



Mackenzie

DISTRICT COUNCIL

122ND MEETING

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

Date: Tuesday, 20 September 2022

Time: 9.30am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

20 September 2022

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

Council Membership:

Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

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

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

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

(Local Government Act 2002)

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1 KARAKIA AND APOLOGIES

2 PUBLIC FORUM

Mary Anne Ward has asked to speak in the public forum about an Ag Recovery waste container near her property.

3 VISITORS

COUNCIL STAFF HAVE BEEN INVITED TO JOIN THE COUNCILLORS FOR TEA FOLLOWING THE MEETING.

4 DECLARATIONS OF INTEREST

5 BEREAVEMENTS

6 MAYOR'S REPORT

6.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

SUMMARY OF ACTIVITY

Mayoral Forum

Canterbury's Mayoral final dinner held with Minister Woods.

Free and frank talk. Raised Mackenzie issues; roading funding, staff shortages, centralisation, localism, and the need to engage and work collaboratively with central government.

Mayor's meeting:

RMA reform. Minister Parker is keen to develop Canterbury as a model region RMA reform. Legislation is expected in October. Māori representation and writing this into plans before Waitangi Tribunal.

MFE is keen to understand by end of 2022 which regions will become models. Progress developing freshwater reforms will play a part in this.

After talking to Aaron and Angela, we have noted our concerns over staff and the capacity to do this and have support from smaller councils.

While there is merit in first mover leader in reforms, I have asked the Minister if this could be sub regional, 'Greater Christchurch' but he is adamant it needs to be regional. It was agreed to pursue sub regional further.

Concern over councils to be involved collectively, and not for the work to be done all at a regional level.

Civil Defence, climate change, and 3 waters need to be part of this reform.

Stefanie Rixecker - CEO ECAN spoke. CWMS has made significant gains progress in freshwater improvement.

Real tension between desire more housing development and protecting our environment, need for MFE policy on how this is done.

Who chooses members for regional committee and how is council's LTP integrated into plans.

Need to understand the government funding and resources they are prepared to apply.

Draft Triennium Agreement - Hamish Riach.

Need to brief new members. Mayors need to communicate fully with councillors. Need to list an achievement document.

Regional Public Service Commissioner. Councils need to know their communities and understand their needs. Concern over mental illnesses given recessionary pressure and part community wellbeing. Abuse in state care is an issue.

Reflections last 3 years. Lianne and I made valedictory speeches noting trust, integrity, collaboration, and opportunities to make meaningful change as collective leaders of Canterbury.

MEETINGS AUGUST – SEPTEMBER 2022:

24 August 2022

- Tekapo Community Board

25 August 2022

- Civil Defence Emergency Management Joint Committee CMTE
- Canterbury Land Transport Meeting
- Mayoral Dinner and meeting Minister Woods

26 August 2022

- Canterbury Mayors Meeting

29 August 2022

- Wellington with Mayors - delivered CL4D final submission to Select Committee at Parliament

30 August 2022

- Council Workshop

31 August 2022

- Alps 2 Ocean Joint Governance Committee Meeting with manager Robyn Hyde & Mayor Kirtcher

1 September 2022

- Canterbury Regional Leadership Group

2 September 2022

- Age Friendly Focus Group

3 September 2022

- Twizel Sports Awards

6 September 2022

- Council Workshop

9 September 2022

- ECAN Meeting with Angela, Peter Burt, resolve contaminated site Pukaki
- Canterbury Mayors Meeting with Scion, Ag Research, and Plant & Food

12 September 2022

- MTFJ meeting with Leaine, TPDA Amy Oughtan, Work Assist programs, Twizel school students and meeting some of newly placed apprentices and people who have been assisted into jobs. Well done to Leaine!

13 September 2022

- Council Final Audit & Risk Meeting

14 September 2022

- Aoraki foundation Ascend Aoraki

18 September 2022

- Fairlie Lions 50th Anniversary Dinner

19 September 2022

- Twizel Community Board Final Meeting

20 September 2022

- Final Council Ordinary Meeting


4 REPORTS

7.1 CHIEF EXECUTIVE REPORT - AUGUST TO SEPTEMBER 2022

Author: Angela Oosthuizen, Chief Executive

Authoriser: Angela Oosthuizen, Chief Executive

Attachments:

1. People and Culture Report [↓](#) 
2. Health Safety and Wellbeing [↓](#) 
3. Customer Services report [↓](#) 
4. Service Requests Aug 2022 [↓](#) 
5. New Zealand Post Office Scorecard [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

PURPOSE OF REPORT

To provide the Council with an update on strategic projects, HR, Customer Services and CEO activities during the month of September 2022.0

ELECTIONS

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.

ANNUAL REPORT

Annual Report is continuing to progress. Valuations for land and buildings and infrastructure have been completed and are being peer reviewed internally. Draft narrative and KPI's have been largely is in progress. Weekly project team meetings led by the Corporate Planner are being held to ensure the project is tracking to plan. A discussion was held with Audit NZ to express our concerns about the decision to defer our annual report audit to 2023.

Audit NZ have advised that since the pandemic first emerged, Covid-related lockdowns, absences, and border restrictions have compounded the disruptions caused by the global auditor shortage. This has caused ongoing delays for audit firms around the country.

Audit NZ been using a wide range of tools to build our teams and increase capacity, and we are making progress. However, the pandemic's impacts have been more severe and long-lasting than

first imagined. While we address these unavoidable challenges, the capacity available is not sufficient to complete all public entity June 2022 audits before the end of the calendar year.

Mackenzie's concerns relate to :

- The Council finance team and the Chief Executive have worked exceptionally hard to ensure we have and will meet our statutory deadlines. This is on track for the 2021/22 Annual report and the team is on track to deliver the Annual Report by the end of October 2022.
- Reputational impacts caused by the completion of the audit after the statutory deadline.
- Post balance sheet events (timing of three waters announcements, severe weather events) will mean that there will be additional rework of the financial statements.
- This is disproportionately disruptive to a small finance team and will come at a cost to Council as Council will need to supplement resources to handle additional workload.
- Council will be midway through our Annual Plan and will be commencing work for the 2024-2034 Long term Plan – this will result in additional workload on a small team.

Audit NZ has undertaken to:

- Work with Council finance team on key areas of risk to mitigate any potential delays
- To discuss with the OAG a pragmatic approach in responding to the impact of three waters announcements for local authorities that will have deferred audits due to auditor shortages.

The Council remains disappointed at the deferral of the audit of the Annual report.

Te Manahuna Ki Uta

Funding has been applied for from the Better Off Funding for key projects that have arisen from the Te Manahuna Ki Uta Destination Management Plan. Work has commenced on the Establishment Report for the Phase 2 of TMKU (Implementation Phase). This will determine the key workstreams projects, key deliverables, risks and resourcing for the implementation phase of the TMKU.

THREE WATERS

The Executive team and Council have met with the National Transition Unit. The CEO also attended a Roadshow

- NTU are focussed on being ready by 1 July 2024.
- They have a **fully recruited delivery structure** in place with team leaders driving the various workstreams
- **Governance:** They have indicated they will be recruiting for the Entities CEO's by December 2022 and the establishment boards(LG sector and Manawhenua) by March 2023 – note they have indicated they will have **shortlisted candidates for the board by December 2022.**
- **Asset Management :** There are RFI's for Asset Management information and Financial information coming our way shortly requiring to completed . We have received the request for the Capital and renewals information and the due date is the end of **October 2022.**

- The **People and workforce workstream** in pushing full steam ahead with a staff portal and requesting staff to register on this portal. There are proposed guidelines out for consultation and feedback is being sought on these guidelines from staff. They have also requested information on pay and condition by September 2023. They indicated will have made decisions about the appropriate pathway for affected staff by April 2023 when job guarantee staff will be notified. They are also engaging with Unions like the PSA as well.
- There is an active **Data and digital workstream** going ahead and they already have information before them with a decision on the systems (Customer and Asset management systems) being made by **February 2023**. We should also be mindful of the history they may require (archived records) in terms of the Public Records Act.
- **Data migrations** will be required as the NTU have advised they will provide support (resources or funding) to expedite this.
- **Finance and commercial workstream**: there are three activities : **financial settlements with Councils, developing 10 year financing and funding plans and capital structuring plans**. They will need to put **insurance plans** in place as well for the assets.
- There is a **RFI for financial information** coming out based on **June 2022** data and this is expected to be completed by **November 2022**
- We will need to apply for transition support funding (Tranche 2) must be applied for by the end of the year (in addition to the \$350k) – this will cover the cost of any seconded staff, backfill
- There will also be no worse off funding - this is to target the support of stranded assets and support financial stability of non-water related roles.

CANTERBURY MAYORAL FORUM

The mayor and CEO attended the Canterbury Mayoral Forum on 26 August. This was the last forum before the end of the Triennium. Documents have been prepared to brief the incoming mayors on the Forum, its role and the work done to date.

Resource Management reform

Liz Moncrieff and Jennifer Hutcheon from the Ministry for the Environment joined the meeting. Liz provided an update on RM reform, noting the Wai 2358 claim before the Waitangi Tribunal which will inform who is identified as Māori in the legislation. Members discussed their views on participating in the model region project, including the desire for Canterbury to lead in this space, strong concerns around council resourcing, and the desire for a sub-regional approach.

Regional Public Service Commissioner update

Dianne McDermott, Acting Regional Public Service Commissioner, joined the meeting to provide an update on the Regional Leadership Group and its work on identifying priorities for the public service.

Coordinating regional economic development

The Forum received an update on the coordination of regional economic development, and agreed to write a letter of support for Kaikōura District Council's South Bay Harbour business case.

EXTERNAL MEETINGS ATTENDED

15 August 2022 Three Waters Transition Discussion – Canterbury Mayors

16 August 2022 Council workshop

17 August 2022 Discussion with Andrew Toombs – Alpine Energy

17 August 2022 Interview – GM Strategic Financial Management

18 August 2022 Team Mack Meeting

19 August 2022 Interview – GM Strategic Financial Management; Meeting with CEO Whitestone

22 August 2022 Interview – GM Strategic Financial Management

23 August 2022 Council meeting

24 August 2022 SLT Meeting

24 August 2022 Tekapo Community Board meeting

25 August 2022 TMKU Establishment Report Meeting

25 August 2022 Mayoral Forum Dinner with Minister Megan Woods

26 August 2022 Mayoral Forum

26 August 2022 Meeting with Napier Computer System regarding MagiQ Issues

29 August 2022 Three Waters Transitional Planning meeting with Morrison and Low

30 August 2022 Council Workshop

31 August 2022 Meeting with MOU about Library Building at Twizel Area School;
Interview : GM Strategic Financial Mgmt

2 September 2022 Age Friendly Focus Group Fairlie

5 September 2022 Canterbury CEO Forum – Next Triennium Strategic Planning

6 September 2002 Council Workshop and Meeting with minister Kieran McAnulty

7 September 2022 Weekly Executive

7 September 2022 PSA Bargaining

8 September 2022 TEAM Mack meeting

8 September 2022 Planning for the next Triennium and Elections

9 September 2022 Meeting with ECan – Pukaki Airport

9 September 2022 Roadshow with the NTU – Entity D

12 September 2022 Canterbury CEO Forum – Next Triennium Strategic Planning

13 September 2022 Audit and Risk Meeting

15 September 2022 Brand Session – Culture by Design

PEOPLE AND CULTURE MONTHLY REPORT

August 2022

RECRUITMENT UPDATE (INCLUDING APPOINTMENTS TO KEY ROLES):

- August was steady in terms of recruitment and new employees starting. The following roles were advertised and appointed during August 2022:
 - Manager ICT – recruitment continues with this role. The preferred candidate from the recent round of interviews was offered the role however accepted another position. Platinum Recruitment have put forward two more candidates for consideration.
 - Regulatory and Compliance Officer – Erin McDiarmid has accepted this role and started 22nd August 2022.
 - Pukaki Airport Officer – total of six applications for this position. Two have been shortlisted for interview.
 - Acting General Manager Corporate Services – this role was advertised internally only. There were three applicants for the position. CEO currently reviewing the interview information.
 - General Manager Strategic Financial Management and Commercial Services – a total of 13 applications for the position. Six candidates have been interviewed and two of those candidates have been shortlisted for reference checks.

POSITION DESCRIPTION UPDATE:

- The following PD's are currently being developed:
 - GM Information, Engagement and Community Development
 - GM People, Customer and Cultural Relationships
 - Community Development Officer role
- 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.

PSA / MDC BARGAINING:

- Bargaining with our Union members began in August 2022 with the PSA bringing several claims to MDC for discussion, including the salary increase for their members.
- The Union has asked for a remuneration table outlining their members current base salary, Strategic Pay Grade Information and the position in range (PIR) for each person. This has been provided to the PSA.
- Bargaining is due to resume in September 2022.

ANNUAL SALARY REVIEW PROCESS:

- The annual salary review process began in June 2022 with current Remuneration data and information being provided to the Executive Leadership Team for review and discussion.
- This process is taking longer than anticipated as the bargaining with the Union not being completed – this is due to the PSA Representative contracting COVID-19 then influenza.

STRATEGIC PAY LOCAL GOVERNMENT SURVEY:

- The survey contains detailed remuneration data for 35,000 employees representing 78 Councils and Council controlled organisations throughout NZ and provides a remuneration database for our sector. The survey also provides a detailed analysis of 273 published job categories, providing base salary, fixed remuneration and total remuneration breakdowns by location, Council size (turnover and employee numbers).
- The Mackenzie District Council contributes to this data twice a year which in turn is included in the report. The remuneration data for the survey is currently being collated and updated. This is due for submission early September 2022.

CULTURE TEAM SESSIONS:

- As part of the culture work that MDC is undertaking, group sessions were held with Team Mack members (with the exception of the Executive and Senior Leadership Team members) during August as a way to be able to provide feedback, comments, and thoughts on our culture, what's working well, what's not working well and areas for improvement, initiatives for driving culture and for the ELT / SLT and Crew Culture (Team Mack Culture Team) to be able to implement an action plan to address issues and concerns.
- These sessions were run by Marie Webber from Culture by Design and were a confidential way for employees to provide feedback.
- The ELT / SLT were provided feedback and an action plan was implemented. This was shared with Team Mack during August.

CREW CULTURE TEAM:

- As part of the culture work that MDC is undertaking, MDC has formed a Culture Champion / Culture Team – now named Crew Culture. This team is essentially the driving force for workplace culture development within our organisation and will work across all levels of the organisation. Training occurred for this team at the end of August.
- During this training, Crew Culture got to know its team members better, formulated a Team Purpose and an action plan and developed a short list of initiatives to assist with moving toward their purpose – Courageously drive cultural leadership to embrace and amplify our core values and behaviors.
- Crew Culture will be releasing information to Team Mack early September.

People and Culture Key Metrics

Full Time Employee (FTE) information for MDC – August 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 (FTE)
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
August 2022	44

Headcount by Business Unit – August 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	7
Regulatory	2
Engineering	7
GM Corporate Services	3
Customer Service	6
Information & Engagement	8
Fleet / Cars	1
TOTAL	51

Turnover rates by Business Unit and Termination reasons

Monthly Voluntary Attrition

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

MONTH	EXITS	TOTAL FTE	% ATTRITION
September 2021	1	35.7	2.8%
October 2021	2	35.9	5.6%
November 2021	1	35.1	2.8%
December 2021	1	35.8	2.8%
January 2022	0	42.2	0.0%
February 2022	0	41.7	0.0%
March 2022	1	38.7	2.6%
April 2022	1	38.7	2.6%
May 2022	0	40.2	0.0%
June 2022	1	39.7	2.5%
July 2022	1	40.5	2.47%
August 2022	0	44	0%

Annual Voluntary Attrition

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

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

Total exits (August 2021 – August 2022):	9
Average FTE (August 2021 – August 2022)	40.35
Annual Voluntary Attrition:	22.3%

Termination Reasons – August 2022

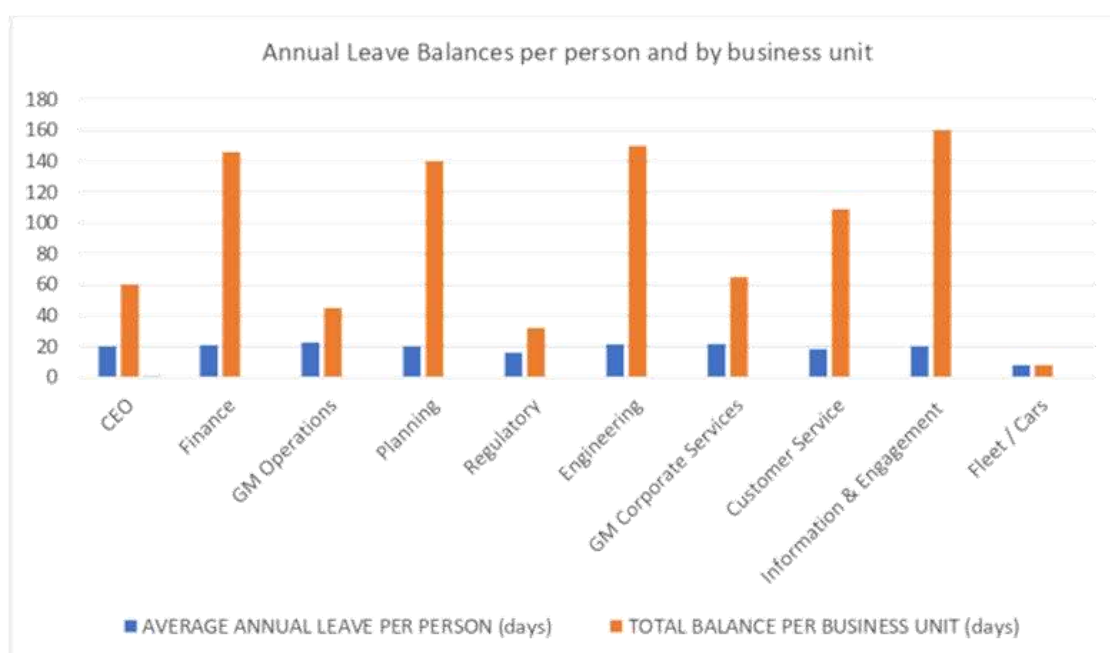
This information includes all termination reasons (voluntary and involuntary) including end of fixed term & excludes casuals.

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

Annual Leave by Business Unit – August 2022

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

BUSINESS UNIT	AVERAGE ANNUAL LEAVE PER PERSON (days)	TOTAL BALANCE PER BUSINESS UNIT (days)
CEO	20	60
Finance	20.8	146
GM Operations	22.5	45
Planning	20	140
Regulatory	16	32
Engineering	21.4	150
GM Corporate Services	21.7	65
Customer Service	18.2	109
Information & Engagement	20	160
Fleet / Cars	8	8
TOTAL:	188.6	915

Accrued Annual Leave Balances in Graph Format

Total annual leave liability in dollars and hours per business unit

BUSINESS UNIT	TOTAL HEADCOUNT BY BUSINESS UNIT	TOTAL ANNUAL LEAVE LIABILITY \$	TOTAL ANNUAL LEAVE LIABILITY HOURS
CEO	3	\$16,579.01	249.57
P&C	2	\$9,920.40	146.44
Finance	7	\$25,061.14	568.51
GM Operations	2	\$19,360.02	346.61
Planning	7	\$20,030.56	453.99
Regulatory	2	\$9,007.84	296.44
Engineering	7	\$44,580.02	956.94
GM Corporate Services	3	\$27,044.36	600.99
Customer Service	6	\$31,457.36	937.42
Information & Engagement	8	\$32,730.07	785.62
Fleet / Cars	1	\$48.42	2.69
TOTAL	51	\$235,819.20	5,345.25

Please note that that the total annual leave liability amount for July 2022 was \$218,308.82. Whereas the total annual leave liability hours for July 2022 was 4,961.80. The above totals have increased since July 2022.

HEALTH, SAFETY AND WELLBEING MONTHLY REPORT

August 2022

GENERAL HEALTH, SAFETY AND WELLBEING UPDATE:

- HIGH priority 1: Rebecca is working with Chris Clarke and other key employees regarding an Emergency Communications System to be used for all workers who leave the office, to be contactable even when out of cell phone reception.
- HIGH Priority 2: ArcGIS system to be utilised to allow for Red Flags e.g., before our people leave the office, they check the Map to ensure no red flags e.g. aggressive customer, aggressive dog etc. Rebecca is working with Chris Clarke and other key members of Team Mack to set this up, and ensure it is maintained.
- Rebecca continues to conduct Risk Assessments and has now moved to working with key personnel to manage risks considered High. This includes the following roles:
 - Inspection Work
 - Monitoring and Compliance Officer
 - Water Assets
- Rebecca has made good connections with CHASAG (Canterbury Health and Safety Advisory Group) members, and the group are beginning to work more closely with each other, share resources and training sessions.
- Rebecca is arranging Contractor H&S Training for Managers who manage Contractors directly (in collaboration with Timaru and Ashburton District Councils, to save time and resource).
- Rebecca is continuing to review MDC Health and Safety procedures, which will inform the overall Health and Safety Manual / Plan when it is formulated over the coming months.
- The Happy, Healthy and Safe Team continue to meet every second month, please find attached meeting minutes from August 2022 meeting. Key points:
 - Winter Driving policy finalised and circulated.
 - X5 Health and Safety Inductions completed during August 2022.
 - A Guide for in Event of Vehicle Incident has been completed.
 - Mental Health awareness month to be highlighted in late September 2022.
 - An Annual Calendar will be setup in advance to list committee initiatives for coming 12 months.
 - A call out for Health and Safety Representative Nominations has been made, pleased some new faces are coming forward and wanting to be involved.
- Workplace First Aid – second round of training sessions are completed. MDC now has 15 current trained First Aiders.
- Winter Driving – Rachael Williams has completed this training.
- General office Hazard Register updated and now in new template.
- New Risk Assessment Template created.
- SiteWise: 30 out of 60 Contractors are now prequalified. Rebecca continues to work with Contractors and Managers who are not currently SiteWise prequalified. This will be ongoing.
- Rebecca is reviewing and updating the following procedures:
 - Evacuation plan for Fairlie and Twizel offices.
 - Induction procedure for Employees and Contractors.
 - Incident reporting.
 - Fatigue risk management.

- Workstation setup for remote workers.
- The first Health and Safety Newsletter was sent out to Team Mack in August, and we had a good response with several employees replying to say it was informative, and they enjoyed reading it.
- Rebecca has begun to meet with key contractors beginning with Fulton Hogan. Note Fulton Hogan have experienced incidents around the South Island in similar conditions to the Mackenzie District after severe weather. Key risks were highlighted including aggressive behaviour after a Fulton Hogan contractor in another region was threatened by a man claiming he would return with his gun. Both incidents highlight the importance and urgency of getting our High Priority Emergency Communications system and ARCGIS systems up and running.
- Rebecca is beginning to meet with the Ops/Regulatory/Planning Senior Leadership Team.
- A H&S Management Plan and overarching strategy is currently being developed.
- A review of the current H&S KPI's is being undertaken with the view to ensuring they are fit for purpose and align to the various strategies.

INCIDENT SUMMARY:

August Incidents

- There has been **one near miss for August** involving a Rooney Earthworks vehicle who cut off an MDC employee's vehicle.
- Key points to note about this near miss:
 - This was a very good incident report (attached). It has clear descriptions of the event, all relevant information was included, and it included a **photo with diagrams of what occurred**. This is precisely what we want – good quality reporting. Now we just need to make it consistent.
 - The full Incident Report has been sent to the Contractor to investigate and we're awaiting their feedback.

Following up last month's Incidents

- The one Near Miss for July 2022 highlighted the need for an investigation and risk assessment re employees visiting members of the public off-site. The ARCGIS Red Flag Mapping System and Emergency Communications as mentioned above are being initiated.

HAZARD SUMMARY:

- Key points to note about this report are as follows:
 - No hazards were reported in August 2022. Due to no hazards being reported, there is no hazard report included in this report.

LOST TIME INJURY SUMMARY:

- There have been no Lost Time Injuries reported for August 2022. Due to no LTI's being reported, there is no LTI report included in this report.



MEMO

To: Alexis Gray
From: Barbara McGartland
Date: 5 September 2022
Subject: Customer Services Monthly Report – August 2022

1. Staffing

Team outstanding annual leave balance as of 23 August 2022 – 933.03 hours. This represents an increase on July's month end balance, and reflects the adjustments for leave taken below, together with the addition of leave accruing for Emma Bailey and Charmaine Duffell who joined the team during the month.

Team members used 67.5 hours sick/specialist leave and 11.5 hours annual leave during August.

2. Twizel Office Customer Numbers

Twizel customer numbers recorded for August 2022 = 1890. This compares with 1160 for the same period in 2021 (noting the figures for 2021 include 10 days of office closure due to COVID lockdown).

3. NZ Post Scorecard

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

Twizel achieved a 100% Success EAD Acceptance Run for international parcels processed during August. This is a significant achievement with the monthly average trending at circa 84%.



4. Service Request Summary Report

Reports attached.

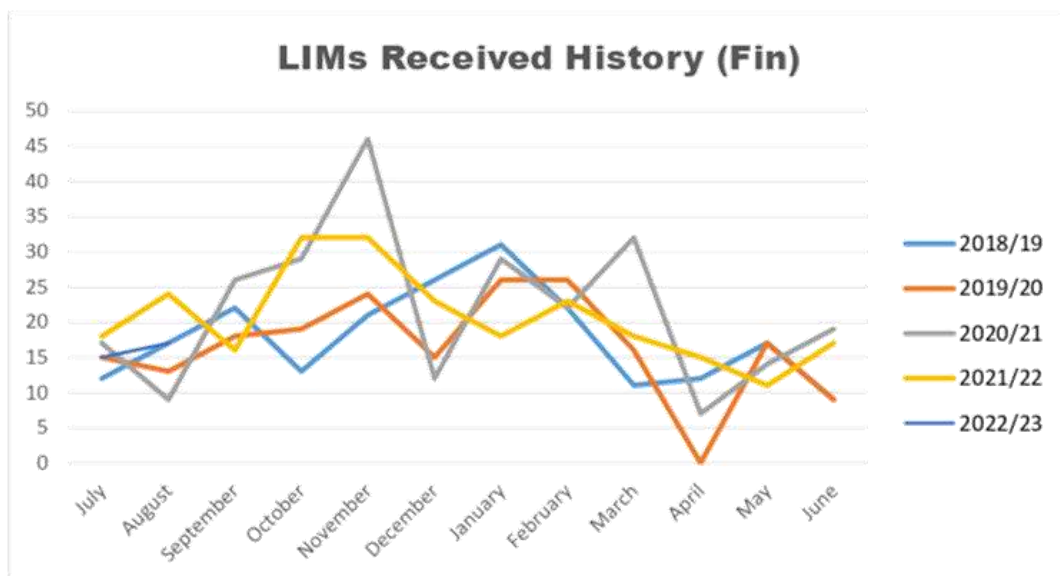
5. Complaints Register Summary

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

6. Land Information Memorandums (LIM)

For the period 1 August 2022 to 31 August 2022 17 LIM applications were received (processing day average = 4). This compares with 24 for the same period last financial year (processing day average 8).

Trend by calendar month is shown below:





7. 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.

8. Community Centre Bookings

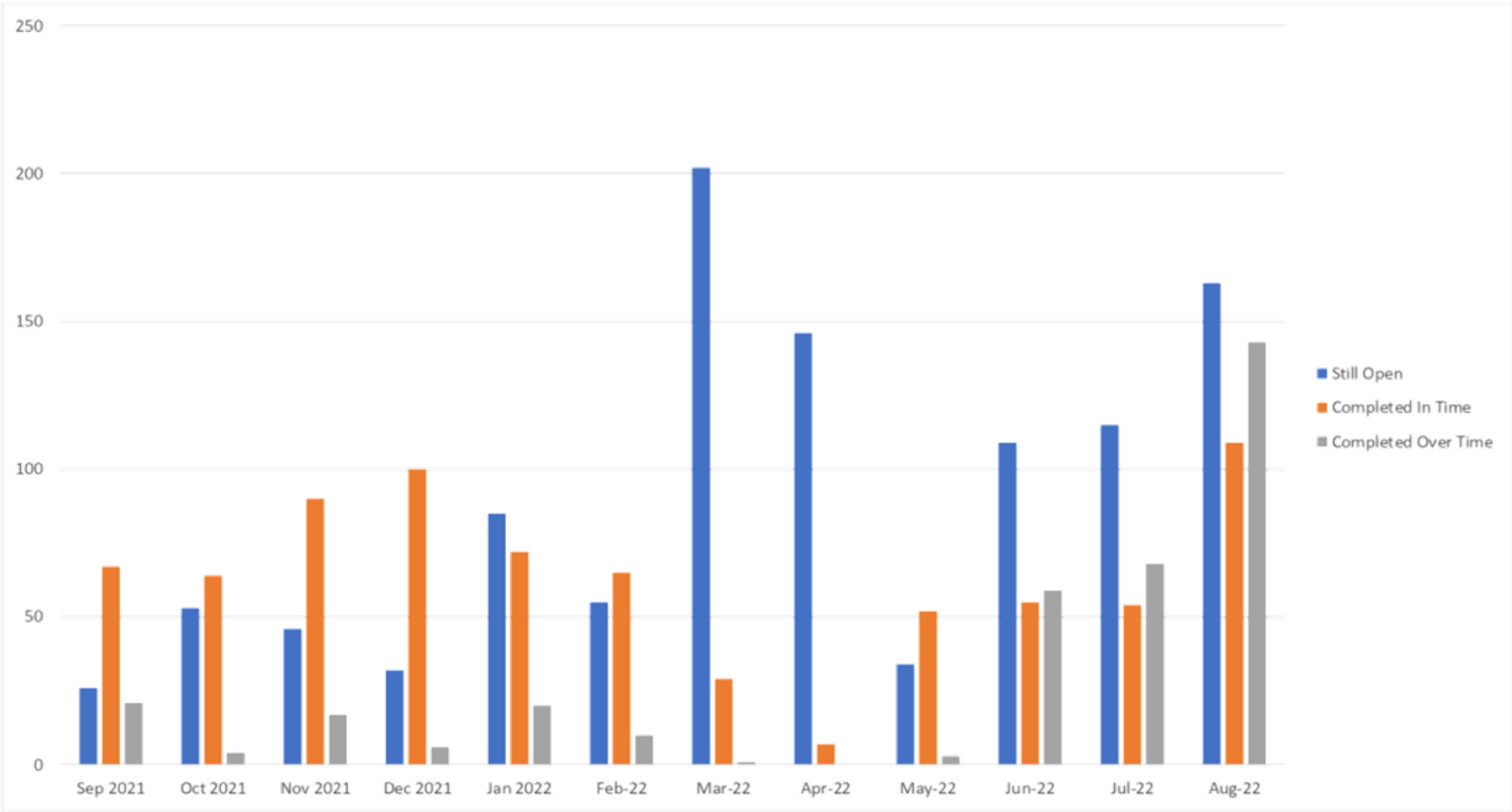
Fairlie Community Centre – total bookings 58 hours (single largest user was Deer Industry NZ with a total of 19hours). Mackenzie District Council used the Centre for 11 hours.

Tekapo Hall – total bookings 71 hours including 24 hours use by Mackenzie District Council.

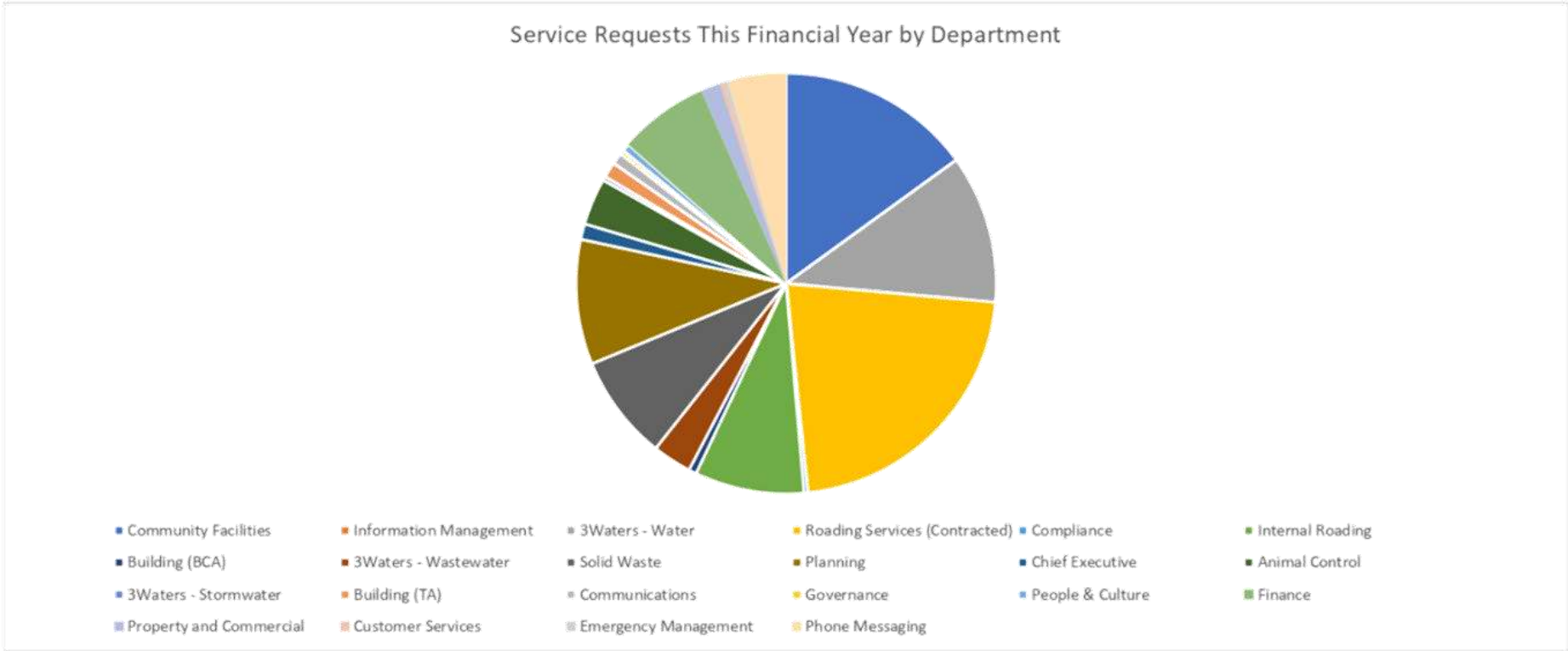
Albury Hall – total bookings 15.5 hours. There was no use recorded for Mackenzie District Council.

Twizel Events Centre – total bookings 188. This includes 8 hours of bookings recorded for Mackenzie District Council use. Single largest user was Twizel Area School with 74.25 hours use.

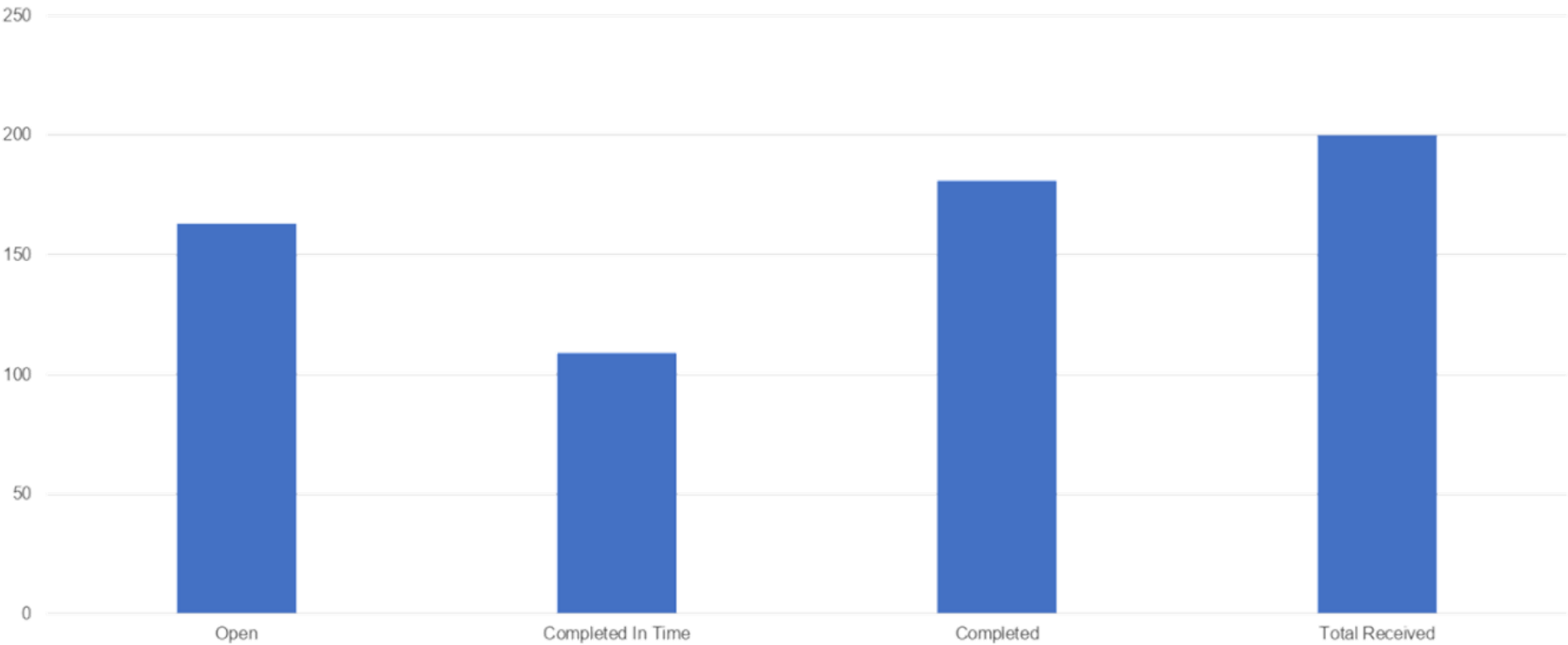
Service Requests Received Open/Closed Per Month



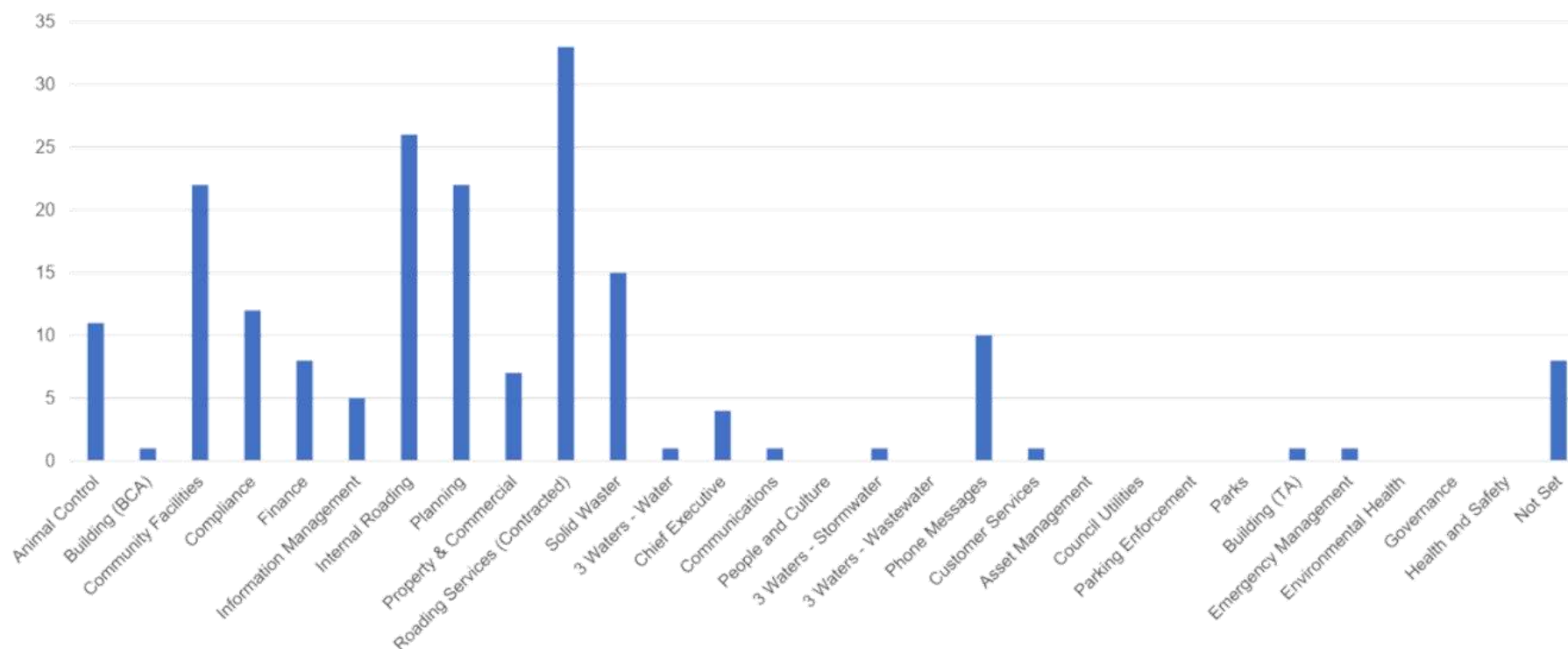
Service Requests Received Financial Year to Date by Department



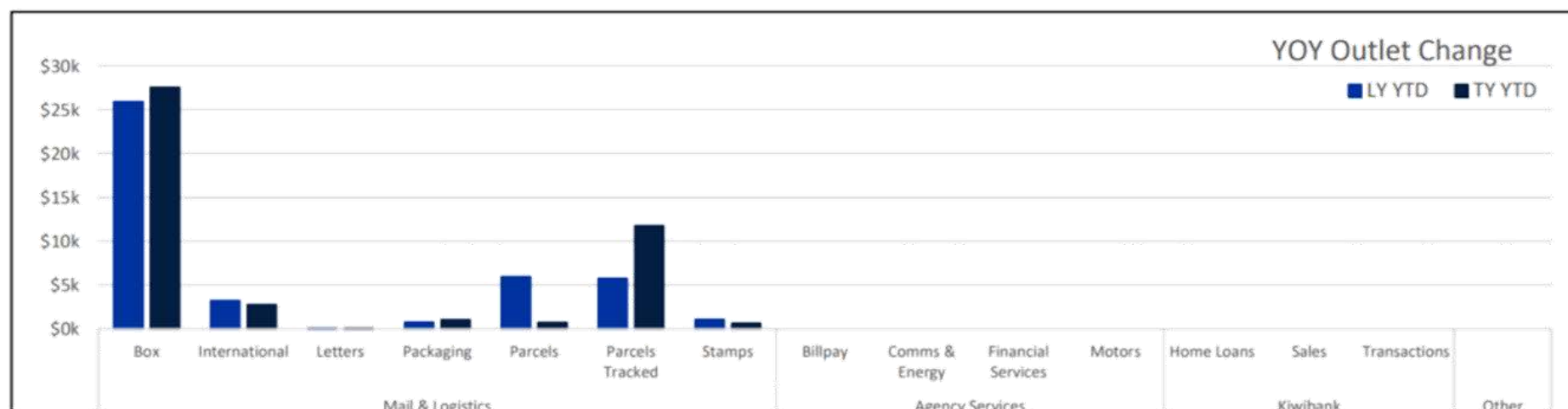
Service Requests Received August 2022



Open Service Requests by Department – August 2022



Twizel PostCentre		NZPost								
Partner Scorecard Jul-2022										
		Current	QTD	LY QTD		Var	YTD	LY YTD		Var
Mail & Logistics	Box	\$2,342	\$7,032	\$6,199	●	13%	\$27,524	\$25,885	●	6%
	International	\$99	\$484	\$507	●	-4%	\$2,743	\$3,201	●	-14%
	Letters			\$7	●	-100%	\$7	\$35	●	-79%
	Packaging	\$33	\$233	\$47	●	396%	\$1,033	\$767	●	35%
	Parcels	\$38	\$434	\$889	●	-51%	\$720	\$5,939	●	-88%
	Parcels Tracked	\$771	\$2,693	\$1,801	●	50%	\$11,753	\$5,749	●	104%
	Stamps		\$175	\$113	●	55%	\$638	\$1,054	●	-39%
Sub Total		\$3.3k	\$11.1k	\$9.6k	●	16%	\$44.4k	\$42.6k	●	4%





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.

7.2 ACTIVITY UPDATE: INFORMATION, ENGAGEMENT & COMMUNITY DEVELOPMENT.

Author: Chris Clarke, General Manager, Information, Engagement and Community Development

Authoriser: Angela Oosthuizen, Chief Executive

Attachments: 1. LGOIMA Register [↓](#) 
2. IT Project List [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

To update elected members on activity, workstreams and priorities within the Information, Engagement & Community Development business unit.

Report**Overview**

A key focus for the team over the first half of the calendar year has been to review all workstreams and ensure that priorities are aligned with wider organisational objectives. We've developed a system that enables us to measure new initiatives against current activity to ensure they are assigned the correct level of priority and we remain fully focused on our key deliverables.

We have implemented software to allow us to track tasks and measure progress – this is used by and visible to the entire team and anyone else involved in projects.

The team have completed workshops on managing workloads and prioritisation, and a workshop addressing change management and remaining motivated in a changing environment. Both workshops resulted in agreed outputs which are reflected in team and individual KPI's, against which the team will measure themselves in six months.

Both ICT and Communication strategy documents are due for review; we have completed a process to gain feedback before bringing revised drafts to Council for comment.

We have developed a proposed Community Development Strategy which will come to council for review in due course, and are developing the position descriptions for the community development officers.

Corporate Planning & Governance

Primary focus in the corporate planning area is delivery of statutory documents on time, with accurate content and in an acceptable format for publishing.

Challenges arise from the lack of systems and process which we are putting in place now which will benefit future iterations of those documents, and a lack of experience in the wider organisation. Our colleagues have generally responded well to these challenges and while this results in additional work over the next reporting cycle, we are building a solid foundation for the future.

The focus in the last couple of years on the previous Long-Term Plan and Annual Reports resulted in council's wider suite of policies being neglected. We've undertaken qualitative work to establish a policy register and capture renewal dates and ownership (which department is responsible for leading renewals and reviews). The current level of focus and resource commitment to the Annual Report and Long-Term Plan processes is hampering progress in this area and we are considering how we might resolve this until our other processes are more established and efficient.

Key activities in the Corporate Planning Space include:

2022/23 Annual Report

- Updating Monday project plan and review of progress against timelines.
- Leading and minuting weekly project team meetings.
- Leading and assisting with Activity narrative and KPI updates.
- Liaising with Comms re: Document development and timelines.
- Closed off Community and Consents surveys, awaiting analysis from Research First.

Next Steps:

- Manage the completion of Annual Report to point of external audit within planned timelines
- Prepare draft Summary Document.
- Re-evaluate key milestones once external audit dates are confirmed.
- Work with finance and other internal teams to ensure a successful audit outcome.

2024/34 LTP

- Drafted high level project timeline extending from August 2022 to June 2024.
- Added in wider projects timeline over the same period to show lead-in workstreams e.g., Asset Management Plans, and other significant con-current MDC projects like the District Plan Review.
- Commenced refresher reading of Taitaura (SOLGM) guidance material relating to 2021/31 LTP.
- Established initial core project team and scheduled fortnightly meetings.
- Attended Taitaura Community Plan Forum 29/30 August.

Next Steps:

- Commence work against the broad project outline – including developing detailed project plan, cross functional project team and socialising this within MDC staff and governance.

Climate Change

- Member of Canterbury Climate Change Working Group
- Meet with secretariat staff regarding framework for joint climate change action plan framework.
- Attended August meeting – outcome included agreement on the framework option that allows for combining resources and collaboration on some aspects but independent work on district specific parts of their regional planning.
- Attended Taitaura Climate Change webinar series in mid-June – broad mix of presentations including case studies from the sector re: risk analysis and mitigation.
- Reading and researching relevant legislation, government plans, regulations & guidance, and other material including policies and plans prepared by other Councils.
- Drafted a broad Climate change framework for MDC and broader district workstreams – with initial priorities being risk analysis and legislative compliance.

Next steps:

- Continue reading and research and build a structured knowledge base.
- Work with GM and external providers towards completing a risk register for MDC.

2023/24 Annual Plan

- Next Steps:
- Set up detailed project plan and project group.
- Identify anything that will trigger an amendment to the LTP.

Policies/By-laws

Next Steps:

- Continue qualitative analysis of existing documents.
- Establish priority for the review of expired policies and framework for bring-ups and review going forward.
- Determine scale of work required.

From a Governance support perspective, the Local Government Election has created significant workload over and on top of the regular support for meetings, agendas and minutes.

Key workstreams include:

- Contract in place with Election NZ.
- Pre-election report prepared and distributed.
- Election communication delivered to voters and candidates.

- Candidate nominations received and processed.
- Processes and mechanisms in place for the election and notification of results to candidates and the public.
- Preparation & facilitation of a comprehensive induction program for newly elected members.
- Revision of relevant policies.

Communication & Engagement

Key workstreams include:

- All vehicle brand designs have now been completed for the current suite of make and models in our stable. This includes a unique brand for the Civil Defence ute. The application of the MDC brand to individual vehicles is progressing.
- Twizel Reception: The main logo wall has been completed and the image panel for behind the desk is underway.
- Twizel events centre: custom designed manifestation has been applied to the new glass walls/doors of the Community Lounge. A custom security strip has been applied to the front doors of the centre. These were two key actions to be completed before the building compliance sign-off could be done.
- MDC templates for letterhead and reports have been refreshed.
- Public Information support was successfully provided for two significant snow events and two significant rainfall/flood events.
- Editorial work was provided to the entry of TMKU into the Economic Development NZ awards.
- Participated in 'It's Time Canterbury' communications sub-group of the cross-council working group of Climate Change.
- Participated in Te Mokihi cross-Canterbury communications collaboration group.
- Created and published Age-Friendly Strategy survey.
- MDC image collection for web, social media, and documents has been created and is being gradually populated.

Media releases & information provided in response to media enquiries include:

- Adoption of Annual Plan
- Inside the EOC
- Peace Trees get a haircut
- Fluoridation
- Setting of Council Fees
- Cost of road repairs
- Costs of building consents
- Candidates contact details

- LGNZ conference attendance
- Confirmation of Nominees for election
- Wallaby Fence

IT & Records Management

The existing IT Strategy is currently under review. Meetings have been held with the wider team to gather feedback on what we're doing well and where the opportunities lie. This has been combined with our organisational goals to ensure we develop a plan that realises Council's vision while ensuring the team have access to the tools and information they require to deliver their objectives. The draft strategy will be before council later this year.

BAU support requirements have increased significantly in the last two years – in that time we have seen a doubling of support requests. This reflects:

- a workforce that is increasingly reliant on technology and software with more systems requiring configuration and ongoing support.
- a pivot to more flexible working arrangements.
- increasing number of meetings being held remotely.
- the requirement to support an increasing number of contractors from an IT perspective. Many of these are remote with varied levels of technical competency and particular needs which differ from core MDC employees. We were supporting 60 individuals with Office 365 licences just over a year ago, this has grown to over 100 now.

Supporting the workforce to work from home due to COVID (changing desktops to laptops and increasing system capacity to enable access to systems by remote workers) has taken significant time and resource in the last eighteen months. This combined with equipment shortages also caused by COVID, and the department being 1 x FTE short, means we have been catching up with a backlog in the project space. A summary of key projects and workstreams and their status at the time of writing is attached.

The 'Future of IT' sessions held with the wider team strongly suggested that many of our systems have been introduced without appropriate onboarding. Processes have been absent or poorly understood, and training, where provided, has been minimal and lacked ongoing support. To address this, we are organising a comprehensive program across our key systems with general training offered to all users and more focussed 1:1 sessions for the users of key modules or components. In the last few months, we have completed:

- Magiq Cloud transitional training for all users.
- Magiq Performance training for key users.
- Magiq Reporting training for all users with 1:1 training for key users.

- Magiq Module Training for power users in Rating, HR/Payroll & Dog Registration.

Training has also been scheduled for the Dog and Sundry Infringement Modules in Magiq, GIS and Laserfiche (our EDRMS).

We're also reviewing and documenting processes in several key areas where it has been identified that a lack of process has led to poor outcomes. This includes land and property information where lack of process and the lack of a unique identifier has resulted in data being inconsistently labelled across a number of council's systems. This in turn makes it near impossible to find or view all the information relating to land parcels.

The primary focus areas for the remainder of the financial year are:

- development and delivery of systems to enable the organisation to deliver on our Customer Experience objectives.
- refresh of the intranet to facilitate improved internal communication.
- Continuing to work with the finance team to improve our financial and fiscal project management tools.
- developing an organisation wide KPI reporting tool for consistent reporting.
- continuing to roll out training and instigate/assist with process reviews to ensure we are using our systems & technology effectively.

We receive on average 10 requests per month and have responded to 25 LGOIMA requests so far this financial year. Details are in the attached spreadsheet.

Civil Defence

The winter has been very busy with several major weather events causing disruption throughout the District. This has included widespread flooding, roading damage, power outages, road closures, high winds, snow and landslips. Some rural properties and communities were isolated for, in some cases, days and weeks.

The Mackenzie District Emergency Operations Centre was activated on three occasions to monitor and provide support to our stakeholders, communities and partner agencies. This was a great opportunity to test our response procedure and monitoring capabilities within the Council. A debrief was held following the last event and the constructive feedback received will be implemented into on-going response plans and future activations.

Other activities over the last quarter include:

- meeting with multiple groups throughout the Mackenzie District, introducing myself and presenting how communities play a role in Civil Defence and community resilience. I have spoken to the Lake Tekapo Lions, Fairlie Lions, Cannington School and rural community, Ben Ohau Golf Club.
- meeting with all the emergency services and volunteer groups in Twizel, Aoraki Mt Cook and Lake Tekapo. Unfortunately, the Fairlie meeting was postponed due to sickness, but will be rescheduled soon.

- assisting two members from the Canterbury CDEM group office presenting to our community welfare teams in Fairlie, Tekapo, Aoraki Mt Cook and Twizel. These community groups were given information and support regarding processes setting up Civil Defence centers. Each group was given a localised tabletop welfare scenario relating to their area which they had to provide their response and plan.
- last week Joe facilitated the first emergency services hazard workshop in Twizel. The tabletop exercise included response and evacuation planning for residents of Lyford Lane and properties north of the Twizel River. This area was a specific concern during the recent flooding events in Twizel. There is a risk that residents could be isolated, and some properties flooded. Joe has had communication with a Lyford Lane resident who provided me with all contact details for residents living in the area.
- attending several meetings with representative Timaru & Waimate councils regarding the proposed South Canterbury CDEM on call duty officer role. There has been some really good progress and we have finalised the role, process and responsibilities.

We've been working to identify all current and future workstreams and developed a matrix to identify priorities to ensure activity is focused on delivery in the most important areas. This will be reviewed by the Executive team and shared with Council at a workshop in due course. The current priority is to improve our capability and capacity from a people perspective – several key EOC staff are no longer with the organisation, and we need to ensure we have sufficient staff identified and trained to sustain the EOC in the event of a longer activation than those we have experienced in recent months. Activity to date includes:

- 10 new staff members due to attend the EOC2 course in Fairlie on the 4th of October. This course is the minimum requirement to assist in an EOC.
- identifying a number of staff to attend the CIMS4 course too that is being held on the 13-14 October. In time, CIMS4 should be mandatory for all EOC staff to attend.
- Joe to attend a community engagement course.
- Joe to attend a Canterbury District hazard and risk workshop run by the CDEM group office.

Next steps:

- identifying key staff to work in specific functions and organise regular training groups.
- present the latest AF8 information to all the Mackenzie Brigades in October and December.
- Joe & Sue to attend the 5-day C10 course which provides additional higher level EOC training.

	A	B	C	D	E	F	G	H	I	J
1	Date Received	Who From	Subject	Forwarded Date	Forwarded From	Forwarded To / Person Responsible	Due Date	Date Completed	Supplied/Refused	Comment
2	06.01.2022	Keiller MacDuff - Stuff	Asbestos Management Plan Twizel Events Centre	10.01.2022	Cathy	David Adamson & Mike Nesbit	08.02.2022	02.02.2022	Supplied	Supplied
3	10.01.2022	Tina Smith	Biplane	10.01.2022	Cathy	Rachel - Planning	08.02.2022	28.01.2021	Declined	Don't hold this information
4	20.01.2022	Will Daly	Internal Communications re delay or termination of Three Waters infrastructure projects since Jan 2021	20.01.2022	Cathy	Joni & Geoff	18.02.2022	21.01.2022	Declined	Don't hold this information
5	24.01.2022	Keiller MacDuff - Stuff	Forest Fire Plan and any others we may have	26.01.2022	Cathy	Alexis & Paul	21.02.2022	02.02.2022	Supplied	Supplied
6	26.01.2022	Brendon Manson - TANZ	E3/AS2	26.01.2022	Cathy	David & Tina	24.02.2022	02.02.2022	Supplied	Supplied
7	26.01.2022	Niva Chittock - Radio NZ	Vaccine mandates and staff	26.01.2022	Cathy	Alexis	24.02.2022	28.01.2022	Acknowledged	Acknowledgement Letter sent
8	31.01.2022	Ryan Campbell TDB Advisory	Historic Heritage Sites	31.01.2022	Cathy	Planning & Planning Manager	01.03.2022	25.02.2022	Supplied	Supplied
9	01.02.2022	Tina Smith	Resource Consent for Pukaki Luxury Suites & Skydive Mt Cook. Pukaki Airport	01.02.2022	Cathy	Planning & Planning Manager	02.03.2022	22.02.2022	Supplied	Supplied
10	12.02.2022	Ingmar Birgden - Contract Research Aust	Major recurring maintenance contract expenditure	14.02.2022	Cathy	Geoff & Joni	11.03.2022	10.03.2022	Supplied	Supplied
11	15.02.2022	Anthony Honeybone	Resource Consent 108 Glen Lyon Rd Twizel	16.02.2022	Cathy	Planning and Planning Manager	15.03.2022	25.02.2022	Supplied	Supplied
12	03.03.2022	Rachel Trumper	Copy of Pukaki Airport Plan	04.03.2022	Cathy	GM Corp Services Property & Commercial Manager	31.03.2022	31.03.2022	Acknowledged	Acknowledgement Letter sent
13	03.03.2022	Frank Hoken	Rate Take, Staff wages, transport and office overhead expenses	04.03.2022	Cathy	GM Corp Services, HR Manager	31.03.2022	31.03.2022	Declined	Declined - Do not hold this information
14	05.03.2022	Mike Dobson	Commercial & Economic Development Committee Meeting minutes 11 Feb 2020 - presentation from Terry O'Neill & Kevin O'Neill	07.03.2022	Cathy	GM Corp Services, Property & Commercial Manager, Governance Advisor	01.04.2022	01.04.2022	Declined	Declined Section 7.2(f) Free and Frank Expression
15	07.03.2022	Mike Dobson	Forestry Fire Risk & Fire Plan information.	07.03.2022	Cathy	GM Corp Services, Property & Commercial Manager	04.04.2022		Supplied answers, don't hold the info requested	Supplied answers, don't hold the info requested
16	10.03.2022	Shirom Kulathunga - Otago Uni	General information about sub-dividing properties	10.03.2022	Cathy	Planning & Planning Manager	07.04.2022	28.03.2022	Supplied	Supplied
17	10.03.2022	Ingmar Birgden - Contract Research Aust	Further question re request #497	11.03.2022	Cathy	Joni & Geoff	07.04.2022	11.03.2022	Supplied	Supplied
18	22.03.2022	Samantha Olley - Radio NZ	kind of deep Clean work	23.03.2022	Cathy	David	21.04.2022	30.03.2022	Declined	Don't hold this information
19	23.03.2022	Levi Gibbs	Budget Information Wendy checking figures published	23.03.2022	Cathy	Paul, Sandy	22.04.2022	28.03.2022	Advised declined and put on HOLD - Supplied 08.06.2022	information when published - info Supplied 08.06.2022
20	24.03.2022	Tim Chambers - Otago Uni	Fluoride testing data	25.03.2022	Cathy	Joni & Geoff	26.04.2022	25.03.2022	Declined	Don't hold this information
21	26.03.2022	Mike Dobson	Information re Jacksons Forestry Plantation completed Oct 2012	28.03.2022	Cathy	Paul, Fiona, Arlene	27.04.2022	28.04.2022	Partial Supply	Supplied what information we had
22	04.04.2022	Ryan Green - MBIE	BC170347 Folder for 210 Glen Lyon Rd Twizel	04.04.2022	Cathy	Chris checking with David	05.05.2022	05.04.2022	Supplied	Supplied
23	04.04.2022	Jarrod & Kerry Neville	Licensing Information	05.04.2022	Cathy	Planning Manager /Planning Team	05.05.2022		clarification sought 5 March - Resent 8/4 & 14/4	No reply to clarification x3 - Estimated cost and cover letter sent 27.04.2022 if no reply we will close off.
24	11.04.2022	Mike Dobson	Fencing setbacks -for forestry blocks - Jackson (Blunts) & Wreford's	11.04.2022	Cathy	Paul & Fiona	12.05.2022	11.05.2022	Supplied	Supplied
25	19.04.2022	Amelia Geary - Forest & Bird	Climate change and Biodiversity loss	19.04.2022	Cathy	Planning & Corp Planner	18.05.2022	13.05.2022	Supplied	Supplied
26	11.04.2021	Tony Robinson	Water Lateral for 34 Grandvue Drive, Twizel	Forwarded to me late -Fri 22/4 (Anzac Weekend) Engineering already working on this	Cathy	Engineering Manager Joni Johnson	12.05.2022	11.05.2022	Supplied	Supplied
27	20.04.2022	Rob Thomas	Building Consent Questions	26.04.2022	Cathy	Building -Tina, Leonie and Alexis	19.05.2022	13.05.2022	Supplied	Supplied

	A	B	C	D	E	F	G	H	I	J
28	01.05.2022	Josh Marshall	Communities 4 Local Democracy	02.05.2022	Cathy	David, Sam, Chris, Arlene, Angela, Paul	27.05.2022	05.05.2022	Supplied	Supplied
29	01.05.2022	Tim Andrews	Parking infringement notices	02.05.2022	Cathy	Not fwd we don't issue parking infringement fines.	27.05.2022	02.05.2022	Acknowledged and declined -same letter	Declined - do not hold this information
30	28.04.2022	Sam Chidgey - Tavendale & Partners Limited	Any enforcement, abatement or infringement notices for Lot 11 Clayton Road, Fairlie.	Received late 02/05	Cathy	Planning to double check	26.05.2022	03.05.2022	Supplied	Supplied
31	02.05.2022	Jack Boltar - National Party	Building Consent information	03.05.2022	Cathy	Building, Planning Teams & HR	30.05.2022	13.05.2022	Supplied	Supplied
32	03.05.2022	NZ Taxpayers Union	2022 Ratepayer's Report for 2020/2021 financial year	05.05.2022	Cathy	Paul, Sandy, Alexis,Chris	31.05.2022	31.05.2022	Supplied	Supplied
33	09.05.2022	Josh Marshall	Communities 4 Local Democracy - Did Council seek legal advice	11.05.2022	Cathy	David Sam Angela Chris Paul Arlene	07.06.2022	13.05.2022	Supplied	Supplied
34	06.05.2022	Mike Dobson	Applications for registering forestry plantations 20 hectares or more	11.05.2022	Cathy	Paul, Fiona	03.06.2022	24.05.2022	Declined	Declined - do not hold information
35	16.05.2022	Andrew Spriggs - EPA	HSNO Enforcement under s97	17.05.2022	Cathy	Aaron Planning	14.06.2022	26.05.2022	Declined	Declined - do not hold information
36	18.05.2022	Roma Poletti -Tavendale and Partners	SNA 51 Reports	19.05.2022	Cathy	Planning	17.06.2022	14.06.2022	Supplied	Supplied
37	21.05.2022	Kimberley Collins - Dog Guide	GIS map files of areas where dogs can go or are prohibited?	23.05.2022	Cathy	Planning & Chris	20.06.2022		17.6.2022 EXTENDED	Waiting on GIS Layers to become available
38	23.05.2022	Susan Tait	Is there any Weather Tightness info on 3 Wolds Pl Twizel	24.05.2022	Cathy	Building - Leonie and Christine	21.06.2022	24.05.2022	Supplied	Supplied
39	26.05.2022	Sandy Nelson	group of students	26.05.2022	Cathy	Aiden	27.06.2022	27.05.2022	Declined	Declined - do not hold this information
40	01.06.2022	Julian Maze	Is MDC paying the living wage?	01.06.2022	Cathy	Alexis	01.07.2022	09.06.2022	Supplied	Supplied
41	31.05.2022	Kieller MacDuff - Stuff	Copy of McLean Park Arborist Report (received late)	02.06.2022	Cathy	Brian Milne & Chris	04.07.2022	07.06.2022	Supplied	Supplied
42	07.06.2022	Anusha Bradley - Radio NZ	Media/Communications Staffing and Costs	07.06.2022	Cathy	Chris, Alexis,Paul & Sandy	06.07.2022	23.06.2022	Supplied	Supplied
43	09.06.2022	Graham Batchelor	Burkes Pass Spatial Plan info	09.06.2022	Cathy	Aaron/Planning	08.07.2022	04.07.2022	Supplied	Supplied
44	09.06.2022	Liz Angelo - Burkes Pass Heritage Trust	Burkes Pass Heritage Zone	09.06.2022	Cathy	Aaron/Planning	08.07.2022	04.07.2022	Supplied	Supplied
45	09.06.2022	Warren & Maree Frost	Submissions on Burkes Pass Spatial Plan	09.06.2022	Cathy	Aaron/Planning	08.07.2022	04.07.2022	Supplied	Supplied
46	09.06.2022	David Williams - Newsroom	ECAN proposed Wallaby fencing around Aoraki Mt Cook	13.06.2022	Cathy	Aaron and Sam for Mayor & Angela	08.07.2022	21.07.2022	Supplied	Supplied after extension
47	20.06.2022	Matthew O'Conner - ACT	Building Consent Information	21.06.2022	Cathy	Tina/Leonie	19.07.2022	06.07.2022	Partial Supply	Partial Supply
48	21.06.2022	Arin Lala - Waka Kotahi	Applications for urban mobility streets declined	21.06.2022	Cathy	Chris & David	20.07.2022	23.06.2022	Supplied	Supplied
49	23.06.2022	Don Vatalia - ECAN	Aggregate Quarrying Site Information -Email 052501043	27.06.2022	Cathy	Aaron/Planning.	22.07.2022	08.07.2022	Supplied	Supplied
50	30.06.2022	Randall McDonnell - GSN Science	Budget information - funding	01.07.2022	Cathy	All Exec	28.07.2022	20.07.2022	Declined	Declined - Don't hold this information
51	04.07.2022	Nikki Mather - BECA	Open Landfill	04.07.2022	Cathy	Angie	01.08.2022	26.07.2022	Supplied	Supplied
52	14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Events Centre Repairs Renovations and Upgrades	19.07.2022	Cathy	David, Mike	11.08.2022	11.08.2022	Partial Supply	Partial Supply
53	14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Market Place Verandahs	19.07.2022	Cathy	David	11.08.2022	10.08.2022	Partial Supply	Partial Supply
54	14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Swimming Pool Heating Upgrade	19.07.2022	Cathy	David & Brian	11.08.2022	26.07.2022	Supplied	Supplied
55	14.07.2022	Twizel Footpath Upgrade & maintenance	Twizel Footpath Upgrade & Maintenance	19.07.2022	Cathy	David & Scott	11.08.2022	08.08.2022	Supplied	Supplied
56	14.07.2022	Twizel Area Residents & Ratepayers Ass	Twizel Water Meters	19.07.2022	Cathy	David, Joni, Geoff	11.08.2022	05.08.2022	Supplied	Supplied
57	14.07.2022	Twizel Area Residents & Ratepayers Ass	Development Reserve Fund	19.07.2022	Cathy	Sandy & Wendy T	11.08.2022	23.08.2022	Supplied after extension	Supplied after extension
58	21.07.2022	Daniel Hamilton - Transpower	Forestry Consent/Application information	25.07.2022	Cathy	Planning Team	18.08.2022	05.08.2022	Supplied	Supplied
59	30.07.2022	Mr Helm	Council Cameras with Automatic Number Plate Recognition	01.08.2022	Cathy	Cathy - discussed with Chris	01.08.2022	26.08.2022	Declined	Declined - Don't hold this information

	A	B	C	D	E	F	G	H	I	J
60	22.07.2022	Sarah Tapp - Helios Energy	All RC Applications for Solar Farms (Received late 03.08.2022)	04.08.2022	Cathy	Planning Team	19.08.2022	09.08.2022	Partial Supply	Partial Supply - Provide RM220048 decision when available
61	04.08.2022	Anna Gillooly Solicitor for Andrew Gutsell	224 and As Built info for 5a Harris Street Twizel	05.08.2022	Cathy	Wendy and Aaron	01.09.2022	31.08.2022	Supplied	Supplied
62	05.08.2022	Michelle Ward - Valuation Partners	50 Lakeland Avenue Twizel - URGENT	05.08.2022	Cathy	Planning	02.09.2022	11.08.2022	Supplied	Supplied
63	22.08.2022	Daisy McWedge - Fair Go TVNZ	area	22.08.2022	Cathy	Sandy & Pauline URGENT	22.08.2022	29.08.2022	Supplied	Supplied
64	23.08.2022	Jocelyn Johnstone	Copies of Building Consent Approved Plans	23.08.2022	Cathy	Tina & Leonie	20.09.2022	09.09.2022	Supplied	Supplied
65	23.08.2022	Kathy Fergus - principle Compliance Officer MBIE	Copies of Resouce Consenst and Site Vitis/Inspection report for Sol Quarries Limited	23.08.2022	Cathy	David, Aaron & Planning	20.09.2022		Acknowledged	Acknowledgement Letter sent
66	24.08.2022	Lauren Crimp - Radio NZ	Dog Attack Statistics	29.08.2022	Cathy	Aaron, Rachael Williams	21.09.2022		Acknowledged	Acknowledgement Letter sent
67	25.08.2022	Tyrone Barugh	MDC Pay Bands	29.08.2022	Cathy	Alexis	22.09.2022		Clarification requested	Acknowledgement Letter sent
68	25.08.2022	Scott Aronsen - Election Candidate	Financial Reports for May & June 2022	29.08.2022	Cathy	Sandy	22.09.2022	29.08.2022	Supplied	Supplied
69	29.08.2022	Robin McCarthy - Election Candidate	Tekapo Convener contact details	29.08.2022	Cathy	Cathy	26.09.2022	29.08.2022	Supplied	Supplied
70	30.08.2022	Cr Anne Munro - Election Candidate	Candidate Handboo and promo material	30.08.2022	Cathy	Cathy	27.09.2022	30.08.2022	Supplied	Supplied
71	29.08.2022	Steve Golding - Twizel Ratepayers	Twizel Footpaths further info request #542	31.08.2022	Cathy	Scott	26.09.2022		Acknowledged	Acknowledgement Letter sent
72	06.09.2022	Tina Smith	How Developers contributions from Charles McKenzie subdivision Twizel were allocated	06.09.2022	Cathy	Aaron - Planning & Sandy - Finance Get sign Off from Davd Prior to sending	04.10.2022		Acknowledged	Acknowledgement Letter sent
73	19.08.2022 Received late	Emil Botje - Internal Affairs Three Waters Programme	Financial information for AMP's and Code of Practice	07.09.2022	Cathy	David, Joni, Geoff, Sandy already have this request.	16.09.2022		Acknowledged	Acknowledgement Letter sent
74	08.09.2022	George Keith	Copy of RM conditions NZ Motor Caravan in Mackenzie Parks	09.09.2022	Cathy	Planng	06.10.2022		Acknowledged	Acknowledgement Letter sent

IT Project List	Status	Notes
Network Improvements		
Fairlie Office	Completed	Upgrade to MDC wifi network (speed & capacity), fibre internet, free guest network, remote management & configuration, supports CCTV
Twizel Office	Completed	Upgrade to MDC wifi network (speed & capacity), fibre internet, free guest network, remote management & configuration, supports CCTV
Fairlie Community Centre	Completed	Upgrade to MDC wifi network (speed & capacity), fibre internet, free guest network, remote management & configuration, supports CCTV
Twizel Event Centre	Completed	Upgrade to MDC wifi network (speed & capacity), fibre internet, free guest network, remote management & configuration, supports CCTV
Tekapo Community Hall	Completed	Upgrade to MDC wifi network (speed & capacity), fibre internet, free guest network, remote management & configuration, supports CCTV
Strathconan Pool - Fairlie	Completed	Upgrade to MDC wifi network, VDSL internet, free guest network, remote management & configuration, supports CCTV
Twizel Pool	Completed	Upgrade to MDC wifi network, VDSL internet, free guest network, remote management & configuration, supports CCTV
Primary switches replaced - Fairlie & Tekapo Offices	Completed	Increased throughput, reliability & remote management
Secondary switch replacement - Fairlie & Tekapo Offices	Planned	
Meeting Hardware Upgrades/Installs		
Chambers AV Upgrade	Completed	Configured and operational. Write processes & training. Tidy up cabling etc.
Tekapo Hall New Install	Underway	Equipment on order.
Twizel Event Centre New Install	Underway	Equipment on order.
Meeting Rooms Teams Upgrade	Not Started	Move to teams rooms accounts to improve user experience
Meeting Streaming		
Recording of, and live streaming of meetings	Underway	Can commence streaming trials as soon as council & staff are comfortable using new hardware
IT Hardware Upgrades/Standardisation		
Migration to upgraded laptops and retiring desktops	Underway	Migration to new spec laptops with larger screens. Retiring of
HotDesks	Completed	Standard equipment allowing connectivity at hotdesks
CCTV		
Twizel Airport	Underway	Installed - configuring to enable streaming
Twizel Office	Completed	
Twizel Marketplace	Not Started	Equipment Availability
Fairlie Office	Not Started	Equipment Availability
Fairlie Town Centre	Not Started	Equipment Availability
Twizel Event Centre	Not Planned	Site is enabled, but no current plans to deploy
Tekapo Community Hall	Not Planned	Site is enabled, but no current plans to deploy
Fairlie Community Centre	Not Planned	Site is enabled, but no current plans to deploy
Strathconan Pool, Fairlie	Not Planned	Site is enabled, but no current plans to deploy
Twizel Pool	Not Planned	Site is enabled, but no current plans to deploy
Town Centre Wifi		
Twizel	Completed	
Fairlie	Underway	Equipment on site, awaiting installation
Tekapo	Not Planned	
Telephone System		
Telephone system analogue to digital	Completed	Forwards & redirects managed in house, improved reporting, integration with future customer service team software, extensions can be deployed remotely for homeworkers/COVID etc. Enables DDI - one number per individual replacing a combination of office &
A20 Website Build		
Website design and build for A20	Underway	Near completion
Server Management/Rationalisation		
Sharepoint	Planned	Decommission post laserfiche data migration
MDC-Laser	Discovery	Understanding implications
MCS Magiq	Planned	Decommission post GoGet upgrade
Public.Magiq	Completed	
NCS Test	Completed	
Terminal Server	Planned	Potentially post InfoCouncil Upgrade
Misc		
Twizel Kiosk	Completed	Ongoing monitoring for issues - none since the initial problem
Backup mobile internet solution 150mbps	Completed	Backup internet solution deployable anywhere in the District - able to run an entire office or Civil Defence EOC.
Civil Defence & BAU Radio Network	Completed	Next step reprogramming of radios, training and deployment
Systems & Software		
Magiq Cloud Upgrade	Completed	
Magiq Property Module Configuration	Completed	Laserfiche links in development
Magiq Dog Infringement Module Configuration	Underway	Configure module, link to MOJ for fines, initial setup and staff training

Magiq Sundry Infringement Module Configuration	Underway	Configure module, link to MOJ for fines, initial setup and staff training
Laserfiche - direct remote access	Completed	Removed the need for remote access using terminal server
Laerfiche - migrate to Municipality Licence	Underway	More cost effective, increased number of licences, ability for increased amount of 3rd party integration, additional functionality
Laserfiche - support contract	Completed	Existing support contract not delivering - new partner identified and we are seeing significant benefits
GIS Systems		
ArcGIS data cleanup	Underway	Remove duplicate services of the same data to provide a single source of truth
Deploy ArcGIS weekly backup	Completed	Backup to protect data & configuration
Retire ECAN hosted services	Queued	Retire ECAN hosted services and make MDC's versions publicly accessible. ECAN to link to MDC server for Canterbury Maps
Ecan basemap repoint	Queued	
Create update proces for SST layers	Queued	
Self-service apps - review	Queued	Create GIS apps to allow MDC staff to update data directly withouth GIS support - for ecample cemetry info.
Clean Up Apps	Queued	Consolidate to a small number of apps
Council Owned Property layer	Completed	
Imagery Updates	Underway	Scoped and out for tender
ePlan support for District Plan Review	Underway	
FME Property Integration (Magiq link)	Underway	
FME Asset Finda Integration	Underway	
LINZ Intagration	Completed	
CAD Upload	Not started	
EDRMS Integration (Laserfiche)	Underway	
GoGet	Planning	
Simpli/Build (online portal)	On hold	
Info Council	Scheduled	Will take place in between council trifecta change
Cybersecurity plan and configuration	Underway	
Who's On Location	Underway	Visitor module implemented. Next steps contractor sign in, employee location (sign out board), evacuation & emergency reporting, access management.
Intranet	Underway	Developing implementation plan
CRM & Customer Service Request Management	Underway	
Training		
Magiq Performance Training - John	Completed	
Magiq Reporting Training - Organisation Wide	Completed	
Rating Module Champion Training - Pauline	Underway	
HR Module Champion Training - Julie	Underway	
Dog Registration Module Chamption Training - Barbara	Underway	
Sundry and Dog Infringement Training - Rachel	Queued	
Laserfiche Training - Cathy	Planning	
GIS general training for all staff	Queued	
Focused GIS training for key users	Queued	
Monday.com task management software Champion training	Underway	
Office 365 Training - beginner, intermediate, advanced	Planning	

7.3 UPDATE TO INVESTMENT POLICY

Author: Sandy Hogg, Manager - Finance
Authoriser: Angela Oosthuizen, Chief Executive
Attachments: 1. Investment Policy [↓](#) 

PURPOSE OF REPORT

To amend the authorised investment criteria for financial market investment activities in order for Council to not breach the limits set per issuer within the Investment Policy.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approves the recommended rewording in regards New Zealand Registered Banks deposits, removing the word “Call/Deposits” from and replacing with “Term Deposits”.

BACKGROUND

Over the last few years the Council has largely been investing in Term Deposits from New Zealand Registered Banks rather than corporate bonds.

The Investment Policy allows for Council to invest up to \$10 million with each issuer (Appendix A Page 13-14) and includes balances of all accounts (call, deposits, bank bills and commercial paper).

Currently the Council has bank accounts with ANZ Bank New Zealand Limited, Bank of New Zealand, China Construction Bank (New Zealand), and Westpac Banking Corporation, with Westpac also holding Council’s main transactional banking services.

The Council adheres to an internal policy of having sufficient funds available within its current accounts and this is normally in the vicinity of \$2 million. In order, to take advantage of earning interest on this amount Council utilises an interest earning call account. The call account will fluctuate daily and during rates payment week can have up to \$5 million held.

With the current wording in the Investment Policy and in order not to breach the policy, Council can in reality only invest up to \$5 million in term deposits with Westpac Banking Corporation.

In the past twelve months the most favourable interest rates terms available have been with Westpac Banking Corporation and Bank of New Zealand. As at 9 September 2022 the Council currently has \$14.9 million invested in term deposits of which \$9.9 million is with Bank of New Zealand and \$5 million is with Westpac Banking Corporation. The Council’s current and call accounts are sitting at \$4.8 million with Westpac Banking Corporation.

POLICY STATUS

The current Investment Policy was adopted in May 2020.

SIGNIFICANCE OF DECISION

In accordance with the Council's Significance and Engagement Policy, changes to the wording within the Investment Policy has been assessed as having low significance and will not require community consultation.

CONSIDERATIONS**Financial**

If the wording is not updated to remove the call accounts then Council potentially will be limited to which banking institution it can utilise and may not be able to take advantage of the most favourable interest rate terms available.

Other

This policy is a statutory requirement as directed by the Local Government Act.

CONCLUSION

It is recommended that the Council approves the wording changes, removing the reference to call and replacing with Term Deposits/Bank Bills/Commercial paper (see tracked changes in the attached Investment Policy Appendix A page 13-14).



The Mackenzie District Council

Investment Policy

STATUS:	Adopted
VERSION:	20200512
POLICY OWNER:	GM Corporate Services
POLICY APPROVER / S:	Chief Executive Officer, The Mackenzie District Council
DATE:	2020-05-12

“Fostering Our Community”

INVESTMENT POLICY

Purpose	<p>Section 102(2)(c) of the Local Government Act 2002 (the "Act") requires the Mackenzie District Council to adopt an investment policy (the "Policy"). Section 105 of the Act outlines the contents of such a policy.</p> <p>The development of the Policy statement aligns with the Mackenzie District Council's strategy to establish a high-performing organisation with a focus on customer service, prudent financial management, quality processes, and a skilled and motivated work force.</p>
Key Points	<p>The key objectives of this policy are:</p> <ul style="list-style-type: none"> • To make and manage investments to optimise returns in the long term while balancing risk and return considerations. • To safeguard financial market investments by establishing and regularly reviewing investment parameters and ensuring that all investment activities are carried out within these parameters. • To ensure the integrity of the financial market investments by only investing in appropriately rated organisations and in appropriate financial market instruments. • To maintain relationships with financial market participants, thus enabling the Mackenzie District Council to carry out its investment activities in an efficient and practical way. • To produce accurate and timely information that can be relied on by senior management and the Mackenzie District Council for control, exposure monitoring and performance measuring purposes. • To manage potential capital losses due to interest rate movements if investments need to be liquidated before maturity.
Date of Issue	12 May 2020
File Retention	The Mackenzie District Council Laserfiche – Policies section
Review	Every two years at the anniversary date

RELATED DOCUMENTS / WEBSITES

Related Mackenzie District Council policies and documents include:

- Liability Management Policy
- Property Sales and Acquisition Policy
- Risk Appetite Statement
- Risk Policy

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

- Local Government Act 2002 and the Local Government Act Amendment Act 2014

1. Definitions

Approved Financial Investment Instruments: Investment instruments available in the market (excluding equities and property) can generally be discussed under three broad categories relating to the issuer of these instruments.

1. **New Zealand Government:** Treasury bills are registered securities issued on behalf of the Government. They are usually available for terms up to a year but generally preferred by investors for 30, 60, 90 and 180 day terms. They are discounted instruments, and are available in the secondary market, although most banks hold them for liquidity management purposes.

The Mackenzie District Council Investment Policy ADOPTED 2020-05-12

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2. **NZ Local Government Funding Agency (LGFA):** The LGFA issues commercial paper (CP), , is issued by borrowers who usually have a credit rating and standing in the market that is sufficient to enable the CP to be issued without endorsement or acceptance by a bank. In this instance the LGFA being highly credit rated. Commercial paper is issued with maturities ranging from 30 days to one year. The common maturities are for 30, 60, 90 and 180 days. Council is restricted to investing in CP with maturities of no more than one year . CP is generally preferred over term deposits because investors can sell them prior to maturity without suffering the penalty interest costs common to term deposits. The LGFA issues bonds that are similar in structure to New Zealand Government stock/bonds.
3. **Registered Banks:** Call and term deposits are funds accepted by the bank on an overnight basis (on call) or for a fixed term. Interest is usually calculated on a simple interest basis. Term deposits are for a fixed term and are expected to be held to maturity. Term deposits are not negotiable instruments. Termination prior to maturity date can involve penalty interest costs.

Registered certificates of deposits (RCD) are securities issued by banks for their funding needs or to meet investor demand. They are registered or held on behalf of by the dealing bank. Details include, the name of the investor, face value and maturity date. They are able to be transferred by registered transfer only. RCDs are priced on a yield rate basis and issued at a discount to face value or a grossed-up basis. They are generally preferred over term deposits because investors can sell them prior to maturity.

Bank Bill Mid-Market Settlement Rate (BKBM): The bank bill mid-market settlement rate as determined at 10:45am each business day on Reuters page BKBM. This is the standard rate for the settlement of interest rate swaps, forward rate agreements and interest rate caps and collars.

Borrower Notes: On occasion when The Mackenzie District Council borrows from the LGFA it will be required to contribute part of that borrowing back as equity in the form of "Borrower Notes". A Borrower Note is a written, unconditional declaration by a borrower (in this instance the LGFA) to pay a sum of money to a specific party (in this instance the Mackenzie District Council) at a future date (in this instance upon the maturity of the loan). A return is paid on the Borrower Notes. The Borrower Notes can be converted to equity at the discretion of the LGFA.

Financial institutions: Financial institutions are traditionally identified as those entities which accept funds from individuals and organisations with the objective of lending the funds obtained to other parties, or otherwise investing the funds, so as to generate returns to the entity.

Financial Instrument: A financial instrument is any contract that gives rise to both a (recognised or unrecognised) financial asset of one entity and a (recognised or unrecognised) financial liability or equity instrument of another entity.

Forward Exchange Contract: A contract to buy and sell one currency against another at a fixed price for delivery at some specified future date.

Forward points: The difference in interest rates between two currencies expressed as the exchange rate points i.e. 300 forward points is a 0.0300 adjustment to the 0.7500 NZ\$/US\$ exchange spot rate.

Forward rate agreement: An agreement between the Mackenzie District Council and a counterparty (usually a bank) protecting the Mackenzie District Council against a future adverse interest rate movement for a specified period of time (up to a year). The Mackenzie District Council and the counterparty agree to a notional future principal amount, the future interest rate, the benchmark dates and the benchmark rate (usually BKBM). This definition includes the bond forward rate agreement where the benchmark rate is the underlying government bond yield.

Interest rate options: The purchase of an interest rate option gives the holder (in return for the payment of a premium) the right but not the obligation to borrow (described as a cap) or invest (described as a floor) at a specified interest rate for a specified period. The Mackenzie District Council and the counterparty agree to a notional future principal amount, the specified interest rate, the rate-setting dates and the benchmark rate (usually BKBK). Interest rate option products include caps, floors and bond options.

Interest rate or currency collar strategy: The combined purchase (or sale) of a cap or floor with the sale (or purchase) of another floor or cap.

Interest rate swap: An interest rate swap is an agreement between the Mackenzie District Council and a counterparty (usually a bank) whereby the Mackenzie District Council pays (or receives if an investor) a fixed interest rate and receives (or pays) a floating interest rate. The parties to the contract agree notional principal, start date of the contract, term of the contract greater than one year, fixed interest rate and the benchmark rates (usually BKBK). The swap can have a forward start date directly matching the contract to the underlying investment cash flow.

Liquidity: Liquidity refers to negotiable instruments that have an underlying market where buyers and sellers are available to transact and readily convert the investment into cash.

Negotiable Instruments: These instruments can be bought and sold prior to their legal maturity date.

Spot rate: The current market rate for currencies, interest rates for immediate delivery / settlement - normally two business days after the transaction is agreed.

2. Principles

The Mackenzie District Council's philosophy is to optimise long term returns while balancing risk and return. The Mackenzie District Council's overall appetite for risk, and specific appetite for financial risk, is summarised in the Risk Appetite Statement which is reviewed annually. Under section 102 (2) of the Local Government Act 2002, the Mackenzie District Council is required to have an Investment Policy.

The Mackenzie District Council recognises that as a responsible public authority our investments should be low risk and should be managed conservatively. Speculative investments will be avoided; however, the Mackenzie District Council also recognises that lower risk generally means lower returns.

The Mackenzie District Council's financial investments are managed as a portfolio of financial assets. The primary objectives are:

- To make and manage investments to optimise returns in the long term while balancing risk and return considerations.
- To safeguard financial market investments by establishing and regularly reviewing investment parameters and ensuring that all investment activities are carried out within these parameters.
- To ensure the integrity of the financial market investments by only investing in appropriately rated organisations and in appropriate financial market instruments.
- To maintain relationships with financial market participants, thus enabling the Mackenzie District Council to carry out its investment activities in an efficient and practical way.
- To produce accurate and timely information that can be relied on by senior management and the Mackenzie District Council for control, exposure monitoring and performance measuring purposes.
- To manage potential capital losses due to interest rate movements if investments need to be liquidated before maturity.

Income from the Mackenzie District Council's investments is generally used to offset the general rate. The proceeds from a sale of an actual investment will be held by the Mackenzie District Council as a financial investment.

3. Policy Setting and Management Procedures

The Mackenzie District Council approves policy parameters in relation to investment activities. The Mackenzie District Council Chief Executive Officer has overall responsibility for the operations of the Mackenzie District Council.

The General Manager Corporate Services has financial management responsibility over the Mackenzie District Council's investments, including all treasury activity.

The Mackenzie District Council exercises on-going governance over its corporate investments. Operational management of the Mackenzie District Council's forestry investment is provided by the Mackenzie District Council Property and Commercial Business Unit.

The Mackenzie District Council Audit and Risk Committee oversees and monitors the risks arising from its treasury activities to ensure consistency with the Mackenzie District Council Long Term Plan and to evaluate the finance function's effectiveness in achieving its objectives and for monitoring compliance and performance of the Mackenzie District Council treasury activities. The Mackenzie District Council Commercial and Economic Development Committee is responsible for approving commercial and investment strategy and monitoring strategy execution.

The Mackenzie District Council is able to appoint an independent advisor to assist in the management of the financial market exposures that the Mackenzie District Council is subjected to. The scope of the appointment and the parameters within which the advisor operates, will be determined by the General Manager Corporate Services and at all times will operate within the parameters of this policy document.

The Mackenzie District Council's investments and cash management activities are managed centrally through its finance function. The finance function is broadly charged with the following responsibilities:

- To manage the Mackenzie District Council investments within its strategic objectives and ensure that surplus cash is invested in liquid and credit worthy instruments.
- To manage the impact of market risks such as interest rate risk on the Mackenzie District Council investments by undertaking appropriate hedging activity in the financial markets.
- To minimise adverse interest rate related increases on ratepayer charges and maintain overall interest revenues within budgeted parameters.
- To manage the overall cash and liquidity position of the Mackenzie District Council operations.
- To provide timely and accurate reporting of treasury activity and performance.

4. Investment Mix

The Mackenzie District Council manages a portfolio of investments comprising:

- Loan advances
- Equity investments, including corporate investments and other shareholdings
- Property investments incorporating land, buildings and a portfolio of ground leases
- Forestry investments
- Treasury investments in both short, medium and longer term liquid investments.

Guidance for each of these investment types follows.

5. Loan Advances

5.1 Nature of Investment / Rationale for Holding

In special circumstances, the Mackenzie District Council will provide loan advances for sporting, community development and other reasons. Examples of these loans have been to the Twizel Basketball Club to purchase equipment for their use in the Twizel Events Centre and also the debenture that the Mackenzie District Council previously held with High Country Health Limited, a company formed to operate the Twizel medical practice.

Interest rates are set at the average of Mackenzie District Council bond portfolio rate, recalculated annually. The Mackenzie District Council must approve all loan advances.

5.2 Disposition of Revenue

Interest is taken to the Investment Trading Account. Interest earned is allocated to the general rate.

The Mackenzie District Council approves any repayment; proceeds on repayment are used to reimburse the reserve from where it was originally taken, or otherwise are taken to the ratepayers equity account and used in achieving Mackenzie District Council strategic objectives.

5.3 Risk Management

The primary risk is that the borrower defaults on the payment of interest and principal amounts owing to The Mackenzie District Council. Where possible the Mackenzie District Council seeks security for any loans provided. All loans to sporting bodies are subject to a chattel security.

Should loan repayments go into arrears, the Mackenzie District Council takes immediate steps to retrieve the monies owing.

5.4 Management/Reporting Procedures

The Mackenzie District Council reviews performance of these investments on a regular basis to ensure objectives are being achieved and that interest and principal repayments are being made in accordance with the loan agreement.

5.5 Specific Policy

The Mackenzie District Council policy is to seek wherever possible early retirement of loans, otherwise the Mackenzie District Council intends to hold loan investments until maturity.

6. Equity Investments

Equity investments can include the following:

- investments held in Council Controlled Organisations (CCO's) or Council Controlled Trading Organisations (CCTO's)
- Shareholdings held directly
- Public/Private Partnerships
- Joint Venture Partnerships
- Local Government Shared Services

Council maintains equity investments and other minor shareholdings. Council's equity investments fulfil various strategic, economic development and financial objectives as outlined in the Long Term Plan. Equity investments may be held where Council considers there to be strategic community value.

Council seeks to achieve an acceptable rate of return on all its equity investments consistent with the nature of the investment and the stated philosophy on investments.

6.1 Nature of Investments

The Mackenzie District Council has the following equity investments:

- Mackenzie Holdings Limited (MHL)
- Alpine Energy Limited
- Downlands Water Supply Scheme

6.1.2 Mackenzie Holdings Limited - Nature of Investment/Rationale for Holding

The Mackenzie District Council established Mackenzie Holdings Limited as a wholly-owned subsidiary in 2004 charged with developing the Pukaki Airfield as an operational airfield. The operations have been transferred to the Property and Commercial Business Unit within The Mackenzie District Council with governance from the Commercial and Economic Development Committee, a committee of the Mackenzie District Council. Mackenzie Holdings Limited is not operational. It has been exempted under section 7 of the Local Government Act 2002 from the normal reporting requirements.

6.1.3 Alpine Energy Limited - Nature of Investment/ Rationale for Holding

Alpine Energy Limited was created under the Energy Companies Act 1992, the Mackenzie District Council having 2,049,870 \$1 shares representing a minority 4.9% shareholding. The company supplies electricity to the South Canterbury region and was created from the former South Canterbury Electric Power Board. The Mackenzie District Council views this investment as a strategic asset ensuring the cost effective distribution of electricity to the District.

6.1.4 Downlands Water Supply Scheme - Nature of Investment/ Rationale for Holding

The Downlands Water Supply Scheme is a Joint Venture with Timaru District Council and Waimate District Council. The Downlands Water Supply Scheme is primarily a stock water scheme which also supplies domestic drinking water to rural properties within the Timaru, Waimate and Mackenzie Districts. Mackenzie District Council has a 4% stakeholding and views this investment as a strategic asset ensuring the cost-effective distribution of water to the District.

6.2 Disposition of Revenue

Any purchase or disposition of equity investments requires Council approval. Council may also acquire shares that are gifted or are a result of restructuring. Dividends received from CCOs/CCTOs and unlisted companies not controlled by Council are normally credited to general funds and help reduce general rates.

Any dividends received, and/or profit or loss arising from the sale of these investments must be recorded in accordance with appropriate accounting standards. Unless otherwise directed by Council, the proceeds from the disposition of equity investments will be used firstly to repay any debt relating to the investment and then any surplus remaining be used to reinvest in other equities, and/or used to fund approved Capex projects and/or reduce other Council debt. Interim and final dividends are taken to the investment trading account.

6.3 Acquisition of New Investments

The Mackenzie District Council will acquire equity investments in line with its strategic, economic development and financial objectives as outlined in the Mackenzie District Council Long Term Plan and on the commercial merits of the proposal. All equity investment purchases will require prior Mackenzie District Council approval.

6.4 Risk Management

Council recognises that there are risks associated with holding equity investments and to minimise these risks Council, through the relevant Council-committee, monitors the performance of its equity

investments, at least, annually to ensure that the stated objectives are being achieved. Council seeks professional advice regarding its equity investments when it considers this appropriate.

Alpine Energy is made up of a number of discrete “businesses” which operate independently of each other and which attract varying degrees of risk including electricity distribution and electrical contracting. Alpine Energy’s main business is electricity distribution where the risks are considered to be low given the high cost of replicating an electrical network. Alpine Energy manages its other business risks through separate companies, which limits its liability. Within each business the respective boards manage the operational risks.

6.5 Management/Reporting Procedures

The Mackenzie District Council approves the statement of corporate intent annually and monitors the investment through unaudited six monthly and audited annual financial statements.

6.6 Specific Policy

The Mackenzie District Council reviews its investment in Alpine Energy on an annual basis.

7. Property Investments

7.1 Nature of Investment

In addition to commercial and residential property, the Mackenzie District Council has landholdings which have been acquired in a number of ways. Any surplus land is either leased or held intending to be sold at market valuation or at an agreed value satisfactory to the Mackenzie District Council. Please refer to the Property Sales and Acquisitions Policy for definitions and processes for property identified as surplus.

7.2 Rationale for Holding

The Mackenzie District Council overall objective is to own property that is necessary to achieve its strategic plan objectives. The Mackenzie District Council reviews property ownership through assessing the benefits of continued ownership in comparison to other arrangements which could deliver the same results. This assessment is based on the most financially viable method of achieving the delivery of Mackenzie District Council services. The Mackenzie District Council generally follows a similar assessment criterion in relation to new property and land investments.

7.3 Disposition of Revenue

Property rentals are charged at commercial levels. All income including rentals and ground rent from property are taken to the property trading account and are used to offset the general rate. The Mackenzie District Council approves any disposition of property or landholdings. Sale proceeds are taken to the real estate reserve and used in achieving Mackenzie District Council strategic objectives.

Note the special status of revenue from property sales through the activities of the Pukaki Airport. This revenue is ring-fenced for future Pukaki Airport development and is not taken to the Real Estate Reserve.

7.4 Risk Management

The capital value of property and land is impacted by changes in economic and financial factors e.g. business confidence, growth, and interest rates. The Mackenzie District Council reviews the performance of its property investments through regular reporting.

7.5 Specific Policy

The property and landholdings portfolio is reviewed annually. Specific policy guidance for the sale and acquisition of property is provided in the Property Sales and Acquisition Policy.

8. Forestry Investments

8.1 Nature of Investment/ Rationale for Holding

The Mackenzie District Council has approximately 1,040 hectares of forestry plantation. The Mackenzie District Council has historically invested in forestry, as it provides diversification of Mackenzie District Council investment portfolio as well as provides good long-term inflation adjusted returns. Forestry plantations are held as long-term investments on the basis of net positive discounted cash flows, factoring in projected market prices, annual maintenance and cutting costs and discounted at Mackenzie District Council annualised cost of capital.

8.2 Disposition of Revenue

Any harvesting outside the agreed Annual and Long Term Plan requires governance approval from the Commercial and Economic Development Committee, a committee of the Mackenzie District Council. Proceeds from the disposition of forestry investments are to be applied:

- To repay district wide funded debt and/or
- To repay of community funded debt and/or
- To fund pre-approved capital expenditure items and/or
- To re-forest existing forestry blocks and/or
- To purchase new forestry blocks or purchase new and/or
- To purchase treasury investments from which interest accrued is to be used for general purposes and/or
- To offset the general rate by Council resolution.

Income from the Council's forestry operation is reinvested in forestry through a separate Forestry Reserve. A dividend is payable to Council at any agreed time that does not affect the viability of the forestry operation. Expenditure in maintaining the forestry investment is expensed in the year it is incurred.

8.3 Risk Management

The most significant risk relates to product price returns, which are dependent on world markets. This means that forestry returns are dependent on commodity prices and carbon markets driven by other countries. Where there is a short-term downward spike in international stump prices, the Mackenzie District Council will defer harvesting until such time as it becomes economically viable.

8.4 Management and Reporting Procedures

The investment is managed by the Property and Commercial Business Unit with governance from the Commercial and Economic Development Committee. A forester and forest manager are employed on contract to report on the plantation management regime and report to the Property and Commercial Business Unit Manager on a regular basis.

8.5 Specific Policy

As long as investing in forestry remains financially viable, the Mackenzie District Council intends to retain its forestry investment and harvest when stump value is maximised.

9. Treasury Investments

9.1 Nature of Investment

The Mackenzie District Council invests in approved financial assets, which excludes dealing in shares. The Mackenzie District Council invests in the following financial instruments:

- Government investments,
- New Zealand Registered bank investments,
- Local Authority investments.

- State Owned Enterprises (SOE) investments,
- Corporate investments
- Financial Institution investments

9.2 Rationale for Holding

The Mackenzie District Council primarily holds financial investments to earn revenue used in the reduction of general rates. The Mackenzie District Council also maintains a portfolio of financial investments for the reason of:

- Investing proceeds from the sale of assets,
- Investing amounts allocated to general and special fund reserves e.g. disaster reserve,
- Investing funds allocated for approved future expenditure, and
- Investing surplus cash and working capital funds.

9.3 Disposition of Revenue

Interest is taken to the investment trading account. Interest earned is allocated to the general rate. Financial investments are normally held to maturity date.

9.4 Investment Objectives

The Mackenzie District Council primary objective when investing is the protection of its investment. Accordingly, only credit worthy counter parties are acceptable. Credit worthy counter parties are selected on the basis of their S&P Global Ratings (S&P) ratings, or the Moody's Investor Services ("Moody's") or Fitch Ratings ("Fitch") equivalents. Credit ratings are monitored on a quarterly basis by the General Manager Corporate Services from updated advice from the Mackenzie District Council investment advisors. Please refer to the table in Appendix A – Authorised Investment Criteria for Financial Market Investment Activities for guidance on credit rating thresholds for specific asset classes.

The following principles capture the above objectives:

9.4.1 Credit Risk

Credit risk is minimised by placing maximum limits for each broad class of non- Government issuer, and by limiting investments to local authorities, registered banks, strongly rated SOEs, corporates and Financials within prescribed issuer and portfolio limits. These are detailed in the authorised investment criteria for financial market investment activities.

9.4.2 Liquidity Risk

Liquidity risk is minimised by ensuring that all investments must be capable of being liquidated in a readily available secondary market. Furthermore, the Mackenzie District Council requires that the duration of their portfolio must be within a range of 25% shorter or longer than the benchmark portfolio set in conjunction with their investment adviser (refer to benchmarking as part of this investment policy). Compliance with this requirement is not necessary if the nominal value of the portfolio is less than \$5.0 million.

9.5 Interest Rate Risk Management

The Mackenzie District Council investments give rise to a direct exposure to a change in interest rates, impacting the return and capital value of its investments. The General Manager Corporate Services determines the appropriate interest rate profile to adopt for investments, after reviewing on a regular basis, cash flow forecasts incorporating plans for approved expenditure and strategic initiatives, monitoring the interest rate markets, evaluating the interest rate outlook and seeking appropriate advice where necessary.

The General Manager Corporate Services implements an interest rate risk management strategy by using risk management instruments to protect investment returns and to change interest rate and maturity profiles. The use of interest rate risk management instruments must be approved by Council.

9.6 Management and Reporting Procedures

The General Manager Corporate Services develops the investment strategy. During the annual budget round the General Manager Corporate Services recommends a formal investment strategy to the Chief Executive Officer. Thereafter, the General Manager Corporate Services implements the investment strategy on an ongoing basis, taking into account cash flow forecasts, the outlook for interest rates and credit spreads, the shape of the yield curve and where necessary seeks appropriate advice.

9.7 Benchmarking

The Mackenzie District Council measures the performance of the investment portfolio by benchmarking the performance of the portfolio against the performance of an appropriate external benchmark portfolio. This provides the Mackenzie District Council with an indication as to the effectiveness and suitability of the current investment parameters and the way the parameters are being implemented at an operational level. Compliance with this requirement is not necessary if the nominal value of the portfolio is less than \$5.0 million.

9.8 Specific Policy

The Mackenzie District Council reviews its investments portfolio annually and manages the portfolio according to the objective performance measures determined during the annual budget round.

9.9 Counterparty Exposure Limits

Council ensures that all financial investments and interest rate risk management is undertaken with institutions that are of high-quality credit to ensure amounts owing to The Mackenzie District Council are paid fully and on due date. This does not limit The Mackenzie District Council investing in other assets, other than financial investments.

9.10 More specifically, The Mackenzie District Council minimises its credit exposure by:

- Transacting with entities which have a strong credit rating,
- Limiting total exposure to prescribed amounts and portfolio limits, and
- Timely and rigorous compliance monitoring.

(See Appendix A below "authorised investment criteria for financial market investment activities" for a summary of credit requirements and limits.)

9.11 Foreign Exchange Policy

The Mackenzie District Council does not borrow or enter into incidental arrangements within or outside New Zealand in currency other than New Zealand currency.

9.12 Cash Management

From time to time, The Mackenzie District Council has cashflow surpluses and borrowing requirements due to the mismatch of daily receipts and payments. All cash inflows and expenses pass through bank accounts controlled by the finance function. Cash management activities must be undertaken within the following parameters:

Cash management instruments are limited to:

- Call deposits with registered banks.
- Negotiable instruments with a maturity not more than three months at the time of inception.
- Term deposits with registered banks.

Cash may only be invested with approved counterparties as detailed below.

- If practical, a targeted minimum of \$250,000 is invested at call.
- An optimal daily range of no more than \$100,000 is targeted for in The Mackenzie District the Mackenzie District Council current account.

Interest rate risk management on cash management balances is not permitted.

10. Local Government Funding Agency (LGFA)

Despite anything earlier in this Policy, the Mackenzie District Council may invest in shares and other financial instruments of the New Zealand LGFA and, may borrow to fund that investment. The Mackenzie District Council objective in making such investment will be to:

- Obtain a return on investment; and
- Ensure that the LGFA has sufficient capital to become and remain viable, meaning that it continues as a source of debt funding for The Mackenzie District Council.

Because of the dual objective, the Mackenzie District Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternate investments.

If required in connection with the investment, the Mackenzie District Council may subscribe for un-called capital in the LGFA.

11. Clarification and Breaches

This policy represents the formal policy and expected standards of the Mackenzie District Council. Appropriate approvals need to be obtained prior to any deviation from the policy.

Elected Members and employees are reminded of their obligations under the Mackenzie District Council Code of Conduct to give full effect to the lawful policies, decisions and practices of the Mackenzie District Council.

11.1 Clarification

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

11.2 Breaches

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

11.3 Exceptions

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

12. Appendix A – Authorised Investment Criteria for Financial Market Investment Activities

Table 1: Authorised Investment Criteria for Financial Market Investment Activities

Authorised Asset Classes	Overall Portfolio Limit as a Percentage of the Total Portfolio	Approved Financial Market Investment Instruments (must be denominated in NZ dollars)	Credit Rating Criteria – Standard and Poor's (or Moody's or Fitch equivalents)	Limit for each issuer subject to overall portfolio limit for issuer class
New Zealand Government	100%	<ul style="list-style-type: none"> Government Stock Treasury Bills 	Not Applicable	Unlimited
Rated Local Authorities	70%	<ul style="list-style-type: none"> Commercial Paper Bonds/MTNs/FRNs 	Short term S&P rating of A1 or better Long term S&P rating of BBB or better Long term S&P rating of A- or better Long term S&P rating of A+ or better Long term S&P rating of AA- or better	\$3.0 million \$1.0 million \$2.0 million \$3.0 million \$4.0 million
Local Authorities where rates are used as security	60%	<ul style="list-style-type: none"> Commercial Paper Bonds/MTNs/FRNs 	Not Applicable	\$2.0 million \$2.0 million
New Zealand Registered Banks	100%	<ul style="list-style-type: none"> Term Deposits/Bank Bills/Commercial Paper Bonds/MTNs/FRNs 	Short term S&P rating of A1 or better Long term S&P rating of BBB or better Long term S&P rating of A- or better Long term S&P rating of A+ or better Long term S&P rating of AA – or better	\$10.0 million \$1.0 million \$2.0 million \$3.0 million \$4.0 million
State Owned Enterprises	70%	<ul style="list-style-type: none"> Commercial Paper Bonds/MTNs/FRNs 	Short term S&P rating of A1 or better Long term S&P rating of BBB or better Long term S&P rating of A- or better Long term S&P rating of A+ or better Long term S&P rating of AA- or better	\$3.0 million \$1.0 million \$2 million \$3.0 million \$4.0 million
Corporates	60%	<ul style="list-style-type: none"> Commercial Paper Bonds/MTNs/FRNs 	Short term S&P rating of A1 or better Long term S&P rating of BBB or better Long term S&P rating of A- or better Long term S&P rating of A+ or better Long term S&P rating of AA- or better	\$3.0 million \$1.0 million \$2.0 million \$3.0 million \$4.0 million
Financials	30%	<ul style="list-style-type: none"> Commercial Paper Bonds/MTNs/FRNs 	Short term S&P rating of A1 or better	\$3.0 million

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			Long term S&P rating of BBB or better	\$1.0 million
			Long term S&P rating of A- or better	\$2.0 million
			Long term S&P rating of A+ or better	\$3.0 million
			Long term S&P rating of AA- or better	\$4.0 million

7.4 APPROVAL FOR COUNCIL TO INVEST IN CORPORATE BONDS

Author: Sandy Hogg, Manager - Finance
Authoriser: Angela Oosthuizen, Chief Executive
Attachments: Nil

PURPOSE OF REPORT

To give approval for Council funds to be invested in corporate bonds as per the parameters set within the Investment Policy.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approves that officers can invest Council funds in corporate bonds as per the parameters of the Investment Policy.

BACKGROUND

The Investment Policy allows for Council to invest in corporate bonds (Appendix A Page 13-14) and includes a range of investment limits per issuer based on their credit rating.

Over the last few years the Council has largely been investing in Term Deposits from New Zealand Registered Banks rather than corporate bonds due to the yield advantage that term deposits had provided.

This yield advantage is now starting to turn with corporate bonds offering much higher yields than that of term deposits.

The advantages of investing in bonds are as follows:

- At times obtaining a yield advantage over term deposits
- Diversity of counterparties
 - Investment in term deposits means exposure is solely in banks
 - Bonds can include, New Zealand government, local authorities, state owned enterprises, corporates and financial institutions
 - Able to access a wider range of instruments i.e. fixed rate bonds and floating rate notes
- Extend the duration of the portfolio, i.e. can invest for longer terms (bonds can go out to ten years)
- Enhanced liquidity as bonds can be readily sold on the secondary market whereas early redemption of term deposits is solely at the discretion of the banks.

There are some disadvantages of investing in bonds:

- If the interest rate rises then the value of a bond portfolio will decline

- Bond portfolios are required to be valued at balance date
- It is sometimes difficult to access corporate bonds within the parameters set in the Investment Policy.

The advantages of being able to have the option of investing in corporate bonds though does outweigh the disadvantages. It will also enable the Council to decrease its investment portfolio risk from only having investments with banking institutions and potentially limiting returns from the portfolio, and the Council can invest for longer terms with more certainty on maturity yields.

POLICY STATUS

The current Investment Policy was adopted in May 2020.

SIGNIFICANCE OF DECISION

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

CONSIDERATIONS

Financial

If the option is not approved then Council may not be able to achieve the most advantageous return on investment of Council funds. Term deposits with banks are now yielding a lot lower than corporate bonds.

Other

This policy is a statutory requirement as directed by the Local Government Act.

CONCLUSION

Bancorp Treasury has advised that this is an opportune time for Council to now look at spreading its investment portfolio from being primarily bank term deposits to having a more even split of term deposits and bonds. The intention would be to increase the current split of approximately 5% corporate bonds and 95% term deposits to closer to 50/50.

It is recommended that the Council approves Council officers the option of investing in corporate bonds within the parameters set by the Investment Policy.

7.5 LOCAL GOVERNMENT FUNDING AGENCY (LGFA) BORROWING OCTOBER TENDER

Author: Sandy Hogg, Manager - Finance
Authoriser: Angela Oosthuizen, Chief Executive
Attachments: Nil

PURPOSE OF REPORT

The purpose of this report is for the Mackenzie District Council (Council) to approve a debt portfolio of a mix of commercial paper (CP), floating rate notes (FRN) and fixed rate bonds (FRB) for the refinancing of the Council's \$10 million of New Zealand Dollar Zero Coupon Security that matures on 13 October 2022.

STAFF RECOMMENDATIONS

1. That Council receives the report.
2. Approves Council officers to set up in conjunction with advice from Bancorp Treasury a debt portfolio at the next Local Government Funding Agency (LGFA) tender for the Council's \$10 million of debt maturing on 13 October 2022.

BACKGROUND

Council currently has \$10 million of New Zealand Dollar Zero Coupon Security with the Local Government Funding Agency (LGFA).

Current pricing of LGFA debt at 8 September 2022 is the following:

Maturity	Margin	FRN (or CP) Rate	FRB
3 month CP	0.20%	3.73%	N/A
6 month CP	0.20%	4.11%	N/A
April 2024	0.51%	4.04%	4.74%
April 2025	0.54%	4.07%	4.79%
April 2026	0.64%	4.17%	4.86%
April 2027	0.73%	4.26%	4.86%
May 2028	0.77%	4.30%	4.88%
April 2029	0.81%	4.34%	4.94%
May 2031	0.88%	4.41%	5.03%
April 2033	0.96%	4.49%	5.13%
May 2035	1.07%	4.60%	5.31%
April 2037	1.10%	4.63%	5.42%

The \$10 million matures on 13 October 2022 and Bancorp Treasury has advised that the Council looks at renewing this debt with a mix of commercial paper (CP), floating rate notes (FRN) and fixed rate bonds (FRB) in order to achieve a more advantageous weighted average cost of borrowing.

Having a mixed portfolio utilising all types of LGFA funding enables the Council to reduce the average cost of borrowing by providing a mix of interest rates. It also enables the Council to spread repayments over a number of years providing set dates of reducing amounts borrowed.

Below is an example of a mixed portfolio based on \$10 million of debt.

Instrument	Maturity	Rate	Amount
LGFA CP	15-Feb-2023	3.84%	\$2,000,000
LGFA FRB	15-Apr-2025	4.79%	\$1,000,000
LGFA FRB	15-Feb-2026	4.86%	\$1,000,000
LGFA FRN	15-Feb-2027	4.26%	\$1,000,000
LGFA FRB	15-Feb-2028	4.88%	\$1,500,000
LGFA FRN	15-Feb-2029	4.34%	\$1,000,000
LGFA FRB	15-Feb-2029	4.94%	\$1,000,000
LGFA FRB	15-Feb-2030	4.99%	\$1,500,000
Total			\$10,000,000

Weighted average cost of the portfolio is 4.61%

CONCLUSION

This report recommends that Council approve officers with advice from Bancorp Treasury to set up a mixed portfolio for the Council's \$10 million of borrowings with the LGFA.

7.6 ROAD LEGALISATION KIMBELL

Author: Joni Johnson, Engineering Manager

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: Nil

STAFF RECOMMENDATIONS

1. That the report on the Road Legalisation, Kimbell be received.
2. That Council authorises the land parcels known as Perambulator Lane and Siegerts Road to be acquired using the Public Works Act 1981.
3. That Council delegate authority to the Chief Executive to sign and approve service of the applicable compulsory acquisition notices.

BACKGROUND

The land parcels known as Perambulator Lane and Siegerts Road have not been dedicated or otherwise legalised as roads. They remain as balance parcels held in the original Records of Title CB88/251, CB91/31 and CB91/30.

CB88/251 is held by Frederic John Kimbell and Michael Rowand Buchanan (note some documents refer to Michael Rowand Gray Buchanan). CB91/30 & CB91/31 are held by William Soltau Davidson and George Frederic Clulee as tenants in common. These people are all deceased.



Mackenzie District Council has been maintaining the roads for many years even though they have never been owned by Council. MDC requested The Property Group to identify the official status of

the two land parcels and pursue legalisation of the roading under the Public Works Act 1981. It should be noted that the process of legalising these two pieces of road has been ongoing for over 75 years. The reason for making this land legal road is to protect Council's investment, protect access for properties fronting these land parcels and allowing for future development.

It appears the intention of the original owners was to create legal roads out of these sections by handwritten notes on title plans. This is reinforced by the virtue of the fact that the "roads" were laid off at 100 links wide and all linked to other roads.

Land status. The land known as Perambulator Lane and Siegerts Road have not been dedicated or otherwise legalised as road and are still held in the original Records of Title CB88/251, CB91/31 and CB91/30. The registered owners of the balance of the land held in CB88/251 are Frederic John Kimbell and Michael Rowand Buchanan. The registered owners of the balance of the land held in CB91/31 and CB91/30 are William Soltau Davidson and George Frederic Clulee as tenants in common.

Statutory interpretation. Mackenzie District Council only has one option available to formally legalise these sections of land as road – and that is to use the Compulsory Acquisition powers under the Public Works Act 1981 ("PWA").

Next Steps. Should Council pursue the use of the Compulsory Acquisition powers under the PWA, the next steps are to advertise that we are looking for successors; to publish a section 23 PWA notice that we intend to take the land; and to ask LINZ request the Governor General to grant the taking of the land.

The Property Group spells out the requests before Council to achieve the land acquisition:

1. That Council confirms its objective to acquire the land shown as Sections 1 and 2 Survey Office Plan 373497 being the balance of the land held in Records of Title CB88/251 (part cancelled), CB91/30 (part cancelled) and CB91/31 (part cancelled) for road.
2. That Council authorises the Chief Executive to:
 - a. Acquire the land pursuant to the Public Works Act 1981 (PWA);
 - b. Negotiate and enter into an agreement with the landowners pursuant to section 17 PWA and agree compensation in accordance with the PWA;
 - c. Execute and approve service of a Notice of Desire to Acquire Land under section 18 PWA on the landowners; and
3. If after a minimum period of three months from the issue of the notice under section 18 PWA:
 - i. The owner fails to respond to any invitation issued under section 18(1) PWA; or
 - ii. The owner refuses to negotiate; or

- iii. An agreement for the sale and purchase of the land is not made with the owner under section 17 PWA; or
- iv. Section 18(7) of the PWA applies

the Chief Executive is authorised to execute and approve service of a Notice of Intention to Take Land pursuant to section 23 PWA.

- 4. If, after the closing of the objection period prescribed in section 23 PWA, no objections to the taking are received, then the Chief Executive is authorised to execute and submit to Toitū Te Whenua Land Information New Zealand the documentation required to request that the Governor-General take the land by proclamation under section 26 PWA and vest the land in Mackenzie District Council as road.
- 5. If any objections are lodged at the Environment Court, the Chief Executive must report back to Council on the steps to negotiate with the objector, the progress made, and if appropriate will make recommendations as to the appropriate future course of action.

CONCLUSION

MDC Staff recommend that:

- 1. That Council authorise the use of the Public Works Act 1981 to acquire the land parcels known as Perambulator Lane and Siegerts Road.
- 2. That Council delegate authority to the Chief Executive to sign and approve service of the applicable compulsory acquisition notices.

7.7 FLOOD DAMAGE REPORT - UNBUDGETED EXPENDITURE

Author: Scott McKenzie, Roading Manager

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: Nil

PURPOSE OF REPORT

Due to six back to back events in June across the district with both snow events flooding and a wind event. This saturated the roads and surrounding ground causing surface flooding, pavement softening, varying and various responses, scouring both minor & significant, and severe damage across the network district wide. A lot of the network was cut off and there are still roads closed across the district to date due to faults. At this stage the cost estimates have been prepared which is likely to be in the order of \$3.3 million without improvements.

STAFF RECOMMENDATIONS

1. That the Flood Damage Report be received.
2. That Council supports the incorporation of improvements into the repair works and request staff to work with Waka Kotahi to get endorsement of this approach plus any enhanced FAR available

BACKGROUND

The minor events budget is \$40,000. Last financial year with a smaller isolated event we incorporated the costs of these repair works into our maintenance budgets. This string of events was initially assessed as approximately the same cost as our full year maintenance programme for flood repairs alone.

POLICY STATUS

Unbudgeted expenditure outside of the delegation manual needs to come to be brought to council for a decision.

SIGNIFICANCE OF DECISION

Given the value of the damage and expenditure of up to \$ 3- 5 million it is deemed significant under the significance and engagement policy.

OPTIONS

1. Do Nothing – Communicate with the customers that nothing is going to be done and incorporate and adjust existing budgets. Initially respond and make safe within budgets and don't do any further works. Communicating this with the customers and community.
2. Prioritise works and identify the allocated budget, and only deliver to this level. Communicating this with the customers and community.

3. Fund all co-funding remedial works required to return to existing condition across the district pre-flood events **(suggested)**
4. Fund all co-fund all remedial works to return the district to pre flood standard while there improving and building resilience into the network for the future which we likely be over and above co- funding and emergency works provisions **(preferred)**

CONSIDERATIONS

Legal

There is no legal requirement for Council to maintain roads under their control, but as technical officers we would advise against this option. The roading network is key to the delivery of the Districts wellbeing particularly its economic and social wellbeing.

Financial

In term of emergency works the event needs to meet a 1 in 100 year event and be over \$100,000. The first \$350,000 of a qualifying event is only matched at 51% Financial Assistance Rate (FAR) which is standard. After this it is raised by 20% to 71% for work done in that financial year. Past this point the F.A.R resets to the standard 51% and the process rebegins.

The initial assessment of damage was approximately \$3.3 million to return to existing given the saturated ground and that the water has hung around and that there have been subsequent events since which have caused additional damage

An application has been made to Waka Kotahi for emergency works but written approval of its acceptance has still to be received.

There is however little sense in re-establishing the network to the same standard it was prior this string of events as the frequency of events and climate change will, in all probability mean that we will be back in this same situation in the not to distant future. It is imperative that we incorporate improvements into these repairs as it will never be cheaper at add incremental capacity and in the long term save both the ratepayer and Waka Kotahi money in the long term.


Staff are currently scheduling works required including improvements and it is hoped that this may be able to be tabled with Council at its meeting.

If this schedule of works including improvements amounted to \$5million and it was approved by Waka Kotahi with the variable FAR on repairs and an FAR improvements at 51% would mean Council will need to find \$1.86 million. Staff will be talking to Waka Kotahi also about an enhanced FAR for these works.

CONCLUSION

To undertake the required repairs, we will need to co-fund the local share of the \$3 – 5 million of emergency works required to complete to include betterment this may also include in the order of 1 million dollars at a similar time to improve resilience. This is over and above the maintenance & renewal programme works which includes, grading, resurfacing, re graveling, drainage works, pothole filling, traffic Services maintenance, etc. A different approach is required if Council is going to build resilience into the network and start adapting for climate change.

7.8 PARKS AND AMENITIES STRATEGY ADOPTION

Author: Brian Milne, Community Facilities and Services Officer - Contractor
Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services
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

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.

7.9 INFRASTRUCTURE REQUIRED FOR GROWTH IN TWIZEL

Author: Joni Johnson, Engineering Manager

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: Nil

PURPOSE OF REPORT

This report seeks approval to establish a budget from the Capital Reserves Account and commence development of strategy and design work to upgrade and extend the existing wastewater and water supply networks to service the proposed intensification areas in Twizel.

STAFF RECOMMENDATIONS

1. That the infrastructure required for growth in Twizel report be received.
2. That Council approve an initial budget of \$130,000 for development of an Infrastructure Servicing Strategy and Concept Design for water supply and wastewater works to service the proposed Specific Control Areas in Twizel, to be drawn equally from the Wastewater and Water Supply Financial Contributions Reserve Accounts.

BACKGROUND

The Mackenzie Spatial Plan provides for the growth and intensification of Twizel along with the other urban areas of the District. Proposed Plan Change 21 is currently being prepared which will introduce the outcomes of this process into the District Plan as part of the District Plan Review.

The proposed plan change will include Specific Controls for the three areas below which will preclude any further subdivision until the necessary infrastructure is in place.

Location	Area	Limitation
1. Boundary Terrace	42 ha	Water is currently a restricted supply
2. Ostler/Max Smith Drive	34 ha	Water is currently a restricted supply; wastewater reticulation is at capacity
3. North West Arch	82 ha	Wastewater reticulation is at capacity

Financial Contributions have been levied on past developments throughout the District under the Resource Management Act 1991 and in accordance with the Council's Development Contributions and Financial Contributions Policy (Dec 2021). In Twizel, the current balance as at 20 June 2022 of the Capital Reserve accounts are shown below:

- Twizel Water \$3,597,659.20
- Twizel Wastewater \$2,445,304.10

Proposed Programme of Work

MDC staff propose to advance feasibility and design development of the necessary infrastructure for these areas and then construct the works prior to June 2024, or earlier where possible. If this work does not proceed prior to the establishment of Entity D it may be allocated a low priority.

This is in the context of the other growth and infrastructure improvements proposed for Twizel; therefore, the first stage is preparation of a Servicing Strategy and concept design that will develop the scope and cost estimates for the upgrades required. MDC Staff is seeking approval for the budget for the strategy and concept design of the works only (Stage A and B, below.) MDC Staff will seek approval for the engineering design and physical works (Stage C and D) once the servicing strategy and concept design is complete. This approval will likely be sought from Council in the first Council meeting of 2023.

Stage	Description	Proposed budget	Timeframe
A	Infrastructure Servicing Strategy	\$30,000	By end of November 2022
B	Concept design	\$100,000	By end of January 2023
C	Design and Procurement	\$200,000	By June 2023
D	Physical works	To be confirmed	July 2023 – June 2024

POLICY STATUS

These works align with Council's policy on financial contributions and also with the district plan. Expediting this work will mean Council will be able to deliver on the expectations that arose from the spatial plan. Obviously, the timing of development will depend on market forces.

SIGNIFICANCE OF DECISION**OPTIONS**

Option 1. Prepare an Infrastructure Servicing Strategy and Concept Design for the three areas in Twizel needed to allow development as shown in the District Plan. (recommended)

Option 2. Do not prepare an Infrastructure Servicing Strategy. The three areas of Twizel either remain undeveloped or ad hoc decisions are made based on timing and requests from the development community.

Option 3. Restrict development to only those large-scale developers who can afford to construct the necessary infrastructure as part of the overall cost of the development.

CONSIDERATIONS**Legal**

There are no legal issues relevant to this report.

Financial

The budget for Stage A and B is proposed to be established now at a dollar amount of \$130,000. This is the recommendation from staff.

The budget would be drawn equally (ie \$65,000 each) from the Wastewater and Water Supply Capital Reserve Balances. The amount being requested now is 2.15% of the total Capital Reserves Balance and appropriate for this stage of project.

CONCLUSION

MDC Staff recommends that Council establish a budget from the Capital Reserves Account to develop a strategy and concept design work to upgrade the existing wastewater and water supply networks to service the proposed intensification areas in Twizel.

7.10 DISTRICT PLAN REVIEW TIMETABLE UPDATE**Author:** Aaron Hakkaart, Manager - Planning**Authoriser:** David Adamson, GM, Operations, Planning and Regulatory Services**Attachments:** Nil**PURPOSE OF REPORT**

To update the Council on the District Plan Review and seek endorsement of the proposed work programme.

STAFF RECOMMENDATIONS

1. That the report on the District Plan Review work programme be received.
2. That Council endorses the District Plan Review work programme as proposed.

BACKGROUND

Mackenzie District Council is undertaking a staged review of the Mackenzie District Plan. To date the first two stage of the work programme have met timelines as proposed at the commencement of the project.

Considering the Local Body Elections, the project team has recognised that the work programme as previously shared was unable to be achieved, and that there was a need to inform the new Council of work-to-date as well and engage with them on the future stages.

Considering this a new timetable has been proposed which ensures there is sufficient time to update and get support from the new Council before progressing the next stages of the review. It is important to note that rather than extending the overall work programme a stage has been split to ensure completion of the review in early 2025 as previously agreed with Council.

The following table is the new proposed work programme, with suggested dates included.

District Plan Review – Updated Key Dates		
20 Sep 2023	Council Meeting	Stage 2 Plan Changes – approval to notification
15 Nov 2022 4 hours	Councillor Workshop	District Plan Introduction <ul style="list-style-type: none"> - What is the district plan? - Mackenzie District Plan history – incl PCs 13, 15 and 18 - District Plan Review – background to proces, ILM, staging - Stage 1 – upcoming hearing
28, 29, 30, 31 Nov Back up day 6 Dec 2022	Hearing	Stage 1 hearing

6 Dec 2022 3 hours	Councillor Workshop	Councillor obligations (Mike Garbett) RM Reform
13 Dec 2022 3 hours	Councillor Workshop	Stage 2 – process to date Stage 3 – background/issues
24 Jan 2023 2 hours	Councillor Workshop	Stage 3 – issues
7 Feb 2023 3 hours	Councillor Workshop	Stage 3 – pre consultation and 3b background
21 Feb – 27 Mar 2023	Consultation	Stage 3 consultation 1. Early Feb – socialisation of stage/scope in media 2. W/O 20 Feb & 27 Feb - Direct engagement – landowners and key stakeholders 3. W/O 13 Mar - Open Days (presentation, then break out into topics) 4. 21 Feb – 24 March Website – info and survey
14 Mar 2023	Councillor Workshop	Stage 2 – upcoming hearing
W/O 20 Mar 2023 W/O 27 Mar 2023 Back Up Tues 11 – 14 April 2023 [note 7 and 10 Apr Easter]	Hearing	Stage 2 hearing
11 Apr 2023 2 hours	Councillor Workshop	Stage 3 – consultation outcomes
16 May 2023 3 hours	Councillor Workshop	Stage 3 – preferred approach
11 July 2023	Councillor Workshop	Stage 4 - background
12 Jul – 15 Aug 2023	Consultation	Stage 3 targeted consultation Discuss/provide draft provisions with: - Landowners - Key stakeholders Note: Runaka are partners so involved with drafting and reviewing throughout; hui as appropriate
12 Sept 2023	Councillor Workshop	Stage 3 – s32/provisions
14 Sept – 18 Oct 2023	Consultation	Stage 4 consultation 1. Early Sept – socialisation of stage/scope in media 2. W/O 18 Sept & 25 Sept - Direct engagement – landowners and key stakeholders 3. W/O 2 Oct - Open Days (presentation, then break out into topics) 4. 14 Sept – 13 Oct Website – info and survey
2 Oct 2023	Council Agenda	Stage 3 Plan Changes
17 Oct 2023	Council Meeting	Stage 3 Plan Changes – approval to notification
7 Nov 2023	Councillor Workshop	Stage 4 – consultation outcomes
12 Dec 2023	Councillor Workshop	Stage 4 – preferred approach
11 Mar – 19 Apr	Consultation	Stage 4 targeted consultation

2024		Discuss/provide draft provisions with: <ul style="list-style-type: none"> - Landowners - Key stakeholders Note: Runaka are partners so involved with drafting and reviewing throughout; hui as appropriate
9 Apr 2024	Councillor Workshop	Stage 3 – upcoming hearing
22 Apr – 10 May 2024 [ANZAC day 25 Apr]	Hearing	Stage 3 hearing
14 May 2024	Councillor Workshop	Stage 4 – s32/provisions
3 Jun 2024	Council Agenda	Stage 4 - Plan Changes
18 Jun 2024	Council Meeting	Stage 4 Plan Changes – approval to notification
12 Nov 2024	Councillor Workshop	Stage 4 – upcoming hearing
25 Nov – 13 Dec 2024	Hearing	Stage 4 hearing

POLICY STATUS

The project relates to Council’s statutory obligations under the Resource Management Act 1991.

SIGNIFICANCE OF DECISION

The proposal is not considered to be significant.

OPTIONS

Option 1: Endorse the work programme as proposed. This is staff’s preferred option as it gives certainty to the project team moving forward, and utilises the momentum already gained through Stages 1 and 2.

Option 2: Request staff to reconsider the proposed work programme

CONCLUSION

The proposal seeks endorsement of a new work programme for the District Plan Review.



















7.11 DISTRICT PLAN REVIEW STAGE 2 NOTIFICATION (PLAN CHANGE 21 AND 22)

Author: Rachael Willox, Planning

Aaron Hakkaart, Manager - Planning

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments:

1. PC21 Overview Report (under separate cover) 
2. PC21 - Appendix 1 - Draft Chapters (under separate cover) 
3. PC21 - Appendix 2 - Draft APP1 (under separate cover) 
4. PC21 - Appendix 2 - APP2 (under separate cover) 
5. PC21 - Appendix 3 - Draft Interpretation Chapter (under separate cover) 
6. PC21 - Appendix 4 -Amendments to Maps (under separate cover) 
7. PC21 - Appendix 5 - Amendments to Section 3 (under separate cover) 
8. PC21 - Appendix 6 - Amendments to Business Zones (under separate cover) 
9. PC21 - Appendix 7 - Amendments to Residential Zones (under separate cover) 
10. PC21 - Appendix 8 - Amendments to Appendices (under separate cover) 
11. PC21 - Appendix 9 - Consequential Amendments (under separate cover) 
12. PC21 - Section 32 Report (under separate cover) 
13. PC21 - s32 Appendix A (under separate cover) 
14. PC21 - s32 Appendix B (under separate cover) 
15. PC22 Appendix 1 - Draft Chapter (under separate cover) 
16. PC22 Appendix 2 - Amendments to Section 12 (under separate cover) 
17. PC22 Appendix 2 - Amendments to Section 12 (under separate cover) 
18. PC22 - Section 32 Report (under separate cover) 

PURPOSE OF REPORT

The purpose of this report is for Council to adopt the suite of documents related to Stage 2 of the Mackenzie District Plan Review and approve Plan Change 21 and Plan Change 22 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991 (the Act).

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Council adopt the suite of documents attached to this report relating to Stage 2 of the Mackenzie District Council Plan Review.
3. That the Council approve Plan Change 21 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.

4. That the Council approve Plan Change 22 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.
5. That the Council delegates to the Chief Executive the power to make minor amendments/non-substantive changes to the provisions of proposed Plan Change 21 and Plan Change 22 prior to formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.

BACKGROUND

In late 2021, Council began considering and planning the District Plan review. This included undertaking an 'Investment Logic Mapping' process (ILM), informed by iwi and key stakeholders, which identified key issues that the District Plan needed to address, as well as informing the preferred approach to the staging of the review. Through this, it was determined that the review would be progressed in a number of stages.

Stage 1 (Plan Change 20) was approved for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991 on 5 July 2022. Formal submissions on Plan Change 20 close on Friday 9 September 2022.

Proposed Plan Change 21 and 22 form Stage 2 of the review to the Mackenzie District Plan and have been drafted in accordance with the National Planning Standards. Proposed Plan Change 21 relates to the Mackenzie Spatial Plans that were developed prior to the District Plan review, to provide a high-level plan for the growth and development of each of the District's towns and small settlements over the next 30 years. The Spatial Plans were developed with input from each community. Proposed Plan Change 22 relates to the management of lighting within the District.

PLAN CHANGE 21

Plan Change 21 proposes to insert the following chapters to the Mackenzie District Plan as set out in **PC21 – Appendix 1:**

Part 3 – Area Specific Matters

- Residential Zones
 - Large Lot Residential Zone
 - Low Density Residential Zone
 - Medium Density Residential Zone
- Commercial and Mixed Use Zones
 - Large Format Retail Zone
 - Mixed Use Zone
 - Neighbourhood Centre Zone
 - Town Centre Zone
- General Industrial Zone
 - General Industrial Zone
- Precincts
 - Takapō/Lake Tekapo Precinct
 - Commercial Visitor Accommodation Precinct
- Development Areas
 - Takapō/Lake Tekapo West Future Development Area
 - Takapō/Lake Tekapo North-West Future Development Area

Insert the following appendices as set out in **PC21 – Appendix 2**:

Part 4 – Appendices and Maps

- Appendix 1 – Height in Relation to Boundary
- Appendix 2 – Takapō/Lake Tekapo Character Guide and Medium Density Residential Design Guide

Amend the definitions contained in the ‘Interpretation’ section in ‘Part 1 – Introduction and General Provisions’ as set out in **PC21 – Appendix 3**.

Amend Planning Maps 31, 33, 44, 44a, 44b, 45 to 49 and 51 to 57 as set out in **PC21 – Appendix 4** and insert a new mapping tool which identifies the properties affected by (i.e. in scope of) the Plan Change and the Zone, Precinct or Development Area that applies to properties.

Amend ‘Section 3 – Definitions’ as set out in **PC21 – Appendix 5**, ‘Section 5 – Business Zones’ set out in **PC21 – Appendix 6** and ‘Section 6 – Residential Zones’ set out in **PC21 – Appendix 7**.

Delete the following appendices as set out in **PC21 – Appendix 8**:

- Appendix P – Lake Tekapo Design Guide
- Appendix Q – Lake Tekapo Village Centre Outline Development Plan.

Amend the following sections of the District Plan as a consequence of introducing the above chapters as set out in **PC21 – Appendix 9**:

- Section 10 – Hazardous Substances
- Section 13 – Subdivision
- Section 15 – Transportation
- Section 16 – Utilities.

PLAN CHANGE 22

Plan Change 22 proposes to insert the following new chapter, as contained in **PC22-Appendix 1**, in the “General District-Wide Matters’ section, in Part 2 – District Wide Matters:

- Light

Amend “Section 12 – Signs, Outdoor Lighting and Aerial Distractions” as set out in **PC22-Appendix 2**.

Changes to any other provision of the Mackenzie District Plan are not within the scope of Plan Change 21 and Plan Change 22.

The proposed provisions have been workshopped with key stakeholders and Council.

Notification of proposed Plan Change 21 and 22 is scheduled for Friday 23 September 2022.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

If approved formal notification pursuant to Clause 5 of the First Schedule of the Act will be undertaken.

OPTIONS

1. That the Council adopt the suite of documents attached to this report relating to Stage 2 of the Mackenzie District Council Plan Review.
2. That the Council decline to adopt and seek amendments to the suite of documents attached to this report relating to Stage 2 of the Mackenzie District Council Plan Review.
3. That the Council approve Plan Change 21 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.
4. That the Council do not release Plan Change 21 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991 and seek amendments as detailed in Option 2.
5. That the Council approve Plan Change 22 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.
6. That the Council do not release Plan Change 22 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991 and seek amendments as detailed in Option 2.
7. That the Council delegates to the Chief Executive the power to make minor amendments/non-substantive changes to the provisions of proposed Plan Change 21 and Plan Change 22 prior to formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.
8. That the Council do not delegate to the Chief Executive the power to make minor amendments/non-substantive changes to the provisions of proposed Plan Change 21 and Plan Change 22 prior to formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991.

CONSIDERATIONS**LEGAL**

All legal and procedural obligations have been met when drafting the provisions.

FINANCIAL

There are no financial implications of this recommendation on Council.

CONCLUSION

The Mackenzie District Plan Review is to be progressed via a series of Plan Changes to the Operative District Plan. Proposed Plan Change 21 and Plan Change 22 is Stage 2 of the review of the Mackenzie District Plan and seeks to amend Sections 3, 5, 6, 10, 12, 13, 15 and 16 of the Mackenzie District Plan, and introduce the following parts to the Mackenzie District Plan in accordance with the National Planning Standards:

Part 1 – Introduction and General Provisions

Interpretation

- Definitions (in part)

Part 2 – District Wide Matters

General District Wide Matters

- Light

Part 3 – Area Specific Matters

Residential Zones

- Large Lot Residential Zone
- Low Density Residential Zone
- Medium Density Residential Zone

Commercial and Mixed Use Zones

- Large Format Retail Zone
- Mixed Use Zone
- Neighbourhood Centre Zone
- Town Centre Zone

General Industrial Zone

- General Industrial Zone

Precincts

- Takapō/Lake Tekapo Precinct
- Commercial Visitor Accommodation Precinct

Development Areas

- Takapō/Lake Tekapo West Future Development Area
- Takapō/Lake Tekapo North-West Future Development Area

Part 4 – Appendices

- Appendix 1 – Height in Relation to Boundary
- Appendix 2 – Takapō /Lake Tekapo Character Guide and Medium Density Residential Design Guide

Council must determine whether they will adopt the suite of documents related to Stage 2 of the Mackenzie District Plan Review and approve Plan Change 21 and Plan Change 22 for formal notification pursuant to Clause 5 of the First Schedule of the Resource Management Act 1991 (the Act).

7.12 ADOPTION OF PLAN CHANGE 13 AND 19

Author: Rachael Willox, Planning
Aaron Hakkaart, Manager - Planning

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: Nil

PURPOSE OF REPORT

For the Council to formally approve Plan Change 13 and 19 to the Mackenzie District Plan in accordance with Clause 17(1) of Schedule 1 of the Resource Management Act 1991.

STAFF RECOMMENDATIONS

1. That the Adoption of Plan Change 13 and 19 report be received.
2. That Council approve Plan Change 13 pursuant to Clause 17(1) of Schedule 1 of the Resource Management Act 1991.
3. That Council approve Plan Change 19 pursuant to Clause 17(1) of Schedule 1 of the Resource Management Act 1991

BACKGROUND

Clause 17 (1) of Schedule 1 of the Resource Management Act 1991 specifies that a local authority shall approve a proposed plan. Every approval under this clause shall be affected by affixing the seal of the local authority to the proposed plan.

A review of Council's records has identified that approval pursuant to Clause 17(1) of the Resource Management Act 1999 was not sought at the resolution of the Environment Court process for Plan Change 13, or the appeals process for Plan Change 19.

Current staff are not aware of any reasons for this to not have occurred, other than administrative oversight.

It is important to complete the previous Plan Change processes whilst an on-going review of the Mackenzie District Plan is occurring.

Pursuant to Clause 86(F) Plan Change 13 has been treated as operative since the Environment Court decision was issued.

Pursuant to Clause 86(F) Plan Change 19 has been treated as operative since the appeal on the plan change was resolved.

The Mackenzie District Plan has been correctly implemented since final decisions on Plan Changes 13 and 19 were made, however, the final step in the process does not appear to have been made.

Plan Change 13

Plan Change 13 was publicly notified on 19 December 2007. The final decision was issued by the Environment Court on 18 December 2018.

Plan Change 19

PC19 was publicly notified in December 2017. An appeal to PC19 was received on 3 July 2019 that related to decision issued by Council. The appeal was however resolved by mediation and no changes to the provisions were imposed.

POLICY STATUS

This proposal represents and administrative task in ensuring the Mackenzie District Council seal is affixed to Plan Change 13 and 19.

SIGNIFICANCE OF DECISION

The proposals have followed the Resource Management Act 1991 process and the proposal represents the final administrative task.

OPTIONS

1. The Council approve Plan Changes 13 and 19 pursuant to Clause 17 of Schedule 1 of the Resource Management Act 1991. (recommended)
2. The Council do not approve Plan Changes 13 and 19 pursuant to Clause 17 of Schedule 1 of the Resource Management Act 1991.

CONSIDERATIONS**Legal**

It is important from a plan administration perspective that these tasks are completed. Public Notice will be given that the Mackenzie District Plan is operative as it relates to the provisions not currently subject to a Plan Change (18 and 20).

Financial

There are no financial implications of this recommendation on Council.

CONCLUSION

The proposal will ensure that the District Plan is currently administratively correct.

7.13 DOG CONTROL ACT 1996 SECTION 10A POLICY AND PRACTICES 2021-2022

Author: Aaron Hakkaart, Manager - Planning

Authoriser: David Adamson, GM, Operations, Planning and Regulatory Services

Attachments: 1. Dog Control Report 2021-2022 [↓](#) 

STAFF RECOMMENDATIONS

1. That the information be noted and approved.

BACKGROUND

Mackenzie District Council is required to file an Annual Dog Return as per Section 10A Dog Control Act 1996.

A report has been prepared and is attached for Council's approval prior to lodgement with the Department of Internal Affairs, and placement on Council's website.

It is noted that Council has increased resources in this area and are utilising better record keeping to ensure detailed records are kept. This report has been based on Council's formal records.

CONCLUSION

The attachment meets Council's legislative requirements as per Section 10A of the Dog Control Act 1996.



**REPORT ON DOG CONTROL POLICY AND PRACTICES
2021/2022 FINANCIAL YEAR**

Pursuant to section 10A of the Dog Control Act 1996 the Mackenzie District Council has prepared a report on its dog control policy and dog control practices for the year ending 2022.

- The number of registered dogs in the district as at 30 June 2022 - **1346**
- The number of probationary owners in the district – **Nil**
- The number of disqualified owners in the district - **Nil**
- The number of dogs in the district classified as menacing – **Nil**
- The number of dogs in the district classified as dangerous – **2**
- The number of infringement notices issued by the Council – **Nil**
- The number of prosecutions taken by Council is – **Nil**
- The number of dog-related complaints received by the Council during the year – **1**

The nature of those complaints are as follows:

1. Animal welfare	0
2. Barking dogs	1
3. Wandering dogs	0
4. Microchip	0
5. Rushing/attacking	1
6. Stock and dog attacks	0
7. People attacks	0
8. Lost Dog	0

7.14 WATER ZONE COMMITTEE REFRESH APPOINTMENTS

Author: Staff Report, Environment Canterbury
Arlene Goss, Governance Advisor

Authoriser: Chris Clarke, General Manager, Information, Engagement and Community Development

Attachments: Nil

PURPOSE OF REPORT

To provide Council with an overview of the 2022 CWMS (Canterbury Water Management Strategy) Zone Committee Refresh and the Selection Panels' recommendations for the CWMS Zone Committees.

STAFF RECOMMENDATIONS

1. That the report be received.
2. Approves the following community appointments to the CWMS Zone Committees.
 - a) **Orari Temuka Opihi Pareora (OTOP):** Appoint – Bryan Bassett-Smith, Suzanne Eddington, Chris Konings and Bailey Lissington.
 - b) **Upper Waitaki:** Reappoint – Mat Baylis and Richard Subtil. Appoint – Marcelo Carena and Adriana Theobold.

BACKGROUND

This year's CWMS Zone Committees Refresh was advertised by Environment Canterbury between Monday 2 May and Monday 30 May. In total, 41 applications were received across the nine zone committees, compared with 56 applicants in 2021. Selection Panel workshops and decisions on appointments are now completed for all nine zone committees being refreshed this year.

ŌRĀRI TEMUKA ŌPIHI PAREORA (OTOP)**Selection Panel**

- Independent Chair: Jane Demeter
- Timaru District Council: Mayor Nigel Bowen
- Mackenzie District Council: Councillor Anne Munro (unable to attend)
- Waimate District Council: Mayor Craig Rowley
- Te Rūnanga o Arowhenua: Michael McMillan
- Environment Canterbury: Councillor Nicole Marshall

2022 Recommended Appointments

Bryan Bassett-Smith – lives in Pleasant Point and has been a farmer in South Canterbury since the early 1970s. He was one of the pioneers of aerial deer capture, and the establishment of the Deer farming industry in New Zealand. Bryan also established the Hadlow Game Park in the 1980s and more recently established a possum recovery business without Government funding. As a keen hunter, skier and fisherman he is keen to share his experience to support collaborative approaches to water management, land use, and protecting the natural environment.

Suzanne Eddington – lives in Timaru and has a connection to all local waterways and the Waitaki in particular. She is the Te Rūnanga o Waihao representative on the Lower Waitaki South Coastal Canterbury Zone Committee. Suzanne currently has several public health roles including on the Clinical Governance Board and the Māori Health Advisory Group. She hopes her background with science and Mātauranga

Māori concepts can help build understanding across different community interests and catchments.

Chris Konings – has a keen interest in the environment and a BSc in Biology alongside tertiary qualifications in Theology. He is currently doing a PGDip in Environmental Management with water as a focus. Chris lives in Timaru and has been working recently with Waterwatch Trust alongside roles for the District Council. He was also instrumental in establishing Predator Free Timaru.

Bailey Lissington – has grown up in Timaru and been a youth representative on the zone committee for the last two years. A former deputy head boy at Timaru Boys High School, Bailey is currently undertaking a degree in Engineering. His concern for the declining trends in local waterways, and the traditions of mahinga kai becoming less attainable maintains his interest in being on the OTOP community as a community representative.

2022 Refreshed CWMS Orari Temuka Opihi Pareora Zone Committee

Timaru District Council: Councillor Barbara Gilchrist

Mackenzie District Council: Councillor Anne Munro

Waimate District Council: Councillor Tom O'Connor

Te Rūnanga o Arowhenua: John Henry

Environment Canterbury: Councillor Elizabeth McKenzie

Community Representatives: Glen Smith, Bryan Bassett-Smith, Suzanne Eddington, Chris Konings and Bailey Lissington.

UPPER WAITAKI**Selection Panel**

- Independent Chair: Jane Demeter
- Mackenzie District Council: Councillor James Leslie
- Waitaki District Council: Mayor Gary Kircher (unable to attend)
- Te Rūnanga o Arowhenua: Michael McMillan
- Te Rūnanga o Moeraki: Kieran Whyte (unable to attend)
- Environment Canterbury: Councillor John Sucknell (unable to attend)

2022 Recommended Appointments

Mathew (Mat) Baylis – Mathew grew up in Otematata and spent his childhood fishing, swimming and boating on the lakes and rivers of the Mackenzie and Waitaki.

For the past 17 years Mathew has been a member of the Omarama Volunteer fire brigade and was a member of the Land SAR team until recently. He also chairs the Meridian Energy Te Anau / Manapouri Community Fund and was previously acting chair of the Meridian Waitaki Community Fund. As the Asset Maintenance Manager for Meridian Energy in Twizel, Mat has accumulated more than 25 years' technical and management experience in the energy sector. He is the current deputy chair of the zone committee.

Marcelo Careno – has worked in the Upper Waitaki for over 15 years and recently moved permanently to Lake Ohau Village with his family. He is the treasurer of the local Resident and Ratepayers Association and writes articles for the Twizel Update. Marcelo is a professor working for AgResearch. Biodiversity, sustainable agriculture, and adaptation to climate change are subjects he has addressed scientifically for almost 20 years ago through a long-term vision for land and water use.

Richard Subtil – is a farmer and irrigator at Omarama Station, and has been involved in water use and quality issues for many years. Richard played a significant role in creating the Omarama Stream Water Users Group, is a consistent contributor to the NAWG group and has worked alongside the local iwi to protect the local eels in the Omarama Stream. He is a current member of the zone committee.

In 2014 the Subtil's Omarama high-country farm was awarded the Supreme Award at the Ballance Farm Environment Award Regional Awards, as well as the Environment Canterbury Water Quality, Water Force Integrated Management, Ballance Agri- Nutrients Soil Management, and Massey University Innovation Awards.

Adriana Theobald – is a resident of the Mackenzie District and has an extensive background in conservation across the zone through her role as a Ranger with Te Manahuna Aoraki and Department of Conservation. She has a tertiary qualification in conservation management and experience initiating and supporting collaborative community conservation projects across New Zealand. She has focused on living a sustainable lifestyle for over 20 years with water conservation being an integral focus.

2022 Refreshed CWMS Upper Waitaki Zone Committee

Waitaki District Council: Vacant pending Council elections

Mackenzie District Council: Councillor Stuart Barwood

Waimate District Council: Councillor Miriam Morton (observer)

Te Rūnanga o Arowhenua: Michael McMillan

Te Rūnanga o Waihao: Rynee de Garnham

Te Rūnanga o Moeraki: Keiran Whyte

Environment Canterbury: Councillor John Sunckell

Community Representatives: Mathew Bayliss, Marcelo Careno, Richard Subtil, Adriano Theobald.

NEXT STEPS

The final stage of this CWMS Zone Committee Refresh will be to confirm these appointment recommendations with the respective Councils. As Zone Committees are joint committees, Territorial Authorities will need to approve appointments of community members for zone committees within their district.

Once the refreshed CWMS Zone Committees have been confirmed by both the respective local authorities and Environment Canterbury, the reappointed, and newly appointed, Zone Committee members will be formally welcomed onto their committee.

7.15 DELEGATIONS IN THE INTERREGNUM PERIOD

Author: Arlene Goss, Governance Advisor

Authoriser: Chris Clarke, General Manager IT and Engagement

Attachments: Nil

PURPOSE OF REPORT

The interregnum period is the period between the discharge of the Council and the swearing in of the new Council. It is anticipated that this will occur between October 8 and October 19, 2022, depending on when the final election result is confirmed.

These arrangements are required to give effect to Council's obligations during this period.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That from October 8, 2022, until the inaugural meeting of the Council, the Chief Executive Officer is authorised to make decisions in respect of urgent matters. Where the Mayor elect is known, this will be in consultation with the Mayor elect.
3. That from October 8, 2022, until the inaugural meetings of the community boards, the Chief Executive Officer is authorised to make decisions in respect of urgent matters, in consultation with the new members-elect of the relevant community board.
4. In the event of a pandemic or emergency occurring, the Chief Executive Officer (or Acting Chief Executive Officer) is delegated all of the powers and functions of the local authority (other than those which may not be delegated). This delegation expires on the convening of a valid meeting of the Mackenzie District Council.

BACKGROUND

Elected members and standing committees (that have not been constituted to survive the triennium) are discharged from office from the date that the returning officer publicises the official results of the elections.

Councillors cannot act in any capacity from the date they are discharged until they have made their statutory declarations at the inaugural Council meeting which is tentatively set for the evening of October 18, 2022.

Likewise, community board members cannot act from the date they are discharged until the date they are sworn in.

Unless delegations are made to apply to matters commenced in the interregnum, it will not be possible to deal with urgent matters.

7.16 QUEEN ELIZABETH II MEMORIAL DAY

Author: Arlene Goss, Governance Advisor
Authoriser: Angela Oosthuizen, Chief Executive
Attachments: Nil

PURPOSE OF REPORT

This report is to enable Council to urgently respond to the announcement that Queen Elizabeth II Memorial Day, to mark the death of the Queen, will be observed on 26 September 2022, and whether as a consequence to move the South Canterbury Anniversary Day to an alternative day, or maintain its observance on 26 September 2022.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the results of the survey be noted.
3. That the Mackenzie District Council resolves that:
 - a) South Canterbury observes South Canterbury Anniversary Day on November 11, 2022, which is Canterbury Anniversary Day.
 - OR
 - b) South Canterbury observes South Canterbury Anniversary Day on the same day as the Queen Elizabeth II Memorial Day on 26 September 2022.

BACKGROUND

The Prime Minister has announced there will be a one-off national public holiday, Queen Elizabeth II Memorial Day, on 26 September 2022 to mark the passing of Queen Elizabeth II.

26 September 2022 is also the date that the people of South Canterbury usually observe South Canterbury Anniversary Day. South Canterbury Anniversary Day is observed by the Mackenzie District Council, Timaru District Council and Waimate District Council (Affected Councils).

Discussion

The necessity to consider the issue of South Canterbury's Anniversary Day observance arises from the manner in which the Holidays Act 2003 (Holidays Act) regulates the relationship between employees and employers in terms of public holidays and provincial anniversary days. The Holidays Act provides that if 2 or more public holidays fall on the same date, then those two public holidays must, for the purpose of defining a public holiday within the employment relationship, be treated as being only one public holiday (section 44(4)).

A decision on whether South Canterbury Anniversary Day will be observed on an alternative day needs to be made by the affected councils prior to 26 September 2022. If no decision is made prior, the default position in the Holidays Act of the two public holidays being observed concurrently, will apply.

A range of alternative dates have been looked at. It is considered people need a reasonable amount of time to plan and be able to make arrangements to manage a new public holiday. Friday 11 November 2022, Canterbury Anniversary Day, is a suitable alternative date to provide time to plan and consistency with the wider Canterbury area if the date is to be shifted.

Options and Preferred Option

The Ministry for Business, Innovation and Employment (MBIE) has contacted the Affected Councils to advise that the observance of provincial anniversary days is a matter of custom and practice, and therefore that the elected members of the Affected Councils may decide to:

1. Observe the South Canterbury Anniversary Day on an alternative date, and if so it is proposed that the most suitable alternative date is Friday 11 November 2022 (which is the date that Canterbury Anniversary will be observed); or
2. Confirm that South Canterbury Anniversary Day will continue to be formally observed on 26 September 2022.

Advantages and disadvantages of transferring South Canterbury Anniversary Day to 11 November

The advantages of transferring the day of observance to Friday 11 November 2022 are that:

- It provides the South Canterbury community with a standalone public holiday for its Anniversary day;
- 11 November gives employers and employees a reasonable length of time to plan for the public holiday
- The date is aligned to Canterbury Anniversary day, which mitigates some of the issues faced by organisations as a number of businesses and agencies in other parts of Canterbury will also be closed.

The primary disadvantages are that:

- It will impose an additional cost on employers by requiring them to provide an extra day of leave
- A number of organisations may have planned significant and difficult to reschedule activities or undertakings and the provision of a public holiday may challenge their capacity to undertake these planned activities or undertakings.

Consultation

Public feedback has been sought by way of an online survey and feedback has also been sought through direct discussions with some directly affected stakeholders. The ability to seek a full picture of the impacts of this decision on the community has been constrained by the necessarily short timeframe within which the Affected Councils must make this decision. A summary of the results of this survey will be provided at the Council meeting.

Relevant Legislation, Council Policy and Plans

Public Holiday Act 2003 and the Local Government Act 2002 (regarding consultation with the community for matters with significance).

Financial and Funding Implications

If Anniversary Day observance is moved to 11 November the financial consequences for Council are the costs of providing an additional day of leave, or in the case of employees required to work a day in lieu and time and half in respect of their pay

7.17 ACKNOWLEDGEMENT OF RETIRING MEMBERS AND VALEDICTORY SPEECHES**Author:** Arlene Goss, Governance Advisor**Authoriser:** Chris Clarke, General Manager IT and Engagement**Attachments:** Nil**PURPOSE OF REPORT**

To acknowledge those elected members who are retiring at the end of the 2019-22 triennium.

STAFF RECOMMENDATIONS

1. That Council records its sincere thanks to the following retiring Community Board members for their loyal and conscientious service given to the Mackenzie District:

Leaine Rush	Fairlie Community Board	2019-2022
Chris Scrase	Tekapo Community Board	2019-2022
Jacqui de Buyzer	Twizel Community Board	2016-2022
Amanda Sargeant	Twizel Community Board	2019-2022
Renee Rowland	Twizel Community Board	2019-2022

2. That Council records its sincere thanks to the following retiring Council members for their loyal and conscientious service given to the Mackenzie District:

James Leslie	Deputy Mayor/Pukaki Ward	2013-2022
Stuart Barwood	Opuha Ward/Chair of Engineering and Services Committee	2016-2022
Emily Bradbury	Pukaki Ward	2019-2022

3. That Council records its sincere thanks and gratitude to Graham Smith for the loyal and conscientious service he has given to the Mackenzie community, first as a councillor and then as Mayor, in the 9 years from 2007 to 2022.

DISCUSSION

The Mayor and retiring councillors will be invited to give a valedictory speech, to be followed by the presentation of gifts. Staff are invited to attend.

5 COMMUNITY BOARD RECOMMENDATIONS

Under Separate Cover

6 CONFIRM COUNCIL MINUTES

Under Separate Cover

7 ADJOURNMENTS

8 PUBLIC EXCLUDED

Under Separate Cover