



Mackenzie

DISTRICT COUNCIL

**Notice is given of a Commercial and Economic Development Committee Meeting
to be held on:**

Date: Tuesday, 10 May 2022

Time: Following the Engineering and Services Committee

**Location: Council Chambers
Fairlie**

AGENDA

Commercial and Economic Development Committee Meeting

10 May 2022

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

Commercial and Economic Development Committee Membership:

Murray Cox (Chair)
Stuart Barwood
Emily Bradbury
James Leslie
Anne Munro
Matt Murphy
Graham Smith
Rick Ramsay

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**2 APOLOGIES****3 DECLARATIONS OF INTEREST****4 VISITORS**

The following people have been invited to this meeting:

- Mark Geddes -- Perspective Consulting
- Warren Sharp – Davis Ogilvie and Partners
- Liz Shadbolt – Pukaki Airport
- Terry O'Neill and Kevin O'Neil – Forestry managers

5 REPORTS**5.1 MINUTES OF COMMERCIAL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING - 15 FEBRUARY 2022**

Author: **Arlene Goss, Governance Advisor**

Authoriser:

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

RECOMMENDATION

1. That the Minutes of the Commercial and Economic Development Committee Meeting held on Tuesday 15 February 2022 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

**Commercial and Economic Development
Committee Meeting**

15 February 2022

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

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

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

1 OPENING

The chairman opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

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

4 VISITORS

There were no visitors.

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

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

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

CARRIED

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

Moved: Cr Emily Bradbury

Seconded: Cr Murray Cox

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Property and Commercial Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.2 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 16 November 2021	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

COMMITTEE RESOLUTION COM/2022/27

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

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

CARRIED

The Meeting closed at 12.48pm.

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

.....

CHAIRPERSON

5.2 MAYORS TASKFORCE FOR JOBS

Author: Leaine Rush, Business Liaison Officer

Authoriser: Fiona McQuade, Manager - Property & Commercial

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be received.

BACKGROUND

The Mayors Taskforce for Jobs (MTFJ) programme was established in 2020 in response to the COVID outcome. The funding is to support youth (NEET's) and anyone who was displaced due to COVID into full-time and sustainable employment. Rural Councils with a population of less than 20,000 were invited to apply for the funding.

REPORT

Mackenzie District Council received \$250,000 in the 20/21 financial year and \$500,000 in the 21/22 financial year. The employment outcomes are measurable in relation to the amount of funding received. In the 20/21 financial year, MDC had 31 employment outcomes (25 required) and YTD in the 21/22 financial year there have been 38 employment outcomes (50 required). Any surplus funding must be returned to MTFJ.

27 businesses in the Mackenzie District have received funding from MTFJ ranging from \$2,000 to \$10,000. Nine apprenticeships in carpentry, hairdressing, electrical, plumbing, mechanical and painting have been supported.

Think Rural was an initiative launched last year to inspire people to move to rural locations throughout New Zealand and spread the workforce. A website was developed and a video promoting the Mackenzie was completed just before the last lockdown. The Think Rural pilot enabled MTFJ coordinators to offer relocation grants to people who secured full-time sustainable employment in their area and were moving from an urban area. Nine individuals have received a relocation grant for moving to the Mackenzie District for employment. Everyone received \$2,000 to assist with offsetting their costs.

A Work Ready programme in Twizel will be established, with a service agreement between MDC and the Twizel Promotions and Development Association (TPDA). This funding will be for a year long pilot programme to provide support to Gateway students and job seekers in Twizel in finding employment.

Heartlands Resource Centre in Fairlie have been engaged to run driving education classes for 15 ½ year old students or anyone who is requiring assist learning the road code. This programme has been funded for one year, with Fulton Hogan generously purchasing road code books for the students to use.

The Inzone Careers bus was booked for Twizel in March but was postponed due to COVID. This is ear-marked for later in the year, along with a visit to Fairlie, dependant on future funding.

Two Inzone Career kiosks will be installed in the Mackenzie and Twizel community libraries in June (approx.). This has been funded by MTFJ and is for a one-year contract. The kiosk will provide information about a variety of different career opportunities for youth (or any library user). I hope the kiosks will be used by the schools in conjunction with their discussions on future planning for entry into the workforce.

Unemployment levels are still incredibly low in the Mackenzie District. MSD reported only 30 job seekers receiving financial support in March 2022. Mackenzie District has the lowest unemployment figures in New Zealand, making recruiting for new team members incredibly difficult for our local businesses.

There has been an upturn in the number of vacancies being advertised in the last two weeks, which shows that local businesses are starting to prepare for higher visitor numbers for winter and the next summer.

The MTFK coordinator is attending a 3-day Career Expo in May, hosted by Go With Tourism, and collaborating with Dark Sky Project. This expo is attended by secondary school students and gives the Council the opportunity to promote the area as a place to consider when looking for employment. MTIA will be asking if other local businesses wish to share the space during the three days, to help promote their own business.

As Mackenzie businesses have been heavily reliant on foreign nationals for the workforce, there has been limited opportunity to assist with funding as the new employee must be a NZ citizen or resident. This has been a real barrier for businesses being able to access funds.

A lack of accommodation is an ongoing problem, particularly in Twizel. Tekapo seems to have availability at present, but once the AirBnB market starts to increase, this will also place further restraints on accommodation.

CONCLUSION

The decision about the funding for 22/23 financial year should be made in May. The structure of the funding is going to change and possibly the amount of funding available.

5.3 SOUTH CANTERBURY CHAMBER REPORT

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

STAFF RECOMMENDATIONS

That the information in this report be received.

BACKGROUND

The South Canterbury Chamber of Commerce (SCCC) and Mackenzie District Council (MDC) signed a new contract in 2021, for 3 years.

SCCC report directly to Council through a Council meeting quarterly, with the first of these meeting happening in April 2022.

REPORT

SCCC were successful in tendering for the Mackenzie Business Support Package. Initially \$80,000 was made available via the Community Recovery Advisory Group (CRAG). This funding was allocated in its entirety to local businesses on a 50/50 cost modelling, with up to \$2,500 per business available. In response to the need from our local businesses, Angela Oosthuizen, CE, approved an additional \$25,000 be made available for the package. A total of \$83,500 has been distributed to local businesses, most importantly supporting businesses who were not eligible for funding from Central Government, start up businesses and local community organisations. \$21,500 was paid to SCCC for 3 x webinars and admin fees.

MDC approached SCCC to organise and facilitate sessions in Twizel and Fairlie about resolving conflict and managing your wellbeing. The current environment with COVID has affected people behaviours and mental health and wellbeing. These sessions will provide insights to how to change your reaction to behaviours, recognising and understanding behaviours and when to ask for help and addressing conflict within the workplace and looking after your own wellbeing. There has been a great uptake with 33 attendees in Twizel and 24 in Fairlie. Raewyn Bell at SCCC has done an incredibly job at rallying people to attend. MDC has heavily subsidised the sessions, at a cost of \$5k, which will come from the funding allocated to CRAG.

CONCLUSION

The relationship between SCCC and MDC is growing and developing at a steady pace and trust levels have increased during the last few months.

5.4 AGE FRIENDLY STRATEGY

Author: Fiona McQuade, Manager - Property & Commercial

Authoriser: Paul Numan, General Manager Corporate Services

Attachments:

1. Age Friendly Strategy Project Plan by Rationale [↓](#) 
2. Age Friendly Grant acknowledgement [↓](#) 

PURPOSE OF REPORT

This report is to inform Council about implementation of the \$15,000 grant, received from MSD in late 2021 for completion of an Age Friendly Strategy (AFS). Council intends to utilise the services of Rationale consultants to complete this work. This report is seeking exemption from the Procurement Policy to engage Rationale to assist with completing this project.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approve an exemption to the Procurement Policy to allow for the appointment of Rationale to assist with completing an Age Friendly Strategy.

BACKGROUND

In October 2021 Mackenzie District Council (MDC) applied for grant funding to complete an Age Friendly Strategy for our region through MSD (refer to attached grant letter). The application was submitted in recognition of the Mackenzie District being a part of an aligned sub regional cluster (Timaru, Mackenzie, Waimate, Waitaki) for Age Friendly initiatives in South Canterbury. Waitaki and Timaru were initiating work to complete an Age Friendly Strategy, however Mackenzie and Waimate were yet to complete work in this space. In November 2021 MDC were advised their application for \$15,000 towards completion of an Age Friendly Strategy was successful.

Objectives for completion of an Age Friendly Strategy:

1. Listen and understand the communities' opinions and desires of MDC in relation to the aging population;
2. Define a vision and principles to support MDC's involvement in the sector;
3. Develop a strategy with a clear and concise strategic direction and responses to community responses;
4. Articulate MDC's vision and outcomes for their involvement in the ageing sector;
5. Define aged care solutions for Fairlie's own aged care needs and circumstances, facilitated by community organisations such as the Mackenzie Aged Care Trust project.

Key project Stages:

Stage 1: Confirm Project Scope

Stage 2: Community Focus Groups – MDC Lead

Stage 3: Age Friendly Strategy workshop

Phase 4: Age Friendly Strategy document development

Phase 5: Official launch of the Mackenzie Friendly Strategy is expected by October 2022.

POLICY STATUS

Exemption from the procurement policy is sought in order to engage consultancy expertise to assist with completing an Age Friendly Strategy. Rationale is the preferred consultancy provider and the full grant allocation of \$15,000 for the Mackenzie District is allocated to consultancy cost. Rationale is the preferred consultancy provider for this project as they have existing knowledge and involvement with the aged care industry and MDC. In addition, Rationale was directly involved in the Spatial Plan consultancy, providing a deep and detailed understanding of this project context (demographic growth projections and community spatial requirements). There is a time consideration for this project in terms of engagement of consultancy resource to assist with this project and Rationale have confirmed they are able to work this project into their programme to meet MSD timeline milestones.

SIGNIFICANCE OF DECISION

Community consultation will form a large part of the initial work undertaken including (but not limited to) focus group discussions and surveys. The principles of Council's Significance and Engagement Policy will be followed including specifically;

- a genuine (community based) approach to consultation and engagement,
- receiving feedback with an open mind (there maybe intended projects that need to be redefined as a result of community feedback), and
- providing timely opportunity for our community to have their say and
- using the tools listed under the Community Matters and Consultation section of the Engagement table contained in the Significance and Engagement Policy.

OPTIONS

Following an internal discussion with the Chief Executive, and including the Chair of the Mackenzie Aged Care Trust, of the advantages and disadvantages of completing this Age Friendly Strategy or returning the funding to MSD, it was decided that;

- it would be counterproductive to not proceed with an Age Friendly strategy at this time, despite delays due to Covid;
- failing to meet subregional stakeholder expectations (TDC, WDC and MSD) and the possible MDC reputational fall out for future funding applications if the funds were to be returned.

CONSIDERATIONS**Legal**

The attached letter of grant outlines the Terms and Conditions of the grant for completing an Age Friendly Strategy. Note this has been signed and return to MSD. Any or all grant money that is not spent must be returned to MSD.

Financial

The proposal is for Rationale to work with the Business Liaison Officer, Leaine Rush to complete the strategy. Aside from internal staff time, it is not foreseen that any unbudgeted funds from MDC will be required to complete this project.

Other

It is noted that consultation outcomes will provide key community centric feedback on the demand for future services in our region, including an aged care facility and, amongst other possible initiatives, the demand for medical/care facilities in the region. This feedback will assist groups such as the Mackenzie Aged Care Trust, Heartland and Twizel Community Care to name a few.

CONCLUSION

A collaborative approach between the two projects represents value for money from the Mackenzie District community's point of view because the Mackenzie Aged care Trust project will benefit from direct input from the Age-Friendly Strategy.

Project Plan for Age Friendly Strategy

Job No.	J001284	Client	Mackenzie District Council
Job Manager	Emily Walker	Contact Name	Leaine Rush
Director in Charge	Neil Jorgensen	Email	
Date	25 Feb 2022	Phone	
Revision no.	0.1	Purchase Order	

Requirement	Response
Scope - Question/ Problem/ Objectives	<p>Question/problem:</p> <p>Mackenzie District Council (MDC) are looking to develop an Age Friendly Strategy to support aging members of their community and MDC's involvement and investment in the aged care sector.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Listen and understand the communities' opinions and desires of MDC in relation to the aging population. • Define a vision and principles to support MDC's involvement in the sector. • Develop a strategy with a clear and concise strategic direction and responses.
Project Approach (incl. Gateways)	<p>Phase 1: Confirm Project Scope</p> <p>In collaboration with MDC, confirm the project scope, objectives and deliverables.</p> <p><i>Value added: Both parties have a clear understanding of what is required and what will be delivered.</i></p> <p><i>Gateway: Signed project plan and PO.</i></p> <p>Phase 2: Community Focus Groups – MDC Lead</p> <p>MDC will lead engagement with several community focus groups. The aim of these groups will be to understand the issues and challenges that the aging community is currently experiencing, that MDC has the ability to influence, and the opportunities that they see for Council involvement.</p> <p>Rationale will provide support in the design and planning of these workshops. MDC will organise, facilitate and provide analysis of content to Rationale.</p> <p><i>Value added: Understanding of the communities' sentiment towards how MDC could participate in supporting the aging community of the Mackenzie District.</i></p> <p>Phase 3: Age Friendly Strategy workshop</p> <p>Rationale will facilitate a half day workshop with a varied group of community, council and elected member representatives.</p> <p>At this workshop we will combine what was heard through the community focus groups to agree on:</p> <ul style="list-style-type: none"> • Vision for the strategy,

	<ul style="list-style-type: none"> • Principles for the strategy, and • Strategic directions <p>Rationale will develop draft proposals from the content of the focus groups and bring these to the workshop for discussion and development. Rationale will also complete a market scan to understand what peer organisations are doing in this space. Any learnings that are applicable to MDC will be brought into the workshop discussions.</p> <p>If possible this workshop would be completed in person, if not it can be completed in 1 – 2 interactive online workshops using tools such as miro and menti.</p> <p><i>Value added: Community co-design and collaboration in the development of the key strategic articles that will contribute to the development of the strategy.</i></p> <p>Phase 4: Strategy development</p> <p>Following the workshop, Rationale will develop a one page strategy with short backing report that outlines how MDC will improve the liveability of their places for the aging communities.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Vision (agreed at workshop) • Principles (agreed at workshop) • Strategic direction (discussed and developed at workshop) • Strategic responses (developed post workshop, based on its outcomes) <p><i>Value added: MDC will have a clear, actionable strategy which can be implemented immediately.</i></p> <p><i>Gateway: Council adoption of the Age Friendly Strategy</i></p>
Roles/ Accountabilities/ Delegations	<p>Roles:</p> <p>Project Sponsor – Angela Oosthuizen</p> <p>MDC Contact – Leaine Rush</p> <p>Project Director – Neil Jorgensen</p> <p>Principal Advisor / Project Manager – Emily Walker</p> <p>Engagement Specialist – Jimmy Sygrove</p>
The Deliverables / Timeframes	TBC
Agreed Accuracy / Level of Detail	TBC
Reporting	TBC
Specific assumptions, exclusions and risks	<ul style="list-style-type: none"> • Rationale have not allowed for project management of this project. • Rationale have not allocated resource to organise, attend or facilitate the community focus groups. • Rationale have not allocated resource to organise the strategy workshop. • Rationale have allowed for 1 trip to MDC.

	<ul style="list-style-type: none">• Rationale have not allowed for any presentations of the strategy.• Rationale have allowed for one MDC officer review of the strategy prior to finalisation.• Rationale have not allowed for graphic design of the one page strategy – an additional estimate for this can be provided if required.
Project specific H&S Plan required?	No
Project Estimate	\$15,000
Form of engagement	SFA
Director signature Neil Jorgensen General Manager Rationale Limited
Client Signature NAME ROLE COMPANY



Martin Homison and Leaine Rush
Mackenzie District Council
53 Main Street
Fairlie 7925

Tēnā kōrua

Grant for the Mackenzie Age Friendly Community Strategy

I am pleased to advise you that your application to the Age friendly Fund has been successful and we would like to offer you a grant of \$15,000 for the Mackenzie Age Friendly Community Strategy.

Enclosed is a Letter of Grant for you to consider. Once signed by both parties, this will be the contractual agreement between Mackenzie District Council and the Ministry of Social Development (MSD) for the Grant.

As the Grant is over \$10,000 it will be paid in two payments as follows:

- The first payment of \$10,000 (plus GST, if any) is due on the production of an invoice which should accompany the signed Letter of Grant.
- The second payment of \$5,000 (plus GST if any) is payable on production of an invoice and a satisfactory interim report. The Office reserves the right to recover any funding that is not used for the project.

Please review the enclosed Letter of Grant and if you're happy with it, arrange to have it signed and send it back to the Office for Seniors. Before sending the Letter of Grant back to us, please ensure that:

- it is signed according to the rules of your organisation and a PDF copy returned to the Office.
- you forward a blank bank deposit slip as evidence of the bank account to which the funds are to be direct credited.
- you provide an invoice for the first payment when returning the Letter of Grant.

Please also note:

- the Letter of Grant does not come into force until signed by both parties.
- a copy of the Grant will be returned to you once signed by MSD on behalf of the Crown.

If you do not wish to enter into the enclosed Letter of Grant, please let me know as soon as possible and return the Letter of Grant.

Please return the signed Letter of Grant as soon as possible (and by 15 December at the latest). Please also note that all funding associated with this Grant must be paid before 30 June 2022.

Please contact Jo Rae, Programme Lead Age friendly Aotearoa New Zealand on 029 927 5367 to discuss any queries you may have about the Grant.

Ngā mihi mahana

A handwritten signature in black ink, appearing to read 'Diane Turner', with a stylized flourish at the end.

Diane Turner

Director

Letter of Grant

The Office for Seniors, a population office within the Ministry of Social Development ("the Ministry"), confirms that it grants Mackenzie District Council ("the Provider") a total of \$15,000 plus GST if any ("the Grant") under the terms and conditions contained in this Letter of Grant.

Purpose of this Grant

The purpose of the Grant is to support the Provider to develop the Mackenzie Age Friendly Community Strategy ("Services").

The Milestones (key events) from the Services are listed in the Milestone table and the Deliverables (reporting) are listed in the Deliverables table below.

Payment of this Grant

The Ministry will make a Grant to the Provider of \$15,000 (plus GST if any). This includes \$10,000 on signing of the Letter of Grant and \$5,000 on production of a satisfactory Interim Report.

Terms and conditions of this Grant

The Ministry will pay the Grant to the Fund holder under the following conditions:

1. The Provider must continue to undertake the Services for the Term of this Grant.
2. The Provider must only use the Grant for the Services.
3. The Provider shall inform the Ministry of any funding it receives from any other source for the Services.
4. The Provider agrees to acknowledge the assistance of the Ministry in any publicity about the Services.
5. The Provider agrees to participate in publicity the Ministry may have about the Services and agrees that the Ministry may make information about the grant such as provider name, level of funding and the nature of the Services available to the public.
6. The Provider shall comply with all relevant provisions of the Privacy Act 1993 in relation to personal information collected whilst working on agreed projects or activities related to the Services, especially provisions relating to collection, use and storage.
7. The Provider agrees to assist the Ministry to monitor and evaluate the progress to achieving the Services including allowing the Ministry to have reasonable access to all records and financial accounts relating to the Services.

8. The Provider shall meet the following conditions:

- provide update reports for the following milestones:

Project phase	By the end of:
Interim report	May 2022

9. The Ministry shall make two payments subject to parliamentary appropriation, to the Provider and the nominated account. The payment will be made within 15 working days of the Ministry receiving the signed Letter of Grant.
10. In the event the Provider cannot complete the Services during the term for any reason whatsoever (excluding the reason is in the following clause), the Fund holder will return any unexpended Grant money to the Ministry within five working days.
11. In the event the Provider is contemplating winding up or dissolution, or is being wound up, it will notify the Ministry before any formal decision or Court order is made, or resolution passed to dissolve the trust. The Fund holder will refund any unexpended Grant money within 30 working days and in any event before the Provider is placed into liquidation or the trust is dissolved.
12. The Grant is a one-off contribution towards the Services for the Term. The Ministry cannot guarantee that there will be any money available for further funding after the Term and the Provider should not expect or rely on continuing funding.
13. The Ministry reserves the right to terminate the Grant immediately if the Fund holder and the Provider does not comply with these terms and conditions.
14. The Ministry may terminate this Letter of Grant by giving seven days' notice if the Provider breaches its obligations under this Letter of Grant. Upon termination the Fund holder is required to return any unspent funds to the Ministry within five working days.
15. The Provider agrees to advise the Ministry in writing immediately of any changes to its contact details, legal structure or nature of business.
16. The Provider agrees to make available to the Ministry any photography produced for use in other areas, if requested by the Ministry.
17. In the first instance in the event of any dispute arising out of or in connection with this Letter of Grant the parties will try to resolve themselves. If the parties are unable to settle the dispute it will be referred to arbitration in accordance with the Arbitration Act 1996.
18. No variation to this Letter of Grant shall be effective unless it is in writing and signed by both parties.

19. The Provider shall not transfer or assign any of its rights or obligations under this Letter of Grant without the Ministry's prior written approval.

Signatures

Signed by Diane Turner, Director, Office for Seniors, Ministry of Social Development.

I have a delegation under section 41 of the State Sector Act 1988 to sign for the Ministry.


_____	_____
Signed	Date

Signed by Paul Numan, General Manager, Mackenzie District Council

I have authority to sign for the Provider.

 _____	30/11/21 _____
Signed	Date

Deliverables for McKenzie District Council

Signed by:  _____
Date: 30/11/2021
Name: Paul Numan
Position: General Manager Corporate Services

Deliverable	Due Date
Interim report including an update on progress with community engagement	Due date: 27 May 2022
Final report summarising the outcomes of the project and the McKenzie Age friendly Community Strategy document	Due date: 13 October 2022

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

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6.2 - EDO update May 2022	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.3 - Forestry Update May 2022	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.4 - Forestry - Options for Forestry Management	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	(including commercial and industrial negotiations)	
6.5 - Pukaki Airport Landfill Contamination	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.6 - Pukaki Airport Update May 2022 and Fees and Charges	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.7 - PT Reserve 2014 Lake Takapo	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.8 - Minutes of Public Excluded Commercial and Economic Development Committee Meeting - 15 February 2022	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7