Discussion took place on the need for user pays for some activities.

Other items in the chief executive's report were outlined. A summary of recruitment efforts was given and the Mayor thanked the human resources manager for her efforts finding new staff.

The Mayor asked about liability for holiday and annual leave. This liability remained with work being done with people who had high leave balances.

The chief executive said she would like to focus on community projects and service requests as her next priorities.

**RESOLUTION 2022/42**

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

1. That the report be received.

**CARRIED****7.2 COUNCIL MONTHLY FINANCIAL REPORT - MARCH AND APRIL 2022**

Sandy Hogg apologised for delivering the April and March reports together. The reports are a bit different this month, containing more detail from managers.

Operating revenue is tracking as expected. Some contract payments are late and will be caught up in the June report.

A little bit of capital expenditure will be carried over into the next financial year to finish some projects.

David Adamson said some road sealing had not been done by the end of the financial year due to pre-seal repair not being done properly, and a shortage of bitumen. Talks are happening with the contractor to catch up on the programme. Also need some resource consents for bridges - applications are currently with Ecan.

Council was notified that Three Waters stimulus would be extended to the end of December, but this would not affect us as it would be spent by the end of June.

Cr Murphy asked whether it was possible to have a list of upcoming road works and Mr Adamson agreed to action this. He suggested setting up a map in GIS.

The Mayor asked about drainage infrastructure capital programmes. Mr Adamson said there were a couple of projects in Fairlie related to drainage. Some culverts were under-sized and improvements were included in the capital programme.

Cr Cox asked about the use of contractors and consultants. Sandy Hogg updated the councillors on the use of consultants in the finance area. She did not think many consultants would be needed in the next financial year. Consultants would continue to be used for the District Plan.

Sandy Hogg said Council was borrowing \$10 million on June 30 from the LGFA. This would be short term borrowing until the next LGFA tender, and would then be locked in as long-term borrowing.

#### **RESOLUTION 2022/43**

Moved: Cr Murray Cox

Seconded: Cr Matt Murphy

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

**CARRIED**

### **7.3 QUARTERLY PORTFOLIO REPORT - BANCORP TREASURY SERVICES**

Miles O'Connor from Bancorp was welcomed to the meeting. He updated the council on the current market and investment situation, as the situation had changed since his report was written.

There has been a sharp upward movement in interest rates and inflation. There was a contraction in economic activity. Mr O'Connor outlined current and predicted movements in property prices.

Cr Barwood asked about the rural sector and Mr O'Connor said the rural sector was the shining light of the economy at the moment, and was helping avoid a bigger downturn in GDP.

Miles O'Connor suggested that Council invests in the bond market when term deposits become due. This would be longer term and get better rates. He offered to get in touch with Sandy Hogg to discuss this further.

A workshop on treasury and investments was planned.

**RESOLUTION 2022/44**

Moved: Deputy Mayor James Leslie

Seconded: Cr Matt Murphy

1. That the report be received.

**CARRIED**

**7.4 LOCAL GOVERNMENT FUNDING AGENCY (LGFA) GUARANTOR ACCESSION REPORT**

The purpose of this report was 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.

Jan Etwell and Aaron Ni from Buddle Findlay joined the meeting on Teams. The Mayor welcomed them to the meeting and Jan Etwell introduced the documents. She explained what it meant for Council to be a guarantor of LGFA funding. The share of the guarantee was determined by the size of the rating base. Miles O'Connor said it was incredibly unlikely that the council would be called on by the LGFA, due to safeguards.

Cr Barwood asked what would happen if council lost assets due to Three Waters. All debt associated with Three Waters would be re-paid by the government. Cr Barwood asked if council needed to be a guarantor at all. The chief executive said this approach would give Council a preferential interest rate and the risk was negligible.

Jan Etwell said the documents being signed today were standard documents signed by every council taking part. Neighbouring councils were also guarantors.

**RESOLUTION 2022/45**

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

1. That Council receives the LGFA Guarantor Accession Report.

**CARRIED**

**RESOLUTION 2022/46**

Moved: Deputy Mayor James Leslie

Seconded: Cr Murray Cox

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.

**CARRIED**

*The meeting adjourned at 11.13am for morning tea and reconvened at 11.45am.*

## **7.5 ANNUAL PLAN 2022/23 FOR COUNCIL ADOPTION**

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

Finance manager Sandy Hogg gave the background to the annual plan process. She outlined some minor last-minute changes to rates for the Downlands Water Supply, set by Timaru District Council. There was also a correction to the Allandale Water Rates.

Cr Barwood raised the issue of governance costs. The chief executive said most was staff costs and this was lean compared to other councils. Cr Leslie said it was the cost of democracy.

The Mayor and chief executive thanked staff for their efforts.

### **RESOLUTION 2022/47**

Moved: Cr Murray Cox

Seconded: Cr Anne Munro

1. That the Council receives this report and attachment.

**CARRIED**

### **RESOLUTION 2022/48**

Moved: Mayor Graham Smith

Seconded: Deputy Mayor James Leslie

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.

**CARRIED**

## 7.6 CARRY FORWARDS 2020/21 TO 2021/22

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

Sandy Hogg said normally this report would come to Council in August, but was missed. It formalises carry forwards for the current financial year.

The civil defence funds have already been spent.

Regarding the Ashwick/Opuha water supply – the water scheme was planning to close down, but the carry forward was to meet some costs that were coming through between now and when it closed.

### RESOLUTION 2022/49

Moved: Cr Matt Murphy

Seconded: Cr Murray Cox

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

**CARRIED**

## 7.7 RATES RESOLUTION REPORT

The purpose of this report was 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.

Sandy Hogg introduced this report. These rates are an exact replica of what is in the annual plan.

Passing this resolution allows the rates officer to collect rates.

### RESOLUTION 2022/50

Moved: Deputy Mayor James Leslie

Seconded: Cr Matt Murphy

1. That the report be received.

**CARRIED**

## **RESOLUTION 2022/51**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

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 of \$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:

<b>Instalment Number</b>	<b>Due Date</b>
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.

**CARRIED**

**7.7.1 LATE ITEM: ADOPTION OF FEES AND CHARGES**

Cr Leslie said he was not able to read this late report due to the small text and inadequate computer technology. He asked that the next group of councillors got better IT equipment and this was noted.

Corporate planner Wendy Thompson apologised for this being a late item and with poor resolution. She noted that the fees and charges had been workshopped with the councillors previously. The new Alps2Ocean fee for commercial operators had been added. This was \$5 per person per day.

She asked to make a couple of late changes. Under Building Consents, the proposed fees for this year are identical to last year's fees. She would be adding to the narrative an explanation of this charge to provide clarity.

The second correction was to do with swimming pools. The student fee and child fee were muddled in error and this would be corrected.

Chris Clarke said the annual plan timetable was amended for next year to start this process earlier.

The Alps2Ocean charge was an existing one that was already charged, but had not been included in previous schedules. The Mayor asked if Council relied on the honesty of operators for this charge and Brian Milne confirmed this.

Cr Leslie asked about the Pukaki Airport landing fees. He did not understand the administrative charge and how it would be managed. Sandy Hogg said the idea was to move to quarterly invoicing. Users would pay directly into an account and this would be checked every month against the Aimms report. People who pre-paid would not be charged an admin fee. This new process would be assessed after a time to see if it worked. This had been automated as much as it can be.

Cr Murphy asked about provision for aircraft over five and a half tonne. He asked to add "and over" to this category.

**RESOLUTION 2022/52**

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

1. That the report be received.

**CARRIED****RESOLUTION 2022/53**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

2. That Council adopts the attached fees and charges for the 2022/23 financial year, subject to the corrections presented in respect to the:
  - Building Consents - building charge table, and
  - Swimming Pool Child admission fees.
3. That Council delegates the chief executive to make any necessary minor amendments.

**CARRIED**

## 7.8 END OF YEAR REPORT - MAYORS TASKFORCE FOR JOBS

Leaine Rush joined the meeting to speak to this report.

She received \$500,000 in total and would give back about \$160,000 of unspent funding. There were some good wins with 39 people in jobs and 11 apprenticeships. There needed to be an internal discussion on whether to continue with this scheme in the coming financial year. There was likely to be less money available.

Cr Cox noted how important it was to have staff working in the community and making connections.

### RESOLUTION 2022/54

Moved: Deputy Mayor James Leslie

Seconded: Cr Anne Munro

That the information be noted.

**CARRIED**

## 7.9 TWIZEL HERITAGE BUILDINGS

The purpose of this report was to consider an application from the Twizel Heritage Group for the relocation of an historic Twizel house and single man's hut to Council land, for public viewing as part of the machinery heritage display and heritage trail.

David Adamson introduced this report. There have been two applications, one to put a single man's hut near the golf course and the second to put a heritage house at the entrance to town. Both would be passive displays. Location has been agreed.

Both sites are recreation reserves. Mr Adamson talked about the benefits and disadvantages of council ownership as opposed to a lease. He suggested a long term agreement with the Heritage group that they maintain the buildings.

Brian Milne said the complication of a lease for the single man's hut was that the land was already leased to the golf club. The Heritage group was happy with either council ownership or a lease agreement. The Heritage Group would be able to fundraise if they owned the building and leased the land.

Cr Cox asked who would pay to alter the lease with the golf club. Council would pay.

The Mayor asked about a footpath near the single man's hut. This would happen eventually but might not be a priority for funding as there were other areas requiring footpaths for safety.

Cr Barwood suggested locating the house and the hut in the same location. However the hut was going to be on the original site of the working men's huts. So this was an historic location.

Brian Milne said the hut would be located next to a new path.

Cr Murphy asked if thought had been given to building security. The members of the Heritage Group responded quickly to graffiti and would respond to all maintenance needs.

### RESOLUTION 2022/55

Moved: Cr Matt Murphy  
Seconded: Deputy Mayor James Leslie

1. That the report on the Twizel Heritage Buildings be received.

**CARRIED**

#### **RESOLUTION 2022/56**

Moved: Deputy Mayor James Leslie  
Seconded: Cr Stuart Barwood

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 "single man's" 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 single man's 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).

**CARRIED**

*The meeting adjourned for lunch at 12.37pm and reconvened at 1.06pm.*

#### **7.10 HERITAGE FUND APPLICATIONS 2022**

The purpose of this report was 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.

Planning manager Aaron Hakkaart introduced the report and said there was a good number of applicants for the fund this year, which was positive for the district.

Planner Suzanne Blyth went through each application. She said the funding for a sound system in the Church of the Good Shepherd was outside the criteria of the fund. She explained the criteria in the policy and said Aniss Cottage was only eligible for part funding.

The councillors debated whether the church pew cushions were part of the historic nature of the church and whether they came within the criteria of the fund. They agreed that a sound system did not meet the criteria, and agreed to fund the pew cushions.

#### **RESOLUTION 2022/57**

Moved: Cr Anne Munro  
Seconded: Cr Murray Cox

1. That the report on the Heritage fund applications be received.

**CARRIED**

**RESOLUTION 2022/58**

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

2. That Council approves 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 being \$2,227.27
3. That Council approves 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 being \$858.73
4. That Council approves 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 being \$1,914.00.
5. That Council declines the application from the Committee of the Church of Good Shepherd for a sound system, located at Pioneer Drive, Takapo.

**CARRIED**

**7.11 MOBILE TRADERS SCHEDULE 2022-2023**

The purpose of this report was 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 was 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.

Rachael Hickling joined the meeting and was introduced to the councillors as a new staff member in the planning team. She introduced her report and outlined the difficulties raised when applications for licences were received for the next financial year. More applications were received than positions available. This required changes to the schedule.

The councillors noted the maximum number of mobile traders per township was six. In Tekapo this was three on each of the two sites. Cr Murphy asked staff to keep an eye on where mobile traders were parking on site in Tekapo, so they did not take carparks that were for cars. Mr Adamson said he would pass this to the new regulatory officer when they started.

Councillors debated whether to change the policy to suit the trading practices of Thon Cru. Some disagreed and said how he traded was up to him. It sets a precedent, however he was valued by the community. He could increase the hours or number of days he stops if he wanted. They agreed not to change the policy.

**RESOLUTION 2022/59**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the report on the Mobile Traders changes to Schedule 1 be received.

**CARRIED****RESOLUTION 2022/60**

Moved: Cr Matt Murphy

Seconded: Mayor Graham Smith

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. Total number of traders in Tekapo remain at six.
4. That Council notes that licenses have been granted to both Bids Coffee and Seaschelles.
5. That Council notes that Thon Cru (Ken) be granted a license for Mackenzie Drive, Lakeside Drive, and Denmark Street Greenway and be charged three license fees.

**CARRIED****8 COMMUNITY BOARD RECOMMENDATIONS****8.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 11 APRIL 2022****RESOLUTION 2022/61**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

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.

**CARRIED****8.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 13 APRIL 2022****RESOLUTION 2022/62**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

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.

**CARRIED**

### **8.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 14 APRIL 2022**

#### **RESOLUTION 2022/63**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 14 April 2022 be received.

**CARRIED**

## **9 CONFIRM COUNCIL MINUTES**

### **9.1 MINUTES OF COUNCIL MEETING - 12 APRIL 2022**

#### **RESOLUTION 2022/64**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

That the Minutes of the Council Meeting held on Tuesday 12 April 2022, including those parts taken in public excluded, be received and confirmed as an accurate record of the meeting.

**CARRIED**

### **9.2 MINUTES OF COUNCIL MEETING - 17 MAY 2022**

#### **RESOLUTION 2022/65**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

That the Minutes of the Council Meeting held on Tuesday 17 May 2022 be received and confirmed as an accurate record of the meeting.

**CARRIED**

### **9.3 MINUTES OF ENGINEERING AND SERVICES COMMITTEE MEETING - 10 MAY 2022**

#### **RESOLUTION 2022/66**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

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.

**CARRIED**

#### **9.4 MINUTES OF COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING - 10 MAY 2022**

##### **RESOLUTION 2022/67**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 10 May 2022, including those parts taken in public excluded, be received and the recommendations therein be adopted.

**CARRIED**

#### **9.5 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 10 MAY 2022**

##### **RESOLUTION 2022/68**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 10 May 2022, including those parts taken in public excluded, be received and the recommendations therein be adopted.

**CARRIED**

#### **9.6 MINUTES OF STRATEGY COMMITTEE MEETING - 10 MAY 2022**

##### **RESOLUTION 2022/69**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Strategy Committee Meeting held on Tuesday 10 May 2022 be received and the recommendations therein be adopted.

**CARRIED**

**9.7 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 5 APRIL 2022**

**RESOLUTION 2022/70**

Moved: Mayor Graham Smith

Seconded: Cr Murray Cox

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 5 April 2022, including those parts taken in public excluded, be received and the recommendations therein be adopted.

**CARRIED**

**The Meeting closed at 1.46pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on .**

.....  
**CHAIRPERSON**

**8.2 MINUTES OF COUNCIL MEETING - 5 JULY 2022**

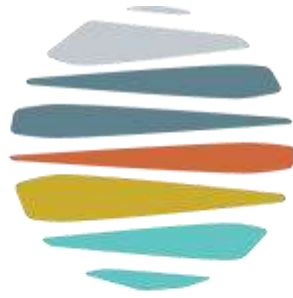
**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Council Meeting - 5 July 2022

**RECOMMENDATION**

That the Minutes of the Council Meeting held on Tuesday 5 July 2022 be received and confirmed as an accurate record of the meeting.



**Mackenzie**  
DISTRICT COUNCIL

# **Unconfirmed MINUTES**

**Extraordinary Council Meeting**

**5 July 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON TUESDAY, 5 JULY 2022 AT 9.30AM**

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

**IN ATTENDANCE:** Angela Oosthuizen (Chief Executive), David Adamson (Acting General Manager Operations), Chris Clarke (IT and Engagement Manager), Arlene Goss (Governance Advisor), Aaron Hakkaart (Planning Manager), Rachael Willox (Planner), Kylie Hall, Liz White, TeWera King, Louise Taylor (consultants).

**1 OPENING**

The Mayor opened the meeting and TeWera King provided a karakia.

**2 APOLOGIES**

An apology was received from Cr Emily Bradbury.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 REPORTS**

**4.1 DISTRICT PLAN REVIEW STAGE 1 NOTIFICATION (PLAN CHANGE 20)**

The purpose of this report was for Council to adopt the suite of documents related to Stage 1 of the Mackenzie District Plan Review and approve Plan Change 20 for formal notification, pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991 (the Act).

Discussion of this report included the following matters:

Does the outcome of plan change 18 have any effect on this? It is unlikely that the outcome of plan change 18 will have any effect, because they are looking to achieve the same thing.

At what date does stage 1 become operative? It won't have immediate effect as it needs to go through a hearings process. David Adamson explained the process.

There will be transitional provisions that will explain how to transition to the new regime. The objectives in the District Plan will have some weight when people submit applications, but will not have full legal effect until they go through appeal.

TeWera King took the councillors through the opening chapter and the intent. He read and translated the Māori words, and agreed to provide an English translation for the document.

Discussion then took place on the chapters proposed in the report. Cr Barwood requested a split of land types related to conservation land and farm land.

The other chapters were discussed and questions asked by the councillors.

Cr Leslie did not think the definition of a braided river bed was broad enough and would create problems in the future. He said this was a tricky area and Council needed to be careful. Kylie Hall said this would be an issue and they didn't want to step on Ecan's toes. Louise Taylor said at stage 1 they were using the term 'river' in its broad sense. They needed to use the definition as defined in the Act and national planning standard. This was on the radar for stage three and it may be necessary to add further information then.

It was noted that some good feedback had been received from the Department of Conservation, but no response from Forest and Bird or the Environmental Protection Society.

The Mayor asked about provisions for boating on Lake Tekapo under activities on lakes. This has been mentioned under cultural values. Mana whenua wanted boats to stay away from the island due to cultural values and protection of the shore line. The Mayor asked for more detail to be added regarding this. This was a minor change that would be delegated to the chief executive.

**RESOLUTION 2022/41**

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

1. That the report on Plan Change 20 be received.

**CARRIED****RESOLUTION 2022/42**

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

2. That the Council adopt the suite of documents attached to this report relating to Stage 1 of the Mackenzie District Council Plan Review.
3. That the Council approve Plan Change 20 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.
4. That the Council delegates to the Chief Executive the power to make minor amendments/non-substantive changes to the provisions of proposed Plan Change 20 prior to formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.

**CARRIED****4.2 DISTRICT PLAN REVIEW HEARINGS PANEL**

The purpose of this report was for Council to appoint the hearings panel for the Mackenzie District Plan Review.

David Adamson said Jane Taylor has recently notified of medical issues and has had to withdraw from the chair position. He suggested removing her name from the recommendation and moving Rob van Voothusyen to the position of chair. Louise Taylor went through Mr van Voothusyen's C.V. with the councillors. He works as a professional hearings commissioner and is highly qualified.

This would reduce the panel by one member, but this would not be an issue. It would still give the process more commissioners than needed. If someone else needed to step down there was the ability to bring someone new in later.

Cr Barwood suggested the Mayor also be delegated the power alongside the chief executive to select commissioners. This was agreed and the recommendation changed.

The Mayor thanked everyone who has helped get this project to this stage.

**RESOLUTION 2022/43**

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

1. That the report on the District Plan Review Hearings Panel be received.

**CARRIED**

**RESOLUTION 2022/44**

Moved: Cr Murray Cox

Seconded: Cr Stuart Barwood

2. That the Council appoint Rob van Voothusyen as commissioner and Chair of the Mackenzie District Plan hearings panel.
3. That the Council appoint Raewyn Solomon and Megan Mckay (to “job share”) as iwi commissioners on the Mackenzie District Plan hearings panel.
4. That the Council appoint Ros Day and Andrew Willis as commissioners for the Mackenzie District Plan Review.
5. That the Council delegate to the Chief Executive and the Mayor the power to select which of these commissioners from the hearings panel (Recommendations 3 and 4) will sit on each of the hearings (or groups of hearings).
6. That the Council delegate to the commissioners the power to hear the submissions/further submissions and evidence and make a decision on behalf of Council on the Mackenzie District Plan Review pursuant to Section 34A(1) of the Resource Management Act 1991.

**CARRIED**

**4.3 BETTER OFF FUNDING PROJECTS**

The purpose of this report was to inform Council regarding the Better Off funding opportunities and to confirm which projects council wished to proceed with in its application.

David Adamson said he would like to get an application in sooner rather than later, as a final decision on this funding would be made by the government on September 30.

There were some issues and Mr Adamson had outlined these in the report, including legal advice. This would be addressed in the application.

Discussion took place on individual projects and how these could set up future activity under Te Manahuna Ki Uta/Destination Mackenzie, and future Long Term Plans.

Cr Cox questioned the focus of the chosen projects and whether it should have been more about social wellbeing than producing plans.

The chief executive noted the risks to this funding included a change in government. Discussion took place on whether it would be better to wait for the second funding round. This was not agreed.

Cr Leslie said these projects were related to council's position on Three Waters. He did not have any objection to Three Waters but was part of a council that does. These projects were worthwhile and we should just get onto it.

The Mayor said Council was not opposed to Three Waters, only to the entity model that was being pushed onto us. He said Council should apply for the funding, even though as Mayor he had been very vocal in his opposition to Three Waters.

David Adamson said staff would still be supplying information to DIA, but he was not allowed to use any of this funding on additional staff support in order to do this.

The chief executive said Council could continue to oppose the model, and continue to supply information to DIA, at the speed the current staff resources allowed.

The Mayor said there were two questions: should we apply for the funding and are these the best projects? He asked if councillors were happy with the list of projects and they gave their views.

Having these plans in place would make Council shovel-ready when other funding came up in future. Council had missed out on cycleway funding because it wasn't organised.

If any of the projects were turned down for funding, there were other projects that could be put forward instead.

Cr Cox said if Council committed to these projects, they needed to follow through to outcomes.

#### **RESOLUTION 2022/45**

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

1. That the report on Better Off Funding Projects be received.

**CARRIED**

#### **RESOLUTION 2022/46**

Moved: Mayor Graham Smith

Seconded: Cr Matt Murphy

2. That Council instructs staff to make an application for Better Off Funding incorporating the legal advice received to ensure that Council can participate in the Three Waters Reform debate and does not restrict Council by any means.

**CARRIED**

*Cr Barwood asked for his vote against this resolution to be recorded.*

#### **RESOLUTION 2022/47**

Moved: Cr Matt Murphy

Seconded: Deputy Mayor James Leslie

3. That Council confirms the application shall contain the following projects and allocations
- (a) Visual Cultural Presence – Pou whenua and cultural artwork, interpretation and digital application Allocation \$400,000
  - (b) Mackenzie Branding Feasibility Assessment (Food, Art, culture) Allocation \$140,000
  - (c) Climate Change Footprint and Plan Allocation \$150,000
  - (d) Rural integrated Spatial Plan Allocation \$300,000
  - (e) Cycle Trail Development Allocation \$300,000
  - (f) Simpson Lane/ Tekapo lakeside drive properties Development Allocation \$160,000
  - (g) Tekapo Boat Ramp Allocation \$100,000

**CARRIED**

*Cr Barwood abstained.*

**The Meeting closed with a karakia from the chief executive at 11.16am.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 1 January 2030.**

.....  
**CHAIRPERSON**

**8.3 MINUTES OF COUNCIL MEETING - 19 JULY 2022**

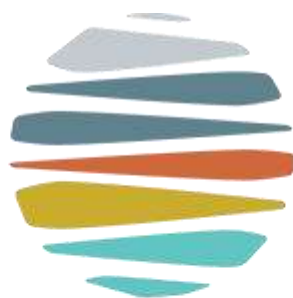
**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Council Meeting - 19 July 2022

**RECOMMENDATION**

That the Minutes of the Council Meeting held on Tuesday 19 July 2022 be received and confirmed as an accurate record of the meeting.



**Mackenzie**  
DISTRICT COUNCIL

# **Unconfirmed MINUTES**

**Extraordinary Council Meeting**

**19 July 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON TUESDAY, 19 JULY 2022 AT 9.30AM**

**PRESENT:** Mayor Graham Smith, Deputy Mayor James Leslie (online), 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), Fiona McQuade (Commercial and Property Manager), Arlene Goss (Governance Advisor), Sam Molyneux (Executive Assistant), Matt Winter (Lawyer from Anthony Harper)

**1 OPENING**

The Mayor opened the meeting with a karakia.

**2 APOLOGIES**

There were no apologies.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2022/48**

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
<b>4.1 - Tekapo Lake Resorts Limited – Settlement of Lot 2</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**RESOLUTION 2022/49**

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

That Council moves out of Closed Council into Open Council.

**CARRIED**

**The Meeting closed at 10.03am.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 23 August 2022.**

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**CHAIRPERSON**

**8.4 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 21 JUNE 2022**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of Audit and Risk Committee Meeting - 21 June 2022

**RECOMMENDATION**

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 21 June 2022 be received and the recommendations therein be adopted.



**Mackenzie**  
DISTRICT COUNCIL

# **Unconfirmed MINUTES**

**Audit and Risk Committee Meeting**

**21 June 2022**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON TUESDAY, 21 JUNE 2022 AT 9.30AM**

**PRESENT:** Mr Bruce Mincham (chairperson), Deputy James Leslie, Cr Stuart Barwood, Mayor Graham Smith, 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 (Manager People and Culture), Arlene Goss (Governance Advisor), Sandy Hogg (Finance Manager), Chris Clarke (Manager IT and Engagement), Wendy Thompson (Corporate Planner), Chris Genet and Anna Jones (AuditNZ), Jerard Coburn (Marsh Insurance).

**1 OPENING**

The chairperson opened the meeting and welcomed everyone.

**2 APOLOGIES**

Apologies were received from Cr Anne Munro and Cr Emily Bradbury.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 VISITORS**

Chris Genet and Anna Jones from Audit New Zealand were welcomed to the meeting. Jerard Coburn from Marsh would attend at 11am to discuss insurance.

**5 REPORTS**

**5.1 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 5 APRIL 2022**

**COMMITTEE RESOLUTION AUD/2022/64**

Moved: Mr Bruce Mincham

Seconded: Mayor Graham Smith

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 5 April 2022 be received and confirmed as an accurate record of the meeting.

**CARRIED**

## 5.2 REVIEW OF THE COUNCIL ANNUAL PLAN 2022/23 FOR COUNCIL ADOPTION

The purpose of this report was to inform the Audit and Risk Committee that the Council plans to adopt the 2022-2023 Annual Plan pursuant to section 95(1) of the Local Government Act 2002 on 28 June 2022.

Paul Numan outlined the contents of his report. The chairman had provided some edits to Mr Numan and these would be made before the plan was adopted by council. The chairman asked Mr Genet if he had any observations. There was nothing Mr Genet wanted to raise.

The chief executive said Council had landed close to what was predicted in the Long Term Plan. She thanked the finance manager for her work on this, especially while she was suffering from Covid. It was good to meet statutory deadlines. The Mayor also thanked the team and chief executive.

The Mayor asked about the operating surplus. Finance manager Sandy Hogg said Council had not taken up borrowings as indicated but had been using cash. The interest rates weren't great so it was better to use cash. Borrowing was still available if needed.

Further discussion was held on future plans and communication of the annual plan to the public. Three waters projects were on track, and other projects were being pushed.

There had not been much public feedback to date on the projected rates rises.

### COMMITTEE RESOLUTION AUD/2022/65

Moved: Mr Bruce Mincham

Seconded: Cr Stuart Barwood

1. That the Audit and Risk Committee receives this report and attachment.
2. That the Audit and Risk Committee reviews the 22/23 Annual Plan.
3. That the Audit and Risk Committee recommends to Council that it adopts the 22/23 Annual Plan at the Council meeting on 28 June 2022.

**CARRIED**

### COMMITTEE RESOLUTION AUD/2022/66

Moved: Cr Murray Cox

Seconded: Mayor Graham Smith

4. That the Council agrees that the Chief Executive be delegated authority to make minor editorial changes to the Annual Plan 2022-2023 document ahead of the Annual Plan being provided to the Council for adoption.

**CARRIED**

## 5.3 AUDIT PLAN - YEAR ENDED 30 JUNE 2022

Paul Numan introduced this report and went over the main points. This process has already started and staff were uploading documents to the audit dashboard. The final audit was booked

for October 11. Council was hoping to adopt the annual report by the end of November, within the statutory deadline.

Chris Genet raised current risks to be aware of and said they were in hand. Sector risks included Three Waters Reform. There would be an audit focus on the capital programme and the funding of that.

There was still an auditor shortage and Covid was still having an impact on audit staff. Auditors would be sourced from overseas. Mr Genet was working towards the dates in the report but was awaiting confirmation regarding staff.

The chief executive said meeting the statutory deadlines was a non-negotiable this year. She also asked about Three Waters which was fast moving and difficult to predict. It was difficult to understand what impact that would have on a small council. She asked Mr Genet to flag issues early to allow the small team time to address these.

Chris Clarke updated the committee on a project management tool that was being trialled by his team within the council. This would be used for the annual report.

The chairman asked for clarification on drinking water quality performance. David Adamson said a third party was doing this and council was buying into a system used by other councils. This work was underway. Mr Genet would send questions to Mr Adamson on this matter to make it clear what was being requested.

#### **5.4 INDEPENDENT ASSURANCE REPORT FOR THE DEBENTURE TRUST DEED OF MACKENZIE DISTRICT COUNCIL FOR THE YEAR ENDED 30 JUNE 2021**

This report was received.

#### **5.5 2022 ANNUAL REPORT TIMETABLE AND RISK REGISTER**

Corporate Planner Wendy Thompson joined the table. She said staff are meeting regularly on the annual report. She introduced herself to the members and then introduced the new project management software being used to manage the annual report process.

Some tasks were already completed with others being worked on.

The Mayor was heartened to get the processes in order so staff were on top of things.

Cr Barwood asked about an item that showed as overdue and this was updated by Sandy Hogg, who said the matter was in hand but she had not updated the software.

#### **5.6 HEALTH, SAFETY AND WELLBEING**

Alexis Gray took her report as read and asked for any questions.

Council has just hired a health and safety coordinator who will start on July 6.

An update on the use of Sitewise was provided, and also an update on hiring.

The councillors asked for an update on a staff road accident that occurred recently. The driver was ok and the car was being repaired.

Communication issues caused by a lack of mobile phone coverage were discussed. Work was being done on deploying civil defence radios in staff cars to help address this. This would also help staff learn how to use the radios in case of a civil defence emergency.

Further discussion took place on GPS alarms in cars and how GPS tracking worked.

*The meeting adjourned at 10.37am for morning tea and reconvened at 10.50am.*

## **5.7 WAKA KOTAHI - INVESTMENT AUDIT REPORT**

The purpose of this report was to provide the Audit and Risk Committee with the outcome of an investment audit report carried out by Waka Kotahi regarding funding received by the Council as part of the National Land Transport Programme (NLTP).

Sandy Hogg spoke to this report. The Mayor asked about funding at risk. Sandy Hogg said a new process had been put in place to address this. The audit was prompted by a mistake that resulted in a double claim, which had been refunded. Council had a very good relationship with Waka Kotahi and would meet with them to work out the repayment.

### **COMMITTEE RESOLUTION AUD/2022/67**

Moved: Mr Bruce Mincham

Seconded: Mayor Graham Smith

1. That the report be received.
2. That the Audit and Risk Committee notes the review and findings as outlined in the audit investment report.
3. That the Audit and Risk Committee endorses the recommendations as detailed in the report and the proposed improvements from Council staff, noting that the payment arrangements for the overpayment are currently being worked through with Waka Kotahi.

**CARRIED**

## **5.8 PUBLIC EXCLUDED RESOLUTION**

### **COMMITTEE RESOLUTION AUD/2022/68**

Moved: Mayor Graham Smith

Seconded: Mr Bruce Mincham

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:

**COMMITTEE RESOLUTION AUD/2022/69**

Moved: Mr Bruce Mincham

Seconded: Mayor Graham Smith

That the Audit and Risk Committee moves out of closed meeting into open meeting.

**CARRIED**

**5.10 HOLIDAY PAY ASSESSMENT REPORT**

The purpose of this report was to provide the Audit and Risk Committee with the outcome of a holiday pay assessment that was undertaken by PricewaterhouseCoopers (PWC).

Council instigated an assessment of the payroll system and these were the findings. The chairman said the results showed Council payroll was in good shape. It showed there were some old allowances that could have caused problems, so it was a good stock take and learning experience.

A tax compliance review to ensure tax was correctly paid also needed to be carried out.

**COMMITTEE RESOLUTION AUD/2022/70**

Moved: Mr Bruce Mincham

Seconded: Deputy James Leslie

1. That the report be received.
2. That the Audit and Risk Committee notes the review and findings as outlined in the holiday pay assessment report.
3. That the Audit and Risk Committee endorse the recommendations and the actions completed by Council and MagiQ staff.

**CARRIED**

*The meeting adjourned for lunch at 12.43pm and reconvened at 1.17pm.*

**6 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION AUD/2022/71**

Moved: Deputy James Leslie

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
<b>6.1 - Minutes of Public Excluded Audit and Risk Committee Meeting - 5 April 2022</b>	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	disadvantage, commercial activities	
<b>6.2 - Review of Sensitive Expenditure - Use of Credit Cards</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.3 - Corporate and Finance Team Review</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.4 - Risk Management Report</b>	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
<b>CARRIED</b>		

**COMMITTEE RESOLUTION AUD/2022/72**

Moved: Mr Bruce Mincham

Seconded: Cr Matt Murphy

That the Audit and Risk Committee moves out of closed meeting into open meeting.

**CARRIED****The Meeting closed at 2.00pm.****The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on .**

.....  
**CHAIRPERSON**

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

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Minutes of Public Excluded Council Meeting - 19 July 2022</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.2 - Minutes of Public Excluded Audit and Risk Committee Meeting - 21 June 2022</b>	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)(g) - the withholding of the information is necessary to maintain legal professional privilege 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