



506TH MEETING

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

Date: Tuesday, 11 August 2020

Time: 9.30am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

11 August 2020

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

Council Membership:

Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

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

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

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

(Local Government Act 2002)

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- 1 OPENING AND APOLOGIES**
- 2 VISITORS**
- 3 DECLARATIONS OF INTEREST**
- 4 BEREAVEMENTS**

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

ACTIVITIES

Rural Provincial meeting

Outgoing Local Government NZ President David Cull praised councils for a great effort over COVID-19. The water reforms are on the back of years of Central Government under-investment into infrastructure on behalf of Councils. David was proud of what he believed he had achieved and was proud to have led the organization over the last 4 years. The LGNZ annual meeting is taking place on 21st August. Alex Walker, Mayor Central Hawkes Bay and Stuart Crosby are in the running to replace David as President.

Lawrence Yule, Member of Parliament of the Tukituki electorate and Opposition Spokesperson for Local Government was a speaker at the meeting. He spoke against the reforms in their current design. He advocates for growing Districts for economic wealth and for the Government to spend borrowed funds wisely.

Robert Pigou Head of Provincial Development Unit (PDU) also addressed the meeting. He spoke about the Primary Growth Fund reset post COVID-19. \$600million has been repurposed for projects to create jobs and which can get underway within six months. \$3 billion, of which \$2.64 billion is committed, has produced 4136 jobs and \$495 million is committed to Maori economic development.

The PDU is working closely with the Ministry of Social Development and Waka Katohi NZTA with the Department of Conservation as Crown infrastructure partners to collaborate in the full investment process.

Minister Nanaia Mahuta and Allan Pragnel, Department of Internal Affairs and Brian Hanna, independent Chairperson spoke about Three Waters and the \$761 million opt-in stimulus approach. We don't know all the answers, but the present structure is not sustainable.

The Auditor-General report shows a \$6 billion - \$7 billion gap. 50% of the wastewater schemes need re consenting over the next 10 years. \$4 billion is allocated to upgrade wastewater plants and \$300 million - \$570 million to meeting drinking water standards. Reticulated networks are unknown. The challenge is greatest for small councils? Councils must decide to opt into tranche 1 by end August 2020. If opting in, Councils have a year to decide on their next move.

Bill Bayfield is the new CEO of the Water Services Regulator, Taumata Arowai. The agency has the weight, responsibility and authority to act as a regulator. The Water Services Regulator Bill, Taumata Arowai is currently in Parliament for consideration and should be fully and be fully operational by July 2021.

Brian Lochore, Motor Caravan Association has released a book on approximately 70 motorhome friendly towns. Membership is showing a big increase to 97,600 at present.

Minister Ron Marks, Defence Minister spoke about not wasting a crisis to improve the way we manage the country. NZ First will honour PGF funding.

Minister Tracy Martin, Minister for Internal Affairs and Children spoke about problems with unregulated internet access for children. \$60 million in funding has been allocated to improving libraries. \$1.2 million has been allocated services for Seniors and \$50 million to refit Fire Stations.

Engagement with the community

- Pukaki Airport, Dawn Aerospace
- Mayors Taskforce for Jobs – Support of a funding application
- NZ ADV Bike Access – Adventure Biking event
- Central South Island Cycle Trail – Proposal to instigate is a heritage/adventure cycle track from Timaru to Tekapo via Fairlie, linking up with the Alps To Ocean track
- Three Waters Reform Review
- 1365 Clayton Road - CCC Issues
- Tekapo Tavern
- Lake Ruataniwha - wilding tree felling and desired protection area
- Lake Alexandrina – Memorial Bench/Chair
- Mackenzie Highland Spring Fling
- Christopher Hathaway - Hocken Lane, Twizel – animal concen
- Domestic Events Fund for Canterbury
- Tourism Aviation – Letter of Support

Meetings

- 23 June, 2020 – Anne Thompson, Heartlands
- 26 June, 2020 – Webinar – PRC Consul-General to the South Island
- 26 June, 2020 – Zoom meeting Minister Parker and Minister Sage
- 29 June, 2020 – Meeting with Chief Executive, Executive Advisor and Recovery Manager
- 29 June, 2020 – Mayors meeting Timaru District Council
- 29 June, 2020 – SCDHB and South Canterbury Mayors meeting
- 29 June, 2020 – Mackenzie Alignment Forum
- 29 June, 2020 – Alpine Energy
- 1 July, 2020 – Todd Muller roadshow
- 1 July, 2020 – Steve Thompson
- 2 July, 2020 – South Canterbury Chambers of Commerce
- 3 July, 2020 – Grant Robinson meeting
- 6 July, 2020 - Meeting with Chief Executive, Executive Advisor and Recovery Manager
- 6 July, 2020 – Alpine Energy
- 8 July, 2020 – Spatial Planning workshop Fairlie
- 9 July, 2020 - Spatial Planning workshop Twizel
- 10 July, 2020 – Spatial Planning workshop, Tekapo
- 10 July, 2020 – Zone 5 meeting – Water reform programme
- 13 July, 2020 - Meeting with Chief Executive, Executive Advisor and Recovery Manager
- 15 July, 2020 – Destination Mackenzie Working Group zoom meeting

- 16 July, 2020 – Rural Provincial Meeting, Wellington
- 17 July, 2020 - Rural Provincial Meeting, Wellington
- 20 July, 2020 – Famil hosting meeting, Luke Paardekoper and ChristchurchNZ
- 20 – 24 July, 2020 – Annual leave
- 20 July, 2020 - Meeting with Chief Executive, Executive Advisor and Recovery Manager
- 27 July, 2020 - Meeting with Chief Executive, Executive Advisor and Recovery Manager
- 27 July, 2020 - Plan for Canterbury meeting with Mayors
- 29 July, 2020 – Spatial Planning Optioneering workshop, Fairlie
- 30 July, 2020 – AEL Director shortlisting
- 31 July, 2020 – Zone 5 – Three Waters Reform
- 31 July, 2020 – Spatial Planning Optioneering Workshop, Tekapo
- 29 July, 2020 – Destination Mackenzie working group zoom meeting
- 30 July, 2020 – Spatial Planning Optioneering workshop, Twizel
- 3 August, 2020 - Meeting with Acting Chief Executive, Executive Advisor and Recovery Manager
- 3 August, 2020 – Twizel Community Board meeting

5 PUBLIC EXCLUDED REPORTS

6 REPORTS

6.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

I would like to pay tribute to Trevor Shadbolt, a valuable team member who tragically lost his life this month. Our sincerest condolences to Trevor's family for their loss. We will remember Trevor's valued contribution to our Pukaki Airport and the wider community.

KEY STRATEGIC ACTIVITIES

Council's journey towards COVID-19 Recovery in the District is underway with number of key strategic activities. This package of important strategic work will feed into our next Long-Term Plan.

Despite COVID-19, we remain optimistic and will embrace the challenges and opportunities ahead.

Recovery

Council has adopted a COVID-19 Economic and Community Recovery Action Plan with 14 immediate priorities, 8 short/medium term priorities and 9 long term priorities. One of the priorities was to establish and empower a community driven Advisory Group to design the district's recovery and work towards our ambitious recovery vision that "the Mackenzie Community is the most engaged, resilient and flourishing community in New Zealand". A Recovery Manager has been appointed supported by a Business Liaison Officer to work with and in the community on this vision and recovery work programme.

The role of this Advisory Group will be to challenge mindsets to become more innovative, to enable a comprehensive rethink of the district's future economic and social fabric and to strengthen the glue that holds our community together.

Council's role in the recovery process is as facilitator, enabler and advocate. We have also provided \$200,000 of seed funding as part of our stimulus package.

Annual Plan

We have successfully completed the 2020/21 Annual Plan which represents year 3 of our Long-Term Plan 2018-28. Despite the impact of COVID-19, Council is confident that it can still deliver a strong level of service made possible by smart financial management and providing the opportunity to reduce almost 50% of our projected rates with investment income.

We have also reviewed the timing of some of our upcoming core infrastructure projects as highlighted in the Annual Plan. For example, we have prioritised water supply projects worth

\$10.66m with \$10.0m being debt funded. This includes the completion of the Fairlie Water Treatment Plant which we commenced in 2019/20 and the completion of an associated reservoir, water pipe replacements in Twizel and Fairlie and an upgrade to the Burkes Pass water supply treatment plant.

In roading we have also prioritised key shovel ready minor and safety improvement projects, focussing on projects which allow us to maximise our available NZTA co-funding and low interest rates. A number of projects will be footpaths and shared-use paths to promote a fit and healthy community.

Tourism and economic development portfolio

Council is making considerable changes to our tourism and economic development portfolio, including our Tourism Information Centre in Twizel. We intend to install 24hour self-service kiosks in Market Place to deal with competing demands in the Information Centre and to ensure that we are able to provide effective and efficient services to our community.

We have also reviewed our service delivery contracts for tourism promotion and economic development with changes enabling an internal resource to lead more effective and efficient delivery of these services to our community.

District Plan review

We have prioritised our District Plan Review, investing \$1.2m to ensure we are able to complete this overdue review.

The District Plan data projections will inform our future transport planning work as well as the Destination Mackenzie project.

A series of Spatial Planning workshops in Fairlie, Tekapo and Twizel has been well received and attended by the community and the Papitipu Rūnanga and delivery options will be presented to Council in October 2020.

Te Manahuna Ki Uta/Destination Mackenzie Project

The three Rūnanga Chairs have signed-off on the Terms of Reference for the Governance Group and provided a name for the project – Te Manahuna Ki Uta/Destination Mackenzie project.

The RFP process commenced on 1 July to recruit a consultant. Tender submissions closed on 31 July. Next steps include an evaluations process by a panel of all participating partners in the project (Nga Rūnanga, MBIE, DOC, Waka Kotahi NZTA, LINZ, Mackenzie Development Group and MDC) for a recommendation to Council of the successful proposal at an Extraordinary meeting on 25 August 2020.

Funding timelines and milestones in the Funding Agreement with MBIE have been updated to reflect the amended project timeline after it was put on hold in September 2019.

ON THE HORIZON

Three Waters

The Government's official launch of the long-awaited Three Waters Reform Programme has significant implications for our sector. The Government is investing \$761 million to assist local government upgrade under-pressure water services (drinking, waste and storm water infrastructure).

Councils have been aware for some time about the work behind the scenes on this reform programme. The announcement will give rise to more questions, particularly regarding the \$761 million funding stimulus package and the broader implications for the future role and function of local government.

Executive Team members, Councillors and I attended a DIA-led workshop (supported by LGNZ and SOLGM) to talk about the roadmap for the reform process. As a high-level preview, the reform proposals will be rolled out in three tranches over the next three years. Those councils who opt-in to Tranche One will be eligible for a share of the stimulus funding and be required to disclose detailed data related to their three waters infrastructure.

At the Rural Provincial meeting in Wellington recently, Chief Executives supported holistic reform, asking Mayors and the Steering Committee to push central government to consider total transformation in NZ, i.e. rescope the form and function of not only local government but also central government.

Next steps include a generic report from SOLGM and a draft Canterbury review through a Terms of Reference and Scope of Works, to aid councils in their considerations of opting in (or not) into Tranche 1 of the reform programme.

Mackenzie Alignment Programme

Mackenzie District Council is working together with the wider Mackenzie Basin Alignment Programme to apply for funding to various funding pots currently available under the Recovery Stimulus package. More details will be reported to Council as they become available.

An Agency Alignment hui with Ministers, Mayors, and the Chairs of Nga Rūnanga is scheduled for 14 August 2020, the agenda still to be finalised.

Provincial Growth Funding programmes

Council has recently submitted funding applications for the following strategic projects:

- Townhalls – District Wide Community Hall and Centre Kitchen Upgrades (Albury Community Hall, Fairlie Community Centre, Twizel Community Centre) – \$405,000
- Albury Hall renovations (Roofing and Water Tightness) - \$50,000

Mayor's Taskforce for Jobs

A proposal for partnership funding of up to \$500,000 has been provided to Mayors Taskforce for Jobs and Ministry of Social Development to deliver sustainable employment for 50 people who are Not in Education, Employment or Training (NEETS) and/or who have been displaced from their employment under COVID-19.

ENGAGEMENT WITH RŪNGANGA

- Over the past year, we have seen the relationships with the local Rūnanga and Aoraki Environmental Consultancy Limited (AEC) transform in our efforts to build a solid relationship through partnership, trust and engagement.
- This is demonstrated by the momentum Council has gained on the Destination Mackenzie project partnering with Nga Rūnganga with the three Chairs having seats in both the working and governance groups of the project. The Rūnganga also provided a name for the project – Te Manahuna Ki Uta / Destination Mackenzie Project.
- AEC and the Mackenzie District Council Planning team are working closely together on the District Plan with two of AEC's Cultural Monitors engaged actively on and attending the Spatial Planning workshops.
- Nga Rūnanga has also been invited to a hui to partner with the Mackenzie District Council to co-design the Recovery programme.

PEOPLE AND CULTURE UPDATE**Recruitment**

There was no recruitment activity during June however preparation is underway for two roles to be advertised in July.

Policies

A number of policies were rolled out to the full Mackenzie District Council team during June:

- Recruitment and Selection Policy
- Recruitment and Selection Timeframes
- Code of Conduct
- Remuneration Policy
- Bullying and Harassment Policy
- Health and Safety Statement and Policy.

All team members will be required to sign the Code of Conduct acknowledgement form.

Online health and safety system

Configuration for the Mackenzie District Council online health and safety system ramped up during June with the Incident and Hazard modules being tested by a pilot group in preparation for them to become live in early July.

Full Time Employee (FTE) Headcount for MDC

FTE includes all permanent full / part time employee and fixed termers. Casuals and Contractors are reported outside FTE.

MONTH	CASUALS	FULL TIMERS	PART TIMERS	TOTAL MDC FTE
January 2020	1	42	11.24	53.24
February 2020	0	42	8.94	50.94
March 2020	0	38	6.09	44.09
April 2020	0	38	6.09	44.09
May 2020	0	36	6.03 (12)	42.03
June 2020	0	39	7.16 (13)	46.16

Recruitment Activity and New Hire Failures by Business Unit

New Hire Failure rate is the total number of permanent staff who resigned within the first 12 months of being employed. It is calculated over the last 12 months and excludes casual and fixed term employees.

BUSINESS UNIT	TOTAL EXITS (1 July 2019 – 30 June 2020)	EXITS UNDER 12 MONTHS OF EMPLOYMENT	NEW HIRE FAILURE RATE
CEO	1	1	100%
Finance	1		
Community Facilities & Services			
Solid Waste			
Planning	1	1	100%
Regulatory	5	5	100%
Engineering			
Property & Commercial			
Customer Service	2	1	50%
Information & Engagement	2	1	50%
EMO			
Fleet / Cars			
TOTAL	12	9	75%

OPERATIONS UPDATE

IANZ Audit

The recent IANZ audit concluded successfully with only 15-16 General Non-Compliances issued. Work has already begun on rectifying issues identified.

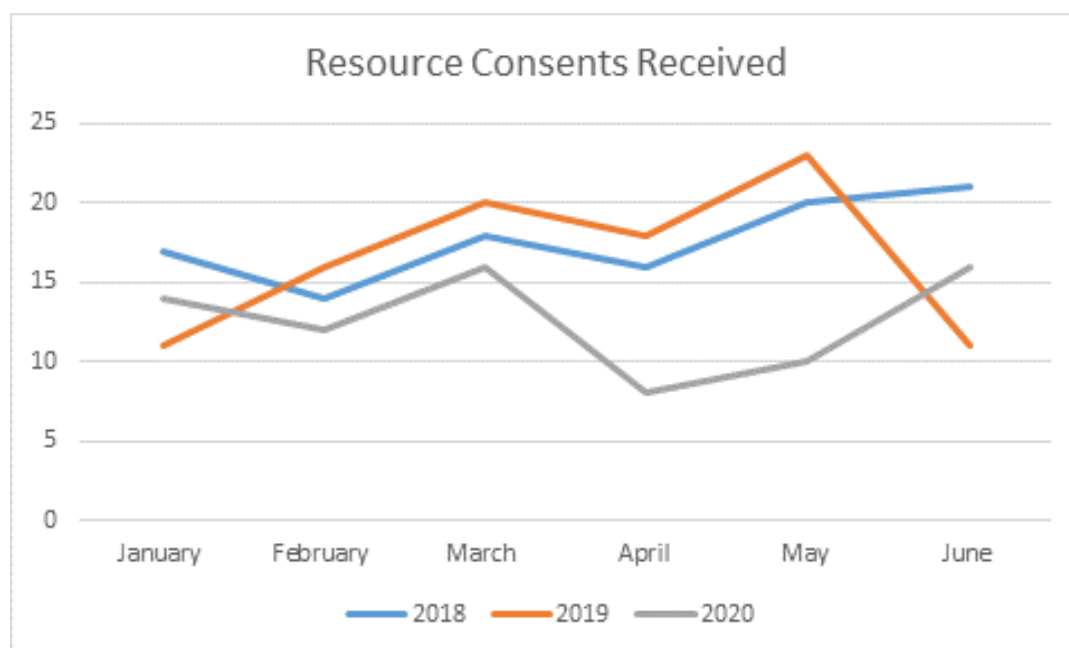
Congratulations to the Regulatory team for their resilience and tenacity in what has been a challenging year to get an in-house building team settled.

Building Consent Numbers

- For the period 1-30 April 2020, 21 building consents applications were received. We granted 15 consents under Delegated Authority.

- For the period 1-31 May 2020, 28 building consents applications were received. We granted 18 consents under Delegated Authority.
- For the period 1-30 June 2020, 29 building consents applications were received. We granted 32 consents under Delegated Authority.

Resource Consents applications received



CORPORATE UPDATE

LGOIMAs received

Date Received	Who From	Subject	Forwarded Date	Due Date	Date Completed	Supplied/Refused
24.06.2020	Sarah Mathieson, Straightline Roof	RC's from last 3 months	24.06.2020	22.07.2020		Overdue
29.06.2020	Rick Ramsay, Alpine Salmon	Plans for Tiezel industrial area from 1980's	30.06.2020	27.07.2020	27.07.2020	Extended
02.07.2020	Michael Dobson	Insurance company covering MDC forestry	02.07.2020	30.07.2020	30.07.2020	Supplied
06.07.2020	Chloe Ranford, Fairfax Media	Artwork owned by MDC	06.07.2020	03.08.2020	03.08.2020	Refused
08.07.2020	Toni Hill	Subdivision Stats	13.07.2020	05.08.2020		
15.07.2020	Dean Smith	Inquiry into Omahau Hill Station	15.07.2020	12.08.2020		
17.07.2020	Andrew Scott	Planning Docs for Dissertation	14.07.2020	14.08.2020		
24.07.2020	Claudia Cooper, NZ Taxpayers' Union	Expenditure in the lead up to and during Lev	28.07.2020	21.08.2020		
29.07.2020	Angie Taylor (Tekapo Resident)	Church of Good Shepherd roading plan	30.07.2020	26.08.2020	31.07.2020	
31.08.2020	Neil Miller, Taxpayers Union	Expenditure on Iwi engagement	03.08.2020	28.08.2020		
31.08.2020	Forest & Bird	Vegetation Clearance	03.08.2020	28.08.2020		
31.08.2020	Voyagers	Codes of Conduct	03.08.2020	28.08.2020	03.08.2020	

Complaints received

Six formal complaints were received during June:

- Compliance – Dog control on The Drive, Twizel – Stage One Resolved
- Planning – Forestry in Res 1 land on Adjacent Site creates Shading – Stage One Resolved

- Compliance – Wandering Dogs Leaving Faeces on Pavements and Grass – Stage One Resolved
- Compliance – Top Pub Fairlie Gambling Machine Consent – Stage One Resolved
- Compliance – Tekapo Hotel Delay in Resolving Issues – Stage One Resolved
- Corporate Services – Receivables and Revenue Processes – Stage One Resolved

Community Centre Bookings

- Fairlie Community Centre – total bookings 41.5 hours
- Twizel Events Centre – total bookings 94.55 hours (of which 70.55 hours were used by Twizel Area School).

Twizel Information Centre Visitor Numbers

- Visitor numbers recorded for June 2020 = 2,295.
- This compares with 2,876 in 2019 and 2,837 in 2018.
- The 2020 weekend opening hours increased slightly with an additional 1 hour per day.

Service requests

53 Requests Received from 01/06/20 to 30/06/20

District: Albury	Total	Completed	In Time
Asset Management	3	3	3
Total for Albury	3	3	3
District: Allendale	Total	Completed	In Time
Asset Management	4	3	3
Total for Allendale	4	3	3
District: Ashwick	Total	Completed	In Time
Asset Management	1	1	1
Total for Ashwick	1	1	1
District: Burkes Pass	Total	Completed	In Time
Community Facilities	2	2	2
Planning and Regulatory	1	1	1
Total for Burkes Pass	3	3	3
District: Fairlie	Total	Completed	In Time
Asset Management	12	12	11
Community Facilities	3	2	2
Planning and Regulatory	2	0	0
Total for Fairlie	17	14	13
District: Lake Tekapo	Total	Completed	In Time
Community Facilities	3	3	3
Total for Lake Tekapo	3	3	3
District: Twizel	Total	Completed	In Time
Asset Management	17	14	14
Community Facilities	5	5	5
Total for Twizel	22	19	19
Grand Total:	53	46	45

Customer calls

Customer Calls (ACD Data)

June 20

Group	Agent	Total	Unanswered	Busy
600	780 Twizel Reception	46	5	0
	790 Twizel Reception	0	0	0
601	800 Fairlie Reception	543	33	1
	752 Fairlie Reception	47	3	0
611	820 Building	104	59	0
612	751 Planning	0	0	0
613	721 Finance	25	17	0
614	925 Roding	85	44	0
615	719 Rates	0	0	0
TOTAL		850	161	1

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

MEETINGS**Key meetings upcoming**

6/7 October - Climate Change + Business Conference

Past meetings attended since last Council meeting

- 29 June 2020 – Mackenzie Alignment Group
- 29 June 2020 – Alpine Directors Meeting
- 1 July 2020 – Nicola Toki, DOC
- 2 July 2020 – Andrew Tombs, Alpine Energy
- 3 July 2020 – Warren Robertson, MBIE
- 8 July 2020 – Todd Muller event
- 9 July 2020 – Spatial Planning Workshop, Twizel
- 10 July 2020 – Spatial Planning Workshop, Tekapo
- 10 July 2020 – Zone 5 water reforms meeting
- 13 July 2020 – 3Waters Webinar
- 13 July 2020 – Waka Kotahi NZTA CEO Nicole Rosie virtual meeting
- 13 July 2020 – Recovery meeting 3 CEs
- 15 July 2020 – Destination Mackenzie Working Group meeting
- 16 and 17 July 2020 – Rural Provincial meeting
- 21 July 2020 – Councillor Workshop, Waste Contract
- 22 July 2020 – PSA meeting
- 22 July 2020 – Destination Mackenzie evaluation process meeting
- 23 July 2020 – ANZSOG webinar
- 27 July 2020 – Canterbury Chief Executives Forum and CDEM CEG meeting
- 29 July 2020 – 3 Waters meeting, Timaru District Council
- 30 July 2020 – Senior Leadership meeting
- 30 July 2020 – ANZSOG & CPI – Reimagining government, reorient to learning
- 31 July 2020 – Zone 5 Water Reforms meeting
- 3 August 2020 – Annual Leave

Report Approved by Paul Numan, Acting Chief Executive.

6.2 COUNCIL FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Adrian Hodgett, Finance Manager

Attachments: 1. Council Financials to June 2020 [↓](#) 

STAFF RECOMMENDATIONS

That the financial report for Mackenzie District Council to June, 2020, be received.



Financial Performance June 2020

	YTD Actual 2019/20	YTD Budget 2019/20	YTD Actual 2018/19	Variance v Budget	Variance v Budget (%)	Variance v 2018/19	Variance v 2018/19 (%)
Rates Revenue	10,223	10,223	9,556	0	0.00%	667	6.98%

The forecast average rates rise for the 2019/20 year per the Annual Plan was 7.57%.

Other Revenue	9,561	11,568	14,179	(2,007)	-17.35%	(4,618)	-32.57%
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Other income is under budget as no vested asset, water meter income or health and liquor fee details have yet to be received for the year. Financial contributions were up on budget by \$628,000, resource consent fees up \$178,000 and inspectorate income up \$363,000. Unbudgeted income has been received from timber sales of \$186,000 and tourism grants of \$319,000. Compared to 2018/19, financial contributions were down by \$208,000 and reserve contributions down \$827,000 as these are dependent upon developer activity. Inspectorate income is up \$308,000 and tourism grants down \$318,000. Vested assets of \$3,627,000 were received in the prior year while details have yet to be received for the 2019/20 year.

Operating Expenditure	17,976	18,737	16,310	761	4.06%	(1,666)	-10.22%
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Year to date expenditure is just under budget however township project spending is up in Tekapo with \$136,000 spent on the Eastern carpark. Employment expenses are up \$318,000 due to the organisational restructure and the new camping ambassadors. (Camping Ambassador wages will be covered by tourism grants). This is offset by underspends in roading (with less costs for consultancy, minor events and interest than anticipated) and consultancy costs with only minimal spend for the Destination Mackenzie project. Compared to the 2018/19 year, expenditure to date is up as employment expenses have increased after the organisational restructure, consultancy fees have increased due to the increase in building consents and vacant positions in the building team, the infrastructure valuations required this year and work on the district plan review.

Capital Expenditure	4,912	9,330	8,204	4,418	47.35%		
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Capital expenditure is showing as under budget as vested asset details have yet to be received for the year. However \$232,718 of unbudgeted expenditure was spent on the Pukaki Airport, surfacing the taxi runway. There has been unbudgeted spend in sewer with \$51,053 required to complete the treatment upgrade from the prior year. Further reticulation was required in Glencairn Road, Twizel to allow for future buildings, a UHF link system for Tekapo to prevent communication breakdowns and renewal work required in Greig Street. Unbudgeted stormwater costs were incurred on the new subdivision in Denmark Street, Fairlie and other renewals required. These unbudgeted spends will be paid for from reserves. In corporate services vehicle costs are \$81,476 over the year's budget as seven vehicles were purchased this year due to the organisation restructure. The Tekapo township budget is on hold pending the outcome of Destination Mackenzie and infrastructure plans, while there have also been delays with the Alps 2 Ocean project; and the Twizel Market Square upgrade due to Covid-19.

**Mackenzie District Council
Financial Report
For The Period Ended June 2020**

	YTD Actual 2019/20	YTD Budget 2019/20	%	Full Year Budget 2019/20	%	YTD Actual 2018/19	%
Income							
Governance	594,349	574,737	103.41%	574,737	103.41%	501,508	118.51%
Corporate Services	4,177,776	4,287,538	97.44%	4,287,538	97.44%	3,156,623	132.35%
Water Supply	2,456,602	2,523,868	97.33%	2,523,868	97.33%	3,147,790	78.04%
Sewer	1,311,078	1,661,247	78.92%	1,661,247	78.92%	2,237,868	58.59%
Stormwater	203,725	514,448	39.60%	514,448	39.60%	801,333	25.42%
Roading	2,955,536	3,986,679	74.14%	3,986,679	74.14%	5,224,074	56.58%
Solid Waste	1,029,437	1,061,106	97.02%	1,061,106	97.02%	1,202,358	85.62%
Planning	2,098,203	2,144,215	97.85%	2,144,215	97.85%	2,670,226	78.58%
Regulatory Services	1,412,148	994,279	142.03%	994,279	142.03%	946,126	149.26%
Community Facilities	467,819	485,285	96.40%	485,285	96.40%	1,348,063	34.70%
Recreational Facilities	1,794,125	1,667,836	107.57%	1,667,836	107.57%	1,489,846	120.42%
Commercial	1,283,321	1,889,720	67.91%	1,889,720	67.91%	1,009,865	127.08%
	19,784,119	21,790,958	90.79%	21,790,958	90.79%	23,735,680	83.35%
Operating Expenditure							
Governance	550,411	549,737	100.12%	549,737	100.12%	469,677	117.19%
Corporate Services	4,178,080	4,266,022	97.94%	4,266,022	97.94%	3,528,260	118.42%
Water Supply	1,516,623	1,551,677	97.74%	1,551,677	97.74%	1,648,121	92.02%
Sewer	733,618	791,973	92.63%	791,973	92.63%	458,978	159.84%
Stormwater	128,294	122,798	104.48%	122,798	104.48%	110,747	115.84%
Roading	3,877,928	4,071,518	95.25%	4,071,518	95.25%	3,936,941	98.50%
Solid Waste	938,384	1,055,240	88.93%	1,055,240	88.93%	936,952	100.15%
Planning	1,124,068	1,195,295	94.04%	1,195,295	94.04%	974,133	115.39%
Regulatory Services	1,522,180	1,281,835	118.75%	1,281,835	118.75%	931,104	163.48%
Community Facilities	517,620	496,176	104.32%	496,176	104.32%	488,112	106.05%
Recreational Facilities	2,015,314	1,741,716	115.71%	1,741,716	115.71%	2,074,593	97.14%
Commercial	873,447	1,612,805	54.16%	1,612,805	54.16%	752,031	116.15%
	17,975,967	18,736,792	95.94%	18,736,792	95.94%	16,309,649	110.22%
Operating Surplus/(Deficit)	1,808,152	3,054,166	59.20%	3,054,166	59.20%	7,426,031	-24.35%

**Mackenzie District Council
Financial Report
For The Period Ended June 2020**

	YTD Actual 2019/20	YTD Budget 2019/20	%	Full Year Budget 2019/20	%	YTD Actual 2018/19
Capital Expenditure						
Governance				-		-
Corporate Services	1,116,854	1,014,524	110.09%	1,014,524	110.09%	200,792
Water Supply	623,733	1,808,738	34.48%	1,808,738	34.48%	814,898
Sewer	100,217	1,068,080		1,068,080	9.38%	1,798,104
Stormwater	61,993	320,861		320,861	19.32%	645,123
Roading	2,203,251	3,206,225	68.72%	3,206,225	68.72%	3,555,389
Solid Waste	8,005	30,810	25.98%	30,810	25.98%	33,075
Planning						
Regulatory Services	4,860	45,805	10.61%	45,805	10.61%	29,854
Community Facilities	31,368	25,432		25,432	123.34%	419,403
Recreational Facilities	516,488	1,255,444	41.14%	1,255,444	41.14%	541,269
Commercial	245,282	554,580		554,580	44.23%	166,573
	4,912,051	9,330,499	52.65%	9,330,499	52.65%	8,204,480

**Mackenzie District Council
Financial Report
For The Period Ended June 2020**

Balance Sheet	Actual June	Annual Plan June 2020	Actual June 2019
Current Assets			
Cash and cash equivalents	17,632,461	3,341,000	15,854,358
Receivables	2,916,330	2,516,000	3,043,801
Other Financial assets		1,526,000	-
Inventory	2,282,245	2,449,000	2,282,245
Total Current Assets	22,831,036	9,832,000	21,180,404
Non-current Assets			
Other Financial assets	10,008,008	14,133,000	11,648,715
Inventory		-	-
Forestry	6,556,586	5,557,000	6,556,586
Intangible assets	10,632	-	375,883
Property, plant and equipment	236,847,896	231,346,000	217,211,342
Total Non-current Assets	253,423,122	251,036,000	235,792,526
TOTAL ASSETS	276,254,158	260,868,000	256,972,930
Current Liabilities			
Payables and deferred revenue	4,043,149	1,834,000	2,959,843
Employee entitlements	282,236	320,000	282,956
Provisions	54,926	-	51,838
Total Current Liabilities	4,380,311	2,154,000	3,294,637
Non-current Liabilities			
Employee entitlements	-	22,000	-
Provisions	-	58,000	-
Borrowings and other financial liabilities	-	5,944,000	-
Total Non-current Liabilities	-	6,024,000	-
TOTAL LIABILITIES	4,380,311	8,178,000	3,294,637
NET ASSETS	271,873,847	252,690,000	253,678,293
Equity			
Accumulated Funds	121,608,466	118,167,000	120,619,621
Reserves	150,265,381	134,523,000	133,058,672
Total Equity	271,873,847	252,690,000	253,678,293

* This is a snapshot of balances at 30 June, this does not include any year end adjustments as part of the Annual Report process.

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 30 June 2020**

	Budget 2019/20	YTD Actual 2019/20
WATER		
Allandale Water Supply		
342406. Treatment		1,200
342404. Comm Assets - Water Supply	69,836	9,505
Ashwick/Opuha Water Supply		
343404. Community Assets - Water	51,350	
Urban Water		
349403. Vested Assets	378,806	
349407. Service Connections - Renewal		46,019
349412. Plant		3,623
349405. Headworks - new		2,936
349406. Treatment - new	900,000	9,705
349427. Pump Station - Renewal		12,244
349404. Reticulation - Renewal	408,746	538,502
TOTAL WATER SUPPLY	1,808,738	623,734
SEWER		
Urban Sewer		
350403. Vested Assets	1,068,080	
350418. Sewer Reticulation New		43,262
350419. Sewer Treatment New		51,053
350427. Pump Station Renewal		5,902
TOTAL SEWER	1,068,080	100,217
STORMWATER		
Urban Stormwater		
352403. Vested Assets	320,861	
352404. Stormwater Reticulation		47,632
352420. Resource Consent Costs		14,361
TOTAL STORMWATER	320,861	61,993
ROADING		
District Roading		
3554193. Vested Assets	1,121,635	
3554211. Unsealed Road Metalling	650,000	723,096
3554212. Sealed Road Resurfacing	475,000	468,612
3554213. Drainage Renewal	72,000	98,903
3554214. Sealed Road Pavement Rehabilitation	190,000	161,669
3554215. Structures Component replacements bridges	50,000	35,289
3554222. Traffic Services Renewals	60,000	88,286
3554310. Footpaths - Surfacing	30,810	44,519
3554321. Streetlight LED Upgrade	0	31,975
3554341. Minor Improvements	410,000	418,319
355417. Sealing Past Houses	143,780	132,583
354422. Plant and Equipment	3,000	
TOTAL ROADING	3,206,225	2,203,251
REGULATORY SERVICES		
Civil Defence		
320422. Plant and Equipment	45,805	4,860
Total Civil Defence	45,805	4,860
TOTAL REGULATORY SERVICES	45,805	4,860

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 30 June 2020**

Budget	YTD Actual
2019/20	2019/20

COMMUNITY SERVICES

Waste Management		
353420. Resource Consent	30,810	8,005
Total Waste Management	30,810	8,005
Public Toilets		
386421. Buildings		8,766
Total Public Toilets		8,766
Pensioner Housing - Fairlie		
391421. Buildings - housing	7,189	10,747
Total Pensioner Housing - Fairlie	7,189	10,747
Pensioner Housing - Twizel		
392424. Furniture & Fittings - Other	18,243	11,855
Total Pensioner Housing - Twizel	18,243	11,855
TOTAL COMMUNITY SERVICES	56,242	39,373

RECREATIONAL FACILITIES

District General		
361420. Strategic Development Policy		50,744
Total District General		50,744
Fairlie Domain		
372425. Adventure Playground	30,810	76,654
Total Fairlie Domain	30,810	76,654
Fairlie Township		
365425. Playground Upgrade	73,953	8,509
Total District General	73,953	8,509
Mackenzie Community Centre		
379424. Community Assets - Buildings	112,430	44,880
Total Mackenzie Community Centre	112,430	44,880
Fairlie Swimming Pool		
384422. Plant and Equipment		4,317
Total Fairlie Swimming Pool		4,317
Tekapo Community Hall		
381421. Community Assets - Buildings		2,200
Total Tekapo Community Hall		2,200
Tekapo Township		
366420. Implement of Development Plan	444,940	14,407
Total Tekapo Township	444,940	14,407
Twizel Township		
367420. Implement of Development Plan	129,728	
367421. Community Assets - Public Amenities	114,000	4,842
Total Twizel Township	243,728	4,842

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 30 June 2020**

	Budget 2019/20	YTD Actual 2019/20
Twizel Community Centre		
382424. Furniture & Fittings - Other	51,350	9,963
382421. Community Assets - Buildings	41,080	
Total Twizel Community Centre	92,430	9,963
Twizel Swimming Pool		
385422. Plant and Equipment	30,810	32,692
385421. Comm Asset - Public Amenities	226,343	267,280
Total Twizel Swimming Pool	257,153	299,972
Total Recreational Facilities	1,255,444	516,488
TOTAL COMMUNITY AND TOWNSHIP SERVICES	1,311,686	555,861

COMMERCIAL

Development		
407401. Alps2Ocean Capex	554,580	12,564
Total Development	554,580	12,564
Pukaki Airport		
403420. Land - Admin & Operating		232,718
Total Development		232,718
TOTAL COMMERCIAL	554,580	245,282

CORPORATE SERVICES

Fairlie Building		
368421. Building - Administrative	513,500	465,371
368424. Furniture & Fittings - Other	20,000	40,709
Total Fairlie Building	533,500	506,080
Twizel Building		
369424. Furniture & Fittings		5,916
Total Twizel Building		5,916
Information Technology		
319400. Computer Equipment	261,000	38,686
314402. Software	100,000	7,800
319422. Plant and Equipment	5,000	
319428. Projects		361,871
Total Information Technology	366,000	408,357
Plant and Equipment		
408432. Vehicles	115,024	196,500
Total Plant and Equipment	115,024	196,500
TOTAL CORPORATE SERVICES	1,014,524	1,116,853
GRAND TOTAL CAPITAL EXPENDITURE	9,330,499	4,912,051

6.3 LOCAL GOVERNANCE STATEMENT

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Draft Local Governance Statement 2020 [↓](#) 

Council Role:

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

PURPOSE OF REPORT

For Council to adopt a Local Governance Statement for the Mackenzie District Council.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopts the 2020 Local Governance Statement for public release.

BACKGROUND

Section 40 of the Local Government Act 2002 (LGA) requires the council to prepare a local governance statement and make it publicly available. This must be completed within six months after each triennial general election. The attached document was prepared in March, 2020, but its adoption was delayed by the Covid-19 shut down.

The LGA requires a local governance statement to include the following information:

- The functions, responsibilities, and activities of the local authority

- Any local legislation that confers powers on the local authority
- The bylaws of the local authority, including for each bylaw, its title, a general description of it, and when it is due for review.
- The electoral system and the opportunity to change it
- Representation arrangements
- Members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct)
- Governance structures and processes, membership, and delegations
- Meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders)
- Consultation policies
- Policies for liaising with, and memoranda or agreements with, Maori
- The management structure and the relationship between management and elected members
- Equal employment opportunities policy
- Key approved planning and policy documents and the processes for their development and review
- Systems for public access to the Council and its elected members
- Processes for requests for official information

Following adoption, the governance statement will be available at Council offices and on the Council's website. The statement is required to be updated from time to time, as appropriate/necessary.

SIGNIFICANCE OF DECISION

Not significant.

OPTIONS

Not applicable. Releasing a local governance statement is required by section 40 of the LGA.

CONCLUSION

The council is required to release a local governance statement each triennium. Attached is Mackenzie District Council's statement for the Council to adopt for public release.



Local Governance

In the Mackenzie District

2020



Draft July 2020

Mackenzie District Council – Local Governance Statement 2020

Contents

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This Local Governance Statement provides information about Mackenzie District Council and outlines the responsibilities, structure and governance processes of the Council.

It provides information about how we engage with our community, how we make decisions, and how you can be involved in decision-making processes and contribute to making our district a better place.

This document is required to be updated within six months of each triennial local authority election and every effort is made to ensure it is kept up to date over the three year period.

Mackenzie District Council	Twizel Service Centre
51 Main Street P O Box 52 Fairlie Phone 03 685-9010 Fax 03 685-8533 info@mackenzie.govt.nz www.mackenzie.govt.nz	Market Place Twizel Phone 03 4350-737

Mission and Vision

Mission Statement - Fostering our Community

Due to the changing nature of the district, Council has recently identified a set of new values as reflected below. These values will act as our guide (or guiding light) when considering options and making decisions for the future.

Be fair to everyone

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

Peace and serenity matters

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

Dare to be different

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

Do things with respect and trust

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

Leave things better for the future

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

Vision Statement

Mackenzie District will be a district in which:

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

Functions, Responsibilities and Activities

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

In meeting its purpose, the Mackenzie District Council has a variety of roles, including but not limited to:

- Providing leadership for the district
- Providing sustainable management of local infrastructure, including network infrastructure (roads, sewage treatment and disposal, water supplies, and storm water networks) and community infrastructure (libraries, parks and community facilities)
- Planning for the future needs of the district
- Supporting local communities to achieve their community's aspirations
- Environmental management

The key activities that council is involved in fall into the following categories:

- **Governance:** Including Councillors and Community Boards.
- **Operations:** Including Infrastructure - Roading, the 3 Waters Services, Solid Waste and Community Facilities, along with Resource Management and Regulatory Services (including building control, animal control, environmental health and responsible camping)
- **Corporate and Commercial Activities:** Including Property Management, Forestry Management, Pukaki Airport, Pensioner Housing, Financial Services and Information Management.

Legislations and Bylaws

Local Legislation

Other than the legislation that applies to all local authorities, there is no local legislation specifically applying to the Mackenzie District.

Bylaws

Bylaws are rules created by a local authority specifically for the regulation of its areas of responsibility and for the benefit of the community as a whole. Below is a description of the Council's bylaws and associated information.

Adopted	Bylaw Name	Status	Review Required	Purpose
2010	Cemetery Fees Bylaw	Under review	2015	To set cemetery fees for the District's four cemeteries.
2013	Solid Waste Bylaw	Under review	2018	To promote a system of refuse handling and disposal which protects the health and safety of the public and persons involved; promotes safe, efficient and effective waste management, and provides for the appropriate collection, transportation and disposal of waste.
2013	Speed Limit Bylaw	Current	Not applicable	Now deemed to be under Land Transport Act.
2014	Dog Control Bylaw	Under review	2019	To control the keeping of dogs in the Mackenzie District.
2014	Downlands Water Supply	Under review	2019	To control the management of the Downlands Water Supply.
2014	Market Place Liquor Ban Bylaw	Overdue	2019	To enhance public safety, and to reduce the incidence of alcohol related offences by providing for liquor control in Market Place.
2014	Mobile or Travelling Shops, Hawkers and Itinerant Traders	Under review	2019	To regulate the conduct of persons selling goods on streets, roads and pavements, or persons using vehicles to sell goods or services.
2014	Wastewater Network Bylaw	Overdue	2019	To ensure appropriate management and regulation of connections to and discharge into the wastewater network.
2014	Water Supply Bylaw	Overdue	2019	To ensure appropriate management and regulation of connections and the supply of water from the Council's water supply networks.
2016	Responsible Freedom Camping Bylaw	Current	2021	To regulate and manage responsible freedom camping on Council land and its effects on the Mackenzie District community and environment.
2020	Parking Bylaw	New	To be drafted	
2020	Verandas Bylaw	New	In Draft	
2020	Animals, Poultry and Bees Bylaw	New	In Draft	

Mackenzie District Council – Local Governance Statement 2020

Electoral Systems and Representation

First Past the Post and Single Transferable Vote

Council currently operates its elections under the First Past the Post (FPP) electoral system. Electors vote for their preferred candidate(s) and those with the most votes win.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV). This system is used in district health board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 the council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding that a poll be held.

Once changed, an electoral system must be used for at least the next two triennial general elections, ie we cannot change our electoral system for one election and then change back for the next election.

The Voting System for Council's Triennial Elections

Council retained the FPP system for the 2019 Triennial Elections for Councillors and Community Board Members.

Representation Arrangements

Council - Council has six councillors elected from two wards and the Mayor, elected at large.

Ward	Population 2018 Census	Councillors
Mayor	Elected at Large – 4,866	Graham Smith
Opuha	2,232	Stuart Barwood Murray Cox Anne Munro
Pukaki	2,637	Emily Bradbury James Leslie Matt Murphy

Community Board – the Mackenzie District Council has three community boards. These are as follows:

Community Board	Elected Members	Appointed Councillor
Twizel	Jacqui de Buyzer (Chair) Tracey Gunn Renee Rowland Amanda Sargeant	Emily Bradbury
Tekapo	Steve Howes (Chair) Sharon Binns Chris Scrase Caroll Simcox	Matt Murphy
Fairlie	Les Blacklock (Chair) Angela Habraken Leaine Rush Damon Smith	Murray Cox

The Mackenzie District Council currently does not have separate Maori wards.

Changing Representation Arrangements

The Council is required to review its representation arrangements at least every six years. The last review took effect from the 2016 elections. The next Representation Review starts in August, 2020 and will take up to two years to complete. The Council must follow the procedure set out in the Local Electoral Guide 2001 when conducting this review and should also follow the guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to the Council and the right to be heard if wished.

There is also the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on any appeal. Further details on the matters that the Council must consider in reviewing its membership and the basis of election can be found in the Local Electoral Act 2001.

The Representation Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- Make changes to the boundaries of the district
- Create a new district
- Create a unitary authority i.e. transfer all the functions of a regional council to a district council
- Transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general a reorganisation application is made to the Local Government Commission and can be made by any person, body or group including, but not limited to, one or more affected local authorities or the Minister of Local Government. The Local Government Act 2002, details at Schedule 3 the requirements and process for a reorganisation proposal. The Local Government Commission will also have information on procedures for local government reorganisation. Refer to their website www.lgc.govt.nz

Roles and Conduct

The Mayor and Councillors of the Council have the following roles:

- Developing and approving Council policy;
- Determining the expenditure and the funding requirements of the Council through the Long Term Plan;
- Monitoring the performance of the Council against its stated objectives and policies;
- Employing, overseeing and monitoring the Chief Executive Officer;
- Prudent stewardship of Council resources;
- Having regard to the views of all the communities in the Mackenzie District.

Roles of the Mayor

The Mayor is elected by the district at large and as one of the elected members shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- The presiding member at meetings of the Council, and as such is responsible under Standing Orders (a set of procedures for conducting its meetings) for the orderly conduct of Council business at meetings;
- Advocate on behalf of the community;
- Ceremonial head of Council;
- Providing leadership and feedback to other elected members on teamwork and chairing committees;
- Leading the development of the Council's plans, including the Long Term Plan and Annual Plans.

The Mayor also has the power to appoint the Deputy Mayor, to establish the committees of the Council, and appoint chairpersons to those committees. In practice this is done following consultation with other elected members.

Roles of the Deputy Mayor

The Deputy Mayor can be appointed by the Mayor, or if the Mayor chooses not to exercise that power then the Deputy Mayor is elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor. The Deputy Mayor may be removed from office by resolution of Council.

The Deputy Mayor is Cr James Leslie.

Council Committees

The Mayor under s41A of the Local Government Act 2002 may establish one or more committees of Council. If the Mayor chooses not to exercise the power to establish committees, then the full Council itself can establish committees. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

Role of Community Boards

The role of a community board is to represent, and act as an advocate for the interests of its community and to consider and report on all matters referred to it by Council, or any matter of interest or concern to the community board. It also maintains an overview of services provided by the council within the community and annually prepares a submission to the council for expenditure within the community. Community boards communicate with the community, local organisations and special interest groups within the community and undertake any other responsibilities that are delegated to them by the council.

The Chief Executive

The Chief Executive Officer is appointed by Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council
- Providing advice to the Council and community boards
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive Officer, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- Managing the activities of the Council effective and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

Conduct of Elected Members

Elected members have specific obligations as to their conduct, as set out in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations for Council to act as a good employer in respect of the Chief Executive Officer and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interest) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way, and use of official information for private profit.

Code of Conduct

The Mackenzie District Council adopted a code of conduct in August, 2020.

All councillors are required to adhere to this. Adopting such a code is a requirement of the Local Government Act 2002. The Code of Conduct sets out Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. A copy of the Code of Conduct can be obtained from council offices or from the Mackenzie District Council website www.mackenzie.govt.nz.

Governance and Delegations

Council Meetings

Council meetings are generally held eight times a year. In addition, extraordinary meetings may be called from time to time to deal with important issues that arise.

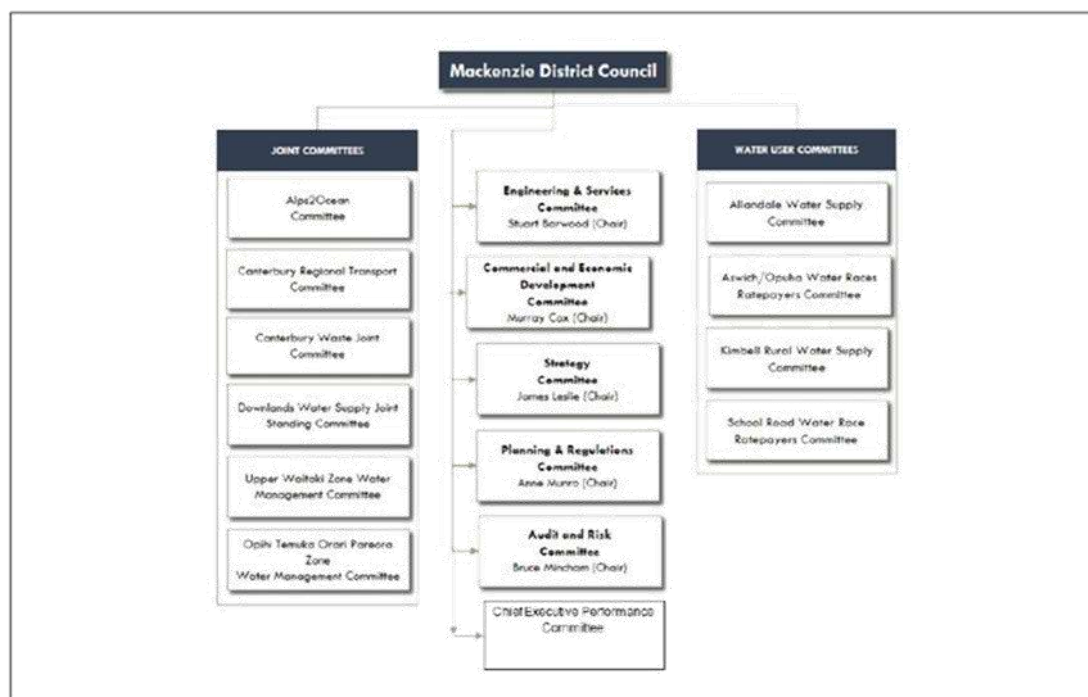
Standing Committees

The Council reviews its committee structures after each triennial election. At the last review the Council established the following standing committees:

- Engineering and Services Committee: Chairperson – Cr Stuart Barwood
- Commercial and Economic Development Committee: Chairperson – Cr Murray Cox
- Planning and Regulations Committee: Chairperson – Cr Anne Munro
- Strategy Committee: Chairperson – Cr James Leslie
- Audit and Risk Committee: Chairperson – Bruce Mincham (appointed member)

The standing committees meet a minimum of four times a year. In addition to this, the Chief Executives' Performance Committee was established in June, 2020, to manage the performance and remuneration of the Chief Executive. It meets three times a year.

A schedule of meeting dates for this year can be obtained from the Governance Advisor, or is available on Council's website. Further details on these committees, including their terms of reference, membership and meeting arrangements can be obtained from council offices or Council's website.



Conduct of Meetings

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All council and committee meetings must be open to the public unless there is reason to consider some item “in committee” with the public excluded. Although meetings are open to the public, members of the public do not automatically have speaking rights unless prior arrangements are made with Council or the meeting so agrees.

The LGOIMA contains a list of circumstances where councils may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order).

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meetings. These must be made publicly available, subject to the provisions of the LGOIMA. For an ordinary meeting of Council, at least 14 days’ notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on 5 working days’ notice.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The council may suspend standing orders by a vote of 75 % of the members present.

A copy of the standing orders can be obtained from the council offices.

Consultation

The Mackenzie District Council is committed to effective community consultation. It welcomes input from the people of the district so it can adequately reflect their views in decision making. Consultation does not take anything away from the decision-making roles of elected representatives. Rather, it enhances this democratic process by contributing to the decision-making function of Council.

SIGNIFICANCE AND ENGAGEMENT POLICY

The Council has adopted a Significance and Engagement Policy to set out how significant issues will be assessed and which matters the Council needs to engage with its communities on.

The purpose of the Significance and Engagement Policy is to:

- enable the Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
- provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets or other matters.
- inform the Council from the beginning of a decision-making process about the extent, form and type of engagement required.

General Approach to Determining Significance and Making Decisions

On every issue requiring a policy or strategy decision other than the matters outlined, the Council will consider the degree of significance of the issue and the corresponding level of engagement.

The significance of the issue and appropriate forms of engagement will be considered in the earliest possible stages of a proposal or process, before decision-making occurs. If necessary, significance and engagement will be reviewed as the proposal develops and as community views, preferences and values become better known.

In making any decision, the Council will be satisfied that:

- it has sufficient information on the relevant issues and options; and
- it knows enough about and has given adequate consideration to the views and preferences of affected and interested parties.

The significance of the issue or decision will determine how much time, money and effort the Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties. In some instances, there may be particular requirements to learn about the implications of an issue or decision for papatipu Runanga. There may also be issues where there are diverse groups within the community with different interests, views and preferences, where multiple processes will be appropriate to distinguish and recognise the range of positions.

The commitment to invest in exploring options and obtaining the views of communities and affected and interested parties does not mean that the Council will have to fully consult with the public for every decision it makes, nor does it bind the Council to the views of communities and interested or affected parties.

As well as the views of communities and affected and interested parties, there are a wide range of information sources, considerations and perspectives that will inform the Council's decisions, including the requirements of Government policy, technical matters and the financial implications.

CRITERIA AND PROCEDURES FOR ASSESSING SIGNIFICANCE**Thresholds**

The following thresholds will be used to determine whether the proposal or decision considered by the Council will be determined to be significant.

- *Monetary* – Any decision not highlighted in either the Long-Term Plan or the Annual Plan and with a cost greater than \$400,000 will be regarded as significant.
- *Strategic Assets* – Any decision to sell, abandon or dispose of any of Councils' strategic assets will be regarded as significant.

Each threshold will be tested independently of other thresholds or criteria.

While the Policy sets out these distinct thresholds, there may be financial or other decisions that do not trigger the thresholds but may also be considered as significant. These will be assessed against the following criteria:

- a) The degree of impact on levels of service
- b) the magnitude of the overall benefits that will be achieved for the district, its communities and present and future interests
- c) the magnitude of the net costs of the proposal or decision to the Council
- d) any impact on the Council's capacity to undertake its statutory responsibilities
- e) the extent to which a decision or action is consequential to, or promotes, a decision or action that has already been taken by the Council
- f) the level of community interest in the proposal, decision or issue
- g) the extent to which the proposal or decision impacts upon community members or groups, and the numbers of people or groups affected
- h) the extent to which the community's views on the matter are already known
- i) the values and interests of Ngāi Tahu whanau, hapū and rūnanga, as mana whenua for the region
- j) where proposals or decisions relate to land or a body of water, the implications for the relationships of Ngāi Tahu and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga
- k) the potential effects on delivery of the Council's policy and strategies
- l) any inconsistencies with any existing policy, plan or legislation
- m) the degree of impact on rates or debt
- n) the practical demands of efficient decision-making in situations of urgency

Engagement

The level of engagement undertaken will reflect the level of significance of a proposal or issue. For example, an issue that has a high degree of significance will require a higher level of engagement with the public. The method of engagement will differ for each issue depending on location, level of significance, and community preferences.

Engagement provides an opportunity for the public to express a view on the decision or proposal being considered by the Council. The community views expressed through an engagement process will be considered and taken into account, along with other information such as costs and benefits, legislative requirements and technical advice.

Community engagement can allow for an exchange of information, points of view and options for decisions between affected and interested people and decision-makers before a decision is made. It does not mean

that the decision will be delegated to those involved in the engagement process. It means that the decision made will have been informed and improved by the public involvement.

When the Council Will Engage

The Council will apply the principles of s82 of the Local Government Act when determining engagement. Engagement will be undertaken when legislation requires that consultation be undertaken or when a significant proposal or decision is being considered. Depending on the relevant circumstances, it may also be undertaken for some matters that are not considered significant.

When the Council May Not Engage

Information is always necessary for the decision-making process. However, there are times when it is not necessary, appropriate or possible to engage the community on a matter or decision. The Council may also choose not to consult on a matter. In doing so it will make this determination in accordance with the criteria below.

The Council will not engage when:

- a) The matter is not of a nature or significance that requires consultation (LGA 2002, s82(4)(c); or
- b) The Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b) LGA 2002); or
- c) There is a need for confidentiality or commercial sensitivity (s82(4)(d) LGA 2002); or
- d) The costs of consultation outweigh the benefits of it (s82(4)(e) LGA 2002); or
- e) The matter has already been addressed by the Council's policies or plans, which have previously been consulted on; or
- f) An immediate or quick response or decision is needed, or it is not reasonably practicable to engage; or
- g) Works are required unexpectedly or following further investigations on projects, already approved by the Council; or
- h) Business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- i) When Council has consulted on the issue in the last 24 months.

Where the above listed circumstances apply and consultation is not to be undertaken, the Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (LGA 2002 section 78 (1)). The LGA requires that this consideration be in proportion to the significance of the matters affected by the decision (section 79 (1)).

NGAI TAHU & PAPATIPU RUNANGA

The LGA provides principles and requirements for local authorities that are intended to facilitate participation by Māori in local authority decision-making processes (for example, sections 81 and 82(2)). This is to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes.

Council recognizes its obligations under the LGA (Part 6 Section 81) to establish and maintain processes to provide opportunities for Maori to contribute to its decision-making processes and make information available to them.

Council consults with Te Runanga Ngai Tahu, and papatipu Runanga where appropriate, for resource consent applications and District Plan changes, and in relation to activities impacting on sites or areas of interest or significance.

Management Structures and Relationships

Chief Executive Officer

The Local Government Act 2002 requires the council to employ a Chief Executive Officer whose responsibilities are to employ other staff on behalf of council, implement council decisions and provide advice to the council. Under the Act, the Chief Executive Officer is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should, therefore be directed to the Chief Executive Officer, rather than the Mayor or Councillors.

The contact details of the Chief Executive Officer are as follows:

Suzette van Aswegen	Email: Suzette.vanAswegen@mackenzie.govt.nz
Mackenzie District Council	Phone (03) 685-9010
P O Box 52	Fax (03) 685-8533
FAIRLIE	

Council management is organised into two main groups: These are:

Operations

Roads, water, stormwater, waste water, community services, halls, parks, pools, cemeteries, waste minimization, planning, regulations, resource management, building control, environmental health, dog control and liquor licensing.

Contact: Tim Harty
General Manager Operations
Email: tim.harty@mackenzie.govt.nz

Corporate Services

Property and commercial management, forestry, Pukaki Airport, administration, customer services, support to Mayor and Chief Executive Officer, support to council and community boards, corporate planning, emergency management, finance, rates, information technology, records, communications.

Contact: Paul Numan
General Manager Corporate Services
Email: paul.numan@mackenzie.govt.nz

The council's executive management team also includes the 'Manager, People and Culture'; and a 'Transition Manager' who is assisting with a transformation management programme identified by a recent organisational review.

Equal Employment Opportunity

The Council is required to adopt an Equal Employment Opportunities Policy. The Council's policy is based on the following principle:

That recruitment and selection of staff, opportunities for training, promotion, transfer and conditions of employment will be undertaken or offered without preference being given on the basis of gender, marital status, religious or ethical belief, race or ethnic origins, colour, family status, sex, including pregnancy and childbirth, age, political opinion, employment status and regardless of any disability which is irrelevant to an individual's ability to carry out the job.

The Policy notes:

- Recruitment policies and practices will be altered where necessary to ensure that people are encouraged to apply for vacancies regardless of gender, marital status, religious or ethical belief, race, ethnic or national origins and regardless of any disability irrelevant to an individual's ability to carry out the job.
- Selection decisions will be made on merit, taking into account the applicant's qualifications and work experience relating to the position to be filled.
- Opportunities for training and promotion, remuneration and termination of employment will be made without regard to gender, marital status, religious or ethical belief, race ethnic or national origins and regardless of any disability irrelevant to an individual's ability to carry out the job.
- Where appropriate, the Council will either undertake or encourage staff to take special training courses to assist specific groups of employees to train and apply for positions for which they might not otherwise apply.

Key Approved Documents

The following have been identified as key council planning and policy documents. To view or find out more about these plans and policies, please contact the council's offices in Fairlie or Twizel or alternatively visit the council's website www.mackenzie.govt.nz

Long Term Plan

The Long Term Plan (LTP) provides a long-term focus for the decisions and activities of the Council, and covers a period of ten years. The LTP outlines community outcomes developed by the community, vision for the future of the district, the roles the council sees itself undertaking to achieve the vision and the activities council plans to undertake to carry out these roles. It also outlines the council's financial policies and proposed spending for the coming ten years, and provides the underlying financial rationale for how rates are levied, who pays for what and why.

The LTP is reviewed every three years. Each review of the LTP provides an opportunity for public participation in decision-making processes on activities to be undertaken by the Council. It can, if necessary, be amended during the three year document lifecycle, but any amendment must be undertaken using the Special Consultative Procedure and is subject to external audit.

Annual Plan

The Annual Plan confirms the Council's proposed activities, spending and rate requirements for the coming year. Under the Local Government Act 2002 the Annual Plan is produced only in years when no Long Term Plan is produced.

Annual Report

The Annual Report outlines the Council's performance in the previous year (1 July to 30 June), including income and expenditure and progress against programmes of work and performance measures. This audited report must be adopted by 30 October each year.

Triennial Agreement

The Triennial Agreement details how the local authorities of the Canterbury region have agreed to work together to promote cooperation and avoid duplication when engaging communities, exercising general empowerment and providing services. The agreement requires that all local authorities within the region will have reached agreements for communication and coordination by the beginning of March in the year following a full local government election. This requirement constitutes a review process.

Activity Management Plans

The council has Activity Management Plans for:

- Governance and Corporate Services
- Water,
- Wastewater,
- Stormwater,
- Transportation
- Regulatory Services
- Community facilities, and
- Tourism and Commercial Activities.

These plans act as a base for council's strategic planning and focus on asset management, levels of service and condition as well as performance assessment. Each of these plans also identifies risks and assumptions.

Funding and Financial Policies

Council's funding and financial policies set out the guidelines of how the council plans for, and acquires funds to, finance its operation, projects and programmes.

The Funding and Financial Policies include the following:

- Revenue and Financing Policy
- Rates Remission and Postponement Policy
- External Liability Management Policy
- Investment Policy
- Development and Financial Contributions Policy

District Plan

A District Plan is a statutory requirement under section 73 of the Resource Management Act (RMA). Its purpose is to assist council to carry out its functions under the RMA in order to promote the sustainable management of Mackenzie District's natural and physical resources. It controls the effects of the subdivision, use and development of land through objectives, policies and rules.

The Mackenzie District Plan was made operative in 2004. Since then there have been a series of Plan Changes to review and update various sections of the Plan. Under section 79 of the RMA council must commence a review of a provision of a district plan if that provision has not been a subject of a review or change during the previous ten years.

Council is currently working through a review of the District Plan.

Schedule 1 of the RMA specifies the public consultation process required for changes to district plans. It includes the preparation of draft plan changes, a process for written submissions and the hearing of oral submissions, before recommendations and decisions are made. Submitters on district plan changes have a right of appeal to the Environment Court.

Waste Management and Minimisation Plan

The council has a Waste Management and Minimisation Plan (WMMP). This plan is effective from July, 2018, and due for review in 2024.

The WMMP has been prepared to meet the requirements of the Waste Minimisation Act, 2008, which encourages waste minimisation and a decrease in waste disposal in order to:

- (a) Protect the environment from harm; and
- (b) Provide environmental, social, economic and cultural benefits.

The vision of this plan is for "a future of minimised waste in the Mackenzie". This vision is supported by a set of goals and objectives that flow through to a set of actions to be undertaken over the six-year term of the plan.

Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under the Act, but it is not necessary to specify the request is being made under the Act.

Once a request is made the Council must supply the information unless reason exists for withholding it. The Act says that information may be withheld if release of the information would:

- Endanger the safety of any person;
- Prejudice maintenance of the law;
- Compromise the privacy of any person;
- Reveal confidential or commercially sensitive information;
- Cause offence to tikanga Māori or would disclose the location of wāhi tapu;
- Prejudice public health or safety;
- Compromise legal professional privilege;
- Disadvantage the local authority while carrying out negotiations or commercial activities;
- Allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this time-frame may be extended). The Council may charge for official information, under Ministry of Justice guidelines.

In the first instance you should address requests for official information to:

The Chief Executive Officer
Mackenzie District Council
P O Box 52
FAIRLIE

Councillor Contact Details

Name	Address	Phone
Mayor		
Graham Smith	Email: mayor@mackenzie.govt.nz	03 615-7804 027 228-5588
Opuha Ward		
Stuart Barwood	Email: stuart.barwood@mackenzie.govt.nz	03 685-8411
Murray Cox	Email: murray.cox@mackenzie.govt.nz	03 680-6224
Anne Munro	Email: anne.munro@mackenzie.govt.nz	03 685-5772
Pukaki Ward		
James Leslie (Deputy Mayor)	Email: james.leslie@mackenzie.govt.nz	021 886-806
Emily Bradbury	Email: emily.bradbury@mackenzie.govt.nz	021 244-2626
Matt Murphy	Email: matt.murphy@mackenzie.govt.nz	021 0231-5773

6.4 ELECTORAL SYSTEM COMMENCING FROM THE NEXT TRIENNIAL ELECTION

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Draft Public Notice of Electoral System [↓](#) 

Council Role:

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

PURPOSE OF REPORT

To enable Council to decide which voting system it wishes to implement for the next two triennial elections.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopt the First Past the Post (FPP) Voting System for the next two triennial elections, OR:
3. That Council adopt the Single Transferable Vote (STV) Voting System for the next two triennial elections.

BACKGROUND

Council must decide, and therefore resolve, which of the two electoral systems it wishes to use for the next two triennial elections for both Council and Community Board elections. This requirement is detailed in Sec27 of the Local Electoral Act 2001 (The Act).

Council resolved to continue with the First Past the Post (FPP) system six years ago. Council has an option to review and change to the Single Transferrable Vote (STV) system if it wishes. This decision must be taken before 12 September, 2020.

Council must give public notice no later than 19th September of Council's proposed electoral system. This informs voters that the resolution can only be overturned by a Poll of Electors (Sec 28(2) of the Act). A draft public notice is attached to this report.

All elections undertaken prior to the next triennial election are undertaken under the current electoral system. All elections from the next triennial election (including that election) will be subject to the new electoral system (if it is changed).

MAORI WARDS

The Act also provides for Maori wards to be established at any time, however for this to be in place by the next election a resolution must be passed before the 23rd of November this year. According to Statistics NZ, the Mackenzie District contains only 63 Maori electors. This population ratio does not meet the threshold to establish a Maori ward under the Electoral Act. The Local Government Commission recommends that Councils in this position consider other ways of encouraging Maori representation in local decision making.

OPTIONS

The two electoral systems differ. The following is a general description of the FPP system:

1. Voters cast as many votes as there are positions to be filled.
2. Where a single position is to be filled, the candidate who received the highest number of votes is elected.
3. Where more than one position is to be filled, the candidates equal to the number of positions who receive the highest number of votes are elected.

The STV system is more complicated:

1. Voters express a first preference for one candidate and may express a second and further preferences for other candidates up to the number of candidates standing.
2. A quota for election is calculated from the number of votes and positions to be filled.
3. The first preferences are counted and any candidate whose first preference votes equal or exceed the quota is elected.
4. If insufficient candidates are elected the proportion of the elected candidates votes above the quota is redistributed accordingly to the voters' second preference and:
 - a. Candidates who then reach the quota are elected and
 - b. The candidates with the fewest votes is excluded.
5. The excluded candidate votes are redistributed according to their further preferences.
6. If insufficient candidates are elected, repeat points 4 & 5 until all positions are filled.

In the case of an election for a mayoral or single member vacancy the voting requirements has the following features:

1. Voters express a first preference for one candidate and may express a second and further preferences for other candidates.
2. An absolute majority of votes for the election is calculated from the number of votes and the positions to be filled.
3. The first preferences are counted and if a candidate's first preference votes equal or exceeds the absolute majority of votes, then the candidate is elected.
4. If no candidate is elected, the candidate with the fewest votes is excluded and that candidate's votes are redistributed according to voters' further preferences.
5. Repeat Point 4 until a candidate is elected.

POLICY STATUS

This process is governed by the Local Electoral Act 2001.

SIGNIFICANCE OF DECISION

The decision is not considered significant, although the decision will be publicly notified and may be the subject of an elector poll.

CONSIDERATIONS**Legal**

N/A

Financial

There will be financial implications for Council if any of the following things happen:

- Council resolves to hold a poll of electors.
- Five percent of eligible voters request a poll.
- Council changes from the current FPP system to STV and public education is required to help voters understand the change.

CONCLUSION

Staff must remain neutral and should not favour one system over the other. Therefore there are two options to consider and recommendations have been included above for both.

Draft Public Notice**PUBLIC NOTICE OF RIGHT TO DEMAND A POLL ON
ELECTORAL SYSTEM**

Notice is given under section 28(1) of the Local Electoral Act 2001, that electors of the Mackenzie District Council have the right to demand a poll on the electoral system to be used at the next two triennial general elections (2022 and 2025) of the Mackenzie District Council.

The choice is between the First Past the Post (FPP) and the Single Transferable Vote (STV) electoral systems. Unless a poll determines otherwise, the ### system will be used for the Mackenzie District Council.

A valid demand for a poll must be:

- Made in writing.
- Signed by at least 5 percent of eligible electors of the Mackenzie District Council. This will require a minimum of 152 elector signatures.
- Delivered to the office of the Mackenzie District Council, 51 Main Street, Fairlie by 5pm Monday, 22 February 2021.

Every elector who signs a demand must also set out in it his or her full name and the address for which he or she is qualified as an elector of the Mackenzie District Council.

For further information, please contact Arlene Goss, Governance Advisor, phone (03) 685-9010.

Dated at Fairlie, this 12th day of August 2020.

6.5 POLICY RETIREMENT - NUCLEAR WEAPON FREE ZONE POLICY

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Nuclear Weapon Free Zone Policy [↓](#) 

PURPOSE OF REPORT

The purpose of this paper is to consider options regarding the Nuclear Weapon Free Zone Policy, adopted in 1992, and whether this policy is still required.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council resolves to retire the Nuclear Weapon Free Zone Policy and not replace it.

BACKGROUND

A review of governance policies was undertaken by staff during the Covid-19 shutdown. The Nuclear Weapon Free Zone Policy was included in this review. This policy contains a statement intent for the district to remain a nuclear weapon free zone but contains no detail as to related matters or the means by which this will be maintained.

This policy was written and adopted by Council in 1992 and there is no record of subsequent reviews or update.

POLICY STATUS

The territorial sea, land and airspace of New Zealand became nuclear-free zones under the 'New Zealand Nuclear Free Zone, Disarmament, and Arms Control Act 1987'. This has since remained a part of New Zealand's foreign policy. No changes to this are anticipated at the time of this review.

The Act prohibits "entry into the internal waters of New Zealand by any ship whose propulsion is wholly or partly dependent on nuclear power" and bans the dumping of radioactive waste into the sea within the nuclear-free zone, as well as prohibiting any New Zealand citizen or resident "to manufacture, acquire, possess, or have any control over any nuclear explosive device." The Act does not prohibit nuclear power plants, nuclear research facilities, the use of radioactive isotopes, or other land-based nuclear activities.

There is no record of the reasons behind drafting of this policy but, it may have been to prevent land-based nuclear activities within the Mackenzie District.

The District Plan does not specifically prohibit or deal with nuclear activities on land within the Mackenzie District.

It should be noted that the Policy, as it currently stands, consider only nuclear weapons and makes no determination on a wider nuclear free status.

SIGNIFICANCE OF DECISION

Decisions regarding the policy is not considered to be significant under the council's Significance and Engagement Policy.

OPTIONS

- (a) Leave the Nuclear Weapon Free Zone Policy 1992 in place;
- (b) Retire the Nuclear Weapon Free Zone Policy 1992 and opt not to replace it;
- (c) Request that the Nuclear Weapon Free Zone Policy 1992 be reviewed, re-written and updated. This may include extension of the policy beyond nuclear weapons. If this option is chosen, public consultation may be required.

CONSIDERATIONS**Legal**

Central government legislation may be considered adequate to address this issue with regard to restrictions on the ability to "manufacture, acquire, possess, or have any control over any nuclear explosive device."

CONCLUSION

The current policy is limited. Council may wish to consider the appropriateness of this policy.

MACKENZIE DISTRICT COUNCIL

Nuclear Weapon-Free Zone

RATIONALE

To maintain the Mackenzie District as a nuclear weapon-free zone.

POLICY:

That this District does declare itself a nuclear weapon-free zone.

Adopted: 2 October 1992

6.6 NEW POLICY FOR ADOPTION

Author: Alexis Gray, People and Culture

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Remuneration Policy [↓](#) 

Council Role:

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

PURPOSE OF REPORT

This policy is presented to Council for adoption.

STAFF RECOMMENDATIONS

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

BACKGROUND

The Remuneration Policy has been created as part of the ongoing work within the People and Culture space. It has been considered and reviewed by the Executive Team, Chief Executive Officer and discussed at a Council Workshop.

POLICY STATUS

This policy has been created and is in draft form, submitted to Council for approval and adoption.

CONCLUSION

It is recommended that the Council adopt this policy.



Mackenzie District Council

Remuneration Policy

STATUS:	Draft
VERSION:	1
POLICY OWNER:	Manager People and Culture
POLICY APPROVER / S:	CEO Mackenzie District Council
DATE:	TBC

“Fostering Our Community”

REMUNERATION POLICY

Purpose	The Mackenzie District Council Remuneration Policy supports the Council's philosophy of paying for performance to attract, motivate and retain high calibre employees who will enable the Mackenzie District Council's strategic objectives.
Key Points	<p>The Mackenzie District Council Remuneration Policy is guided by the practices and principles that exist to:</p> <ul style="list-style-type: none"> • Ensure that there is a direct link with the Mackenzie District Council's strategy, organisational objectives, values and culture • Support the attraction, engagement and retention of employees • Ensure that remuneration based decisions are performance based, objective and linked to the remuneration framework • Appropriately reflect market conditions and organisational context • Be consistent, transparent and fairly applied • Balance competitive pay with affordability and internal relativities
Scope	<p>This framework within which the Remuneration Policy operations is determined by the Chief Executive Officer to ensure that it supports the Mackenzie District Council strategic objectives.</p> <p>All remuneration, and changes to remuneration must be approved reviewed and approved by the Chief Executive Officer of the Mackenzie District Council.</p>
Date of Issue	YBC
File Retention	Mackenzie District Council intranet Laserfiche
Review	Annually at the anniversary date

RELATED DOCUMENTS / WEBSITES / INFORMATION

Employee Individual or Collective Employment Agreement	Holidays Act 2003
Delegations Manual	Employment Relations Act 2000 (and its amendments)
Privacy Act 1993	Recruitment and Selection Policy
Pre-Employment Policy	Wages Protection Act 1983

1. Purpose

The purpose of this policy is to outline the remuneration principles which apply to employees to ensure that rewards and remuneration practices within the Mackenzie District Council are fair, and appropriate for the organisation and its employees, and there is a clear link between remuneration and performance.

2. Definitions

Reward - all aspects of remuneration and recognition.

Remuneration – quantifiable, tangible aspects of reward such as pay and benefits. Also referred to as salary and / or wages.

Recognition – less quantifiable aspects of reward, such as opportunities for personal and professional development, formal and information awards.

Base pay / Gross base salary – the amount of money paid by the Mackenzie District Council to an employee either as salary or wages on a weekly, fortnightly basis in return for work performed. It does not include additional benefits or superannuation.

Fixed Remuneration – includes base pay / gross base salary and employer superannuation contributions (as well as the value of company vehicles and medical subsidies where applicable) and relates to payment for the base requirements of the role.

Variable (discretionary) Remuneration – any monetary payment for rewarding performance (but which does not affect the base pay or gross base salary of the employee). Any discretionary payment remains at the sole discretion of the Chief Executive Officer.

Total Remuneration – the combined sum of fixed and variable remuneration values.

3. Scope

This policy applies to all employees of the Mackenzie District Council employed on an Individual or Collective Employment Agreement.

4. The Mackenzie District Council's approach to Remuneration

- 4.1 The Mackenzie District Council is committed to applying fair and equitable remuneration and reward practices in the workplace, taking into account internal and external relativities, Local Government practices and the ability to achieve the Mackenzie District Council strategic objectives.
- 4.2 Under the Mackenzie District Council's remuneration framework, individual performance as well as internal and external relativities are key considerations in all remuneration based decisions, balanced by the organisational context, performance and affordability. Whilst base pay / gross base salaries reward employees fairly for the results that they achieve in their day to day position and is paid as salary or wages, an employee's total remuneration may include a blend of fixed and discretionary (variable) remuneration components.
- 4.3 Roles at the Mackenzie District Council are evaluated and sized using a standardised external market job evaluation methodology to understand positioning of total remuneration against the median of comparative pay markets.
- 4.4 Total remuneration is made of fixed and discretionary components.
 - 4.4.1 Fixed Remuneration
 - 4.4.1.1 Base Pay / Gross Base Salary:

- a) Base pay / gross base salary is determined by role size and the remuneration midpoint applicable to that role. Overall performance outcomes for individuals are rewarded by the Mackenzie District Council by targeting the midpoint of the chosen comparative pay market with individual base pay generally set between 85% and 115% of the midpoint, dependent on competency and performance.
 - b) The Mackenzie District Council reviews remuneration annually, as at 1 July each year, informed by an assessment of relative external market data and organisational context.
 - c) The annual remuneration review process operates within policy and approved budget parameters for implementation under the delegation of the Chief Executive Officer.
 - d) As part of the Mackenzie District Council's annual remuneration review, an individual's remuneration is reviewed upon performance and internal and external remuneration relativities in line with clause 4.3.
 - e) Any increase to an employee's base pay / gross base salary must follow the approved process and remains at the sole discretion of the Mackenzie District Council.
 - f) Base pay / gross base salary after the deduction of income tax, is paid to a bank account nominated by the employee.
- 4.4.1.2 KiwiSaver or Superannuation Scheme
- a) Employees who contribute to a KiwiSaver or other superannuation scheme will receive a matched Employer Contribution of up to the statutory maximum.
- 4.4.1.3 Company Vehicle
- b) Should an employee be provided a vehicle with private use, this will included within fixed remuneration.
- 4.4.2 Discretionary Remuneration
- 4.4.2.1 Discretionary (or variable) remuneration is a monetary payment for rewarding performance. It does not affect the base pay / gross base salary of the employee.
- 4.5 In addition, the Mackenzie District Council may offer other provisions which have a monetary benefit to employees but are not considered part of their base pay / gross base salary. Any such alternative provisions must be approved by the Chief Executive Officer.
- 4.6 Any discretionary payment or non-monetary benefit remains at the sole discretion of the Mackenzie District Council.

5. Clarification and Breaches

5.1 Clarification

All remuneration decisions or proposals must be consistent with the Mackenzie District Council Remuneration Policy and principles and must be within published delegations.

Further clarification on any provisions within this policy can be sought from the Manager People and Culture or the Chief Executive Officer.

5.2 Breaches of Policy

The Manager People and Culture (being the policy owner) will monitor compliance with this policy. In addition, General Managers are expected to monitor compliance with this policy. Any identified breaches will be escalated to the Chief Executive Officer.

Breaches of this policy may be considered as misconduct which may result in disciplinary action, up to and including dismissal. All breaches will be reported to the Chief Executive Officer.

5.3 Exceptions

Any changes or deviations from this policy requires the prior approval of the Chief Executive Officer and be in accordance with the Delegations Manual.

DRAFT

7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 8 JUNE 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Twizel Community Board meeting 8 June 2020 [↓](#) 

RECOMMENDATION

That the Minutes of the Twizel Community Board Meeting held on Monday 8 June 2020 be received.

That Council notes the following resolutions passed by the Twizel Community Board:

1. That the Twizel Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Twizel Community Board to progress expenditure prior to 30 June 2020.
2. That the Twizel Community Board recommend to Council that affected persons approval be provided for land use consent RM020005 with a reduced setback from the western boundary that is owned by Council and zoned Recreation Active.
3. That the Twizel Community Board instructs staff to investigate installing a fence around the playground as one of the board's community projects.
4. That the Twizel Community Board asks staff to establish costings to install a junior roadway on part of the roller skating rink, leaving two basketball hoops available for continued use.



Unconfirmed MINUTES

Twizel Community Board Meeting

8 June 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE LOUNGE, TWIZEL
ON MONDAY, 8 JUNE 2020 AT 3.00PM**

PRESENT: Chairperson Jacqui de Buyzer, Tracey Gunn, Amanda Sargeant, Cr Emily Bradbury.

IN ATTENDANCE: Mayor Graham Smith, Suzette van Aswegen (Chief Executive), Angie Taylor (Community Services and Waste Manager), Tim Mulcock (Transition Manager), Phil Mackay (Recovery Manager), Arlene Goss (Governance Advisor), and 13 members of the public.

1 OPENING

The chairperson welcomed everyone to the meeting.

2 APOLOGIES

COMMITTEE RESOLUTION TWCB/2020/233

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That the apology received from Renee Rowland be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

Elizabeth Higgins – The walkway along the main road, over the Twizel River, has been closed since Wednesday by construction workers. This means people will need to walk on the main road. She was concerned about trucks using the road being a risk to walkers and asked if safety could be improved.

The chief executive advised Ms Higgins and all members of the public to contact the council office by phone immediately if they have operational matters or safety concerns that needed to be addressed, then these can be looked at immediately. (Ms Higgins has lodged a service request).

Kaye Paardekooper – Notice was given that a tourism industry association was being formed. They hope to be incorporated in August this year and would be made up of tourism operators.

David Compton – Twizel Promotions was concerned that Twizel was running at 50% occupancy in residential property. He asked if it was possible for the tourism industry association to get a list of the addresses of absentee ratepayers to contact and get them involved. The Mayor offered to find out if this was possible, taking into account any relevant privacy issues.

Marge Giles – Would like to see more things to do in Twizel and more amenities provided. For example a tennis court outside the community centre used to be an ice rink in the winter. She asked about installing an information board by the large vehicles on display at the entrance to the town. This has been installed within the last six months. The community board were also planning to put picnic tables there. She suggested holding outdoor movies to raise money for sports clubs. The chairperson offered to suggest that to Sport Twizel as a fundraising idea.

Twizel Community Board Meeting Minutes

8 June 2020

Deb Hunter – Twizel Promotions continued to work during the lockdown. A group of young people have done a lot of work in the past year on the bike tracks and she wanted to ask if they could continue working. The community board agreed this was a good thing. Angie Taylor has looked at the bike track area. An arborist has looked at the trees and a few need trimming. Ms Taylor and Ms Hunter agreed to work together on this. Meanwhile, a group of students is looking for community projects to work on. The chairperson said the board were very happy to work with them.

Pat Shuker – One pensioner flat was being worked on and a range hood has been put in. She asked that range hoods go into the other two pensioner flats. A downpipe at the flats does not go anywhere, just into the ground. During the rain the foundations were wet, this needs to be looked at. There was also a broken pipe on the side of the pensioner flats and Mrs Shuker has already reported that. Cr Bradbury said she had got in touch with Whitestones and they were dealing with this.

Shaun Norman – Asked when the climbing wall would be available to use in the Events Centre. He would like it to resume climbing as soon as level 1 was declared. Angie Taylor said she would get Charlotte to give him a call to confirm this.

A member of the public thanked the community board for re-directing the walking track by the river.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 CONFIRMATION OF MINUTES OF THE LAST MEETING

Amanda Sargeant asked for the spelling of her name to be corrected.

COMMITTEE RESOLUTION TWCB/2020/234

Moved: Member Tracey Gunn

Seconded: Member Amanda Sargeant

That the minutes of the meeting of the Twizel Community Board on March 9, 2020, be received and confirmed as an accurate record of the meeting, with the change noted above.

CARRIED

5.2 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

The community board budgets are in credit due to the postponement of work over the Covid-19 shut down period.

COMMITTEE RESOLUTION TWCB/2020/235

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That the report be noted.

CARRIED**5.3 CARRY FORWARD OF UNSPENT 2020 GRANT AND TOWNSHIP PROJECT FUNDS**

The purpose of this report was for the Twizel Community Board to carry forward any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year, due to the Covid-19 restrictions having halted meetings and progress in the spending of these budgets from March 2020 to June 2020.

COMMITTEE RESOLUTION TWCB/2020/236

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

1. That the Twizel Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Twizel Community Board to progress expenditure prior to 30 June 2020.

CARRIED**5.4 NEW FORMAT FOR COMMUNITY BOARD MATTERS UNDER ACTION**

The following Matters Under Action were discussed at the meeting:

Wifi in Market Place – Transition manager Tim Mulcock said staff were planning to install public wifi in two stages. The first stage was to use the current wifi connection, then as soon as fibre was available in Twizel a stronger, more robust service would be added.

Market Place, Upgrade of South-eastern Corner – Work to be scheduled in spring when there will be no interruptions due to weather.

River Walk broom – has been sprayed.

Barriers at Lake Ruataniwha – Work will be done soon. Delayed by Covid-19.

Sports Hall floor – Angie Taylor said this job needed appropriate temperatures for the product to cure. Sports clubs were also wanting to use the hall now that the Events Centre was open. This work was rescheduled for Spring when the weather was warmer.

Grass outside Twizel gym – Barriers have been put in place.

Pensioner flat range hoods – two have been installed and a third was due.

Sealing of Long Parking Bay Carpark – Sealing cannot be carried out in winter. Funding is available for this and the work will commence at a later date.

Whitestone yard – Mark Samways will be asked to follow up.

Play area behind Payne Subdivision – Angie Taylor and the chairperson have inspected this and believe it would make a good green area, but was not a good place to put play equipment. The area has been cleaned up. It was agreed to leave this as is, and mow for now.

5.3 TWIZEL COMMUNITY BOARD - AFFECTED PERSONS APPROVAL RM020005 76 TEKAPO DRIVE, TWIZEL

The purpose of this report was for the Twizel Community Board to consider a request for affected party approval under Section 95E of the Resource Management Act 1991.

Angie Taylor spoke to this report. She provided background information and asked the community board to think about the effects of the activity on the council reserve area.

The chairperson asked questions regarding the use of the property and parking. She did not believe there was enough room for four cars, as outlined in the plans. She was concerned that the property was being changed from residential to a motel.

Would the neighbours be asked for approval, yes in this case.

COMMITTEE RESOLUTION TWCB/2020/237

Moved: Member Tracey Gunn

Seconded: Member Amanda Sargeant

1. That the Twizel Community Board recommend to Council that affected persons approval be provided for land use consent RM020005 with a reduced setback from the western boundary that is owned by Council and zoned Recreation Active.

CARRIED

Chairperson Jacqui De Buyzer voted against the motion.

5.4 VISITOR – PHILL MACKAY, RECOVERY MANAGER

Mr Mackay introduced his new role of recovery manager. His job is to collaborate with the community and other government organisations to help communities recover from Covid-19.

He said Council would enable and facilitate for the community where it could. He could also help the community with funding requests. The first step would be forming a community advisory group to determine the priorities.

Mr Mackay was thanked for his contribution to the meeting.

1.1 TOURISM AND ECONOMIC DEVELOPMENT – ANNUAL PLAN 2020-2021

The purpose of this report was to inform the Twizel Community Board about the proposed improvement and changes in the Tourism and Economic Development budget for the new financial year from July 2020.

Tim Mulcock spoke to this report. He explained his vision of a new business model for the information centre. He said this would be a work in progress with changes made over time. The postal services and council services offered by the information centre would remain business as usual.

1.2 TWIZEL EVENTS CENTRE ACCESS UPGRADE

The purpose of this report was to inform the Twizel Community Board about the proposed improvement and changes to the Twizel Events Centre access and security system.

Tim Mulcock said there had been a lot of frustration with the current access system.

A new system would be installed. Each group using the events centre would have a fob, managed by the council front-desk staff.

Mr Mulcock was currently working with staff and the gym on the details. He wanted to ensure there was communication with the community so it was not a shock or surprise to anyone.

5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

The following matters were discussed under General Business:

Town centre signs – Cr Bradbury circulated photos of the current shopping centre signs. These were dated and she would like them removed and replaced with new signs that better represent the Market Place shopping area.

The chief executive suggested the community board do a sign audit looking at all the signs in Twizel, instead of dealing with them one at a time.

It was agreed that the community board would take this advice and perform a sign audit.

Family friendly projects – Shade sails for the playground were suggested. Judy ? from the Twizel Community Cancer Group was at the meeting. She said the cancer group had already looked into this and discovered a problem in that they could not get the wooden poles far away enough away from the equipment to hold the sails in place. There were also difficulties with taking them down in adverse weather. She offered to assist the community board with this matter.

Fence around the playground – The community board passed a resolution (below) to investigate a fence. Angie Taylor offered to do this.

Junior roadway on the roller skating rink – The community board passed a resolution (below) to ask staff for costings for a junior roadway on the roller skating rink, leaving two basketball hoops available for continued use.

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Viewing corridors - Amanda Sargeant spoke regarding viewing corridors in Twizel. Some of these are blocked by trees. There was a need to get information out about the viewing corridors and where they were. Angie Taylor offered to investigate further.

Glen Lyon Road walkway – Could the request for a footpath be fast tracked as a Covid-19 recovery project. Phil Mackay has spoken to the roading manager who is working on a list of shovel-ready projects. The roading manager was aware of the request.

The chief executive said the roading manager would consult with the community boards on his priorities for footpaths once funding became available. At the moment she was just trying to secure the money in the budget.

Cr Emily Bradbury then provided an update on council activity over the Covid 19 period.

COMMITTEE RESOLUTION TWCB/2020/238

Moved: Member Amanda Sargeant

Seconded: Member Tracey Gunn

That the Twizel Community Board instructs staff to investigate installing a fence around the playground as one of the board's community projects.

CARRIED

COMMITTEE RESOLUTION TWCB/2020/239

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Amanda Sargeant

That the Twizel Community Board asks staff to establish costings to install a junior roadway on part of the roller skating rink, leaving two basketball hoops available for continued use.

CARRIED

The Meeting closed at 4.15pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 3 August 2020.

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CHAIRPERSON

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 10 JUNE 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Tekapo Community Board meeting 10 June 2020 [↓](#) 

RECOMMENDATION

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 10 June 2020 be received.

That Council notes the following resolutions passed by the Tekapo Community Board:

1. That the Tekapo Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Tekapo Community Board to progress expenditure prior to 30 June 2020.



Unconfirmed MINUTES

Tekapo Community Board Meeting

10 June 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL, LAKE TEKAPO
ON WEDNESDAY, 10 JUNE 2020 AT 4.00PM**

PRESENT: Chairperson Steve Howes, Chris Scrase, Sharron Binns, Cr Matt Murphy

IN ATTENDANCE: Mayor Graham Smith, Suzette van Aswegen (Chief Executive), Stuart Grant (Acting General Manager Operations), Charlotte Borrell (Community Services and Facilities Officer), Phill Mackay (Recovery Manager), Arlene Goss (Governance Advisor), and three members of the public.

1 OPENING

The chairman opened the meeting and a minute's silence was observed in memory of Steve Binns, who was a respected member of the Tekapo community.

2 APOLOGIES

Apologies were received from member Carol Simcox and Cr Murray Cox.

3 PUBLIC FORUM

Constable Brad Morton from the New Zealand Police told the community board he would like to see security cameras put around town. He said cameras were the best crime fighting tool he could think off. He would like to work with Council and the community board to have these installed.

It was noted that council staff were in the process of writing a report on the need for cameras in towns across the district. It was suggested that the constable talk to Owen Hunter in Fairlie for access to the cameras there. The chief executive said staff were working through the privacy issues. This matter is on the council action list.

The constable was asked if would prefer that the feed from any cameras went directly to the police station for monitoring. He said this was the best option to protect privacy.

Simon? from Zephyr Airworks asked about installing a barrier on the main highway above the caravan park. The Mayor said NZTA were planning an upgrade of the road through Tekapo and this was one of the issues raised. The need for a barrier will be added to the action list under requests to NZTA.

Constable Brad Morton noted that the gritting of the main road was not happening early enough. This needed to happen before Queens Birthday weekend.

Krissy Rhodes asked what was happening with the tavern building (damaged by fire) and when it would be pulled down. The Mayor said the owner was still going through a process with his insurance company and builders.

She also asked what the council was going to do about Tekapo from now on, regarding tourism. She did not want to "be swamped and feel like a stranger in her own village".

Council was working on 'Destination Mackenzie' to determine what communities wanted from tourism. The chief executive said the Destination Mackenzie process would include multiple opportunities for the public to contribute.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 CONFIRMATION OF MINUTES OF THE LAST MEETING

COMMITTEE RESOLUTION TKCB/2020/183

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

That the minutes of the Tekapo Community Board meeting held on Wednesday 11 March 2020, be received and confirmed as an accurate record of the meeting.

CARRIED

5.5 COUNCILLOR UPDATE

This item was brought forward in the meeting because Cr Murphy needed to leave early for another appointment.

Cr Murphy noted that councillors had gathered in person for the first time the day before, to work on the annual plan and budgets.

The Mayor added he was proud of the district and how well people had pulled together during Covid-19.

Cr Murphy suggested starting the community board meetings an hour earlier in winter. There was no objection to doing this. The governance officer agreed to change the winter meetings to a 3pm start.

5.2 TEKAPO COMMUNITY BOARD FINANCIAL REPORT

The report was taken as read. There were no issues raised.

5.3 CARRY FORWARD OF UNSPENT 2020 GRANT AND TOWNSHIP PROJECT FUNDS

The purpose of this report was for the Tekapo Community Board to carry forward any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year, due to the Covid-19 restrictions having halted meetings and progress in the spending of these budgets from March 2020 to June 2020. There were no objections to doing this.

COMMITTEE RESOLUTION TKCB/2020/184

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

1. That the Tekapo Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Tekapo Community Board to progress expenditure prior to 30 June 2020.

CARRIED

5.4 NEW FORMAT FOR COMMUNITY BOARD MATTERS UNDER ACTION

The following 'Matters Under Action' were discussed:

Proposed shared pathway on Tekapo lakefront – Council staff were thanked for listening to the views of the community board regarding this pathway. The Lakeside Drive part of the pathway will be constructed in Spring/Summer, weather allowing.

Tekapo Lakefront Safety Improvements – A suggestion was made that the approaches to the playground be tidied up with a more permanent material than gravel. The Community Services Officer will meet with the builder on site to discuss this. Whitestone has also been asked to replace the tyres and re-tension the wires on the flying fox.

A large, rope "spider's net" was suggested as a further piece of equipment for the playground. Further discussion is required on this, and how it would be funded.

Tidying up the area to the east of the playground - The community services officer said she would talk to the roading manager regarding sourcing topsoil to put there and adding grass seed. New action item for this and suggested playground improvements.

Tekapo Lakefront Playground Boardwalks and Shade Sails – Action completed. Remove from list.

Barbara Hay Reserve – The community board needs to meet with the community services officer on site, then pricing will be requested from contractors.

Western Carpark – Dark Sky buses are still parked there. This issue is no longer relevant. Bus parks have been taken away from the four square car park. There is now a need to decide where long vehicle parking is going to be located.

Tekapo Village Walkway – Pathway markings have been completed. Remove from list.

Tekapo Community Hall – A quote for blinds is \$8,500. Might need to put this budget into the long-term plan. The pull-down screen must be installed by July 18 for an event.

Tekapo Bus Shelter – Work underway.

Tekapo Walkway from Simpson Lane – The community board needed to do a walk around with the roading manager. To be organised by the board.

D'Archaic Drive Reserve – The community services officer said she had spoken to the landscape architect and will bring plans to the community board, for further distribution to the public. All of the suggested names for the reserve would be suggested to iwi for input.

Tekapo Walking Trails – The community services officer has re-booked with TJ from Tekapo Trails, for July 13th. Community board members are invited to join them.

Cr Murphy left the meeting at 5.01pm

Tekapo Rubbish Bins – The community services officer is trialling a bin at the dump station. She would like to upgrade and tidy up refuse bin sites throughout the district.

5.5 GENERAL BUSINESS

Gavin Marriott has requested to put up a memorial plaque on a wall near the Tekapo Footbridge. The community board discussed this request, and wider issues of where memorials should be located. A bench or a tree with a plaque was the usual practice in other towns. The regional park society has a place for memorial trees and seats in the regional park.

The chief executive suggested that the community board work out a protocol for memorial options. An action for the community board to meet and discuss this further was added to the action list. The chairman will report back to Mr Marriott.

A person who had asked to attend the meeting and discuss the 5G network rollout was not present at the meeting. No further action was required.

The chairman raised the issue of the council's representation review. The community board wanted to know how to engage with the rural community so their voices could be heard. The chief executive said the representation review needed to happen before the end of this year.

The chairman asked about Council's views of mobile trading. The status quo remains. Nobody has a trading licence at the moment because licenses have lapsed over the Covid-19 period. Traders would now need to apply for a licence. The Mobile Trading Bylaw was being reviewed by staff. The community board would like to invite staff to attend the next meeting to discuss this bylaw review.

5.6 VISIT FROM COVID-19 RECOVERY MANAGER

Phill Mackay was welcomed to the meeting and was thanked for his work as response manager over the Covid-19 period. Council has now appointed him as Recovery Manager. His role is to coordinate recovery across the district, including the creation of a Covid recovery advisory group for the district.

Council will empower the community to recover but Council cannot do everything. He noted the recovery plan adopted by Council at its last meeting.

Tekapo Community Board Meeting Minutes

10 June 2020

Discussion took place on the plight of foreign nationals in the district.

The chairman asked if there was anything the community board could do to help. Mr Mackay asked them to nominate someone to join the advisory board.

The Meeting closed at 5.40pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 5 August 2020.

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CHAIRPERSON

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 11 JUNE 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Fairlie Community Board 11 June 2020 [↓](#) 

RECOMMENDATION

That the Minutes of the Fairlie Community Board Meeting held on Thursday 11 June 2020 be received.

That Council notes the following resolutions passed by the Fairlie Community Board:

1. That the Fairlie Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Fairlie Community Board to progress expenditure prior to 30 June 2020.
2. That the Fairlie Community Board recommend to Council that heating charges for the Mackenzie Community Hall be removed to bring it in line with other halls in the district and encourage increased hiring of the facility.
3. That the Fairlie Community Board recommends to Council that hire fees for the Fairlie Community Centre be reduced by 50% for a year as a Covid-19 recovery measure, with a review to be held in one year.
4. That the Fairlie Community Board approves a grant of \$250 for the Mackenzie Half Marathon towards the traffic management costs of the inaugural running event, to be held on 18 July, 2020.



Unconfirmed MINUTES

Fairlie Community Board Meeting

11 June 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COMMUNITY CENTRE LOUNGE, FAIRLIE
ON THURSDAY, 11 JUNE 2020 AT 4.30PM**

PRESENT: Les Blacklock (Chairperson), Damon Smith, Leaine Rush, Angela Habraken, Cr Murray Cox.

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Charlotte Borrell (Community Services and Facilities Officer), Phill Mackay (Recovery Manager), Arlene Goss (Governance Advisor).

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION FCB/2020/147

Moved: Damon Smith

Seconded: Leaine Rush

That the apology received from Mayor Graham Smith be accepted.

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Member Leaine Rush said she had not talked to Mr Hunter about the security cameras. It was noted that Transition Manager Tim Mulcock would be looking into the issue of cameras on behalf of Council.

COMMITTEE RESOLUTION FCB/2020/148

Moved: Angela Habraken

Seconded: Cr Murray Cox

That the minutes of the Fairlie Community Board meeting held on Thursday, 12 March 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

The community board noted that spending was a little over budget due to maintenance on the swimming pool, and tree work carried out by an arborist.

COMMITTEE RESOLUTION FCB/2020/149

Moved: Les Blacklock

Seconded: Leaine Rush

That the report be received.

CARRIED

5.3 CARRY FORWARD OF UNSPENT 2020 GRANT AND TOWNSHIP PROJECT FUNDS

The purpose of this report was for the Fairlie Community Board to consider carrying forward any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year, due to the Covid-19 restrictions having halted meetings and progress in the spending of these budgets from March 2020 to June 2020.

COMMITTEE RESOLUTION FCB/2020/150

Moved: Mr Les Blacklock

Seconded: Mr Damon Smith

That the Fairlie Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Fairlie Community Board to progress expenditure prior to 30 June 2020.

CARRIED

5.4 NEW FORMAT FOR COMMUNITY BOARD MATTERS UNDER ACTION

Discussion took place on the following Matters Under Action:

Fairlie Skate Park – The Skate Park Committee are still preparing their plans and intend to start construction in summer.

Pathway between Riddle Street and the highway – action completed. Remove from list.

War memorial – work complete. Staff were congratulated on completing this restoration.

Dog problems – Signs still to come.

Fairlie Community Centre – Work underway.

Bus Parking – Waiting for skate park before making a decision on this.

Swimming Pool – remove from action list. Will not be happening in the next season.

Cr Cox asked whether the pool had been depreciating and was the money available to replace it? The chief executive said buildings needed to come under the asset management system, like roads, and appear in the Long Term Plan. The Community Facilities and Services Manager was asked to get a risk assessment done on the swimming pool. The chairman said the community board could not afford for the pool to break down during the swimming season. It would require major funding to install a new filtration system. The risk assessment was seen as urgent and would be added to the action list.

Dog Park – Pricing to clear the site and build fencing would come to the next meeting.

5.5 MACKENZIE COMMUNITY SPORTS HALL HEATING CHARGES

The purpose of this report was for the Fairlie Community Board to consider recommending that Council remove charges for heating at the Mackenzie Community Hall (sports hall) to bring it in line with other halls in the district.

Charlotte Borrell spoke to this report. She said no other community halls charged for heating, so she would like to remove the extra charge for heating on top of the hourly rate.

Leaine Rush asked what the revenue verses costs were for the community centre. Revenue had dropped significantly when groups started using the school facilities instead of the community centre.

Discussion took place on reducing the hire rate, even just for the year, to entice people back to use the facility. Other hire models were also considered. More work needed to take place on encouraging the use of the centre.

It was suggested that the community board hold an open day at the community centre to find out what the community wants to use the centre for. Groups could also set up a stall promoting their group. The chairman offered to speak to Anne and Erin Thompson, from Heartlands, regarding this idea.

COMMITTEE RESOLUTION FCB/2020/151

Moved: Angela Habraken

Seconded: Damon Smith

1. That the Fairlie Community Board recommend to Council that heating charges for the Mackenzie Community Hall be removed to bring it in line with other halls in the district and encourage increased hiring of the facility.

Fairlie Community Board Meeting Minutes

11 June 2020

2. That the Fairlie Community Board recommends to Council that hire fees for the Fairlie Community Centre be reduced by 50% for a year as a Covid-19 recovery measure, with a review to be held in one year.

CARRIED

5.6 GRANT APPLICATION - MACKENZIE HALF MARATHON

The community board were happy to encourage this event and granted the maximum amount of \$250 from the grants account.

COMMITTEE RESOLUTION FCB/2020/152

Moved: Damon Smith

Seconded: Leaine Rush

That the Fairlie Community Board approves a grant of \$250 for the Mackenzie Half Marathon towards the traffic management costs of the inaugural running event, to be held on 18 July, 2020.

CARRIED

5.6.1 VISITOR - RECOVERY MANAGER PHILL MACKAY

Recovery Manager Phill Mackay spoke. Council has appointed him as to assist the community in recovering from Covid19. He intends to work with other government agencies to ensure things are connected. He would like a representative of each of the community boards to join the recovery advisory group.

He talked about the initial recovery action plan that Council signed off at a recent meeting. He asked the community board to nominate someone to join the advisory group.

The chairman said this was a good vision for Council, and an opportunity to be positive in the area. He said there was still a lot of stress. In particular foreign nationals could not access the same support as New Zealanders and were sometimes unable to return home due to closed borders. He was working in this area to help them.

5.7 GENERAL BUSINESS AND UPDATE FROM COUNCILLOR REPRESENTATIVE

Cr Murray Cox updated the community board. The councillors have been working through the Covid19 recovery plan. They were identifying shovel-ready projects to bring forward work. Footpaths and water projects were priorities. Also planned to bring forward the update to storage for the Fairlie water supply, originally planned for 2025.

The annual plan was also being prepared so Council could set the rates for the next year.

Community boards would be involved in workshops in early July around spatial planning for the townships, as part of the District Plan review.

Fairlie Community Board Meeting Minutes

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A letter was received from Owen Hunter regarding Domain trees. It was attached to the last page of the agenda. The Community Facilities and Services Officer said it was important not to set a precedent and chop down trees just because they were shading properties.

It was agreed that she would meet with Mr Hunter and come back to the board with any proposal. The Governance Advisor was asked to reply to Mr Hunter.

Member Damon Smith asked about the playground slide at the village green. It was cracking so contractors were repairing and strengthening it. This was taking longer than expected due to Covid-19, but work is underway.

The Meeting closed at 5.32pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 6 August 2020.

.....
CHAIRPERSON

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 14 JULY 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Extraordinary Council meeting on July 14 2020 [↓](#) 

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on Tuesday 14 July 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Extraordinary Council Meeting

14 July 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 14 JULY 2020 AT 9.30AM**

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

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Paul Numan (General Manager Corporate Services), Tim Harty (General Manager Operations), Chris Clarke (Communications Advisor and Minutes Taker) and Connie Giquel (Executive Advisor)

1 OPENING

The Mayor opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/21

Moved: Cr Murray Cox
Seconded: Cr Stuart Barwood

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
4.1 - Transfer of Land to Tekapo Lake Resort Limited (TLRL) - Lakeside Drive Tekapo	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

Extraordinary Council Meeting Minutes

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	<p>person who supplied or who is the subject of the information</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<p>withholding would exist under section 6 or section 7</p>
CARRIED		

RESOLUTION 2020/22

Moved: Deputy Mayor James Leslie

Seconded: Cr Anne Munro

That Council moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 10.09am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 11 August 2020.

.....
CHAIRPERSON

8.2 MINUTES OF COUNCIL MEETING - 30 JUNE 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Extraordinary Council Meeting 30 June 2020 [↓](#) 

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on Tuesday 30 June 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Extraordinary Council Meeting

30 June 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 30 JUNE 2020 AT 10.00AM**

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

IN ATTENDANCE: Paul Numan (GM Corporate Services), Tim Harty (GM Operations), Alexis Grey (Manager People and Culture), Katherine Hill (Senior Corporate Planner), Adrian Hodgett (Finance Manager), Pauline Jackson (Rates Officer), Geoff Horler (Utilities Manager), Connie Giquel (Executive Assistant), Aaron Hakkaart (Planning Team Leader), Arlene Goss (Governance Advisor).

1 OPENING

The Mayor welcomed everyone to the meeting.

2 APOLOGIES

An apology was received from the Chief Executive, Suzette van Aswegen.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

4.1 AMENDMENT TO FEES AND CHARGES 2020/21 -

The purpose of this report was to consider an amendment to the adopted Fees and Charges for 2020/21, with regard to disposal of wastewater from septic tanks/holding tanks to council oxidation ponds.

Utilities manager Geoff Horler spoke to this report. He explained that council oxidation ponds were taking septic tank waste from outside the district, because the disposal fee was only \$6 per cubic metre. In the Waitaki District contractors were charged \$10,000 a year to hold a key to the oxidation ponds. They were not paying this, but were instead driving to Twizel. One contractor was driving all the way from Cromwell to Twizel to dump waste.

This additional waste badly affected the oxygen levels in the ponds and they had to be de-sludged more often.

The councillors asked questions on the current use of a camera to monitor the Twizel ponds, the operation of the oxidation ponds and the work required to bill operators for the amount. It was suggested that this issue be reviewed by the councillors in a year to see what effect the price increase might have.

Senior corporate planner Katherine Hill requested an amendment to recommendation 2, to add the words "*plus GST*". This was agreed.

RESOLUTION 2020/28

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Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

RESOLUTION 2020/29

Moved: Deputy Mayor James Leslie

Seconded: Cr Stuart Barwood

2. That Council amend the 2020/21 Fees & Charges to increase Foul Sewer: Septic tank/holding tank to oxidation pond from \$6.00/m³ to \$25.00/m³ plus GST.

CARRIED

4.2 ADOPTION OF THE ANNUAL PLAN 2020/21

The purpose of this report was for Council to adopt the 2019-2020 Annual Plan.

Katherine Hill took the report as read and outlined the recommendations. She thanked the councillors and staff for their efforts in getting the annual plan completed and adopted on time.

The Mayor asked for clarification of the unbalance benchmark on page 16 of the agenda. The Finance Manager Adrian Hodgett explained how this works and that Council was in the position it expected to be at this stage.

Cr Leslie complimented staff on a "remarkable document".

Discussion took place on the need to meet the challenges posed by the reduction in the rates increase and the bringing forward of some projects. It was noted that this was the right thing to do at a time of low interest rates.

The Mayor asked for the minutes to record his comment that he appreciated the work staff had done in pulling together the wishes of Council. He was proud of the result. He said Council had taken a long-term view to assist the district and meet residents' expectations.

After the resolution to adopt the Annual Plan was carried there was a round of applause.

RESOLUTION 2020/30

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

1. That the report be received.

CARRIED

RESOLUTION 2020/31

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

Extraordinary Council Meeting Minutes

30 June 2020

2. That Council resolve that it is prudent to include the following breaches of the Revenue and Financing Policy and confirm that these matters should be included in the review of the Revenue and Financing Policy in 2020/21:
 - (a) General Rate funding of Governance General – 0% (60-80%);
 - (b) Investments funding of Governance General – 93% (20-40%);
 - (c) General Rates funding of Corporate Services – 68% (80-100%);
 - (d) Investments funding of Corporate Services – 12% (0%);
 - (e) Other income funding of Corporate Services – 13% (0%);
 - (f) General Rates funding of District Planning – 39% (60-80%);
 - (g) User charges funding of District Planning – 0% (20-40%);
 - (h) Reserves funding of District Planning – 61% (0%).
3. That Council resolve to increase forecast external debt from \$5.873m to \$10.5m in 2020/21.
4. That Council resolve that it is financially prudent to have an unbalanced budget in 2020/21.
5. That pursuant to section 95(1) of the Local Government Act 2002, the Council adopts the 2020/21 Annual Plan, to take effect from 1 July 2020.
6. That staff be given the delegation to make minor formatting and grammatical amendments prior to publication.
7. That the Council informs the public of the adoption of the Annual Plan 2020-2021 and its contents.

CARRIED

4.3 RATES RESOLUTION REPORT

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

Rates Officer Pauline Jackson tabled a small change to the staff recommendations. On page 25 of the agenda, under the heading Economic Development Rates, she asked for the following sentence to be added:

Currently the 2020/21 split of the rate requirement is 70.37% fixed charges and 29.63% rates in the dollar based on capital value.

This sentence was added to the recommendation.

The Mayor noted the Works and Services Rate varied widely between townships. This was due to the difference in fixed charges, and also the projects underway in each town.

RESOLUTION 2020/32

Moved: Deputy Mayor James Leslie

Seconded: Cr Matt Murphy

1. That the report be received.

Page 4

CARRIED

RESOLUTION 2020/33

Moved: Deputy Mayor James Leslie

Seconded: Cr Emily Bradbury

2. That the Mackenzie District Council resolves to set the following rates under the Local Government (Rating) Act 2002, on rating units in the Mackenzie District for the financial year commencing on 1 July 2020 and ending on 30 June 2021 and sets the due dates for the payment of rates and associated penalties for unpaid rates as also set out below.

GENERAL RATES

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

- Tekapo A A rate of \$0.0157634 per dollar (GST inclusive) of Capital Value
- Ohau A A rate of \$0.0018280 per dollar (GST inclusive) of Capital Value
- Tekapo B A rate of \$0.0027745 per dollar (GST inclusive) of Capital Value
- All Other Properties -
 A rate of \$0.0010466 per dollar (GST inclusive) of Capital Value

UNIFORM ANNUAL GENERAL CHARGE

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

- A fixed amount of \$24.63 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit.

WORKS & SERVICES RATES

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

TWIZEL WORKS & SERVICES RATE

- A fixed amount of \$31.72 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit on every rating unit situated in the Twizel community (excluding capital improvement work in the Twizel community area of benefit which is funded by Twizel Improvement rate).).
- A rate of \$0.0006889 per dollar (GST inclusive) based on the capital value on every rating unit in the Twizel community ((excluding capital improvement work in the Twizel community area of benefit which is funded by Twizel Improvement rate) (as defined on a map held by Council).

The relationship between the rates in the differential category is as follows:

- a) A fixed amount per separately used or inhabited part (SUIP) of a rating unit to fund 10.00% of the targeted rate requirement
- b) A rate per dollar of capital value of the land to fund 90.00% of the targeted rate requirement

FAIRLIE WORKS & SERVICES RATE

- A fixed amount of \$65.88 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit, on every rating unit situated in the Fairlie community.
- A rate of \$0.0021516 per dollar of capital value (GST inclusive) based on the capital value on every rating unit in the Fairlie community (as defined on a map held by Council)

The relationship between the rates in the differential category is as follows:

- a) A fixed amount per separately used or inhabited part (SUIP) of a rating unit to fund 10% of the targeted rate requirement
- b) A rate per dollar of capital value of the land to fund 90% of the targeted rate requirement.

LAKE TEKAPO WORKS & SERVICES RATE

- A fixed amount of \$184.21 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit on every rating unit situated in the Lake Tekapo community.
- A rate of \$0.0002961 per dollar of capital value (GST inclusive) based on the capital value on every rating unit situated in the Lake Tekapo community (as defined on a map held by Council)

The relationship between the rates in the differential category is as follows:

- a) A fixed amount in the separately used or inhabited part (SUIP) of a rating unit to fund 48% of the targeted rate requirement
- b) A rate per dollar of capital value of the land to fund 52% of the targeted rate requirement.

RURAL WORKS AND SERVICES RATE

- A fixed amount of \$20.83 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit on every rating unit situated in the rural community.
- Ohau A
A rate of \$0.0000221 per dollar of capital value (GST inclusive) on every rating unit in the rural community.
- Tekapo B
A rate of \$0.0000336 per dollar of capital value (GST inclusive) on every rating unit in the rural Community.
- Tekapo A

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A rate of \$0.0001909 per dollar of capital value (GST inclusive) on every rating unit in the rural community.

- All other rural properties

A rate of \$0.0000067 per dollar of capital value (GST inclusive) based on the capital value of the land of every rating unit in the rural community.

(as defined on a map held by Council)

The relationship between the rates in the differential category is as follows:

- a) A fixed amount per separately used or inhabited part (SUIP) of a rating unit to fund 49% of the targeted rate requirement, and
- b) Ohau A
20% of the 51% balance of the targeted rate requirement
- c) Tekapo A
20% of the 51% balance of the targeted rate requirement
- d) Tekapo B
20% of the 51% balance of the targeted rate requirement
- e) All other rural properties
40% of the 51% balance of the targeted rate requirement

SEWAGE TREATMENT RATE

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

- A fixed amount of \$40.60 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel and which are connected to a community sewerage scheme.
- A fixed amount of \$10.15 (GST inclusive) per water closet or urinal (after the first) for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel and which are connected to a community sewerage scheme.

(as defined on a map held by Council)

Notes for the purposes of these rates:

The sewage treatment service is treated as being provided if the rating unit is connected to a public sewerage drain. A rating unit used primarily as a residence for one household must not be treated as having more than one water closet or urinal.

EVERSLEY RESERVE SEWERAGE RATE

A targeted rate for sewerage, set under Section 16 of the Local Government (Rating) Act 2002, of
A fixed amount of \$938.28 (GST inclusive) per rating unit for ratepayers in the Eversley Reserve sewerage area of benefit, (excluding those rating units which have opted to pay the lump sum contribution).

(as defined on a map held by Council)

SEWERAGE INFRASTRUCTURE RATE

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

- A fixed amount of \$180.06 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel and which are connected or capable of being connected to a community sewerage scheme.
- A fixed amount of \$45.01 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part (SUIP) of a rating unit for all rating units situated in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel and which are connected to a community sewerage scheme.

(as defined on a map held by Council)

Notes for the purposes of these rates:

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

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

WATER TREATMENT RATE

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

- A fixed amount of \$47.75 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel and which are connected to a community water supply (except those rating units receiving a metered water supply).

(as defined on a map held by Council)

Notes for the purposes of this rate:

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

WATER INFRASTRUCTURE RATE

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

- A fixed amount of \$361.53 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit which is connected or capable of connection to a community water supply in the communities of Fairlie, Burkes Pass, Lake Tekapo and Twizel (except those rating units receiving a metered water supply).

(as defined on a map held by Council)

Notes for the purposes of this rate

The water supply infrastructure service is treated as being provided, if any part of the rating unit is connected to a Council operated community water supply or if the rating unit is situated within 100 metres of an urban community water supply waterworks and is capable of connection and where water is not supplied and measured by meter.

METERED WATER RATE

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

- A fixed amount of \$409.28 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit which is serviced by a council water meter.

RURAL WATER SUPPLIES

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

- A fixed amount of \$273.61 (GST inclusive) per unit of water supplied to every rating unit serviced by the Allandale Rural water supply.
- A fixed amount of \$187.43 (GST inclusive) per unit of water supplied to every rating unit serviced by the Spur Road Rural water supply.
- A fixed amount of \$218.00 (GST inclusive) per unit of water supplied to every rating unit serviced by the Downlands Rural water supply area in the Mackenzie District.

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

- A fixed amount of \$225.00 (GST inclusive) per rating unit serviced by the Ashwick Opuha Rural water supply
- A rate of \$2.77 (GST inclusive) per hectare on every rating unit serviced by the Fairlie Water Race of a fixed amount per hectare.
- A fixed amount of \$30.00 (GST Inclusive) per rating unit serviced by the Fairlie Water Race.

- A fixed amount of \$544.00 (GST inclusive) per rating unit serviced by the Downlands water supply area in the Mackenzie District.

URBAN STORMWATER RATE

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

- A fixed amount of \$38.08 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit which is situated in the communities of Fairlie, Lake Tekapo and Twizel. (as defined on a map held by Council)

DISTRICT ROADING RATE

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

- A fixed amount of \$79.18 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit on every rating unit (excluding Mount Cook Village) situated in the Mackenzie District.
- Tekapo A
A rate of \$0.0021689 per dollar (GST inclusive) of Capital Value.
- Ohau A
A rate of \$0.0002515 per dollar (GST inclusive) of Capital Value.
- Tekapo B.
A rate of \$0.0003817 per dollar (GST inclusive) of Capital Value.
- All other district properties
A rate of \$0.0001463 per dollar (GST inclusive) of Capital Value.
(as defined on a map held by Council)

The relationship between the rates in the differential category is as follows:

- a) A fixed amount per separately used or inhabited part (SUIP) of a rating unit to fund 35% of the targeted rate requirement, and
- b) Ohau A
10% of the 65% balance of the targeted rate requirement
- c) Tekapo A
10% of the 65% balance of the targeted rate requirement
- d) Tekapo B
10% of the 65% balance of the targeted rate requirement
- e) All other rural properties
70% of the 65% balance of the targeted rate requirement

URBAN SOLID WASTE RATE

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

- A fixed amount of \$279.80 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit for all rating units to which Council provides the service.

TWIZEL IMPROVEMENT RATE

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

- A fixed amount of \$50.89 (GST inclusive) per separately used or inhabited part (SUIP) of a rating unit situated in the Twizel Community. (as defined on a map held by Council)

TOURISM AND PROMOTION RATE

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

- A fixed amount of \$8.23 (GST inclusive) per separately used and inhabited part (SUIP) of a rating unit on every rating situated in the Mackenzie District.
- A rate of \$0.0009041 per dollar of capital value (GST inclusive) based on the land use of all commercial businesses (excluding commercial accommodation businesses and secondary accommodation properties).
- A fixed amount of \$100.00 (GST inclusive) per rating unit on Industrial land properties.
- A rate of \$0.0007349 per dollar of capital value (GST inclusive) based on the land use on the rateable capital value of the land of all commercial accommodation businesses (excluding commercial businesses, secondary accommodation properties and industrial land properties).
- A rate of \$0.0003674 per dollar of capital value (GST inclusive) based on the land use on the rateable capital value of the land of all secondary accommodation properties (excluding commercial business, commercial accommodation businesses and industrial land properties).

Currently the 2020/21 split of the rate requirement is 12.95% fixed charges and 87.05% rates in the dollar based on capital value.

ECONOMIC DEVELOPMENT RATE

Targeted rates for economic development, set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$10.00 (GST inclusive) per separately used and inhabited part (SUIP) of a rating unit on every rating situated in the Mackenzie District.

- A rate of \$0.0000878 per dollar of capital value (GST inclusive) based on the land use on the rateable capital value of the land of commercial businesses, and industrial land properties.

Currently the 2020/21 split of the rate requirement is 70.37% fixed charges and 29.63% rates in the dollar based on capital value.

ALPS TO OCEAN RATE

A targeted rate for Alps to Ocean activities, set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$22.20 (GST inclusive) per separately used and inhabited part (SUIP) of a rating unit on every rating situated in the Mackenzie District.

RURAL CATTLE STOP MAINTENANCE RATE

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

- A fixed amount of \$108.69 per cattle stop or part thereof, on those rating units or parts of rating units benefitting.

FIXED CHARGES

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

The Mackenzie District Council has complied with section 21 of the Local Government (Rating) Act 2002 as excluding water and sewer charges, fixed charges as a percentage of the total rates amount to 16.96%.

DIFFERENTIAL CATEGORIES

GENERAL RATE

The Council adopts the following differential categories based on the use and location of the land for the purposes of the general rate:

Tekapo A

Ohau A

Tekapo B

All Other Properties

The relationship between the rates set per differential categories is as follows:

Tekapo A 10% of the total rate requirement

Ohau A 10% of the total rate requirement

Tekapo B 10% of the total rate requirement

All Other Properties 70% of the total rate requirement

RURAL WORKS & SERVICES RATE

The Council adopts the following differential categories for the purposes of the Rural Works & Services Rate:

Category

Tekapo A

Ohau A

Tekapo B

All other rural properties

The relationship between the rates set per differential categories is as follows:

Tekapo A 20% of the balance of the targeted rate requirement

Ohau A 20% of the balance of the targeted rate requirement

Tekapo B 20% of the balance of the targeted rate requirement

All other rural properties 40% of the balance of the targeted rate requirement

DISTRICT ROADING RATE

The Council adopts the following differential categories based on the use and location of the land for the purposes of the District Roding rate:

Tekapo A

Ohau A

Tekapo B

All other district properties

The relationship between the rates set per differential categories is as follows:

Tekapo A 10% of the balance of the total rate requirement

Ohau A 10% of the balance of the total rate requirement

Tekapo B 10% of the balance of the total rate requirement

All other district properties 70% of the balance of the total rate requirement

TOURISM AND PROMOTION RATE

The Council adopts the following differential categories based on the use and location of the land for the purposes of the Mackenzie District tourism and promotion.

Commercial Businesses

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All rateable properties within the Mackenzie District identified as the principal use of the land being commercial business (excluding accommodation providers).

Industrial Land properties

All rateable properties within the Mackenzie District on land with a property category code beginning with I in the Council's Rating Information Database.

Commercial Accommodation Businesses

All rateable properties within the Mackenzie District identified as accommodation providers and where the principal use of the land is commercial accommodation businesses.

Secondary Accommodation Properties

All rateable properties within the Mackenzie District identified as accommodation providers but where the principal use of the land is not commercial accommodation business.

Definitions:

- Tekapo A - all separate rating units in the former Tekapo Ward, used for hydroelectric power generation (as more particularly defined on valuation roll number 2530015901).
- Ohau A - all separate rating units in the former Twizel Ward used for hydroelectric power generation (as more particularly defined on valuation roll number 2532000701A).
- Tekapo B - all separate rating units in the former Tekapo Ward, used for hydroelectric power generation (as more particularly defined on valuation roll number 2530018400).
- All other properties - all separate rating units in the Mackenzie District other than Tekapo A, Ohau A and Tekapo B.
- All other rural properties - all separate rating units in the Rural community other than, Tekapo A, Ohau A, Tekapo B and Mount Cook Village.
- Rural community is defined as the area of the Mackenzie District excluding the community areas of benefit of Twizel, Lake Tekapo, Fairlie and Mount Cook Village.
- All other district properties- all separate rating units in the Mackenzie District other than Tekapo A, Ohau A, Tekapo B and Mount Cook Village.

DUE DATE FOR PAYMENT OF RATES

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

Instalment number	Due Date
One	20 September 2020
Two	20 December 2020
Three	20 March 2021
Four	20 June 2021

PENALTIES

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

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- a) A penalty of 5% of the amount of any instalment that has been assessed after 1 July 2020 and which is unpaid after the due dates will be applied on:
- 22 September 2020
 - 22 December 2020
 - 22 March 2021
 - 22 June 2021
- b) A further 5% penalty will be added to unpaid rates from previous financial years unpaid on the later of 5 working days after the date of the resolution or 7 July 2020. The penalty charge will be applied on so much of any rates levied before 1 July 2020 which remain unpaid on 7 July 2020.
- c) A further 5% penalty will be added to unpaid rates from previous financial years to which a penalty has been added under (b) if the rates remain unpaid on 7 January 2021.

PAYMENT OF RATES

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

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

CARRIED**4.3 ADOPTION OF COMMITTEE TERMS OF REFERENCE - CHIEF EXECUTIVE PERFORMANCE COMMITTEE**

This matter was first discussed at the council meeting on June 23, 2020, and was tabled for further work, with the intention it come back to Council at this meeting.

Senior corporate planner Katherine Hill noted changes to the terms of reference including that the Chief Executive Performance Committee would be a standing committee of Council, and that all councillors would be members. Meetings are held three times a year.

The Mayor noted that, as a small council, it was important for all councillors to be involved in this committee.

RESOLUTION 2020/34

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

1. That the report be received.

CARRIED

RESOLUTION 2020/35

Moved: Cr Murray Cox

Seconded: Cr Matt Murphy

2. That Council confirms the establishment of a new standing committee called the Chief Executive Performance Committee.
3. That Council adopt the terms of reference for the Chief Executive Performance Committee, as attached to the agenda.
4. Adopt revised terms of reference for the Audit and Risk Committee to exclude responsibility for the Chief Executive's performance review, as attached to the agenda.
5. That Council's decisions related to the Chief Executive Performance Committee be communicated to the Audit and Risk Committee.

CARRIED

4.4 HERITAGE PROTECTION FUND

Planning Team Leader Aaron Hakkaart joined the meeting at 10.39am to speak to this report.

Two applications have been received and together they meet the total of the fund for the financial year.

Mr Hakkaart answered questions from councillors about the heritage buildings list for the district. He said there were about 80 items on the list, ranging from whole buildings to a heritage fireplace. This list was reviewed in 2014, with the owner of every listing sent a letter. It is normally reviewed as part of the District Plan review process.

RESOLUTION 2020/36

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2020/37

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

2. That Council approves a grant of \$2,500.00 from Councils Heritage Protection Fund for enhancement and management works, being the repair and repainting of original windows, fascia and trim at Eversley Homestead, 89 Fairlie-Tekapo Road (Mount Cook Road), State Highway 8, Fairlie. (Application from J McMurtrie).
3. That Council approves a grant of \$2,500.00 from Councils Heritage Protection Fund for enhancement and management of the Mt Nessing Homestead Gate/Picket Fence, being: the repair and replacement of a picket fence, finials, and repair of metal latches, a new "Mt

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Nessing" sign, and re-painting the repaired picket fence and gate at 1031 Mt Nessing Road, Albury. (Application from J & K Simpson).

CARRIED

The Meeting closed at 10.46am.


The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 11 August 2020.

.....
CHAIRPERSON

8.3 MINUTES OF COUNCIL MEETING - 23 JUNE 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Council Meeting 23 June 2020 [!\[\]\(83f22ed94ec5517769dd76d702c6bfd8_img.jpg\)](#) 

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 23 June 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Ordinary Council Meeting

23 June 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 23 JUNE 2020 AT 10.01AM**

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

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Paul Numan (GM Corporate Services), Tim Harty (GM Operations), Tim Mulcock (Transition Manager), Alexis Grey (Manager People and Culture), Katherine Hill (Senior Corporate Planner), Charlotte Borrell (Community Facilities and Services Officer), Adrian Hodgett (Finance Manager), Connie Giquel (Executive Assistant), Arlene Goss (Governance Advisor)

1 OPENING

The Mayor welcomed everyone to the meeting.

2 APOLOGIES

An apology was received from Cr Emily Bradbury.

3 VISITORS

There were no visitors.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 BEREAVEMENTS

The following bereavements were read out by the Mayor and a minute of silence observed:

SHAW, David Roland (Dave): on 18 May, died peacefully after a long illness at Hospice South Canterbury, aged 73. Loved son of the late Adam and Patricia Shaw, dearly loved father of Janelle and Andrea. Loved Pop of Isaac; Soffe, Travis and Lewis, Tyler and Ruby. Much loved brother and brother-in-law of Allan, Janet, Darrel Purton, Kerry and Margaret (of Twizel).

KANE, Mary: On 19 May, died peacefully at Diana Isaac Rest Home, aged 95 years. Formerly of Fairlie. Loved wife of the late Paul. Dearly loved mother and mother-in-law of Jim (deceased) and Barbara (Te Anau), Marie and Martyn (Mick) Shefford (Rotorua), Sandra (Oamaru), Phyllis (Winton), Maurice (London), Gordon (Te Anau), and Anne and Keith McFadden (Christchurch).

MCMILLAN, Wayne: on 20 May, sadly passed away at the age of 74, in his long-time family home in Twizel, after a bravely defiant battle with cancer. Ski-Plane Captain Wayne McMillan; loving and devoted husband to Val and much loved father of Nick and Kate. Adored Poppy of Isabella, Paige, Ella and Fleur, and a loyal friend to many.

FASHER, Margaret: On 28 May, died at her home in Fairlie aged 77. Loved Mum and mother-in-law of Michael and Lisa, Brian and Naoko, treasured Granny of Sean; Amelia, James, and Connor.

PUDNEY, Patricia Anne Rita: On 18 June, died aged 77 years. Dearly loved wife of Colin. Dearly loved mother and mother-in-law of Vivi Pudney, Kere and Craig Adams, Chris and Rachael Pudney, Sonia and Paddy Sinnott, Andrea and Kent Adams, Steve and Shanelle Pudney, Simon Pudney and Hillary Nicolson and loved friend to Shelley Pudney.

MACKAY, Marie, died 5 May. Of Timaru, mother of staff member Phillip Mackay.

MCPHERSON, Bob, ex councillor. Passed away during lockdown. Loved husband of Rosalie, late of Albury.

MALTHUS, John, late of Albury, passed away during lockdown. Father of Kath and father in law of Ian Boothroyd.

6 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

RESOLUTION 2020/23

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the report be received.

CARRIED

The Mayor noted there had been a lot happening lately with many meetings on many issues.

Cr Cox asked about the number of people employed by the Mackenzie Basin Wilding Trust. The Mayor said his last update was 70 people in the Mackenzie and 150 across Canterbury, working with contractors.

Cr Munro asked about the freshwater proposals. A delegation of Mayors would meet with the relevant ministers in Wellington to discuss concerns. The Mayor and CEO also planned a meeting with Ministers Parker and Sage on other subjects, and would raise this if possible.

Discussion took place on the recent report from the Environmental Defence Society. DOC and LINZ paid a small amount towards the report but did not commission it. It was a well-written report but the information was historical and not up with recent developments. The Mackenzie Alignment had been working for two years now on collaborative issues. Cr Munro suggested the Mackenzie Alignment put out a statement in response to the report.

Destination Mackenzie is underway and waiting for agreement with runanga on a Maori name.

Cr Murphy asked about constituent concerns regarding Pukaki Airport and upcoming work. Users were being kept informed and Council would minimise the impact on users.

7 PUBLIC EXCLUDED REPORTS

8 REPORTS**6.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT****RESOLUTION 2020/24**

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

That the report be received.

CARRIED

A correction in the second paragraph of the report was noted. "Waikato" should read "Waitaki". The date of the annual plan approval was also corrected from June 23 to June 30.

Cr Cox asked about the complaints policy. He could not see it on the website. Tim Mulcock offered to follow up on this.

Cr Munro asked how the Audit NZ audit went. Paul Numan said this went well. There were still a few outstanding items to address, but Council was well-prepared and able to provide all the information requested. An audit report will come to the next Audit and Risk meeting.

The Mayor welcomed the new General Manager Operations, Tim Harty, to the district.

A recruitment update was provided by Alexis Grey. She outlined the efforts made to assist staff over the Covid-19 lockdown period and was pleased with how it went.

It was noted that the number of resource consents had dropped over the lockdown period, but these were picking up again now.

6.2 FINANCIAL REPORT

Paul Numan said Council was in surplus at the end of April, due in part to Covid-19 which had halted some work. Spending had now increased and was moving back towards budget levels.

Other matters discussed included:

- Revenue increases included an increase in financial contributions and consent fees.
- Operating expenditure in roading was increasing.
- The Fairlie Water Treatment Plant project would happen next year so the budget would be carried forward.
- The camping ambassador roles depended on grants being available. Cr Cox said Council needed to think about the long-term future of this role and ensure funding was available.
- Under water connection replacement, the costs were for parts replaced during normal repair work.
- Councillors were concerned that carry-over funds would be like a bow wave to push forward. Need to work with asset managers to ensure the work can be done.

6.3 CAPITAL CARRY FORWARDS 2018/19 TO 2019/20

The purpose of this report was for Council to confirm capital carry forwards from 2018/19 into 2019/20 for inclusion in the Annual Report 2019/20.

Katherine Hill spoke to this report and noted it was largely administrative. The three community boards had already resolved to carry forward their unspent funds.

RESOLUTION 2020/25

Moved: Deputy Mayor James Leslie

Seconded: Cr Anne Munro

1. That the report be received.

CARRIED

RESOLUTION 2020/26

Moved: Deputy Mayor James Leslie

Seconded: Cr Anne Munro

2. That Council confirm the carry forward of the following budgets from 2018/19 into 2019/20:

- (a) Resource Planning – Tekapo Planning: \$59,400
- (b) Resource Planning – Other Consultancy: \$45,000
- (c) Resource Planning – District Plan Review: \$63,430
- (d) Resource Planning – Rural Development: \$14,103
- (e) Roding – Minor Improvements: \$110,000
- (f) Civil Defence – Plant and Equipment: \$4,860
- (g) Information Technology – GIS Aerials: \$30,000
- (h) Information Technology – Website: \$30,000
- (i) Fairlie Township – Playground Upgrade: \$43,953
- (j) Tekapo Township – Implementation of Development Plan: \$219,000
- (k) Twizel Township – Implementation of Development Plan: \$64,000
- (l) Mackenzie Community Centre – Community Assets – Building: \$20,000
- (m) Twizel Swimming Pool – Community Assets – Public Amenities: \$226,343
- (n) Twizel Pensioner Housing – Furniture and Fittings: \$9,000

CARRIED

6.4 MACKENZIE COMMUNITY SPORTS HALL HEATING CHARGES

The purpose of this report was for Council to consider the Fairlie Community Board recommendation to remove the charges for heating at the Mackenzie Community Hall (sports hall) and to reduce hire fees by 50% for the 2020/21 financial year.

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Charlotte Borrell spoke to this report. There has been a reduction in use of the facility. The lure of free heating was already attracting people and sports groups back to the gymnasium.

Similar facilities in other towns did not charge extra for heating. The community board sent these recommendations to Council because they wanted to encourage more use of the facility. A user group was being formed to encourage use of the Fairlie community centre.

Katherine Hill noted there were two matters, both the heating and the community board request that hire fees be reduced by half. She recommended that the two requests be treated separately.

Cr Murphy said the Tekapo Hall was also seen as an expensive facility and people were using other venues rather than the hall. Council agreed that a workshop was needed on hall hire fees across the district.

RESOLUTION 2020/27

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

1. That the report be received.
2. That Council note the Fairlie Community Board recommendations.
3. That Council remit heating charges for the Mackenzie Community Hall to bring it in line with other halls in the district and encourage increased hiring of the facility.
4. That Council workshop the Fairlie Community Board recommendation to reduce Mackenzie Community Hall hire fees by 50% for the 2020/21 financial year in respect to the Revenue and Financing Policy and district wide impacts.

CARRIED**6.5 PROPOSED FEES AND CHARGES 2020/21**

The purpose of this report was for Council to adopt the proposed fees and charges for the 2020/21 financial year. Katherine Hill spoke to this report. Discussion included the following matters:

- Cost recovery for the inspection of earthquake-prone buildings would be introduced.
- Travel costs across the district were reviewed and a flat payment of \$30 would be introduced.
- The fees for LGOIMA requests have been brought into line with the Ombudsman's guidelines.
- Community centre and swimming pool fees would be workshopped and amended before the end of the year. Cr Barwood requested that the fees for green waste disposal be reviewed at the same time.
- Cr Murphy noted an administrative error in the fees and charges regarding the Tekapo Hall fees not being per hour.

RESOLUTION 2020/28

Moved: Deputy Mayor James Leslie

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2020/29

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

2. That the Council exempt the breach of the Revenue and Financing Policy with regard to the funding of Governance General (7%) and Twizel Swimming Pool (14%) from the prescribed 20-40% user charges.

CARRIED

RESOLUTION 2020/30

Moved: Cr Stuart Barwood

Seconded: Cr Anne Munro

3. That the Council adopt the attached fees and charges for the 2020/21 financial year.

CARRIED

6.6 ANNUAL PLAN 2020/21 VARIANCES AND CONSULTATION

The purpose of this report was for Council to consider whether to consult on the 2019/20 Annual Plan. Katherine Hill circulated an amendment to the table on page 45 of her report. This is available as an attachment to these minutes.

Councillors discussed some of the variances and why they were not considered to be significant. Advice was given to staff on how to present the annual plan variances to the public. Projects like the increase in footpaths were part of the Covid-19 recovery plan and would employ local contractors.

The Mayor noted he had been asked to meet with Federated Farmers to discuss the proposal for Council to take on debt. The Finance manager was asked to break down the debt – half a million was for footpaths and the rest for water projects. These have been brought forward as shovel-ready projects.

The chief executive said it was the right decision to bring projects forward to support the recovery. She also noted that this would show central government that councils could manage their own water supplies.

The councillors agreed that public consultation on the Annual Plan was not required, but that there was a need to inform people, done well. Staff were instructed to go ahead with this.

RESOLUTION 2020/31

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

RESOLUTION 2020/32

Moved: Deputy Mayor James Leslie

Seconded: Cr Murray Cox

2. That the Council resolve that the attached variances are not material or significant.

CARRIED

RESOLUTION 2020/33

Moved: Cr Murray Cox

Seconded: Mayor Graham Smith

3. That Council note the attached variances from Year 3 of the Long Term Plan 2018-2028 and agree to those items for inclusion in the Annual Plan 2020/21.

CARRIED

RESOLUTION 2020/34

Moved: Mayor Graham Smith

Seconded: Deputy Mayor James Leslie

4. That Council confirm that engagement is by way of informing about the Annual Plan 2020/21.

CARRIED

6.7 MACKENZIE HOLDINGS LIMITED

For Council to reconfirm the exemption of the Mackenzie Holdings Limited under Section 7 of the Local Government Act 2002.

Paul Numan said this report was a formality required under the Local Government Act. Mackenzie Holdings had not been trading and a nil return had been filed with the Companies Office.

RESOLUTION 2020/35

Moved: Deputy Mayor James Leslie

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2020/36

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

2. That Council reconfirm the resolution to exempt Mackenzie Holdings Limited under Section 7 of the Local Government Act 2002.

CARRIED

6.8 CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE

The councillors requested some changes to the terms of reference for this committee and agreed it should be tabled until the next meeting on June 30, 2020.

The changes included making it a sub-committee of Council, including all of the councillors as members, and meeting three times per year.

RESOLUTION 2020/37

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

RESOLUTION 2020/38

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

2. That the matter of the Chief Executive's Performance Committee be tabled until the Extraordinary Meeting of Council on June 30, 2020.

CARRIED

6.9 COUNCIL MATTERS UNDER ACTION

Councillors asked for an update on the action related to using the name Tekapo/Takapo. Katherine Hill said the original proposal was only to include both names in council documents, not a name change for the town. Runanga supported using both names in documentation. The community board thought wider consultation should be undertaken. Staff would do more work on this and bring it back to Council.

RESOLUTION 2020/39

Moved: Deputy Mayor James Leslie

Seconded: Cr Matt Murphy

That the report be received.

CARRIED

7 COMMUNITY BOARD RECOMMENDATIONS

7.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 9 MARCH 2020

RESOLUTION 2020/40

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

1. That the minutes of the Twizel Community Board meeting held on 9 March, 2020, be received.

2. That Council notes the following resolutions from the Twizel Community Board:

That the Twizel Community Board resolves to find funding from the township fund for free wifi in the Twizel Market Place, using the council building as a site for the router, with the ability to gather data on users such as visitors to the area.

That the Twizel Community Board approves the designs for upgrades to the south eastern corner of the Twizel Market Place submitted at the meeting on March 9, 2020.

CARRIED

7.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 11 MARCH 2020

RESOLUTION 2020/41

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

1. That the minutes of the Tekapo Community Board Meeting held on Monday, March 11, 2020, be received.
2. That Council notes the following resolutions from the Tekapo Community Board:
 - That the Tekapo Community Board approves the following work to be constructed at the Domain Playground, from Tekapo Township Project funds, to improve access, safety and aesthetics:

Boardwalk

- (a) Over swale beside Four Square carpark - 4.0m long x 1.6m wide and 700mm high, with 1.0m concrete apron at each end:
Deck built with railway sleepers \$3,800 + GST (estimate)
- (b) Over wet area adjacent to main playground - 18m long x 1.6m wide and 700mm high:
Deck built with railway sleepers \$12,500 + GST (estimate)

Sun shade picnic table covers

- (c) Double table cover 6.1m long x 5.0m wide and 3.0m high
Built with macrocarpa posts and beams, \$14,500 + GST (estimate).
- That the Tekapo Community Board receives the report (on the Barbara Hay Reserve) and moves ahead with Option 1 (the current design) after seeing pricing for the project.

CARRIED

7.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 12 MARCH 2020

RESOLUTION 2020/42

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 12 March 2020 be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
 - That the Fairlie Community Board approves the construction of a cobble stone footpath across the garden area between the footpath on State Highway 8 and the Riddle Street shops, as a Township Project. This is to improve safety and visual appeal of the area.
 - That the Fairlie Community Board recommends to Council that a new accessible carpark be established at the back of the Fairlie Community Centre.

CARRIED

8 CONFIRM COUNCIL MINUTES

8.1 MINUTES OF COUNCIL MEETING - 24 MARCH 2020

RESOLUTION 2020/43

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

That the Minutes of the Council Meeting held on Tuesday 24 March 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

8.2 MINUTES OF COUNCIL MEETING - 12 MAY 2020

RESOLUTION 2020/44

Moved: Cr Stuart Barwood

Seconded: Cr Murray Cox

That the Minutes of the Extraordinary Council Meeting held on Tuesday 12 May 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

9 ADJOURNMENTS

The meeting adjourned for lunch at 12.07pm and reconvened at 12.38pm.

10 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2020/45**

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
16.1 - Minutes of Public Excluded Council Meeting - 12 May 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
17.2 - Public Excluded Matters Under Action	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
18.3 - Tender Acceptance Contract 1251, Township Maintenance 2020 - 2025	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.4 - ChristchurchNZ and South Canterbury Chamber of Commerce Memoranda of Understanding	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

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	person who supplied or who is the subject of the information	withholding would exist under section 6 or section 7
20.5 - Alpine Energy Shareholder Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
Late Item – Land for Sale by Tender at Lake Pukaki	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

RESOLUTION 2020/46

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the meeting moves out of Closed Council into Open Council.

CARRIED

The Meeting closed at 2.04pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 11 August 2020.

.....
CHAIRPERSON

6 ADJOURNMENTS

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

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
14.1 - Joint Southern Canterbury Councils Representative on CWMS Regional Water Management Committee	s7(2)(f)(i) - the withholding of the information is necessary to allow free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
15.2 - Adoption of Waste Minimisation and Management Contract	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
16.3 - Minutes of Public Excluded Council Meeting - 14 July 2020	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
17.4 - Minutes of Public Excluded Council Meeting - 23 June 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	enable Council to carry out, without prejudice or disadvantage, commercial activities	
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